



**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](mailto:registrar@nbaot.org)**

## 2 S N B 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:

Login / Ouvrir une session

[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'.

## How-To Document

## - 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](#) [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.

|  |   |
|--|---|
| <div style="margin-bottom: 5px;">Title <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;">* First Name <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;">* Last Name <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;">* E-Mail <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;">* Requested Login Name <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;">* Choose a password <input style="width: 100%;" type="password"/></div> | <div style="margin-bottom: 5px;">Middle Name <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;">* Full Name <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;">* Confirm email <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;">* Preferred Language <input style="width: 100%;" type="text" value="English"/></div> <div style="margin-bottom: 5px;">* Re-enter password <input style="width: 100%;" type="password"/></div> |
|--|---|

[Next](#) [Cancel](#)

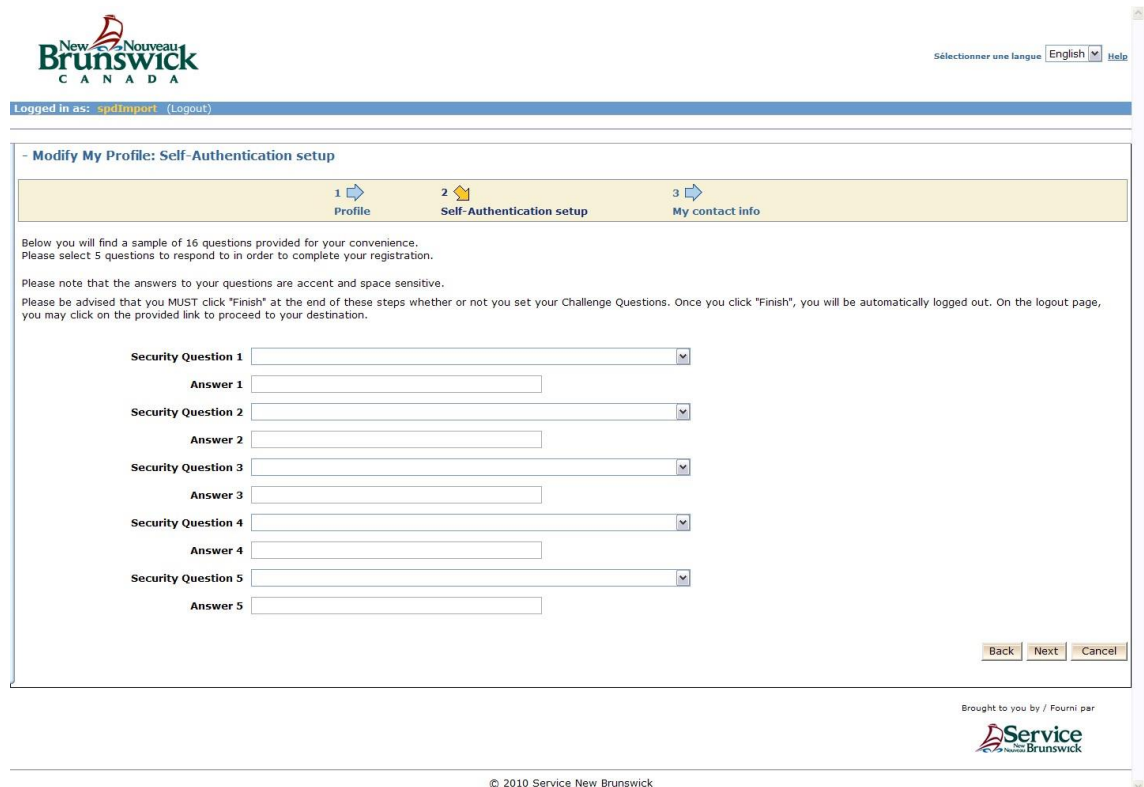
**IMPORTANT:** Enter all the required information. It is **mandatory** that you please **check it** for accuracy, i.e. email address. If we do not have an accurate email address in the data base for you, then you cannot use the SNB self pay, password recovery and management system.

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



## How-To Document

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.



