**Send Document via Linda Attoe’s Website**

1. Go to “Contact Me” section of website (upper right). Click once.
2. Choose document to download. Click once
3. Go to the “Download” icon of your computer. (On a Mac this is a down arrow in a circle and it’s located beside the search bar/box.) Click on the icon which will bring up the download list. Double click on the download.
4. Complete the form. Go to “File” and click on “Save”.  Identify the area of your computer where you wish to save this file (otherwise it will be saved to “Downloads” and will replace the original download).This form will then be saved to your computer in the area of your choice.

If your sessions are via the VirtuallCare Telehealth platform, please do the following:

* 1. Highlight your completed document (from above) on your computer and click on “copy”.
	2. Sign into VirtualCare.
	3. Place your curser in the “Write something” box on the lower right corner of the page.
	4. Click on Paste in your Edit tab. Your completed document should appear in the box.
	5. Click on the tiny arrow near the Write Something box and your document will be uploaded to your file. I will receive an alert via email that a message is waiting in the VirtualCare platform.

If your sessions are via the Psychology Today Sessions app, please speak with me and we will arrange a method for you to send me your document(s).

Let me know if you have any difficulties and we can discuss.

Thanks.