



DEPARTMENT OF HEALTH
Service Provider Database
Occupational Therapists Self-Registration
How-To Document





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1 Introduction

Renewal of annual membership with the New Brunswick Association of Occupational Therapists (NBAOT) is done online for all current members. The online registration and payment application will allow you to print receipts, membership cards, make online payments and update your membership information via a simple and convenient online process.

The online registration and payment application for NBAOT members is hosted by the Service Provider Database (SPD) website. SPD is a trusted host used by professional associations to register their New Brunswick members. This document provides an overview (how-to) for the SPD website.

First, this document provides instructions for logging on to the SPD website by creating and using a Service New Brunswick (SNB) account. Next, this document guides you through the registration and payment process in addition to accessing the other online benefits such as printing tax receipts and membership cards.

If your dues are being paid through payroll or by another party (ex. Worksafe), please be sure funds are sent to the Registrar prior to renewing your membership.

Please note that the whole process of renewing your membership will take a few days to complete because you must send your username to the Registrar first in order to be granted access to the actual renewal/payment section.

Please DO NOT wait until the last minute!!

If you have additional questions regarding the online registration and payment application process, contact the Registrar of NBAOT by phone at 506-536-4394, toll-free at 1-8888-896-2244 or by email at registrar@nbaot.org



2 SNB Self-Registration

Navigate to the following link:

<https://www.iam-gia.snb.ca/idm/snb/snbcss/index.jsp>



Please Login / Entrer dans le système

Username / Nom d'utilisateur:

Password / Mot de passe:

[Forgotten Password / Mot de passe oublié](#)

[Forgotten User ID / Nom d'utilisateur oublié](#)

[Self Registration / Auto-inscription](#)

Notice: This system is to be used by authorized users only. By continuing to use the system the user represents that he/she is an authorized user and agrees to the Terms and Conditions.

Nota : Ce système doit être utilisé seulement par les utilisateurs autorisés. En continuant d'utiliser ce système, les utilisateurs confirment qu'ils sont autorisés à y accéder et qu'ils acceptent les modalités.

Choose the 'Self Registration Link'.



- Self Registration: End User License Agreement

Terms and Conditions of Use

The Identity and Access Management (IAM) solution is Service New Brunswick's authentication solution. In return for Service New Brunswick providing you with an IAM account to access secure services, you agree to abide by the following Terms and Conditions of Use:

1. You understand and accept that you are at all times responsible for your user ID, password, challenge and response security questions and answers.
2. If you suspect that others have obtained this information, you are responsible for either changing your password, asking the services that you are enrolled in to revoke your access privileges or deactivating your account. If you choose the latter, you will have to create a new account and request new enrolment information from the services with whom you were enrolled.
3. You understand and accept that Service New Brunswick can disable your account for security or administrative reasons.
4. You understand and accept that Service New Brunswick disclaims all liability (except in cases of gross negligence or wilful misconduct) in relation to the use of, delivery of or reliance upon the IAM service. More details can be found in our **disclaimers** and in the disclaimers of the individual services.
5. Some IAM Enabled Services may have service-specific Terms and Conditions of Use. Please refer to each service web pages for details.




To complete the registration for your IAM account, please indicate your acceptance of these Terms and Conditions by clicking "Accept" below. To cancel the registration process click "Cancel".

Accept the Terms and Conditions of Use by pressing the accept button on the bottom right hand corner.



You are now able to create your profile:

- Self Registration: Profile

1  Profile	2  Self-Authentication setup	3  My contact info
--	--	--

• = Required

Choose a password: The password must be a minimum of 8 characters. It must contain a minimum of one upper case letter, one lower case letter, one number and one special character.