Logged in as: [spdlmport](#) (Logout)

Sélectionner une langue: [English](#) [Help](#)

**- 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

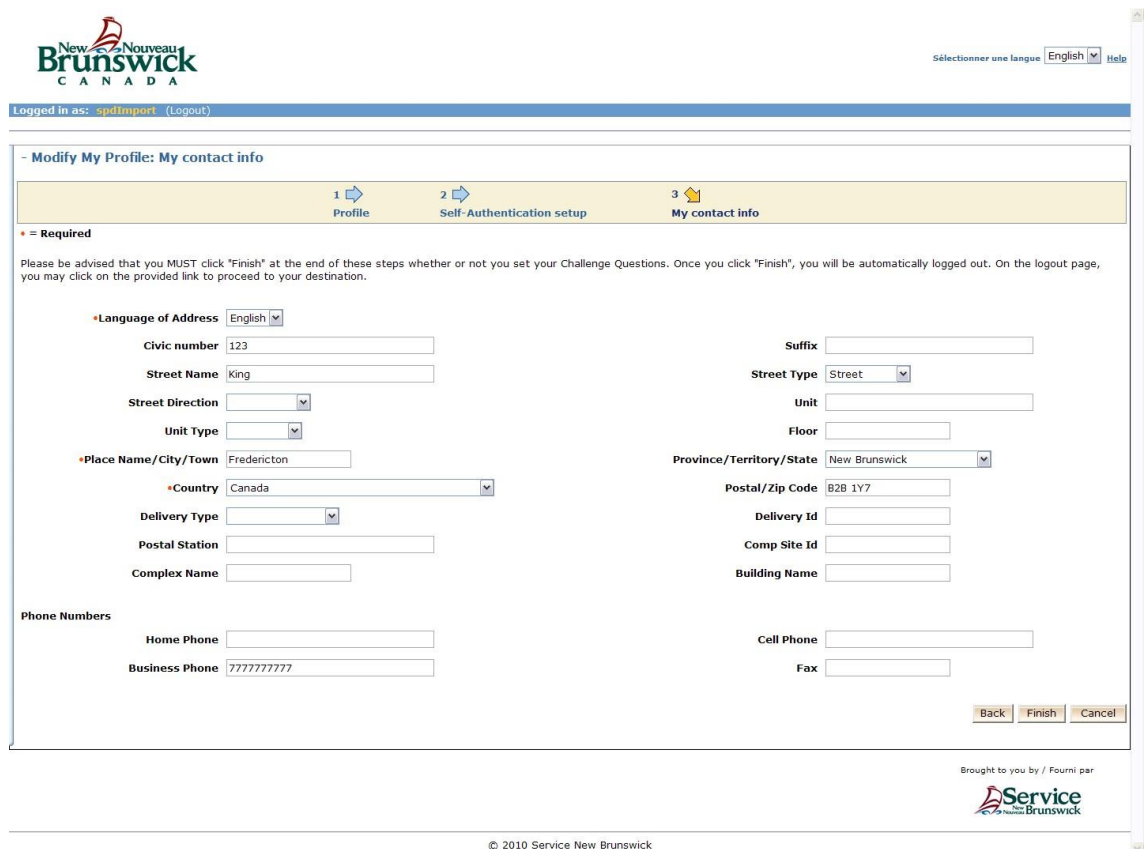
Answer 5

[Back](#) [Next](#) [Cancel](#)

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Enter **accurate** contact information:



Logged in as: [spdlmport](#) (Logout)

Sélectionner une langue: [English](#) [Help](#)

**- 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

Street Name

Street Direction

Unit Type

\*Place Name/City/Town

\*Country [Canada](#)

Delivery Type

Postal Station

Complex Name

Suffix

Street Type [Street](#)

Unit

Floor

Province/Territory/State [New Brunswick](#)

Postal/Zip Code

Delivery Id

Comp Site Id

Building Name

Phone Numbers


Home Phone

Business Phone

Cell Phone

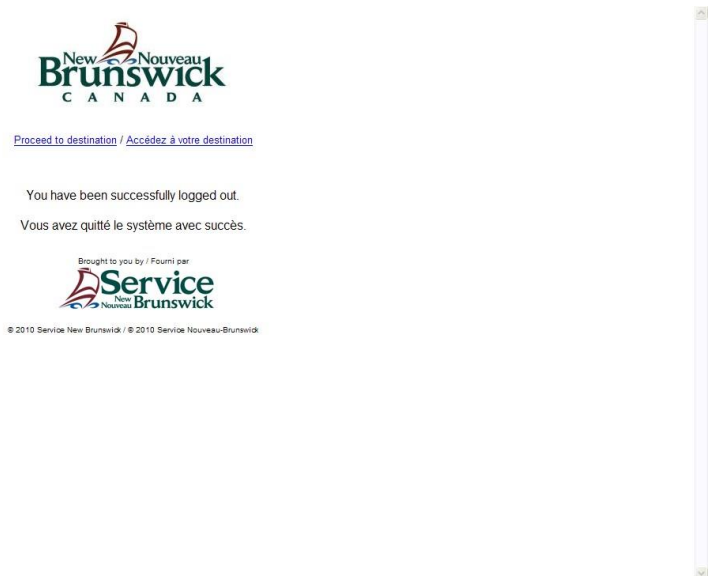
Fax

[Back](#) [Finish](#) [Cancel](#)

