

Registering a New Client

1) Go to: www.togethertalk.noustalk.com

2) Click **Register**



English - CA ▼



Returning Client

Enter your email to continue

Enter Your Email

Don't have an account? [Register](#)

Request a Complimentary Session

Sign up

Enter information below to register



Account Type

Client

Select your Provider

First Name

Last Name

Preferred Name (Optional)

Pronouns (Optional)

Preferred Communication Language

Address

Country

Province/State

Timezone

Phone Number

+1

Marital Status (Optional)

Date of Birth



Email

Confirm Email *

Sign up

[Have an account?](#)

- 1) Account Type: **Always Client**
- 2) Select your Provider: **Choose the Therapist that client is seeing**
- 3) First Name
- 4) Last Name
- 5) Preferred Name: **OPTIONAL -Don't have to fill out unless client would like to**
- 6) Pronouns: **OPTIONAL -Don't have to fill out unless client would like to**
- 7) Preferred Communication Language: **Usually English**
- 8) Address, Country, Province, Postal Code* (If client doesn't know postal code, you can look up address on google and find it that way)
- 9) Time Zone: **MDT** or **MST** (depending on Daylight Savings Time)
- 10) Phone Number: **Client Phone Number**
- 11) Marital Status: **OPTIONAL**
- 12) Date of Birth: Client's Date of Birth (fill manually or click on the Calendar)
- 13) Email, Confirm Email: **MUST INCLUDE CLIENT EMAIL**

Registering a **MINOR** with **GUARDIAN'S EMAIL**

(or with an email already in the system)

Sign up

Enter information below to register



Account Type

Client

Select your Provider

First Name

Last Name

Preferred Name (Optional)

Pronouns (Optional)

Preferred Communication Language

Address

Country

Province/State

Timezone

Phone Number

+1

Marital Status (Optional)

Date of Birth



Email

Confirm Email *

Sign up

[Have an account?](#)

Fill out the form like usual **EXCEPT EMAIL** follow these steps:

ADD +1 before the @gmail.com

For example: Mom's email –
mrsexample@gmail.com

Son's email –
mrsexample+1@gmail.com

Uploading Documents to Client File



Provider Directory

Dashboard

Groups

Availability

Clinic Appointments

My Appointments

Client Record

Provider Accounts

Recordings

Notes

Messages

Contact Me Request

Administration



Hello, Aastha

PROVIDER_ADMINISTRATOR (D)

English - CA

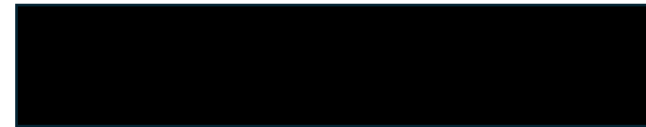


Search client



Aisha Tester
aisha+1@noustalk.com

2



America/Edmonton
English (CA)

Upcoming Session | Not Scheduled

Outstanding Balance | \$0.00

Session: \$0.00 | Non-Session: \$0.00

INFO

PROVIDERS

NOTES

SESSIONS

MEDICATIONS

PAYMENTS

P

>

3

DEMOGRAPHIC INFO

CIRCLE OF CARE

BILLING & INSURANCE ?

Basic Details



Move to Inactive



< LOCATIONS PAYMENTS PENDING APPOINTMENTS **DOCUMENTS** MESSAGES ANNOT >

DOCUMENT CLIENT FORMS **UPLOADED DOCUMENTS** PRIVATE DOCUMENTS

Uploaded Documents **Upload**

Upload Private Document [X]

Select your document 7 ot 2026-03-19 at 12.48.52 PM.png
Select all your file you want to upload (Max. 25 MB)

File Name * **FILE NAME** 8

To upload **NON-SENSITIVE DOCUMENTS**:

1. Follow Steps 1 – 9

2. When clicking **step 7**, Select document from where it is stored on your computer

3. Name the document in step 8

To up **SENSITIVE DOCUMENTS** (i.e. Medical information)

