

How do I **register** a head office and associate its organizations?

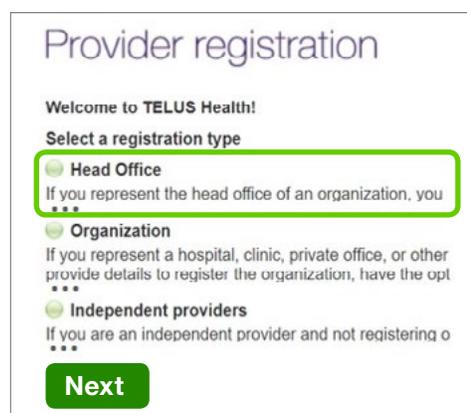


This document applies to you if you are a head office that submits bills for your organizations or, you are an organization that is not necessarily a head office but nonetheless submits bills for other organizations. Registering a head office and associating your organizations will allow you to submit bills from a single account.

Part 1: Register your head office and associate its organizations.

Step 1: Gather your information.

You will need the username, password and TELUS Provider IDs for both accounts you want to merge. In addition you will need to have the Merge Administrator role for both accounts (see How do I add users to my account?). Your TELUS Provider ID was included in your welcome package. It is also displayed in the top right corner of the provider portal homepage.



Step 2: Access the TELUS registration website.

Access the WSIB Provider Registration website:
<https://wsibregistration.telushealth.com/en/>

Select the option to register a **Head Office** and click the **Next** button.

Head Office Information

Organization operating name *

Organization legal name *

Date established *

Contact first name *

Contact last name *

Contact role *

Email *
User login will be sent to this email address

Confirm Email *

Telephone * (e.g. 555-555-5555)

Fax (e.g. 555-555-5555)

Country *

Address *

City *

Province/State *

Postal/ZIP code *

Step 3: Enter the information for your head office.

Complete the information for your head office, mandatory fields are indicated with a red asterisk. *

Step 4: Enter the information for your account's user.

Complete the information for the main user of the account. The mandatory fields are indicated with a red asterisk. The first and last name, role and email will be completed for you with the information entered on the first screen. You can change the name and email fields to register an additional user if you wish.

First name *

Last Name *

Role *

Email *

Confirm Email *

Preferred Language *

Step 5: Associate your organizations.

The last step of registration is to associate your organization(s). Enter the organization's name and either the TELUS or WSIB Provider ID. After you click **Save**, you'll have the option to associate another organization. Click the **Save & Continue** button to move to the final step once you have associated all of your organizations.

Organization Information

Operating Name *

Provide at least one of the following identifiers *

TELUS Provider ID
Note: The TELUS Provider ID can be found in the Provider Portal

WSIB Provider ID
Note: The WSIB Provider ID is a 9 digit number provided during registration of this organization.

Save | Cancel

Start Over Save & Continue

Step 6: Review your information and submit.

Review your information. If you need to make any changes, click the **Edit** button on the appropriate section. When you are satisfied with your information, click the **Submit Registration** button.

Provider registration

Submission Preview
Please review your submission carefully before submitting. To see the complete details and/or edit them, click on the Edit buttons available after each section.

Requested Service: WSIB eServices

Head office information

Organization operating name:	ABC Corporation
Organization legal name:	ABC Corporation
Date established:	19/11/2019
Contact first name:	Molly
Contact last name:	Manager
Contact role:	Manager/Office Admin
Email:	molly.manager@abccorp.com
Telephone:	(416) 655-3838
Fax:	
Country:	Canada
Address:	123 Main Street
City:	Toronto
Province/State:	Ontario
Postal/ZIP code:	M6S 3H7

GST/HST Number:
Additional Comments: [Edit Head Office Information](#)

Head office user

First name:	Molly
Last name:	Manager
Role:	Manager/Office Admin
Email:	molly.manager@abccorp.com
Preferred Language:	English

[Edit Head Office User](#)

Associated organization(s)

Operating Name	TELUS Provider ID	WSIB Provider ID
ABC Medical Centre	123456789	

[Edit Organizations](#)
[Submit Registration](#)

Step 7: Record your confirmation details.

You will receive a confirmation reference number for your request to register.

Provider registration

Thank you!
The new profile request has been submitted and is being reviewed.

