

How do I **update** my service and mailing address?



This document applies to organizations who need to update their service and mailing address(es) after a change in location.

The images in this document apply to organizations; the images differ slightly for independent providers and head offices.

Step 1: Access the Business Profile link.

Log into the provider portal and select the menu button (☰) and then select the **Business Profile** link.

Manage my business

Business profile

Services

Organizations

Banking information

User access and permissions

Help

Service address

Address

100 Sunshine Boulevard, Brampton ON L6X 1C0
Canada

Contact numbers

(Work) 905-455-1000
(Work) 905-455-1001

Manage address and contact numbers >

Business hours



Accessibility support



Step 2: Select the **Manage address and contact numbers** link.

Step 3: Update address details.

Update your service address as necessary.

Click **Save changes** when you are finished.

Service address

Changes to the address and contact numbers must be reviewed by TELUS Health and will only be seen here if and when approved. The review process will take approximately 10 business days.

Address

Address line 1	P.O. Box (Optional)
<input type="text" value="100 Sunshine Boulevard"/>	<input type="text"/>
Country	Province
<input type="text" value="CANADA"/>	<input type="text" value="Ontario"/>
City/Town	Postal code
<input type="text" value="Brampton"/>	<input type="text" value="L6X 1C0"/>

Contact numbers

Preferred	Country code	Contact number	Ext (Optional)	Type	
<input type="radio"/>	+1 (CAN)	<input type="text" value="905-455-1000"/>	<input type="text"/>	Work	
<input checked="" type="radio"/>	+1 (CAN)	<input type="text" value="905-455-1001"/>	<input type="text"/>	Work	

Add a contact number

Step 4: TELUS Provider Management group approves your request.

Business profile

Request to merge with a duplicate profile and/or view the status of previous merge requests here

<h4>Organization details</h4> <p>Rehab Centre Medical Centre</p> <p>Organization name ON UAT Facility Rehab</p> <p>Legal name ON UAT Facility Rehab</p> <p>GST/HST 246824682RT0002</p> <p>Manage organization details ></p>	<h4>Contact person</h4> <p>First name Linda</p> <p>Last name Lessard</p> <p>Email address Linda.Lessard@ActionReadapt.com</p> <p>Role Manager/Office Admin</p> <p>Preferred language of communication English</p> <p>Manage contact person ></p>
<h4>Service address</h4> <p>Address 100 Sunshine Boulevard, Brampton ON L6X 1C0 Canada</p> <p>Contact numbers (Work) 905-455-1000 (Work) 905-455-1001</p> <p>Manage address and contact numbers ></p> <p>Business hours </p> <p>Accessibility support </p>	<div style="text-align: center;"> Add WSIB mailing address</div> <p><small>Note: the mailing address is only used for the WSIB service. For eclaims, the service address is used.</small></p>

Your request is now complete and has been transmitted to the TELUS Provider Management Group for approval. Your updated service address will display on your business profile page once the request is approved, in approximately ten business days.