

Changing your OPS BPS Secure User ID and Email Account

Claims Services Branch
Ministry of Health
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Changing Your OPS BPS Secure Email Account

Scenario 1

Login to your OPS BPS Secure account:

1. Select Menu in the top right corner
2. Select Profile
3. Select the 'Update Email' button
4. Enter the new email address, confirm the new email address, and enter your current password.
5. You will receive a one-time PIN (8-digit code) at registered email.
6. Enter the one-time PIN from your email.
7. Select Submit
8. You will receive an Email Update Success message

Scenario 2

For circumstances where 2 OPS BPS Secure accounts have been created in error and you wish to switch the User ID/email account from the one that will not be used for MCEDT (secondary account) to the account that will be used for MCEDT (primary account).

Instructions:

1. Log into the secondary OPS BPS Secure account that is registered under the email address you would like to use for your primary account
 - Select Menu in the top right corner
 - Select Profile
 - Select the 'Update Email' button
 - Enter an email address that is currently not registered to an OPS BPS Secure account or, if you will not use this account in the future, enter a dummy email (example; fake@fake.com), confirm the email address, and enter your current password.
 - You will receive a One time PIN (8-digit code) at registered email.
 - Enter the one-time PIN from your email.
 - Select Submit
 - You will receive an Email Update Success message
 - Close your browser
2. Login to your primary OPS BPS Secure account

- Select Menu in the top right corner
- Select Profile
- Select the 'Update Email' button
- Enter the email address previously registered to your secondary account, confirm the email address, and enter your current password.
- You will receive a one-time PIN (8-digit code) at registered email.
- Enter the one-time PIN from your email.
- Select Submit
- You will receive an Email Update Success message
- Close your browser