

## Completing the HSCIS Registration Agreement

Completion of the *Health Sector Compensation Information System (HSCIS) Registration Agreement* is required in order to obtain access to the HNFile and HSCIS v2 web-sites used to submit HSCIS information. After submitting the completed form (via the **Submit** button at the bottom of the form), the applicant (once approved) will receive a digital certificate, user-id, and password for accessing the required services.

Please read the terms and conditions in the top half of the form and ensure you are in agreement before completing the Applicant Authorization section and submitting the agreement. Questions regarding the Registration Agreement should be directed to the Ministry of Health HelpDesk, at (250) 952-1234.

### **PLEASE NOTE – You will require Adobe Acrobat Reader Version 5.0, or higher...**

Successful completion and submission of the web-based Registration Agreement fill-in form requires Adobe Acrobat Reader Version 5.0, or higher, to be installed on your computer. Please ensure you have the required version before proceeding with completion of the form. If you are uncertain which version of Adobe Acrobat Reader your computer is using, open the program and click on Help | About Adobe Reader. The Adobe logo will display the version number. If you need to install, or upgrade to, Adobe Acrobat Reader Version 5.0, you can do so from the Adobe site at <http://www.adobe.com/products/acrobat/readstep.html>

### **Applicant Authorization Section – all fields must be filled in on the electronic form**

Name of authorized signing officer or legal representative of the applicant	Please provide the name of the Authorized Signing Officer or legal representative of the organization applying for registration.
Title	Provide the title of the Authorized Signing Officer
Area Code and Phone Number	Provide the phone number at which the Authorized Signing Officer may be reached.
Email Address	Provide the email address where the Authorized Signing Officer may be reached.
Organization Legal Name	This is the name by which the agency is known legally, or the body which has contracting authority. (i.e., the name for corporate entity registered at Register of Companies.)
HSCIS Corporate ID Number	The HSCIS Corporate ID for the organization submitting the information (if known).
Organization Operating Name	Provide the agency/organization's commonly known name.
Organization Street Address/PO Box	This is the street address of the site/facility from where the HSCIS information will be submitted.
City	Name of the city where the site/facility is located.
Province	Province where the submitting site/facility is located.
Postal Code	Postal Code for the submitting site/facility.
Access Administrator Name	Provide the name of the person who is responsible for electronic security/administration (This is the person to whom the digital certificate, user-id and password will be distributed).
Area Code and Phone Number	Provide the phone number at which the Access Administrator can be reached.

Email Address	Provide the Access Administrator's email address so they may be contacted with updates, certificates, etc.
HSCIS Contact	Provide the name of the person who will be responsible for submitting HSCIS data.
Area Code and Phone Number	Provide the phone number at which the HSCIS Contact can be reached.
Email Address	Provide the HSCIS Contact's email address so they can receive confirmation of successful transmissions and notification to pick up validation reports.

**Note: Email addresses are *required* for the Access Administrator and HSCIS Contact.**

### **Selecting an Intended Web Service Access:**

HSCIS provides two web services for submission of data:

**HNFILE** is to be used by those employers who have an automated payroll system which provides a HSCIS extract. In this service, the employer runs an application to produce the extract file, then submits the entire file via the HNFILE site to HSCIS on a quarterly basis, for processing. Payroll vendors who provide a HSCIS extract include Comvida, Ross, Ormed, Blaeberry, ISM, Reportacare, and ADP. Meditech users can produce the extract using their ReportWriter.

**HSCIS Data Entry** is a separate web service, which is available to those employers who do not have an automated payroll system, or whose payroll provider does not have a HSCIS extract available. In this service, the employer 'signs on' to a secure web site, then enters their HSCIS data manually.

***NOTE: Only one (1) of these services may be selected for a given site. Please select the one which best matches your situation.***

### **Printing the Form:**

Please ensure that all your information is correct. Prior to clicking on the Submit button, please click on the Print button to provide you with a printed copy of the completed Registration Agreement.

### **Submitting the Form:**

Once you have completed the form, click on the **Submit** button. The form will be automatically emailed to the Ministry's HealthNet Access Services (HAS) group for review and approval. We will do our best to process this request within 4 working weeks.