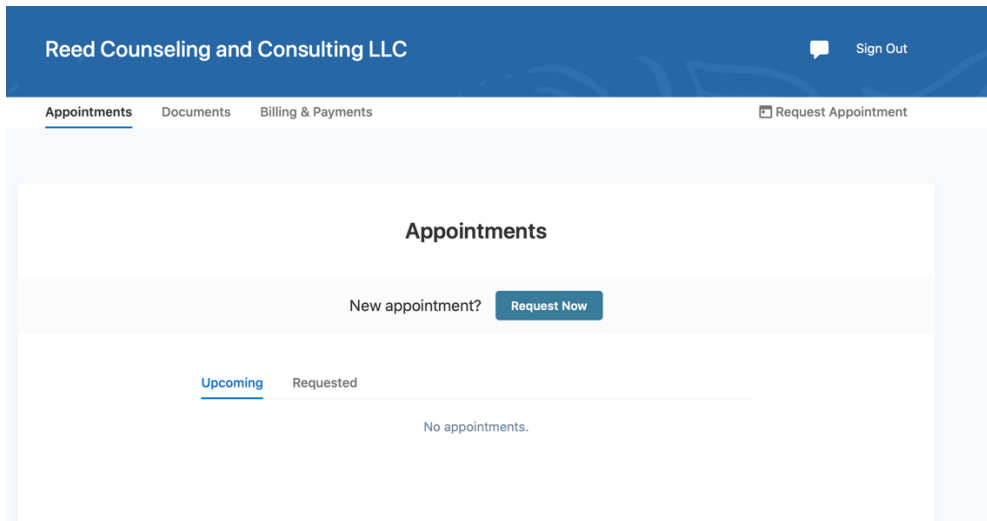
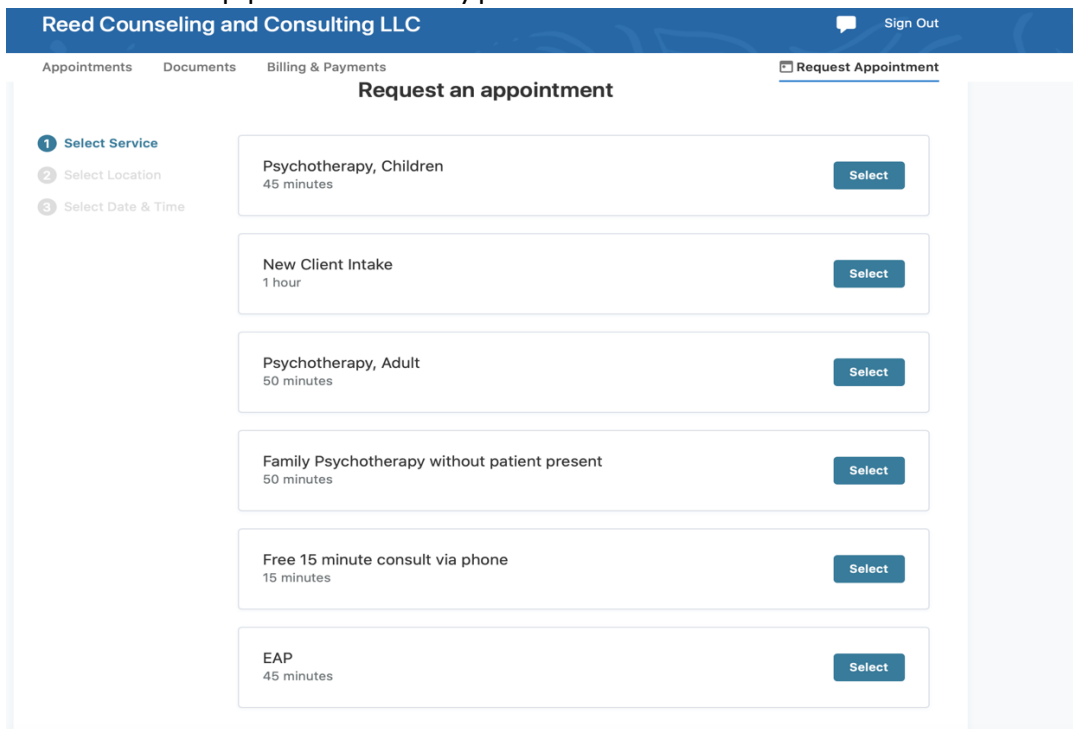


How to Schedule an Appointment

- Log into the Simple Practice Client Portal
 - Select Request Now



- Select the appointment type



How to Schedule an Appointment

- Select the appointment location (Tele-Health or In Office)

The screenshot shows the 'Request an appointment' page for Reed Counseling and Consulting LLC. The page has a blue header with the company name and a 'Sign Out' button. Below the header is a navigation bar with 'Appointments', 'Documents', 'Billing & Payments', and 'Request Appointment' (highlighted). The main content area is titled 'Request an appointment' and features a progress indicator on the left with three steps: 1. Service (selected), 2. Select Location (current step), and 3. Select Date & Time. Two location options are presented: 'Reed Counseling & Consulting LLC-Tele-Health' and 'Reed Counseling and Consulting LLC- Office'. Each option includes a 'Select' button. The office location is accompanied by a map showing its location at 1045 Church Rd E, Southaven, MS 38671.

- Select the appointment date

The screenshot shows the 'Request an appointment' page for Reed Counseling and Consulting LLC, now at the 'Select Date & Time' step. The progress indicator on the left shows 'Service' and 'Location' as completed steps, and 'Select Date & Time' as the current step. A calendar for April 2021 is displayed, with the date '13' highlighted. To the right of the calendar, the text 'Availability on Tue, Apr 13, 2021' is shown, along with a 'Viewing in CDT Change' link. Below this, there are three columns for 'Morning', 'Afternoon', and 'Evening'. The 'Morning' column has a '10:00 AM' slot selected. At the bottom, there is a section titled 'Show availability for:' with three checked options: 'Mornings Before 12pm', 'Afternoons 12pm - 4pm', and 'Evenings After 4pm'.