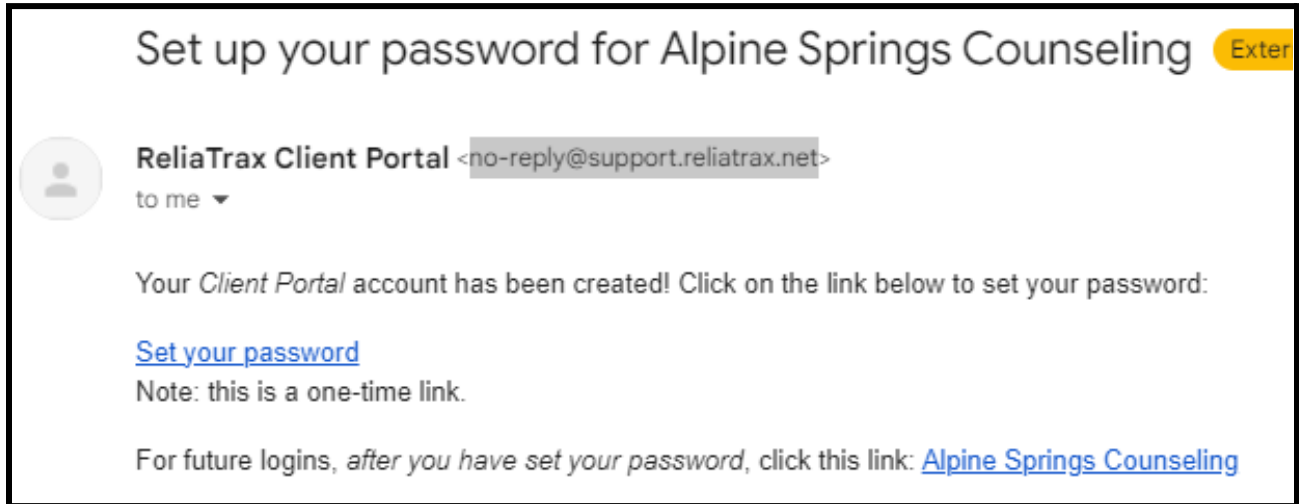
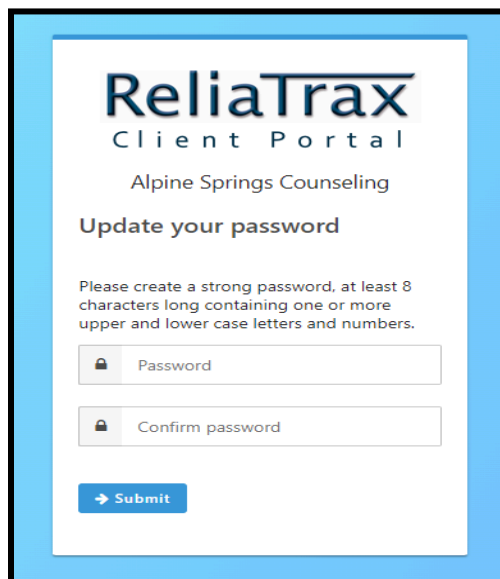


Configurando su portal de cliente

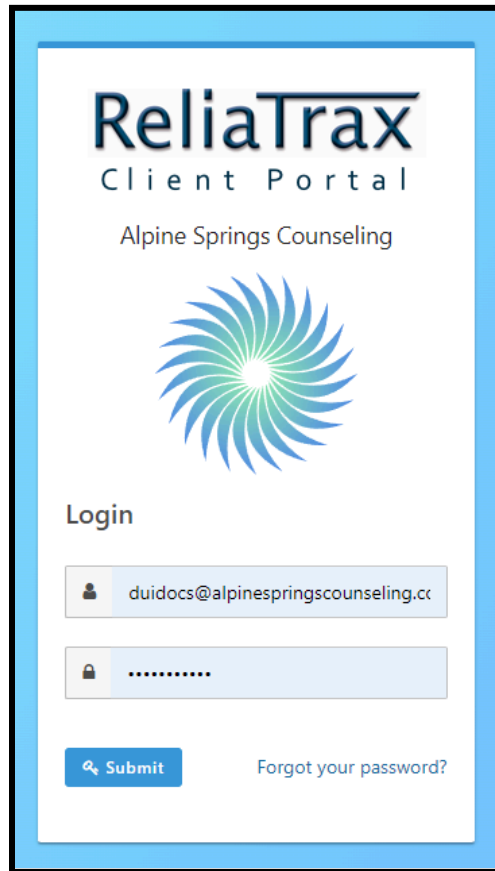
1. Esté atento a un correo electrónico de:
no-reply@support.reliatrax.net
2. Crear establece tu contraseña:



3. Establece tu contraseña. ¡Asegúrate de que esto sea algo que puedas recordar fácilmente!
 - a. Guarde su contraseña en su computadora, teléfono u otros dispositivos si tiene problemas para recordarla.

