

1. Log into health authority/hospital intranet with your health authority username and Password.
  2. Enter the URL into your work station web browser:  
<https://spr.healthbc.org/SPR/Shared/AcceptPolicy.aspx>
  3. Enter your health authority domain\username and health authority password.
  4. Click "**I agree**" to information sharing agreement (required the first time you log on). **Note:** Surgeons must click "**I agree**" to the information sharing agreement before you or your office staff can view your data.
  5. Click **Reports** tab on menu.
  6. Under **Reports**, select **Advanced Reporting and Analysis**, then **SPR Data Mart**.
  7. If you are logging in from your office or home, rather than through the health authority or hospital system, you will require a health authority VPN token from your health authority IMITS/service desk.
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### Troubleshooting checklist

If you are experiencing difficulties accessing the SPR, review the checklist below:

- ✓ You have entered the correct URL into the web browser.
- ✓ You are working from a secure workstation within your health authority.
- ✓ If working from your office, you are required to use a VPN issued by your health authority IMITS/service desk.
- ✓ You are entering the correct health authority domain/username and your health authority password.

**If you still cannot access the SPR, please contact your health authority SPR administrator or the SPR central office at [SPROffice@phsa.ca](mailto:SPROffice@phsa.ca) or 250-519-5702.**