

1. *Log-in to your secure Client portal* at CliftonFullerCounseling.com.  
(Click on red bar at top of home page or 'existing client' tab to log-in with your username & password).
2. Once logged in to your client portal, click tab '*billing*'.
3. *View invoice*
4. *If you want to print or download invoice, click 'Download invoice'.*
5. *Open invoice with 'encrypted email' password.*
6. *Print invoice.*

Invoices are always available 24/7 in your secure patient portal.

Note: 'Encrypted email password' is a different password from the log-in password you use in your Client portal!

Call office at 210-404-9001 for encrypted email password or email us via your Client portal for a response during our normal business hours. Or you can log-in to your patient portal and look for form "Encrypted password for email downloads" and find the password in your secure patient portal.