



**Mindsoother  
Therapy Center**

**2 West Northfield Road  
Suite 210A  
Livingston, NJ 07039**

This form provides you with quick access to any troubleshooting questions you may have with Therapy Appointment 2.0.

**To access your 2.0 portal please login at this link:**

<https://portal.therapyappointment.com/index.cfm/public:auth/login>

If you've lost your username or password please contact your therapist at their mindsoother email. (Example: **therapistname@mindssoother.com**)

**How to edit and manage credit cards:**

- Login in to your Therapy Appointment 2.0 portal.
- Click on My Profile on the left side of your screen.
- Scroll down to Saved Credit Cards.
  - Click on Add Card, if you have not already added your credit card information.
- If you would like to edit the name of your card, or edit your default payment, click on "view" on the right side of your card information for the card you would like to change. It will direct you to a new page where you can toggle if you would like to make this card your default payment and/or edit the card name.
- If any card information is incorrect, you will need to add a new card (and delete the old one) with the proper information.
- You can delete an old credit card by clicking "View" in the row of the credit card you wish to change. Then select "delete" in the lower left hand side of the information page.

**How to update insurance information:**

If you need to update your insurance information please email [connect@mindssoother.com](mailto:connect@mindssoother.com) with the subject line as "New Insurance Information".

We will guide you through the process and assign you an Insurance Verification Form that you can find in the "My Docs and Forms" tab on the left side of your screen when you log into your Therapy Appointment 2.0 client portal.