



## **PRIME – Registration – Applicant Enrolment - Provisioner Prototype Session**

### **Prototype Delivered by**

- PRIME Change management team

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The PRIME Prototype is a working model of what has been developed by the PRIME project team to date. This document will assist in demonstrating the progress to date but does not represent the complete solution and full functionality.

The following instructions will assist you in walking through the processes to gain a better understanding of PRIME and how it fits within your organizational processes.

Before you begin:

- Google Chrome
- Prototype is available for your use from October 1 – November 15, 2018
- The link to the prototype –  
<https://maximus-prime-test.pathfinder.gov.bc.ca/>

## 1 PRIME Overview

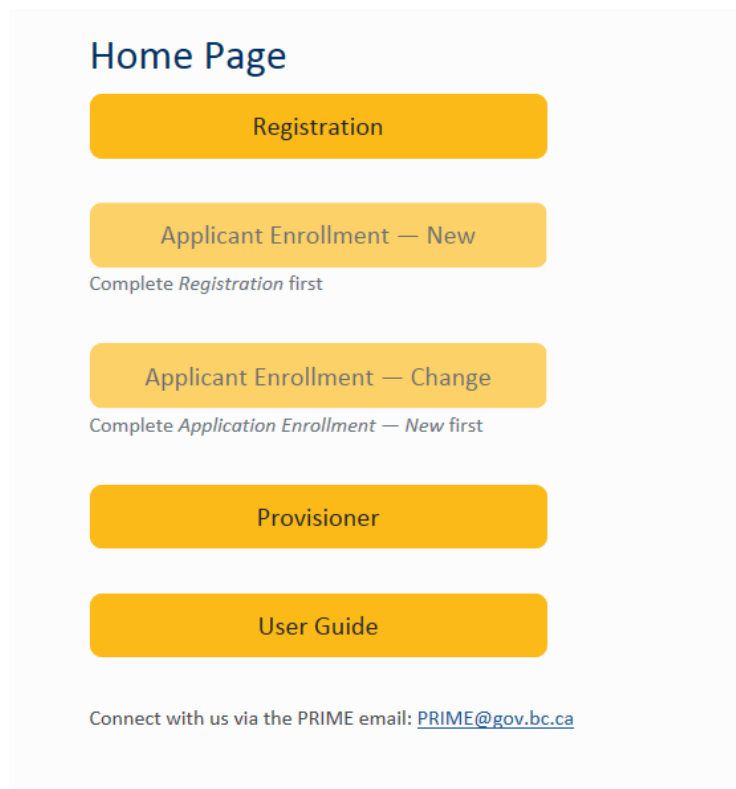
***PharmaNet Revisions for Information Management Enhancements*** (PRIME) is a user management solution for PharmaNet that will ensure that all PharmaNet access is secure transparent and accountable.

PRIME is being implemented in order to:




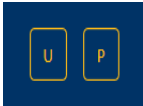


- Ensure that access to PharmaNet aligns with applicable, government standards and strategic direction
- Ensure individual accountability for access to PharmaNet
- Improve information regarding user access and PharmaNet use
- Increase the security and privacy of personal information in PharmaNet

## 2 PRIME Home Page

For the prototype the PRIME home page will display 5 Category bars that will link you to the indicated process or resource document



### 3 PRIME Visual Artifacts – What do the Icons represent

WF Icons	Description
	<ul style="list-style-type: none"> <li>Return to home page</li> <li>Logout</li> </ul>
	<ul style="list-style-type: none"> <li>Interactive help and tour</li> <li>Tooltip displayed above main features</li> </ul>
	<ul style="list-style-type: none"> <li>A link to a FAQ that displays user relative content about PRIME</li> </ul>
	<ul style="list-style-type: none"> <li>User is shown which PRIME screen is applicable based on which role is checked:, User/Applicant, Provisioner</li> <li>Once logged in, they can move from screen to screen</li> </ul>
	<ul style="list-style-type: none"> <li>Process links</li> </ul>
PRIME@gov.bc.ca	<ul style="list-style-type: none"> <li>PRIME project – contact email</li> </ul>
	<ul style="list-style-type: none"> <li>Notification banner will</li> </ul>

## 4 Registration Process

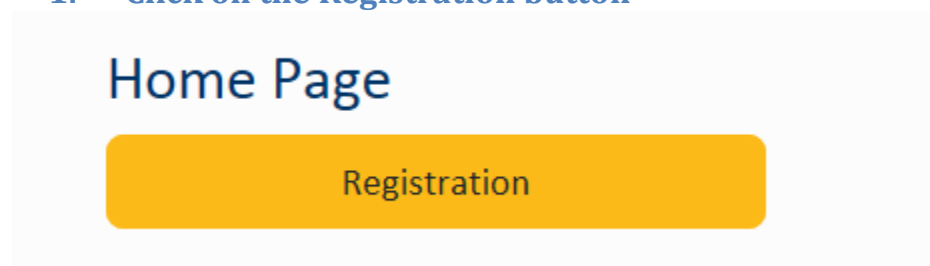
PRIME is a secure system that requires users to login. In order to setup an account, each user will need to complete Registration; a process that involves setting up a multi-factor credential and confirming their identity.

1. Multi-factor means the credential is stronger than the standard Username + Password (something you know); it requires something else that you have e.g. a BC Services Card or a phone to receive a text with a one-time code.
2. Confirming an identity means proving you are who you say you are. It will involve providing identity information and validation with an agent via video-chat.

Registration for PRIME also provides contact coordinates and security questions to aid in account recovery and confirms identity via a remote identity-proofing process consisting of a brief video chat with an authorized Identity Assurance Administrator, using an identity document. Additional options may include:

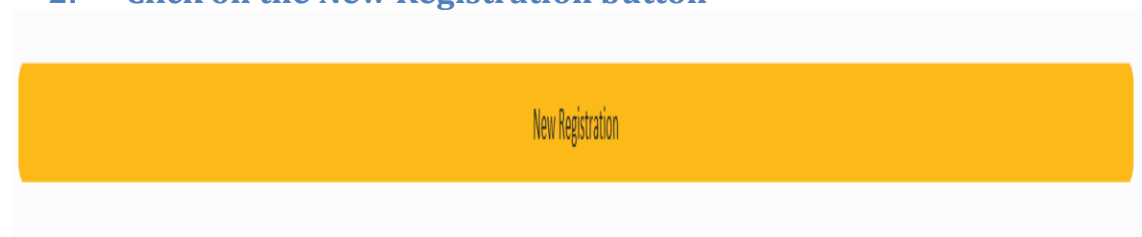
- SMS/Text ,
- Physical token/fob
- Secure Phone application

### 1. Click on the Registration button



This will take you to the first page of the Registration process

### 2. Click on the New Registration button



### 3. Collection Notice Page

Clicking on the “I Agree” button on the collection notice will indicate the individual agrees to the collection of information for the purpose of the Registration process, and will move to the next step in the Registration Process on the Application Guidance page.

#### Collection Notice

The PRIME application collects personal information for the purposes of verification to authorize your access to PharmaNet. Your personal information is collected by the Ministry of Health under section 26(c) of the Freedom of Information and Protection of Privacy Act. Should you have any questions about the collection of this personal information, please contact [PRIME@gov.bc.ca](mailto:PRIME@gov.bc.ca).

Disagree

I Agree 

### 4. Application Guidance Page

Registration can be completed using one of the following two methods:

1. BC Services Card:

This method involves setting up your BC Services Card as your actual credential – you will use the card to authenticate and login to PRIME.

**To set this up, you will be required to pair your card with your phone or a card reader, and verify your identity with a Services Agent via video-chat.**

Once the card is setup, you will be prompted to complete some additional information including Contact and Security questions/responses.

2. Ministry of Health credential:

This is an alternate process for those who do not have a BC Services Card (or prefer not to use it); you can create a credential consisting of a Username, Password, and a Multi-Factor method such as text message confirmation.

Information to support your identity (name, address, and picture of a valid **Government Issue Photo ID**) and verify your identity with an agent via video-chat is required. Setting up this type of credential requires a bit more data entry and is not as integrated as the BC Services Card credential. We recommend using the BC Services Card credential if at all possible.

