

## How to Complete your ONE® ID Account Registration

### Before you begin

You will need the following information:

- The Login ID, or user name, provided by your Local Registration Authority
- Your temporary password

### NOTE

Temporary passwords expire 90 days after issue. If your password has expired, contact the eHealth Ontario Service Desk at the number below.

### Follow these steps

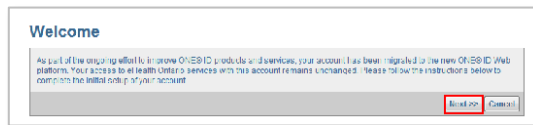
1. In your internet browser, go to [www.ehealthontario.ca](http://www.ehealthontario.ca); click **LOGIN**.



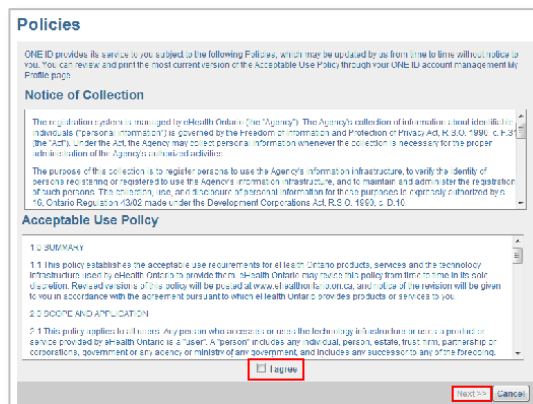
2. On the Log In page, enter your user name and temporary password; click **LOG IN**.



3. On the Welcome page, click **NEXT**.



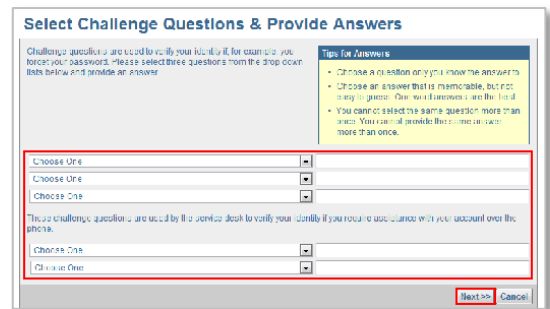
4. On the Policies page, review the Notice of Collection and Acceptable Use Policy, scroll to the bottom and click **I AGREE** and **NEXT**.



### NOTE

You must accept the policies in order to continue.

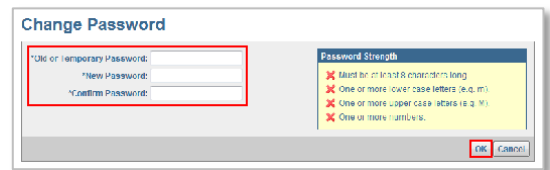
5. On the Select Challenge Questions & Provide Answers page, select a question and enter the answer in the space provided for each of the 5 required challenge questions. Click **NEXT**.



### CHALLENGE QUESTION AND ANSWER TIPS

- Choose questions to which only you know the answers.
- Choose answers that are easy to remember but not easy to guess.
- One word answers are best.
- You cannot select the same question more than once. You cannot provide the same answer more than once.

6. On the Change Password page, enter your old or temporary password, your new password, and re-enter your new password to confirm it. Click **OK**.



### PASSWORD TIPS

- Must be at least 8 characters long
- Must contain one or more lowercase letters (e.g. m)
- Must contain one or more uppercase letters (e.g. M)
- Must contain one or more numbers

The My Profile page displays, confirming that you have successfully changed your password.

Your account registration is now complete. When you're ready to leave your account, click **LOG OUT**.