

## User Registration

In order to use EFIS 2.0, a one-time registration process is required. This document outlines the steps required to register your user account and access EFIS 2.0:

This registration process will require you to go through the following steps:

1. Register for a GO Secure account
2. Validate your GO Secure account
3. Request access to EFIS 2.0
4. Validate your EFIS 2.0 access.

Should you encounter any issues or have questions as you go through this registration process, please send an email to: [efis.support@ontario.ca](mailto:efis.support@ontario.ca).

### **Important:**

Before you begin the registration process you must confirm that your computer has been configured with the required browser (Internet Explorer 8 or 9; or Firefox v17). Instructions for setup and configuration have been provided to each user. Please contact your IT support person if you have any questions.

## **Step 1: Register for a GO Secure account**

Currently EFIS 2.0 supports the use of Internet Explorer 9, Firefox 17 and can be accessed through GO Secure using PKI Certificate or user name/password.

### **PKI Certificate Access:**

Note that if you decide to register with PKI, you must use Internet Explorer as your browser to access EFIS 2.0. FireFox is not supported by PKI.

PKI certificates can be used to access EFIS 2.0. If this is your choice of access, Please click on the following link: <https://efis.fma.csc.gov.on.ca/workspace/index.jsp>. Click on log in with PKI and go to Step 3, Request Access to EFIS. Please note that you can only access EFIS 2.0 on a computer that has access to your PKI certificate.

If you are a Ministry internal user, you must register using the PKI certificate.

### **User name/password access:**

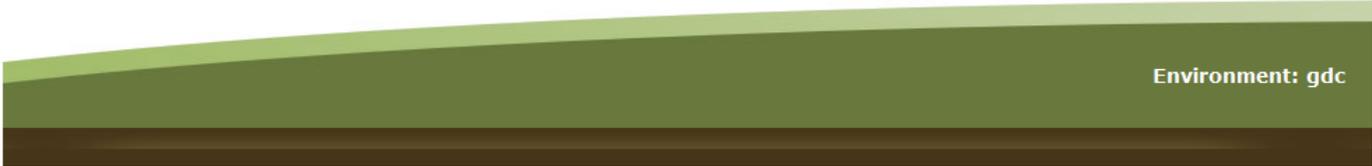
If you do not have PKI certificate or do not want to use PKI as your choice of access, please follow the steps below to register:

To register for your new Go secure account, click on the following link: <https://efis.fma.csc.gov.on.ca/workspace/index.jsp>

On the login screen click on **'Don't have a GO Secure account? Register Now.**



Français



Providing secure online resources for individuals within the Ontario Government and the Broader Public Sector.

**GO Secure Profile**  
See your profile, change your password or security questions.

GO Secure ID :

Password :

**Sign In**

Or, if you have a PKI certificate:

**Log in with PKI**

Forgot your ID or password?

**Don't have a GO Secure account?  
Register Now.**

Once you select the Register Now, you will be prompted with the **Basic Information** screen. Enter all required fields and select **Next**.

The screenshot shows a web browser window titled "GO Secure Registration : Step 1 of 2 - Windows Internet Explorer". The address bar shows the URL: <https://www.iamu.security.gov.on.ca/goID/access/register/step1of2.xhtml>. The page content includes the Ontario logo and the "GO SECURE LOGIN" logo. Below these is a green header with the text "uat". The main content area is titled "Registration : Step 1 of 2" and contains a form for "Step 1 of 2 : Basic information". The form has the following fields:

- \* First Name
- Middle Name
- \* Last Name
- \* Display Name
- \* Email
- \* Confirm Email

There are "Cancel" and "Next>" buttons at the bottom of the form. To the right of the form is a "Notice of Collection" section with a button labeled "Notice of Collection +". A red asterisk indicates required fields. At the bottom of the page, there are links for "CONTACT US", "ACCESSIBILITY", "PRIVACY", and "HELP", along with copyright information: "© QUEEN'S PRINTER FOR ONTARIO, 2012 | IMPORTANT NOTICES | LAST MODIFIED: 2013-11-21".