1. Select “**Private Documents**” – next to step 5

2. Follow steps as normal

Cancel **Upload Now** 9

SCHEDULING
APPOINTMENTS FOR
REGISTERED CLIENTS



Hello, Aastha
PROVIDER_ADMINISTRATOR (D)

English - CA



Provider Directory

Dashboard

Groups

Availability

Clinic Appointments

My Appointments

Client Record

Provider Accounts

Recordings

Notes

Messages

Contact Me Request

All Appointments

< > March 2026

☒ Confirmed ☐ Pending ☐ Late Cancelled/No Show ☐ Cancelled



Week

Resources	Mon 03/16	Tue 03/17	Wed 03/18	Thu 03/19	Fr 03/20
Don McGillivray					
Cora Miller		05:30 pm - 06:20 pm	01:00 pm - 01:50 pm 02:00 pm - 02:50 pm 03:00 pm - 03:50 pm 04:30 pm - 05:20 pm		
Aastha Tripathi		12:00 am - 11:59 pm	12:00 am - 11:59 pm		
Myles Hancock		02:00 pm - 02:50 pm 02:00 pm - 02:50 pm			
Barbara Cardinal					
Matthew Schaaf					

Click on the
blank space

Create Your Appointment

Date *

03/17/2026



Time *

12:00 AM

Session Type *



Service Type *



Duration *



Registered Clients



Non-registered participant email(s)



Other Providers



Reminders

30 min



2 hrs



24 hrs



This is a recurring appointment

Include a message

Cancel

Create Appointment

- 1) **Date:** Type date or click on calendar icon to select a date
- 2) **Time:** Select the time on the clock, **make sure to change to PM**, click **save**
- 3) **Session Type:** Virtual or In Person
- 4) **Service Type:** Individual or Couples or Family
- 5) **Duration:** Usually 50 Minutes
- 6) **Registered Clients:** Click on the box, enter client name, and select it from the drop-down menu
- 7) **IGNORE NON-REGISTERED PARTICIPANTS AND OTHER PROVIDERS**
- 8) **Reminders:** How long before the appointment would the client like to be reminded?

You don't have to remind them, the system will automatically send the message
- 9) **Include a message:** Not required, but you can leave a message of there is one.
- 10) **Click Create Appointment**

SCHEDULING
APPOINTMENTS FOR NON-
REGISTERED CLIENTS



Provider Directory

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Availability

Clinic Appointments

My Appointments

Client Record

Provider Accounts

Recordings

Notes

Messages

Contact Me Request



Hello, Aastha

PROVIDER_ADMINISTRATOR (D)

English - CA



All Appointments

< > March 2026

☐ Confirmed

☐ Pending

☐ Late Cancelled/No Show

☐ Cancelled



Week

Resources	Mon 03/16	Tue 03/17	Wed 03/18	Thu 03/19	Fr 03/20
Don McGillivray					
Cora Miller		05:30 pm - 06:20 pm	01:00 pm - 01:50 pm 02:00 pm - 02:50 pm 03:00 pm - 03:50 pm 04:30 pm - 05:20 pm		
Aastha Tripathi		12:00 am - 11:59 pm	12:00 am - 11:59 pm		
Myles Hancock		02:00 pm - 02:50 pm 02:00 pm - 02:50 pm			
Barbara Cardinal					
Matthew Schaaf					

CLICK ON THE
BLANK SPACE

Create Your Appointment

Date *

03/17/2026



Time *

12:00 AM

Session Type *



Service Type *



Duration *



Registered Clients



Non-registered participant email(s)



