

# RxFiles

## Academic Detailing Program

Saskatoon City Hospital, 701 Queen Street, Saskatoon, SK Canada S7K 0M7

TEL: (306) 655-8505 FAX: (306) 655-7980

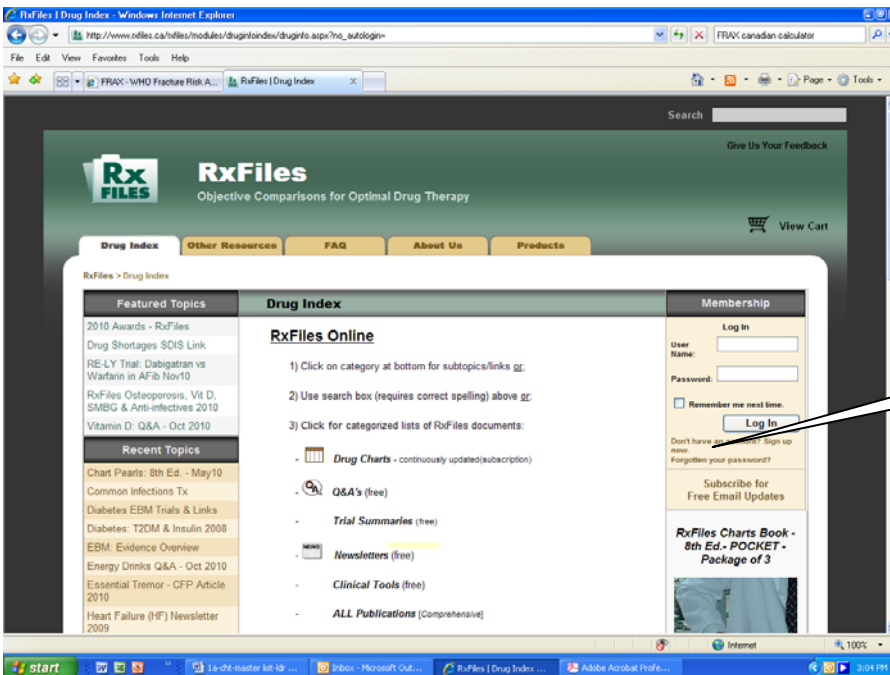
Email: info@rxfiles.ca Internet: www.RxFiles.ca



### www.RxFiles.ca Website Login Instructions for Group Subscription Online Partnerships (e.g CSHP-NL CSHP-PEI, OPhA, SMA-SK ...)