## Application Guidance

There are two ways to obtain login credentials for PRIME. If you have a BC Services Card, register with your BC Services Card. Otherwise, register with the Ministry of Health

BC Services Card	BC Ministry of Health
<p>If you have BC Services Card please start your registration process here.</p>  <p>A sample BC Services Card (DL 1234562) is shown. It includes a photo of a woman, her signature, and various identification details such as date of birth (1972 Nov-30), gender (F), and address (100 GOVERNMENT STREET, VICTORIA BC V8A 3H8).</p>	<p>For standard registration please start your registration here.</p>
<a href="#">BCSC Register</a>	<a href="#">Register</a>

BC Services Card – the option recommended for BC Residents –  
Click on the BCSC Register button to move the user to the next step in the Registration Process

BC Services Card
<p>If you have BC Services Card please start your registration process here.</p>  <p>A sample BC Services Card (DL 1234562) is shown. It includes a photo of a woman, her signature, and various identification details such as date of birth (1972 Nov-30), gender (F), and address (100 GOVERNMENT STREET, VICTORIA BC V8A 3H8).</p>
<a href="#">BCSC Register</a>

BC Services Card Page – The page below is a copy of the BC Services Card Website page with all the information for using a BC Services Card

Log in with your BC Services Card
 [Cancel Login](#)

Select how to use a card:

Mobile card

Card reader for Android

USB card reader

**Not sure?**

Learn more about the [different ways you can use your card](#) to log in.

**Privacy Information**

Your personal information is collected for the purpose of using your card online under sections 26(c) and 26(h) of the Freedom of Information and Protection of Privacy Act. Learn more about [BC Services Card privacy](#).

**Get Started**

- › Using a [mobile card](#)
- › Using a [card reader and passcode](#)
- › How to [pair devices](#)

**Need Help?**

- › Find [help & troubleshooting](#)
- › If you're still having trouble, please [contact us](#)

Continue

The user will be required to setup their BC Services Card using one of the options presented: (mobile card or via a card reader) and validate their identity via video-chat. **This process will not be demonstrated as part of the prototype.**

Once the card is setup, the user will be prompted to complete Contact and Security Information by Clicking on the continue button.

Registration Information

Preferred Name (optional)

Contact Information

**Registration Information**

Enter your identity information exactly as it appears on any valid government-issued photo ID.

Last Name  
Hunt

Middle Name  
A

First Name  
Bob

Date of Birth  
1971/01/16

Address  
11 Kings Way

City  
Victoria

Province  
British Columbia

Postal Code  
V8R 2N9

Country  
Canada

**Preferred Name (optional)**

If you have a name that is different than your legal name that people know you by, enter your full preferred name

Preferred Last Name

Preferred Middle Name

Preferred First Name

**Contact Information**

Enter your personal phone number and email.

Phone

Extension Number (optional)

Email

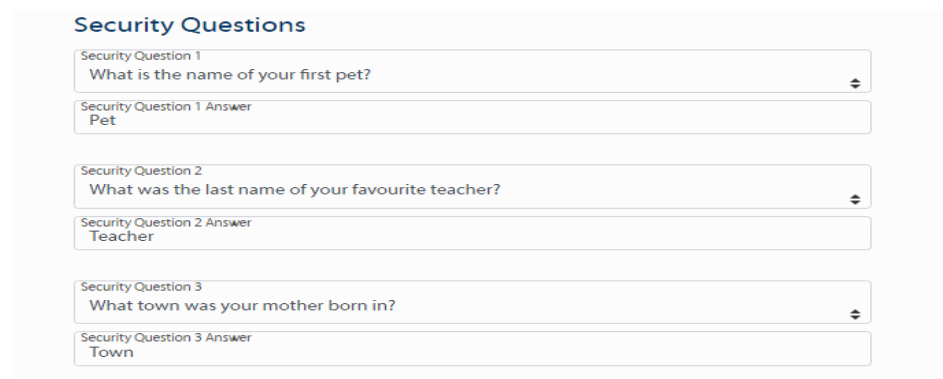
7 | Page

**NOTE:** Addition of a Preferred Name is optional and is for those users who are commonly known by a name that differs from their identity documents  
If the user chooses to add a preferred name the **first and last name fields are mandatory** to meet the criteria for a name search.

Contact Information is collected for communication with the individual regarding their account. Contact information fields are mandatory  
Click on the continue button to move to the next step in the Registration Process

### Security Questions:

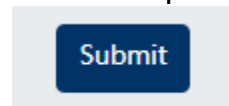
You must select 3 security questions and provide the answer to each: If a PRIME user places a call for support, these security questions may be asked as an added security measure.



The screenshot shows a form titled "Security Questions" with three rows. Each row contains a question in a dropdown menu and its answer in a text field. The first row shows "What is the name of your first pet?" with the answer "Pet". The second row shows "What was the last name of your favourite teacher?" with the answer "Teacher". The third row shows "What town was your mother born in?" with the answer "Town".

Security Question	Security Question Answer
What is the name of your first pet?	Pet
What was the last name of your favourite teacher?	Teacher
What town was your mother born in?	Town

Once completed click the Submit button:



The dashboard will display all portions of your Registration as complete



Profile

Bob Hunt  
(250) 555-1235  
bhunt@email.com

Security

Security Questions

Identity Proofing

Identity Proofing has been completed as part of the BC Services Card setup.

You may now use your BC Services Card to Log into PRIME for the purposes of Enrolment

If you do not have a BCSC an alternate process is available.

Click on the BC Ministry of Health button to move to the next step in the Registration Process

BC Ministry of Health

For standard registration please start your registration here.

Register

### Registration Information Page

The individual completes all fields indicated in Registration Information and Contact Information.

NOTE: The Registration Information must be entered as it appears on your Government Issue Photo Identification

NOTE: Addition of a Preferred Name is optional and is for those users who are commonly known by a name that differs from their identity documents e.g. Shortened first name Robert > Bob

If an applicant chooses to add a preferred name **the first and last name fields are mandatory** to meet the criteria for a name search.

[Registration Information](#)  
[Preferred Name \(optional\)](#)  
[Contact Information](#)

### Registration Information

Last Name

Middle Name

First Name

Date of Birth  
Please Select

Address

City

Province

Postal Code

Country

### Preferred Name (optional)

Preferred Last Name

Preferred Middle Name

Preferred First Name

### Contact Information

Phone

Extension Number

Email

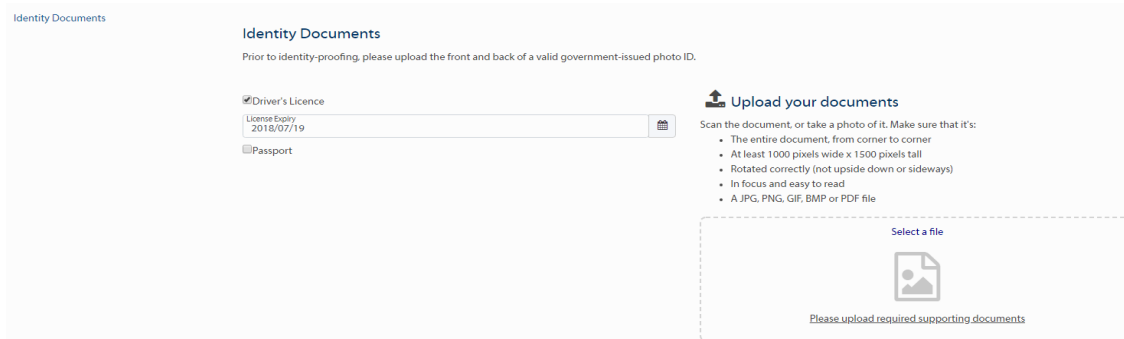
Adding a Preferred Name is an optional step

Click on the continue button to move to the next step in the Registration Process

Continue

## Identity Document

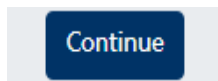
You will be asked to select the identification that you will use from the list displayed (not a complete list represented) and to provide the expiry date of the identification. This document will be validated during the upcoming video-chat to confirm you are who you say you are. (Comparison of your ID to the information you provided, and your image)



The screenshot shows a web interface for uploading identity documents. At the top, it says "Identity Documents" and "Prior to identity-proofing, please upload the front and back of a valid government-issued photo ID." Below this, there are two radio button options: "Driver's Licence" (selected) and "Passport". The "Driver's Licence" option has a text field for "License Expiry" with the date "2018/07/19" and a calendar icon. To the right, there is an "Upload your documents" section with instructions: "Scan the document, or take a photo of it. Make sure that it's:" followed by a list of requirements: "The entire document, from corner to corner", "At least 1000 pixels wide x 1500 pixels tall", "Rotated correctly (not upside down or sideways)", "In focus and easy to read", and "A JPG, PNG, GIF, BMP or PDF file". Below the instructions is a dashed box with a "Select a file" button and a file icon. At the bottom of the dashed box, it says "Please upload required supporting documents".

You are required to upload a copy of your identification

Click on Continue



The next screen is for setting up your login in credential that includes:

Creating a PRIME User ID

Adding a Password/confirming that password

NOTE: Standard protocols for User ID and password will be applied in production but not in the prototype

Answering 3 security questions

Choosing a Multi-factor Authentication method e.g. Text/App

The Multi-factor Authentication adds an additional layer of security that ensures that password information has not been compromised

User ID	SSecurity
New Password	*****
Confirm Password	*****

Security Question 1  
What is the name of your first pet?

