

How to Set-up a Delegate or Designate for SADIE


Accessing SADIE on Behalf of One or More Prescribers

A delegate or designate profile can be created by a prescriber (physician or nurse practitioner) or delegate, to prepare EAP requests on the prescriber's behalf. Setting up a delegate or designate is a two-step process, and both steps must be taken before they can access SADIE.

1. A prescriber must add you as a 'designee' in BPS Secure.
 2. A prescriber or SADIE delegate must add you in SADIE.
- If you assist more than one prescriber, each prescriber must add you in both BPS Secure and in SADIE.
 - All training instructions are found in the [SADIE User Guide](#), on the Training Aids page, located at Ontario.ca/SADIE.

Status	Action	Next Steps
<p>I am a designate for a prescriber in BPS Secure, but they have not assigned me as a delegate or designate in SADIE.</p>	<ol style="list-style-type: none"> 1. Your prescriber/delegate must add you as a delegate or designate in SADIE by selecting the Profile Management button in the SADIE application. You can find instructions on how to add a delegate or designate in Chapter 13 of the 'SADIE User Guide'. 	<p>After you are added as a delegate or designate, you can log into SADIE!</p> <p>You can find detailed delegate and designate login instructions in Chapter 1 of the 'SADIE User Guide'.</p>
<p>I have a BPS Secure account, but another prescriber needs to assign me as their delegate or designate in BPS Secure and SADIE.</p>	<p>Prescriber Actions:</p> <ol style="list-style-type: none"> 1. Your prescriber must add you as a BPS Secure designee under their BPS Secure Account. 2. Then the prescriber/delegate must add you as a delegate or designate in SADIE. You can find instructions on how to add a delegate or designate in BPS Secure in Chapter 12, and SADIE in Chapter 13 of the 'SADIE User Guide'. 	<p>After you are added as a delegate or designate, you can log into SADIE!</p> <p>You can find detailed delegate and designate login instructions in</p>

	<p>Your (BPS Secure designee) Actions:</p> <ol style="list-style-type: none"> 1. After your prescriber adds you as their BPS Secure designee, you will receive an email from BPS Secure with the subject line "Please Confirm Designated Access/S'il vous plait confirmer l'accès designé." Follow the link in this email to accept your designee status in BPS Secure. <p>You can find detailed delegate and designate confirmation instructions in Chapter 12 of the 'SADIE User Guide'.</p>	<p>Chapter 1 of the 'SADIE User Guide'.</p>
<p>I do not have a BPS Secure Account</p>	<p>Prescriber Actions:</p> <ol style="list-style-type: none"> 1. A prescriber must add you as a BPS Secure designee under their BPS Secure account and send you the "shared secret" (PIN) for you to complete your BPS Secure designation (step 3c). Your prescriber can find instructions on how to add a delegate or designate in BPS Secure in Chapter 12 of the 'SADIE User Guide'. 2. Then the prescriber/delegate must add you as a delegate or designate in SADIE. <p>Your (BPS Secure designee) Actions:</p> <p>After your prescriber adds you as their BPS Secure designee, you will receive three emails from BPS Secure as you complete your account registration.</p> <ol style="list-style-type: none"> 3. Follow the link in email with the subject line "Access created/accès créé" to register for your BPS Secure account. <p>a) Next, follow the link in the email with the subject line "BPS Secure Login – Registration Confirmation" to validate your email in BPS Secure. On the "BPS Secure -</p>	<p>After you are added as a delegate or designate, you can log into SADIE!</p> <p>You can find detailed delegate and designate login instructions in Chapter 1 of the 'SADIE User Guide'.</p>

	<p>Email confirmation success" page, click the "here" link to re-direct to the "shared secret" page.</p> <p>b) Enter the "shared secret" (PIN) given to you by your prescriber and follow the prompts complete your BPS Secure designation.</p> <p>c) The email with the subject line "Designation Confirmation" confirms that you have been successfully registered as a BPS Secure designee.</p> <p>You can find detailed SADIE delegate and designate confirmation instructions in Chapter 12 of the 'SADIE User Guide'.</p>	
<p>Need Assistance?</p> 	<p>Need assistance in setting up your delegate or designate account: Contact Inquiry Services at 1-800-262-6524 (after the language prompts, press 2-3) or via email at SSContactCentre.MOH@ontario.ca.</p> <p>Looking for more Information about SADIE? www.Ontario.ca/SADIE</p> <p>Technical Assistance (Mon – Fri, 8 a.m. - 5 p.m.) Call: 1-800-262- 6524 (after the language prompts, press 2-3) Email: SSContactCentre.MOH@ontario.ca</p>	