

## Adding Agent+ as a Designee

To enable Agent+ to submit claims on your behalf, you will need to add Agent+ as a designee in your MOH Go Secure account.

Please access your GO Secure account (<https://www.edt.health.gov.on.ca/>)

- 1) Log in with your GO Secure credentials
  - Don't remember your credentials? Click 'Forgot your ID or password?'
  - First time billing? Click 'Don't have a GO Secure account? Register Now'
  - Having problems? You can call the Ministry of Health at 1-800-262-6524 for assistance (*we are not able to access your Go Secure account*)
- 2) Select 'Designee Maintenance'
- 3) Select 'Add Designee'
- 4) Enter following designee details, then save:
  - email: ba@agentplus.ca
  - first name: Agent
  - last name: Plus
- 5) Select 'Confirm this Designation'
- 6) You will receive an email from GO Secure advising Agent+ has accepted your designation. Often this email is received within a few hours, but may not arrive until the next business day.
- 7) Return to the Go Secure web page and log in again
- 8) Select 'Designee Maintenance'
- 9) See list of Designated Accounts, click on 'ba@agentplus.ca'
- 10) Select 'MC EDT (UPLOAD/DOWNLOAD)' on the Service Delegation page
- 11) Select the 'Select All' button at the top of Designate Permission screen
- 12) Scroll to the bottom and save



The designation process is now complete, Agent+ is now able to submit claims on your behalf.

## Looking for help?

- Ministry of Health: 1-800-262-6525
- Tia Health: support@tiahealth.com
- Agent+: techsupport@agentplus.ca