Security Question 1 Answer  
Pet

Security Question 2  
What was the last name of your favourite teacher?

Security Question 2 Answer  
Teacher

Security Question 3  
What town was your mother born in?

Security Question 3 Answer  
Town

Secondary Security (please select at least one)

☒ SMS/Text

Phone  
(250)-555-1234

☐ Physical Security Key

#### Instructions to follow

This is where you setup your second factor method that will be prompted for to login to PRIME. Only one method is required, but you can setup multiple if you want.

Option #2: Physical Security Key: For those without access to a mobile phone, a physical security key can be setup and mailed to you for the purpose of logging into PRIME. This key generates a random number that must be entered to login. Identity Proofing can be completed without the key

Option #3: Mobile App Authentication: This requires you to download an app on your mobile device that will generate a code that must be entered to login.

## NOTE: Option 2 and 3 are not available for Prototype

Click submit to move to the next step

The account has been created, and now the next step in the process will be identify proofing.

**Account Created Successfully**

User ID

SSecurity

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar sic tempor. Sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus mollis orci, sed rhoncus pronin sapien nunc accuan eget.

**Complete Identity Proofing**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar sic tempor. Sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus mollis orci, sed rhoncus pronin sapien nunc accuan eget.

User ID

SSecurity

Password

Login

An applicant must log in to confirm the credential using the multi-factor method selected.

Enter your password and click Login

Select a method to verify yourself

☒ SMS/Text

Phone

\*\*0-555-12\*\*\*

☐ Physical Security Key

Instructions to follow

☐ Mobile App Authentication

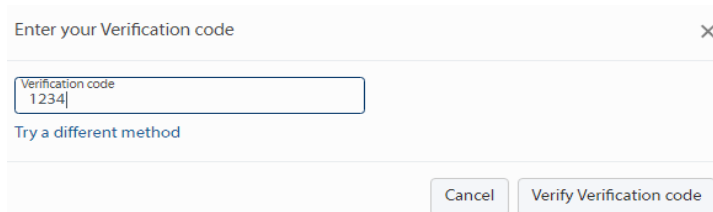
Cancel

Send Verification code

Select the preferred verification (multi-factor) method chosen and click on “Send Verification Code” (example will be SMS text) **NOTE: For the prototype no actual text will be sent**

You will receive your verification code via text message (as indicated)

Enter the Verification Code into the field indicated and click on Verify Verification Code

A dialog box titled "Enter your Verification code" with a close button (X) in the top right corner. It contains a text input field labeled "Verification code" with the value "1234" entered. Below the input field is a link that says "Try a different method". At the bottom of the dialog are two buttons: "Cancel" and "Verify Verification code".

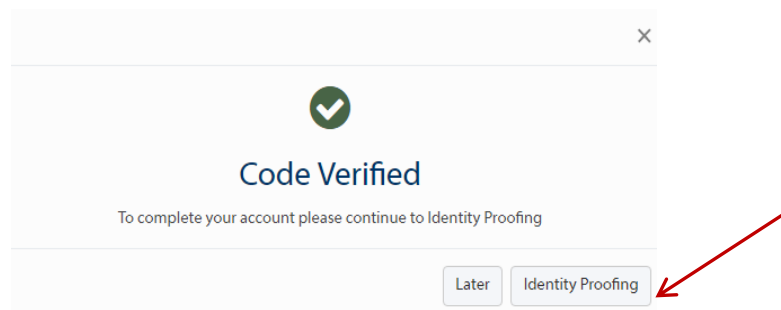
Enter your Verification code

Verification code  
1234

[Try a different method](#)

Cancel Verify Verification code

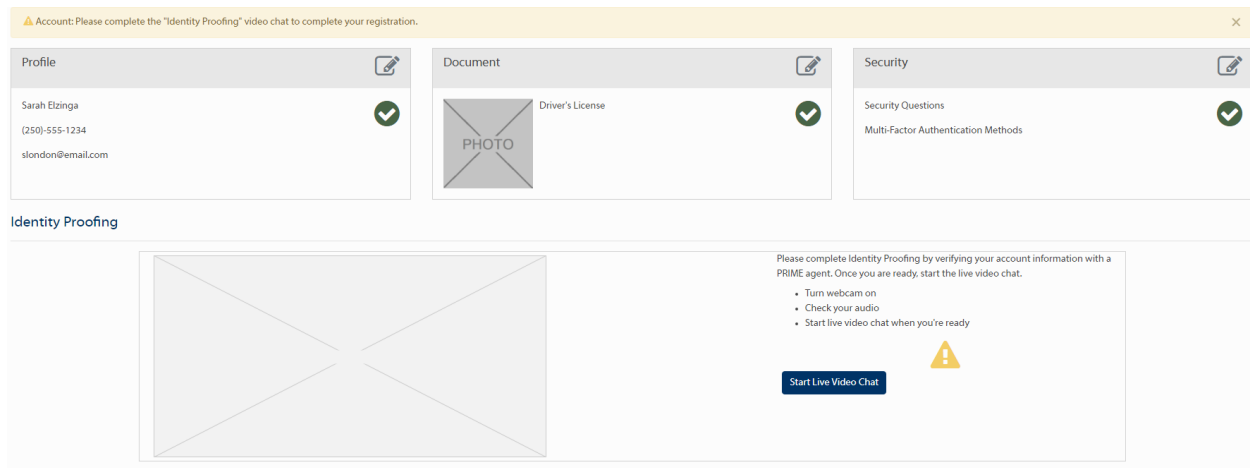
You will receive confirmation that the code has been verified (and that you are successfully logged in) – click on Identity Proofing to complete Registration

A confirmation dialog box with a green checkmark icon at the top. The text "Code Verified" is displayed in a large, bold font. Below it, a smaller line of text says "To complete your account please continue to Identity Proofing". At the bottom right, there are two buttons: "Later" and "Identity Proofing". A red arrow points to the "Identity Proofing" button.

Code Verified

To complete your account please continue to Identity Proofing

Later Identity Proofing

A screen titled "Identity Proofing" with a yellow warning banner at the top that says "Account: Please complete the 'Identity Proofing' video chat to complete your registration." Below the banner are three sections: "Profile", "Document", and "Security". Each section has a green checkmark icon. The "Profile" section shows "Sarah Elzinga", "(250)-555-1234", and "slondon@email.com". The "Document" section shows a "Driver's License" with a "PHOTO" placeholder. The "Security" section shows "Security Questions" and "Multi-Factor Authentication Methods". Below these sections is a large video chat area with a placeholder for the video feed. To the right of the video area, there is text explaining the identity proofing process and a "Start Live Video Chat" button.

Account: Please complete the "Identity Proofing" video chat to complete your registration.

Profile

Sarah Elzinga  
(250)-555-1234  
slondon@email.com

Document

Driver's License

PHOTO

Security

Security Questions  
Multi-Factor Authentication Methods

Identity Proofing

Please complete Identity Proofing by verifying your account information with a PRIME agent. Once you are ready, start the live video chat.

- Turn webcam on
- Check your audio
- Start live video chat when you're ready

Start Live Video Chat

By clicking on the “Start Live Chat” button you will be redirected to a web session for identity proofing. NOTE: There is no Live Chat for the Prototype

The dashboard will display all portions of your Registration as complete and you can use your Ministry of Health credential to log into PRIME

This is the last step of Registration and once complete, you can login to PRIME and complete Enrolment

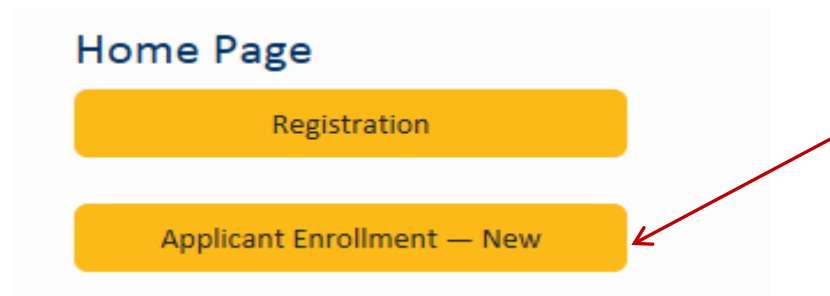
### **Enrolment Process**

All Individuals who require access to PharmaNet (Regulated and On-Behalf Of Users) will be granted access by the Ministry of Health based on the information provided in their application.

All individuals who wish to have continuous access to PharmaNet will be required to periodically confirm that the information collected at enrolment is still valid

Pre-condition: The applicant has completed the Registration Process and logged into PRIME

**Click on the *Applicant Enrolment – New* button**



This will take you to the first page of the Enrolment process

### **Display of Registration Information**

The page will display the information provided by the User at the time of Registration.

