



**Customer Support Guide
Corporate Registry Document
Order/Profile Report**

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 Although we do everything we can to ensure transactions are processed in a timely way, use of outdated forms may result in delays or incomplete transactions.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 ISC does not accept responsibility for any losses resulting from the use of outdated forms.

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Revision History

Version	Revision Date	Summary of Changes	Pages Changed
1.0	18 Oct 2018	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, underlining 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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Getting Started

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?

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

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

ISC Home My Activity File Search Messages Log Out

Buying Entity Information? Search Here... Welcome, [User Name]

Your Summary
Overview of your account activity

No data available in table

News & Announcements
View the latest news at ISC

Latest Events (last 10)
Quick access to the most recent activity on your account

No data available in table





Obtaining Document(s) for an Entity when you know the Entity Number and/or Name

- Type the Entity Number or Entity Name you wish to search in the grey bar to the right of the shopping cart. **When the results populate**, click on the correct one.

The screenshot shows the ISC user interface. At the top, there is a navigation bar with the ISC logo and links for Home, My Activity, File, Search, Messages, and Log Out. Below the navigation bar is a search bar with the text "Buying Entity Information? Search Here..." and a "Welcome," message. The main content area is divided into three sections: "Your Summary" (Overview of your account activity) with "Orders Available (15)" and "Orders Pending (2)"; "News & Announcements" (View the latest news at ISC); and "Latest Events (last 10)" (Quick access to the most recent activity on your account). A red arrow points to the search bar. Below the search bar, there is a text prompt: "Type the Entity Number or Entity Name in here".

Date	Status	Action
11-Oct-2018	Order Ready	•
07-Sep-2018	Order Ready	•
07-Sep-2018	Order Ready	•
28-Aug-2018	Order Ready	•





- Locate the correct document/certificate/report and click **Add to Cart**.
- If all the items you want to obtain are added in your Shopping Cart, click on **Checkout**.

ISC Home My Activity File Search Messages Log Out

Buying Entity Information? Search Here... Welcome,

Entity Details

Entity Details [+ Show Details](#)

Business information is public information and available upon request.
- For immediate search results on entity information from **1999 to present** conduct a search using this website for available documents
- Entity information **prior to 1999** can only be searched using the [document order form](#)

Reports

Entity Profile Report	Standard	Online Only	\$ 6	Add to Cart
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Certificates

Certificate of Status	Standard	Online Only	\$ 15	Add to Cart
12-May-2015 : Certificate of Dissolution	Standard	Online Only	\$ 10	Add to Cart
28-Jan-2014 : Certificate of Amendment	Standard	Online Only	\$ 10	Add to Cart
23-Jan-2014 : Certificate of Amendment	Standard	Online Only	\$ 10	Add to Cart
10-Dec-2013 : Certificate of Incorporation	Standard	Online Only	\$ 10	Add to Cart

