

## FOR SECURE TRANSACTIONS

The **providerConnect™** service for providers not only enables you to submit **online claims** for your clients insured with SSQ, but it also makes it possible to change your bank information. That is why our registration process includes several security steps, to make sure that the transactions are carried out only by authorized persons.

### Step 1: Sign up for the providerConnect™ Provider Registry

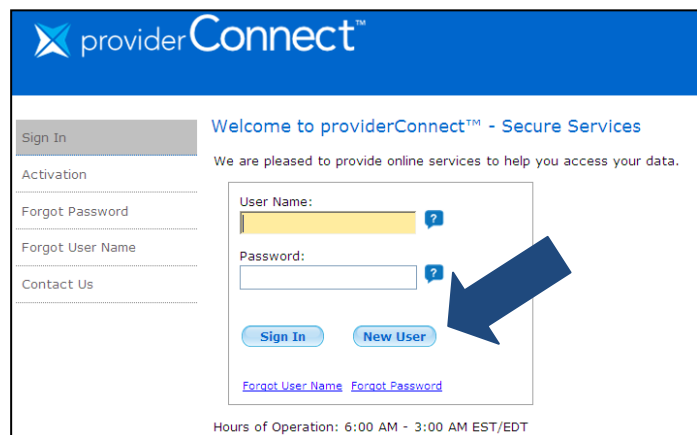
This step aims to provide the necessary information to sign you up as a health professional with SSQ and obtain a provider number. This provider number is required to access our secure services and submit online claims.

1. Go to [www.ssq.ca/health-professionals/chiropractor-physiotherapist](http://www.ssq.ca/health-professionals/chiropractor-physiotherapist).
2. In the section **Sign up to the Provider Registry**, click on Provider Registry. You will be directed to the registration page.
3. Fill out the required fields and click on **Submit**.
4. To ensure security throughout the process, your request will be verified and you will receive an email containing your **provider number**.

### Step 2: Sign up for secure services

This step enables you to register for the online claims service, view your transactions and manage your bank information for direct deposit of SSQ's reimbursements.

1. Go to [www.ssq.ca/health-professionals/chiropractor-physiotherapist](http://www.ssq.ca/health-professionals/chiropractor-physiotherapist) and on the user profile link in the section **Register for the secure website**.
2. Once you're on the home page, click on **New user**.
3. You must then enter certain information, including your **provider number** which you received by email.
4. Once this step is completed, you will receive an **email** confirming the **username** you have created and, for security reasons, you will receive your **temporary password by mail**.



### Step 3: Activate your secure services account

1. Go to [www.ssq.ca/health-professionals/chiropractor-physiotherapist](http://www.ssq.ca/health-professionals/chiropractor-physiotherapist) and click on the activate your account link in the section **Activation of your account**
2. You must then enter certain information, including your **provider number** which you received by email.