### Registration Information

This information is from your ID document or as provided at Registration. Your name as known by other people will be used to find you in PRIME. If you prefer to go by another name that was not provided at Registration, select "(optional) Set Preferred Name" and enter your preferred name in full. Otherwise, your legal name will be used to find you in PRIME.

Legal Name	smith smith smith
Date of Birth	
Address	1234
City	victoria
Province	bc
Postal Code	V8V 8V8
Country	canada

### Preferred Name (optional)

Preferred Last Name	smithy
Preferred Middle Name	smith
Preferred First Name	smith

### Contact Information

Phone Number	(250)-555-5555
Extension Number	
Email	smith@smith.com

### Mailing Address

Use the address from my Registration Information as my mailing address

☐ Yes ☒ No

Address	
City	
Province	
Postal Code	
Country	



The user has the option to update preferred name, contact info, and must provide their mailing address information. They can provide an alternate mailing address by clicking “No” to the question: “Use the mailing address from my Registration Information....” and completing the address fields

### Mailing Address

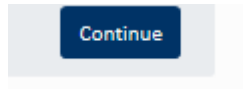
Use the address from my Registration Information as my mailing address

☐ Yes ☒ No

Address	
City	
Province	
Postal Code	
Country	



Click the Continue button to move to the next step in the process – Professional Information



## Professional Information

The Professional Information page will ask a series of questions related to the Users professional Information. This information will be used to determine the Users PharmaNet access privileges

Professional Information

### Professional Information

Your professional information is used to assign you to a user class, which helps determine the PharmaNet access privileges you will receive.

Are you a regulated health care professional?

### Self Declaration Professional History

The information you provide here will determine whether or not a manual review is required. Upload any supporting documents as needed.

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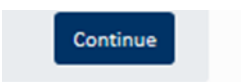
Have you ever been the subject of an order or a conviction for an information contravention?

Have you ever had your registration with a governing body of a health profession suspended or cancelled?

Have you ever had Limits and Conditions imposed on your licence as a result of disciplinary actions taken by the governing body of a Health Profession?

Have you ever had your access to PharmaNet suspended or revoked?

Click the Continue button to move to the next step in the process – Professional Information



The Professional Information page will ask a series of questions related to the Users professional associations. This information will be used to determine the user's PharmaNet access privileges.

The applicant will declare their professional designation/role and any pertinent licensing information.

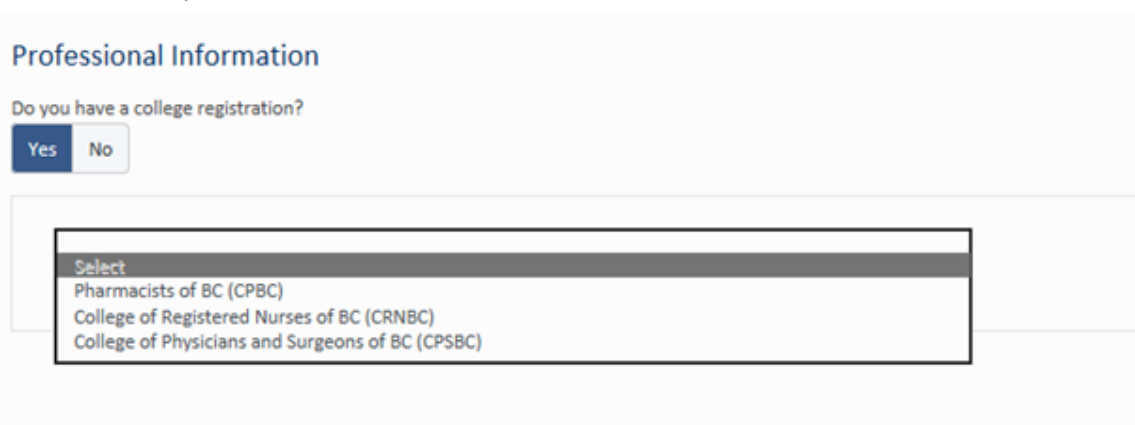
The applicant must complete the professional registration information as it applies to them.

### **Regulated Health Care Professional:**

An applicant who is a regulated health care professional will click Yes

- A drop down list of College Registrations is displayed

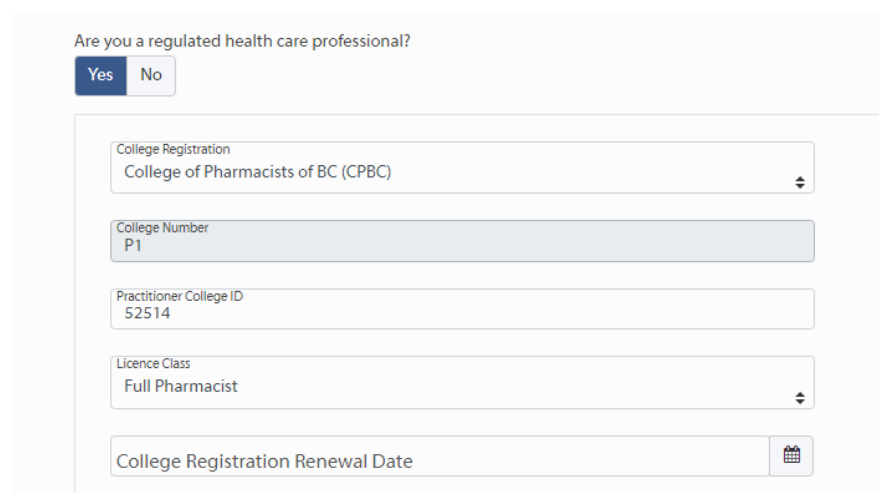
Applicant must select the applicable college registration from the dropdown list (not a finite list)



The screenshot shows a form titled "Professional Information". Below the title is the question "Do you have a college registration?" with two buttons: "Yes" (highlighted in blue) and "No". Below the buttons is a dropdown menu that is open, showing the following options: "Select", "Pharmacists of BC (CPBC)", "College of Registered Nurses of BC (CRNBC)", and "College of Physicians and Surgeons of BC (CPSBC)".

The college selected will display additional fields requiring completion

Complete all fields displayed



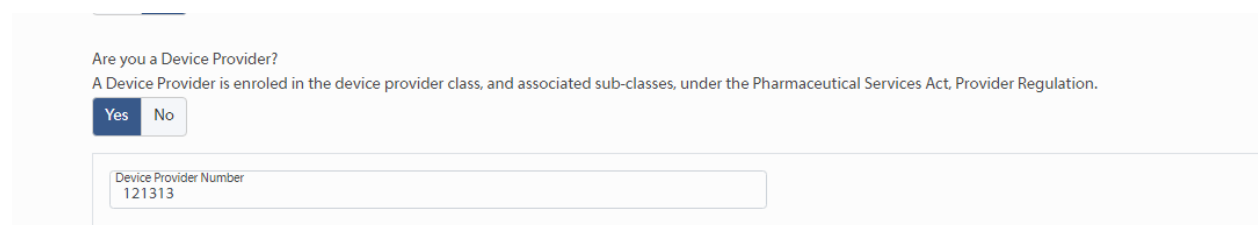
The screenshot shows the same form as before, but with the "Yes" button selected. Below the "Do you have a college registration?" question, there are several input fields: "College Registration" (a dropdown menu showing "College of Pharmacists of BC (CPBC)"), "College Number" (a text field showing "P1"), "Practitioner College ID" (a text field showing "52514"), "Licence Class" (a dropdown menu showing "Full Pharmacist"), and "College Registration Renewal Date" (a date picker field showing a calendar icon).

**NOTE:** More than one College Registration can be added.

**Device Provider:** if you are a Device Provider answer the Device Provider Question

**NOTE:** A pharmacist may also be a Device Provider and must add the information for both.

Click on Yes and add your Device Provider Number

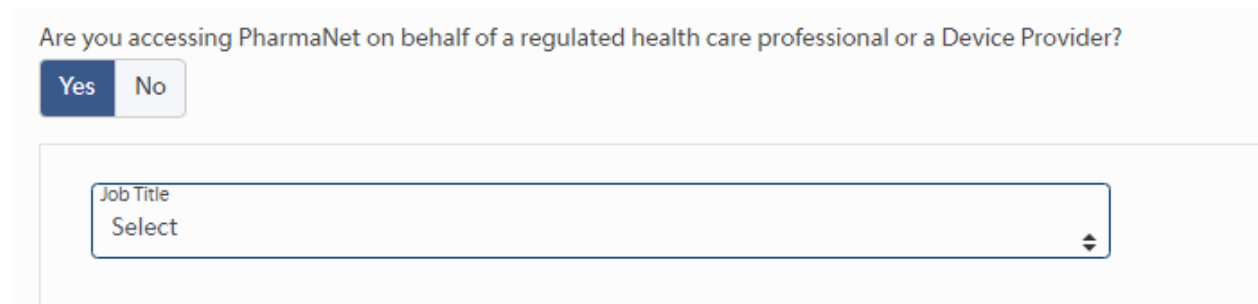


Are you a Device Provider?  
A Device Provider is enrolled in the device provider class, and associated sub-classes, under the Pharmaceutical Services Act, Provider Regulation.

