

## How to Enrol in the Alberta HCA Directory

Step 1: Click on: <https://abhca.alinityapp.com/Client/Account/Signup>

Step 2: Follow the steps for signing up and create a **new** password that you will remember (*write it down*)

Step 3: Check your email – you will receive a **Confirmation email** telling you that you have signed up and that you need to complete your registration.

**Please click on that email and click on the link attached so you can complete your application.**

Step 4: Return back to the directory login portal you can either click on the link in the email or click: <https://abhca.alinityapp.com/Client/Account/Login>

Step 5: Login with the email and new password that you have created

Step 6: Click on the “**Apply**” and start your application

Step 7: If you plan on exiting the application before completion, click on the “*Save for Later*” at the end of the application.

### HOW TO UPLOAD IDENTIFICATION DOCUMENTS

Step 1: Take a clear photo of 1 Government-issued **photo ID** and 1 other Government-issued ID.

*We do not accept Alberta Health Care Cards, Employee ID Cards or any other form of ID that is not in the list provided: Birth Certificate; Alberta provincial ID card; Valid passport; Canadian citizenship certificate card; Permanent residence card; Treaty status card; Fire arms card; Canadian immigration visa; Canadian forces identification card; Correctional services Canada card; Corrections officer identification card; Employee ID for child and family service authority card.*

Step 2: Send photos to your email or upload it directly from your phone if you have the online application open

Step 3: Open your email and download the photos to your computer.

Step 4: Log in to your directory account: <https://abhca.alinityapp.com/Client/Account/Login> under the “**Identification Documents**” section please **click on the blue button with the arrow pointing upwards** – upload your photos in both of the indicated boxes.

Step 5: Once you have completed the application, scroll to the bottom of the application and click: **Submit.**