Corporate Registry Access Code Guide

Date: March 2023

Disclaimer

Materials in this document are for demonstration purposes only. The characters and events depicted are fictional. Any similarity to real events or persons (whether living or deceased) is unintentional.

Transaction forms can change from time to time. Although we do everything we can to ensure transactions are processed in a timely way, use of outdated forms may result in delays or incomplete transactions. Using the most up-to-date form will help ensure your transactions are processed without delay.

Visit the ISC website to access the most recent versions of the forms. ISC does not accept responsibility for any losses resulting from the use of outdated forms.

Revision History

Version	Revision Date	Summary of Changes	Pages Changed
1.0	28 April 2017	Creation	All
2.0	12 Mar 2023	Updated to reflect changes associated with new Business and Non-profit Corporations Acts and Regulations.	All

Formatting Note

In this manual, <u>underlining</u> is used to emphasize important points.

Bold type is used to identify key terms the first time they appear in the manual. It is also used for:

- The names of documents. The titles of standardized documents, such as forms, are capitalized as well as bolded.

- Computer applications.

- Specific screens, screen sections, buttons, menus, menu options and fields in those applications.

Italics are used for the titles of acts and regulations.

Green text is used for cross-references. If you are using a PDF version of this document, you can click on this text to go directly to the page number or section indicated.

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Logging in to Corporate Registry

To start:

1. Go to https://corporateregistry.isc.ca/

2. Enter your username and password.

CORPORATE REGISTRY

The Corporate Registry website is a fast and easy way for you to file business information required by the Government of Saskatchewan. The information you submit online is automatically checked to make sure you have provided all the necessary details. You can access all your submission, any documents you have ordered and any certificates that have been issued to you from your customer workspace.

LOGIN

User Name

Password

Forgot Password?
Forgot User Name?

Login

By logging in, you accept the Terms and Conditions of Use, effective November 24th, 2021.

3. Click **Login**. Your **dashboard** will display.

Access Code

An access code is a password/pin that prevents unauthorized changes to your entity. It is not the same as that password that is used to login to your account. You can set your own access code or request one by using the new message feature within the Corporate Registry Application.

Annual Returns/Renewals

If you are filing your annual return or renewal, the annual return or renewal notice will contain your access code for your entity. The entity access code contains letters and numbers (e.g., A2BBZZZ345) there is no need to set a new code if you are using this access code.

If you have a filing that you wish to complete and do not have an access code, you may request and set an access code.

Request and Set an Access Code

If you wish to request a new access code, select the **Messages** Tab, and then click on **New Message**.
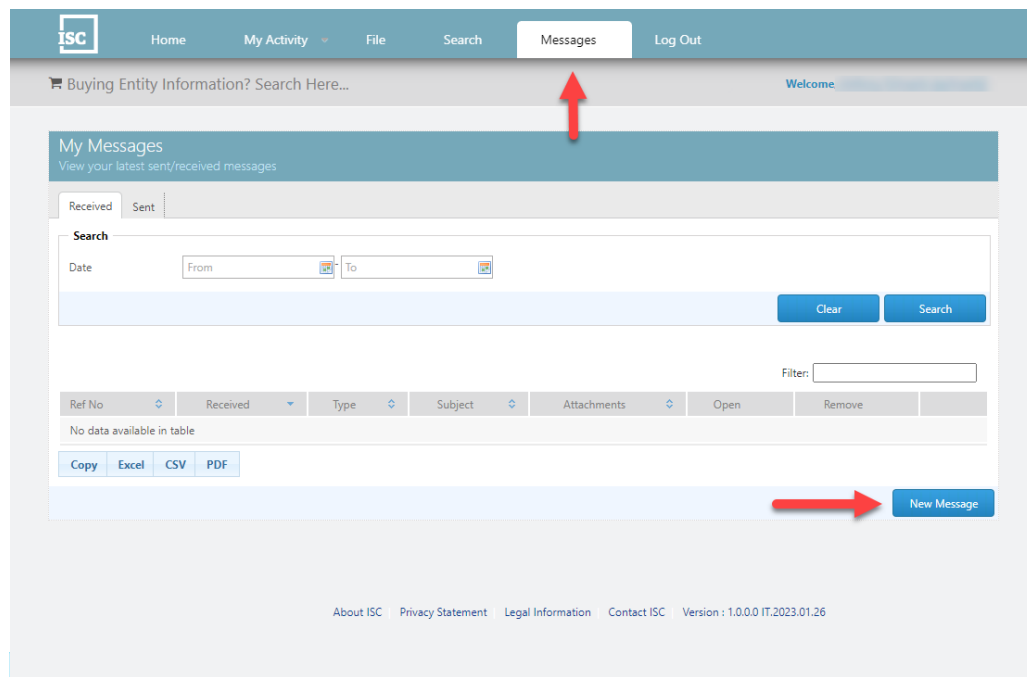
The New Message screen will pop-up. Select the Type drop down and select **Request Entity Access Code**.


