

Medical Claims Electronic Data Transfer Registration and Enrolment Procedure Summary

Claims Services Branch
Ministry of Health
August 2024

MCEDT Registration and Enrolment Process

1. Sign into the OPS BPS Secure account you have registered.
2. Select New User from the drop-down menu.
3. Enter your unique identifiers, which can be located in your letter from the Ministry of Health.
4. Review the Acceptable Use Policy For Electronic Business Services and click Accept if you agree to the terms.
5. You will receive the message 'Successful Enrolment'
6. To confirm your enrolment, log out and close your Internet browser.
7. Re-open your browser and copy or type the following link:
<https://www.ebse.health.gov.on.ca>
8. Sign in with your email address and password.
9. Select Continue.
10. You will see the Administration and MOHLTC Service screen indicating your enrolment is complete.

The Administration and Services screen allows you to:

- upload or download files/reports, select MCEDT Service
- submit Remittance Advice Inquiries and Claims with Supporting Documentation, or respond to Additional Information requests, select [eSubmit](#)
- access [Special Authorization Digital Information Exchange \(SADIE\)](#)
- add a designee (optional), select Designee Maintenance
- authorize permissions to designee, select Designee Maintenance
- revoke a designee, select Designee Maintenance
- maintain your OPS BPS Secure account