You will be asked to enter a GO Secure ID and Password. The GO Secure ID **must** be your valid work **email address**. The Password must meet the criteria listed on the screen. Finish all the required fields and click on **Register**.

**Registration - Step 2 of 2**

**Step 2 of 2 : Login Information and Security Information**

Select a Password:

\* GO Secure ID (Email Address)

natasha.kuzman@manageflow.com

\* Password

\* Confirm

**Password Policy**

- Must not match or contain first name.
- Must not match or contain last name.
- Must not match or contain user ID.
- Must be at least 8 characters and less than 17
- Must contain lower case letter(s)
- Must contain number(s)
- Must contain upper case letter(s)
- Must contain symbol(s) such as !,@,#,%
- Must start with a letter.
- Cannot repeat a letter 3 times or more.
- Passwords must match

**Set your challenge questions and answers:**

The Challenge Questions and Answers are used if you forget your password and need to reset it.

\* Question 1

\* Answer 1

\* Question 2

\* Answer 2

\* Question 3

\* Answer 3

Cancel   <Back   Register

To complete, read and **Accept** the Terms and Conditions.

GO Secure Registration : Terms - Windows Internet Explorer

https://www.iamu.security.gov.on.ca/golD/access/register/step2of2.xhtml

GO Secure Registration : Terms

Ontario GO SECURE LOGIN

Fransais

uat

### GO Secure Login Terms and Conditions of Use

In return for the Ministry of Government Services providing you with a GO Secure Login ID, 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 GO Secure Login ID, Password and Recovery Questions and Answers.
2. If you suspect that others have obtained them, you are responsible for changing your GO Secure Login ID and/or password.
3. You understand and accept that the Government of Ontario can revoke your GO Secure Login ID for security or administrative reasons.
4. You understand and accept that the Government of Ontario disclaims all liability (except in cases of gross negligence or wilful misconduct) in relation to the use of, delivery of or reliance upon the GO Secure Login service.
5. You understand and accept that a record of your registration will be kept in accordance with the [Archives and Record Keeping Act](#) even if you choose to delete your GO Secure Login account. Your account will be removed permanently seven years after it is deleted.
6. Some GO Secure Login Enabled Services may have service-specific Acceptable Use Policies. Please refer to each service's web pages for details.

