



DEPARTMENT OF HEALTH (DOH)
Service Provider Database (SPD)
Social Workers Self Registration
How-To Document



THE NEW BRUNSWICK ASSOCIATION OF SOCIAL WORKERS
L'ASSOCIATION DES TRAVAILLEURS SOCIAUX DU NOUVEAU-BRUNSWICK

"Ensuring quality professional social work services to the population of New Brunswick."



Table of Contents

| | | |
|----------|--|-----------|
| 1 | Introduction..... | 3 |
| 2 | SPD Logon..... | 4 |
| 3 | Language Selection..... | 5 |
| 4 | Member Dashboard..... | 6 |
| 5 | Add Registration..... | 8 |
| 5.1 | Registration Form | 8 |
| 5.2 | Personal and Address Information | 8 |
| 5.3 | Education Information | 10 |
| 5.4 | Employment Information | 11 |
| 5.5 | Submit | 12 |
| 6 | Self-Pay and Paid Dues..... | 14 |
| 6.1 | Receipt and Membership Card Reports..... | 17 |

1 Introduction

Online services have been a benefit long requested by members of the New Brunswick Association of Social Workers (NBASW). The online registration and payment application will allow you to print receipts, membership cards, make online payments and update your membership information via a simple and convenient online process!

The online registration and payment application for NBASW members is being hosted by the Service Provider Database (SPD) website. SPD is a trusted host used by the professional associations to register their New Brunswick members. This document provides an overview (how-to) for the SPD website.

First, this document provides instructions for logging on to the SPD website using a Government of New Brunswick (GNB), Regional Health Authority (RHA) or Service New Brunswick (SNB) account. Next, this document guides you through the registration and payment process in addition to accessing the other online benefits such as printing tax receipts and membership cards.

If you have any additional questions regarding the online registration and payment application process, please contact the NBASW.



2 SPD Logon

If you are at this step in the process you have either:

1. Already have a GNB or RHA account to use

OR

2. Created an account with Service New Brunswick (SNB) with the letter from the NBASW informing you of your assigned username.

If so you can now navigate to the following link:

<https://spd-bdsf.gnb.ca>

IMPORTANT: If you have a GNB or RHA account, your SPD username and password is the same.

If you had to create an account with SNB you will use the username and password that you need to enter SNB.



| Department of Health / Ministère de la Santé | |
|--|--------------------------|
| User Name / Nom d'utilisateur | <input type="text"/> |
| Password / Mot de passe | <input type="password"/> |
| <input type="button" value="Login"/> | |



3 Language Selection

Choose your language of preference. You will have an opportunity to also change your language preference within the application.



4 Member Dashboard

This is the Member Dashboard and it serves as your 'Home' page. A message from the Registrar may be displayed above the registration information just below where it says "Welcome". These messages will contain information that the Association wants to share to everyone.

The 'Member Dashboard' will give you information on the status of several items related to your registration.

Home – refreshes the navigation screen

Français – changes the application to French

Logout – Signs the user out and returns to the username/password

The screenshot shows the Member Dashboard interface. At the top, there is a navigation bar with links for 'Home', 'Français', and 'Logout'. Below this is the 'Service Provider Database' header for the 'New Brunswick Association of Social Workers'. The main content area is titled 'Welcome' and contains a 'Registration Information' table.

| Registration Information | | | |
|--------------------------|-----------------|-----------------------|-------|
| Name: | Test Socpublic1 | Registration Id: | 12341 |
| Current Year: | 2012 | Current Registration: | No |
| Previously Registered: | No | Membership Status: | |
| Association Dues: | Not Paid | Dues Receipt: | -- |

Below the table is a link: [Add Registration Information](#)

Dashboard Field Definitions

Previously Registered indicates if this is the members first year registered in NB or if they have been previously registered. Values are No or the last year registered before the current cycle year.

Associations Dues indicates if the due have been Paid or Not Paid.

Current Registration indicates if the member has a current registration or if one has been submitted. Valid values are:

Submitted – The member has completed his/her registration form but has not yet been approved by the Registrar.