Device Provider Number  
121313

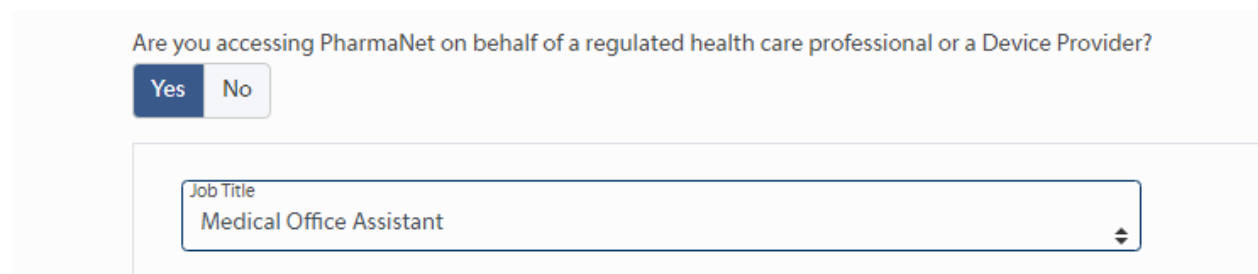
**On-Behalf-Of** – an On behalf of User must answer No to the Registered User and Device Provider Question

The following question will display – Select the category that applies to you in the dropdown list:



Are you accessing PharmaNet on behalf of a regulated health care professional or a Device Provider?

Job Title  
Select



Are you accessing PharmaNet on behalf of a regulated health care professional or a Device Provider?

Job Title  
Medical Office Assistant

## Professional History

The User must now answer each of the professional history questions. The information provided by the User may introduce the requirement to upload supporting documentation and a manual review by MoH may be required.

**NOTE: No document upload will be in Prototype**

### Self Declaration Professional History

The information you provide here will determine whether or not a manual review is required. Upload any supporting documents as needed.

---

Have you ever been the subject of an order or a conviction for an information contravention?

Have you ever had your registration with a governing body of a health profession suspended or cancelled?

Have you ever had Limits and Conditions imposed on your licence as a result of disciplinary actions taken by the governing body of a Health Profession?

Have you ever had your access to PharmaNet suspended or revoked?

Click the continue button to proceed to the next step in the process - the PharmaNet Access - Organization

**Continue**

The Organization page will be displayed and the User must select one or more Organizations from which they access PharmaNet

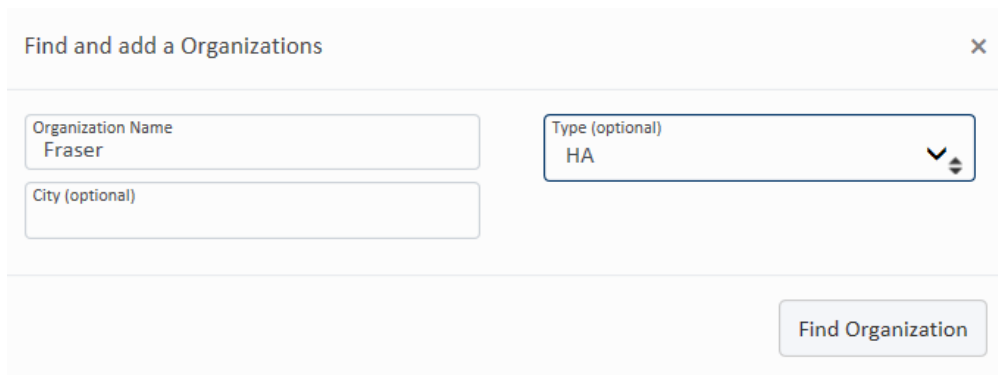
NOTE: The setup of Organizations and associated Sites in PRIME will be coordinated with stakeholders from each Organization as an Operational readiness exercise

### To add an Organization,

Click on *Add Organization*

**Add Organization** 

A Search pop-up Window will display and the User can enter their search criteria



Find and add a Organizations ×

Organization Name  
Fraser

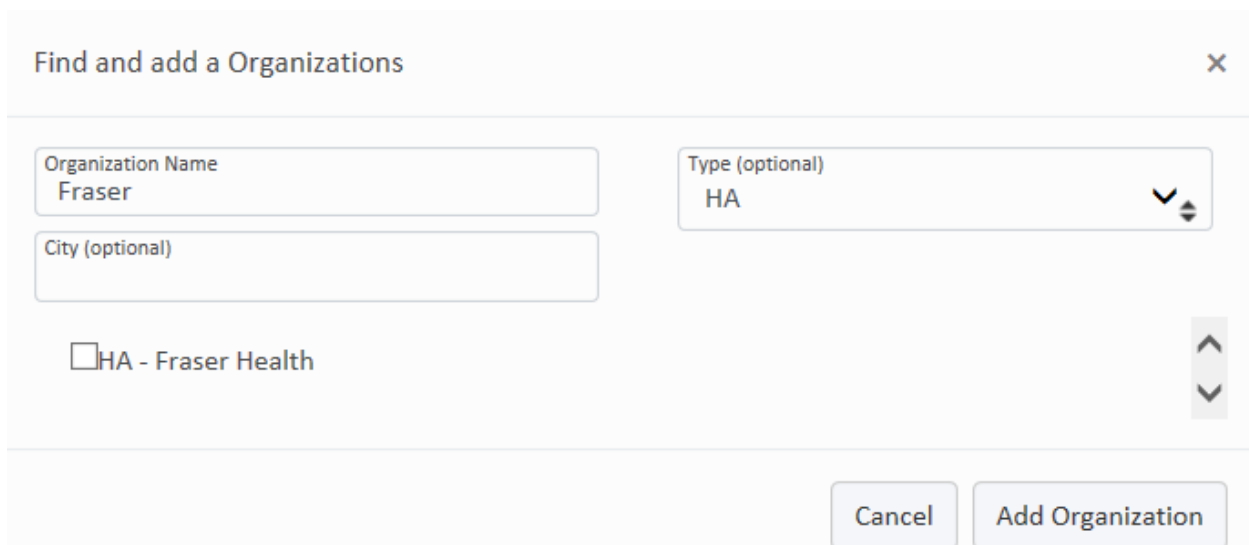
City (optional)

Type (optional)  
HA

Find Organization

NOTE: Prototype is limited to Organization Name and Type

Click on ***Find Organization***



Find and add a Organizations ×

Organization Name  
Fraser

City (optional)

Type (optional)  
HA

☐ HA - Fraser Health

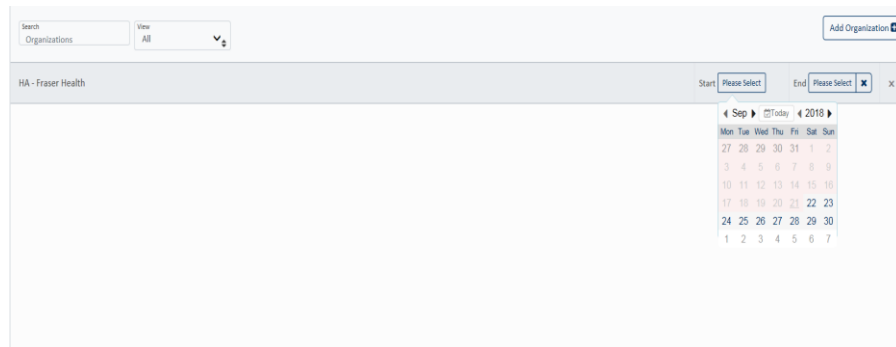
Cancel Add Organization

When the correct organization is displayed, select it, then – Click on the ***Add Organization*** button

The User will be prompted to add the “***start date***” and “***end date***” (***end date only if known***)