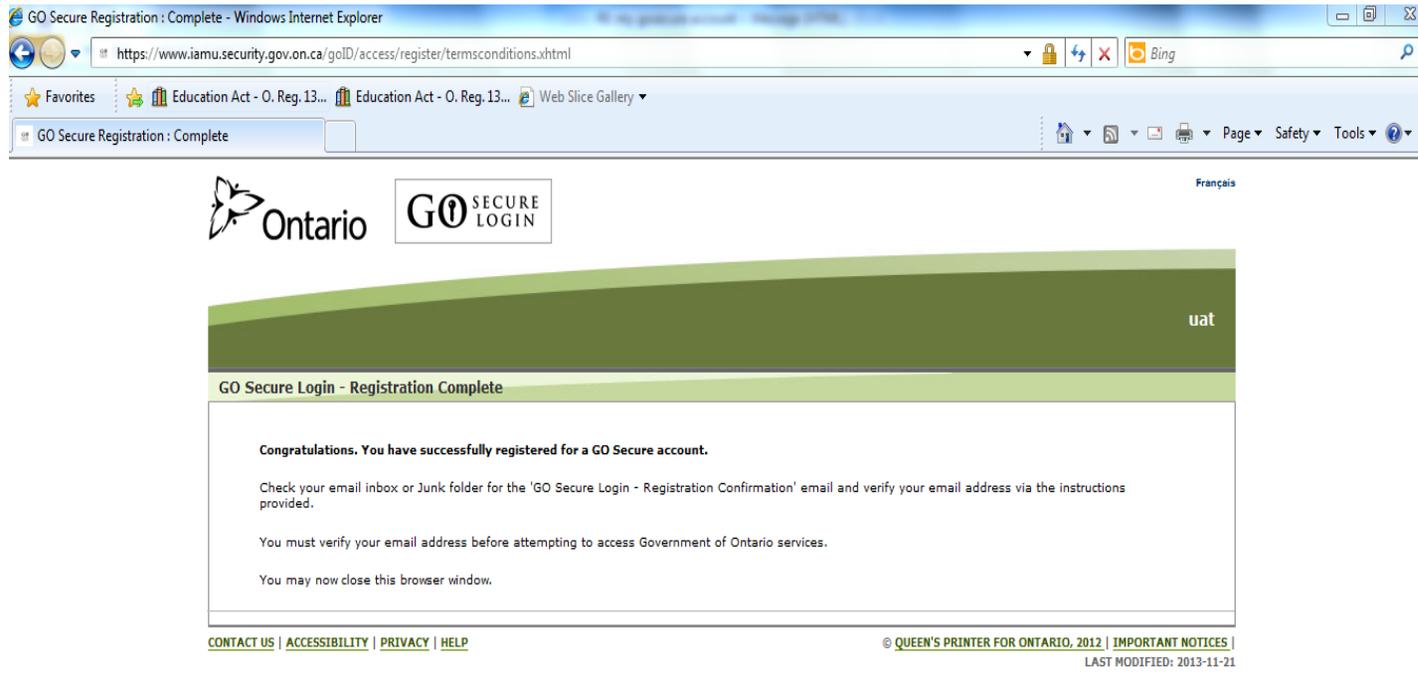
Cancel Accept

[CONTACT US](#) | [ACCESSIBILITY](#) | [PRIVACY](#) | [HELP](#)

© QUEEN'S PRINTER FOR ONTARIO, 2012 | [IMPORTANT NOTICES](#) |  
LAST MODIFIED: 2013-11-21

Trusted sites | Protected Mode: Off | 100%

After accepting the Terms and Conditions, you will receive the following ‘Congratulations’ screen confirming that you have successfully registered your Go Secure account.



Proceed to Step 2.

## Step2: Validate your GO Secure account

After accepting the Terms and Conditions at the end of Step 1, an email response will be sent to the email address previously provided in Step 1. Login to your email account, to confirm that you have received the email. Open the email and 'Click' on the link provided in the email. If you do not receive a confirmation email check your Junk Mail folder. If you still have not received the confirmation email, please contact support ([efis.support@ontario.ca](mailto:efis.support@ontario.ca)).

The link will bring you back to Go Secure **Sign In** page. Enter username and password you provided during the registration process and click on **Sign In**



Environment: gdc

**GO SECURE**

Providing secure online resources for individuals within the Ontario Government and the Broader Public Sector.

**GO Secure Profile**  
See your profile, change your password or security questions.

GO Secure ID :

Password :