Title	<input type="text"/>	Middle Name	<input type="text"/>
• First Name	<input type="text"/>	• Full Name	<input type="text"/>
• Last Name	<input type="text"/>	• Confirm email	<input type="text"/>
• E-Mail	<input type="text"/>	• Preferred Language	English ▾
• Requested Login Name	<input type="text"/>	• Re-enter password	<input type="text"/>
• Choose a password	<input type="text"/>		

IMPORTANT: Enter all the required information. It is **mandatory** that you please **check it** for accuracy, i.e. email address. If we do not have an accurate email address in the data base for you, then you cannot use the SNB self pay, password recovery and management system.

Once all the fields are populated, click on the Next button.



Enter security questions you see below. Please **remember** to document your questions and answers if needed. You will need to know these for account validation should you have any password issues in the future.

Modify My Profile: Self-Authentication setup

1 Profile 2 **Self-Authentication setup** 3 My contact info

Below you will find a sample of 16 questions provided for your convenience. Please select 5 questions to respond to in order to complete your registration.

Please note that the answers to your questions are accent and space sensitive. Please be advised that you MUST click "Finish" at the end of these steps whether or not you set your Challenge Questions. Once you click "Finish", you will be automatically logged out. On the logout page, you may click on the provided link to proceed to your destination.

Security Question 1

Answer 1

Security Question 2

Answer 2

Security Question 3

Answer 3

Security Question 4

Answer 4

Security Question 5

Answer 5

Back Next Cancel

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Enter **accurate** contact information:

Modify My Profile: My contact info

1 Profile 2 Self-Authentication setup 3 **My contact info**

* = Required

Please be advised that you MUST click "Finish" at the end of these steps whether or not you set your Challenge Questions. Once you click "Finish", you will be automatically logged out. On the logout page, you may click on the provided link to proceed to your destination.

*Language of Address English

Civic number 123

Street Name King

Street Direction

Unit Type

*Place Name/City/Town Fredericton

*Country Canada

Delivery Type

Postal Station

Complex Name

Phone Numbers

Home Phone

Business Phone 777777777

Suffix

Street Type Street

Unit

Floor

Province/Territory/State New Brunswick

Postal/Zip Code B2B 1Y7

Delivery Id

Comp Site Id

Building Name

Cell Phone

Fax

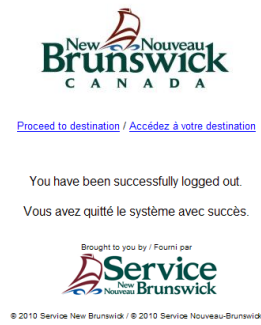
Back Finish Cancel

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You will then get this screen when you're completed the process:



You have successfully created a SNB/SPD account.

IMPORTANT: In order to continue from this point on you have to contact your registrar to inform them of your SNB username. This is needed so the registrar can connect your new username to your registration number.

Once the registrar informs you that this is done, you can now continue onto the next steps with SPD.



3 SPD Logon

Once you have been granted access by the Registrar, you may now navigate to the following link:

<https://spd-bdsf.gnb.ca>

The username/password you created with SNB is what you will need to provide here on SPD.



The screenshot shows a login form for the Department of Health / Ministère de la Santé. The form has a light beige background and a dark teal header. The header contains the text "Department of Health / Ministère de la Santé". Below the header, there are two input fields: "User Name / Nom d'utilisateur" and "Password / Mot de passe". A "Login" button is located below the password field.



