

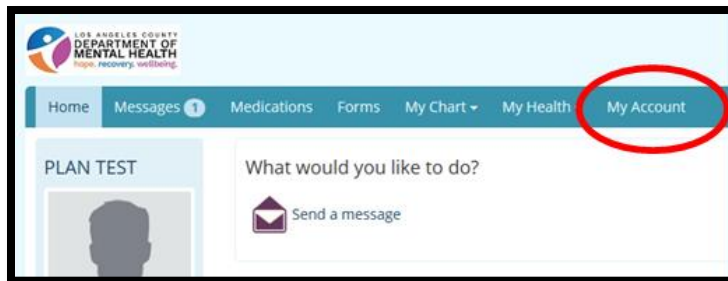


For Easy & Secure Access to  
**Your Mental Health Record**

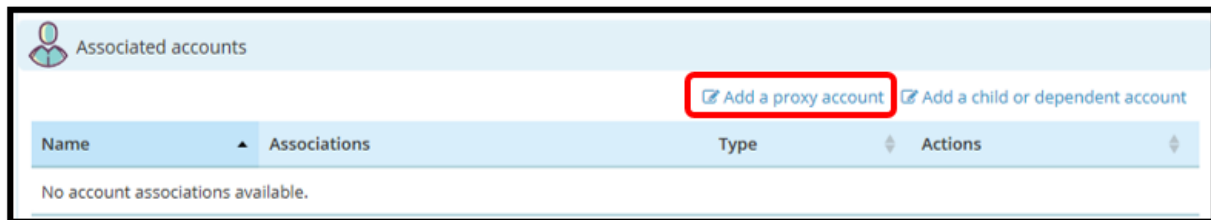
Visit Us Online at:  
Just4me.dmh.lacounty.gov

## How to Set Up a Proxy (a person whom you are granting access to your account)

- In your Client Portal, select **My Account**



- Select **Add a proxy account**



- Complete the **Proxy Authorization Form** and select Submit

Proxy Authorization Form

Proxy authorization allows you to grant permission to an individual who is 18 years of age or older to securely communicate on your behalf. In order for a proxy to obtain access, you must complete the Proxy Authorization Form. You can terminate proxy access via written or online request, or you can revoke access within your online account. To only allow access for a specific time range, you may enter an effective date in the field provided below.

**Proxy Information**

First Name  Last Name

Gender  Male  Female

Date of Birth  Month  Day  Year

Cell Phone  This number will be used for account security. Message and data rates may apply.

Email

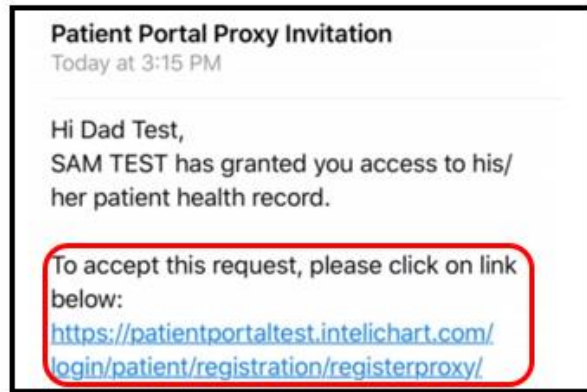
Relationship

End Date  OPTIONAL

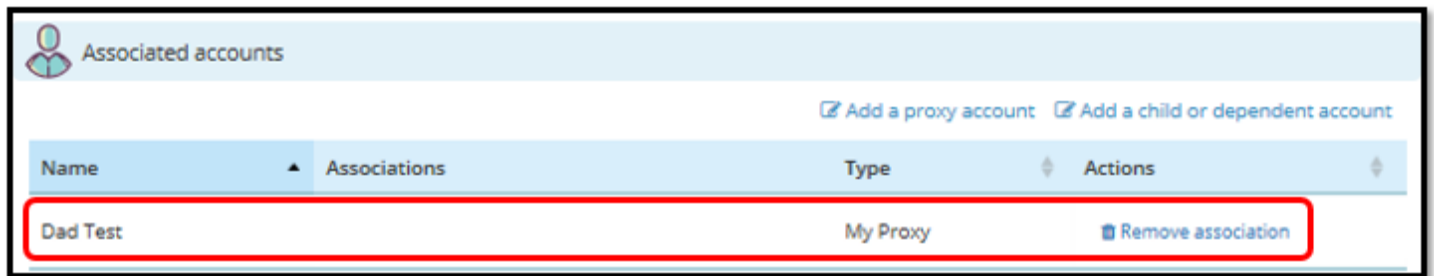
I have read and understood the Authorization Individual Acceptance [Terms and Conditions](#) for allowing access to my online account information and agree to abide by these requirements. I certify that all the information I have provided is correct. I hereby request access for my online account.

Cancel

- The Proxy will get an email to accept and verify the proxy process



- When the Proxy completes the verification process, then he/she will have access to the client's online record.



- The Proxy would then log in with their username and password and select **Switch account** under their photo and click on the client's account.