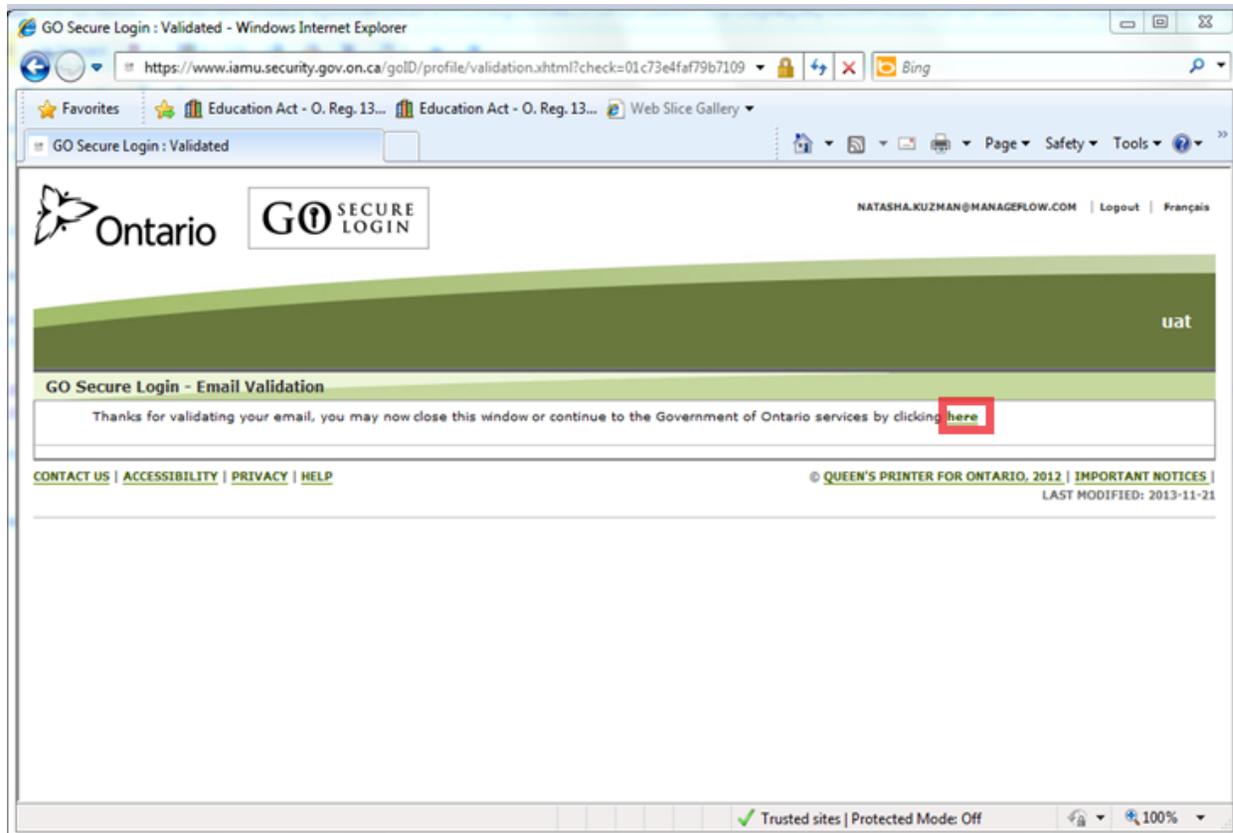
Or, if you have a PKI certificate:

[Forgot your ID or password?](#)

[Don't have a GO Secure account? Register Now.](#)

Once you've successfully signed in, you will see the **Go secure Login- Email Validation** screen click on the word **here** to complete Step 2.