4 Language Selection

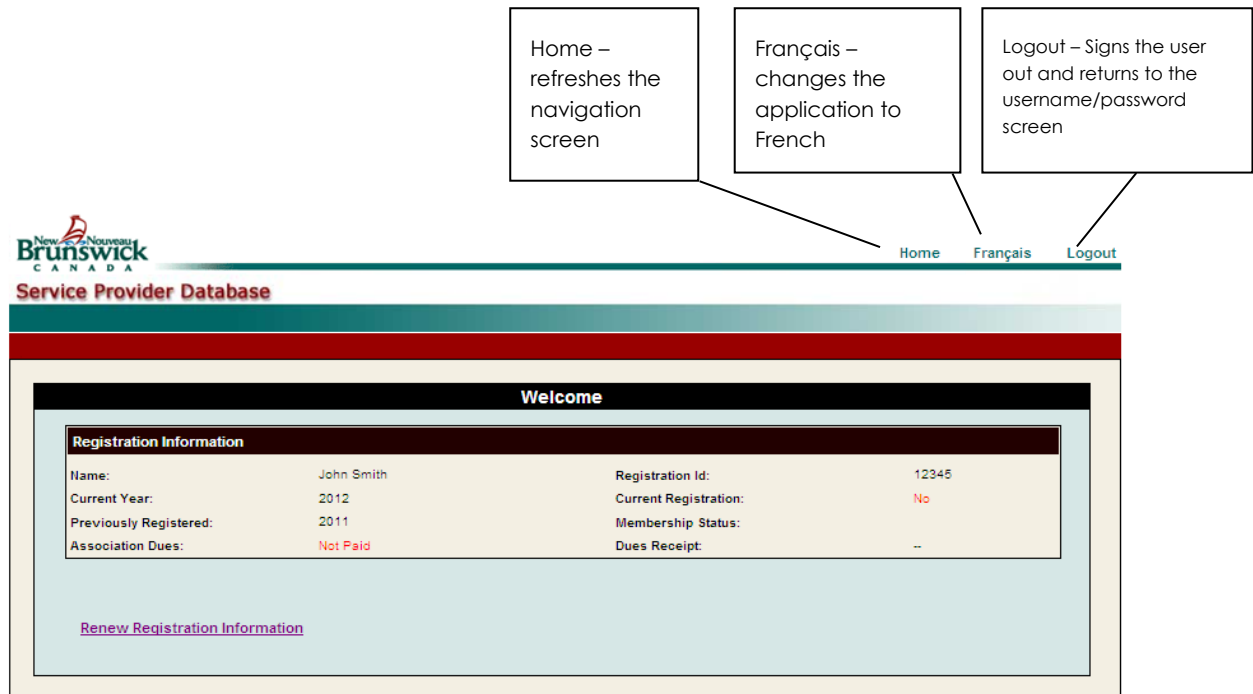
Choose your language of preference. You will have an opportunity to also change your language preference within the application.



5 Member Dashboard

This is your 'Home' page.

The 'Member Dashboard' will give you information on the status of several items related to your registration.



The screenshot shows the 'Service Provider Database' interface. At the top, there is a navigation bar with 'Home', 'Français', and 'Logout' links. Callout boxes provide the following descriptions:

- Home** – refreshes the navigation screen
- Français** – changes the application to French
- Logout** – Signs the user out and returns to the username/password screen

The main content area is titled 'Welcome' and contains a 'Registration Information' table:

Registration Information			
Name:	John Smith	Registration Id:	12345
Current Year:	2012	Current Registration:	No
Previously Registered:	2011	Membership Status:	
Association Dues:	Not Paid	Dues Receipt:	--

Below the table is a link: [Renew Registration Information](#)

Dashboard Field Definitions

Previously Registered indicates if this is the members first year registered in NB or if they have been previously registered. Values are No or the latest year registered before the current cycle year.

Associations Dues indicates if the due have been Paid or Not Paid.

Current Registration indicates if the member has a current registration or if one has been submitted. Valid values are:

Yes – You have a registration for this current year and it's been approved by the registrar.

No – You do not have a registration for the current year.

In Progress – The registrar has started reviewing the form but has not finished the review yet.

Submitted – The member has completed their registration form but has not yet been approved by the registrar.

Membership Status indicates whether the member is active or inactive.

Due receipt '--' indicates that a receipt is not available. Once the dues are paid and receipts are generated, this will indicate 'available' and a link will be available for the member to print their receipt.

Hyperlinks: Different hyperlinks will be shown on the bottom of your homepage for you. The hyperlinks shown will be based on what part of the registration process you are at.