The information in the body of the email will automatically appear. Provide your name, entity number, entity name, your relationship to the entity and the reason for your request. Click **Submit**.

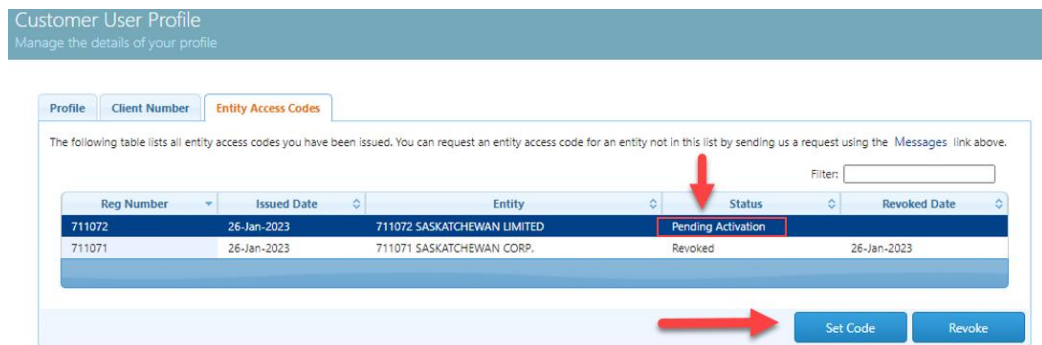****This request will be sent to Corporate Registry for review.**

- It may take up to *3 business days* or so for the review to be completed.
- You will be <u>notified by email</u> if approved.
- <u>Once approved, the new access code can be found in the **My Activity** tab, under **Access Codes**</u>.
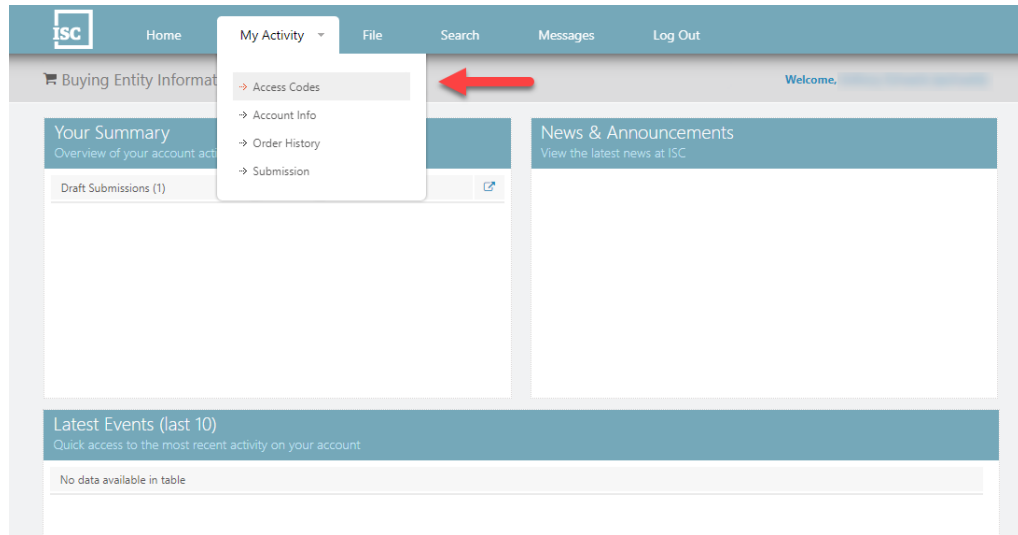
Click on the row that contains the entity that you wish to set the access code for, then select Set Code.

Type in your new **Entity Access Code** in each of the fields and click **Update**. Remember the new code must be at least 6 characters and created by you.

This process is like picking a new PIN number for a debit card, you are responsible for choosing your access code.

Set Entity Access Code

Access Code

Enter you own entity access code (password) for NICE COMPANY TEST. It must be 6 characters or more. You or others who you give this code to can then use this code when filing submissions on this entity. If you are a channel customer, you don't need this code.

Access Code*	Min 6 Characters
Confirm Access Code*	

Note: This code will be stored in a hashed format. The only person who will know this code is you.

Cancel   Update

The entity access code status will update from pending to issued once this is completed.

Once you have entered the entity access code, you can click on **File** in the top navigation to update your entity information.

If you have difficulty with requesting or setting your access code, please call the ISC help line at 1-866-275-4721.