

## How to Set-up a Delegate or Designate for SADIE


### Accessing SADIE on Behalf of One or More Prescribers

A delegate or designate profile can be created by a prescriber (physician or nurse practitioner) or delegate, to prepare EAP requests on the prescriber's behalf. Setting up a delegate or designate is a two-step process, and both steps must be taken before they can access SADIE.

1. A prescriber must add you as a 'designee' in GO Secure.
  2. A prescriber or SADIE delegate must add you in SADIE.
- If you assist more than one prescriber, each prescriber must add you in both GO Secure and in SADIE.
  - All training instructions are found in the [SADIE User Guide](#), on the Training Aids page, located at [Ontario.ca/SADIE](http://Ontario.ca/SADIE).

Status	Action	Next Steps
<p>I am a <b>designate for a prescriber</b> in GO Secure, but they have not assigned me as a delegate or designate in SADIE.</p>	<ol style="list-style-type: none"> <li>1. Your prescriber/delegate must add you as a delegate or designate in SADIE by selecting the Profile Management button in the SADIE application. You can <a href="#">find instructions on how to add a delegate or designate in Chapter 13 of the 'SADIE User Guide'</a>.</li> </ol>	<p>After you are added as a delegate or designate, you can log into SADIE!</p> <p>You can find <a href="#">detailed delegate and designate login instructions in Chapter 1 of the 'SADIE User Guide'</a>.</p>
<p>I have a GO Secure account, but <b>another prescriber</b> needs to assign me as their delegate or designate in GO Secure and SADIE.</p>	<p><b>Prescriber Actions:</b></p> <ol style="list-style-type: none"> <li>1. Your prescriber must add you as a GO Secure designee under their GO Secure Account.</li> <li>2. Then the prescriber/delegate must add you as a delegate or designate in SADIE. You can <a href="#">find instructions on how to add a delegate or designate in GO Secure in Chapter 12, and SADIE in Chapter 13 of the 'SADIE User Guide'</a>.</li> </ol>	<p>After you are added as a delegate or designate, you can log into SADIE!</p> <p>You can find <a href="#">detailed delegate and designate login instructions in</a></p>

	<p><b>Your (GO Secure designee) Actions:</b></p> <ol style="list-style-type: none"> <li>1. After your prescriber adds you as their GO Secure designee, you will receive an email from GO Secure with the subject line "Please Confirm Designated Access/S'il vous plait confirmer l'accès designé." Follow the link in this email to accept your designee status in GO Secure.</li> </ol> <p>You can find <a href="#">detailed delegate and designate confirmation instructions in Chapter 12 of the 'SADIE User Guide'</a>.</p>	<p>Chapter 1 of the '<a href="#">SADIE User Guide</a>'.</p>
<p>I <b>do not</b> have a GO Secure Account</p>	<p><b>Prescriber Actions:</b></p> <ol style="list-style-type: none"> <li>1. A prescriber must add you as a GO Secure designee under their GO Secure account and send you the "shared secret" (PIN) for you to complete your GO Secure designation (step 3c). Your prescriber can <a href="#">find instructions on how to add a delegate or designate in GO Secure in Chapter 12 of the 'SADIE User Guide'</a>.</li> <li>2. Then the prescriber/delegate must add you as a delegate or designate in SADIE.</li> </ol> <p><b>Your (GO Secure designee) Actions:</b></p> <p>After your prescriber adds you as their GO Secure designee, you will receive three emails from GO Secure as you complete your account registration.</p> <ol style="list-style-type: none"> <li>3. Follow the link in email with the subject line "Access created/Accès créé" to register for your GO Secure account.</li> </ol> <p>a) Next, follow the link in the email with the subject line "GO Secure Login – Registration Confirmation" to validate your email in GO Secure. On the "GO Secure -</p>	<p>After you are added as a delegate or designate, you can log into SADIE!</p> <p>You can find <a href="#">detailed delegate and designate login instructions in Chapter 1 of the 'SADIE User Guide'</a>.</p>

	<p>Email confirmation success" page, click the "here" link to re-direct to the "shared secret" page.</p> <p>b) Enter the "shared secret" (PIN) given to you by your prescriber and follow the prompts complete your GO Secure designation.</p> <p>c) The email with the subject line "Designation Confirmation" confirms that you have been successfully registered as a GO Secure designee.</p> <p>You can find <a href="#">detailed SADIE delegate and designate confirmation instructions in Chapter 12 of the 'SADIE User Guide'</a>.</p>	
<p>Need Assistance?</p> 	<p><b>Need assistance in setting up your delegate or designate account:</b>          Contact Inquiry Services at 1-800-262-6524 (after the language prompts, press 2-3)          or via email at <a href="mailto:SSContactCentre.MOH@ontario.ca">SSContactCentre.MOH@ontario.ca</a>.</p> <p><b>Looking for more Information about SADIE?</b>  <a href="http://www.Ontario.ca/SADIE">www.Ontario.ca/SADIE</a></p> <p><b>Technical Assistance (Mon – Fri, 8 a.m. - 5 p.m.)</b>  <b>Call: 1-800-262- 6524</b> (after the language prompts, press 2-3)  <b>Email:</b> <a href="mailto:SSContactCentre.MOH@ontario.ca">SSContactCentre.MOH@ontario.ca</a></p>	