

EFIS User Registration Instructions

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. Submit a User registration [form](#)
2. Register for an OPS BPS Secure Account (Note: If you already have a GO Secure account, you don't need to re-register)
3. Validate your Account
4. Request access to EFIS 2.0
5. Log in to EFIS 2.0 and validate 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.

Step 1: Submit a User Registration Form

To access EFIS 2.0 you need to submit a User Registration Form. To access the registration form, click [here](#) and follow the instructions on the website. Once the form is completed, please email it to EFIS Support at efis.support@ontario.ca. The EFIS account cannot be activated until the completed registration form has been received and reviewed. Once this step is done, proceed to **Step 2**.

Step 2: Register for an OPS BPS Secure Account

EFIS 2.0 can be accessed through OPS BPS Secure using either a PKI Certificate or Email/Password to log in. Currently, EFIS 2.0 supports most major browsers (e.g. Microsoft Edge, Chrome, Firefox).

For internal OPS staff, use PKI Certificate Access:


If you are a Ministry internal user, you should have PKI set up for accessing WIN, therefore, you do not need to register for an OPS BPS Secure Account. Once you have PKI access and received a “Welcome” confirmation email, please proceed to Step 5 to validate your EFIS 2.0 access using the PKI certificate.

Please note that you can only access EFIS 2.0 on a computer that has access to your PKI certificate.

For external access, use Username/Password:

If you are an external user, you will not have a PKI certificate. Please follow the steps below to register:

1. To register for your new OPS BPS Secure account, click on the following link:
https://efis.fma.csc.gov.on.ca/apex/f?p=EFIS_GOS:HOME
2. On the login screen, click on “**Register new account**”.

Ontario  Français

OPS BPS Secure Login

Login with your certificate

Email Address

Password

New to OPS BPS Secure?

Register new account

[Forgot Password?](#)

***Note: Register new account/Password reset takes 20 mins to take effect, please wait before trying to log in again.

Login

Accessibility Privacy © King's Printer for Ontario, 2012-21

- Once you select “**Register new account**”, you will be prompted with the Go Secure **Basic Information** screen. Enter all required fields (indicated by the asterisks *) and select “**Next**”.



[Français](#)

Environment: uat

Registration : Step 1 of 2

Step 1 of 2 : Basic information

[Notice of Collection](#)

* indicates required fields

* First Name

Middle Name

* Last Name

* Display Name

* Email

* Confirm Email

- 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 inputting data into all required fields and click on “**Register**”.

GO Secure Registration : Step 2 of 2 - Windows Internet Explorer

https://www.iamu.security.gov.on.ca/goID/access/register/step1of2.xhtml

GO Secure 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*.

[Français](#)

Environment: 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

- After accepting the **Terms and Conditions**, you will receive the following “**Congratulations**” screen confirming that you have successfully registered your GO Secure account.

Français

Ontario  **GO**  **SECURE LOGIN**

Environment: uat

GO Secure Login - Registration Complete

Congratulations. You have successfully registered for a GO Secure account.

Check your email inbox or Junk folder for the 'GO Secure Login - Registration Confirmation' email and verify your email address via the instructions provided.

You must verify your email address before attempting to access Government of Ontario services.

You may now close this browser window.

[ACCESSIBILITY](#) | [PRIVACY](#) | [FAQ](#)