Other Providers



Reminders

30 min



2 hrs



24 hrs



This is a recurring appointment

Include a message

Cancel

Create Appointment

- 1) **Date:** Type date or click on calendar icon to select a date
- 2) **Time:** Select the time on the clock, **make sure to change to PM**, click save
- 3) **Session Type:** Virtual or In Person
- 4) **Service Type:** Individual or Couples or Family
- 5) **Duration:** Usually 50 Minutes
- 6) **IGNORE REGISTERED PARTICIPANTS AND OTHER PROVIDERS**
- 7) **Non-Registered Clients:** Enter client email
- 8) **IGNORE OTHER PROVIDERS**
- 9) **Reminders:** How long before the appointment would the client like to be reminded?
- **You don't have to remind them, the system will automatically send the message**
- 10) **Include a message:** Not required, but you can leave a message of there is one.
- 11) **Click Create Appointment**

Completing an **Intake Form** for a **Registered Client**



Hello, Aastha
PROVIDER_ADMINISTRATOR (D)

English - CA



Provider Directory

Dashboard

Groups

Availability

Clinic Appointments

My Appointments

Client Record

Provider Accounts

Recordings

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Messages

Contact Me Request

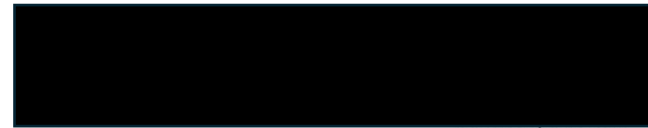
Administration

Search client



Aisha Tester
aisha+1@noustalk.com

2



America/Edmonton



English (CA)

Upcoming
Session

Not Scheduled

Outstanding
Balance

\$0.00

Session:
\$0.00

Non-Session:
\$0.00

INFO

PROVIDERS

NOTES

SESSIONS

MEDICATIONS

PAYMENTS

PI



DEMOGRAPHIC INFO

CIRCLE OF CARE

BILLING & INSURANCE ?

Basic Details



Move to Inactive



< PAYMENTS PENDING APPOINTMENTS DOCUMENTS MESSAGES ANNOTATIONS

DOCUMENT CLIENT FORMS

UPLOADED DOCUMENTS

PRIVATE DOCUMENTS

Client Forms

File Name	Last Update	Status	
Intake Form		Incomplete	Edit Send Remi
Informed Consent	February 28th 2023, 5:16 PM	Completed	Quick View

Client Intake Form



Please provide the following information for our records. Leave blank any question you would rather not answer, or would prefer to discuss with your Provider. Information you provide here is held to the same standards of confidentiality as our therapy.

1

Personal Information

2

Why you're here

3

Treatment History

4

Mental Health History

5

Social History

6

Educational History

7

Occupational Information

Personal Information

First name

Alexander

Last name

Revilla

Email

aejzz@msn.com

Address

201, 10388 105 street

Postal Code

T5J 0C2

Cell Phone Number

Current Status

[Next](#)

Last Update Mar 21, 2026, 1:13 PM

Click on **EACH CIRCLED SECTION** – There is information that we can collect on each page.
Make sure to **SCROLL DOWN** on each page to see the **FULL Questionnaire**
Clients **DO NOT HAVE TO** answer each question.

Client Intake Form



Please provide the following information for our records. Leave blank any question you would rather not answer, or would prefer to discuss with your Provider. Information you provide here is held to the same standards of confidentiality as our therapy.

3

Treatment History

4

Mental Health History

5

Social History

6

Educational History

7

Occupational Information

8

Family Mental Health History

9

Health And Social Information

Treatment History

Are you currently receiving psychiatric services, professional counseling or psychotherapy elsewhere?

☐ Yes ☐ No

Have you had previous psychotherapy?

