

HOW TO REGISTER THE COMPLETED RA

Do I have to register?

Like with Wills, there is no requirement to file or register a Representation Agreement – it's simply a good idea! Registries help with communication and help avoid hours spent searching. The Online Nidus Registry was first launched in 2002, in partnership with the Law Society of BC.

How much does it cost to register?

The only cost is for registration and it is a modest one-time fee. (No annual fees.)

- \$25.00 for the first registration (this includes creating the Nidus Registry Account).
- \$10.00 for each additional registration.
- Free to update information.
- Free to print wallet cards from the Nidus Registry (see page 6).
- Free to view, print and share registrations.

Fees are paid at the time of registration using your credit card online or funds from your PayPal Account if you have one.

You can also arrange IN ADVANCE to get a coupon code from the Nidus Registry. You need to email registry@nidus.ca to find out how to pay and the amount.

What can be stored in the Nidus Registry?

- The Nidus Registry securely stores information you type in.
- The Nidus Registry can also store a copy of the Agreement. This is the ultimate back-up. You store a copy by uploading a digital copy (scanned in PDF format). See scanning tips on page 5.

How to get started?

Is there an existing Nidus Registry Account?

- If yes, you can log in and add registrations.
 - You will log in with the Nidus ID. The Nidus ID is 7 numbers (no dash). If the Nidus ID is 3 or 4 numbers, email registry@nidus.ca to get the new Nidus ID.
- If no existing Account, then you first need to create a Nidus Registry Account at Sign Up.
- Not sure? Email registry@nidus.ca to check. You need to provide the adult's first and last name.

Go to the Nidus Registry website – <https://nidusregistry.ca/>

No Account?

Click the **Sign Up**
button

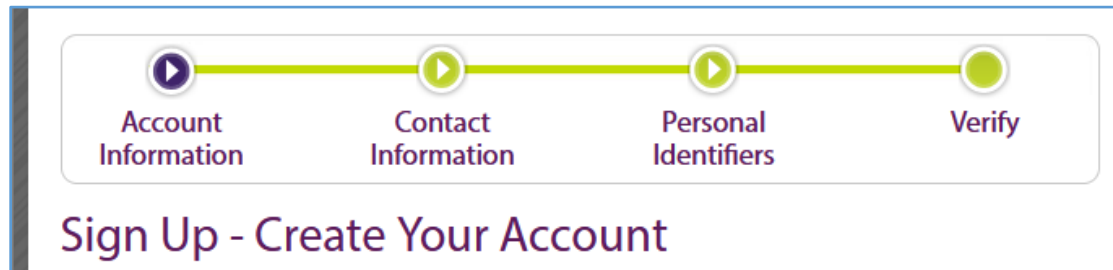
(See more next – page 2)



Yes Existing Account?

Scroll down and click the green
Log In button (See page 3 for
more instructions)

Click to go to [Nidus Registry Website](#). Click **SIGN UP** BUTTON to create Nidus Registry Account. If existing Registry Account, see next page.
Progress bar at top of each page, shows you the steps.



STEP ONE – Account Information

- Enter Adult’s Name – check spelling.
 - The Nidus Registry Account is in the name of the adult the Representation Agreement belongs to. It is NOT in the name of the representative.
 - > If something happens to the adult, the Nidus Registry is searched by the adult’s name and identifiers, then the Representation Agreement and representative is found.
- Enter email address – make sure it is typed correctly. The email is used as the contact for the Nidus Registry Account and for changing the password.
 - If the adult is not good at email (independently), then use the email of the representative or alternate. Do not use email of paid staff or agency. If no email use ra@nidus.ca
- Make up a password. The password must be kept private.
- Check ‘Accept Terms and Conditions’ – this can only be checked by someone who can cognitively understand (it is a type of informed consent).
 - If the adult is not cognitively capable to understand then only someone with legal authority to act on the adult’s behalf can accept (like a representative or alternate). Someone with technical skills can help, but only the rep/alt can make the password and accept the terms.

STEP TWO – Contact Information

- Enter adult’s current address – even if temporary (like a hospital). It can be changed later. In the legal realm, addresses serve as a type of identifier and it is important to enter it.
- Only check ‘for contact person’ if the adult is homeless.