Brought to you by / Fourni par 

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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 you 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 Log on

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.



Department of Health / Ministère de la Santé

User Name / Nom d'utilisateur

Password / Mot de passe

Login

## 4 Language Selection

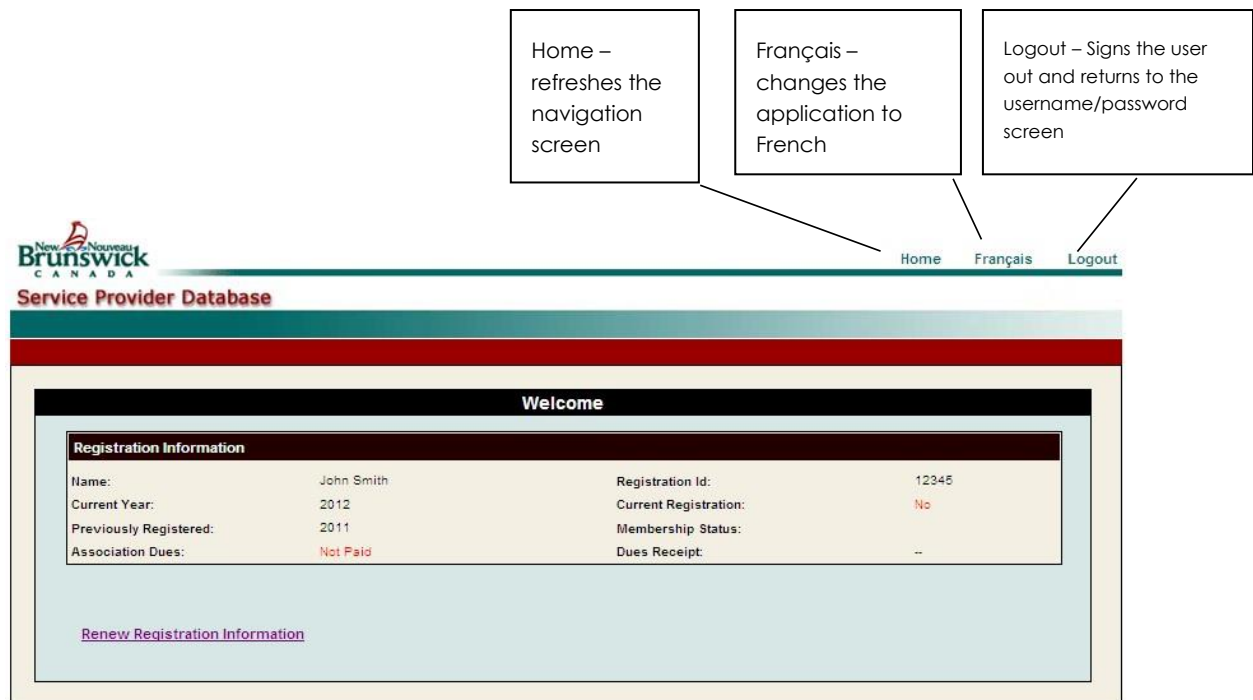
Choose your language of preference. You will have an opportunity to also change your language preference within the application.



