**OPTION #1: Insert the User Update Form into the body of an e-mail (in HTML format)**

1. Open a blank e-mail and set it to HTML format **(Format Text/ HTML)**
2. Copy all of the contents of the form below(**Control A**)
3. Copy to clipboard (**Control C**)
4. Pasteinto the body of an e-mail. **(Control V)**

**OPTION #2: Complete the form below in Word Format and attach it to an e-mail**

**HSCIS User Update Form (Version 9)**

**To request add / update and/or remove a HSCIS User** please fill out all of the information below.

Have the HSCIS Access Administrator (or a Legal Signing Authority) e-mail this form to **HLTH.HSCISsupport@gov.bc.ca**.

A **Legal Signing Authority** is the person who signs the organization’s cheques and/or legal documents.

To **update a current user profile**, simply omit the APPROVAL FROM - Access Administrator / signing authority section.

**APPROVAL FROM - HSCIS ACCESS ADMINISTRATOR or LEGAL SIGNING AUTHORITY:**

|  |  |
| --- | --- |
| **HSCIS Access Administrator First & Last Name** |  |
| **OR Signing Authority First & Last Name**  |  |
| **Position or Job Title** |  |
| **Person above ALSO Requires HSCIS User Access?**  | Yes / No **Limit of 2 HSCIS User Id’s****A HSCIS Access Administrator is not required to be a HSCIS User** |
| **Access Administrator** | New / Existing **Is this a New or Existing Access Administrator?** Yes / No **Replace current Access Administrator? Limit 2** |
| **Telephone Number**   |  Ext. (format (250-###-#### Ext. 123) |
|  |  |
| **Email address**  |  |
| **Fax number** |  (format (250-###-####) |

**Maximum number of HSCIS Users is two.**

**REMOVE USER (s):**

|  |  |
| --- | --- |
| **First & Last Name** |  |
| **First & Last Name** |  |

**HNFILE ONLY - WHO SHOULD RECEIVE HSCIS AUTOMATED E-MAIL RESPONSES?**

|  |  |
| --- | --- |
| **Email address for HSCIS Upload / Validation Report Notification(s)**  | Normally the primary HSCIS User: |

**ADD / UPDATE USER #1:**

|  |  |
| --- | --- |
| **HSCIS Corporate Number** | #Log into HSCIS at: [**https://healthregistry.moh.hnet.bc.ca/**](https://healthregistry.moh.hnet.bc.ca/)Choose the “**View Org Info**” menu to display the Corporate # |
| **Organization’s Legal Name**  |  |
| **Organization Number** | # Prefix of an existing User ID (if known)  |
| **First & Last Name**  |  |
| **Position or Job title** |  |
| **Physical address of Applicant**  | Administrative Office Location  |
| **Employee Work Site Location** | Physical address of Employees - New HSCIS Field - please include |
| **Telephone Number**  |  Ext. (format (250-###-#### Ext. 123) |
| **Email address**  |  |
| **Fax number** |  (format (250-###-#### Ext. 123) |

**ADD / UPDATE USER #2:**

|  |  |
| --- | --- |
| **First & Last Name**  |  |
| **Position or Job title** |  |
| **Physical address of Applicant**  |  |
| **Telephone Number**  |  Ext. (format (250-###-#### Ext. 123) |
| **Email address**  |  |
| **Fax number** |  (format (250-###-#### Ext. 123) |

**Ministry of Health system access policies require each user to have their own User ID.**

If a HSCIS Welcome package is desired prior to the User ID, please advise HLTH.HSCISsupport@gov.bc.ca to send it in advance.

Please Add HLTH.HSCISsupport@gov.bc.ca to your Outlook Contact list to prevent quarterly reminders and mail outs from ending up in your Junk Mail (vs Inbox)

**PROCESS:**

* HLTH.HSCISsupport@gov.bc.ca and service providers create User ID's for electronic access through the Ministry of Health firewall.
* Within a few days of this request, a new username, password, digital certificate (link), and HSCIS Welcome package will be sent to the new user(s) from HLTH.HSCISsupport@gov.bc.ca.
* Requestors will be copied when the User ID is issued (for confirmation of completion)