

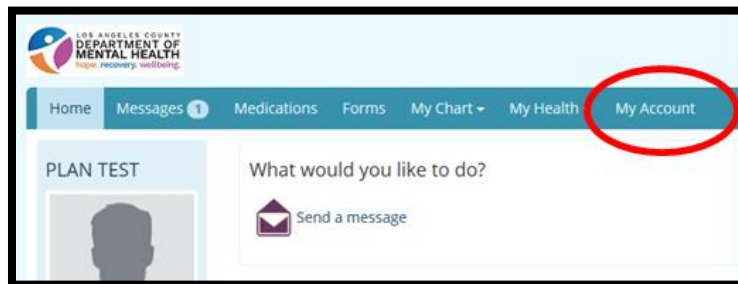


For Easy & Secure Access to
Your Mental Health Record

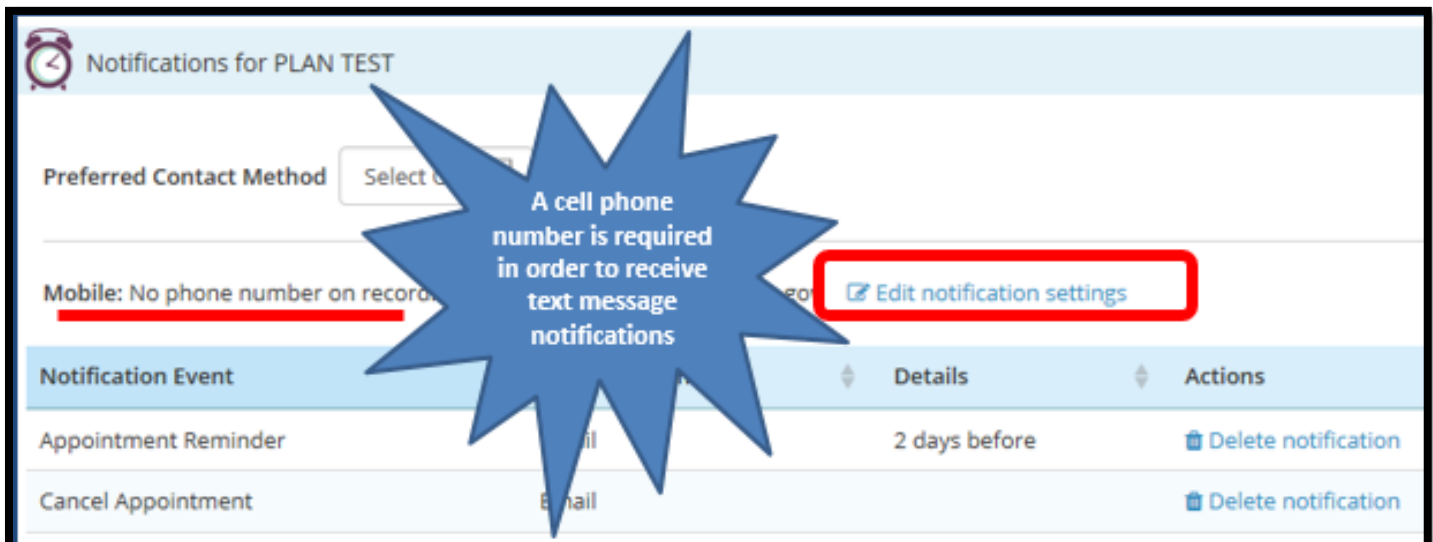
Visit Us Online at:
Just4me.dmh.lacounty.gov

How to Set Up Appointment Reminders

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



- Scroll down to **Notifications**
- Upon registering, you will automatically receive an email reminder 2 days before your appointment.
- You will also receive email notifications if other events occur such as an appointment being cancelled or rescheduled.
- In order to receive text message notifications, you will need to enter a cell phone number. To do so...
- Select **Edit notifications settings**



- Enter your **cell phone number** and select your **carrier** (the cellular company you pay for your cell phone usage). Then click **Save notification settings**

NOTE: This email address is only used for notifications and will not affect your login email.

Email: scozolino@dmh.lacounty.gov

Mobile: (555) 555-5555

Carrier: Verizon

Save notification settings close

- You will now see your cell phone number and you can select **Add a notification**

Mobile: (555) 555-5555 Email: scozolino@dmh.lacounty.gov [Edit notification settings](#) [Add a notification](#)

- Select **Appointment Reminder** and then choose how soon before your appointment you want to be reminded. Then select the delivery type: text message, email or both. Click on **Save Notification**.

Add Notification

Notification Event: AppointmentReminder

Remind Me: 2 hours before

Delivery Type: Text Message

Save Notification close

- Now this notification is listed:

Notification Event	Delivery Method	Details	Actions
Appointment Reminder	Email	2 days before	Delete notification
Appointment Reminder	Text Message	2 hours before	Delete notification
Cancel Appointment	Email		Delete notification
New Appointment	Email		Delete notification