



National Dosimetry Services (NDS) Electronic Billing Registration Form

If you would like to receive your Account Activity Reports (i.e. your billing statements) via e-mail instead of letter mail, please complete the information below.

1. **Group number:** _____

2. **E-mail address used for E-Billing** (limit 1 address per group):

3. **Name and signature of authorised representative:**

Name: _____ **Signature:** _____

Title: _____ **Date:** _____

By signing this document you agree with the E-Billing Terms and Conditions listed below.

4. **Please send the completed form to us by e-mail:** nds-snd@hc-sc.gc.ca or fax: 1-800-252-6272.

Note: The information submitted to NDS using the above email address will be processed by Computer-Talk, a third party routing application used to support the Call Centre's workflow. For information on how the third party handles your information, please visit Computer-Talk's Privacy Policy at <https://www.computer-talk.com/privacy-policy>.

Notes:

- a) Your E-Bill will be sent by an automated e-mail system: *Statement-HC / Etat de compte-SC* <firms.estatement-ereleve.sagir@hc-sc.gc.ca> *On Behalf of Health Canada-Statement / État de compte- Santé Canada.*
- b) The e-mail subject line will be as follows: "EB Account statement attached (*Your Group Number*) 802".
- c) Due to automated junk mail filtering, it may potentially be directed into your "Junk Email" folder if it is the first time you are receiving email from this address. Please set up your junk mail/spam filters accordingly to ensure you receive your electronic Account Activity Report (Statement) in your "Inbox".

Terms & Conditions:

- 1) The client acknowledges that upon submission of this form, NDS will transmit the Account Activity Reports (AAR) via e-mail only; no paper copy will be mailed. The electronic AAR will serve as the original copy.
- 2) It is the client's responsibility to inform NDS of any changes/updates to the e-mail address used for E-Billing.
- 3) The client acknowledges to have received each AAR unless NDS receives a notification that the e-mail did not reach its intended recipient.
- 4) NDS does not accept any liability for any errors or omissions in the email address provided by the client. NDS does not accept any liability for information not delivered to, or intercepted by a third party unintended recipient.