☐ Yes ☐ No

Previous Provider's Name

Previous

Next

Last Update Mar 21, 2026, 1:24 PM

MARKING CLIENT ATTENDANCE



Hello, Aastha

PROVIDER_ADMINISTRATOR (D)

English - CA



Provider Directory

Dashboard

Groups

Availability

Clinic Appointments

My Appointments

Client Record

Provider Accounts

Recordings

Notes

Messages

Clinic Messages

Client Messages

All Appointments

< > April 2026

☒ Confirmed ☐ Pending ☐ Late Cancelled/No Show ☐ Cancelled



Week

Resources		Tue 04/07	Wed 04/08	Thu 04/09	Fri 04/10
Don McGillivray					
Joyce Mathews-Goosen		01:30 pm - 02:20 pm 03:00 pm - 03:50 pm			
Cora Miller					
Aastha Tripathi - Therapist		12:00 am - 11:59 pm 03:00 pm - 03:50 pm 07:00 pm - 07:50 pm	04:00 pm - 04:50 pm	06:00 pm - 06:50 pm	
Myles Hancock		04:00 am - 05:00 am 03:05 pm - 03:55 pm 06:10 pm - 07:00 pm	04:00 am - 05:00 am 11:00 am - 11:50 am 01:00 pm - 01:50 pm		



Created On **Apr 07 2026 12:34 pm**

Session Date/Time **Apr 08 2026 at 04:00 pm**

Participant(s)   Confirmed

Session Type **In Person**

Non-Registered Participant(s) **No Non-Registered Participant(s)**

Service Type **Individual Counselling**

Provider(s) **Aastha** Confirmed

Service Rate/Duration **\$0/50 min**

Reminder(s) [Send Reminder](#)

Total **\$0.00**

Appointment Status **Confirmed**

[+ Mark Attendance](#)

[+ Add Note](#)

[Cancel](#)

Mark Attendance



Attended



No Show



Cancelled/No Charge

Cancel

Save

Helping Clients Create a Password for Their Account

Creating your Password

When setting up your account, your password must include:

- ✓ At least **8 characters**
- ✓ At least **1 uppercase letter** (e.g., A, B, C)
- ✓ At least **1 lowercase letter** (e.g., a, b, c)
- ✓ At least **1 special character** (e.g., !, @, #, \$, %, ^, &)

Example of a valid password:

Together@123!

Common Issues:

- You may be missing a capital letter
- You may not have included a “special character”
- Your password may be too short

Password

Example123!

