

# Making A Copay

## Option 1- electronically

1. To pay your copay at the time of your session visit us online: <https://www.anchorpointcounselingministry.org>
2. Be sure to click- pay my bill- on the top right hand side of the screen
3. Complete the steps and submit- you will then be redirected to PayPal
4. Pay using PayPal- you DO NOT have to have a PayPal account in order to use PayPal

## Option 2 (only to be used if you absolutely can not do option 1)- mail in a check

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### How to do a Skype session:

#### Step 1: Download the software

Depending on which device you plan to use, you'll download a specific version of Skype. To download for your computer, click one of the following links:

- Skype for [Windows](#).
- Skype for [Mac](#).

If you plan on using Skype on your smartphone, [click here](#) to get the app for your specific device. For tablets, [click here](#).

#### Step 2: Create your username

Come up with a username and password you can easily remember. Then, share your name with your family and friends so they're ready to receive your calls and reach out to you on their own.

#### Step 3: Set up your contact list

Once you've given out your Skype username, ask your clinician for their usernames. You can easily add them after logging on by clicking the [Contacts tab](#) on the left hand side, then the "Add Contact" button in the top right-hand corner.

#### Step 4: Select your call type

After creating your contact list, you'll be ready to make your first Skype call. Select the contact by clicking on his or her picture. You'll then see a series of buttons and you'll decide which kind of call you'd like to make. You can choose between:

- Video calls - Click the video button if you want to communicate face-to-face.
- Phone calls - Click the phone button if you want to make a call without using the webcam.

#### Step 5: Make sure you're connected

If you've made the call and you can't see or hear the other person, there might be an issue with the connection. Click the call quality icon to make sure your clinician and you have a strong enough internet connection to interact. If connection is poor or your session is lost your clinician will call you

#### Step 6: End the call

Once you've finished the call, simply press the red handset icon to end the conversation and close out of the program

Some of our Clinician names on Skype and photo descriptions

Jennifer Regester: JennPenn1010

Jenn is wearing a white dress

Ron Barnes: RonBarnes

Ron is casually outdoors wearing a baseball hat

Mary Jane Beatty

Mary Jane has a green shirt and black hat

Danny Churchill: dchurchill93

Danny is smiling while enjoying the outdoors

Andie Spevetz: culdron\_2

Andie is sitting in her ACM office