

# MC EDT Web GO Secure Registration

1. Close any open Internet browser sessions.
2. Open a new Internet browser session and key in <https://www.edt.health.gov.on.ca>
3. At the GO Secure Login screen, select 'Register Now'.



Français

Environment: gdc



Providing secure online resources for individuals within the Ontario and Broader Public Sectors.

**GO Secure Profile**  
(See your profile, change password or security questions)

**GO Secure Login - Delegated Administration**  
(For administrators of user access and resources)

## Sign In

GO Secure ID :

Password :

Sign In

[Forgot your ID or password?](#)

Don't have an account?

Register Now

[CONTACT US](#) | [ACCESSIBILITY](#) | [PRIVACY](#) | [HELP](#)

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LAST MODIFIED: 2013-09-15

4. At the Registration: Step 1 of 2 screen, key first name, last name and email address.
5. Select 'Next'.



Français

## Registration : Step 1 of 2

### Step 1 of 2 : Basic information

\* First Name

Middle Name

\* Last Name

\* Display Name

\* Email

Cancel

Next>

\* indicates required fields

### Notice of Collection

Notice of Collection



6. At the Registration: Step 2 of 2 screens, type your active email address in the GO Secure ID field.

Note: An email address can only be associated to one GO Secure account.

7. Key in your password.

8. Confirm your password.

9. Choose 3 questions and key your answers.

10. Select 'Register'.

Note: To setup a password, you must follow the password policy listed on the right side of the screen

Registration : Step 2 of 2

Step 2 of 2 : Login Information and Security Information

Select a GO Secure ID and Password:

\* indicates required fields

\* GO Secure ID

\* Password

\* Confirm

Password Policy

- Must not match or contain first name.
- Must not match or contain last name.
- Must not match or contain user ID.
- Must be at least 8 characters
- Must contain lower case letter(s)
- Must contain number(s)
- Must contain upper case letter(s)
- Must contain symbol(s) such as !, @, #, %
- Must start with a letter.
- Cannot repeat a letter 3 times or more.
- Passwords must match

Set your challenge questions and answers:

The Challenge Questions and Answers are used if you forget your password and need to reset it.

\* Question 1

\* Answer 1

\* Question 2

\* Answer 2

\* Question 3

\* Answer 3

Cancel <Back Register

11. At the GO Secure Terms and Conditions of Use screen, select 'Accept'.

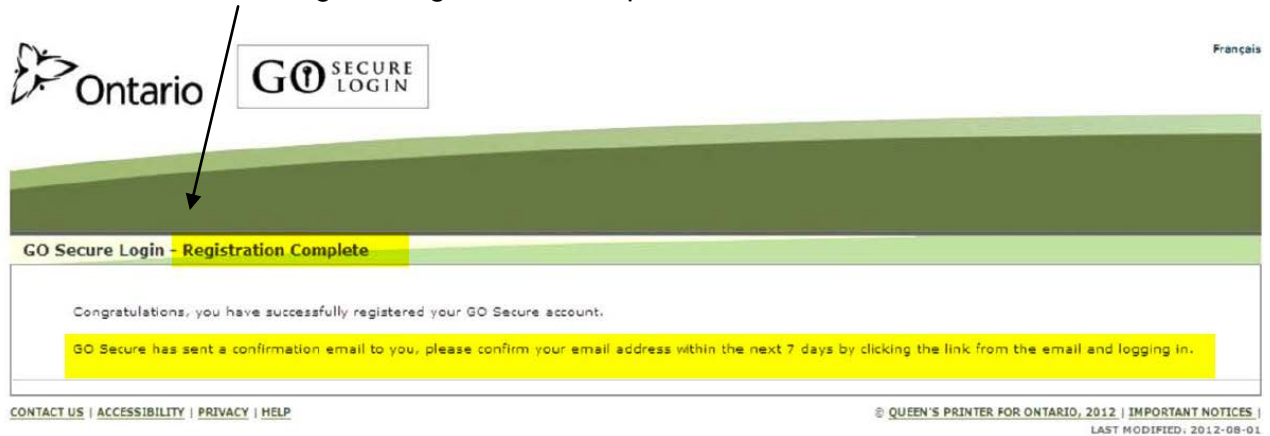
GO Secure Login Terms and Conditions of Use