👁

Strong

Confirm Password

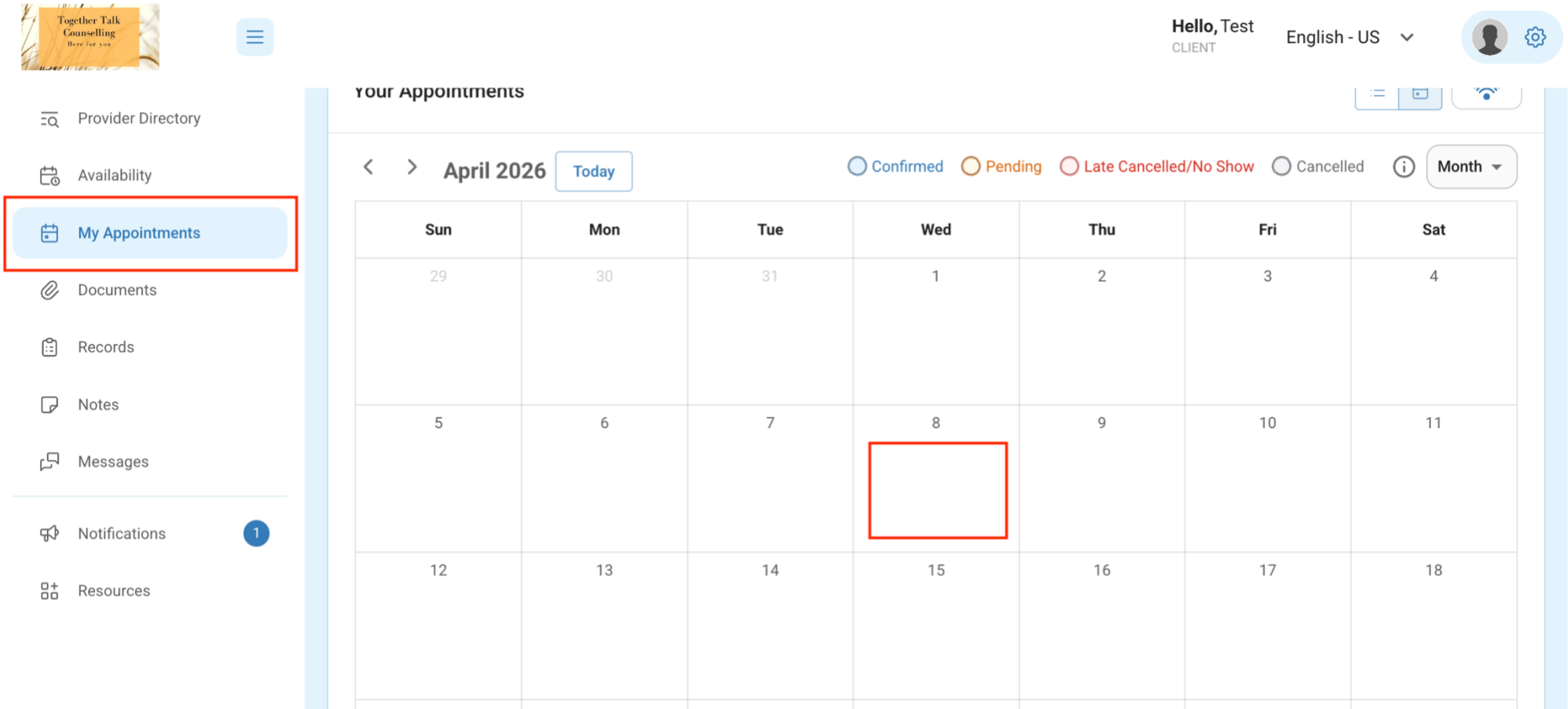
Example123!

👁

Reset Password

How Clients Can Request Appointments

- 1) Client Logs into **their** account
- 2) Click on **My Appointment**
- 3) Click on the **blank space** of the day they want their appointment



The screenshot shows a client portal interface. On the left is a sidebar with a logo 'Together Talk Counselling Here for you' and a menu with items: Provider Directory, Availability, My Appointments (highlighted with a red box), Documents, Records, Notes, Messages, Notifications (with a blue circle containing the number 1), and Resources. The main area is titled 'your Appointments' and shows a calendar for April 2026. The calendar has columns for days of the week (Sun to Sat) and rows for dates. A red box highlights a blank space on Wednesday, April 8th. Above the calendar, there are status filters: Confirmed (blue circle), Pending (orange circle), Late Cancelled/No Show (red circle), and Cancelled (grey circle). There is also a 'Month' dropdown menu. The top right of the interface shows the user's name 'Hello, Test CLIENT', the language 'English - US', and a profile icon with a settings gear.

Together Talk
Counselling
Here for you

Provider Directory

Availability

My Appointments

Documents

Records

Notes

Messages

Notifications 1

Resources

your Appointments

< > April 2026 Today

Confirmed Pending Late Cancelled/No Show Cancelled Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
--	--	--	--	--	--	--

- 1) Select **Session Type:** Virtual, In-Person or Phone ***For In-Person, Choose Location***
- 2) Select a **Service:** There will be unique options listed under each provider
- 3) Select Provider: This will be the therapist you registered with ***If you would like another provider, contact our admin***
- 4) Select **Time**

Session Type

☒ Virtual

☐ In-Person

☐ Phone

Select a Service

Individual Counselling [\$0.00 / 50 min]

Couples Counselling [\$0.00 / 50 min]

