

## Safekeeping Important Information and Documents In case of a health crisis or natural disaster

### OVERVIEW OF THE PERSONAL PLANNING REGISTRY SERVICE

Did you watch or hear about the Fort McMurray fire (Alberta 2016) where citizens had **minutes notice** to evacuate town (leaving their homes and possessions behind)?

Have you thought about what you would do if you were caught in a situation similar to the **BC wildfires** this summer? Or maybe you have already experienced a serious threat from fire or flood or been through an unexpected health emergency?

Do you wonder how you can **better prepare** in case of a fire, flood, earthquake or a medical emergency?

Weather-based natural disasters are on the rise. People know they have to rely on themselves and each other in times of disaster, including an unexpected health crisis.

How can you prepare? How can you be resilient?

There are two key issues with a crisis:

1. Keeping focused during the crisis; and
2. Re-building after the crisis.

Nidus wants to let the public know that our *electronic Personal Planning Registry* is accessible to everyone and can help you prepare for and cope with an emergency!

The Personal Planning Registry is a unique type of Registry – it is **self-managed and electronic** – no scrambling to locate records in times of crisis. The Nidus Registry offers you control in the midst of an emergency and uncertainty.

With the Nidus Registry you have access to your own password-protected, scanned electronic records and you have the option to share these with others who may need to know. All you need is Internet access.

For a small, one-time only set-up fee (\$25), you can create your Registry Account and make a registration that is both safe and accessible. And, by using the Nidus Registry, you are supporting the valuable work of a grassroots-established, non-profit charity – independent of private and for-profit interests.

#### ***The Personal Planning Registry:***

*Connecting the right information to the right people at the right time.*

*Learn more...*

## Who is behind the Personal Planning Registry?

The Personal Planning Registry was established and is operated by a non-profit charitable organization called the Nidus Personal Planning Resource Centre. Nidus was set up by seniors and disability groups in British Columbia.

The idea of a Personal Planning Registry emerged from a grass-roots law reform in BC. The Registry was originally included in legislation (the Representation Agreement Act). The BC government decided not to implement the Registry. The public wanted a Registry service to assist with communication and Nidus partnered with the Law Society of BC and a software company to create it.

The first online version of the Registry was launched in 2002. We launched a new online system in June 2014. The **only fees** currently charged are for registering - \$25 for set-up and your first registration and \$10 for each additional registration.

There is no fee to view, print or save copies, grant access, share, and update information. We are still charging the same registration fees today as in 2002 and these are **one-time fees**; there is no annual fee to stay registered.

- The modest Registry fees pay for the operation of the service. Any surplus fees go toward the non-profit charitable works of the Resource Centre to provide education and assistance to the public about planning for incapacity and end-of-life. Nidus is independent of business and government interests – although we collaborate with the private and government sectors for the benefit of the public.

## What about privacy and security?

The Registry has privacy and security measures. It complies with privacy legislation and we are also assisted by David Flaherty, a privacy expert and consultant, who was BC's first Information and Privacy Commissioner. David stays abreast of current provincial, federal and international privacy issues and policies.

- Read our fact sheet on [Security and Privacy of the Personal Planning Registry](#).
- Many security measures are in **your** control, as a Registry user. We provide information to help you be aware of these measures, such as protecting your password – you can apply the suggestions to other online interactions as well.

## What if I email my information and documents or keep this in digital format on my own device?

We've learned from Registry users that some information and documents are not used for 5 or 10 years – meanwhile email addresses and devices have come and gone. It's a relief to know the Registry offers safe, secure storage for the long-term.

Email correspondence is not secure and therefore may not be appropriate for this purpose.

## How do I use the Registry?

1. Create a Registry Account (each person needs their own account); and
2. Securely register information and store copies of documents. There are different types of registrations.
  - **Personal Information Record** – complete this record online and keep track of information such as an emergency ‘to do’ list including dependants and pets that may need care; contacts for your financial institutions and advisor; medical needs and allergies, medical contacts and more. You can edit and share your record.
  - **Personal Planning Documents** – store legal documents that authorize your choice of decision makers if you need assistance due to incapacity or at end-of-life; expression of wishes for those you authorize to follow.
  - **Other Documents** – store any other type of document scanned in PDF format, such as a copy of your Will; Insurance Policies; Prescriptions (you might need filled in an emergency); Rental Agreements/Mortgage Documents; Passport and Travel Itinerary, Citizenship/Immigration documents. Once you register a document, you can replace that document at no extra cost – for example you can replace your home insurance policy each year with the latest version.
  - **Audio/Video Files** – store files of a reasonable size in common audio/video formats – for example a short video of your vehicle or workshop tools in case they are stolen or destroyed and you need to show for insurance. Some people record a personal statement for family and friends about their life beliefs.
3. ‘Share’ any or all of your registrations with individuals who may need to know – enter their correct email address. They will use their own log-in (not yours) and have access to view (not edit). You can cancel the share or make new ones at any time.
4. Access your own Account at any time (24/7) to add or update information.

