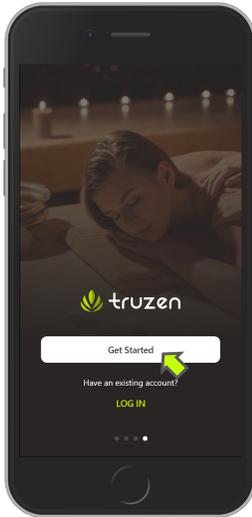


# SIGN UP TO BE A TRUZEN THERAPIST

1) If this is your first time on the app click "Get Started" on the last intro screen

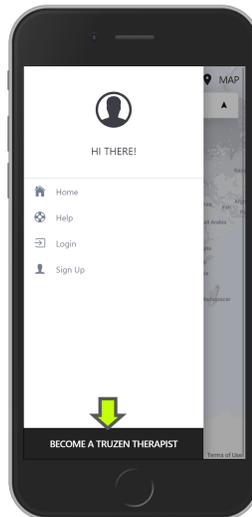


2) Click the menu button in the top left corner of the screen.



3) Click on the "Become a Truzen Therapist" button on the bottom of the screen

- The "Sign up" option is for the creation of a client profile. You can also create a client account first and come back to sign up as a therapist later

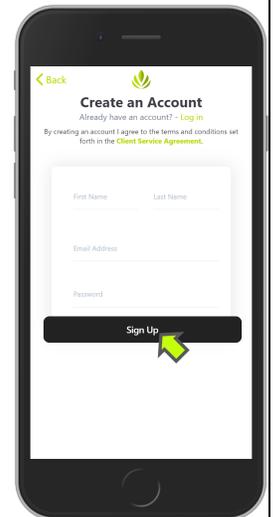


4) Create a Truzen Account by entering your First & Last Name, your email address and creating a password, then clicking "Sign Up"

- This will also create a client account.

- If you are already signed in to your client account it will skip this page.

- If you already have a client account and are not logged in click "Log In" at the top of the page.

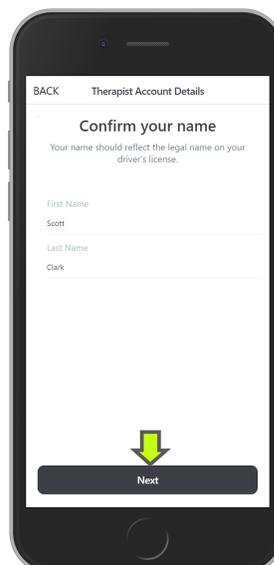


5) If you are a Licensed Massage Therapist click "Yes" then click "Next"

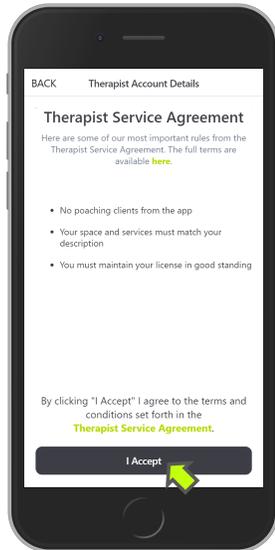
- If you are not a Licensed Massage Therapist, we're sorry but you will not be able to sign up to be a Truzen Therapist



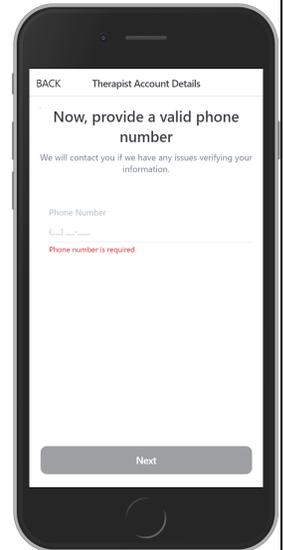
6) Confirm that the name you entered matches the names on your ID and your Massage License



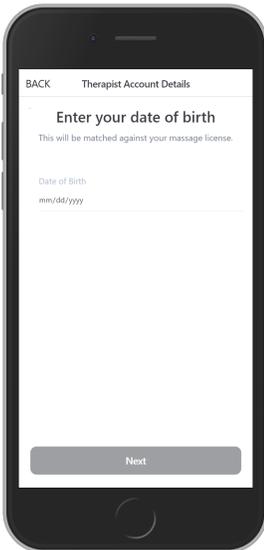
7) Read the Therapist Service Agreement. If you agree to the terms then click "I Accept"



