



**Information  
Services  
Corporation**

# Account Registration/Login

Corporate Registry



Corporate

Registry

August

2021



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 Although we do everything we can to ensure transactions are processed in a timely way, use of outdated forms may result in delays or incomplete transactions.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 ISC does not accept responsibility for any losses resulting from the use of outdated forms.

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## 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.



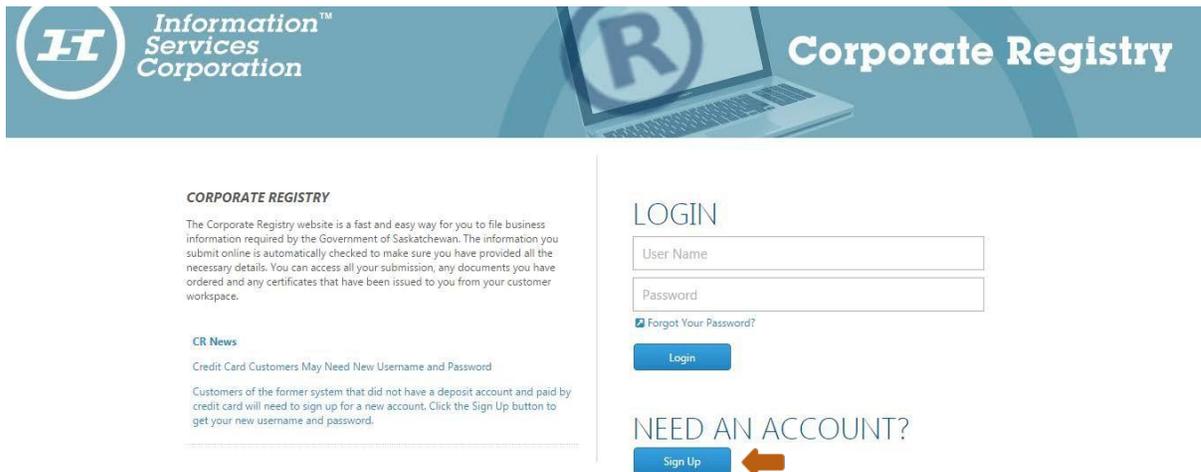
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## Corporate Registry Application

To start:

1. Go to <https://corporateregistry.isc.ca/>
2. Click **Sign up**.



The screenshot shows the Corporate Registry website interface. At the top, there is a blue banner with the Information Services Corporation logo on the left and the text "Corporate Registry" on the right. Below the banner, the page is divided into two main sections. The left section, titled "CORPORATE REGISTRY", contains a paragraph describing the website's purpose and a "CR News" section with a link to "Credit Card Customers May Need New Username and Password". The right section, titled "LOGIN", features a form with "User Name" and "Password" input fields, a "Forgot Your Password?" link, and a "Login" button. Below the login section, there is a "NEED AN ACCOUNT?" section with a "Sign Up" button and an orange arrow pointing to it.

## Account Registration Page

The account registration page presents itself as a pop-up window. Each segment of the account registration page must be completed in order to ensure a successful submission. Please note, any field with a \* is a required field.

Account Registration
✕

**Your Details**

User Name*	<input type="text"/>		
First Name*	<input type="text"/>	Last Name*	<input type="text"/>
Email*	<input type="text"/>	Confirm Email*	<input type="text"/>
Password*	8-16 long, 1 upper & 1 lower case, 1 number, 1 of !@\$*		Confirm Password*
Phone	<input type="text" value="(xxx)xxx-xxxx"/>	Mobile	<input type="text"/>

**Password:** Must be 8 to 16 characters and must contain at least one upper case character (A-Z), one lower case character (a-z), one number (0-9), and one of the following special characters !@\$\*

**Account Details**

This account will be used by a legal firm that doesn't already have an account with the Registry.