## How do I get started?

See the following pages for steps – Create an Account and register.

Nidus Personal Planning Registry

Joanne Taylor, Registrar

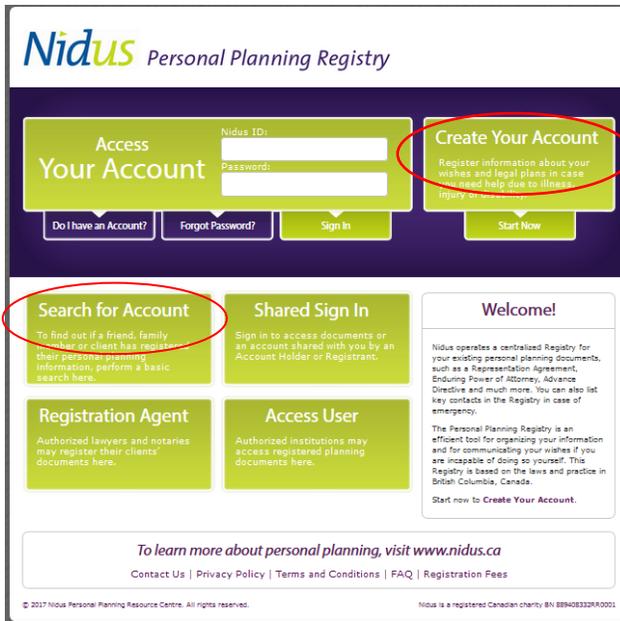
[registry@nidus.ca](mailto:registry@nidus.ca)

*Our name, Nidus, is a Latin term for nest: a symbol of support and safety.*

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### STEPS TO CREATING AN ACCOUNT AND REGISTERING WITH NIDUS

1. Click for the Registry home page – <https://registry.nidus.ca/>  
(Or, go to [www.nidus.ca](http://www.nidus.ca) – click the Registry tab and click Online Registry in right sidebar.)



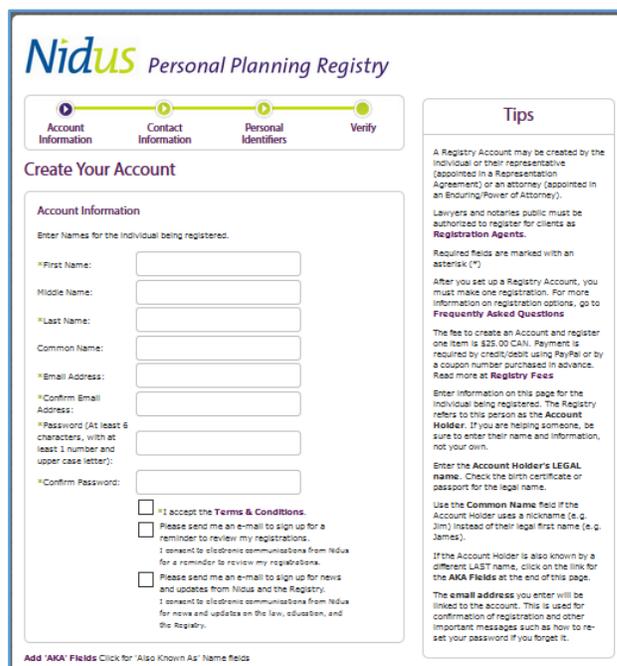
**Not sure if you or a loved one has a Registry Account?**

Click **Search for Account** – enter first and last name and as many identifiers as possible. You don't know which identifier may have been used. You cannot see information as that is private, but this is a good place to start if you don't know.

**Ready to Create a Registry Account?**

Click 'Create Your Account'

2. Create Your Account – see the progress bar at the top to guide you on the steps.



**IMPORTANT**

Enter the name of the person whose information and/or document is being registered. Spouses each need to create their own Registry Account. Confirm the current email address and password as these will be used later for access and to make updates.

3. Next step to Create Your Account – enter contact details about the Account Holder

Do NOT check this box unless the individual being registered is homeless.

**IMPORTANT**  
Enter the current physical address for the individual being registered. No one is going to write them a letter – the purpose of this is to provide an identifier if there is any doubt or confusion about who the person is.  
If the individual moves, you can update this information later.

4. Next step – enter information about the Account Holder

Enter the personal identifiers for the individual being registered.  
Two are required and one can be the date-of-birth.  
Please read the Tips on the right hand side of the page.

5. At final step in Create Your Account – proofread your entries.

**IMPORTANT**

Make sure the first and last **name** are for the right individual and are spelled correctly. You cannot change these later. The Registrar can make the change; a modest fee is charged.

Check the **email address** – it needs to be correct and accessible or you will not receive confirmation of registrations with the Nidus ID, which is needed for later access.