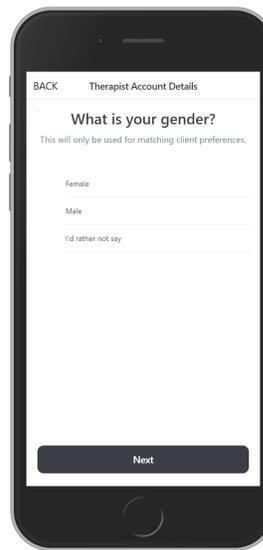
8) Enter your phone number and click "Next"



9) Enter your Date of Birth and click "Next"



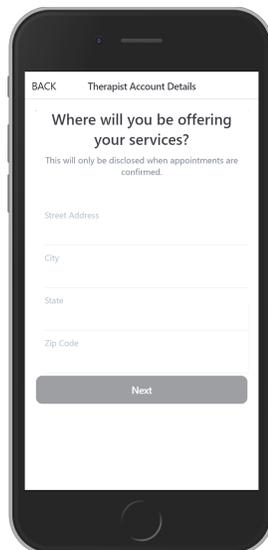
10) Select your gender and click "Next"



- This information is only used if client's choose it as a filtering preference in searches.

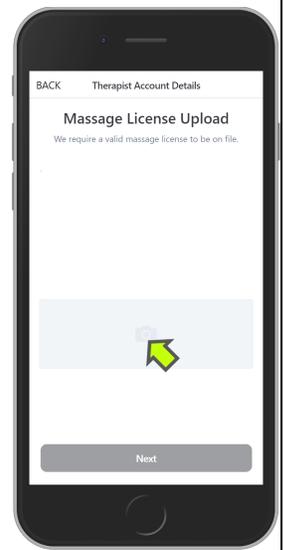
- If you select "I'd rather not say" you will not show up in search results where clients specify a preferred gender

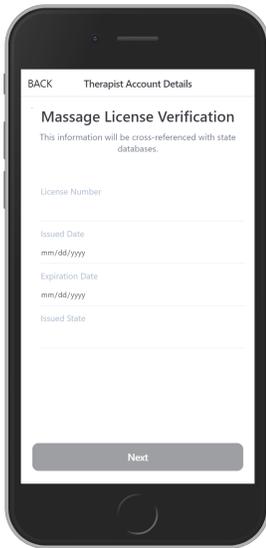
11) Enter the address for your place of business, i.e. where you will be performing your services. Then click "Next"



12) Upload a picture of your Massage License by clicking on the image button and either choosing a picture already on your device or taking a new photo of your license. When you are happy with the picture click "Next"

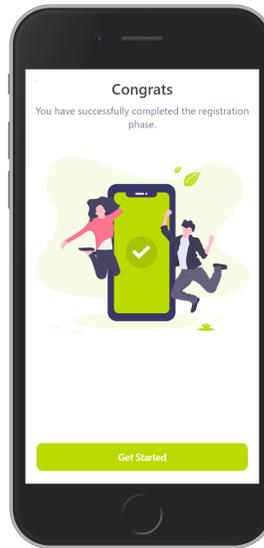
- Please ensure that your picture is legible





13) Enter the Credential Number, Effective Date, Expiration Date and Issuing State from the massage license you just uploaded, then click "Next"

- Please allow a few seconds for the information to process



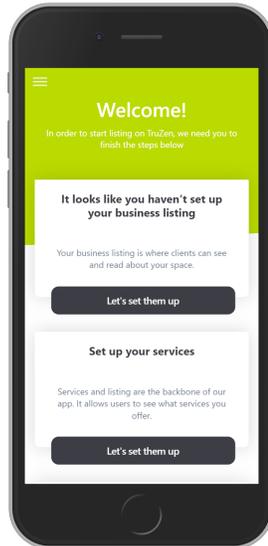
14) Congratulations you have successfully applied to be a Truzen Therapist. We will now verify your identify and check that your license is valid, current and in good standing. After you are approved your profile will become publicly viewable. In the meantime you can set up your Therapist Profile so that you are ready to accept clients the moment you are approved. Click "Get Started" to begin.

15) Create a Business Listing:

- Here you will be able to add photos of yourself and your space as well as create a short description of yourself and your services

16) Set up you services:

- Here you select the modalities and durations you wish to offer as well as your default pricing. These can be updated at any time and can also be changed for specific appointment windows



17) Set up your schedule:

- We have a separate tutorial we recommend for setting up your appointment windows

18) Setting up your Payout Method:

- Our payment services are hosted through Stripe. This open another tab that will direct you through their step by step instructions to ensure that you get paid!