Account Type*	<input type="text" value="Select the Account Type"/>	Account Name*	<input type="text"/>
Search Address	<input type="text" value="Search for your address here or enter your address below"/>		CANADA
Address (1)*	<input type="text" value="Street Address 1"/>		
Address (2)	<input type="text" value="Street Address 2"/>		
Address (3)	<input type="text" value="Street Address 3"/>		
City*	<input type="text"/>	Country*	CANADA
Province/State*	SASKATCHEWAN	Postal Code /Zip Code*	<input type="text"/>

I have an existing account with ISC.

I'm not a robot
 

After you click Submit an email will be sent to the email address you provided above. Follow the instructions in the email to complete the registration process.

I agree to the terms and conditions as set out in the following links:

[Privacy Statement](#) [Disclaimer](#)

Submit



## Your Details

This is the area where you enter your user name, first and last names, email and passwords. Please be sure your email address is correct and enter in your phone number in the following format (xxx)xxx-xxxx.

The system will present an  if there is anything wrong with the information. For example, if the email addresses do not match an  will appear.

Account Registration 

**Your Details**

User Name*	<input type="text" value="Usernames"/>		
First Name*	<input type="text" value="USER"/>	Last Name*	<input type="text" value="NAMES"/>
Email*	<input type="text" value="username@testemail.com"/>	Confirm Email*	<input type="text" value="username@testemail.com"/>
Password*	<input type="password" value="*****"/>	Confirm Password*	<input type="password" value="*****"/>
Phone	<input type="text" value="(xxx)xxx-xxxx"/>	Mobile	<input type="text"/>

**Password:** Must be 8 to 16 characters and must contain at least one upper case character (A-Z), one lower case character (a-z), one number (0-9), and one of the following special characters !@\$\*

## Account Details

The account details section provides you the option to select your account type, provide your account name and enter in your address information.

1. **Check box** - The initial checkbox is reserved for members of the legal community only. If you are a member of a legal firm you may select this option. Please be patient as your enrollment must be reviewed by a corporate registry employee.
2. The account type **dropdown** includes two options:
  - **Individual** – this account type may be used when there is only one person seeking to complete corporate registry transactions. For example, if you own your own business and you complete your annual return filing on your own every year this may be the best account type for you.
  - **Organization** – this account type may be used for a larger organization, that has multiple users. Each user will link back to the same account and the account can be managed by your own administrator.
  - **\*\*In this example we are selecting Organization as our account type. If you are an individual user, please select individual from the drop down.**
3. **Account name field:**
  - For an organization account, the account name is selected by you. For example, you may wish to enter in your organization name in the account name field. If you select an individual account the account name will automatically fill in with your first name and last name.
4. **Address information:**
  - You may choose to search for your address in the Search Address field. This field will query Canada Post and automatically fill in the required fields.
  - Alternatively, you may type in your address on your own. Please note that if the address is very long, continue entering it in address (2).

**Account Details**

1  This account will be used by a legal firm that doesn't already have an account with the Registry.

2 Account Type\*  Account Name\*  3

4 Search Address

Address (1)\*

Address (2)

Address (3)

City\*  Country\*

Province/State\*  Post Code / Zip Code

## Existing ISC Account or Client Number Details

If you are an existing ISC customer and would like to have your transactions and funds associated with one account number, you may choose to:

- Enter the account number and password in the ISC account details field. Example, you may have an already existing account with the Land Registry. Entering your Land Registry account information here, will allow you to use funds from you Land Registry account for your Corporate Registry transactions.
- If you have an already existing client number, you may choose to enter that information as well below. Again, if you have Land registry client number, the client number details must match your client number information. By providing your client number, this will ensure all transactions you complete will appear together on your account statement.