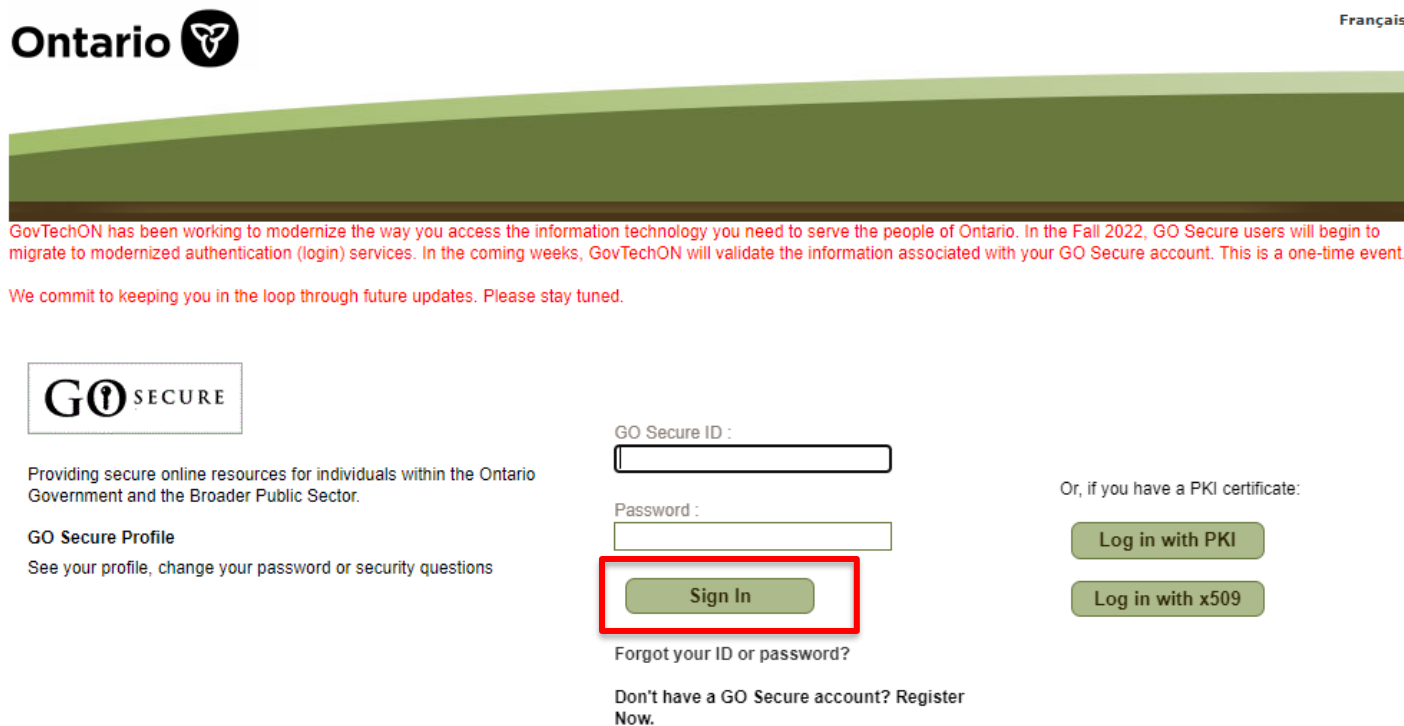
© [QUEEN'S PRINTER FOR ONTARIO, 2012-13](#) |
LAST MODIFIED: 2022-12-22 12:26:20

- Proceed to **Step 3**.

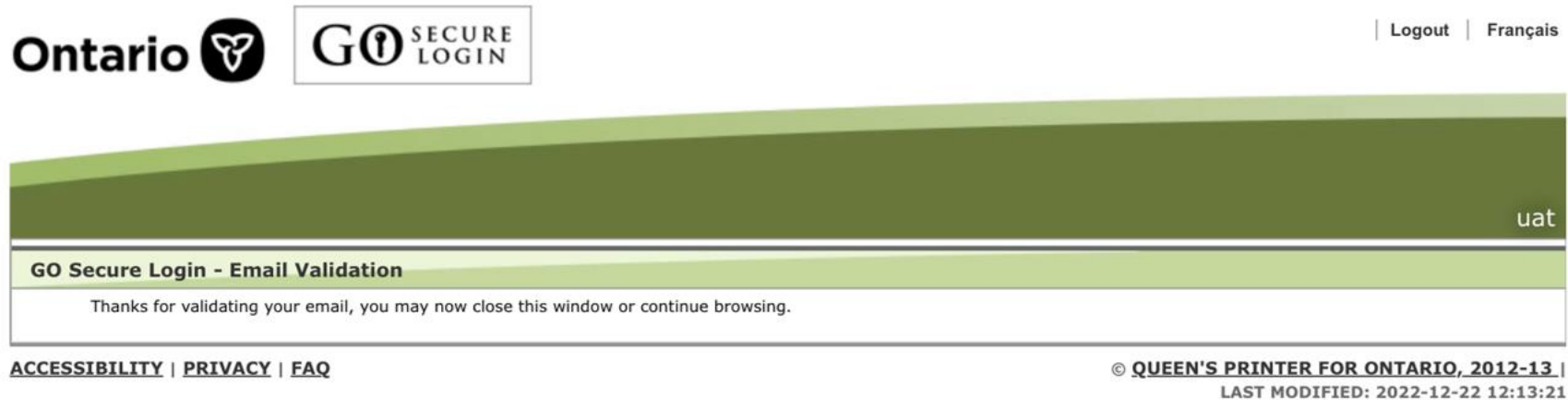
Step 3: Validate your OPS BPS Secure account