## 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.



### 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.

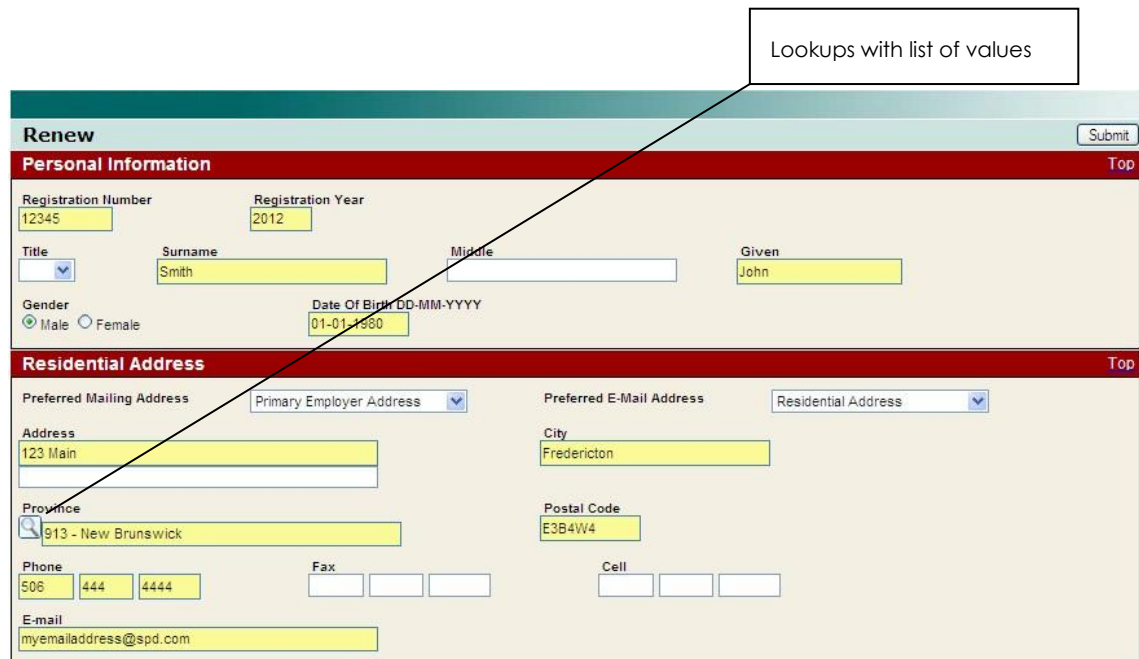
### General:

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

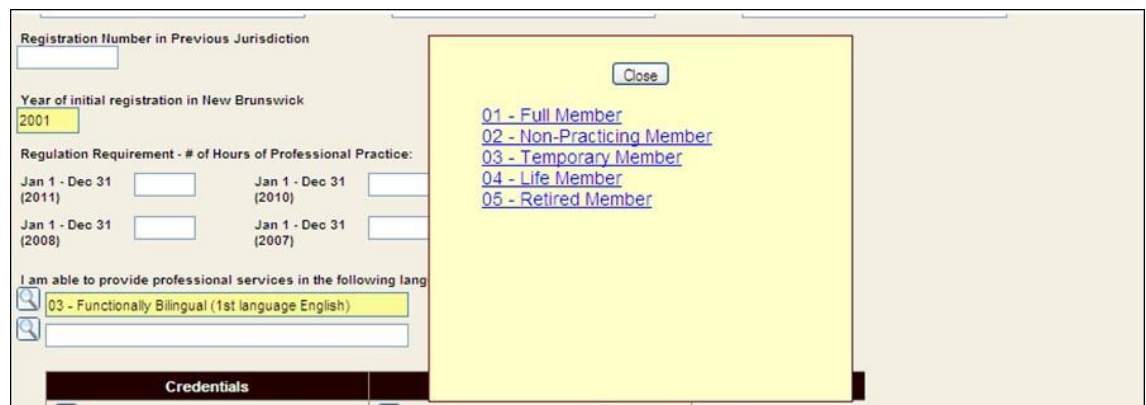
**Lookups** – A list of valid values for a particular field will be displayed in a window where the user may scroll through the list and choose the right code. If the user clicks on a value, it will be returned to the field. When using a lookup field and you know partially what it is to be populated 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



























**Lookup Value** Items will look like this:













## 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  |   |  |                    |   | Top |
|--|---|--|--------------------|---|-----|
| Level  | Discipline  | University   | Year of Graduation | Province / Country  |     |
|  01 - Diploma |  01 - Sciences |  01 - Université de Moncton | 2000               |  913 - New Brunswick |     |
|               |                |                             |                    |                      |     |
|               |                |                             |                    |                      |     |

| Education in Profession after entry to workforce   |  |   |                    |   | Top |
|--|--|---|--------------------|---|-----|
| Level  | Discipline   | University  | Year of Graduation | Province / Country  |     |
|  02 - Certificate |  02 - Education |  02 - Saint Thomas Univers | 2003               |  913 - New Brunswick |     |
|                   |                 |                            |                    |                      |     |
|                   |                 |                            |                    |                      |     |

