

# Creating Your Directory Listing

To create your Inpathy profile page and your directory listing, start by logging in to Inpathy from <https://inpathy.com>.

Once you land at your home page, choose PROFILE from the right side of the blue bar at the top of the page.

Near the top of the PROFILE page will be a button called "CREATE DIRECTORY LISTING." Click that button and fill out the requested information.

Make sure your profile is set to Public so you are searchable in the directory and consumers are able to find your page.

A few notes from this page. You do not have to include a phone number or your full address. If you have a work phone number, office address, or PO box, you can use that. If you'd prefer, you only have to include city, state, and zip code.

A few notes:

1. You do not have to include a phone number or your full address.
2. Use your office address. It is best not to publically list your home address. If your office is in your home, it is fine to only list the city, state and zip code where you are located.
3. It is recommended to check the box allowing consumers to send you messages. When they do, you will get an email notification from Inpathy telling you that you have a new message.

Once you have filled out the entire page, click CREATE from the bottom two buttons. Your profile is now live!

If you haven't already, you can add a picture by clicking MY NETWORK from the blue bar at the top of the page, scrolling down a bit and choosing

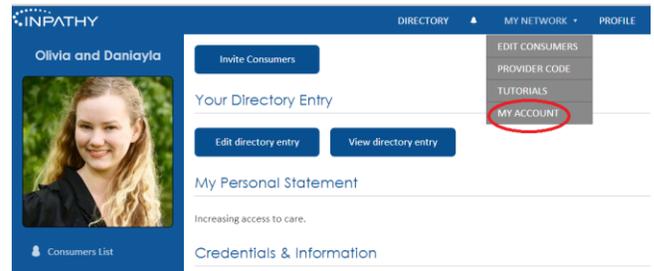
## Making Changes to Your Inpathy Profile and Directory Listing

To see what your directory listing looks like, click PROFILE on the top navigation. You can edit the information on this page by clicking "Edit directory entry."



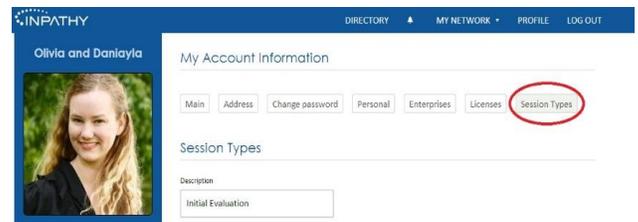
You can also make changes to your public profile from your home page.

Select MY NETWORK and then MY ACCOUNT from the resulting dropdown.



On the next page you will see an overview of what the system already knows about you.

On that page you will see a list of options to edit. They are Main, Address, Change Password, Personal, Licenses, and Session Types. You can edit any of these topics by clicking on them.



## My Account Information

### Main

From “Main” you can change your picture and your email address.

A professional headshot where you look as you would during a session (online or in-person) with good lighting is the best choice for your picture. Effectively, your headshot is your personal logo.

Some providers are tempted to avoid having a photo of themselves to protect their privacy or to avoid being discriminated against because of age or gender. While these are understandable concerns, having a picture is always more helpful than harmful.

Having a professional photo to use in tandem with your online profile encourages your credibility, increases recognition across online spaces, increases your personal appeal to new consumers and peers, and strengthens your personal brand.

### Address

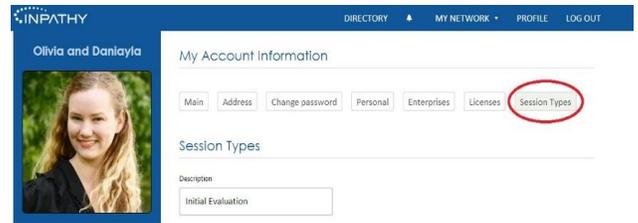
You can use this section to update your address. You can choose to make this information public or not.

### Change Password

You can use this section to update your password. You will need your current password to confirm any changes.

## Personal

Fill out the prompts on your Inpathy profile with the appropriate information. You can choose if you want to present this information in first or third person. First person is more relatable, third person is more professional. What you choose depends on your style.



The most important component of the Personal section is your About Me information. The content you write here will be front and center on your directory listing. This should be clear, well-written and informative language that will encourage consumers to choose your virtual practice.

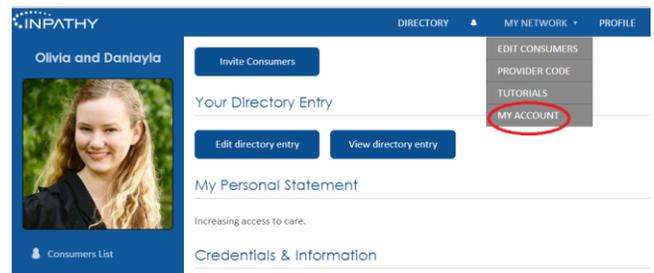
## Licenses

Use this section to explain your licensing. Include the license number, license type and state issued. Including this information allows Inpathy consumers to verify your legitimacy as a provider—an especially important consideration for online services.

## Session Types

Use this section to explain what kinds of services you offer, how long they are, and what they cost. To create a new session type.

Choose MY NETWORK> MY ACCOUNT from the menu items on the top right.

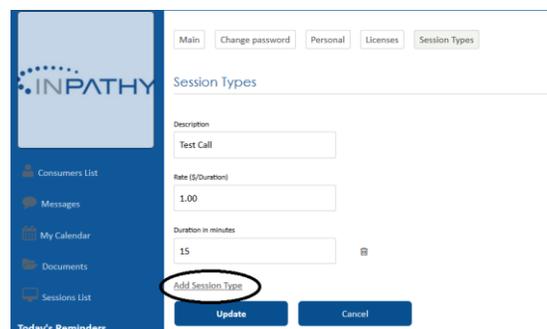


Select SESSION TYPES from the buttons across the top.

From the Session types page, click the link that says ADD NEW SESSION TYPE.

Here are a few session types to consider adding:

- Psychotherapy
- Couples Therapy
- Family Therapy
- Wellness Check-In
- Mindfulness Training
- Medication Management
- Intake Session



To be safe, hit update after each new session type is added.  
Remember, you will be logged out of Inpathy if you are inactive for more than 15 minutes!

**Sample Session Type and Pricing Matrix**

<b>Session Type</b>	<b>Duration</b>	<b>Price</b>
Intake Session	60 min	\$125
Individual Psychotherapy	45 min	\$80
Couples Counseling	60 min	\$100
Progress Assessment	30 min	\$60
Meet and Greet	15 min	\$20