Your reference number is:
20200310_2_001

You will receive an email confirming your registration and a welcome package which will include a user login to the Provider Portal and a quick start guide. Processing time may take up to 5 business days.

Should you have any other questions, please contact us at provider.mgmt@telus.com

[Click here to view and print the terms and conditions](#)
[Click here to return to the first page of the provider registration form](#)
[Click here to return to telushealth.com](#)

TELUS[®] Health

Provider registration

Welcome to TELUS Health!

To register for WSIB electronic billing via a secure online service, select the applicable provider type below.

We will send you an email once your registration has been processed.

[See the browser requirements for this portal.](#)

Help EN | FR

Learn more

To access the complete registration website user guide, browse to the website as described in Step 2. The link to the complete user guide for the Registration Website is located in the top right-hand corner of the site.

Part 2: Keep your associations up to date.

As your roster of organizations continues to grow, you can use the **Associate to an Organization** application in the Provider Portal to associate new organizations.

Step 1: Access the Associate to an organization link.

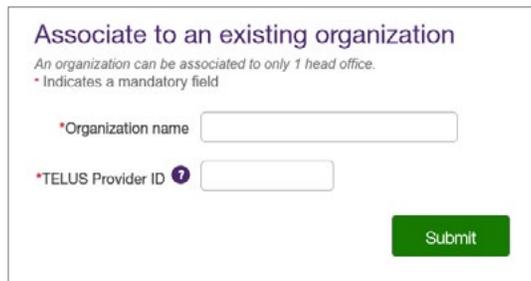
Login to the provider portal and click on the **Associate to an organization** link under **My Profile** on the provider portal homepage. You will need to know the organization's name and TELUS Provider ID to request the association.



My Profile

Manage your profile details by using the following links.

- Email and Banking Information >
- Change Password >
- Other Profile Updates >
- Associate to an Organization >**



Associate to an existing organization

An organization can be associated to only 1 head office.

* Indicates a mandatory field

*Organization name

*TELUS Provider ID

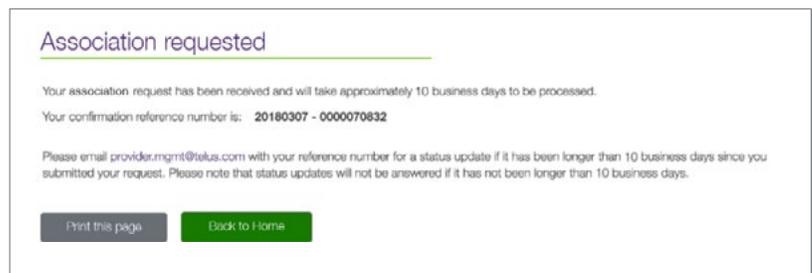
Submit

Step 2: Enter the Organization name and TELUS Provider ID.

Enter the organization name and TELUS Provider ID. You can find the TELUS Provider ID as described in Part 1, Step 1. Click the **Submit** button.

Step 3: Confirmation.

You will receive a confirmation reference number. Click the **Back to Home** button if you have additional organizations to associate.



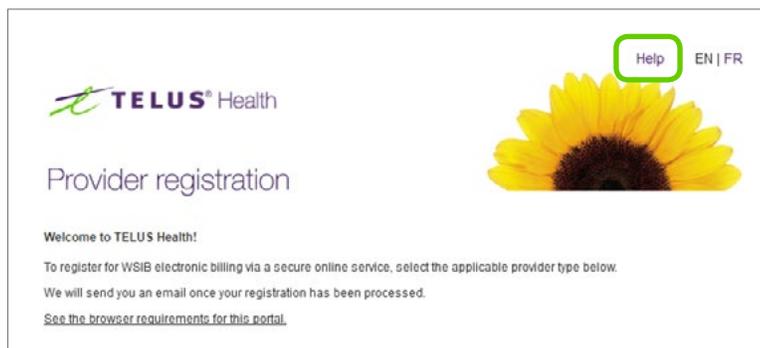
Association requested

Your association request has been received and will take approximately 10 business days to be processed.

Your confirmation reference number is: **20180307 - 0000070832**

Please email provider.mgmt@telus.com with your reference number for a status update if it has been longer than 10 business days since you submitted your request. Please note that status updates will not be answered if it has not been longer than 10 business days.

[Print this page](#) [Back to Home](#)



TELUS Health

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