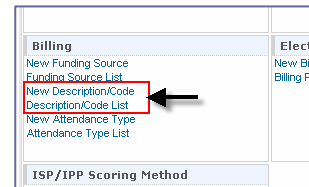


**Log onto Therap**

1. Go to [www.TherapServices.net](http://www.TherapServices.net)
2. Click on the **Secure Login** link on top of the page
3. Enter your **Login Name**, **Password**, and **Provider Code**

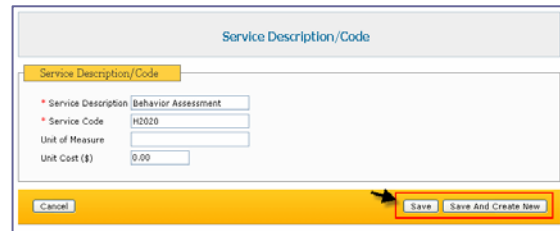


You will have access to **Service Description/Code** options from the appropriate links in the **Billing** area on your FirstPage.



**Create New Service Description/Code**

- Select the **New Description/Code** link. You will be taken to the 'Service Description/Code' page.
- Enter information in the **Service Description** and **Service Code** fields. These are 'required fields' (marked with \*).
- If you want, you may also enter the **Unit of Measure** and the **Unit Cost**.
- Click on the **Save** button to enter the service description/code into the system. If you want to enter description/code for other services after this one, click on the **Save And Create New** button.



**Update/Delete Service Descriptions/Codes**

- Click on the **Description/Code List** link on the FirstPage to view a list of all the service descriptions/codes.
- Select the Service Description/Code you want to update/delete from the list.



- Make necessary changes and click on the **Update** button at the bottom of the **Service Description/Code** page. To delete the service description/code, click on **Delete**.

