Quick Start Guide: Physician User Registration
If you have an OHIP Billing Number
(e.g., Family Physician, Primary Care Physician or Specialist):

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:

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

4. Enter your title (optional), first name, last name and email:
5. Complete the “My Details” section of the registration form and select “Register”:

6. Select “Yes” to confirm:
7. The following message will be displayed; select “Ok”:

**Success**

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

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

```
From: Bariatric Referral [mailto:donoireilly@phri.ca]
Sent: March 25 15:4:03 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”: 

```
ONTARIO Bariatric Network

Sign in to continue to the Referral Portal

Username/Email
[ ] Username/Email

Password
[ ] Password

Sign In
```
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”:

![ONeARIO Bariatric Network]

**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: l/@/#/$).
12. Your Physician dashboard will be displayed upon successful sign in: