Instructions on how to login through your phone
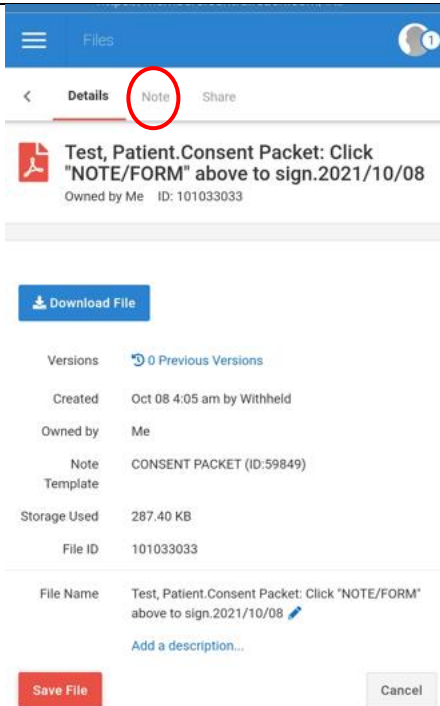
New Central Reach User:

- Log into Central Reach using your internet browser. Website is login.centralreach.com
- First time user will need to click Forgot Password/First Time User, a box will pop up asking you to put your email address. Please make sure you have confirmed this is what we have in Central Reach.
- You will receive an email to set up your password along with a link to continue to login.
- Once you are logged in using your email address as your Username and new password it will take you to the next screen.
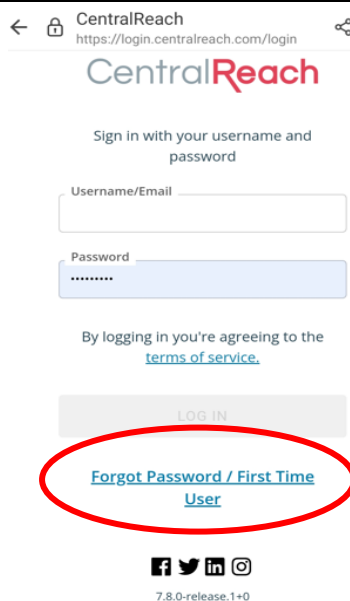
- The picture to the right should be what you see once you're logged in.
- You can get to your forms 2 ways:
  1. Scroll down a little bit and you will see a box that says My files added Recently. You can click the name of the file; for example, "Consent Packet" once you click the name it will take you the next picture.

  2. Second way to open up your items to sign. Click the lines in the upper left-hand corner, I have circled it in red in the picture. Once you do that it will take you to a list of documents, you will want to click the one with the brief case picture, "Files" When you click that it will take you to the list of files and you will click the name of the file; for example, "Consent Packet"
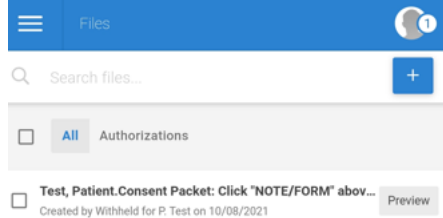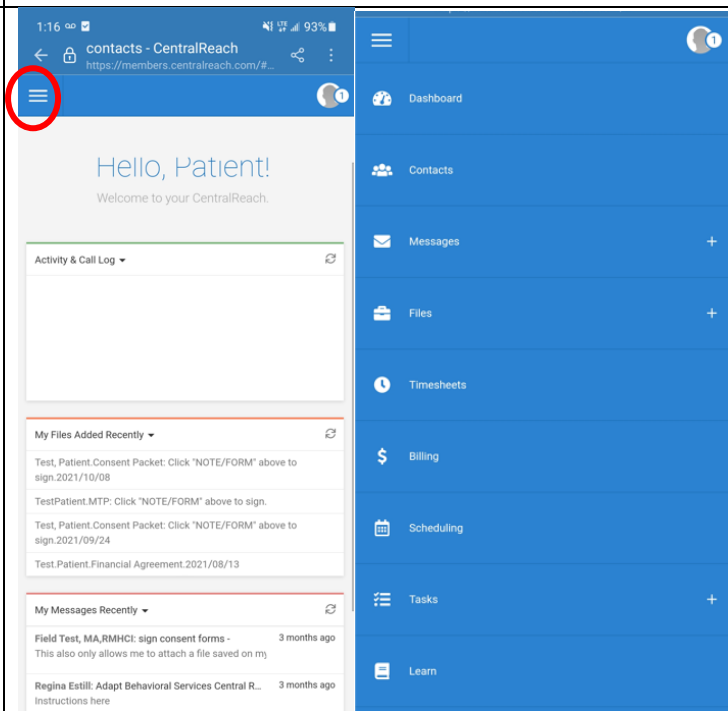
• Once you click the name of the file it will bring you to the next picture. You will now click the word "Note" which is beside the word "Details". I circled it in red on the picture.	
• Now that you are under the header "Note" it will bring you to all the documents you need to sign. For the example in the picture this is for the consents. Make sure you read very carefully for all the signature lines. Make sure the correct person is signing it. Above each signature box explains on who needs to sign it. • Make sure you complete the form before you sign it, for example the Financial Agreement and the PCP form has items that need to be completed. If you end up signing the form and did not complete the form you will end up having to redo the form. Once the document is singed it can't be changed. • After you have gone through everything, filled out and you/guardian/client has signed everything you will click "Save" Save do not click "Save and Lock"	