

## Administrative Information Management System (AIMS)

### *Update Your Contact Information*



#### **Have you updated your contact information?**

If you are one of the approximately 30,000 people who have already updated your contact information, then please accept our heartfelt thanks! If you have not updated your information yet, please review the following instructions.

To benefit from the Administrative Information Management System, it is important for all employees to update their contact information on Gateway Online, adding an email of your choice and a mobile and/or landline phone number.

#### **For all employees working in the former RHQR go to:**

<https://mygatewayonline.rqhealth.ca>

For instructions to update your information on the former RQHR version of Gateway Online:

[http://www.aimsproject.ca/aims/files/Gateway\\_Online-Instructions\\_for\\_the\\_former\\_RQHR.pdf](http://www.aimsproject.ca/aims/files/Gateway_Online-Instructions_for_the_former_RQHR.pdf)

**For all employees other than those working in the former RQHR go to:**

<https://mygatewayonline.com>

For instructions to update your information on Gateway Online:

[http://www.aimsproject.ca/aims/files/Gateway\\_Online-Instructions\\_for\\_other\\_than\\_RQHR.pdf](http://www.aimsproject.ca/aims/files/Gateway_Online-Instructions_for_other_than_RQHR.pdf)

We have a way to go, but we know that our employees will rise to the challenge. We always do!