6 Add Registration

6.1 Registration Form

Information from previous registrations have been carried over from previous registrations. You may see fields that include some of your personal information.

General:

Yellow fields are required. Please note that all postal code fields do not accept spaces.

Lookups – A list of valid values for a particular field will be displayed in a window where the user may scroll through the list and choose the right code. If the user clicks on a value, it will be returned to the field. When using a lookup field and you know partially what it is to be populated with, for example if you type “ambulance” it will create a list where all instance of ambulance occurs in the lookup.

6.2 Personal and Address Information

Lookups with list of values

Renew Submit

Personal Information Top

Registration Number: 12345 Registration Year: 2012

Title: Surname: Smith Middle: Given: John

Gender: Male Female Date Of Birth DD-MM-YYYY: 01-01-1980

Residential Address Top

Preferred Mailing Address: Primary Employer Address: Preferred E-Mail Address: Residential Address

Address: 123 Main City: Fredericton

Province: NB - New Brunswick Postal Code: E3B4W4

Phone: 506 444 4444 Fax: Cell:

E-mail: myemailaddress@spd.com

Lookup Value Items will look like this:

Registration Number in Previous Jurisdiction:

Year of initial registration in New Brunswick: 2001

Regulation Requirement - # of Hours of Professional Practice:

Jan 1 - Dec 31 (2011): <input type="text"/>	Jan 1 - Dec 31 (2010): <input type="text"/>
Jan 1 - Dec 31 (2008): <input type="text"/>	Jan 1 - Dec 31 (2007): <input type="text"/>

I am able to provide professional services in the following lang:

03 - Functionally Bilingual (1st language English)

Close

01 - Full Member
02 - Non-Practicing Member
03 - Temporary Member
04 - Life Member
05 - Retired Member

Credentials



6.3 Education Information

Enter all your education information. If you enter one field in a particular row, all other fields in that row are also required.

Education in Profession at entry to workforce				
Level	Discipline	University	Year of Graduation	Province / Country
<input type="text" value="01 - Diploma"/>	<input type="text" value="01 - Sciences"/>	<input type="text" value="01 - Université de Moncton"/>	<input type="text" value="2000"/>	<input type="text" value="913 - New Brunswick"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Education in Profession after entry to workforce				
Level	Discipline	University	Year of Graduation	Province / Country
<input type="text" value="02 - Certificate"/>	<input type="text" value="02 - Education"/>	<input type="text" value="02 - Saint Thomas Universé"/>	<input type="text" value="2003"/>	<input type="text" value="913 - New Brunswick"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

All Other Education				
Level	Discipline	University	Year of Graduation	Province / Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Continuing Competency Profile: Certifications and Specializations			
Area of Education	Hours	Year of Completion	Province / Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Area(s) of Experience		Area(s) of Special Interest	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	



6.4 Employment Information

You have the ability to enter employment information for up to 3 employments.

Employment Top

Total years employment in Health Profession <input style="width: 90%;" type="text" value="11"/>	Total years employment in Health Profession in IIB <input style="width: 90%;" type="text" value="10"/>
Professional Liability Insurance <input style="width: 90%;" type="text" value="01 - Personal"/>	Initial Province/Territory of employment in Health Profession <input style="width: 90%;" type="text" value="912 - Nova Scotia"/>
Current Employment Situation <input style="width: 90%;" type="text"/>	Year <input style="width: 90%;" type="text" value="2000"/>
If not employed in Health Profession, seeking employment? <input type="checkbox"/>	

Present employer(s): please complete Employment Profile as of Date of Registration Top