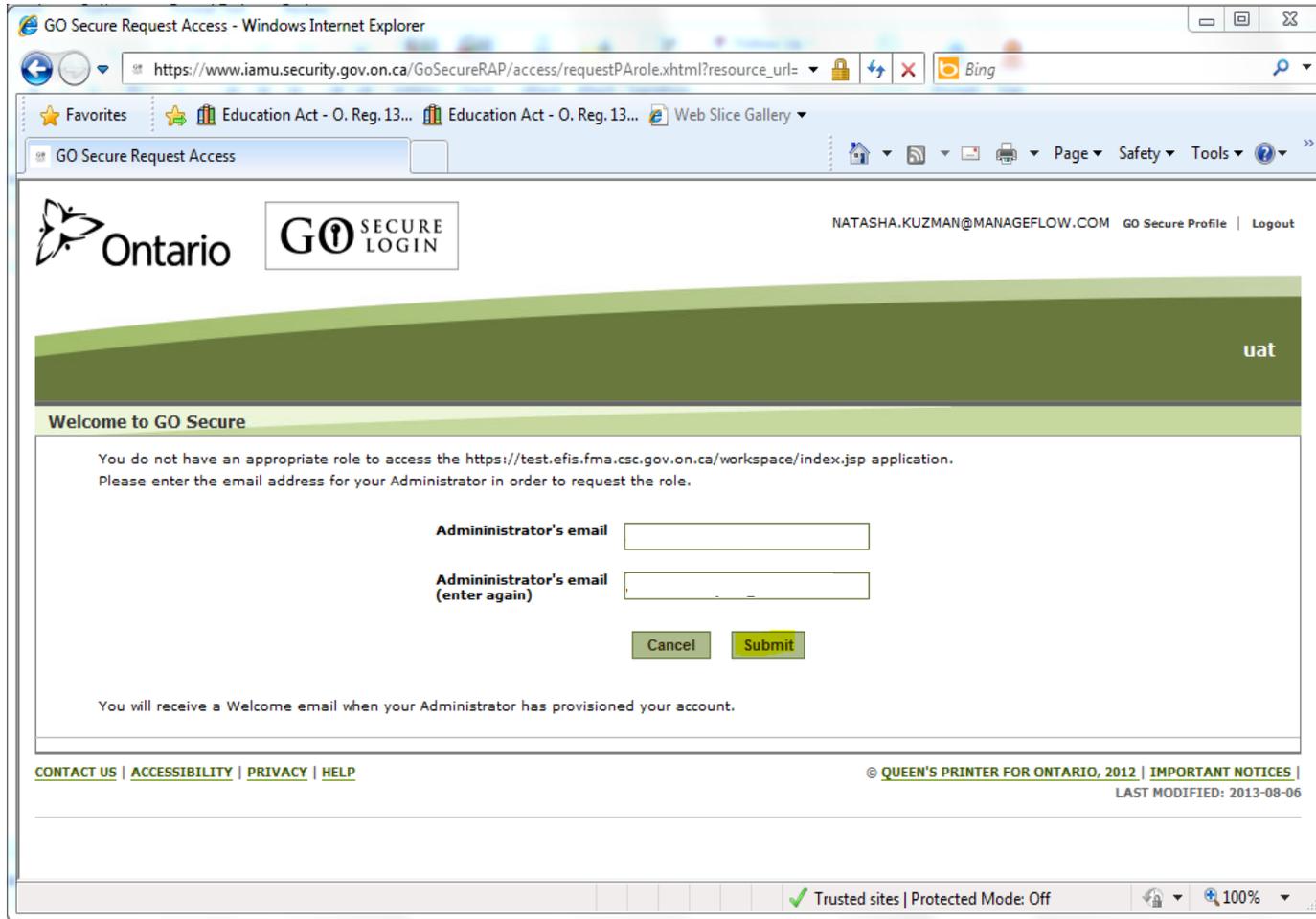
DO NOT CLOSE the window, click "Here"



