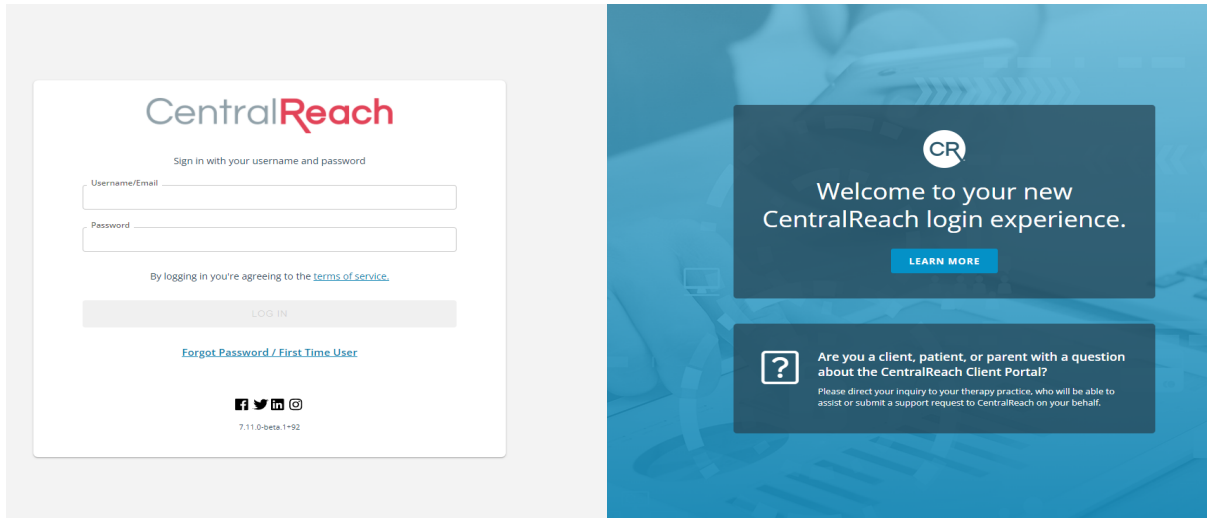
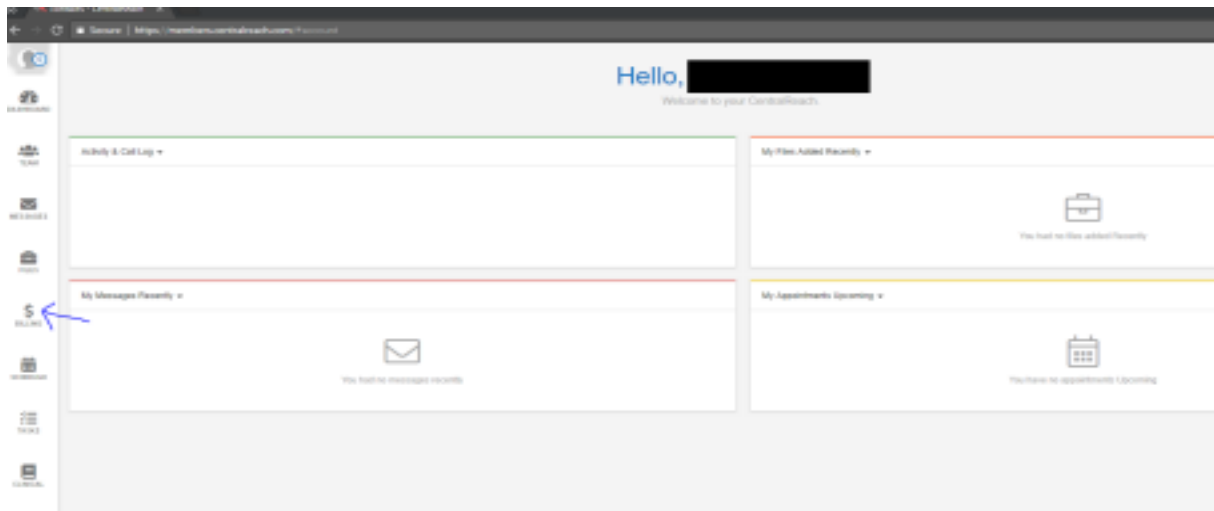


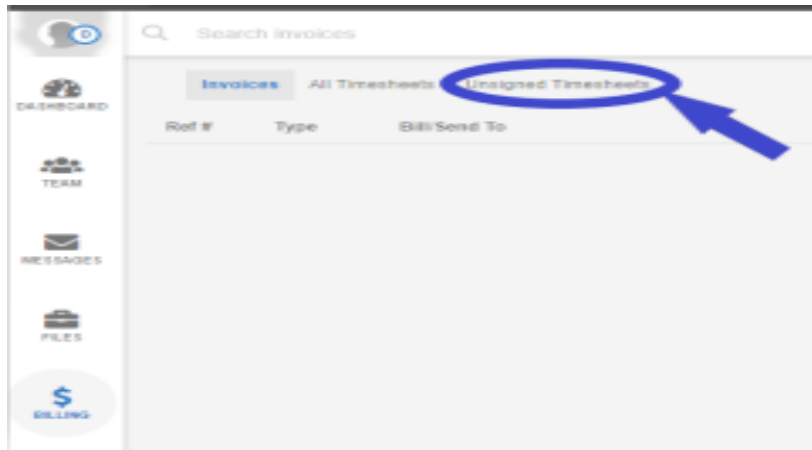
1. Log into Central Reach <https://members.centralreach.com>