To make changes here, click the 'Edit' link for the section you want to fix.

6. If you created an Account you are ready to register information and documents related to the Account Holder.

**Confirmation** of the Registry Account is sent to the email address entered. It will include the Nidus ID.

If you have a **gmail** email address, check your Promotion folder or other folders.

Click to go to the Account page where you can select what to register.

If you are not able to continue at this time, check your email for confirmation and the Nidus ID. You will need this to sign in later. See #8.

**IT IS VERY IMPORTANT TO ONLY HAVE ONE REGISTRY ACCOUNT. DO NOT CREATE ANOTHER ONE.**

If you are finished for now, click 'Log Out' in the top right hand corner.

7. Continuing to the Registry Account and selecting from Registration Options



This page is called the Account Dashboard.  
It says 'Welcome [First Name]'  
Scroll down to **Registration Options** to click on the type of registration.  
After you have completed a registration, you can 'Return to My Account' and print a **wallet card** – make as many as you like.

**REGISTRATION OPTIONS** – click on the type of registration.

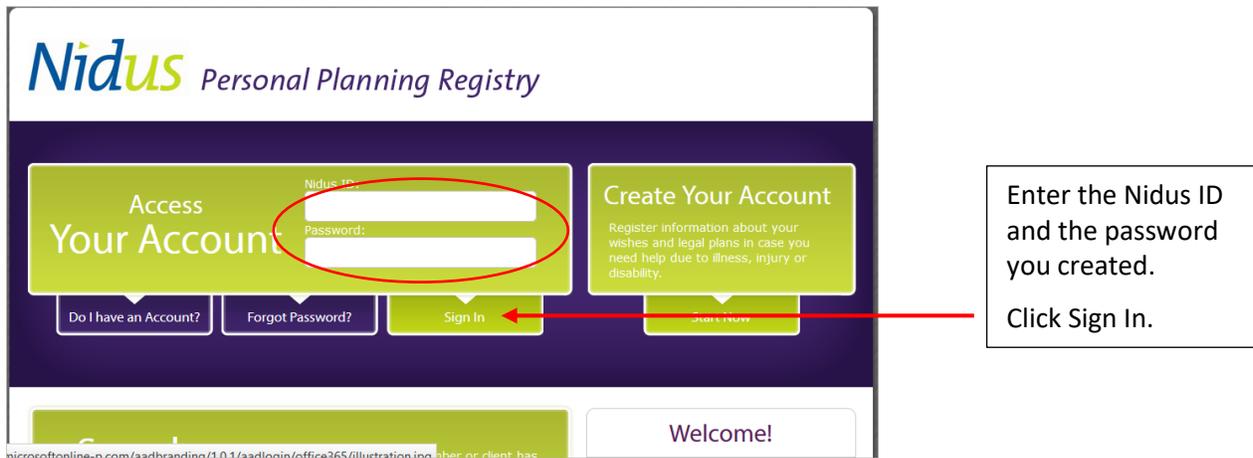
- **Personal Information Record** is to enter information online – allergies, medications, financial institutions or advisor, emergency contacts... Once registered, you can share it with others, you can edit your record as often as you like.
- *Personal Planning Documents* – legal documents that authorize your choice of decision makers if you need assistance due to incapacity or at end-of-life. Go to [www.nidus.ca](http://www.nidus.ca) (Nidus Resource Centre) to learn more.
- **Other Documents** – you can register (store) any type of document – have it scanned in PDF format and upload it (like an attachment). Once registered, you can share it with others, you can replace the registered version with later versions for no fee.
- *Audio/Video Files* – store files of a reasonable size in common audio/video formats – for example a short video of your vehicle or workshop tools in case they are stolen or record a personal statement for family and friends about your life beliefs.

**PAYMENT** – one-time fees

The fee is **\$25.00** CAN for setting up your Account and your **first** registration. The fee is **\$10.00** for each additional registration. Nidus does not charge annual fees.

- Pay online by Credit card OR Your PayPal Account. (If you pay by credit card, you do not have to create a PayPal Account.),
- Pay by Cheque if arranged in advance. Email [registry@nidus.ca](mailto:registry@nidus.ca) for the amount and address to mail. When we receive it, we will email a coupon code and instructions.

- To sign back into the Registry Account – use ‘Access Your Account’ NOT Create Your Account.



### Keep the password private

- If you forget the password, click ‘Forgot Password’ – enter the Nidus ID and click submit.
- You will receive an email with a link to make a new password.

### How-to-Instructions

To learn more about the Registry and its features, go to [www.nidus.ca/registry](http://www.nidus.ca/registry) - click on the green button and arrow ‘New to the Registry?’ and find ‘how-to-instructions’ to guide you.

### Be Prepared – it’s up to you!

Nidus Personal Planning Registry  
Joanne Taylor, Registrar  
[registry@nidus.ca](mailto:registry@nidus.ca)

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