**How to register your business as a sole proprietorship or a general partnership using the Ontario Business Registry:**

1. Go to [www.Ontario.ca/businessregistry](http://www.Ontario.ca/businessregistry)
2. Scroll Down until you see the option “Register a business name for a sole proprietorship” and click. (NOTE: for a partnership the steps will be the exact same except for this step which you will see the option “More options for new business entities” and click. You will then be taken to a new page, and you will scroll down until you see “Register a Firm Name for a General Partnership and click”)
3. Create a One-key ID account by clicking “Sign up now!”
4. Create a unique ID and a password with 8 to 16 characters, with both upper and lower case letters, at least 1 number and 1 symbol such as: ~ ! @ + etc.
5. Agree to the Terms and Conditions.
6. Select 3 security questions and create 3 answers.
7. Enter an email address.
8. Write down all the details on a separate piece of paper or a secure document to make sure you don’t lose the information to get into the account later.
9. A confirmation email will be sent to the email listed with your account details, click continue.
10. You might need to navigate back to step 1 if you are taken to the back-end of the ONe-Key ID account and resign in with your new account.
11. Enter your email again and confirm it, then agree to the terms and conditions and select “Continue”
12. You will then be taken to a registration page where you will need to register a new user. Select your title, First Name, Middle Name, Last Name, Email Address and Confirmation, Telephone Number, and Address. To find your address, enter your Postal Code and click “Find Address”; Select the option that applies the most to your address. Update the fields that automatically populate with the address number if it did not do so automatically. “Click Create”
13. You will then be taken to the registration form. Accept the Terms and Conditions. Enter your first name, middle name, last name, phone number, and email address again.
14. Enter a proposed business name and select a primary business activity that applies the most to your business.
15. Enter your email address and confirm. Click Save and Continue.
16. Answer Yes to the question “Do you have a place of business in Ontario?”.
17. If your business is a home-based business, put your address.
18. Enter your Postal Code and click “Find Address”.
19. Select the choice that applies the most to your address. Update the fields that automatically populate with the address number if it did not do so automatically. Click Save and Continue.
20. Enter your First, Middle, and Last Name. Type in your home postal code and click “Find address” and do the exact same steps as the last 3 steps. Click Save and Continue. (NOTE: For a Partnership, enter all the partner’s information and addresses)
21. Authorization will automatically populate with the owner’s information, click Save and Continue if the information is accurate. (NOTE: For a partnership, select 1 partner who will be registering the business today)
22. Review all the application information and click the statement confirming the accuracy of the information submitted.
23. Click Submit, and then it will prompt for the payment of the $60 fee.
24. Select from the dropdown menu payment method: Debit or Credit Card. Ignore the Transaction ID Field.
25. Proceed and it will bring you to the payment processing page, enter your name on card, card number, expiration date, and CVD on the back of your card. Click Submit.
26. Once that is complete your business is registered, your receipt and your licence will be emailed to the email you used for the registration.

**How to renew a business licence (or transfer an older businesses registration to the new system) for an existing sole proprietorship, general partnership, or corporation using the Ontario Business Registry:**