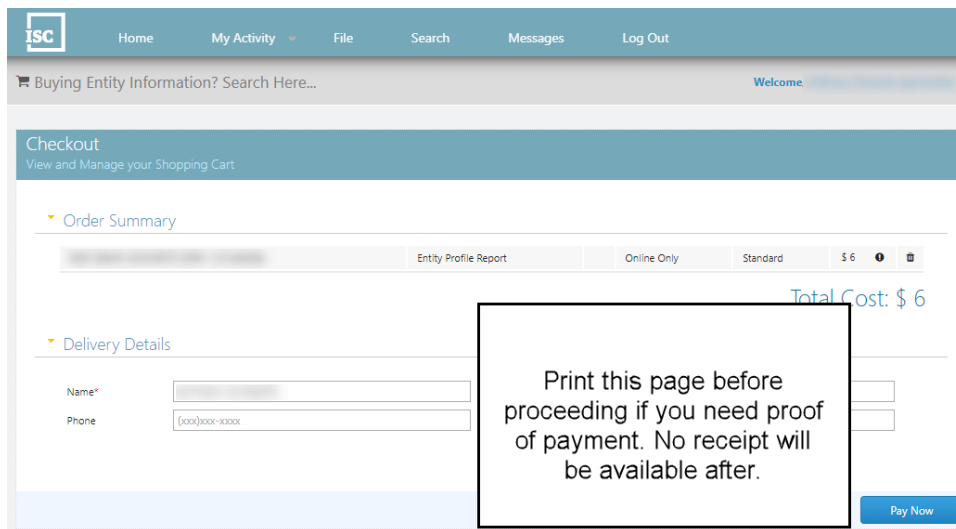
Documents

12-May-2015 : Business Corporation - Dissolution	Standard	Online Only	\$ 10	Add to Cart
28-Jan-2014 : Business Corporation - Amend Articles	Standard	Online Only	\$ 10	Add to Cart

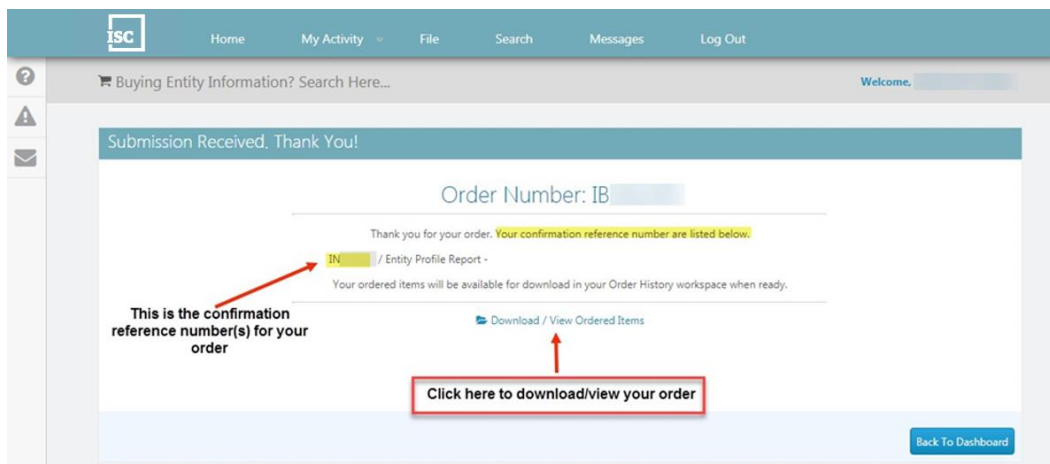
[Checkout](#)

- Review your **Order Summary** to make sure that all the items you want, are added in Your Shopping Cart. If all items are correct, **please print this page**. This will be your only opportunity to receive a proof of payment.
- Click **Pay Now** to make your payment.



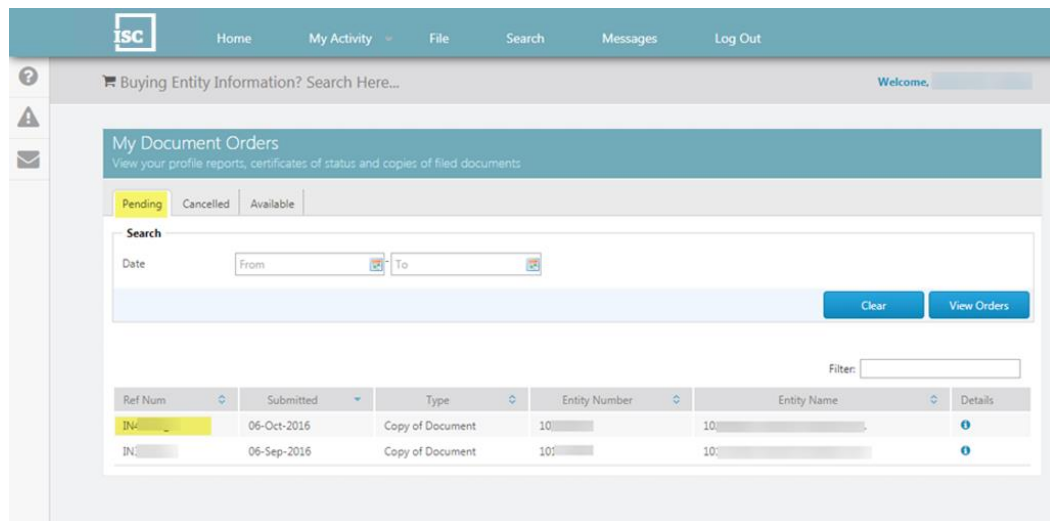


- Click on **Download/View Ordered Items** to see if your order is available, if so download it.