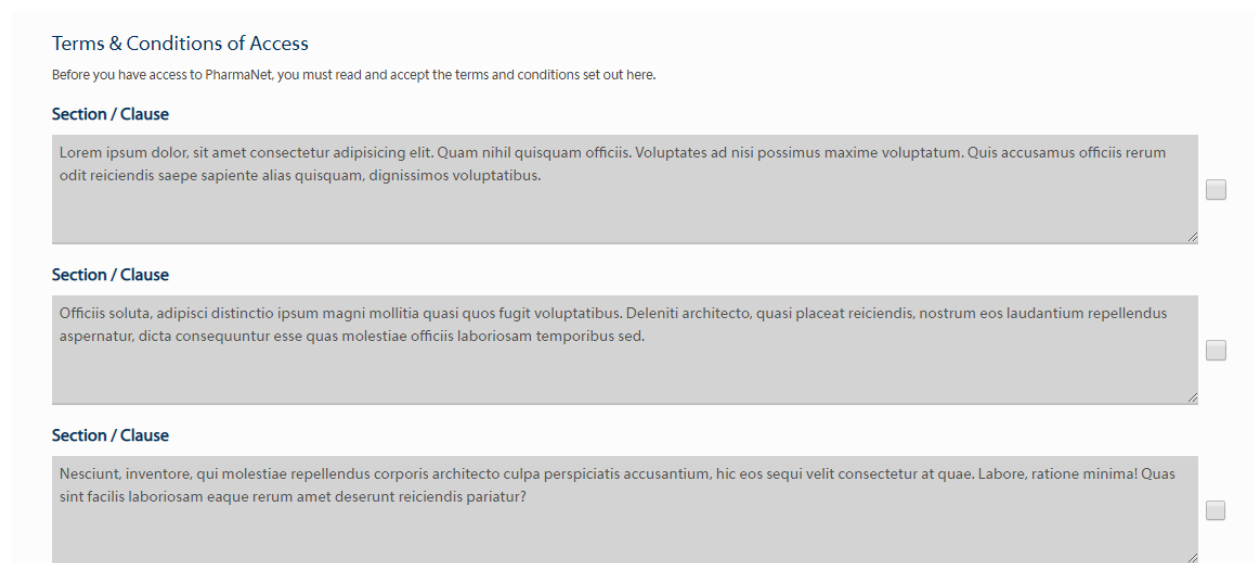
**NOTE:** For the purpose of the prototype:  
“***start date***” Start date is today’s date or a future date

**“end date”** Optional – and only if known e.g. short term assignment



Click the continue button to proceed to the next step in the process - the Terms and Conditions of Access Page

Click on each of the Terms and Conditions of Access Check boxes



Click on the Declaration Statement (**if not selected the Applicant cannot continue in the enrolment process**)



Click Continue the Review and Submit page will display the enrolment information supplied. The User will have the opportunity to make changes at this time or Submit if everything is correct.

Dashboard / Access Acceptance

ContactProfessionalPharmaNet AccessTerms & Conditions of AccessReview

Submit

Applicant Review & Submit

Contact Information

Name

Bob Hunt

Date of Birth

Jan. 16, 1971

Phone Number

(250)-555-1234

Extension Number

Email

semall@email.com

Address

11 Kings Way, Victoria, British Columbia, V8R 2N9, Canada

Self Declaration

Have you ever been the subject of an order or a conviction for an information contravention?

No

Have you ever had your registration with a governing body of a health profession suspended or cancelled?

No

Have you ever had Terms and Conditions imposed on your licence as a result of disciplinary actions taken by a governing body?

No

Have you ever had your access to PharmaNet suspended or revoked?

No

Professional Information

College Type

College of Pharmacists of BC (CPBC)

Licence Class

Full Pharmacist

Licence Number

52514

Licence Expiry Date

Sep. 30, 2018

PharmaNet Access

PharmaNet Organization 1

HA - Fraser Health

Terms & Conditions of Access

Clause 1

Not accepted

Clause 2

Not accepted

Clause 3

Not accepted

I declare that all information I provided is accurate

Yes

Click Submit

Submit

The following message will display:

### Enrolment Completed

Your enrolment application was submitted successfully. Please wait for the provisioner to provision PharmaNet access for you. You will be asked to confirm the provisioning once the provisioner completes their tasks. Please do not attempt to access PharmaNet until you have confirmed.

Ok

At this point in the process the application will be reviewed by Ministry electronically or manually based on the information provided in the application.

### Applicant Enrollment – Change

NOTE: Clicking on this link will allow the Applicant to:

- 1) Confirm their PharmaNet access
- 2) Make changes to their enrolment information

The User is notified by PRIME to log into PRIME to confirm the access provisioning and complete the Terms and Conditions of access as required.

Click on Applicant Enrolment - Change

Applicant Enrollment — Change

Activities for action will be highlighted

The screenshot shows a form with four sections: Contact Information, Professional Information, Terms and Conditions of Access, and PharmaNet Access. The PharmaNet Access section is highlighted in yellow and contains a message: "NEW Sites need your attention". A red arrow points to the edit icon in the PharmaNet Access section.

Click on the Edit Button in the PharmaNet Access Panel

The screenshot shows the PharmaNet Access panel with a list of sites. The panel includes a search bar, a view selector, and a "Find and Add an Organization" button. The list of sites is as follows:

Site	POS User ID	Start	End	Personal Access	Decline	Accept
Site HA - Fraser Health - 1	KL4013	2018/09/30	Please Select	Yes	Decline	Accept
Site HA - Fraser Health - 2	OA0966	2018/09/30	Please Select	Yes	Decline	Accept
Site HA - Fraser Health - 3	T2	2018/09/30	Please Select	Yes	Decline	Accept
Site HA - Fraser Health - 4	KL6187	2018/09/30	Please Select	Yes	Decline	Accept

The display will include what has been provisioned for the applicant:

- A list of the Organizations identified by the Applicant in their enrolment
- A list of the sites that the Provisioner has indicated the Applicant will need to access PharmaNet
- The POS ID, the start/end date
- The Personal Access question e.g. A Doctor will be required to enrol, but will have On-Behalf-of Users to access on their behalf.
- The User must confirm the information for each line item and accept or decline each site as indicated by the Provisioner



**Note:** Decline may be used when a site indicated may be incorrect. If selected the User will have no access from that specific site and the Provisioner will be notified.

- Clicking on Accept will update the status of each item to Active - Once complete click on Continue

The Terms and Conditions page will display and the user must check each item

Terms & Conditions of Access  
Declaration

### Terms & Conditions of Access

Before you have access to PharmaNet, you must read and accept the terms and conditions set out here.

#### Section / Clause

Lorem ipsum dolor, sit amet consectetur adipisicing elit. Quam nihil quisquam officis. Voluptates ad nisi possimus maxime voluptatum. Quis accusamus officis rerum odit reiciendis saepe sapiente alias quisquam, dignissimos voluptatibus.

#### Section / Clause

Officiis soluta, adipisci distinctio ipsum magni mollitia quasi quos fugit voluptatibus. Deleniti architecto, quasi placeat reiciendis, nostrum eos laudantium repellendus aspernatur, dicta consequuntur esse quas molestiae officis laboriosam temporibus sed.

#### Section / Clause

Nesciunt, inventore, qui molestiae repellendus corporis architecto culpa perspiciatis accusantium, hic eos sequi velit consectetur at quae. Labore, ratione minima! Quas sint facilis laboriosam eaque rerum amet deserunt reiciendis pariatur?

### Declaration

You must complete this declaration before you can proceed any further.

I declare the information I provided is complete and accurate.

Click Continue and the Review and Submit page will display, allowing the user to edit or Submit

Dashboard / Access Acceptance

Contact Professional PharmaNet Access Terms & Conditions of Access Review

Submit

Applicant Review & Submit  
Contact Information  
Professional Information  
PharmaNet Access  
Self Declaration  
Terms & Conditions of Access

### Applicant Review & Submit

#### Contact Information

Name	Bob Hunt
Date of Birth	Jan. 16, 1971
Phone Number	(250)-555-1234
Extension Number	
Email	semail@email.com
Address	11 Kings Way, Victoria, British Columbia, V8R 2N9, Canada

#### Professional Information

College Type	College of Pharmacists of BC (CPBC)
Licence Class	Full Pharmacist
Licence Number	52514
Licence Expiry Date	Sep. 30, 2018

#### PharmaNet Access

PharmaNet Organization 1	HA - Fraser Health
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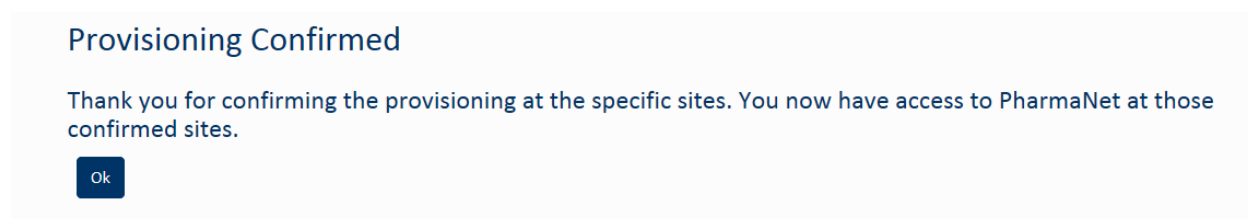
#### Self Declaration