Select Provider

Therapist

Therapist

☐ View Detail

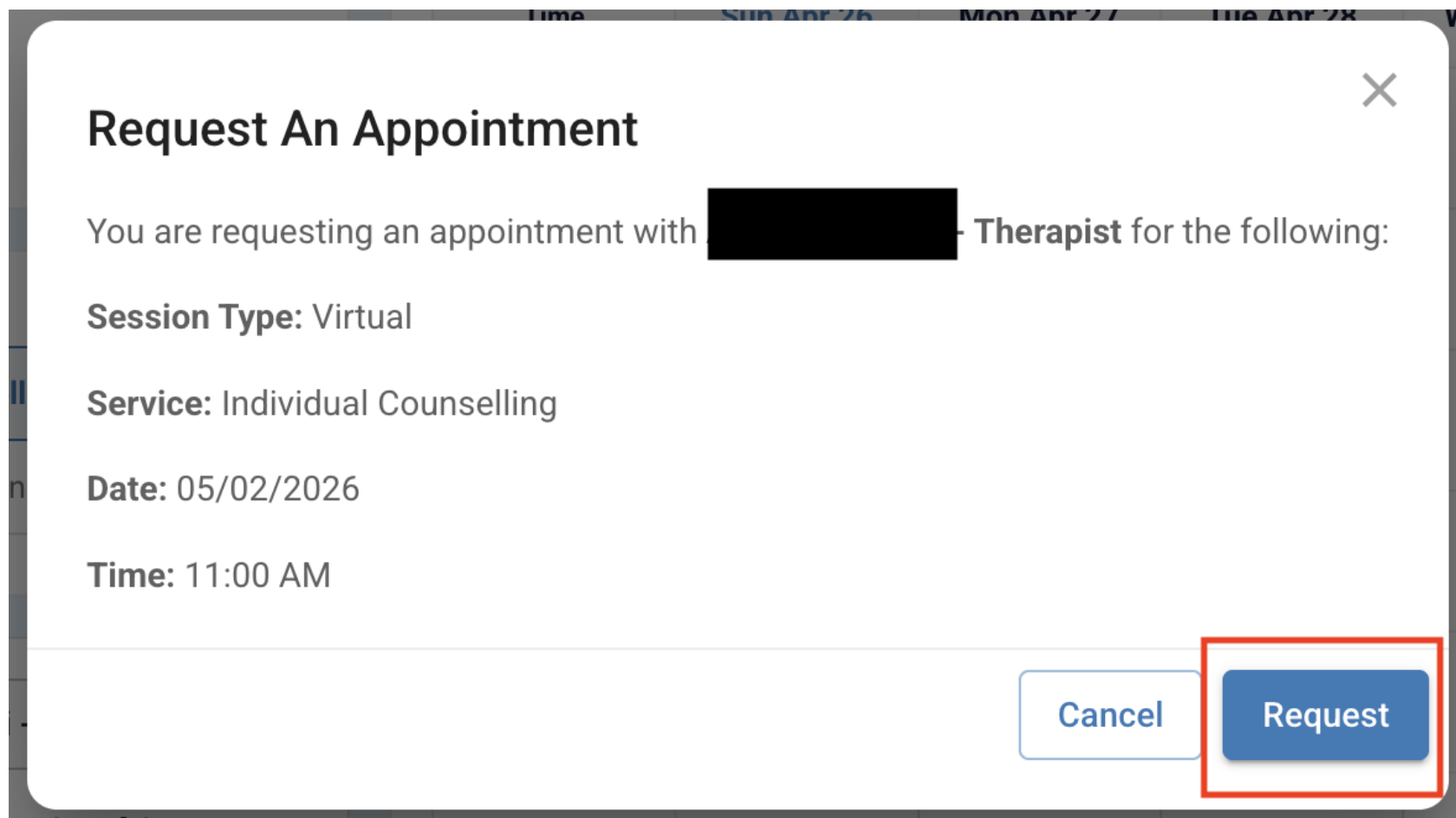
April 26 - May 2, 2026

* All times shown in Canada/Mountain timezone

Time	Sun Apr 26	Mon Apr 27	Tue Apr 28	Wed Apr 29	Thu Apr 30	Fri May 1	Sat May 2
9:00 AM							9:00 AM
10:00 AM							10:00 AM
11:00 AM							11:00 AM
12:00 PM							12:00 PM
1:00 PM							1:00 PM
2:00 PM							2:00 PM
3:00 PM							3:00 PM
4:00 PM							4:00 PM