1. Go to [www.Ontario.ca/businessregistry](http://www.Ontario.ca/businessregistry)
2. Scroll Down until you see the option “Get Your Company Key” and click.
3. Search your business name, Ontario Corporation Number, or Business Identification Number. Select your business from the list.
4. Enter your Postal Code, First Name, Last Name, Telephone Number, Email address and email confirmation.
5. Click Submit. Within 3 businesses days if the email address in the form is the same as the one listed on the registration you will receive an email with a company key which will be a multi-digit code. If the email address you wrote is not the same as the one on the registration, then a letter with the company key will be mailed to the principal address of your business, this can take around 2 weeks.
6. Once you have your company key, navigate back to [www.ontario.ca/businessregistry](http://www.ontario.ca/businessregistry).
7. Scroll down until you see the option “Login to One-key” and click. The process will now be the same as registering a Sole Proprietorship or Partnership but as some point you will be asked to enter the company key you have received which will pull up your registration information into the form.
8. Create a One-key ID account by clicking “Sign up now!”
9. Create a unique ID and a password with 8 to 16 characters, with both upper and lower case letters, at least 1 number and 1 symbol such as: ~ ! @ + etc.
10. Agree to the Terms and Conditions.
11. Select 3 security questions and create 3 answers.
12. Enter an email address.
13. Write down all the details on a separate piece of paper or a secure document to make sure you don’t lose the information to get into the account later.
14. A confirmation email will be sent to the email listed with your account details, click continue.
15. You might need to navigate back to step 1 if you are taken to the back-end of the ONe-Key ID account and resign in with your new account.
16. If you are transferring your previous registration to the new system, it will now be complete. If you are renewing your business continue onto the next steps.
17. Enter your email again and confirm it, then agree to the terms and conditions and select “Continue”
18. You will then be taken to a registration page where you will need to register a new user. Select your title, First Name, Middle Name, Last Name, Email Address and Confirmation, Telephone Number, and Address. To find your address, enter your Postal Code and click “Find Address”; Select the option that applies the most to your address. Update the fields that automatically populate with the address number if it did not do so automatically. “Click Create”
19. You will then be taken to the registration form. Accept the Terms and Conditions. Enter your first name, middle name, last name, phone number, and email address again.
20. Enter a proposed business name and select a primary business activity that applies the most to your business.
21. Enter your email address and confirm. Click Save and Continue.
22. Answer Yes to the question “Do you have a place of business in Ontario?”.
23. If your business is a home-based business, put your address.
24. Enter your Postal Code and click “Find Address”.
25. Select the choice that applies the most to your address. Update the fields that automatically populate with the address number if it did not do so automatically. Click Save and Continue.
26. Enter your First, Middle, and Last Name. Type in your home postal code and click “Find address” and do the exact same steps as the last 3 steps. Click Save and Continue. (NOTE: For a Partnership, enter all the partner’s information and addresses)
27. Authorization will automatically populate with the owner’s information, click Save and Continue if the information is accurate. (NOTE: For a partnership, select 1 partner who will be registering the business today)
28. Review all the application information and click the statement confirming the accuracy of the information submitted.
29. Click Submit, and then it will prompt for the payment of the $60 fee.
30. Select from the dropdown menu payment method: Debit or Credit Card. Ignore the Transaction ID Field.
31. Proceed and it will bring you to the payment processing page, enter your name on card, card number, expiration date, and CVD on the back of your card. Click Submit.
32. Once that is complete your business is registered, your receipt and your licence will be emailed to the email you used for the registration.

**How to register your business as a numbered corporation (or numbered not-for-profit) using the Ontario Business Registry:**