STEP THREE – Personal Identifiers

- These are personal identifiers for the adult, not the representative.
- You need to enter at least two. For health care, date of birth and care card number are the most common. When a health care provider searches the Nidus Registry, they look up a record using the adult’s name and personal identifiers.
- If you get an error message ‘these values are used’ it usually means there is an existing Registry Account. Email registry@nidus.ca

STEP FOUR – Verify

- Here is your chance to proofread.
- When you have checked the information entered, click ‘Submit’ and you will be at Welcome page.
- Confirmation of creating the Registry Account and the Nidus ID is sent to email entered at step one.
- At the Account/Welcome page, scroll down to Registration Options. See ** next page (middle)

If existing Nidus Registry Account, click to go to [Nidus Registry Website](#). Scroll down to green **LOG IN** BUTTON and click it. You then come to the Access Account page.

ENTER THE NIDUS REGISTRY ID (7 numbers)
ENTER THE PASSWORD
CLICK LOG IN

IF YOU FORGOT PASSWORD:

- Don't enter the Nidus Registry ID, click 'Forgot Password'
- At new web page enter Nidus Registry ID and click 'Reset Password'
- An email will be sent to the email address associated with the Nidus Registry Account.
- Check the Junk/Spam folder for the email, in case.
- The email will have a link to make a new password. Make a new password.
- Go back to Access Account - https://registry.nidus.ca/reg_services/index.php
- Enter the Nidus Registry ID and new password, click Log In

**** AFTER CREATE ACCOUNT OR AFTER LOG IN – You are at [Account/Welcome page](#)**

Nidus Registry ID is visible on green container at Welcome page. It is sent to email when Registry Account is created. It also appears on wallet card, which you can download after something is registered.

To register, scroll down to Registration Options – see steps starting at 1).

1) Scroll down to Registration Options

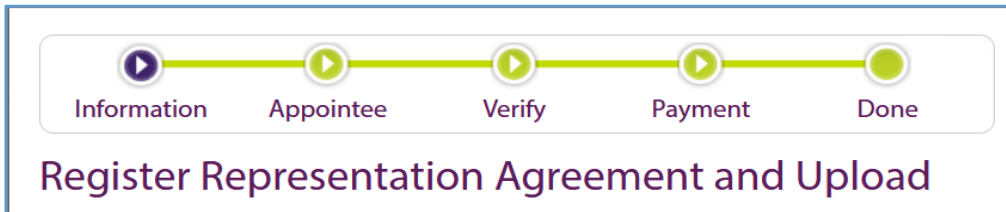
2) Click Representation Agreement (OR if need to register revocation, click Notice of Revocation – more information on page 5 of this document)

REGISTER REPRESENTATION AGREEMENT – from Welcome page at Sign Up or Log In

Scroll down to Registration Options and click Representation Agreement.

TIP: Have a hardcopy of the Agreement beside you during registration.

Progress bar at top of each web page, shows you the steps.



STEP ONE – Information about RA

- Enter date adult and witnesses signed the RA.
 - Enter location where the original of the RA will be kept. This can be changed later.
 - Use 'More Details' field to be specific like 'under mattress' or 'third drawer of file cabinet in garage' You can change this later. Just imagine someone besides you has to find it.
- Look at the RA under 'Authority of Representative' to see what authorities are covered and what types of institutions to check for permit access. Only institutions authorized by the Nidus Registry will have access and they only have viewing access (they cannot make changes).
- If you have scanned the completed RA in PDF format – as one file, not individual pages – then click 'Now.' A 'Browse' button will appear for you to upload (attach) the PDF. Click 'Permit Allowed Institutions to Access Copy.' Click Next.
- If the completed RA is NOT scanned, click 'Later' and carry on. Click Next. See page 5 on how to upload later.

STEP TWO – Appointee

- Enter the name and contact information for each person named in the RA. This does NOT create a Representation Agreement. You enter the names and roles from the hardcopy.
- Make sure name spellings are correct.
- Watch that you enter the name for the correct role – representative, alternate, monitor

STEP THREE – Verify

- Here is your chance to proofread the information you entered.
- Click 'Edit Information' to change any information in the specific container.