| All Other Education   |            |            |                    |   | Top |
|---|------------|------------|--------------------|---|-----|
| Level   | Discipline | University | Year of Graduation | Province / Country  |     |
|  |            |            |                    |  |     |
|  |            |            |                    |  |     |

| Continuing Competency Profile: Certifications and Specializations                 |       |                    |  | Top |
|---|-------|--------------------|--|-----|
| Area of Education   | Hours | Year of Completion | Province / Country   |     |
|  |       |                    |  |     |
|  |       |                    |  |     |
|  |       |                    |  |     |

| Area(s) of Experience   | Area(s) of Special Interest   |
|---|---|
|   |   |
|  |  |
|  |  |

## 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

Total years employment in Health Profession in NB

Professional Liability Insurance

Initial Province/Territory of employment in Health Profession

Year

Current Employment Situation

If not employed in Health Profession, seeking employment?  
☒

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

**Primary Employer**Clear Employer And Roles

Employed in Field  
☒ Yes ☐ No

Employment Type

Commenced Employment(YYYY MM)

Facility/Agency/Company

City

Address

Postal Code

Province

Phone

Ext.

Fax

Cell

E-mail

Website

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

## 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:

! Error

- 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](#)

Receipts

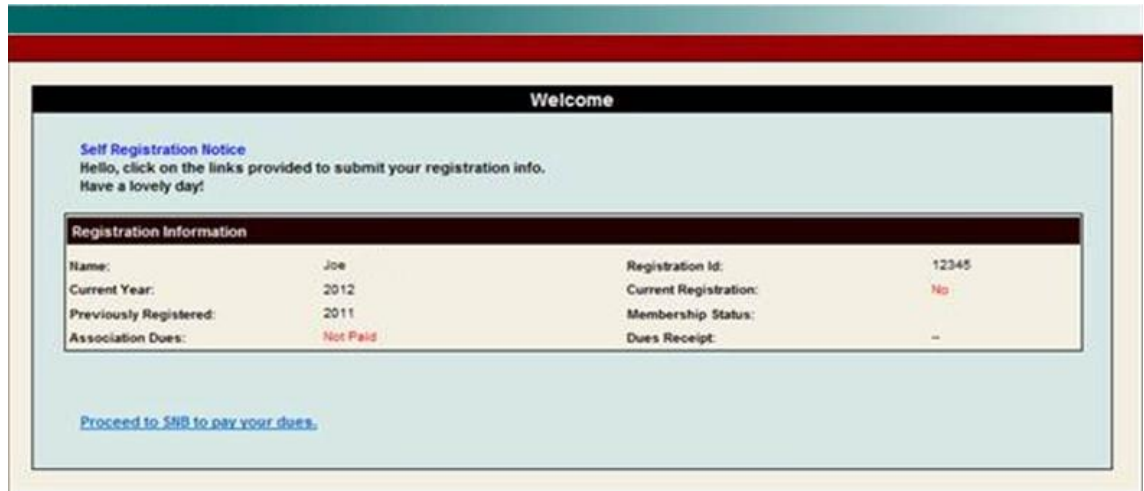
[Review](#)

[Back to Welcome Page](#)

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**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.



The screenshot shows a web portal with a 'Welcome' header. Below it is a 'Self Registration Notice' section with a greeting and a link to submit registration info. A 'Registration Information' table displays user details and registration status.

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

Below the table, there is a link: [Proceed to SHR to pay your dues.](#)

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:

## How-To Document


[Home](#) | [About](#) | [Contact us](#) | [Our locations](#) | [Employment](#) | [Privacy](#) | [Expenses](#) | [Français](#) | [Basket](#)



**For Residents**  
Government services & information

**For Businesses**  
Starting or operating a business

**Most Requested**  
Our busiest links

### 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.


[Home](#) | [About](#) | [Contact us](#) | [Our locations](#) | [Employment](#) | [Privacy](#) | [Expenses](#) | [Français](#)



**For Residents**  
Government services & information

**For Businesses**  
Starting or operating a business

**Most Requested**  
Our busiest links



### Products and Services Basket

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





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](#)

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Choose the 'Pay' option.

