How to securely submit documents to KHC:

Step One: Navigate to WWW.KITSAPHYPNOSISCENTER.COM/FORMS/

Step Two: Scroll down until you see SECURE FILE TRANSFER link and click. You will be taken to a secure page where you can upload your documents.

Step Three: Complete the header information to include your name; email address and any applicable comments.

Step Four: Select the "Add Files" icon; and select the files from your device.

Step Five: Click the submit button and your documents will be sent securely to KHC.

Option #2: VIA HUSHMAIL EMAIL

You can also do this same procedure when opening up a secure email that I have sent you on the Hushmail server that contains the link: Secure File Transfer

How to access Videoconferencing application

You must use either CHROME or FIREFOX browser to access the videoconferencing application

Step One: Navigate to kitsaphypnosiscenter.com/contact/

Step Two: Scroll toward bottom of page until you see Video Conferencing label

Step Three: Click https://doxy.me/khc   You will be taken to the welcome screen of the virtual waiting room.

Step Four: Enter the first names of who will be in the session and click the "Check In" button.

Step Five: Enable the camera and microphone when prompted (first time users only)

Step Six: There is a Pre-call Test option to help you test your connection located on the welcome page.