

Client Portal Instructions

You must contact Relate to request a unique access link for your client portal here: [Request Portal Access](#). After the request for portal access is received, you will receive an email titled “Welcome to Relate Counseling Center Client Portal.”

Welcome to Relate Counseling Center Client Portal

Hello, Thank you for your interest, or continued care, with Relate Counseling Center. This portal will provide options for scheduling, messaging provider(s), and an interactive way for you to fill out documents. Click on the following link to create a Relate Counseling Center client portal account. If you do not set up your account in the next 2 weeks, this invitation will expire. Please reach out to your provider or an admin staff with questions.
952-932-7277 (Main Phone)

The registration link brings you to a page prompting you to create a Username and Password.

The image shows two screenshots of the Relate Counseling Center Client Portal. The left screenshot is the registration page, titled "Client Portal" and "Procentive". It features a "REGISTER USER" section with three input fields: "User Name", "Password", and "Confirm Password", followed by a blue "REGISTER" button. The right screenshot is the dashboard for "Jane Doe". It includes a navigation menu on the left with options: Home, Appointments, Messaging, Payments, Documents, Clinical, Care Team, and Activity History Log. The main content area is titled "Documents" and lists "Document Category" options: "Forms to complete", "My Documents", and "Transition of Care".

Please review the menu options on the left hand side. You may find your bill details under Payment - Monthly Payment Statements. If you would like to pay your bill, select the green Make Payment image.

The image shows the "Payments" section of the client portal. At the top, there is a green button labeled "Make Payment" with a dollar sign icon. Below this, there is a "Monthly Payment Statement" section. It includes a "Select year" dropdown menu set to "2023". Below the dropdown, there are five buttons for downloading statements: "Apr 1, 2023", "May 1, 2023", "Jun 1, 2023", and "Jun 30, 2023". Each button has a small "Download" icon.

Please note the amount to be paid and use the drop-down menu to select the primary location the services took place.

Make Payment [Close]

Balance: **\$0.00**

Amount Paid:

Payment Amount

Service Location:

Eden Prairie [v]

Eden Prairie

Minnetonka

School-Based/Community

Telehealth

Click Continue to move to the secure payment processing page. Review to ensure all information is accurate.

Payment Processing - Profile 1 - Microsoft Edge

https://app.procentive.com/clientportal2/pages/paymentprocessvantage.jsp?sid=0W4GEz0czNx&amou...

Amount : \$550.00 USD

Card Information

* Name (as it appears on card) : Jane Doe

* Card Number :

* Expiration Date : Month / Year

* CVV2 / CID :

Billing Information

* Country : United States

* Address 1 : 5125 County Road 101

Address 2 :

* City : Minnetonka

* State : MN - Minnesota

* Postal Code : 55345

Submit Cancel

Push Submit to pay your bill. Please call Relate at 952-932-7277 if you have further questions about the portal or accessing payment options.