STEP FOUR – Payment

- Click PayPal to pay online with your credit card. You do not have to create a PayPal Account.
- If you want to use a coupon code, you need to email registry@nidus.ca to arrange payment. The information you typed in will not be saved. You have to order the coupon code in advance.

STEP FIVE – Done

- The final web page has a confirmation message. This message will be sent to the email associated with the Nidus Registry Account.
- Click 'Return to Account' to get back to the Welcome page.

See page 6 about downloading wallet cards.

SCANNING TIPS:

Uploading a copy of the RA to the Nidus Registry is optional but highly recommended.

*The completed RA needs to be scanned in PDF format. It must be **scanned as one file, not individual pages.***

Public libraries and businesses like Staples or UPS can help with scanning. You can also ask relatives and friends if they have a scanner – many workplaces have them.

There are also software programs and mobile phone Apps that can scan to PDF format.

UPLOAD 'LATER'

This is for uploading a copy of the RA for the information entered during registration.

STEP ONE – Start at the Welcome page

- Log into the Nidus Registry Account (see page 3 above) to get to the Welcome page.
- Look below Welcome to the second container 'My Personal Planning Documents'
- Representation Agreement is listed in the container. Click it.

STEP TWO

- At new web page, look at the second container. Click 'Edit Information'
- The 'Browse' button appears. Now you can upload (attach) the scanned RA.
- Click 'Save Changes'
- Click 'Return to Account' to get back to Welcome page.

You can view the upload by repeating step one. At the new web page a 'View Document' link shows in the second container. This is the uploaded file.

REGISTER REVOCATION TO REPLACE PREVIOUS RA

To be legal, revocations must be in writing (hard copy). Click for sample form – [Revoking RA](#)

When you register the revocation for a previous registered RA, it will cover up (replace) the previous RA so it is no longer available if there is a search of the Nidus Registry.

STEP ONE – Start at the Welcome page

- Log into the Nidus Registry Account (see page 3 above) to get to the Welcome page.
- Scroll down to Registration Options. Click Notice of Revocation.

STEP TWO

- Look at the top half of the page for Representation Agreement (the previous one that was registered). Click it.
- Follow the steps to register the revocation that was done in hard copy.
- At last step click 'Return to Account' to get back to the Welcome page.

STEP THREE

- Register the new Representation Agreement – see page 4 above.

PRINT WALLET CARDS

From the Nidus Registry, you can print personalized wallet cards at no cost.

- See link at green container to the right at the Welcome page of the Nidus Registry (after you register).
- Do NOT write the password on the wallet card; keep the password private.



There are two wallet cards on each page you download to print. The wallet card is meant to be cut out, folded and laminated. On the **front is the Nidus ID** and the adult's first and last name.



Before laminating, you can write the name and phone number of the representative and alternate **on the back**.



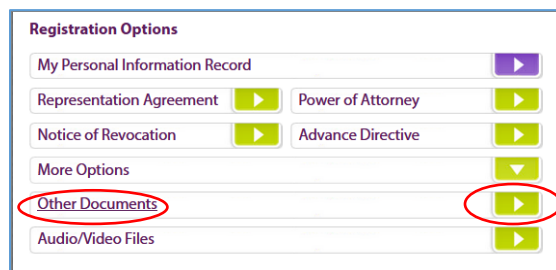
Make a wallet card for each wallet, purse, glove compartment, suitcase, and jacket.

- It's easy, it's practical, and it's in your control.
- Give a wallet card to your neighbours. If they know you went to hospital, they can phone your representative.

OTHER USES OF NIDUS REGISTRY

Many people are using the Nidus Registry as part of **emergency preparedness** to register important information and documents in case of damage or evacuation due to a wildfire, flood or earthquake.

- Under 'Other Documents' you can securely store important documents in PDF format (like list of medications, service contracts, vaccination cards, insurance policies, travel itinerary).
- Under 'Personal Information Record' (first/purple arrow) you can securely store information – type in online. You can add, delete edit and share information. Example of things you might list: name and contact information for doctor, pharmacy, financial advisor, allergies, etc.



TIP:

For more about Nidus Registry features, read FAQs (top menu bar) at <https://nidusregistry.ca/>