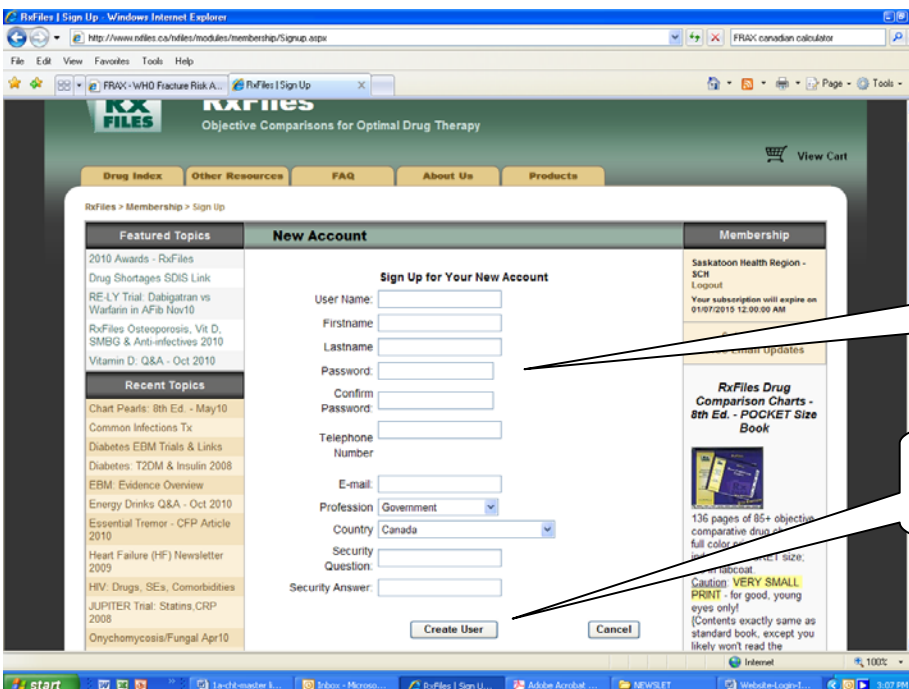
#### Setting up access to RxFiles.ca

- 1) Go to [www.RxFiles.ca](http://www.RxFiles.ca) (or alternately, the specific homepage link: <http://www.rxfiles.ca/rxfiles/modules/druginfindex/druginfo.aspx> )
- 2) Go to Membership box on right side and click on “Don’t have an account? Sign up now”



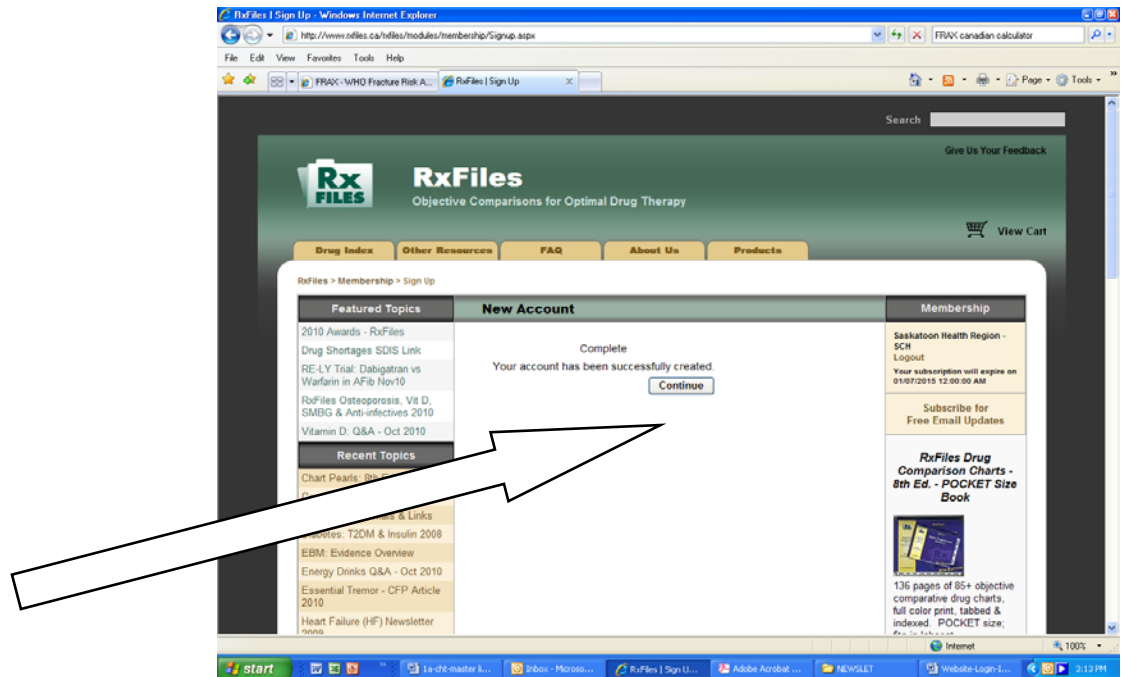
Click on “Sign up now”

- 3) Enter information requested on form; choose a username and password, etc.; then click “Create User”.



