

How to Set-up a Delegate or Designate for SADIE


Accessing SADIE on Behalf of One or More Prescribers

A delegate or designate profile can be created by a prescriber (physician or nurse practitioner) or delegate, to prepare EAP requests on the prescriber's behalf. Setting up a delegate or designate is a two-step process, and both steps must be taken before they can access SADIE.

1. A prescriber must add you as a 'designee' in GO Secure.
 2. A prescriber or SADIE delegate must add you in SADIE.
- If you assist more than one prescriber, each prescriber must add you in both GO Secure and in SADIE.
 - All training instructions are found in the [SADIE User Guide](#), on the Training Aids page, located at Ontario.ca/SADIE.

| Status | Action | Next Steps |
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| <p>I am a designate for a prescriber in GO Secure, but they have not assigned me as a delegate or designate in SADIE.</p> | <ol style="list-style-type: none"> 1. Your prescriber/delegate must add you as a delegate or designate in SADIE by selecting the Profile Management button in the SADIE application. You can find instructions on how to add a delegate or designate in Chapter 13 of the 'SADIE User Guide'. | <p>After you are added as a delegate or designate, you can log into SADIE!</p> <p>You can find detailed delegate and designate login instructions in Chapter 1 of the 'SADIE User Guide'.</p> |
| <p>I have a GO Secure account, but another prescriber needs to assign me as their delegate or</p> | <p>Prescriber Actions:</p> <ol style="list-style-type: none"> 1. Your prescriber must add you as a GO Secure designee under their GO Secure Account. 2. Then the prescriber/delegate must add you as a delegate or designate in SADIE. You can find instructions on how to add a delegate or designate in | <p>After you are added as a delegate or designate, you can log into SADIE!</p> |

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| <p>designate in GO Secure and SADIE.</p> | <p><u>GO Secure in Chapter 12, and SADIE in Chapter 13 of the 'SADIE User Guide'.</u></p> <p>Your (GO Secure designee) Actions:</p> <ol style="list-style-type: none"> 1. After your prescriber adds you as their GO Secure designee, you will receive an email from GO Secure with the subject line "Please Confirm Designated Access/S'il vous plait confirmer l'accès designé." Follow the link in this email to accept your designee status in GO Secure. <p>You can find <u>detailed delegate and designate confirmation instructions in Chapter 12 of the 'SADIE User Guide'.</u></p> | <p>You can find <u>detailed delegate and designate login instructions in Chapter 1 of the 'SADIE User Guide'.</u></p> |
| <p>I do not have a GO Secure Account</p> | <p>Prescriber Actions:</p> <ol style="list-style-type: none"> 1. A prescriber must add you as a GO Secure designee under their GO Secure account and send you the "shared secret" (PIN) for you to complete your GO Secure designation (step 3c). Your prescriber can <u>find instructions on how to add a delegate or designate in GO Secure in Chapter 12 of the 'SADIE User Guide'.</u> 2. Then the prescriber/delegate must add you as a delegate or designate in SADIE. | <p>After you are added as a delegate or designate, you can log into SADIE!</p> <p>You can find <u>detailed delegate and designate login instructions in Chapter 1 of the 'SADIE User Guide'.</u></p> |

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| | <p>Your (GO Secure designee) Actions:</p> <p>After your prescriber adds you as their GO Secure designee, you will receive three emails from GO Secure as you complete your account registration.</p> <p>3. Follow the link in email with the subject line "Access created/Accès créé" to register for your GO Secure account.</p> <p>a) Next, follow the link in the email with the subject line "GO Secure Login – Registration Confirmation" to validate your email in GO Secure. On the "GO Secure - Email confirmation success" page, click the "here" link to re-direct to the "shared secret" page.</p> <p>b) Enter the "shared secret" (PIN) given to you by your prescriber and follow the prompts complete your GO Secure designation.</p> <p>c) The email with the subject line "Designation Confirmation" confirms that you have been successfully registered as a GO Secure designee.</p> <p>You can find detailed SADIE delegate and designate confirmation instructions in Chapter 12 of the 'SADIE User Guide'.</p> | |
| <p>Need Assistance?</p>  | <p>Need assistance in setting up your delegate or designate account:</p> <p>Contact the Helpdesk at 1-800-262-6524 or via email at SSContactCentre.MOH@ontario.ca.</p> <p>Looking for more Information about SADIE?</p> <p>www.Ontario.ca/SADIE</p> <p>Technical Assistance (Mon – Fri, 8 a.m. - 5 p.m.)</p> <p>Call: 1-800-262- 6524 (after the language prompts, press 4-4-1)</p> <p>Email: SSContactCentre.MOH@ontario.ca</p> | |