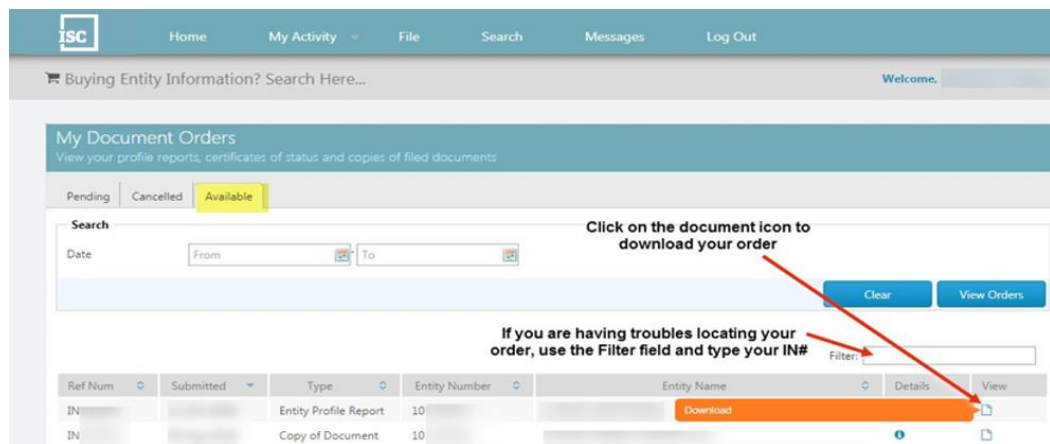


- The next page will take you into your Pending tab because not all orders are instant. If you see it in your Pending Tab, please login periodically to check the status. If you do not see your confirmation reference number in here, you can find it in the **Available** tab.





- Click the **Available** Tab and search for your confirmation reference number. When you see your order click on the icon that looks like a document in the **View** column to download your order.



- All your Orders will be available for future use and can be located several ways in your login. They can be located under **My Activity**, **Order History**. In **Your Summary**, **Orders Available** or **Orders Pending**.





The screenshot displays the ISC user interface. At the top, there is a navigation bar with the following items: Home, My Activity (with a dropdown arrow), File, Search, Messages, and Log Out. Below the navigation bar, the main content area is divided into several sections:

- Buying Entity Information:** A header section with a "Welcome," message.
- Your Summary:** A section titled "Overview of your account activity" containing a list of items:
 - Draft Submissions (1)
 - Orders Available (107)
 - Cancelled Orders (3)Each item has a small icon to its right. A red arrow points to the "Order History" option in the "My Activity" dropdown menu.
- News & Announcements:** A section titled "View the latest news at ISC". A red arrow points to the right side of the "Your Summary" section.
- Latest Events (last 10):** A section titled "Quick access to the most recent activity on your account" with a message: "No data available in table".





Obtaining Document(s) for an Entity when you do not know the Entity Number and/or Name

- On the Home page, choose **Search** at the top middle of the page.
- Type the Entity Number or Company Name. You can click the dropdown if you want your Company Name search to Contain Words or be Similar if you are not sure of the registered name.
- Click **Search**.
- If your Search Result, click on the **arrow icon** to the right of Jurisdiction that you want to view.

ISC Home My Activity File Search Messages Log Out

Buying Entity Information? Search Here... Click Search Welcome,

Entity Search

Search for entities using one or more of the criteria below

Enter the company name

Search Criteria

Entity Type: Business Corporation Entity Number:

Company Name: Contains Words

Include previous names*

Clear Search

Search Result

Filter:

Entity Name	Entity Number	Entity Type	Entity Status	Jurisdiction
		Saskatchewan Corporation		

Click here to view the results View

- Click **Add to Cart** to add that Report/Certificate/Document to your Shopping Cart.
- If all the items you want to obtain are added to your Shopping Cart, click on **Checkout**.