1. Go to [www.Ontario.ca/businessregistry](http://www.Ontario.ca/businessregistry)
2. Scroll Down until you see the option “Incorporate an Ontario Business Corporation” and click. (NOTE: For a Not-for-Profit click “Incorporate a Not-For-Profit” instead).
3. Create a One-key ID account by clicking “Sign up now!”
4. Create a unique ID and a password with 8 to 16 characters, with both upper and lower case letters, at least 1 number and 1 symbol such as: ~ ! @ + etc.
5. Agree to the Terms and Conditions.
6. Select 3 security questions and create 3 answers.
7. Enter an email address.
8. Write down all the details on a separate piece of paper or a secure document to make sure you don’t lose the information to get into the account later.
9. A confirmation email will be sent to the email listed with your account details, click continue.
10. You might need to navigate back to step 1 and navigate back to the main registry page and reselect “Incorporate an Ontario Business Corporation if you are taken to the back-end of the ONe-Key ID account and instead resign in with your new account.
11. Enter your email again and confirm it, then agree to the terms and conditions and select “Continue”
12. You will then be taken to a registration page where you will need to register a new user. Select your title, First Name, Middle Name, Last Name, Email Address and Confirmation, Telephone Number, and Address. To find your address, enter your Postal Code and click “Find Address”; Select the option that applies the most to your address. Update the fields that automatically populate with the address number if it did not do so automatically. “Click Create”
13. You will then be taken to the registration form. Accept the Terms and Conditions. Enter your first name, middle name, last name, phone number, and email address again.
14. Select “Yes” this corporation will have a number name.
15. Select your legal element for your number name, whichever one you prefer from the list.
16. Click Save and Continue.
17. Enter today’s date as the selected day of incorporation unless you have another date in mind.
18. Select a primary business activity that applies the most to your business.
19. Enter your email address again and confirm. Click Save and Continue.
20. If your business is a home-based business, put your address.
21. Enter your Postal Code and click “Find Address”.
22. Select the choice that applies the most to your address. Update the fields that automatically populate with the address number if it did not do so automatically. Click Save and Continue.
23. Add a Director or multiple directors and their information, in most cases this will be the owner(s) or partners involved in starting the corporation. Click Save and Continue. (NOTE: A Not-For-Profit requires a minimum of 3 directors)
24. Select use pre-defined text for the Shares and Provisions section, if you need to use your own text legal advice is suggested. Click Save and Continue.
25. Select the incorporators authorizing the registration today (form will auto-select directors from earlier section). Click Save and Continue.
26. Review all the application information and click the statement confirming the accuracy of the information submitted.
27. Click Submit, and then it will prompt for the payment of the $300 fee. (NOTE: The Not-For-Profit Registration fee is $155)
28. Select from the dropdown menu payment method: Debit or Credit Card. Ignore the Transaction ID Field.
29. Proceed and it will bring you to the payment processing page, enter your name on card, card number, expiration date, and CVD on the back of your card. Click Submit.
30. Once that is complete your corporation is registered, your receipt and your articles of incorporation will be emailed to the email you used for the registration.
31. The form will then take you to the corporation’s service page.
32. Within 60 days, your corporation will be required legally to complete an initial return which can be done right away. Click the option from the “Make Changes” dropdown menu and select “File Initial Return”. Follow the process which will be like how you incorporated the business to confirm the information and all the directors/incorporators.
33. You will also need to create a business name to operate as unless you are planning to operate as your number name (which you most likely are not planning to). On the Service page of your corporation, you will see the Dropdown menu titled “Business Names” with one option saying “Register a business name”. Select it.
34. Accept the Terms and Conditions, enter your First Name, Middle Name, Last Name, Telephone Number, email address and confirmation. Enter your proposed business name and your primary business activity. Click Save and Continue.
35. Enter your address information. Select Save and Continue.
36. Select who is authorizing the business name registration. Select Save and Continue.
37. Review all the application information and click the statement confirming the accuracy of the information submitted.
38. Click Submit, and then it will prompt for the payment of the $60 fee.
39. Select from the dropdown menu payment method: Debit or Credit Card. Ignore the Transaction ID Field.
40. Proceed and it will bring you to the payment processing page, enter your name on card, card number, expiration date, and CVD on the back of your card. Click Submit.
41. Once that is complete your business name is registered, your receipt and your licence will be emailed to the email you used for the registration.

