

To ensure customers are confident, informed and ready to onboard into the Saskatchewan Registry Services Access Management system, this Quick Start Guide takes customers through setup step-by-step so they're ready to enjoy greater control and flexibility over their organization and users.

Step 1: Registration Preparation

- **Pick unique email addresses:** To access the online registries, all users must register with a unique email. Accounts cannot be shared by users.
- **Gather existing organization credentials:** Existing client numbers, usernames, user passwords, account numbers, account passwords in the old system are needed to link existing information to the new Access Management system.
- **Determine user types:** Only one Organization Administrator creates the organization, with additional administrators and users added to the organization after setup.
- **Review the registration process:** Organization Administrators follow additional setup processes to create organizations, while Organization Users create their profiles and are added to organizations by the Organization Administrator.

Step 2: Identify the Organization Administrator

- The user who manages billing, users, roles and permissions will be an Organization Administrator.
- Only one Organization Administrator completes onboarding in Step 4 and Step 5.
- Additional Organization Administrators and Organization Users can be added after the first Organization Administrator has signed up and created their organization.

Step 3: Register as an Individual (All Users)

- Using the organization credentials from the old system (client number, username, user password,) link an existing billing account or create a new billing account:
 - If you already have sign in credentials, sign up and link your existing account during registration.
 - Users who share credentials (same client number, username, and user password) cannot link accounts.
 - Each person must create their own individual account using a unique email address and password. Do not share credentials or login information with anyone.

Step 4: Create an Organization Profile (Organization Administrators Only)

- Using the organization credentials from the old system (client number, username, user password, account number and account password), link an existing billing account or create a new billing account:
 - If you have an existing billing account, create the organization profile and link the billing account using the organization credentials from the old system.
 - If you manage multiple billing accounts, create one organization profile per billing account. Assign unique, easily identifiable profile names and create each profile one at a time, starting from your individual profile each time.
 - If you choose to create a new billing account instead of linking an existing one, ensure the account name matches the name used at the bank so cheques can be cashed if issued.

Step 5: Add Users to Your Organization Profile

- Have Organization Users **register as individuals** using instructions in Step 3.
- Once they are registered, from the organization profile go to “**Manage Profile**” then “**Add Users**” and add them by email.

Additional Resources:

- For complete instructions, refer to the Access Management User Manual.
- For visual aids, watch our video tutorials.
- For quick answers to common questions, read our Customer Onboarding FAQ guide.
- Questions? Contact accessmanagement@isc.ca