

## Presence Developmental Services & Presence Counseling Services Clinic Tracker Patient Portal Account Registration Guidance

Presence Developmental Services and Presence Counseling Services encourage everyone to use our secure patient portal via Clinic Tracker, where you can create an account for self-referral or refer individuals you are working with.

1. From the Presence Counseling Services and Presence Developmental Services website <https://presencedevelopmental.com/make-a-referral> Click “**Make A Referral**”

PATIENT / REPRESENTATIVE LOGIN

Current Portal Users Sign In Here

Email Address / Username

I'm not a robot

reCAPTCHA  
Privacy - Terms

Log In

Welcome to Presence Counseling Services and Presence Developmental Services!  
[Click here to download our Notice of Privacy Practices](#)  
[Staff Login](#)

Need an Account?

New to Presence Counseling Service and Presence Developmental Services and Interested in Registering for Services?

- [Click here](#) to complete our intake packet for you or a family member.
- Our staff will get back to you promptly.

Existing Patient Without an Account?

- Contact our office for your login credentials.
- Use those credentials to access your clinical information, upcoming appointments, and more.

Thank you for your interest in our programs.

[Contact Us](#)  
315-515-5183

<https://portal.clinictracker.com/RegisterUser.aspx>

Presence DEVELOPMENTAL SERVICES

Presence Counseling Services

2. To register, click here under “Need an Account”
3. Once you enter your email address, you will receive email to the address provided confirming the new account registration within moments.
4. To activate account, click on link found in confirmation email to continue electronic registration process.
5. Once account has been confirmed, navigate back to Login and Enter your username (i.e. email address) and password. \*Place a checkmark next to "I'm not a robot."
6. Click Log In.
7. Make selection to either register yourself as a patient **OR** register a **new proxy (aka Individual)**
8. Complete the referral and registration forms and please note that the required areas are highlighted **RED** and must be completed prior to submitting.
  - a. submit the short referral form
  - b. Submit Presence referral form with eligibility information
  - c. Submit Authorization to release PHI to Presence
  - d. Submit supporting documentation related to eligibility and reason for referral
9. Submit

**Any concerns or challenges, please email [info@presencedevelopmental.com](mailto:info@presencedevelopmental.com)**