



Online Booking / Rebooking Instructions

1. Visit www.chorneyandassociates.com
2. Click on the “**Contacts**” page and then click the “**Book an Appointment**” button
3. Under “**Book An Appointment,**” select your psychologist by name or photo.
4. Select “**Psychological Services – 1hr.**” The calendar will jump to the first date open.
 - a. You don’t need to choose that date, it’s just the first one available
5. **Click on a time** that you would like from the calendar
6. **Click “Complete Booking.”**
7. **Enter your email** address to login (do **not** choose mobile phone number)
 - a. Please use the same information you provided when you first contacted us
8. Click the “**Send Verification Email**” button
 - a. You’ll see “Verification Code Has Been Sent” – follow the instructions on screen
9. **Create a password** for future logins (must be 8 characters or longer).
 - a. You can create a username OR use your email BUT if you think you’ll ever be booking for more than just one person (e.g., multiple children) then choose a specific username for that account. You or your child’s name is fine.
10. When complete, you’ll see a page that says “Thank You for Booking” along with your upcoming appointment time. From here, you can enter the reason for your visit (*optional*) and select how you’d like to be reminded about your appointment (email, text, or both). You’ll always receive an email reminder 48hrs before your appointment.
 - a. **If you need to cancel,** you’ll see a “Cancel” button to the right of your appointment time.

First Visit / Initial Appointment

If it’s your first visit, please click on the button labeled “**Fill Out Intake Form**” to ensure your provider has all the information they need for your first appointment to help you

- b. Please note this form takes anywhere from 15-30 min to complete