



## How-To: SafeSpace Client Portal

All portal emails come from [noreply@therapyportal.com](mailto:noreply@therapyportal.com), please make sure this email is saved to your contacts so you receive any and all emails from the portal.

### If you are a new client:

1. You will receive a welcome email from TherapyNotes, inviting you to create an account with our client portal. You can only create an account with our portal if you receive this email. The email will be titled "Client Portal Invitation" and the invitation will look like the below example.

#### DKoz Services Inc., DBA SafeSpace Client Portal Invitation

Your Name Here,

This email is your invitation to create an account on our client portal, which will allow you to request appointments, review documents, and more. This special link is specifically for you, and should not be shared with anyone else. This link will expire in 7 days.

[Create client portal account for](#) (your email here).

Email by [TherapyPortal.com](https://www.therapyportal.com) on behalf of DKoz Services Inc., DBA SafeSpace

2. If you click on "[Create client portal account for \(your email\)](#)" you will be redirected to our client portal to create your account. See below for an example of what the client portal registration looks like.

DKoz Services Inc., DBA SafeSpace

[Home](#) [Appointments](#) [Telehealth](#) [Appointment Reminders](#) [Log In](#)

## Sign Up

Use this form to create an account for the client portal for DKoz Services Inc., DBA SafeSpace.

Email Address: (your email here)

Client's Birthday:

Mobile Phone:

Password:

Confirm Password:

### THERAPYNOTES TERMS OF SERVICE

Last Updated: December 14, 2022

These Terms of Service ("Terms") by TherapyNotes, LLC ("TherapyNotes," "we," or "us"), apply to your use of the TherapyNotes.com and TherapyPortal.com websites, and any subdomains (the "Site") and any related applications, online services and mobile applications provided by TherapyNotes (collectively, the "Services"). These Terms together with our [Privacy Policy](#) (collectively, this "Agreement") govern your use of the Services.

I accept the Terms of Service

[Sign Up](#)

- Once you create an account, you will be redirected to your portal account where you can find any paperwork that we may need completed prior to your first appointment as well as any scheduled appointments.



## DKoz Services Inc., DBA SafeSpace

Welcome to the client portal for DKoz Services Inc., DBA SafeSpace. Use this convenient resource to check appointment availability, request and manage appointments, join telehealth sessions, and complete paperwork.

### Needs Your Attention

[View Documents](#)

You have **2 documents** to review. [>](#)

### Upcoming Appointments

[+ Request Appointment](#)

You have no scheduled appointments.

- To view documents we need you to complete, you can see requested documents on the home screen, or select "Documents" in the top bar. Once selected, you will be redirected to the documents screen where a list of required documents will be.

# Documents

## Pending document request

Sent on December 28, 2022 at 11:00AM CST

[Adult Intake Form SafeSpace](#) PDF 120KB

[Review and Complete](#)

[Payment Authorization Form](#)

[Review and Complete](#)

You have no completed documents.

5. You can select "Review and Complete" for each document needed. Our Intake form requires you to download and complete outside of the Portal. You may have to print out the document to complete and re-upload, or you can use a 3rd party PDF editor to complete. Please note we have to have signatures for the documents to be accepted. To re-upload, you simply need to scan or take photos of the document and upload into the portal.

***If you are an existing client:***

1. To sign into the portal, go to: <https://www.therapyportal.com/p/dkozservices/> or visit our website and select "Click Here for the Client Portal" in the top right corner or at the very bottom of the page.
2. Select login and enter your email address and password. If you forgot your password, please contact the office to reset your password.
3. When resetting your password, you will get an email to the email on file encouraging you to create a new password. The link expires after 24 hours, so do not request a reset if you are unable to access the portal within 24 hours.

**Reset Your Password**

Your Name Here,

To reset your password for the DKoz Services Inc., DBA SafeSpace client portal, please click the link below. **This link will expire in 24 hours.**

[Choose your new password here](#)

Email by [TherapyPortal.com](https://www.therapyportal.com) on behalf of DKoz Services Inc., DBA SafeSpace

4. If our office sends you any documents to complete or view, you will receive an email notifying you. This email will come from [noreply@therapynotes.com](mailto:noreply@therapynotes.com) (please make sure this email is saved to your contacts so you do not miss any important communication from our office).
5. When you sign into the portal, you will see any/all document requests from our office.

DKoz Services Inc., DBA SafeSpace      Home   Appointments   Telehealth   Documents   Settings   Log Out



## DKoz Services Inc., DBA SafeSpace

Welcome to the client portal for DKoz Services Inc., DBA SafeSpace. Use this convenient resource to check appointment availability, request and manage appointments, join telehealth sessions, and complete paperwork.

### Needs Your Attention

[View Documents](#)

(your name) You have **6 documents** to review. [>](#)

### Upcoming Appointments

[Request Appointment](#)

There are no scheduled appointments.

- If your email is linked to multiple accounts (i.e. children and yourself, your spouse and yourself) you will see any/all documents needed for each client and any/all appointments for each client.

## Documents

**Pending document request for (your name here)** Sent on December 13, 2022 at 12:47PM CST

 [Payment Changes Notice](#) PDF 89KB

[Review](#)

 [Payment Authorization Form](#)

[Review and Complete](#)

**Pending document request for (client #2 name here)** Sent on August 1, 2022 at 11:42AM CDT

 [Adult Informed Consent](#) PDF 99KB

[Review and Complete](#)

 [In-Person Services During Covid](#) PDF 69KB

[Review and Sign](#)

 [Privacy Practices](#) PDF 42KB

[Review and Sign](#)

 [Telehealth informed consent](#) PDF 52KB

[Review and Sign](#)

DOCUMENT	DATE	CLIENT	STATUS
 <a href="#">Privacy Practice &amp; Waiver_Release Liability</a> PDF 160KB	12/28/2022	(your name here)	✓ Reviewed on 12/28/2022

## Appointments

[+ Request Appointment](#)

(your name here) [Dec 31 at 4:00PM](#)

Main Office: 2683 US Highway 34, Oswego, IL 60543-0020 [Directions](#)



(client #2 name here) [Dec 31 at 6:00PM](#)

Main Office: 2683 US Highway 34, Oswego, IL 60543-0020 [Directions](#)



documents will list reviewed, completed or signed based on the requirement of the document. If the document is listed at the bottom and shows the status. it is considered completed.

# Documents

**Pending document request for (your name here)** Sent on December 13, 2022 at 12:47PM CST

 [Payment Changes Notice](#) PDF 89KB Review

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 [Payment Authorization Form](#) Review and Complete

**Pending document request for (client #2 name)** Sent on August 1, 2022 at 11:42AM CDT

 [In-Person Services During Covid](#) PDF 69KB Review and Sign

DOCUMENT	DATE	CLIENT	STATUS
 <a href="#">Privacy Practice &amp; Waiver_Release Liability</a> PDF 160KB	12/28/2022	(your name here)	✓ Reviewed on 12/28/2022
 <a href="#">Adult Informed Consent</a> PDF 99KB	8/1/2022	(client #2 name)	✓ Completed on 12/28/2022
 <a href="#">Privacy Practices</a> PDF 42KB	8/1/2022	(client #2 name)	✓ Signed on 12/28/2022
 <a href="#">Telehealth informed consent</a> PDF 52KB	8/1/2022	(your name here)	✓ Signed on 12/28/2022