

# A step-by-step overview for previously registered Designee for MCEDT



**Step 1:** Health Service Provider (HSP) adds Designee



**Step 2:** OPS BPS Secure sends email to Designee containing link



**Step 3:** Designee accepts designation using link from email



**Step 4:** OPS BPS Secure sends email to HSP advising Designee has accepted designation



**Step 5:** HSP assigns permissions for Designee



**Step 6:** HSP notifies Designee that permissions have been granted



**Step 7:** Designee can now upload and download on behalf of HSP