In Progress – The Registrar has started reviewing the form but has not finished the review yet.

Yes – You have a registration for this current year and it's been approved by the Registrar.

No – You do not have a registration for the current year.

Membership Status indicates whether the membership is active or inactive.

Due receipt '--' indicates that a receipt is not available. Once the dues are paid and receipts are generated, this will indicate 'available and a link will be available for the member to print the receipt.



Hyperlinks: Different hyperlinks will be shown on the bottom of your homepage for you. The hyperlinks shown will be based on what part of the registration process you are at.



5 Add Registration

5.1 Registration Form

Selected information from your past registrations may have been carried over for your convenience. This is why you may see fields that already contain some of your information.

General:

Yellow fields are required. Please note that all postal code fields do not accept spaces.

Lookups – A list of valid options for a particular field will be displayed in a window where the user may scroll through the list and choose the right code. If the user clicks on a value, it will be returned to the field. When using a lookup field and you know partially what it is to be filled with, for example if you type “ambulance” it will create a list where all instance of ambulance occurs in the lookup.

5.2 Personal and Address Information

Lookups with list of values

New Brunswick Association of Social Workers

Add

Personal Information Top

| | | |
|--|--|----------------------------------|
| Registration Number <input type="text" value="121212"/> | Registration Year <input type="text" value="2011"/> | Link No. <input type="text"/> |
| Surname <input type="text"/> | Given <input type="text"/> | City <input type="text"/> |
| Address <input type="text"/> | Postal Code <input type="text"/> | Phone <input type="text"/> |
| Province <input type="text"/> | E-mail <input type="text"/> | Fax <input type="text"/> |
| Cell <input type="text"/> | | |

1. Registration Status

2.a. Membership Status

2.b. Member Since

Membership Dues

2.c. Previous Province/Territory/State/Country (if applicable):

| | | |
|--|---|---|
| Previous Location of Residence <input type="text"/> | Previous Location of Employment <input type="text"/> | Previous Location of Registration <input type="text"/> |
|--|---|---|

Registration Number in Previous Jurisdiction

3. NBASW Chapter Code

4. Gender **5. Year Of Birth** **6. I prefer material in**

Male Female

 English French

7. I am able to provide professional services in the following language(s)

| | |
|----------------------|---|
| <input type="text"/> | Continuous Education Hours Completed <input type="text"/> |
| <input type="text"/> | Continuous Education Hours Carry Over <input type="text"/> |
| <input type="text"/> | |




Lookup Value Items will look like this:

Service Provider Database
New Brunswick Association of Social Workers

Add Close

Personal Information Top

| | | |
|---|----------------------|--------------------------|
| Registration Number | Registration Year | L |
| 121212 | 2011 | <input type="checkbox"/> |
| Surname | | G |
| | | <input type="checkbox"/> |
| Address | | C |
| | | <input type="checkbox"/> |
| Province | | P |
|  | | <input type="checkbox"/> |
| E-mail | | P |
| | | <input type="checkbox"/> |
| Cell | | Fax |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

999 - Not stated

962 - Nunavut

961 - Northwest Territories

960 - Yukon Territory

959 - British Columbia

948 - Alberta

947 - Saskatchewan

946 - Manitoba

935 - Ontario

924 - Quebec

913 - New Brunswick

912 - Nova Scotia

911 - Prince Edward Island



5.3 Education Information

Enter all your education information. If you enter one field in a particular row, all other fields in that row are also required.

| 9. a. Social Work Degrees Only | | | | |
|--------------------------------|----------------------|----------------------|----------------------|--|
| Level | University | Year of Graduation | Province / Country | At/After Entry to WorkForce |
| Bachelor | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> At Entry <input type="checkbox"/> After Entry |
| Master | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> At Entry <input type="checkbox"/> After Entry |
| PhD | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> At Entry <input type="checkbox"/> After Entry |

| 9. b. Other Degrees / Diplomas ONLY | | | | |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|
| Level | Discipline/Faculty | Training Institute | Year of Graduation | Province / Country |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

10. Area(s) of expertise



5.4 Employment Information

Please list all presently held employment positions pertains to the field of social work. You have the ability to enter two Employers. To change the specific department or agency you are working for (section B), use the search button.