Primary Employer Clear Employer And Roles

Employed in Field <input checked="" type="radio"/> Yes <input type="radio"/> No	Employment Type <input style="width: 90%;" type="text" value="01 - Full-time by Choice"/>	Commenced Employment(YYYY MM) <input style="width: 20%;" type="text" value="2001"/> <input style="width: 20%;" type="text" value="1"/>
Facility/Agency/Company <input style="width: 90%;" type="text" value="80.001 - Worksafe NB/WRC"/>		
Address <input style="width: 90%;" type="text" value="111 Main Street"/>		City <input style="width: 90%;" type="text" value="Fredericton"/>
Province <input style="width: 90%;" type="text" value="913 - New Brunswick"/>		Postal Code <input style="width: 90%;" type="text" value="E3B4W5"/>
Phone <input style="width: 20%;" type="text" value="506"/> <input style="width: 20%;" type="text" value="333"/> <input style="width: 20%;" type="text" value="4444"/>	Ext. <input style="width: 20%;" type="text"/>	Fax <input style="width: 20%;" type="text"/>
E-mail <input style="width: 90%;" type="text"/>		Cell <input style="width: 20%;" type="text"/>
Website <input style="width: 90%;" type="text"/>		

Role	Service Location	Language of Service	Area of Practice	Average Hours per Week
<input style="width: 90%;" type="text" value="01 - Clinician"/>	<input style="width: 90%;" type="text" value="01 - School(s)"/>	<input style="width: 90%;" type="text" value="01 - English"/>	<input style="width: 90%;" type="text" value="01 - Radiography"/>	<input style="width: 90%;" type="text" value="1"/>
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

6.5 Submit

Once all your information is entered, click on the submit button. You may receive validation error, at the top of the web page that may look like this:

- Missing required fields in the Personal section.
- The value is not appropriate for the Preferred Mailing Address.
- Education in Profession at entry to workforce is incomplete.
- Missing required fields in the Residential Address section.
- Primary Employer, Address is incomplete.

You will be able to find your errors by looking for blank yellow fields and also **some** fields will have been marked with a image.

Once all your validation errors have been fixed and your form submitted, you will receive a message that your registration information has been sent for processing by the registrar.

Thank You

Thank you, your info has been sent for processing.

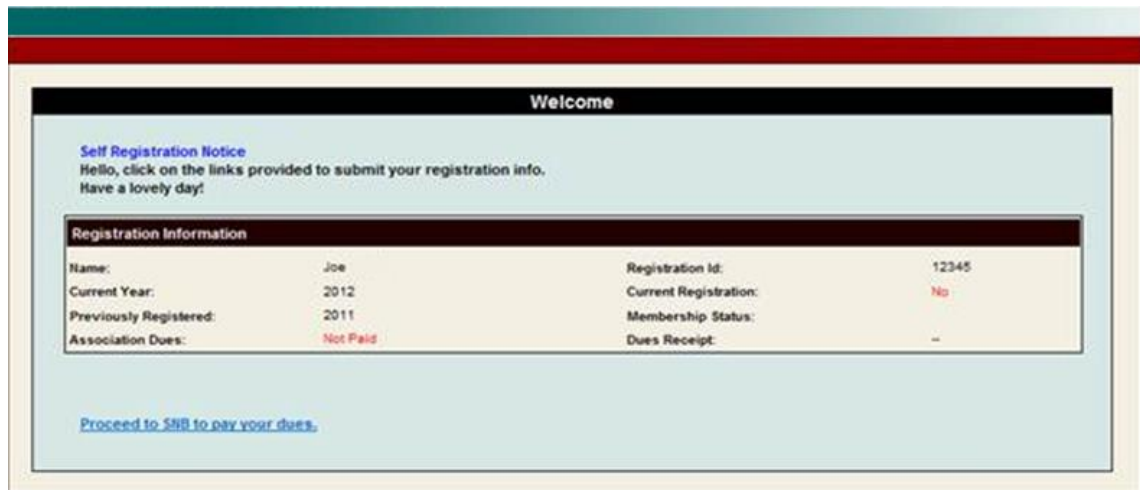
[Back to Welcome Page](#)

[Modify Registration Information](#)

[Print your dues receipt](#)



IMPORTANT: At this time, if you will be paying online, you will also receive an email with a hyper link that will direct you to the online payment system, or you can use the link on your dash board.