ISC Home My Activity File Search Messages Log Out

Buying Entity Information? Search Here... Welcome, [User Name]

Entity Details

Entity Details [+ Show Details](#)

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▼ Reports

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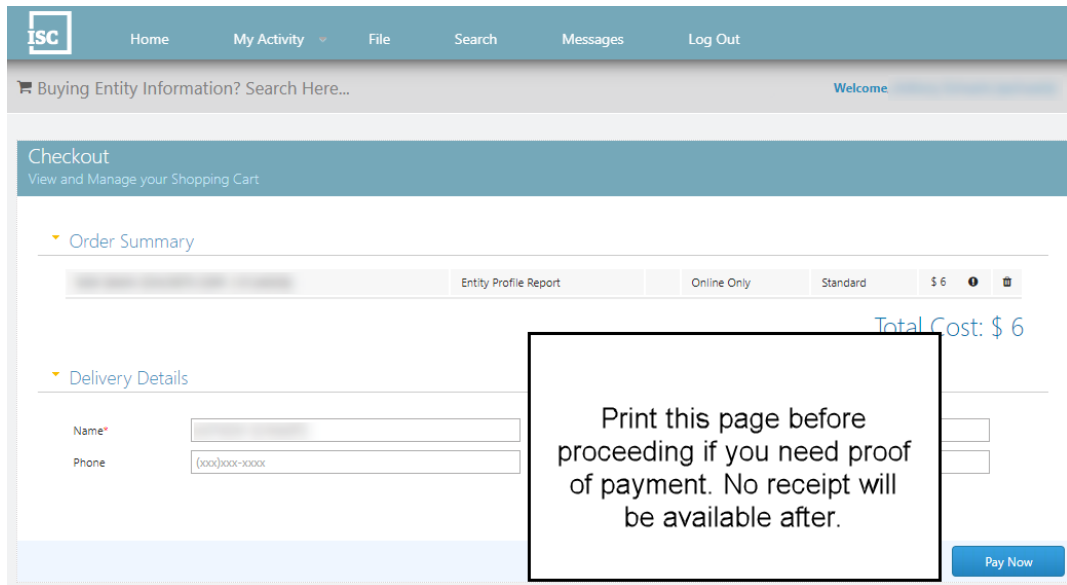
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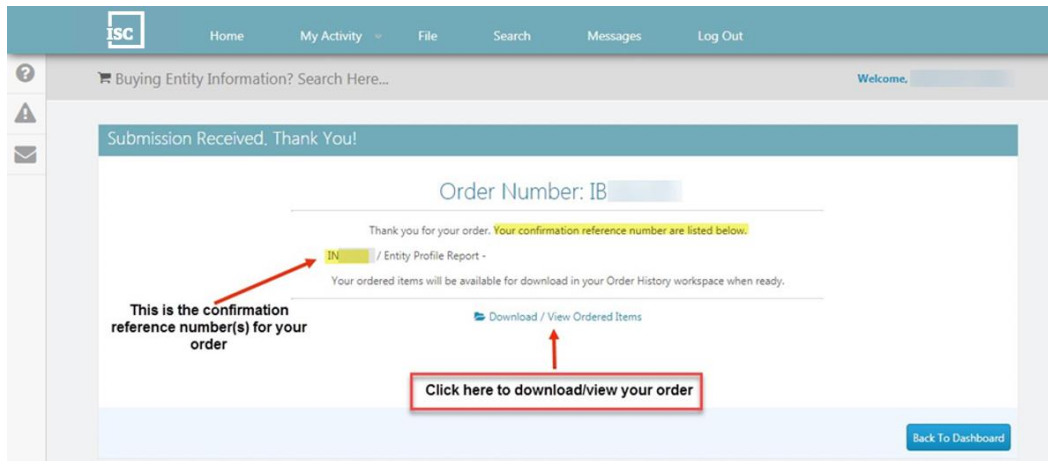
[Checkout](#)

- Review your Order Summary to make sure that all the items you want are added in your Shopping Cart. If all items are correct, **please print this page**. This will be your only opportunity to receive a proof of payment.
- Click **Pay Now** and make your payment.