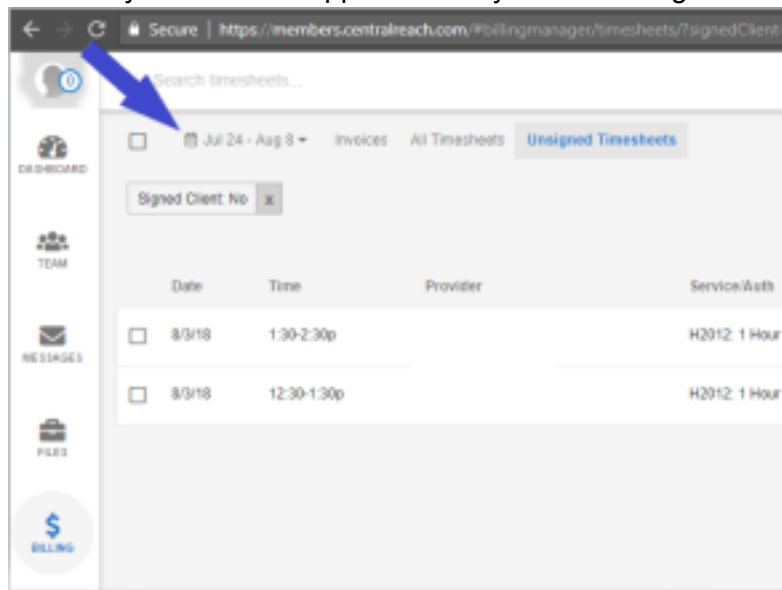
2. You will be brought to your Dashboard- Click Billing.



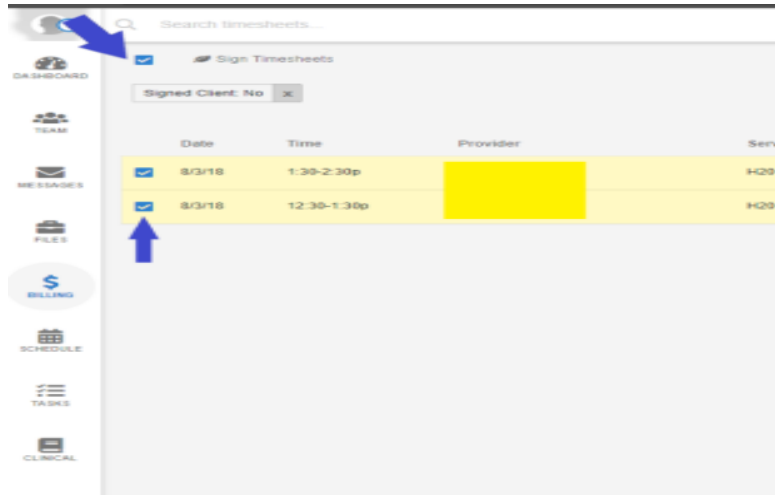
3. Click “Unsigned Timesheets”.



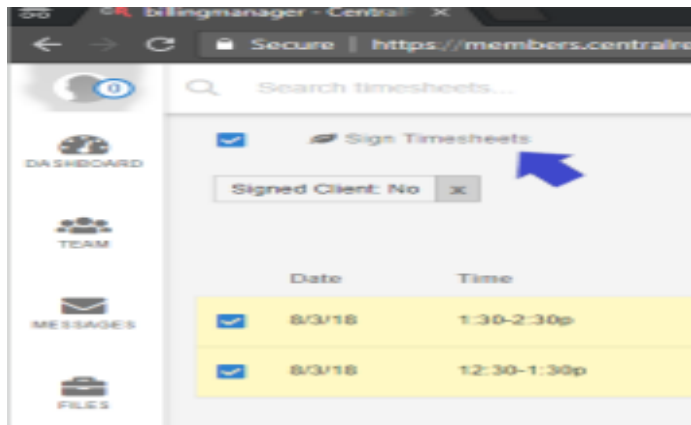
4. Filter by the dates of appointments you want to sign.



5. Select the individual appointments you want to sign or click for all.



6. Click "Sign Timesheets".



7. Sign, Accept and Save.

The screenshot shows a web interface titled "Sign as the client". At the top, there is a label "Person signing" and a text input field containing "Type name of person signing". A blue arrow points to this input field. Below this is a large, light blue rectangular area with a horizontal line, intended for a signature. A blue arrow points to this area. Underneath the signature area, there are two rows of text, each representing a timesheet entry. The first entry shows "08/03 from: 12:30-1:30", "H2012 1 Hour", and "Client: " followed by a dropdown arrow and "Provider: " followed by a dropdown arrow. The second entry shows "08/03 from: 1:30-2:30", "H2012 1 Hour", and "Client: " followed by a dropdown arrow and "Provider: " followed by a dropdown arrow. A blue arrow points to the second entry. Below the entries is a yellow highlighted box containing a checkbox and the text: "By utilizing the Bulk Signature function, I hereby attest that I have individually reviewed the selected entries listed above. I understand that once my signature has been applied no further edits can be made to the entries." At the bottom left is a red "Save" button with a blue arrow pointing to it. At the bottom right is a grey "Cancel" button.

8. Click Continue and you are done signing the timesheets.