In return for the Ministry of Government Services providing you with a GO Secure Login ID, you agree to abide by the following Terms and Conditions of Use:

1. You understand and accept that you are at all times responsible for your GO Secure Login ID, Password and Recovery Questions and Answers.
2. If you suspect that others have obtained them, you are responsible for changing your GO Secure Login ID and/or password.
3. You understand and accept that the Government of Ontario can revoke your GO Secure Login ID for security or administrative reasons.
4. You understand and accept that the Government of Ontario disclaims all liability (except in cases of gross negligence or willful misconduct) in relation to the use of, delivery of or reliance upon the GO Secure Login service.
5. You understand and accept that a record of your registration will be kept in accordance with the **Archives and Record Keeping Act** even if you choose to delete your GO Secure Login account. Your account will be removed permanently seven years after it is deleted.
6. Some GO Secure Login Enabled Services may have service-specific Acceptable Use Policies. Please refer to each service's web pages for details.

Cancel Accept

12. At the GO Secure Login – Registration Complete screen, close the Internet browser.

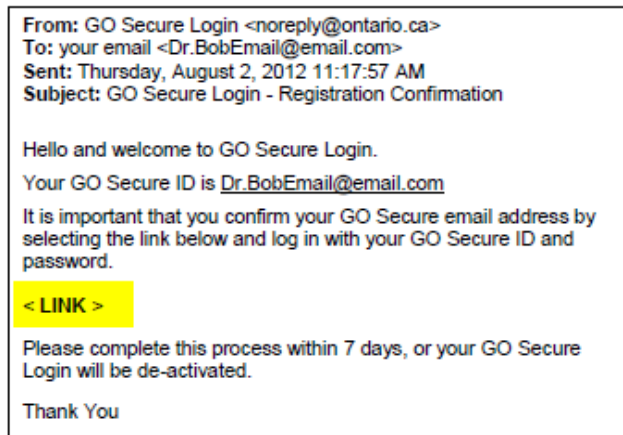


13. Open your email.

14. Select the system generated email from GO Secure.

15. Select the link in the email.

Note: this is a sample of the email MC EDT will send to you



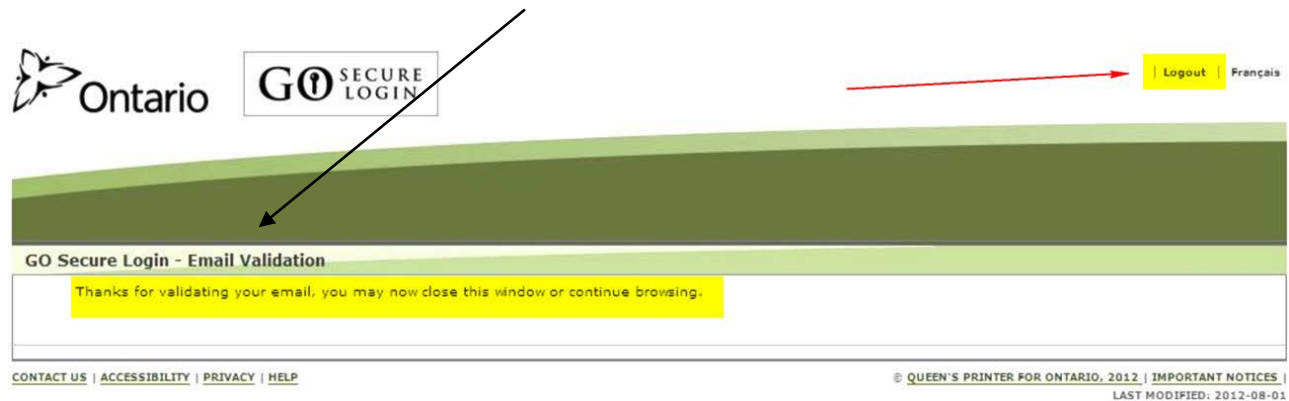
16. Close your email account.