I have an existing account with ISC.  
**ISC Account Details**  
Account Number\*  Password\*

I have an existing client number with ISC.  
**Client Number Details**  
Client Number\*  First Name\*   
Last Name\*

## Instructions and Disclaimer

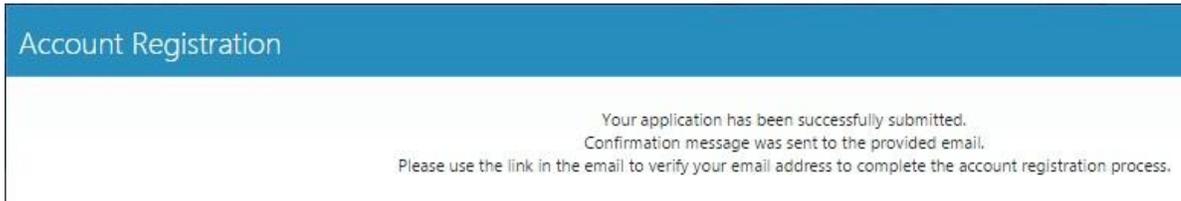
### \*IMPORTANT NOTE\*

After you check the **disclaimer check box** and click the **Submit** button, an email will be sent to the email address you provided in your Account Registration. Follow the instructions in the email to complete the registration process.

I agree to the terms and conditions as set out in the following links: [Privacy Statement](#) [Disclaimer](#)

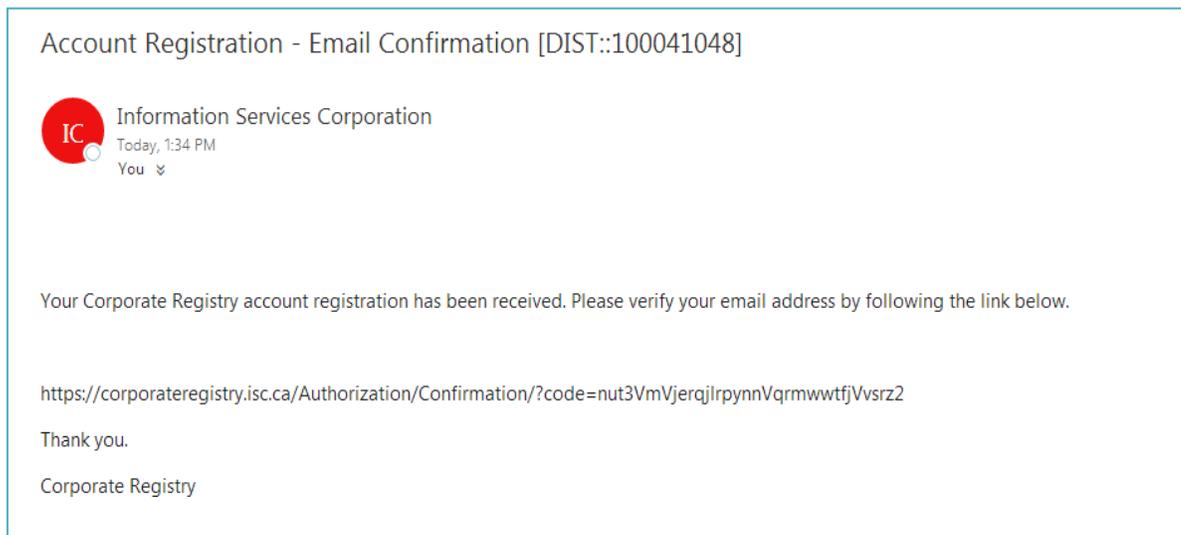


Immediately after you click submit, the below pop up will appear. **Check your email and confirm your account registration to complete the account registration process.**

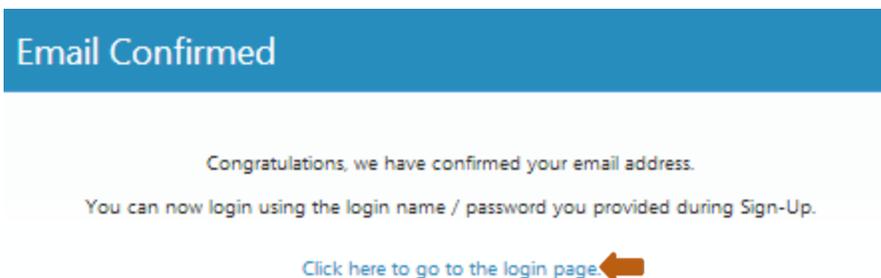


## Confirmation Email

Check your email. Once you receive the email from ISC, please click on the link or copy and paste the link into your web browser.