Employment Top

11. Year you began career in Social Work 12. Total years in active social work practice

13. Current Employment status

14. If not employed in Social Work, seeking employment in Social Work?

15. Employment
Employments 1 and 2 allow you to record work being performed for different employers. If you have multiple roles, service locations, and/or client groups etc., you may break down your average hours per week accordingly to reflect the proportion of your time spent in each area. The total hours should represent one average work week.

Employer 1 Top

Employer: Check one only, then go to B Clear Employer And Roles

Private Practice: I give permission to release my name, address and phone number to EAP companies, institutions and/or individuals seeking the services of a private practitioner. Yes No

Regional Health Authority

Govt of: NB Canada

First Nation Agency Not for Profit Agency For Profit Agency

Other

B. Specific Dept/Agency:

Physical Work Address: City

Province Postal Code

Phone Fax

C. Year hired by this employer Number of different positions held with this employer

D. Employment Type Are you seeking a change in employment type?

Role 1 Clear Role

E. Role **F. Service Location**

G. Client Base **H. Language of Service**

I. Area of Practice **J. Average Hours per Week**

Role 2 Clear Role

E. Role **F. Service Location**

G. Client Base **H. Language of Service**

I. Area of Practice **J. Average Hours per Week**

Role 3 Clear Role

E. Role **F. Service Location**

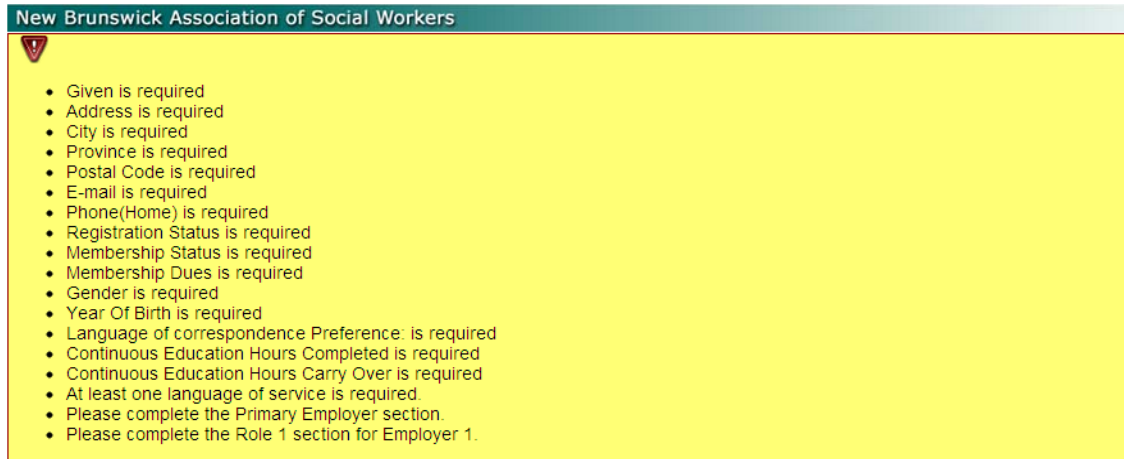
G. Client Base **H. Language of Service**


I. Area of Practice **J. Average Hours per Week**



5.5 Submit

Once all your information is entered, click on the submit button. You may receive validation error, at the top of the web page that may look like this:



You will be able to find your errors by looking for blank yellow fields and also **some** fields will have been marked with a  image.

Once all your validation errors have been fixed and your form submitted, you will receive a message that your registration information has been sent for processing by the Registrar.





IMPORTANT: At this time, you will also receive an email with a hyper link that will direct you to the online payment system, or you can use the link on your dash board.



Once you have completed your registration, you will notice the 'Current Registration' field indicating 'no' will change to '**Submitted**'.

