

# **Medical Claims Electronic Data Transfer Designee Maintenance User Guide**

Claims Services Branch,  
Ministry of Health

August 2024

# Designee Maintenance

To access Designee Maintenance click the Designee Maintenance link beneath the services dropdown.

## Administration and MOHLTC Services

Services:

**Designee Maintenance (Add, Remove, Update)** Please refer to the MC EDT Reference Manual on the Ministry of Health & Long-Term Care's website  
**OPS BPS Secure Profile (Change Password, Email, etc)**

## MCEDT Account Holder - Add a New Designee

1. Close any open Internet browser sessions.
2. Open a new Internet browser session and key in <https://www.ebse.health.gov.on.ca>
3. Sign in with email address and password.
4. Select Continue.
5. Click Designee Maintenance.
6. At the Designated Accounts screen, select Add Designee
7. Type the name and email address of the designee and click save. If they do not have a OPS BPS Secure account yet, have them create one before you complete this step.
8. Click Save.
9. A system generated email will be sent to you and your designee from OPS BPS Secure.
10. Log out and close your Internet browser.
11. Wait for the system generated email from OPS BPS Secure advising you that your designee has accepted their designation and then follow the steps located within the Account Holder Authorizes Permissions for a Designee screen.

## MCEDT Account Holder - Previous Attempt to Add the Designee

If the designee was previously assigned to you but has since been revoked or did not accept the initial request, their name will appear in Designee Details screen after you have typed in their name and email address.

1. Select the designee and select Confirm This Designation. Log out and close your Internet browser.
2. A system generated email will be sent to you and your designee from OPS BPS Secure. Wait for the system generated email from OPS BPS Secure advising you that your designee has accepted their designation and then follow the steps located within the Account Holder Authorizes Permissions for a Designee screen.

## Designee Registers for OPS BPS Secure

1. Copy this link your Internet browser <https://www.ebse.health.gov.on.ca>
2. Select the New User Register.
3. Type in your information, select I agree to the Terms of Service, and then select Register.
4. Upon the successful registration you will receive a message stating 'Registration Successful'.
5. Close your browser.
6. OPS BPS Secure will send you a one-time mandatory email verification on your registered email.
7. Retrieve the Registration email sent to the email address you entered and select the Sign In link to complete email verification.
8. Sign in with email address and password.
9. Retrieve the Email Verification email sent to the email address you entered and locate the 8-digit one-time PIN.
10. Enter the one-time PIN to complete your registration and click Submit.
11. Upon successful verification you will receive a message stating 'Success! Email Verification complete'.
12. Notify your health care provider that you have completed the registration

## Designee Accepts OPS BPS Secure Authorization

1. Open your email account and select the link in the **Please Confirm Designated Access** email.
2. Close your email and Internet browser.
3. At the OPS BPS Secure Login page, key in your email address and password and select Sign In.
4. At the Designee Acceptance screen, select the Accept button to accept the health care provider's designation.
5. At the Success screen, log out and close your Internet browser.
6. Wait for notification from the Health Care Provider that permissions have been authorized at which time you can use the MCEDT service.

# Account Holder Authorizes Permissions for a Designee

1. Retrieve OPS BPS Secure email with the subject **Designate has confirmed access**.
2. Select the link in the email.
3. Log into your OPS BPS Secure account.
4. Click Continue.
5. At the Administration and MOHLTC Services screen, select Designee Maintenance
6. At the Designated Accounts screen, select the email address of the designee.
7. Select MCEDT Service Upload/Download.
8. At the Designate Permission screen, ensure there is a checkmark next to all reports and activities you want the designee to have access to (generally select all).

Note: If nothing is displayed on the page after 30 seconds, please return to the Designee page and click their email address again.

9. Click Save at the bottom of the screen.
10. You should receive a confirmation message advising you that the permissions have been saved successfully.
11. Log out and close the browser session.