

**DIRECTIONS TO COMPLETE  
REGISTRATION AND BIOGRAPHICAL INFORMATION FORMS**

- 1) Go to website: [www.therapyappointment.com](http://www.therapyappointment.com)
- 2) Click on ***“Find Your Therapist”*** button in upper right corner of the page.
- 3) On the next page, in the box under ***“By Name”*** type in the name of the therapist with whom you have an appointment (either Bruce Ervin or Lisa Ervin). When the name shows up, click on it.
- 4) In the next window, click on the button at the bottom that reads: ***“Register as a new patient/client”*** and complete the form. When you have completed the form, click on the button at the end of the form that reads: ***“Submit Information to...”***
- 5) Once you have completed and submitted the ***Registration Form***, you will be taken to a new page/window where you will be invited to complete the ***Biographical Information Form***. You may click on either the ***“Complete the Form Now”*** or ***“Complete Form Later”*** button. We encourage you to complete the form before your first appointment if possible. When you have completed the form, be sure to click on the button that reads: ***“Send this information to...”***
- 6) Once the forms are completed, your therapist will be notified and will be able to access them through their account.
- 7) If you have any questions, please contact your therapist at (952) 345-4510.

Thank you!