

# **MC EDT Upload/Download for Designee with Multiple Billing Numbers (MOH IDS)**

**Ministry of Health and Long-Term Care**

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## **TIPS:**

Interaction with the MC EDT web page or web service may vary depending on the web browser used to access the application.

### **Upload/Download for Designee with Multiple Billing Numbers (MOH IDs)**

- On the File Upload/Download screen, when selecting the MOH ID or billing number from the drop down menu, Internet Explorer does not have a scroll bar while Google Chrome does.
- You can use the down arrow on your keyboard to scroll through and select the billing number  
OR
- In the MOH ID field, key the 1<sup>st</sup> number of the billing number (MOH ID), for example key the #1 and the system will take you to the 1<sup>st</sup> occurrence of the billing number that starts with the #1. If you key the same number (#1) again you will be taken to the 2<sup>nd</sup> occurrence of a billing number that starts with #1.
- The billing numbers in the drop down menu are not in numerical order

The ministry welcomes feedback and we will investigate options to make selecting a billing number for a designee more user friendly.