Have you ever been the subject of an order or a conviction for an information contravention?	No
Have you ever had your registration with a governing body of a health profession suspended or cancelled?	No
Have you ever had Terms and Conditions imposed on your licence as a result of disciplinary actions taken by a governing body?	No
Have you ever had your access to PharmaNet suspended or revoked?	No

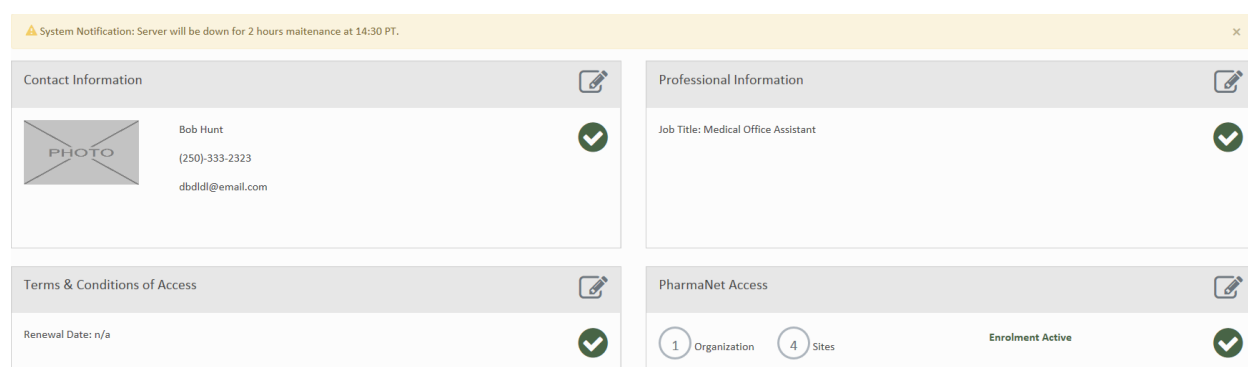
#### Terms & Conditions of Access

Clause 1	Accepted
Clause 2	Accepted
Clause 3	Accepted
I declare that all information I provided is accurate	Yes

Click Submit and the following message will display:



Click on Ok and the Dashboard will display all areas of enrolment complete and PharmaNet Access “Active”



## Provisioning

The Provisioner is the authorized person(s) who sets up the applicant's PharmaNet access in the local point-of-service software.

The Provisioner identifies the Sites and the POS User ID in PRIME to link access to PharmaNet

## Provisioner - Home Page

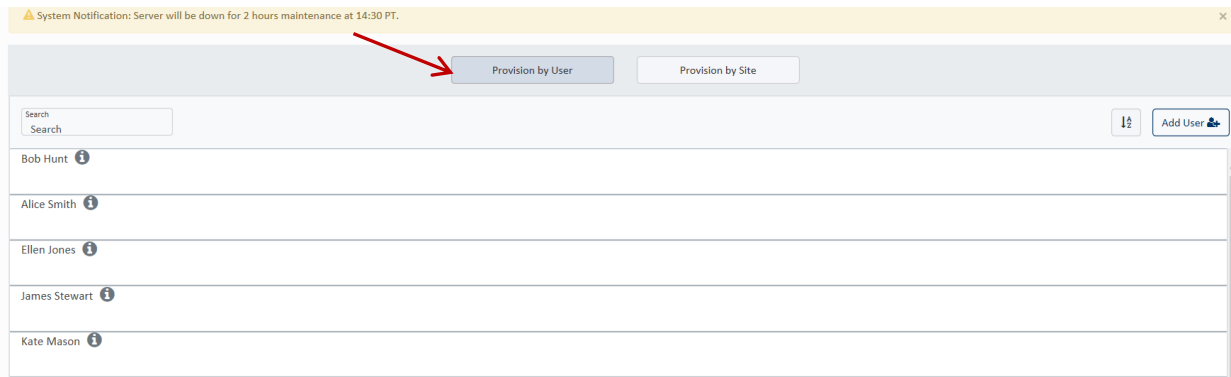
The Provisioner will be contacted by the Organization via email to Provision for applicants

The Provision Home Page provides the Provisioner with two Options

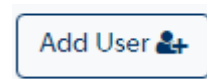
- 1) Provision by User: To provision access for an individual
- 2) Provision by site e.g. To Provision access for multiple individuals at a single site.

## **Provision by User:**

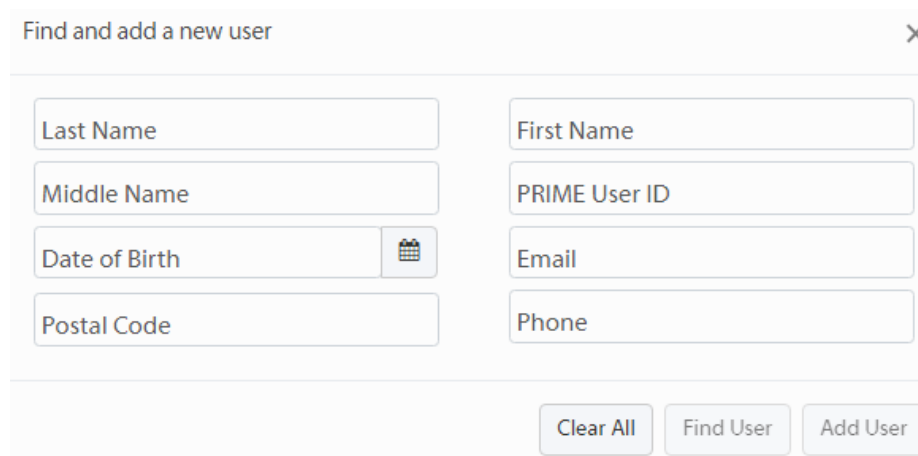
The Provisioner will see the list of Users who currently have PharmaNet access at the Sites they oversee.



A screenshot of a web application interface. At the top, a yellow banner displays a system notification: "System Notification: Server will be down for 2 hours maintenance at 14:30 PT." Below this, there are two tabs: "Provision by User" (selected, indicated by a red arrow) and "Provision by Site". Under the "Provision by User" tab, there is a search bar with the placeholder text "Search". To the right of the search bar is a button labeled "Add User" with a plus icon. Below the search bar is a list of users, each with a name and an information icon (i): Bob Hunt, Alice Smith, Ellen Jones, James Stewart, and Kate Mason.



To Provision for a new user click on the Add User button  
Search for the Individual using the information provided in the request e.g. Last Name, First Name, and DOB



A form titled "Find and add a new user" with a close button (X) in the top right corner. The form contains two columns of input fields. The left column has: "Last Name", "Middle Name", "Date of Birth" (with a calendar icon), and "Postal Code". The right column has: "First Name", "PRIME User ID", "Email", and "Phone". At the bottom of the form are three buttons: "Clear All", "Find User", and "Add User".

**Note:** If a search returns more than one return, the system will prompt you to add additional fields to resolve a single return.

All fields must be completed in full – no partial entries e.g. first name: Bob rather Bo

The Provisioner will not be able to search users for Organizations they do not provision for.

Enter the information and press “Find User”

Find and add a new user

Last Name  
Smith

First Name  
Mister

Middle Name

PRIME User ID

Date of Birth  
2018/07/19

Email

Postal Code

Phone

☐

PHOTO

Mister Smith

Clear All

Find User

Add User

If the individual returned is the correct individual, select the check box and click on Add User

Find and add a new user

Last Name  
Smith

First Name  
Mister

Middle Name

PRIME User ID

Date of Birth  
2018/07/19

Email

Postal Code

Phone

☒

PHOTO

Mister Smith

Clear All

Find User


Add User

The individual is added to the Provisioner Home Page – as indicated:

Provision by User    Provision by Site

Search 11 Add User

Bob Smith <span>i</span>	<span>✎</span>
Bob Hunt <span>i</span>	<span>✓ Active</span> <span>✎</span>
Alice Smith <span>i</span>	<span>✓ Active</span> <span>✎</span>
Ellen Jones <span>i</span>	<span>✓ Active</span> <span>✎</span>
James Stewart <span>i</span>	<span>✓ Active</span> <span>✎</span>
Kate Mason <span>i</span>	<span>✓ Active</span> <span>✎</span>

Click on the Edit Icon to proceed to the next step 

The information the individual provided at enrolment and the Organizations the Provisioner is responsible for are displayed:

Dashboard / Provision by User

Legal Name Mister D Smith	Preferred Name Mister Smith
Date of Birth 2018/07/19	Phone Number 250-555-5555
Email msmith@gmail.com	Renewal Date 2018/11/26
Postal Code V8R 2N9	User Class Pharmacist
Limits And conditions	