17. At the GO Secure Login screen, key in your GO Secure ID (your email address) and password.

18. Select 'Sign In'.



19. At the GO Secure Login – Email Validation screen, Logout and close the browser.



Start the web browser and key in <https://www.edt.health.gov.on.ca> to login

- (follow steps 17 and 18 to login)

20. At the Identification screen, choose either 'New User' if you never used EDT or 'Migrating User' if you used EDT from the drop down menu (refer to your ministry letter).

For **New user setup**.

- Select "New User" then click 'Continue' then go to step 21.



## For Migrating EDT user

- please select "Migrating EDT user" click 'Continue' then go to step 22.



| Français | Logout

MINISTRY OF HEALTH AND LONG-TERM CARE

### Identification

Are you a new user, or a migrating EDT user?

Migrating EDT User  
New User  
Migrating EDT User

New users are enrolling with the Ministry of Health & Long-Term Care for the first time  
Migrating EDT users have an existing EDT account

Cancel

Continue

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21. At the Identification (New User) screen, key in your unique identifiers (refer to your ministry letter).

- Select 'Continue' then go to step 23.



| Français | Logout

MINISTRY OF HEALTH AND LONG-TERM CARE

### Identification - New User

\* indicates required fields

\* Unique ID #1  
\* Unique ID #2

Refer to your letter from the Ministry of Health & Long-Term Care for both identifiers

Cancel

Continue

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22. At the Identification (Migrating EDT User) screen, key in your unique identifiers (refer to your ministry letter).

- Select 'Continue'.

Ontario GO SECURE LOGIN | Français | Logout

MINISTRY OF HEALTH AND LONG-TERM CARE

Identification - Migrating EDT User

\* indicates required fields

\* Unique ID # 1  Refer to your letter from the Ministry of Health & Long-Term Care for the identifiers

\* Unique ID # 2

\* Unique ID # 3

Cancel Continue

23. At the Acceptable Use Policy screen, select 'Accept'.

Ontario GO SECURE LOGIN | Français | Logout

MINISTRY OF HEALTH AND LONG-TERM CARE

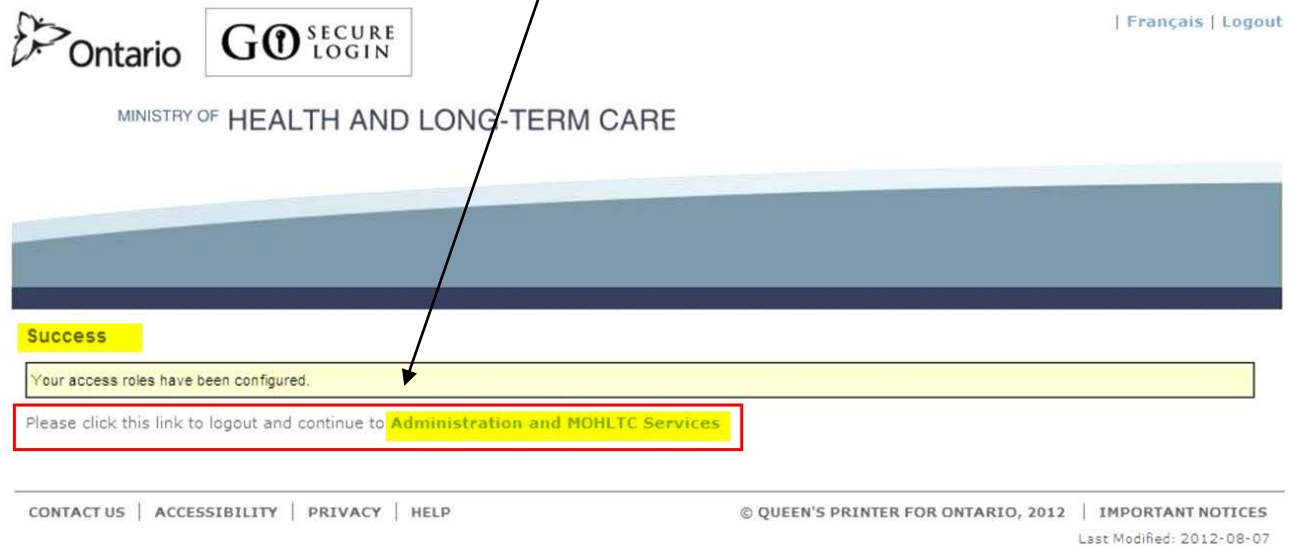
PLEASE READ THE FOLLOWING ACCEPTABLE USE POLICY TO ACCESS THE CLAIMS SERVICES BRANCH (CSB) SERVICES:

1. I SHALL ONLY USE MY OWN USER ID AND PASSWORD (ACCESS CREDENTIALS) TO ACCESS THE CSB SERVICES.
2. I SHALL SAFEGUARD AND NOT DISCLOSE MY ACCESS CREDENTIALS TO ANYONE, INCLUDING USERS WITHIN MY ORGANIZATION AND OTHER USERS OF CSB SERVICES.
3. I UNDERSTAND THAT I HAVE ACCESS TO PERSONAL HEALTH INFORMATION (PHI) AND I AGREE NOT TO MISUSE OR DISCLOSE ANY PHI.
4. I SHALL ACCESS CSB SERVICES ONLY FOR THE PURPOSE OF THE ELECTRONIC TRANSFER AND RECEIPT OF CLAIM RELATED FILES AND REPORTS.
5. I SHALL ENSURE THAT FILES SUBMITTED THROUGH THE CSB SERVICES CONFORM TO THE APPLICABLE MINISTRY OF HEALTH AND LONG- TERM CARE (THE MINISTRY) TECHNICAL SPECIFICATION(S).
6. I SHALL NOT ALLOW OTHERS TO USE CSB SERVICES WHILE I AM LOGGED IN AND I SHALL LOG OUT AFTER EACH SESSION OF USE.
7. IN THE EVENT THAT I SUSPECT THAT THE SECURITY OF MY ACCESS CREDENTIALS HAS BEEN COMPROMISED, I WILL CHANGE MY ACCESS PASSWORD IMMEDIATELY.
8. BY USING CSB SERVICES, I ACKNOWLEDGE THAT ALL MY CSB SERVICES ACTIVITY, INCLUDING ACCESS TO AND USE OF CSB SERVICES, WILL BE LOGGED AND AUDITED BY THE MINISTRY.
9. I UNDERSTAND THAT THE MINISTRY MAY, IN ITS SOLE DISCRETION, REVOKE AND/OR SUSPEND MY ACCESS TO CSB SERVICES AT ANY TIME IF I BREACH THIS ACCEPTABLE USE POLICY OR WHERE NECESSARY FOR THE SECURITY OF THE CSB SERVICES.
10. I SHALL COOPERATE WITH THE MINISTRY IF ASKED TO ASSIST IN ANY INVESTIGATION OF ANY SUSPECTED BREACH OF THIS ACCEPTABLE USE POLICY.
11. THE MINISTRY MAY REVISE THIS ACCEPTABLE USE POLICY FROM TIME TO TIME IN ITS SOLE DISCRETION.

BY CLICKING THE ACCEPT BUTTON BELOW, I ACKNOWLEDGE THAT I HAVE READ AND AGREE TO COMPLY AND USE THE CSB SERVICES IN ACCORDANCE WITH THIS ACCEPTABLE USE POLICY.

Accept Do Not Accept

24. At the 'Success' screen, select link to logout of the session and close your Internet browser.



25. Open a new Internet browser session and key in <https://www.edt.health.gov.on.ca>

27. At the GO Secure Login screen, key in your GO Secure ID (your email address) and password.

28. Select 'Sign In'. (this is the same as steps 17 and 18)

29. You may begin to use MC EDT (upload or download).

30. Done with the registration.