Quick Start Guide: Physician Delegate User Registration

If you do not have an OHIP Billing Number (e.g., Medical Office Assistant, Nurse Practitioner, Medical Internist, and Other):

1. Using Google Chrome or IE 9 (or later); navigate to https://referrals.ontariobariatricnetwork.ca

2. Select “Register here” from the Bariatric Referral landing page:

   ![Registration Form]

3. Select your role from the “I am a...” drop down list:

   ![Registration Form]

4. Enter your title (optional), first name, last name and email:
5. Complete the “Physician Details” section of the registration form and select “Register” (Note: You can add multiple Physicians by selecting “Add another Physician”: )
6. Select “Yes” to confirm:

![Confirmation dialog]

Are you sure you want to create an account?

- No
- Yes

7. The following message will be displayed; select “Ok”:

![Success dialog]

Successfully created your account. An email has been sent with instructions to activate your account.

- Ok

8. You and the Physician(s) will receive an email from the Bariatric Referral System with your unique username and temporary password:

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From: Bariatric Referral [mailto:donotreply@phri.ca]
Sent: March-25-15 4:33 PM
Subject: BARIATRIC REFERRAL PORTAL: CONFIDENTIAL Website Account Activation
Importance: High
Sensitivity: Confidential

Hello New User,

Your account has been activated for the BARIATRIC REFERRAL PORTAL system. Your username and a temporary password are as follows:

Username: i_testmh2
Password: Gs3m2YQj

In order to access the system please click the following link: https://localhost/BariatricReferral
You will be instructed to enter the password provided and change your password on first login.

Regards,
PHRI Project Office
```
9. Once the email is received, return to https://referrals.ontariobariatricnetwork.ca. Enter your username and temporary password and select “Sign In”:

![Sign in to continue to the Referral Portal]

10. The system will display a message that your password has expired; select “Ok”:

![Bariatric Referral]

11. Enter your old (temporary) password and new password and select “Change Password”:

![Your password has expired, please create a new one.]

![Cancel] [Change Password]
**PLEASE NOTE:** Passwords should have a minimum of 8 characters and contain a mix of character types (lower case, upper case, numbers, and/or special characters – such as: !@/#/$).

12. The Physician dashboard will be displayed upon successful sign in: