PIP Registration Instructions

When an organization decides to use the PIP system an approver must be appointed. This individual will manage the rights of people within the organization to use the system. They will do so by:

1. Registering as an approver for the organization.

2. Approving or rejecting the application of users registering for system access.

When the eHealth Access Management Team approves the approver status of this individual they will be notified by e-mail. When an individual is authorized as an approver they are automatically authorized as users of the PIP system as well.
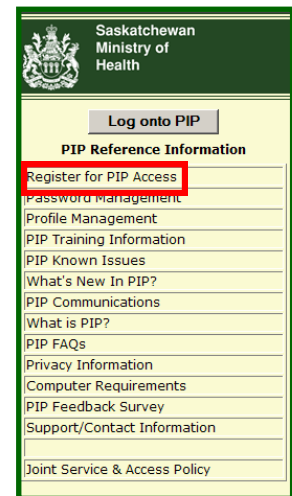
All users and approvers begin by going to https://pip.ehealthsask.ca and selecting the *Register for PIP Access* link on the left hand menu.

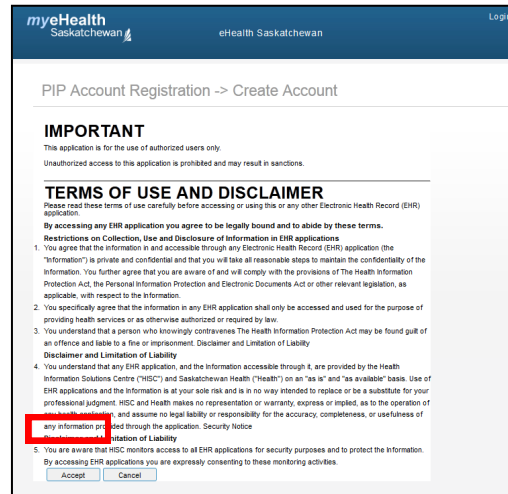

This will cause the *PIP IDM Login Screen* to appear. Select the *Register a New Account* link.
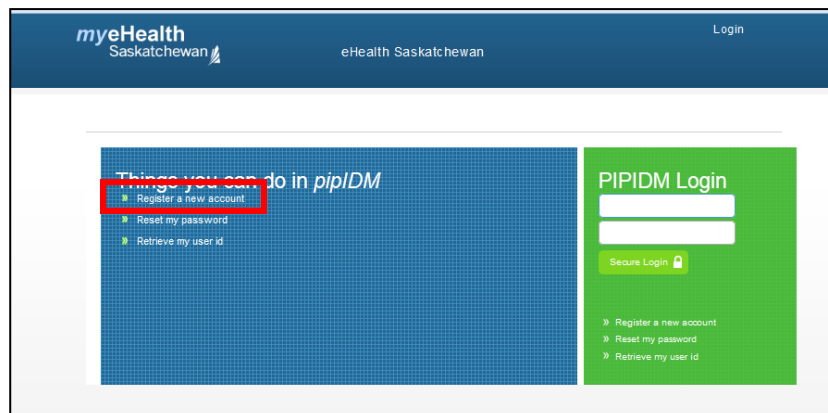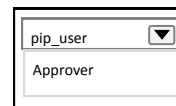
A user agreement will appear. Read through this agreement and then select the *Accept* button and the *Create Account Screen* will appear.

REGISTERING TO BECOME AN APPROVER:

1. Begin by selecting *Approver* from the *Registration User Type Field"*.

2. Next, enter a valid email and confirm it in the fields provided.

3. Select your organization by typing the first 5 letters of your organization's name in the *Organization field*. A list of organizations will appear.

4. Select your organization from the list.

5. Select a provider Type from the dropdown list provided

REGISTERING TO BECOME AN APPROVER (con't):

6. Complete the *Personal Information* section. Please note that all fields with a red asterisk (*) are mandatory fields.

7. Create three security questions and answers that will be used as an authenticator by the eHealth service desk if for some reason you need assistance with your account. Example questions include:
   • What was the name of your childhood pet?
   • What were the last four digits of your childhood telephone number?
   • In what city was your first job?
   • In what town or city did you meet your spouse/partner?
   • What is the middle name of your oldest child?

8. When you have completed all the mandatory fields, select the *Save* button located at the top or bottom of the screen.

9. You will receive a screen indicating that your registration has been submitted.

10. When the eHealth Administrator has verified your application for Approver, you will receive an email with your login and temporary password.

11. The first time you login you will be required to change your password

PIP Registration Instructions

REGISTERING TO BECOME AN END USER

1. Begin by selecting *PIP User* from the *Registration User Type Field"*.

2. Next, enter a valid email and confirm it in the fields provided.

3. Select your organization by typing the first 5 letters of your organization's name in the *Organization field*. A list of organizations will appear.

4. Select your organization from the list.

5. Select a Provider Type from the dropdown list provided.

PIP Account Registration -> Create Account

Complete the following form to create a new account.   Save   Cancel

Identity

Registration User Type   pip_user   Email *
Organization *   There will be a small delay before the drop-down menu appears after you have entered the first 5 letters of your organization.   Confirm Email *
   Provider Type *   Dentist

Personal information

First Name *   Last Name *
Date of Birth *   Work Phone Number *
Address   City
Province   Saskatchewan   Postal Code
Please Note: The date of birth is being collected for user verification purposes.

Security questions

Question *
Answer *

Question *
Answer *

Question *
Answer *

   Save   Cancel

6. Complete the *Personal Information* section. Please note that all fields with a red asterisk (*) are mandatory fields.