Click **Request**

You have now REQUESTED an appointment with your Therapist. The appointment is not confirmed. Your therapist will confirm or deny the appointment. You will get a notification in your email



Request An Appointment ×

You are requesting an appointment with [redacted] **Therapist** for the following:

Session Type: Virtual

Service: Individual Counselling

Date: 05/02/2026

Time: 11:00 AM

Cancel **Request**

How Clients Can Cancel Appointments

- a) Go to your **Client Account**
- b) Click on **My Appointments**
- c) Click on the **scheduled appointment**



Hello, Test
CLIENT

English - US



Provider Directory

Availability

My Appointments

Documents

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Messages

Notifications

1

Resources

Your Appointments



< > May 2026

Today

☐ Confirmed ☐ Pending ☐ Late Cancelled/No Show ☐ Cancelled

Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
						Ther 11:00 am - 11:50 am
3	4	5	6	7	8	9
10	11	12	13	14	15	16

Click **Cancel**

Created On

Apr 26 2026 09:07 pm

Session Date/Time

May 02 2026 at 11:00 am

Participant(s)

Test C00175 Confirmed

Session Type

Virtual

Provider(s)

Pending

Service Type

Individual Counselling

Reminder(s)

Service Rate/Duration

\$0/50 min

Appointment Status

Pending

Total

\$0.00

Request to Reschedule

Cancel

Include the reason you're cancelling appointment

Click **Yes, Cancel Session**



A screenshot of a mobile application dialog box for cancelling an appointment. The dialog has a white background with rounded corners and a dark grey border. At the top left is a black rectangular placeholder, and at the top right is a close button (an 'X' icon). Below the header, the text "Are you sure you want to cancel this appointment?" is displayed. A large text input field with a light grey background contains the word "Sick" in a large, bold, black font. To the left of "Sick" is the placeholder text "Include a message". At the bottom of the dialog, there are two buttons: "No, Go back" on the left and "Yes, Cancel Session" on the right. The "Yes, Cancel Session" button is highlighted with a red rectangular border.

Are you sure you want to cancel this appointment?

Include a message Sick

No, Go back Yes, Cancel Session

How Clients Can Reschedule Appointments

- a) Go to your **Client Account**
- b) Click on **My Appointments**
- c) Click on the **scheduled appointment**



Hello, Test
CLIENT

English - US



Provider Directory

Availability

My Appointments

Documents

Records

Notes

Messages

Notifications

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Resources

Your Appointments



< > May 2026

Today

☐ Confirmed ☐ Pending ☐ Late Cancelled/No Show ☐ Cancelled

Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
						Ther 11:00 am - 11:50 am
3	4	5	6	7	8	9
10	11	12	13	14	15	16

a) Click **Request to Reschedule**

Created On

Apr 26 2026 09:07 pm

Session Date/Time

Apr 30 2026 at 07:00 pm

Participant(s)

Test C00175 Confirmed

Session Type

Virtual

Provider(s)

Pending

Service Type

Individual Counselling

Reminder(s)

Service Rate/Duration

\$0/50 min

Appointment Status

Pending

Total

\$0.00

Request to Reschedule

Cancel

- A) Select **Date**
- B) Select **Time**
- C) Click **Reschedule**

Aastha

Select Date & Time

April 2026

<

>

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Time Slots Available

PM

06:00 PM

07:00 PM

08:00 PM

* All times shown in Canada/Mountain timezone

Cancel

Reschedule