

# ONE® ID Registering Organizations

## ONE® ID and Identity Assurance

ONE® ID's Registration Process relies on an individual's "real world" identity to create a digital identity which is then used to authenticate their access to applications. All ONE® ID accounts are assigned an Identity Assurance Level corresponding to the rigour taken in validating that user's identity. Granting an account online access to personal health information requires that the individual's identity be validated at an in-person meeting through the review of identity documents and contextual evidence.

## The Registering Organization Model

Healthcare provider organizations commonly have their own process for validating the identity of employees. Where such processes meet ONE® ID's identity assurance requirements, they may be leveraged to support ONE® ID Registration, i.e. individuals that have had their identity validated by their organization do not need to have it validated a second time.

**Under this model, Local Registration Authorities (LRAs) rely their organization's internal records in lieu of identity document information to register individuals.** This process enables faster user onboarding and reduces the administrative overhead required to support ONE® ID.

## Implementation

As this model relies on data and processes owned by your organization, its **implementation requires the approval of your Legally Authorized Representative or their Delegate. They must also confirm that your standard onboarding process requires:**

1. Either of the following identity validation methods
  - A. **A review of government issued photo ID.** Note that Health Cards may not be accepted as a form of identification.
  - B. **Completion of an Ontario Police Check.**
2. Retention of validated identity (Name and Date of Birth) information in the employee record for at least six years after termination of employment.

Approval to leverage internal processes and confirmation that they meet the above requirements may be sent via email to [ONEIDBusinessSupport@ontariohealth.ca](mailto:ONEIDBusinessSupport@ontariohealth.ca). You can also submit any questions you might have about the process to this address.

## Express Registration

"Express Registration" is the primary ONE® ID Registration Process within the Registering Organization Model. To register and enroll a user via this process, the LRA will:

1. Confirm that the user has completed the organization's standard onboarding process.
2. Confirm that the user has met the access requirements for the requested service(s).
3. Issue a registration and enrolment invitation to the user's email address via the ONE® ID system.
4. Provide the user with their Invitation PIN via means other than email

Refer to the [ONE® ID Express Registration Overview](#) for further information on this functionality.