



# How do I **merge** two of my accounts?

**This document applies to you if** you have multiple accounts for the provider portal that you wish to combine. For example, if you registered with your birth name and later with your married name and wish to merge these accounts, or if you registered your clinic or head office twice under different names. Once merged, key information from both accounts e.g. your roles, and service locations (independent providers), provider list (organizations), organization list (head offices) will be combined and available under the merged account. Both sets of credentials will continue to work and both sets of IDs and associated billing history are retained.

My account ⓧ

Laura Silver  
User ID LASH123456789

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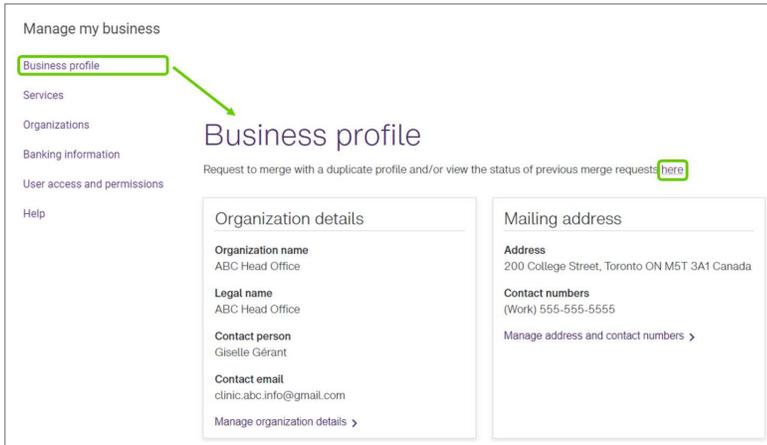
Profile & security questions

Update password

Log out

## 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. Your TELUS Provider ID was included in your welcome package. It is also displayed under the **My Account** () menu.



## Step 2: Access the Merge Accounts link.

Login to the provider portal and select the menu button (☰) menu, followed by the **Business profile** link. On the **Business profile** page, click the **here** link

## Step 3: Enter the info of the account to be merged.

Enter the username, password and TELUS Provider ID of the other account being merged.

### Account information

Enter the information for *the account you would like to merge with.*

\* Indicates a mandatory field

\* Username ?

\* Password ?

\* TELUS Provider ID ?

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	Account 1	Account 2
Organization name	123 Audiology Clinic	Audiology 123
GST / HST number	45678RT34542	45678RT34542
Contact information	<i>Administrator</i> Joan Anderson	<i>Administrator</i> Lisa Mitchell
Address	17 Iona Crescent Kanata ON J8A 5k9 Canada	135 Scott Street, unit 22 Ottawa ON K1A 4J8 Canada
Associated head office	ABC Head Offices 123 Garrett Blvd North York ON M3K 1Y5 Canada	Audiology 123
	<a href="#">Use this account</a>	<a href="#">Use this account</a>

## Step 4: Select the information you want to keep.

Although the two accounts will be merged, certain fields can only retain one set of values. For example, organizations can only maintain one name, GST number, address etc. All other information, for example, lists for associated providers, will be merged. In this step, you need to select which set of information should be kept during the merge.

## Step 5: Review and submit.

Review the information contained in the merged account and select **Submit** to proceed or **Back** to change your selection.

### Review and submit

Confirm the merged account information before submitting the request.  
Changes to information can be made by request in Change Management after merging.

#### Business information

Organization name	Legal business name	GST/HST number
ABC Audiology Clinic	ABC Audiology Clinic	-

#### Contact information

Contact's first name	Contact's last name	Contact role
Molly	Manager	Manager/Office Admin

#### Organization email address

Preferred	Email address
<input checked="" type="checkbox"/>	clinic.abc.info@gmail.com

#### Associated provider(s)

Provider name	Role	Address
Anne Audiologist	Audiologist	800 BATHURST STREET TORONTO ON M5R 3M8 CANADA
Anastasia Audiologist	Audiologist	800 BATHURST STREET TORONTO ON M5R 3M8 CANADA

#### User access & permissions

User name	Role	Email address
Molly Manager	Roster Administrator eClaims Submission EFT Payment Administrator	clinic.abc.info@gmail.com
Mark Manager	WSIB HC Bill Submission Roster Administrator WSIB Payment Administrator	

[Back](#) [Submit](#)

## Step 6: Record your confirmation details.

You will receive a confirmation reference number as well as an estimated time for your request to be processed.

### Merge requested

Your merge 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.

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## Step 7: Review your user list.

From the Provider Portal homepage, select the menu button (☰) menu, then select the **User access and permissions** link. Review the users in merged account for duplicates that need to be deleted and assign new permissions.

### Manage my business

- Business profile
- Services
- Organizations
- Banking information
- User access and permissions**
- Help

### Merge accounts

If you would like to merge an existing account with your current account, fill out the form below. You will have an opportunity to validate which information will be included in the new merged record.

[Merge accounts user guide](#)

## Learn more

To access the Merge user guide, browse to the application as described in Step 2. The user guide is located under the application header.

