Setting Up a New User (SADIE Delegate or Designate)

PRESCRIBER

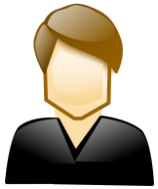
Add Designee account in BPS Secure*

Receive email from BPS Secure informing designee accepted

Login to SADIE

Click Menu', then 'Profile Management', and then 'Add User' (Only Designates must be assigned to practice location**)

Inform new user they are set-up in SADIE



SADIE DELEGATE / DESIGNATE

If not already complete, register for BPS Secure***

Receive email from BPS Secure to accept designation

New user can now log into SADIE.

*For instructions, visit www.ontario.ca/SADIE, see detailed SADIE User Guide, Chapter 12

**If you would like to restrict the requests a designate can access, you can create a separate practice location to limit their access to only the requests assigned to that specific location. Visit www.ontario.ca/SADIE, see detailed SADIE User Guide, Chapter 13 for instructions on how to set-up a practice location. (By default, SADIE Delegates access ALL practice locations)

***SADIE Delegates & Designates not already registered for BPS Secure can register on the BPS Secure registration page