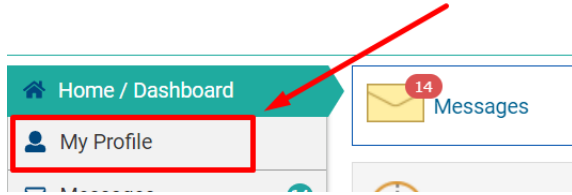


## HOW TO: COMPLETE/UPDATE DEMOGRAPHICS & INSURANCE INFORMATION

Step 1: on the left tool bar, go to "My Profile".

### Complete Mind Care LLC



### DEMOGRAPHIC INFORMATION:

Step 2: Complete/update all demographic information.

To add a signature:

**INSURANCE INFORMATION:**

Step 3: Complete/update all insurance information

The screenshot displays a web interface for managing insurance information. At the top, there are tabs for 'Primary Info' and 'Insurance Details'. Below this is a section titled 'Already Saved Insurance List' containing a table with the following data:

| Insurance                          | Policy#   | Effective Start Date | Effective End Date | Insurance Type |
|------------------------------------|-----------|----------------------|--------------------|----------------|
| United Behavioral Health [ PO B... | 000000000 | 1/1/2023             |                    | Primary        |

Below the table is the 'Insurance Details' form, which includes the following fields and sections:

- Insurance\***: A search box with the placeholder 'Type few characters to select insur...'
- Policy Number\***: A text input field.
- Group Number**: A text input field.
- Insurance Type\***: A dropdown menu currently set to 'Primary'.
- Effective Start Date\***: A date picker.
- Effective End Date**: A date picker.
- Group Name**: A text input field.
- Plan Name**: A text input field.
- Co Payment**: A text input field with the value '0'.
- Co Insurance**: A dropdown menu with a percentage symbol and the value '0'.
- Comments**: A text area.
- INSURANCE CARD FRONT IMAGE**: A section with a camera icon and the text 'Click on Camera icon to upload card pictures.'
- INSURANCE CARD BACK IMAGE**: A section with a camera icon.

At the bottom of the form are 'Add' and 'Cancel' buttons. Red arrows in the image point to the 'Edit' button in the table and the 'Add' button in the form. A red text annotation says 'Click "add" to include a new insurance payer'.

**\*\*See "HOW-TO Upload ID & Insurance Card on Portal" for more information/instructions\*\***