

MCEDT Designee Maintenance User Guide

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MCEDT Account Holder - Add a New Designee

1. Close any open Internet browser sessions.
2. Open a new Internet browser session and key in <https://www.ebse.health.gov.on.ca>.
3. At the GO Secure Login screen, key in your GO Secure ID (your email address) and password and select Sign In.
4. At the Administration and MOHLTC Services page, select Designee Maintenance (Add, Remove, Update). This is located below the drop-down menu.
5. At the Designated Accounts screen, select Add Designee.
6. At the Designee Details screen, key in full name and email address of the person you would like to designate.
7. Select Save.
8. A system generated email will be sent to you and your designee from GO Secure.
9. Log out and close your Internet browser.
10. Open your email account.
11. Wait for the system generated email from GO Secure advising you that your designee has accepted their designation (refer to [Authorize Permission for Designee](#) section).

MCEDT Account Holder - Previous Attempt to Add the Designee

If the designee was previously assigned to you but has since been revoked or did not accept the initial request, their name will appear in Designee Details screen after you have typed in their name and email address.

1. Select the designee and select Confirm This Designation. Log out and close your Internet browser.
2. A system generated email will be sent to you and your designee from GO Secure. Wait for the system generated email from GO Secure advising you that your designee has accepted their designation (refer to [Authorize Permission for Designee](#) section).

Designee Registers for GO Secure

1. Open your email account.
2. Find the email from GO Secure email titled Access created/Access cree and click the link included.
3. Close your email Internet browser window.

4. At the GO Secure Login screen, select Register Now.
5. At the Registration window on screen 1 of 2, key first name, last name and email address and select Next.
6. At the Registration window on screen 2 of 2, key 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 and Confirm your password.
8. Choose 3 questions and key your answers.
9. Select Register.
10. At the GO Secure Terms and Conditions of Use screen, select Accept.
11. At the GO Secure Login – Registration Complete screen, close the Internet browser.
12. Open your email.
13. Select the system generated email from GO Secure.
14. Select the link in the email.
15. Close your email account and Internet browser.
16. At the GO Secure Login page, key in your GO Secure ID (your email address) and password and select Sign In.
17. At the GO Secure Login – Email Validation screen select Here.

Designee Accepts GO Secure Authorization

1. Open your email account.
2. Find the email from GO Secure email titled Access created/Access cree and select the link included.
3. Log out and close your Internet browser.
4. Open your email account.
5. Wait for the email from GO Secure advising you that you have a Designee request (refer to [Authorize Permission for Designee](#) section).
6. Open a new Internet browser session and key in <https://www.ebse.health.gov.on.ca>.
7. At the GO Secure Login screen, key in your GO Secure ID (your email address) and password and Select Sign In.
8. At the Administration and MOHLTC Services screen, your enrolment is confirmed. Close your Internet browser.
9. Notify your health care provider that you have completed the registration and acceptance and an email will be sent to them.

Designee Was Previously Added as a Designee by the Account Holder

1. Open your email account.
2. Select link in the Please Confirm Designated Access email.
3. Close your email and Internet browser.
4. At the GO Secure Login page, key in your GO secure ID (your email address and password) and select Sign In.
5. At the Designee Acceptance screen, select the Accept button to accept the health care provider's designation.
6. At the Success screen, log out and close your Internet browser.
7. Wait for notification from the Health Care Provider that permissions have been authorized at which time you can use the MCEDT service.

Account Holder Authorizes Permissions for a Designee

1. Open your email account.
2. Retrieve GO Secure email with the subject Designate has confirmed access.
3. Select the link in the email.
4. Close your email account and Internet browser. Open a new Internet browser session and log in using the MCEDT link <https://www.ebse.health.gov.on.ca>.
5. At the GO Secure Login screen, key in your GO Secure ID (your email address) and password and select Sign In.
6. At the Administration and MOHLTC Services screen, select Designee Maintenance (Add, Remove, Update).
7. At the Designated Accounts screen, select the email address of the designee.
8. Select MCEDT Upload/Download.
9. At the Designate Permission screen, select the Select All button or grant permission to specific files or reports as required and select Save.
8. At the Designated Permissions screen, review your selection (Designee Permissions have been saved), log out and close the browser session.