

Personal Finance Account:

Users with 'PFin Account Create' role can create new Personal Finance Account.

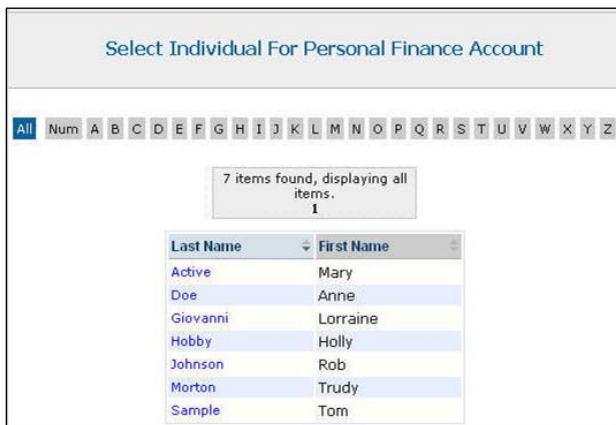
Log onto Therap

1. Go to www.TherapServices.net
2. Click on  **Secure Login** to Therap Applications
3. Enter your **Login Name**, **Password** and **Provider Code**

1. On your **FirstPage**, click on the **New** link under the 'Personal Finance Account' section.

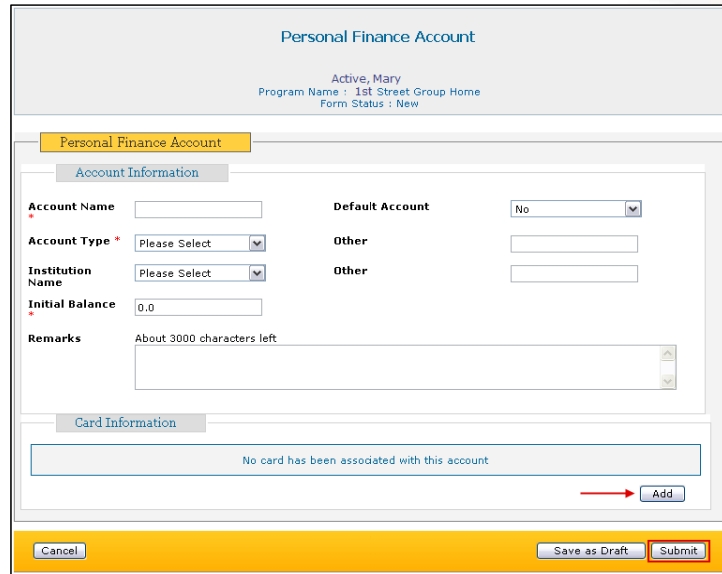


2. Click on the desired 'Program Name' on the **Select Program For Personal Finance Account** page.



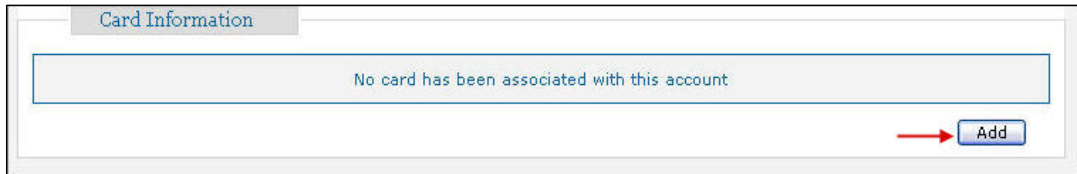
3. On the **Select Individual For Personal Finance Account** page, click on the name of the individual for whom the account is to be created.

4. Fill up the required fields and click on the 'Submit' button on the **Personal Finance Account** page.

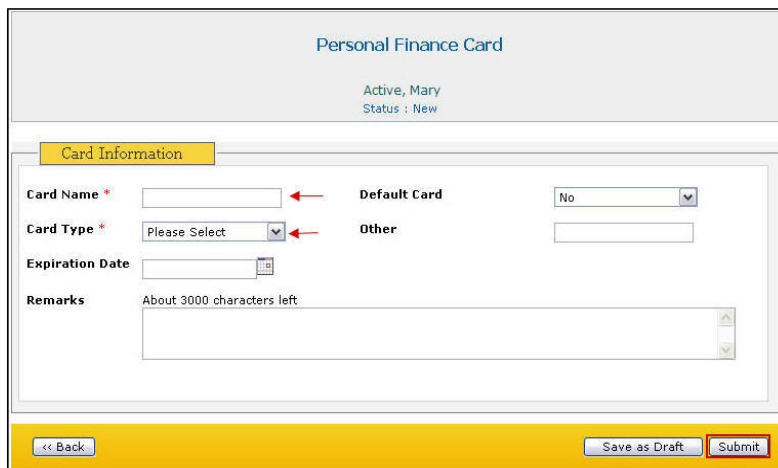


You can also add Card Information for the account by following the steps below:

- Click on the 'Add' button in the Card Information section.



- Enter the required information and click on the 'Submit' button.



Creating New
Personal Finance Account

- The Card Information will then be attached to the Account Information. To add more cards click on the 'Add' button. Click on the 'Submit' button to submit the Account form with the card information attached.

Personal Finance Account

Account Information

<p>Account Name *</p> <input type="text"/>	<p>Default Account</p> <p>No <input type="button" value="v"/></p>
<p>Account Type *</p> <p>Please Select <input type="button" value="v"/></p>	<p>Other</p> <input type="text"/>
<p>Institution Name</p> <p>Please Select <input type="button" value="v"/></p>	<p>Other</p> <input type="text"/>
<p>Initial Balance *</p> <p>0.0 <input type="text"/></p>	
<p>Remarks</p> <p>About 3000 characters left</p> <div style="border: 1px solid gray; height: 30px; width: 100%;"></div>	

Card Information

One item found.

Card Name	Card Type	Default Card	Status	Expiration Date	Details
Bank Y	Debit Card	No	Approved		<input type="button" value="Details"/>