After accepting the Terms and Conditions at the end of Step 2, an email response will be sent to the email address previously provided in Step 2. Log in 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 EFIS support (efis.support@ontario.ca).

The link will bring you to the Go Secure **Sign In** page. Enter the GO Secure ID (your email address) and password that you provided during the registration process and click on “**Sign In**”.



Once you've successfully signed in, you will see the **GO Secure Login – Email Validation** screen.



This completes Step 3.

Step 4: Request access to EFIS

Once you receive the *GO Secure Login – Email Validation* screen, please send an email to efis.support@ontario.ca to notify us that your GO Secure registration has been completed. Click on “*Logout*”.

Proceed to **Step 5**.


Step 5: Log in to EFIS 2.0 and validate access

Once your request and your registration form have 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 account request and registration form. Please check your Junk Mail folder if you have not received the email.

In the **Welcome** confirmation email, “**click**” on the link provided. You will be sent to the **OPS BPS Secure Login** page.

For external access, use Username/Password:

For external user, please enter your **Email Address** and **Password** that you registered with GO Secure and select “**Login**”.

Ontario  Français

OPS BPS Secure Login

Login with your certificate

Email Address

Password

New to OPS BPS Secure?

Register new account

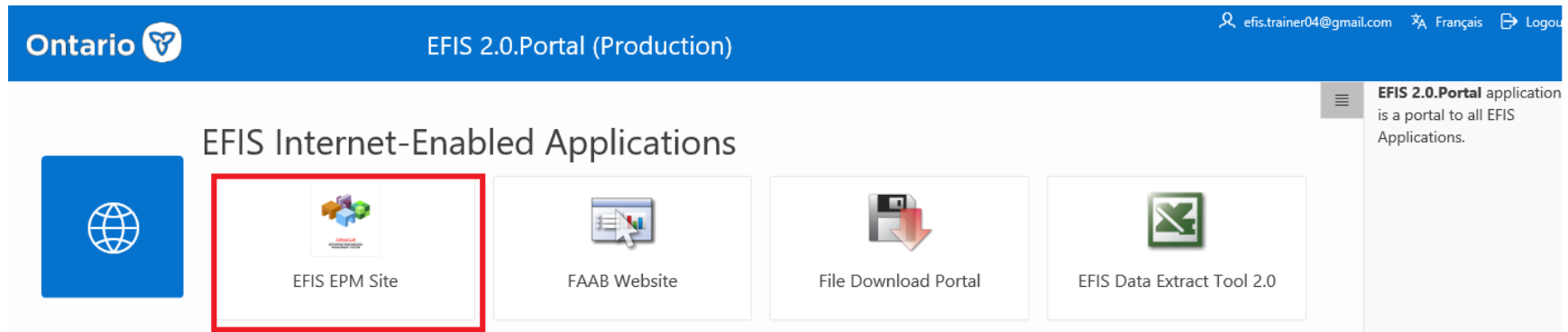
[Forgot Password?](#)

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Login

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This time when you enter your username and password and select “**Sign In**”, you will be redirected to the EFIS 2.0 Portal. Click on the icon **EFIS EPM Site**.