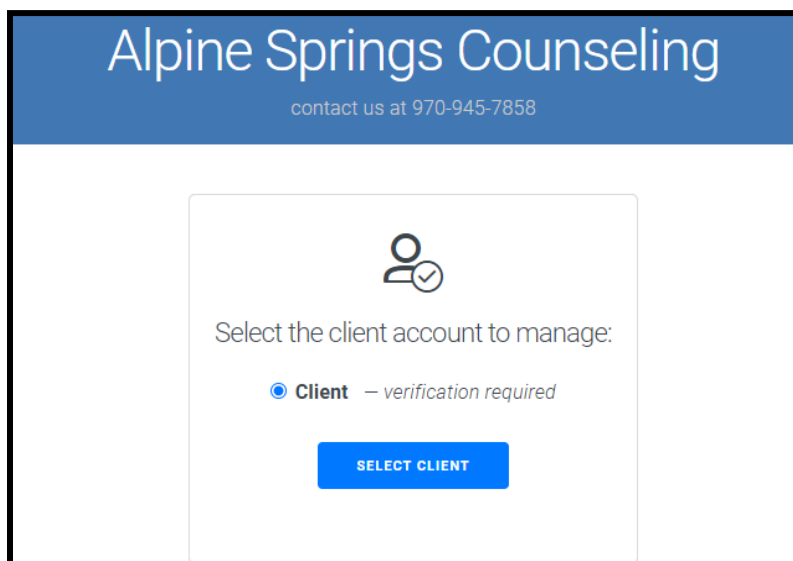
A screenshot of the "Update your password" form in the ReliaTrax Client Portal. The form is titled "ReliaTrax Client Portal" and "Alpine Springs Counseling". It includes instructions: "Please create a strong password, at least 8 characters long containing one or more upper and lower case letters and numbers." There are two input fields: "Password" and "Confirm password", both with lock icons. A blue "Submit" button is at the bottom.

4. Ingrese su correo electrónico y contraseña, luego presione enviar.



The image shows a login screen for the ReliaTrax Client Portal. At the top, the logo "ReliaTrax" is displayed in a large, dark blue font, with "Client Portal" underneath in a smaller, grey font. Below that, "Alpine Springs Counseling" is written in a grey font. A circular logo with a sunburst pattern in shades of blue and green is centered on the page. Underneath the logo, the word "Login" is written in a bold, dark grey font. There are two input fields: the first contains the email address "duidocs@alpinespringscounseling.cc" and the second contains a masked password ".....". Below the input fields, there is a blue "Submit" button with a magnifying glass icon and a link that says "Forgot your password?".

5. Administre su cuenta: haga clic en el círculo al lado de su nombre y presione seleccionar cliente.



The image shows a screen for managing an account at Alpine Springs Counseling. At the top, the text "Alpine Springs Counseling" is written in a large, white font on a blue background. Below it, "contact us at 970-945-7858" is written in a smaller, white font. The main content area is white and contains a central box with a grey border. Inside this box, there is a circular icon with a person silhouette and a checkmark. Below the icon, the text "Select the client account to manage:" is written in a grey font. Underneath, there is a radio button next to the word "Client" and the text "— verification required". At the bottom of the box, there is a blue button with the text "SELECT CLIENT" in white.

6. Verifica tu información. Esto debe coincidir exactamente con la información de la cuenta que se proporcionó en su formulario de registro. Pulsa enviar.

Alpine Springs Counseling
contact us at 970-945-7858

Verify Client Information

To access records for **Client**, please supply the following verification information:

First Name
Client

Last Name
Example

Date Of Birth
01/01/2001

SUBMIT

- a. Si la información no coincide exactamente, comuníquese con nuestra oficina principal al 970-525-0557 ya que recibirá este mensaje de error:

*****Si tiene dos apellidos, tenga en cuenta que nuestro sistema requiere un guión y no permitirá espacios. Utilice el símbolo de guión en su teclado entre sus apellidos. Por ejemplo "García-García". *****

Verify Client Information

To access records for **Client**, please supply the following verification information:

Information does not match data on file for client
Attempt 1 of 5

First Name
Client

Last Name
Example

Date Of Birth
01/01/2001

SUBMIT

7. En el cuadro Tareas, primero complete los formularios de su perfil de cliente, ya que esto completará automáticamente la mayor parte de la información requerida en los formularios restantes.