Once you have completed your registration, you will notice the 'Current Registration' will change to '**Submitted**'.

You have the ability to 'Review' your unprocessed registration by clicking on the link review link when available.

Once the registrar has approved your registration, you will notice the 'Current Registration' to will change to '**Yes**'.

To Review or change some information on your registration, you can click on the '**Modify Registration Information**' link when shown.



7 Self-Pay and Paid Dues

When you use the link provided in an email or the link provided to you on your homepage, both will take you to the following:

Annual Membership Payment

To make a payment, enter the required information below and click "Add to Basket".

PLEASE NOTE:

- Be sure to carefully check the Registration Number you enter.
- If you enter an incorrect Account Number, you may inadvertently pay someone else's invoice.

* Required fields

* Association Number:	<input type="text" value="7"/>
* Registration Number:	<input type="text" value="12345"/>
* Registrant's Name:	<input type="text" value="Joe Social"/>
* Payment Amount:	<input type="text" value="31.00"/>

The information will be automatically filled in and should be correct. Please verify the information and click "Add to Basket". This will bring you to the following confirmation page.

Products and Services Basket

Item #	Name	Price	Qty	Total
SW0001	NBASW Annual Membership Payment Joe Social Registration Number: 12345	\$31.00	1	\$31.00 <input type="button" value="Remove"/>
Subtotal:				\$31.00

Please note that the above subtotal does not include applicable taxes. NB, NS and NF customers will be charged GST or HST as required. All other provinces/states will be charged GST.

[Services](#)
[Employees](#)
[GNB.ca](#)
[Service Canada](#)



Choose the 'Pay' option.



You will then see a form asking you for some basic information.

For Residents
Government services & information
Catalogue Basket

For Businesses
Starting or operating a business

Most Requested
Our busiest links

Please enter your contact information below

Contact Information

* First Name:

* Last Name:

* Telephone: Ext:

* Email:

* Confirm email

Your receipt will be sent to this email address

Would you agree to be contacted by SIB to participate in future consultations (i.e. focus group, survey)?

Cancel Continue

NOTE: All amounts are in Canadian Dollars. Your credit card information will be processed in real time. Please wait while we authorize your purchase.

Once filled out please select continue.

At this point you will be required to enter your credit card or interact information.



Review Your Order

Quantity	Item	Unit		Price
1	NBASW Annual Membership Payment - ATSNB - Paielement de la cotisation annuelle	CAD 31.00	CAD	31.00
Total			CAD	31.00

Pay With Your Credit Card

Cardholder Name

Credit Card Number



Expiry Date(MMY)

Security Code

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.



[Pay With Your Credit Card](#)

Pay From Your Bank Account



Pay directly from your bank account using the INTERAC Online service.

[Pay From Your Bank Account](#)

