eHealth *Ontario*   Ontario
                                                         eHealth Ontario

Registering Organization – LRA Checklist

Organization Name:

Your organization's internal identity validation process has been confirmed to include:

- An In-Person Meeting

- Review of Government Issued Photo ID

- Review of Corroborating Identity Evidence

Individuals may rely on this process as confirmation of their identity when requesting a ONE ID Account. This checklist should be used as a guide for LRAs who must validate whether or not their organization's identity validation process has been completed. **Please complete and submit this checklist via the link the upper right**. It will be leveraged in the training of future LRAs from your organization.

Check All Boxes That Apply

1. At what point is the identity validation process completed?
    ☐During the Hiring Process   ☐On the staff's first day

2. What means will you use to validate whether or not the process has been completed?
    ☐Review of Staff Directory   ☐Review of Staff Records
    ☐Confirmation from Manager   ☐Confirmation from HR Department
    ☐Review of Staff ID Badge   ☐Other, please specify:

3. What are the acceptable Unique Identifiers that identify individuals in your organization's registration system?
    ☐Employee Number   ☐Professional License Number
    ☐Other, please specify:

4. Which potential applicants may not have completed the identity validation process?
    ☐Part Time Staff   ☐Temporary or Contract Workers
    ☐Co-op students   ☐Other, please specify:
    ☐Affiliated Practitioners (e.g. physician with hospital privileges)

5. How will you distinguish applicants who have not completed the process?
    ☐Confirmation from Manager   ☐Confirmation from HR Department
    ☐Review of Staff Records   ☐Staff types are distinguished within employee numbers
    ☐Other, please specify:
    ☐NA, all staff MUST complete the identity validation process