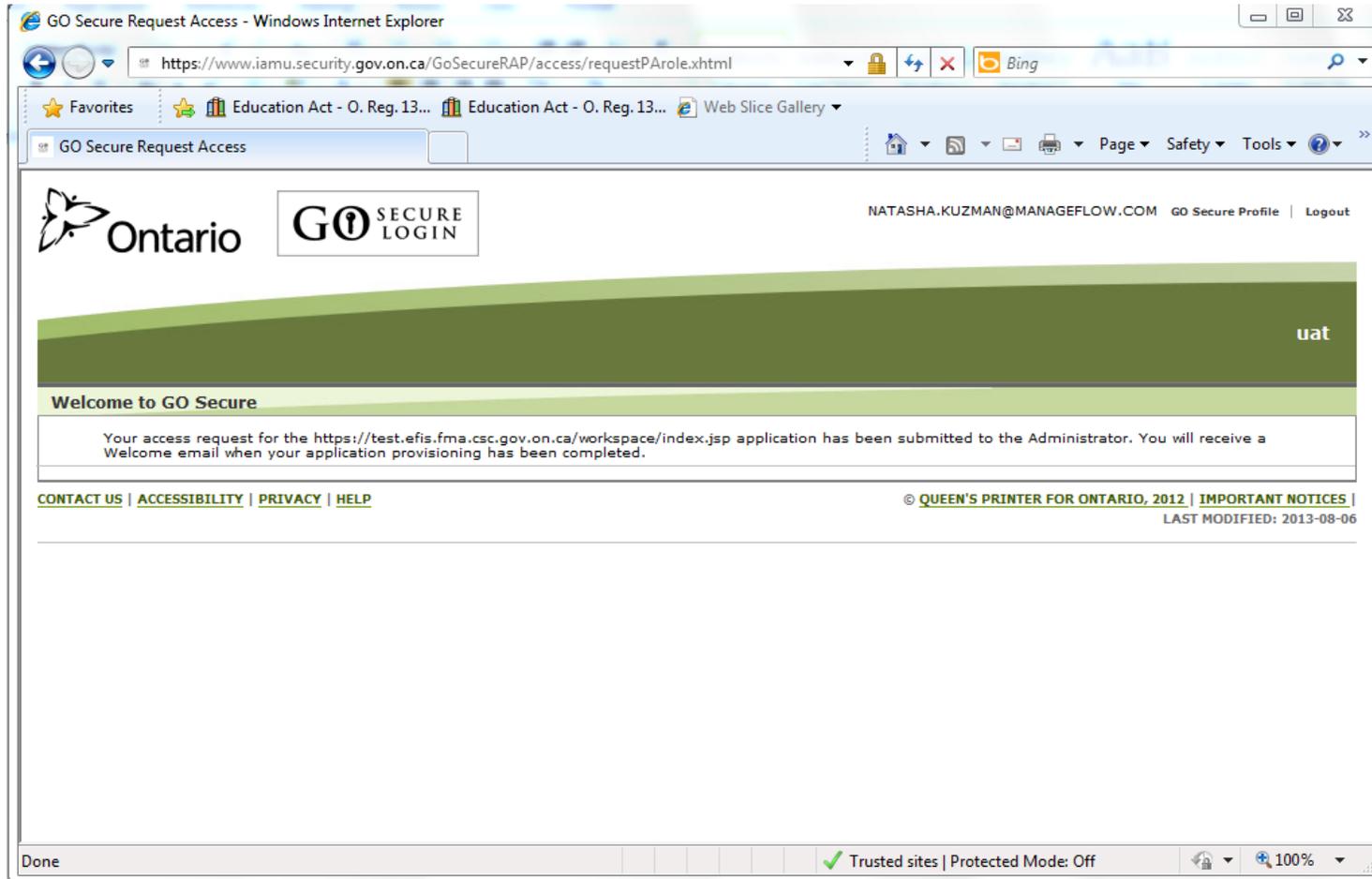
You have now completed Step 2.

### Step 3: Request access to EFIS

On the following screen you will be asked for the EFIS **Administrator email**. Please enter `efis.support@ontario.ca` as the address and select **Submit**.



Once you have clicked on Submit you will receive the following confirmation screen that your request has been submitted for access to EFIS 2.0.



This completes Step 3.

## Step 4: Login to EFIS and validate access

Once your request has been received, the EFIS Administrator will provision your account. You will then be sent a 'Welcome' confirmation email. You should receive this email within 48 hours of submitting your request. Please check you Junk mail folder if you have not received the email.

In the new email confirmation click on the link provided. Once again you will be sent to Go Secure **Sign In** page.