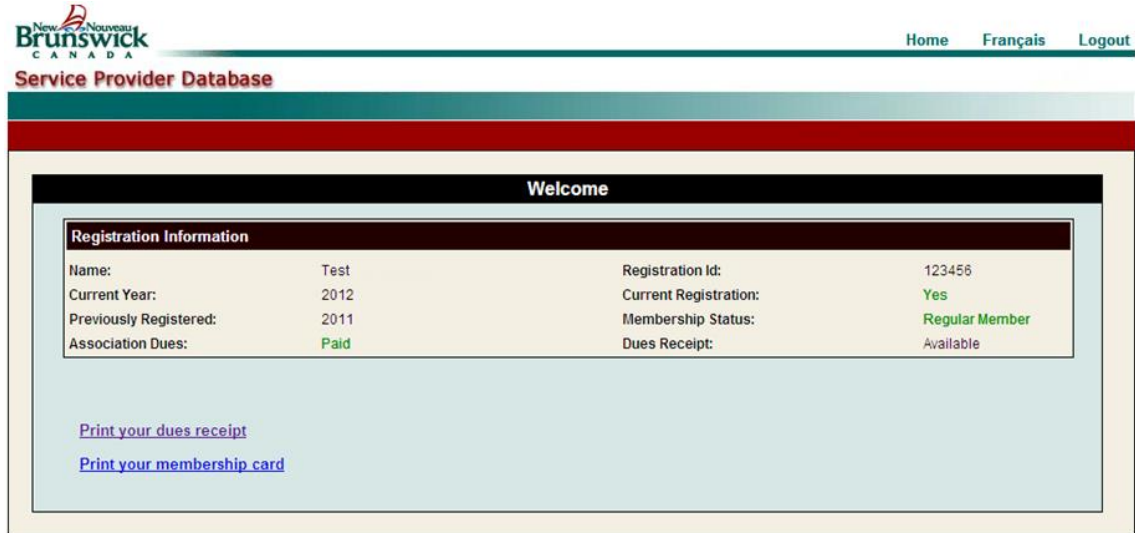
The Interac Online service is a new payment option that allows you to pay for goods and services on the Internet directly from your bank account. [Learn More](#)

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

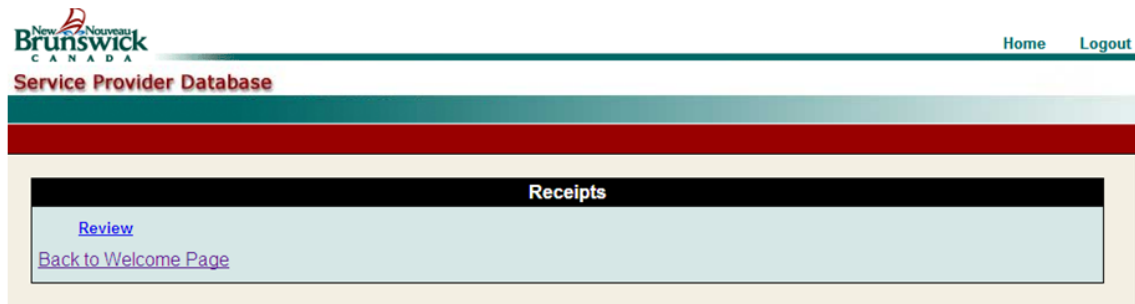
We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.

Once your dues are paid in full, directly to the registrar, employment deductions or the self pay online system, and have been processed (which may not happen concurrently with payment) you will have the ability to access your tax receipt for the year.

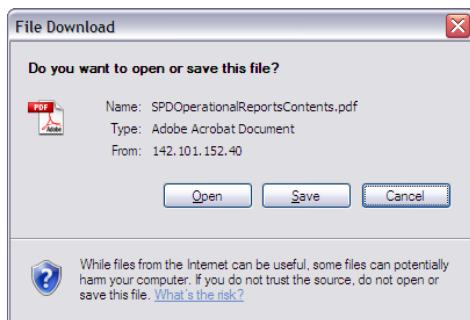
7.1 Receipt Reports



On the dashboard, you will see a link 'Print your dues receipts' and 'Print your membership card'. Once you click on either link, the report will be produced and you will see a 'Review' link. Click on this link.

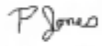


You'll be presented with this popup. You can choose the open or save your PDF. Or cancel the request. You will need a PDF reader installed to view the file. The adobe PDF reader is a free application.





This is a copy of the tax receipt, presented to you in PDF format. You have the ability to print or save this report. This will always be accessible to you on the member dashboard.

No. 302	31-12-2012
Received from/Reçu de: <u>Test</u>	
One Hundred and Two Dollars	
2012 - 13 Regular Member	
\$102.00	
	Peter Jones
	Executive Director/Directeur général