



---

---

# NEW CLIENT ON-BOARDING CHECKLIST

---

## 1. STEPS TO COMPLETE YOUR ON-BOARDING (NEW CASES)

---

- Complete your Personal Information Intake Form emailed to you by the Mediator
- Complete your Payment Method Intake Form emailed to you by the Mediator.
- Activate your Online Portal Account emailed to you by the Mediator.
- Sign the Agreement to Mediate sent via email by the Mediator
- Complete any other requests by the Mediator