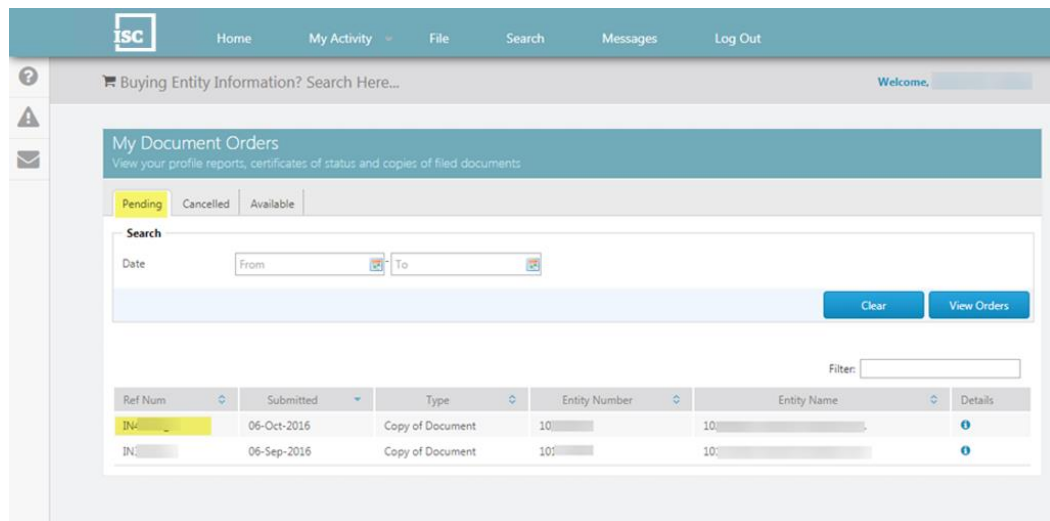


- Click on Download/View Ordered Items to see if your order is available. If yes, download it.

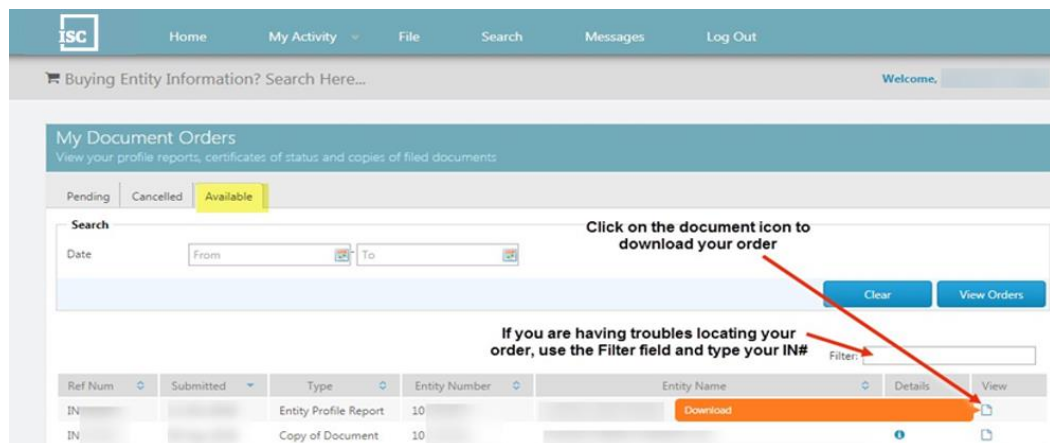


- The next page will take you into your **Pending** tab because not all orders are instant. If you see it in your Pending Tab, please keep checking your login to check the status of it. If you do not see your confirmation reference number in here, you can find it in the **Available** tab.





- Click the **Available** tab and search for your confirmation reference number. When you see your order click on the document icon in the **View** column to download your order.



- All your orders will be available for future use and can be located several ways in your login. They can be located under My Activity, Order History. In Your Summary, Orders Available or Orders Pending.





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Disclaimer: The Corporate Registry cannot provide legal advice about your file form. Please contact a lawyer to discuss your legal concerns.