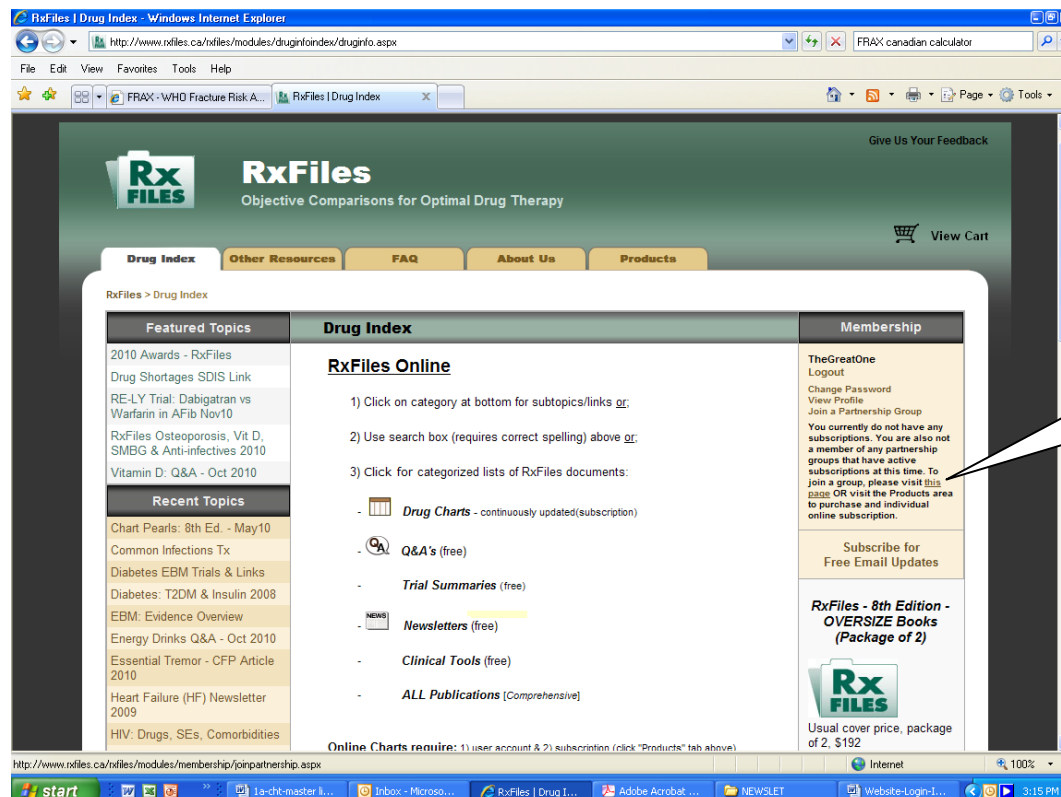
Complete Sign up Form

Click on “Create User”