Environment: gdc

**GO SECURE**

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GO Secure ID :

Password :

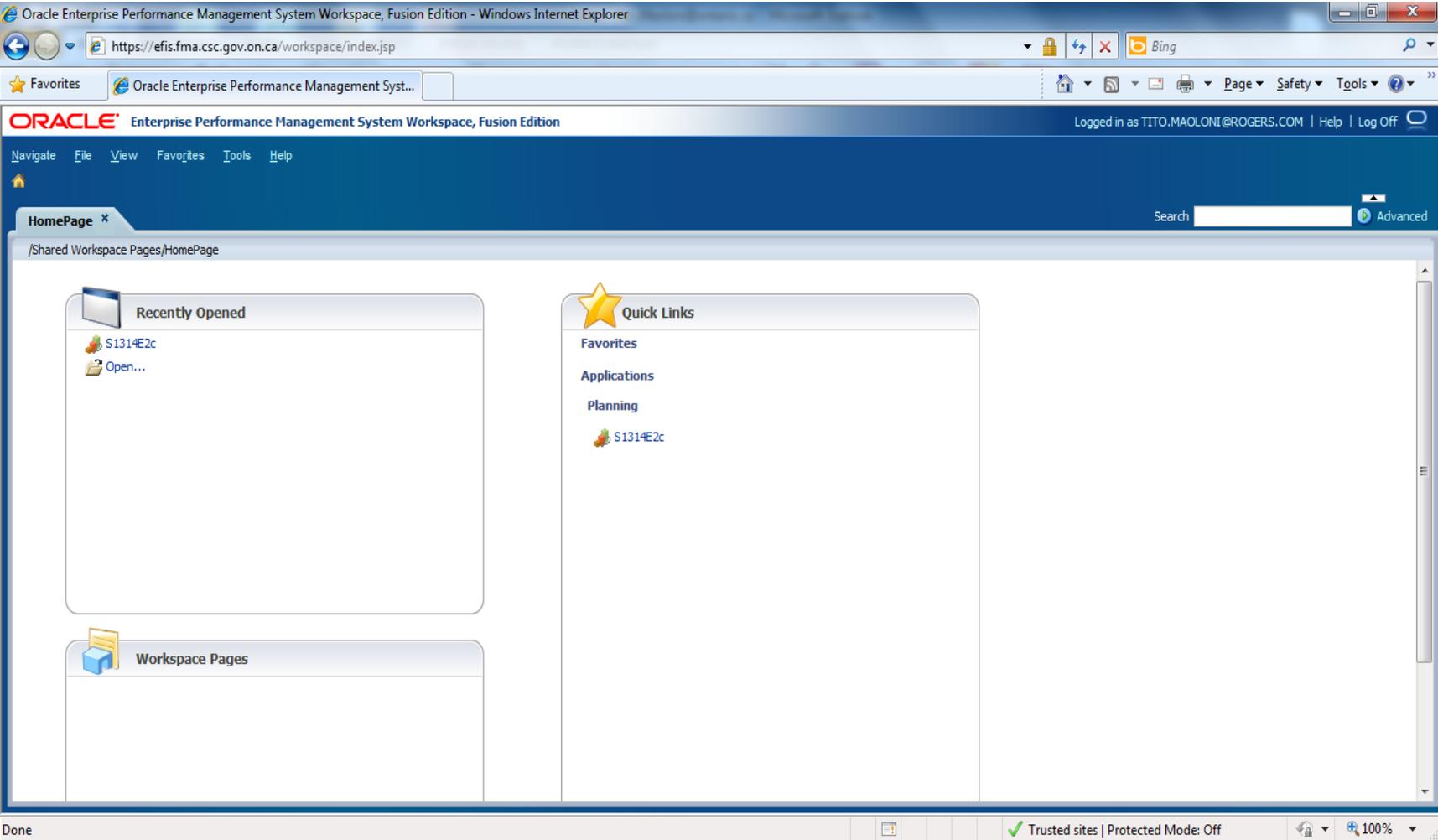
**Sign In**

Or, if you have a PKI certificate:  
**Log in with PKI**

[Forgot your ID or password?](#)

[Don't have a GO Secure account? Register Now.](#)

This time when you enter username and password and select **Sign In** you will be redirected to the EFIS 2.0 application.



Congratulations! You have now completed the registration process.