You have the ability to 'Review' your unprocessed registration by clicking on the link review link when available.

Once the Registrar has approved your registration, you will notice the 'Current Registration' field indicating 'no' will change to '**Yes**'.

To Review or change some information on your registration, you can click on the '**Modify Registration Information**' link when shown.



6 Self-Pay and Paid Dues

When you use the link provided in an email or the link provided to you on your homepage, both will take you to the following:

Home | About | Contact us | Our locations | Employment | Privacy | Expenses | Français

Service New Brunswick

For Residents: Government services & information
 For Businesses: Starting or operating a business
 Most Requested: Our busiest links

Catalogue Pay

Products and Services Basket

| Item # | Name | Price | Qty | Total |
|------------------|---|----------|-----|-----------------|
| SW0001 | NBASW Annual Membership Payment Joe Social Registration Number: 12345 | \$345.00 | 1 | \$345.00 |
| Subtotal: | | | | \$345.00 |

Update Basket Continue at SNB Clear Order Pay

Please note that the above subtotal does not include applicable taxes. NB, NS and NF customers will be charged GST or HST as required. All other provinces/states will be charged GST.

Services Employees GNB.ca Service Canada

© 2010 Service New Brunswick

Choose the 'Pay' option.



You will then see a form asking you for some basic information.

For Residents
Government services & information

For Businesses
Starting or operating a business

Most Requested
Our busiest links

Catalogue

Basket

Please enter your contact information below

Contact Information

* First Name:

* Last Name:

* Telephone: Ext:

* Email:

* Confirm email

Your receipt will be sent to this email address

Would you agree to be contacted by SNB to participate in future consultations (i.e. focus group, survey)?

NOTE: All amounts are in Canadian Dollars. Your credit card information will be processed in real time. Please wait while we authorize your purchase.

Once filled out please select continue.



At this point you will be required to enter your credit card or interact information.



Review Your Order

| Quantity | Item | Unit | | Price |
|--------------|---|------------|------------|---------------|
| 1 | NBASW Annual Membership Payment - ATSNB - Paiement de la cotisation annuelle | CAD 345.00 | CAD | 345.00 |
| Total | | | CAD | 345.00 |

Pay With Your Credit Card

Cardholder Name

Credit Card Number

Expiry Date(MMY)

Security Code

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.



[Pay With Your Credit Card](#)

Pay From Your Bank Account



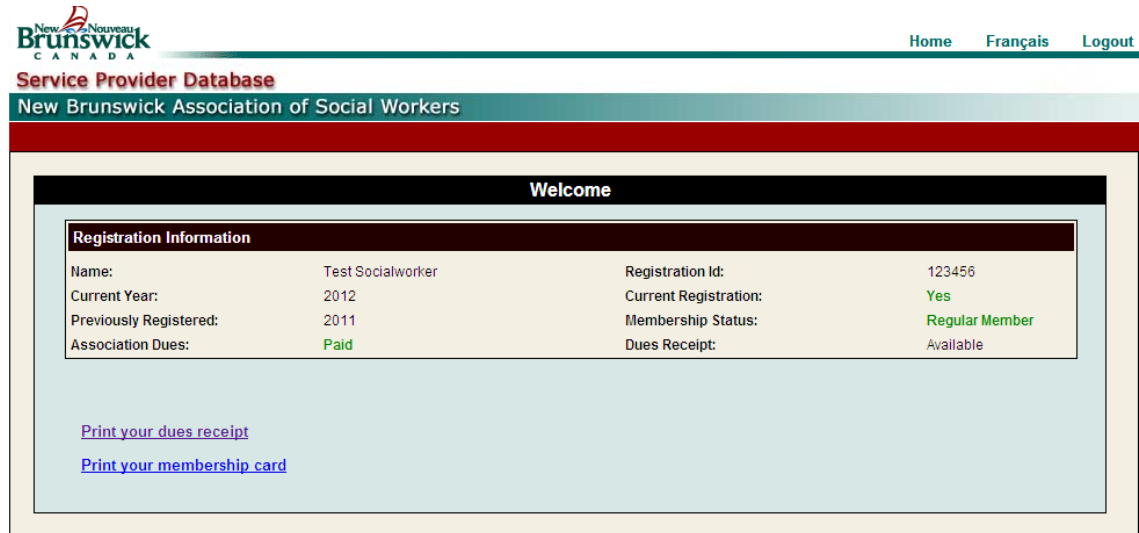
Pay directly from your bank account using the INTERAC Online service.