7. Create three security questions and answers that will be used as an authenticator by the eHealth service desk if for some reason you need assistance with your account.   Example questions include:
   - What was name of your childhood pet?
   - What were the last four digits of your childhood telephone number?
   - In what city was your first job?

8. When you have completed all the mandatory fields, select the *Save* button located at the top or bottom of the screen.

9. You will receive a screen indicating that your registration has been submitted. When your organization's Approver has accepted your application, you will receive an email with your login and temporary password.

11. The first time you login you will be required to change your password

Employees at Multiple Organizations

All PIP Users must register with eHealth Saskatchewan and the application process must be approved by the organization where they are employed. In some situations an individual may already be approved to access PIP. For example:

- They have an active PIP account from a prior employer and they now want to access the portal under the authority of your organization.

- They have a PIP account from a current employer and they also want to access PIP under the authority of your organization – a part-time worker with multiple employers.

- They may be a locum or relief clinician with multiple employers and want to access PIP under the authority of your organization.

In these circumstances the individual does not need to register again. The approver for the additional organization can add their organization to that person's profile.

1. log into the Approver system (URL: https://pipidm.ehealthsask.ca).

Manage User/Facility Links

	Users	Facility			
Manage Tasks	Search User :		search		
Manage Facility Users		User Name		Given name	CPN
Reset Password					
Update Profile					

2. Select the Manage Facility Users Link

Enter the individual's user ID in to the search field

Users	Facility	
Search User :	pipuserf	search
S	User Name	Giver

The search results will appear.

User Name	Given name	CPN
pipuserf	PIPUser, Fake	CPN.00032271.SK.PRS

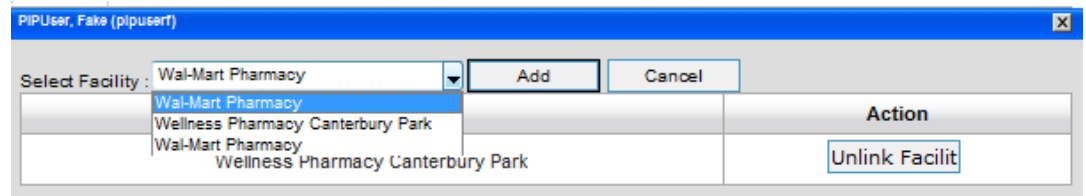*Note: As the approver you will be able to view the CPN of the user here for their Integrated Software. This Common Provider Number is usually used for Integrated Pharmacies to enter their users into the integrated software. Also note that they will still be required to call the Service Desk for Location CPN if it is ever required in the future*

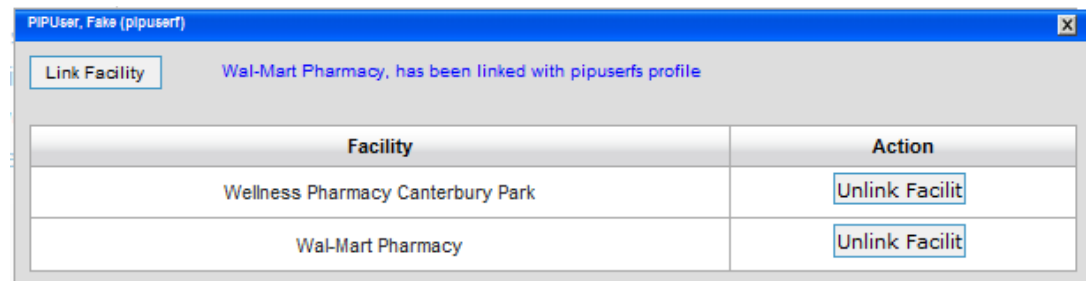5. Click on the user Name. All facilities linked to that user ID will display

PIPUser, Fake (pipuserf)

Link Facility

Facility	Action
Wellness Pharmacy Canterbury Park	Unlink Facilit
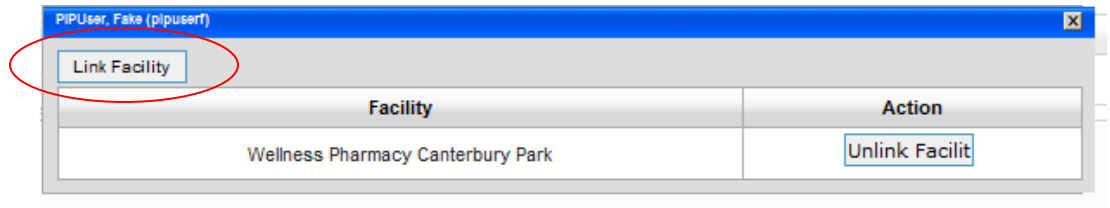
6. Click the Link Facility button

A drop down menu will list all facilities you are an approver for.

PIPUser, Fake (pipuserf)

Select Facility : Wal-Mart Pharmacy   Add   Cancel

Wal-Mart Pharmacy
Wellness Pharmacy Canterbury Park
Wal-Mart Pharmacy

	Action
Wellness Pharmacy Canterbury Park	Unlink Facilit

7. Select the appropriate facility

8. Click the Add button

You will then see a message that the facility has been linked to that user ID

PIPUser, Fake (pipuserf)

Link Facility   Wal-Mart Pharmacy, has been linked with pipuserfs profile

Facility	Action
Wellness Pharmacy Canterbury Park	Unlink Facilit
Wal-Mart Pharmacy	Unlink Facilit

To unlink an individual follow the steps 1—5 then click the unlink Facility button.