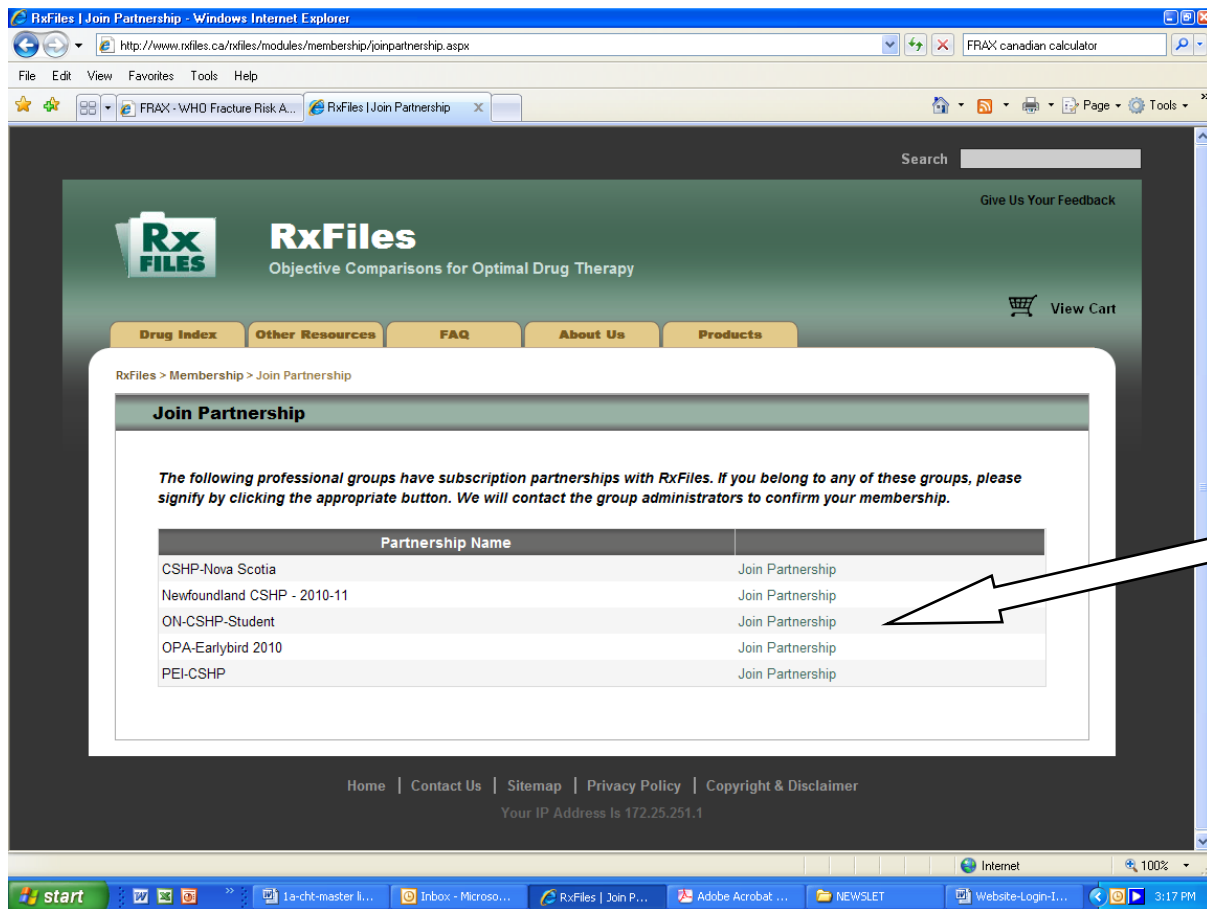


4) Click Continue

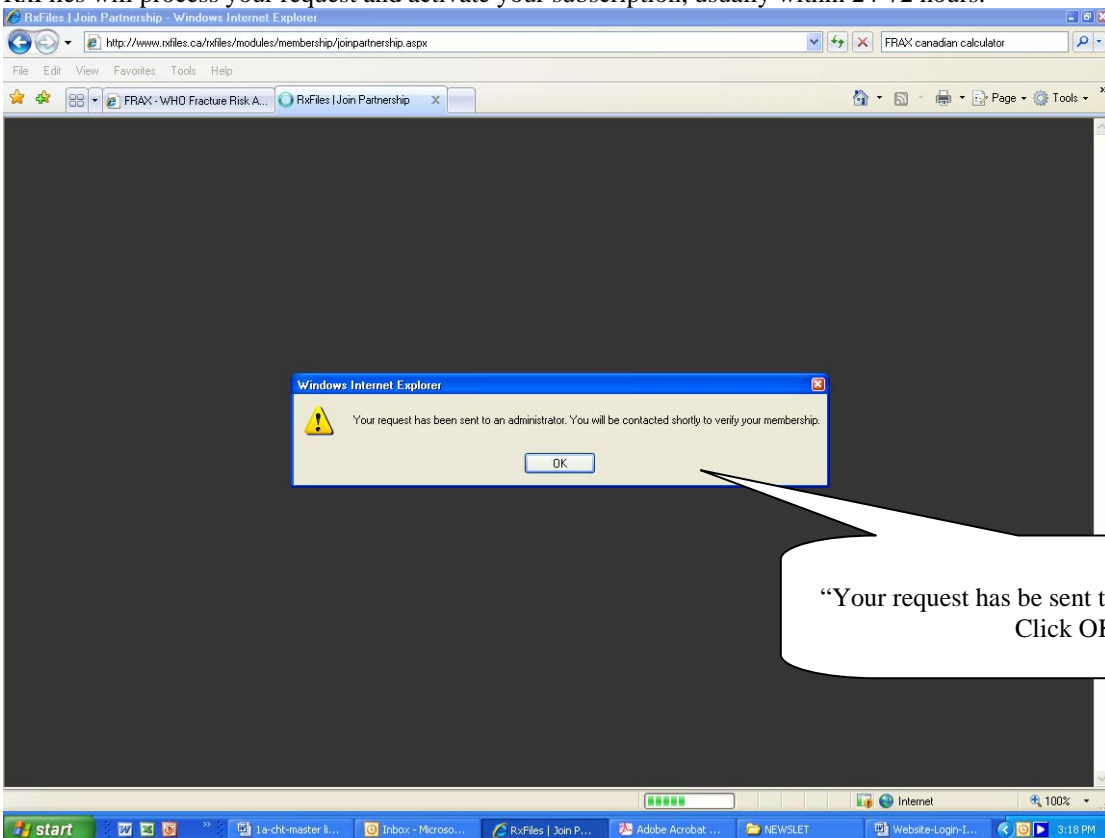
5) Then follow Membership Box instructions for those belonging to subscriber groups and click on the link “...click [this page](#) to request activation of your subscription.”

