



Puzzle of My Life (Pty) Ltd

ONLINE COUNSELLING PLATFORM



Psychologist Manual

SIGNUP PROCESS FLOW

1.

Apply as a Psychologist

2.

Complete online application form

Step 1 of 4

Personal details

First name*

Surname*

ID number*

Age*

Contact number*

Email address*

Choose your password*

Confirm your password*

Cancel

Next

3.

Upon completion you will receive an email to confirm your email

Thank you



We have sent an email address verification link to

yourname@gmail.com




Please follow that link to complete the sign up process.


4.

Your status will be pending approval until your credentials are checked and approved by admin. Allow 5 working days to confirm your credentials

5.



Upon successful credential checks, you will receive an email with our terms and conditions to sign and return to us via email

 Reply  Reply All  Forward

 Fri 2019/03/29 8:54 AM

Puzzle Of My Life <notifications@puzzleofmylife.co.za>
Application approved

To Brighton

 [Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message. 

Hi Brighton, congratulations, your application has been approved. This means you will now be made available for patients to select you as their psychologist. You will be notified as soon as this happens.

6.

You will receive approval from our Admin and you are now active and come up when a patient signs up

7.

When a patient signs up, the system matches them to 4 Counsellors and they select one of their choice

8.

Once they have selected their bundle option and made their payment via credit card or voucher, they will receive a message of success and they can then sign in and begin communicating to their counsellor

7 Day Package R450	14 Day Package R699	30 Day Package R950	1 Day Package R99 + 1 Day Free
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9.

Counsellor receives notification of patient signup and message. Counsellor logs in and begins engagement

10.

Counsellor's rate is between 60-80 % of payment option based on experience and payable in arrears


11.

Text based counselling has limitations. You are unable to make a diagnosis and prescribe medication. This is an opportunity to gain clients for your counselling practice.

12.

Counsellor is able to see how much is due to them in their profile

[Update details](#) [Pause](#)



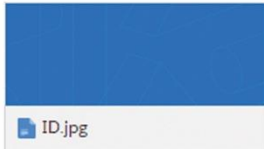
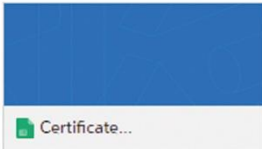
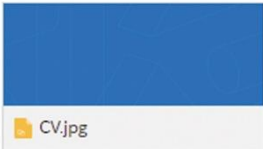
Your Name
60% commission
Part-time
Active

Personal Information
34 Years old
ID: 626737
Tel: 0622716939
yourname@gmail.com

Professional Information
Honors in Computer Science
Lic: HSC56649
13 Years experience

Banking Details
FNB
Savings
12345678996
231052

Attachments



Payments
R0.00 due to you as of Feb 28, 2019

Transaction history
No transactions found

13.

Patient page shows patients that have signed up with the Counsellor and clicking on a patient takes you to the engagement window

14.

Should there be a need for face to face consultation for diagnosis or prescription of medication, then Counsellor charges patient their normal face to face rate. Depending on the condition, patient returns to text based counselling or remains with Counsellor as a face to face patient. Please note that Counsellor referrals are monitored to ensure there is no abuse of the process.