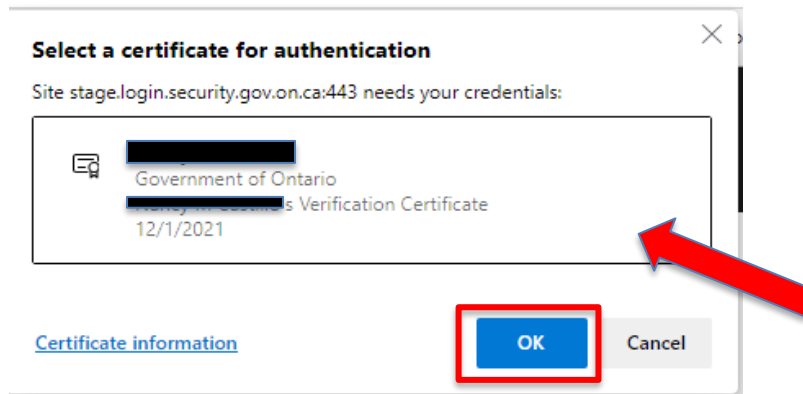


For internal OPS staff, use PKI Certificate Access:

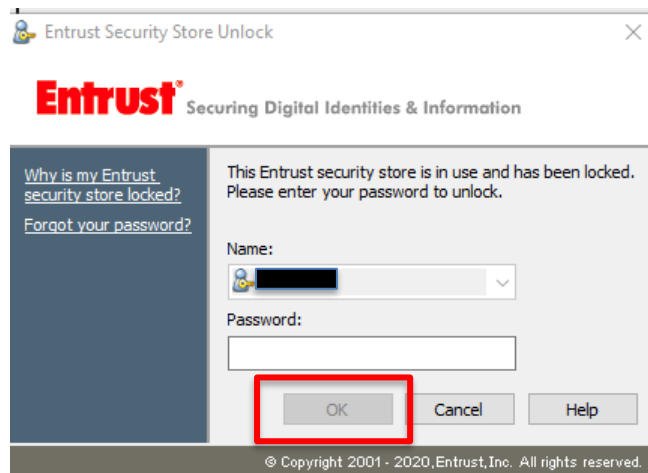
For Ministry Users using PKI, please do the following:

1. Click on “**Login with your certificate**”.

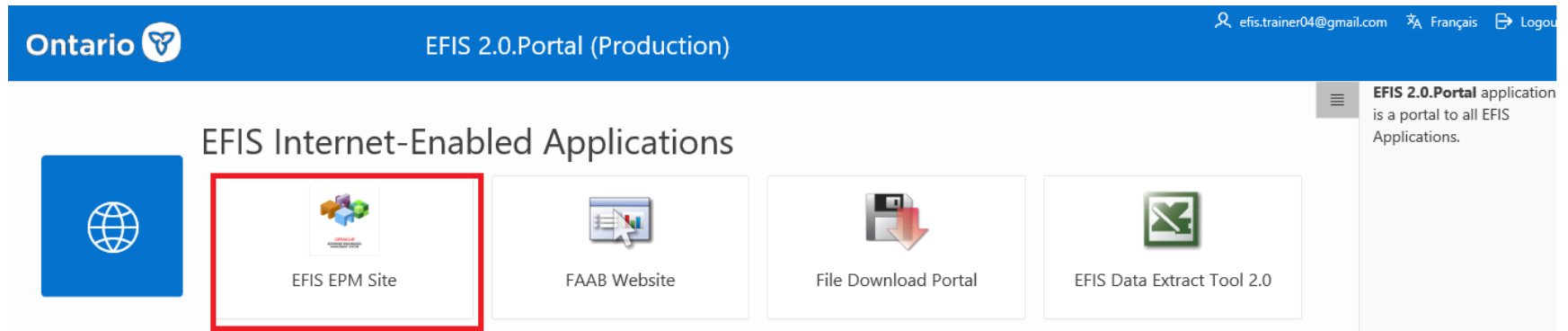
2. A small pop-up window will appear. On the window click on the certificate, which will have your full name, select it, and click **“OK”**.



3. The following screen will appear. Enter your PKI password. The PKI password is the password that you use to log in to WIN. Enter it and click on **“OK”**.



Both Username/Password and PKI access will be redirected to the EFIS 2.0 Portal. Click on the icon **EFIS EPM Site** to enter EFIS 2.0 Planning.



Congratulations! You have now completed the EFIS 2.0 registration process.