

Download your OHIP RAs

A visual guide for doctors with an OPS BPS Secure account and MCEDT access.

Use Google Chrome. If the portal does not work in Safari, switch to Chrome.

1 Sign in to OPS BPS Secure

Open the secure login page. Enter your registered email address and password, then click **Sign In**. Complete any additional verification requested.

Open the OPS BPS Secure login page

[www.login.security.gov.on.ca/
opsbpssecure/public/login](http://www.login.security.gov.on.ca/opsbpssecure/public/login)

Sign In

Email Address (Registered email Address)

Password

[Sign In](#) [Forgot Password?](#)

2 Open Electronic Business Services Enrolment

On **My Services**, click **Electronic Business Services Enrolment**.

My Services

You currently have access to the service(s) listed below from this portal. Please click the name of the service that you wish to access.

- [Electronic Business Services Enrolment](#)

Any application not listed here can also be accessed directly from the Program Area's homepage.

The guide uses cropped screenshots. Personal account details have been removed.

Open the MCEDT service

3 Continue into eBSE

On the **Welcome to eBSE** page, click **Continue**.

Welcome to eBSE

Welcome to the electronic Business Services Enrolment (eBSE) application, the access point for electronic business services, such as the Medical Claims Electronic Data Transfer (MC EDT) and electronic Submission of supporting documentation (eSubmit) applications.

When you have completed your work, please log out and close your browser, as defined in the [Acceptable Use Policy](#).

Continue

4 Select MC EDT, then access the service

In the **Services** dropdown, choose **MC EDT SERVICE (UPLOAD/DOWNLOAD)**.
Then click **Access Service**.

Choose the service

Services:

✓ -- Select --

ESUBMIT

MC EDT SERVICE (UPLOAD/DOWNLOAD)

SPECIAL AUTHORIZATION DIGITAL INFORMATION EXCHANGE

Open the selected service

Services:

MC EDT SERVICE (UPLOAD/DOWNLOAD)

Access Service

Find and download your RA

5 Open Report Download

On **Electronic File Management**, click **Report Download**.

Electronic File Management

[File Upload](#)
[Report Download](#)

6 Choose the Remittance Advice file

Find the row with **File Type: RA** and **Subject: Remittance Advice**.
Check its **Date**, then click **Download** on that same row.

File Type	Subject	File Name	Date	Status	Download
BE	Batch Edit	[filename hidden]	2026-09-03	Available	Download
BE	Batch Edit	[filename hidden]	2026-09-03	Downloaded	Download
DCP	Detailed Cat PDF	[filename hidden]	2026-09-03	Downloaded	Download
CO	EC Outside Use report	[filename hidden]	2026-09-02	Available	Download
RCP	Roster Capitation Report PDF	[filename hidden]	2026-09-02	Downloaded	Download
RCX	Roster Capitation Report XML	[filename hidden]	2026-09-02	Downloaded	Download
RA	Remittance Advice	[filename hidden]	2026-09-01	Downloaded	Download

The RA row is outlined. Report filenames have been removed from this example.

Collect earlier months and import

7 Find RAs from previous months

Scroll through the list. RA files are mixed in with many other report types. Use **Next** to move through additional pages and look for earlier dates.

Page **1**/6 First Previous **Next** Last

Repeat the download for each RA month you want to include. Several consecutive months are useful for comparisons and Hourly Audit.

8 Save the files, then import them

Save the downloads somewhere easy to find, such as **Downloads** or a dedicated RA folder on your secure computer.

Keep the original filenames and extensions. There is no need to open or convert the files before importing them.

Open **FHO+ RA Summary Tool**, click **Import reports**, and select the downloaded files together. Choose **Save history** before closing the tool.

Keep your RA files confidential

Health card numbers are personal health information. RA files also contain patient-level billing details. Store them securely and follow your clinic's privacy procedures. The tool processes the files locally on your computer.

Privacy reference: Ontario IPC, PHIPA Decision 56

Screens shown: September 2026. Official MCEDT information and support.