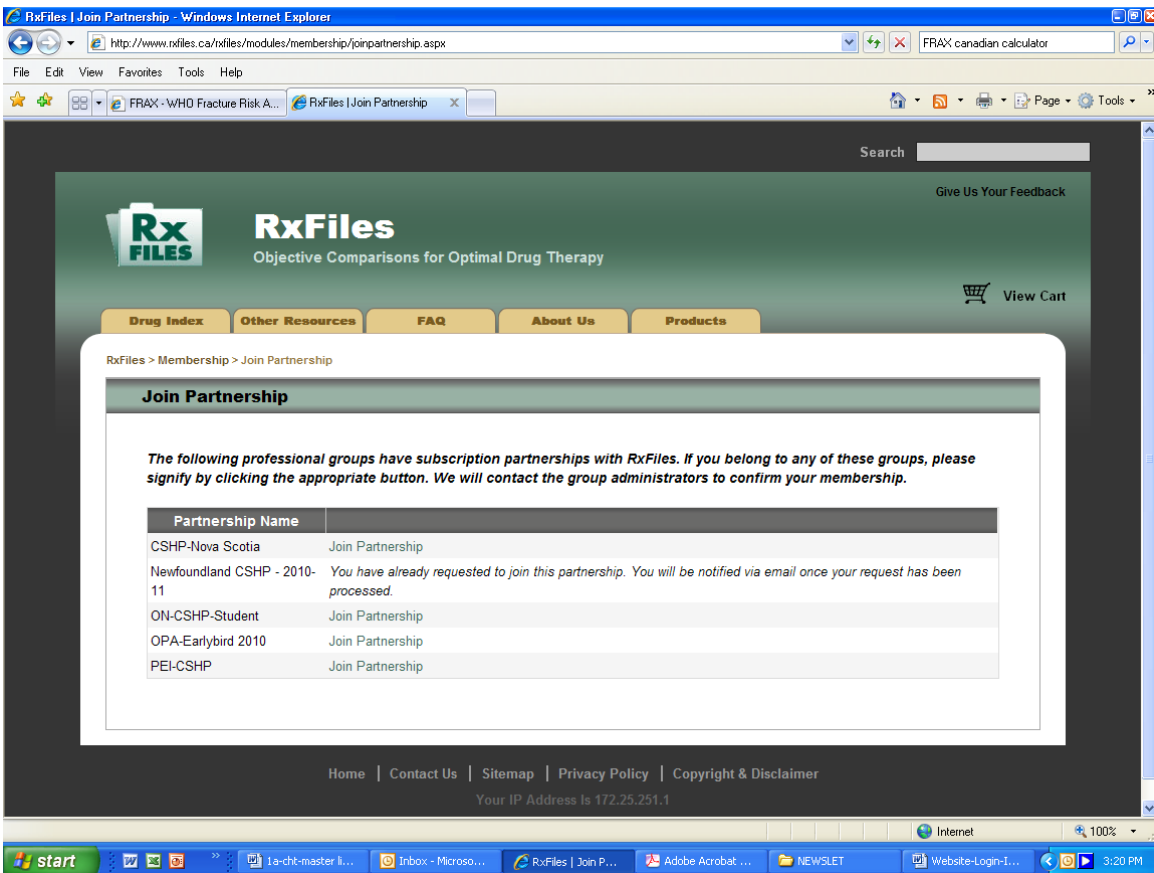


- 6) Click on the partnership you belong to.  
(this information will be used to confirm your group subscription eligibility and contact you if necessary.)

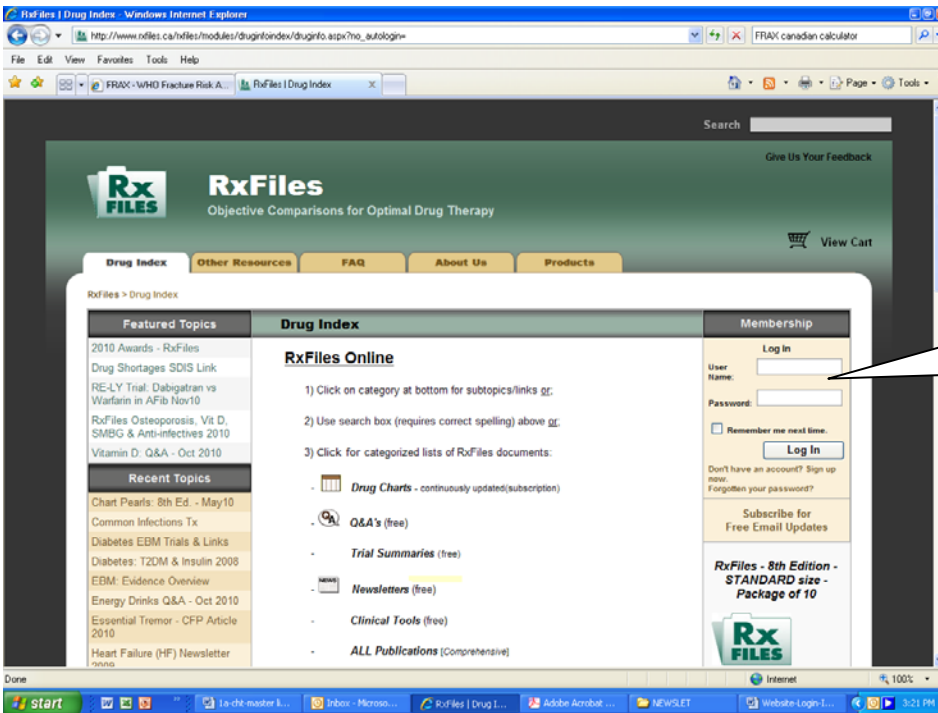


- 7) RxFiles will process your request and activate your subscription, usually within 24-72 hours.