**How to incorporate a named company (or a named not-for-profit) using the Ontario Business Registry:**

1. A NUANS name search much be conducted before registration. Navigate to <https://www.nuans.com/app/scr/corp/nuans/public/PreSearch.html?reportType=6&lang=eng>
2. Enter your proposed business name into the name search, INCLUDING “Inc.” “Corp.” or “Ltd.” even though the form says not to. The process will not work if the Legal Term is not included!
3. A warning will come up about the legal term, click Next anyway.
4. Select your distinguishing word (the most unique word in your search) and enter your business activity and select the activity that is most relevant to your business. Click Next.
5. Enter your email address and confirm, click next.
6. Cost for the search is $13.80 CAD. Enter your payment information (name on card, card number, card type, expiration date, and CVD on the back of your card). Click Submit Payment.
7. Search Report will be sent to your email within a few minutes.
8. Once you have the email with the name search report PDF file, navigate to [www.Ontario.ca/businessregistry](http://www.Ontario.ca/businessregistry)
9. Scroll Down until you see the option “Incorporate an Ontario Business Corporation” and click. (NOTE: For a Not-for-Profit click “Incorporate a Not-For-Profit” instead).
10. Create a One-key ID account by clicking “Sign up now!”
11. Create a unique ID and a password with 8 to 16 characters, with both upper and lower case letters, at least 1 number and 1 symbol such as: ~ ! @ + etc.
12. Agree to the Terms and Conditions.
13. Select 3 security questions and create 3 answers.
14. Enter an email address.
15. Write down all the details on a separate piece of paper or a secure document to make sure you don’t lose the information to get into the account later.
16. A confirmation email will be sent to the email listed with your account details, click continue.
17. You might need to navigate back to step 1 and navigate back to the main registry page and reselect “Incorporate an Ontario Business Corporation if you are taken to the back-end of the ONe-Key ID account and instead resign in with your new account.
18. Enter your email again and confirm it, then agree to the terms and conditions and select “Continue”
19. You will then be taken to a registration page where you will need to register a new user. Select your title, First Name, Middle Name, Last Name, Email Address and Confirmation, Telephone Number, and Address. To find your address, enter your Postal Code and click “Find Address”; Select the option that applies the most to your address. Update the fields that automatically populate with the address number if it did not do so automatically. “Click Create”
20. You will then be taken to the registration form. Accept the Terms and Conditions. Enter your first name, middle name, last name, phone number, and email address again.
21. Select “NO” this corporation will have a number name.
22. Select the type of name your corporation will have.
23. Enter your proposed name.
24. Enter your Nuans Report Reference # which will be in the top left of your report PDF you just ordered. Enter the date the report was conducted.
25. Click Save and Continue.
26. Enter today’s date as the selected day of incorporation unless you have another date in mind.
27. Select a primary business activity that applies the most to your business.
28. Enter your email address again and confirm. Click Save and Continue.
29. If your business is a home-based business, put your address.
30. Enter your Postal Code and click “Find Address”.
31. Select the option that applies the most to your address. Update the fields that automatically populate with the address number if it did not do so automatically. Click Save and Continue.
32. Add a director or multiple directors and their information, in most cases this will be the owner(s) or partners involved in starting the corporation. Click Save and Continue. (NOTE: A Not-For-Profit requires a minimum of 3 directors)
33. Select use pre-defined text for the Shares and Provisions section, if you need to use your own text legal advice is suggested. Click Save and Continue.
34. Select the incorporators authorizing the registration today (form will auto-select directors from earlier section). Click Save and Continue.
35. Review all the application information and click the statement confirming the accuracy of the information submitted.
36. Click Submit, and then it will prompt for the payment of the $300 fee. (NOTE: The Not-For-Profit Registration fee is $155)
37. Select from the dropdown menu payment method: Debit or Credit Card. Ignore the Transaction ID Field.
38. Proceed and it will bring you to the payment processing page, enter your name on card, card number, expiration date, and CVD on the back of your card. Click Submit.
39. Once that is complete your corporation is registered, your receipt and your articles of incorporation will be emailed to the email you used for the registration.
40. The form will then take you to the corporation’s service page.
41. Within 60 days, your corporation will be required legally to complete an initial return which can be done right away. Click the option from the “Make Changes” dropdown menu and select “File Initial Return”. Follow the process which will be like how you incorporated the business to confirm the information and all the directors/incorporators.