

New Users in SADIE and 'Unique Identifiers'

Ontario Prescribers (Physicians & Nurse Practitioners) require an Ontario OHIP **Billing Number** and a 'solo provider' **BPS Secure account** to access SADIE.

Prescribers registering for the first time to use BPS Secure to access SADIE require two 'Unique Identifiers' to complete the registration process.

If you are a Delegate or Designate that works on behalf of prescriber(s), you DO NOT require 'Unique Identifiers'. (See the steps for [How to Set-up a Delegate or Designate for SADIE](#))

Logging in to SADIE

Go to

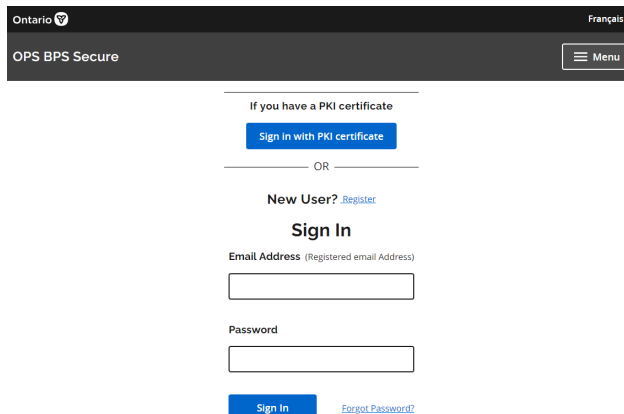
Ontario.ca/SADIE

Select the SADIE Login button



Log into BPS Secure

If you cannot remember your Password, enter your BPS Secure ID (email) and select the ['Forgot Password?'](#) link to re-set it.



The screenshot shows the BPS Secure login interface. At the top, it says 'Ontario OPS BPS Secure' with a 'Français' link and a 'Menu' button. Below this, there are two options: 'If you have a PKI certificate' with a 'Sign in with PKI certificate' button, and 'OR' followed by 'New User? Register'. Underneath is a 'Sign In' section with fields for 'Email Address (Registered email Address)' and 'Password', and buttons for 'Sign In' and 'Forgot Password?'.

New Delegates and Designates that do not have a BPS Secure account can set one up by selecting the 'New User? [Register](#)' link. Remember to provide your BPS Secure ID (email) to prescribers for whom you will work on behalf of.

New Users require Unique Identifiers (prescribers only)

Delegates and designates **DO NOT** require 'Unique Identifiers' when setting up a BPS Secure account and can ignore this screen if it displays.

The next step for delegates and designates is to



The screenshot shows the 'Identification Information - New User' form. It includes the Ontario logo and 'MINISTRY OF HEALTH AND LONG-TERM CARE'. Below that, it says 'Refer to your letter from the Ministry of Health & Long-Term Care for both identifiers'. There are two input fields for 'Unique ID # 1' and 'Unique ID # 2', both marked with an asterisk to indicate they are required fields. At the bottom, there are 'Cancel' and 'Continue' buttons.

Ontario prescribers that bill the Ministry directly will have received an enrollment letter from the Ministry with two unique identifiers. (For many, this letter was received long ago.) If you cannot locate this letter to find

<p>have the prescriber send an invitation via email by accessing the 'Designee Maintenance' link in their BPS Secure account.</p>	<p>your 'Unique Identifiers', please follow the steps below for "I have an OHIP billing number" and a new letter will be sent with your 'Unique Identifiers'.</p> <p>Prescribers working in other payment models that do not bill the Ministry directly (such as hospitals), may not have a billing number. See the steps below for "I do not have an OHIP billing number" to request a billing number and receive the letter with your 'Unique Identifiers'.</p>
---	---

How to have the unique identifiers mailed to you (for prescribers only)

To receive the unique identifiers needed to complete your BPS Secure registration, send the Ministry of Health one of the following forms, depending on whether you already have an OHIP billing number, which is required to access BPS Secure.

I have an OHIP billing number

1. Complete the 'Change of Address for Health Care Professionals' ([form #4885-84](#)).
2. Email the completed form to ProviderRegistration.MOH@ontario.ca and state that you wish to obtain SADIE credentials in the email. Forms may also be faxed to 613-545-5848.

I do not have an OHIP billing number

1. Please complete an 'Application for OHIP Billing Number for Health Care Professionals' ([form #3384-83](#)).
2. Email the completed form to ProviderRegistration.MOH@ontario.ca and state that you wish to obtain an OHIP billing number and SADIE credentials. Forms may also be faxed to 613-545-5848.

Need Assistance?

If you need assistance regarding any of the options above, please contact Inquiry Services at 1-800-262-6524 (after the language prompts, press 2-3) or email SSContactCentre.MOH@ontario.ca

Looking for more Information about SADIE?

www.Ontario.ca/SADIE