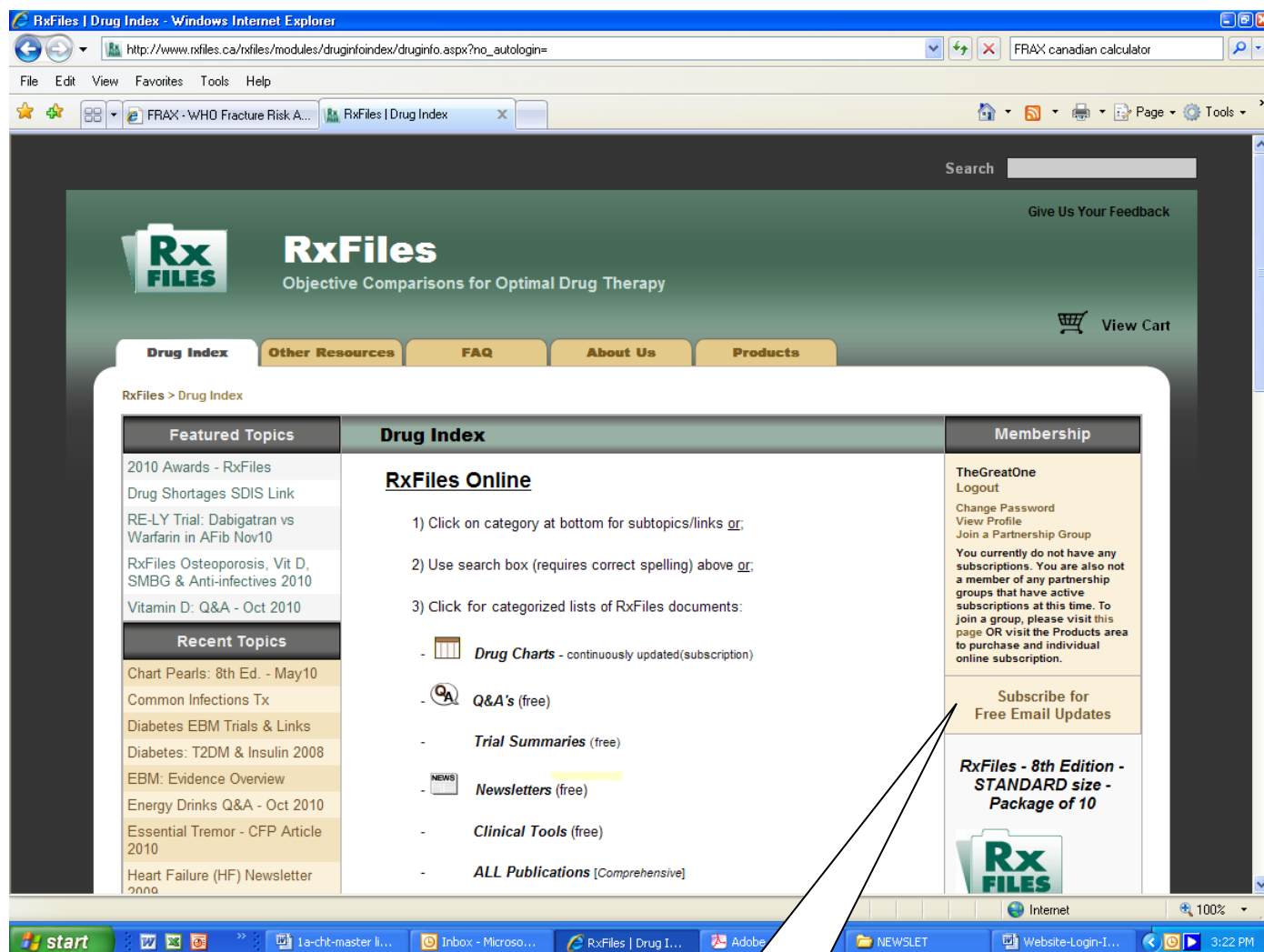
8) Once your subscription is activated (within 2-3 business days), sign in with your username and password.



9) You should now have full access to RxFiles.ca online for the duration of your group subscription!

10) If you have any problems, email:

[info@rxfiles.ca](mailto:info@rxfiles.ca)



11) If you wish to be on the email list for notification of when new topics are posted...

...go to and the right-side grey box and click on **Subscribe for Free Email Updates**  
We send out about 10-15 email notifications per year.

Enjoy!