Cancel Save

HA - Fraser Health

HA - Northern Health

Click each organization to display the sites associated with that Organization:

Cancel Save

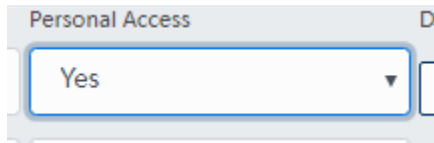
HA - Fraser Health

	Site Type	Start Date	End Date	POS User ID	Personal Access	Date Provisioned	Status
HA - Fraser Health - 1 <span>i</span>	Pharmacy	<span>Please Select</span> <span>✕</span>	<span>Please Select</span> <span>✕</span>			<span>Please Select</span> <span>✕</span>	
HA - Fraser Health - 2 <span>i</span>	Pharmacy	<span>Please Select</span> <span>✕</span>	<span>Please Select</span> <span>✕</span>			<span>Please Select</span> <span>✕</span>	
HA - Fraser Health - 3 <span>i</span>	Pharmacy	<span>Please Select</span> <span>✕</span>	<span>Please Select</span> <span>✕</span>			<span>Please Select</span> <span>✕</span>	
HA - Fraser Health - 4 <span>i</span>	Pharmacy	<span>Please Select</span> <span>✕</span>	<span>Please Select</span> <span>✕</span>			<span>Please Select</span> <span>✕</span>	

The Provisioner records required information for each Site where the User is required to access PharmaNet .The Provisioner can enter both start and end dates. The end date is an optional e.g. short-term assignment

The POS User ID must be entered to link the POS system with PRIME

The question of Personal Access is answered from the drop down list

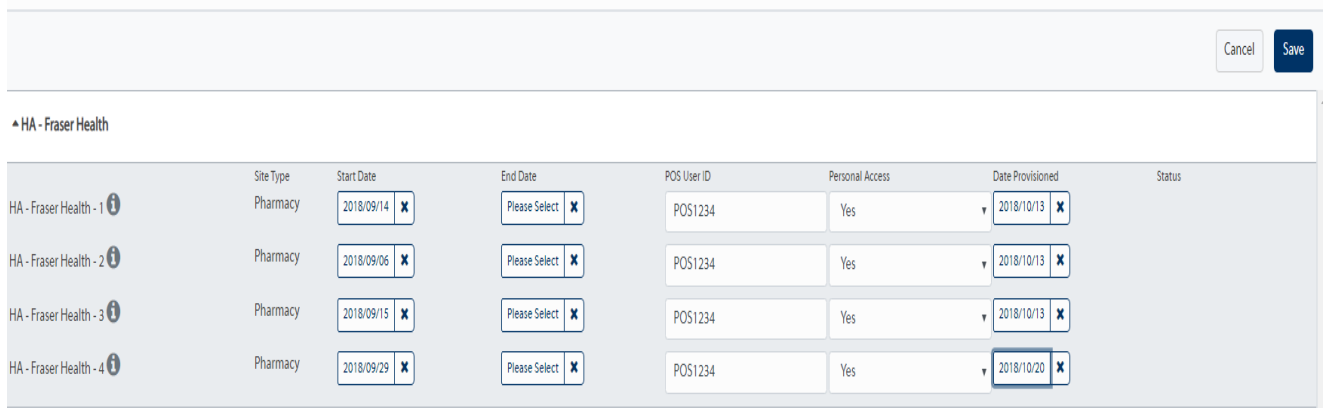


A screenshot of a web form titled "Personal Access". It features a dropdown menu with "Yes" selected. To the right of the dropdown is a small "D" icon.

**NOTE:** This question is in place for those Registered Users who may not access personally but have On Behalf Of users acting on their behalf. This step assists in monitoring of erroneous access. If “No” is selected no POS ID is required.

**NOTE:** For future there will be the ability to add “All” sites in bulk to allow for those individual who will require access from all sites in an Organization.

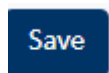
Select the date of Provisioning –



A screenshot of a web application interface. At the top right are "Cancel" and "Save" buttons. Below is a table with the following columns: Site Type, Start Date, End Date, POS User ID, Personal Access, Date Provisioned, and Status. The table contains four rows of data for "HA - Fraser Health" sites. The "Date Provisioned" column is highlighted with a blue border.

	Site Type	Start Date	End Date	POS User ID	Personal Access	Date Provisioned	Status
HA - Fraser Health - 1	Pharmacy	2018/09/14	Please Select	POS1234	Yes	2018/10/13	
HA - Fraser Health - 2	Pharmacy	2018/09/06	Please Select	POS1234	Yes	2018/10/13	
HA - Fraser Health - 3	Pharmacy	2018/09/15	Please Select	POS1234	Yes	2018/10/13	
HA - Fraser Health - 4	Pharmacy	2018/09/29	Please Select	POS1234	Yes	2018/10/20	

Click on Save



The status will be updated to indicate “Confirmation Requested”

Saved....

Cancel

Save

Status

Confirmation Requested

Confirmation Requested

Confirmation Requested

Confirmation Requested

NOTE:

To complete enrolment, the individual is notified via email and is instructed to log into PRIME to confirm Provisioning their PharmaNet access and accept their User Access Agreement terms and conditions of access.

### **Provision by Site:**

Provision by Site' is used when provisioning for multiple users at a single Site

System Notification: Server will be down for 2 hours maintenance at 14:30 PT.

Provision by User

Provision by Site

Search

HA - Fraser Health

HA - Northern Health

HA - Interior Health

HA - Vancouver Island Health

HA - FNHA

HA - Vancouver Coastal

Click on the Organization and each site associated with that Organization will display:

System Notification: Server will be down for 2 hours maintenance at 14:30 PT.

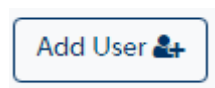
Provision by User   Provision by Site

Search 12

HA - Fraser Health	
HA - Fraser Health - 1 <span>i</span>	
HA - Fraser Health - 2 <span>i</span>	
HA - Fraser Health - 4 <span>i</span>	

Click on the edit button for each site to add/maintain provisioning at that Site

For a new user the Provisioner will click on the Add User button



They will search for the Individual using the information provided in the provisioning request e.g. Last Name, First Name, and DOB

Find and add a new user ×

Last Name	First Name
Middle Name	PRIME User ID
Date of Birth	Email
Postal Code	Phone

Clear All   Find User   Add User


**Note:** If a search returns more than one individual the system will prompt the user to add additional fields to resolve a single return. All fields must be completed in full – no partial entries e.g. first name: Bob rather Bo

Enter the information and press “Find User”



Find and add a new user

Last Name Smith	First Name Mister
Middle Name	PRIME User ID
Date of Birth 2018/07/19	Email
Postal Code	Phone


☐

Mister Smith

Clear All Find User Add User

If the individual returned is the correct individual, select the check box and click on Add User

Find and add a new user

Last Name Smith	First Name Mister
Middle Name	PRIME User ID
Date of Birth 2018/07/19	Email
Postal Code	Phone

☒

Mister Smith

Clear All Find User Add User

The user will be added to the site User list as below:

Dashboard / Provision by Site

Organisation HA - Fraser Health	Site HA - Fraser Health - 1
Address 1234 Rainbow Way, Victoria	
Vendor Intellisense	Site Type Pharmacy

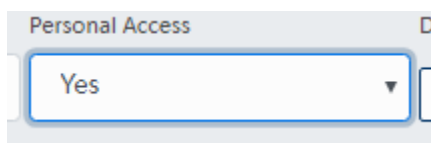
	Start Date	End Date	Pos User ID	Personal Access	Date Provisioned	Status
Bob Hunt	2018/09/21	Please Select	SJ2661	Yes	2018/09/20	Confirmation Requested
Alice Smith	2018/09/21	Please Select	KL6705	Yes	2018/09/23	Active
Bob Smith	2018/09/14	Please Select	POS1234	Yes	2018/10/13	Confirmation Requested
Jane smith	Please Select	Please Select			Please Select	Status

NOTE: The Search/Add can be repeated multiple times.

Access Start Date must be entered, with End Date optional

The POS User ID must be entered to link the POS system with PRIME

The question of Personal Access is answered from the drop down list.







A screenshot of a web form titled "Personal Access". It features a dropdown menu with the word "Yes" selected and a small downward arrow on the right side of the box.

Select the date of Provisioning –

Click on Save



The status for each individual added is updated to indicate “Confirmation Requested”

	Start Date	End Date	Pos User ID	Personal Access	Date Provisioned	Status
Jane smith 	2018/10/16 	Please Select 	POS1234	Yes 	2018/10/30 	

**NOTE:** Once provisioning is confirmed by MoH the individual is notified via email and instructed to log into PRIME and complete their User Access Agreement to complete Enrolment.