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

For Residents  
Government services & information

For Businesses  
Starting or operating a business

Most Requested  
Our busiest links

Catalogue

Basket

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 -<br>Païement de la cotisation annuelle | CAD 31.00    | CAD        | 31.00        |
|          |   | <b>Total</b> | <b>CAD</b> | <b>31.00</b> |

### 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](#)

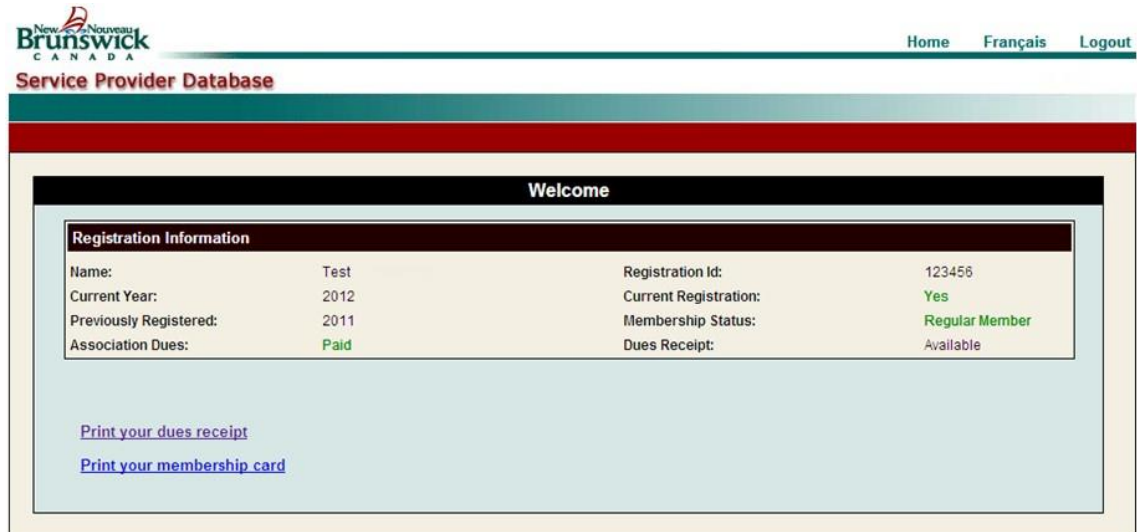
The Interac Online service is a new payment option that allows you to pay for goods and services on the Internet directly from your bank account. [Learn More](#)

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



**New Brunswick CANADA** Home Français Logout

**Service Provider Database**

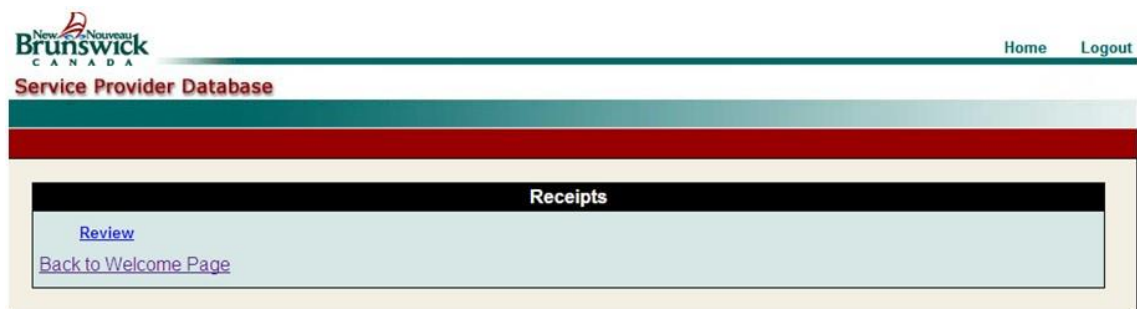
**Welcome**

| Registration Information |      |                       |                |
|--------------------------|------|-----------------------|----------------|
| Name:                    | Test | Registration Id:      | 123456         |
| Current Year:            | 2012 | Current Registration: | Yes            |
| Previously Registered:   | 2011 | Membership Status:    | Regular Member |
| Association Dues:        | Paid | Dues Receipt:         | Available      |

[Print your dues receipt](#)

[Print your membership card](#)

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.



**New Brunswick CANADA** Home Logout

**Service Provider Database**

**Receipts**

[Review](#)

[Back to Welcome Page](#)

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
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| Received from/Reçu de: <u>Test</u> |   |
| One Hundred and Two Dollars        |   |
| 2012 - 13 Regular Member           |   |
| \$102.00                           |  |
|                                    | Peter Jones   |
|                                    | Executive Director/Directeur général  |