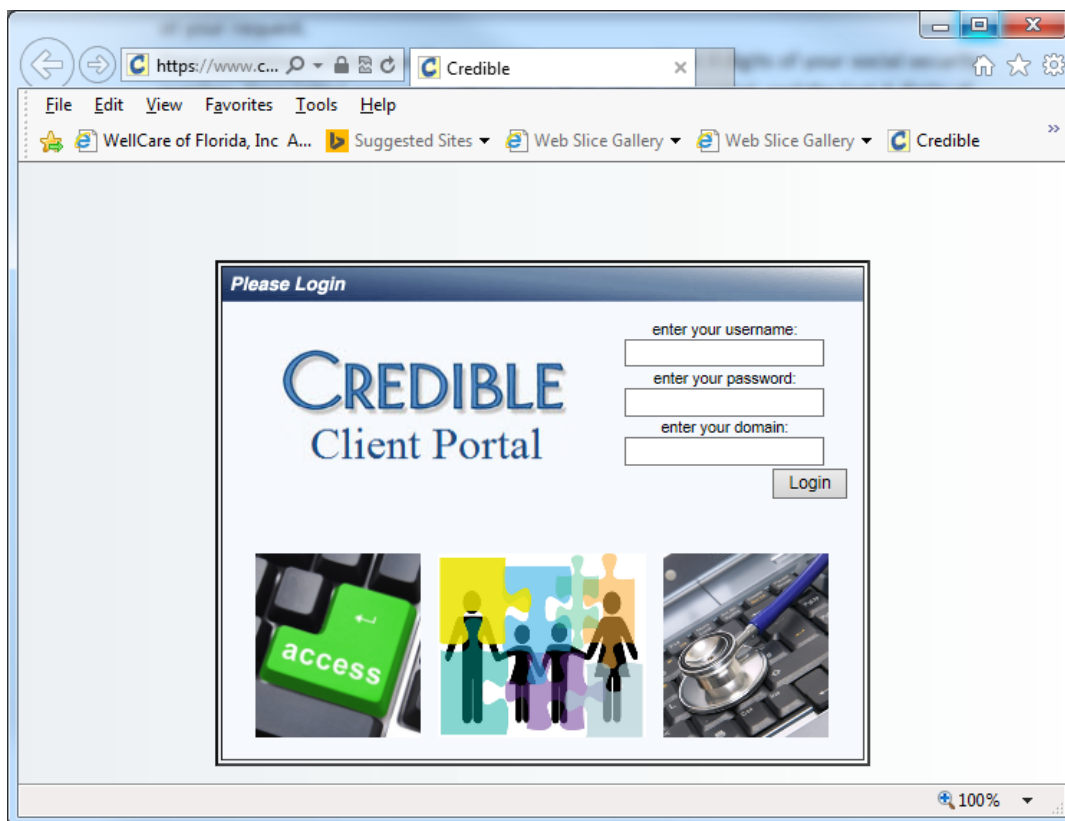


## Accessing Your Client Portal

With the Credible Client Portal, you as our client, or other contact(s) you choose, can view different parts of your record such as treatment plans, medications, and upcoming appointments. Here are the instructions on accessing your client portal:

1. New Clients: Your username and initial password will be set up within 3 business days of your intake appointment.  
Current Clients: If you are not able to access your portal, please complete the Client Portal Access Request form (available from your clinician or receptionist) and turn in to the receptionist. Your username and initial password will be set up by a staff member within 3 business days of your request.
2. Go to Life Management Center's website: [www.LMCCARES.org](http://www.LMCCARES.org) and click on the "Resources" tab at the top of the page. Once you are on that page scroll down a little bit until you see "Client Portal: and click "Sign in to Client Portal". You will be directed to the log in screen for the client portal



3. Above is what the website will look like to log in to your Credible Client Portal. You will use "LMC" as the domain.
4. The first time you log in, you will be promoted to change your password. Make sure you choose something easy to remember and write it down in a safe place. The password must be at least 6 characters long and must contain at least 1 alpha character (a-z/A-Z)

and at least one numeric character (0-9), OR at least one special character from this set:

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5. If you forget your username or your password, you must complete a Client Portal Access Request form available at the front desk.

**These are the types of information you can access through the portal**

- Profile – Your demographic information, such as address, phone number, etc.
- Visit list – The services that you have received at Life Management Center.
- Tx Plan – Your Treatment Plan
- Diagnosis
- Schedule – A place to look up appointments to see when you are scheduled for a service.
- Attachments – Copies of any documents such as ID, insurance card, lab paperwork etc.
- Medical Profile – Any medical history that was discussed with a case worker or any other LMC provider.
- Ext Provider – External provider information such as a primary physician.
- Medications – Medications that you have been prescribed (shows both current and past medications).
- Allergies
- Contacts – Personal contacts that you have given us to reach in case of an emergency or notifications.
- Insurance – insurance information
- Users – a place where you can change your password or email address.
- Clinical Support – any clinical support information the doctor might have added. For example: information on what you should do (e.g. lab work etc.) when taking a certain medication such as Clozaril or Lithium.
- Family – Family contact information.