[Pay From Your Bank Account](#)

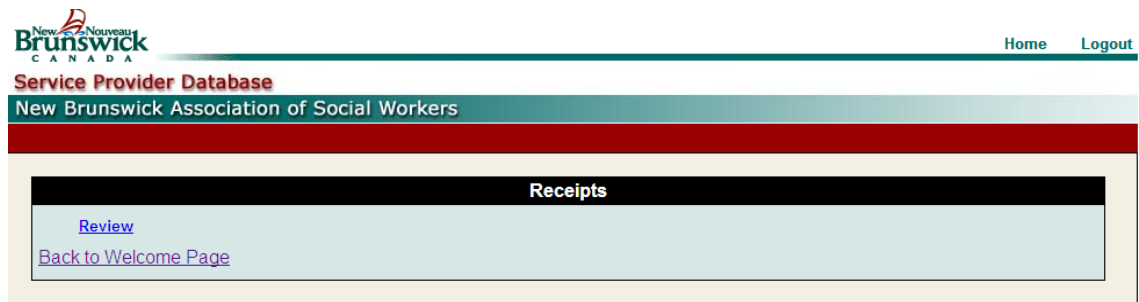
The Interac Online service is a new payment option that allows you to pay for goods and services on the Internet directly from your bank account [Learn More](#)

Once your dues are paid in full, directly to the Registrar, employment deductions or the self-pay online system, and your re-registration has been processed by the Registrar (which may not happen concurrently with payment) you will have the ability to access your tax receipt and membership card for the year.

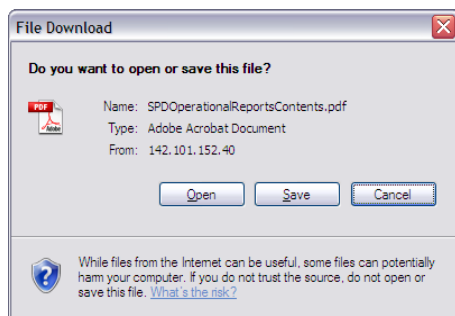
6.1 Receipt and Membership Card Reports



On the dashboard, you will see a link 'Print your dues receipts' and 'Print your membership card'. Once you click on either link, the report will be produced and you will see a 'Review' link. Click on this link.



You will be presented with this popup. You can choose the open or save your PDF. Or cancel the request. You will need a PDF reader installed to view the file. The adobe PDF reader is a free application.





This is a copy of the tax receipt, presented to you in PDF format. You have the ability to print or save this report. This will always be accessible to you on the member dashboard.

| | | |
|--|---|--|
| No. 5761 | New Brunswick Association of Social Workers/ | 31-12-2012 |
| Association des travailleurs sociaux du Nouveau-Brunswick | | |
| Received from/Reçu de: <u>Joe Social</u> | | |
| Three Hundred and Forty-five Dollars | | |
| 2012 - 13 Regular Member | | |
| \$345.00 | | <i>Miguel LeBlanc</i> |
| | | Miguel LeBlanc Executive Director/Directeur général |

This is a copy of your membership card, presented to you in PDF format. You have the ability to print or save this report. This will always be accessible to you on the member dashboard.

Test Socialworker

#123456
Regular Member

est membre de L'Association
des travailleurs sociaux
du Nouveau-Brunswick

is a member of
The New Brunswick Association
of Social Workers

ATS



NB

NB

ASW

Affilié a l'Association
Canadienne des travailleurs
sociaux

Affiliated with the
Canadian Association of
Social Workers

Année 2012-2013 Year

Barbara Létourneau