Accessing SADIE for Physicians or Nurse Practitioners
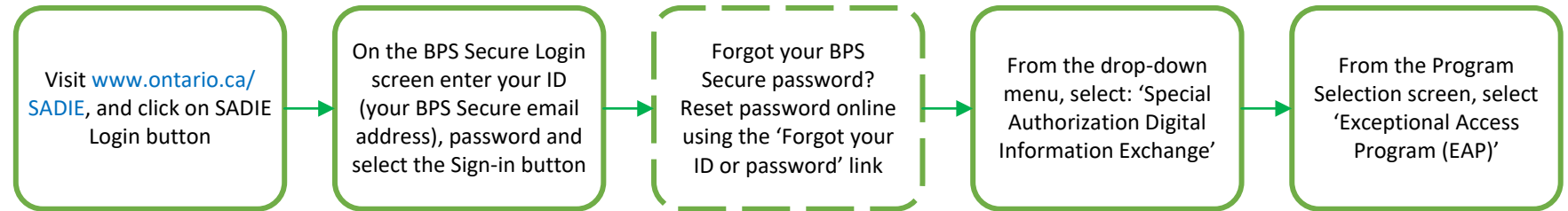
If you have a BPS Secure account & an OHIP Billing Number, YOU'RE READY TO GO!
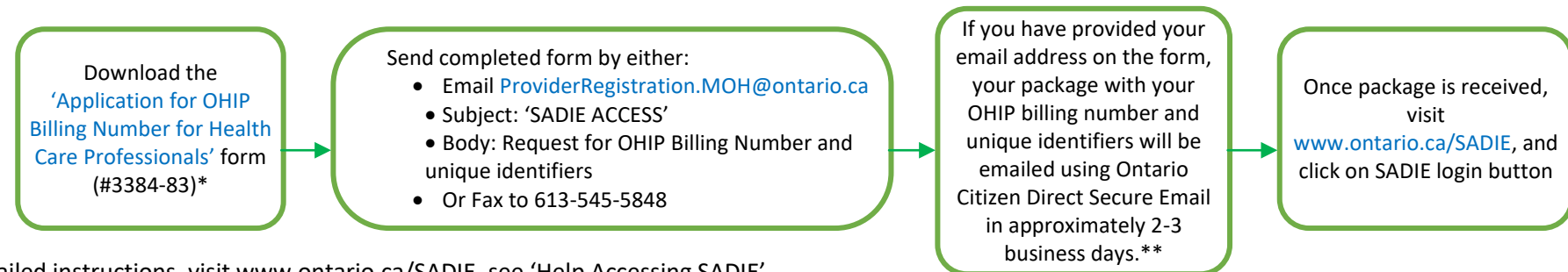
1

| Visit www.ontario.ca/SADIE, and click on SADIE Login button | → | On the BPS Secure Login screen enter your ID (your BPS Secure email address), password and select the Sign-in button | → | Forgot your BPS Secure password? Reset password online using the 'Forgot your ID or password' link | → | From the drop-down menu, select: 'Special Authorization Digital Information Exchange' | → | From the Program Selection screen, select 'Exceptional Access Program (EAP)' |

If you *have* an OHIP Billing Number, but *don't have* a 'Solo-Provider' BPS Secure account...

2

| Download the 'Change of Address for Health Care Professionals' form (#4885-84)* | → | Send completed form by either:
• Email ProviderRegistration.MOH@ontario.ca
• Subject: 'SADIE ACCESS'
• Body: Request for unique identifiers
• Or Fax to 613-545-5848 | → | Your package will be mailed with your unique identifiers in approx.15 business days | → | Once package is received, visit www.ontario.ca/SADIE, and click on SADIE login button |

If you *don't have* an OHIP Billing Number & *don't have* a 'Solo-Provider' BPS Secure account...

3

| Download the 'Application for OHIP Billing Number for Health Care Professionals' form (#3384-83)* | → | Send completed form by either:
• Email ProviderRegistration.MOH@ontario.ca
• Subject: 'SADIE ACCESS'
• Body: Request for OHIP Billing Number and unique identifiers
• Or Fax to 613-545-5848 | → | If you have provided your email address on the form, your package with your OHIP billing number and unique identifiers will be emailed using Ontario Citizen Direct Secure Email in approximately 2-3 business days.** | → | Once package is received, visit www.ontario.ca/SADIE, and click on SADIE login button |

For Detailed instructions, visit www.ontario.ca/SADIE, see 'Help Accessing SADIE'
Need help using SADIE? Visit the SADIE Training Aids page. Or contact Inquiry Services at 1-800-262-6524 or via email SSContactCentre.MOH@ontario.ca
*Visit Central Forms Repository at www.forms.ssb.gov.on.ca (Search by name or form #)
**If you have not provided an email address on the form, your package will be mailed with your OHIP billing number and unique identifiers in approximately 15 business days.

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