Alpine Springs Counseling









contact us at 970-945-7858

Welcome to the Client Portal



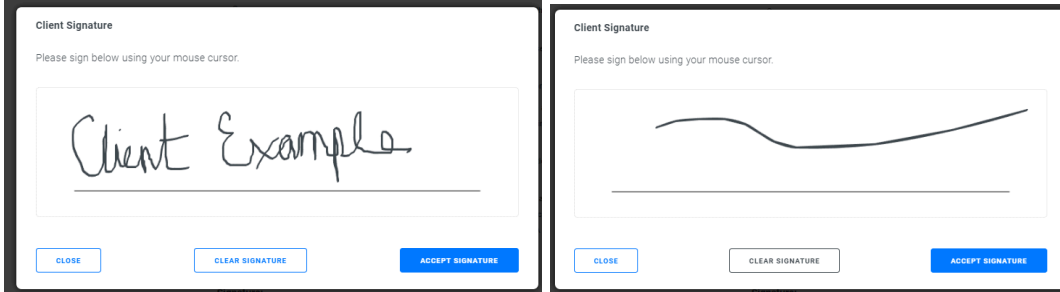
Tasks

You have outstanding tasks:

-  [Spanish - All - Screen PHQ-9](#)
-  [Spanish - All - Screen Strengths and Needs](#)
-  [Spanish - All - Screen TAPS](#)
-  [Spanish - All Confidentiality](#)
-  [Spanish - All Disclosure Statement](#)
-  [Spanish - All Interstate Compact](#)
-  [Spanish - BHA Assessment Questionnaire](#)
-  [Spanish - ROI Probation Officer](#)

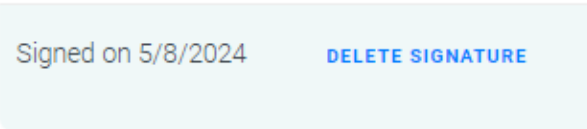
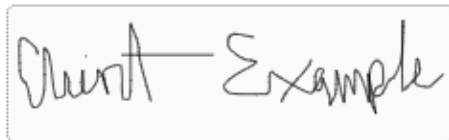
8. Información de contacto: incluya su dirección postal (donde recibe el correo de USPS). Más adelante en los formularios, asegúrese de realizar firmas completas, no solo líneas o garabatos.

Buen ejemplo: Mal ejemplo:



9. Luego haga clic en revisar y finalizar. Repita hasta que todos los formularios estén firmados y completados.

Signature:



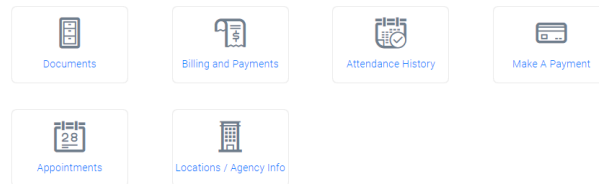
Completed in secure client portal

Page 1 of 1

REVIEW AND FINISH

- a. Asegúrese de seleccionar todas las casillas de verificación y desplegar las respuestas o el documento puede ser rechazado para ser completado nuevamente.
10. Una vez que se hayan completado todos los documentos, verá esto:

Welcome to the Client Portal



El departamento de programación se comunicará con usted dentro de 2 días hábiles para inscribirlo en su programa.

Direcciones del portal del cliente

1. Ir a www.alpinespringscounseling.com
2. Haga clic en Portal del cliente en la parte superior de la página.
 - a. Esta página tiene mucha información útil.



ALPINE SPRINGS COUNSELING

STATE CERTIFIED AND BOARD APPROVED

HOME GROUPS CLIENT PORTAL DRUG TESTING ESPANOL SOLO CONTACT

3. Haga clic en el botón Portal del cliente

CLIENT INFORMATION

This page is an important client page as it will help give you important information, answer frequently asked questions and provide a place to log into the client payment platform ([Reliatrax](#)). If you have any questions please reach out through the '[Contact](#)' page.

CLIENT PORTAL >

4. Haga clic en el botón azul Iniciar sesión

Alpine Springs Counseling

contact us at 970-945-7858

Welcome to the Client Portal



SIGN IN

To reset your password, click [here](#) to access the "Forgot your password" link.

5. Ingrese su nombre de usuario y contraseña proporcionados por la Oficina



You have been logged out of FusionAuth.



ReliaTrax

Client Portal

Alpine Springs Counseling




Login



info@alpinespringscounseling.com



.....

 Submit

[Forgot your password?](#)

6. Página de inicio del portal del cliente

Sign Out

Showing Records For:
joe - 1253269

- Home
- Make A Payment
- Appointments
- Documents
- Billing and Payments
- Attendance History

Documents

Billing and Payments

Attendance History

Make A Payment

Appointments

Locations / Agency Info