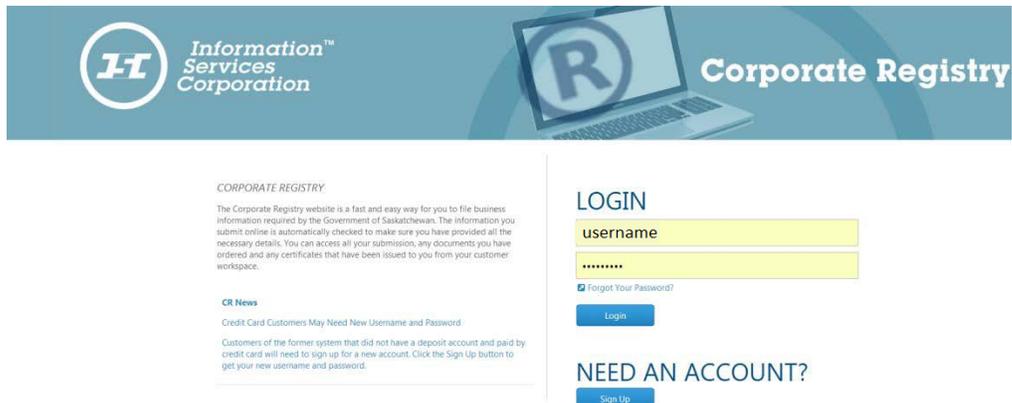
When you have successfully done this, you will receive the below popup. At this point you mayclick the link contained in the pop up to login to your account.



## Logging in to Corporate Registry

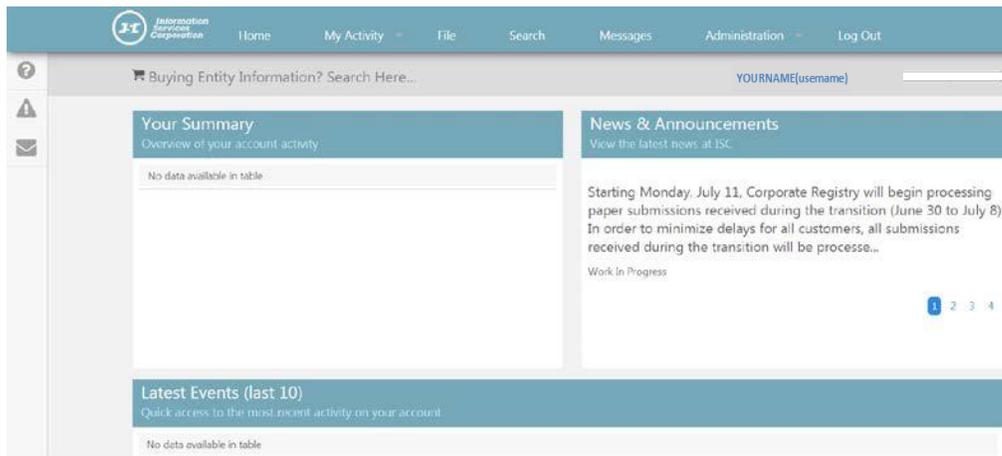
To start:

1. Go to <https://corporateregistry.isc.ca/>
2. Enter your username and password. Click **Login**.



The screenshot shows the Corporate Registry login page. At the top, there is a blue banner with the Information Services Corporation logo and the text "Corporate Registry". Below the banner, the page is divided into two main sections. On the left, there is a "CORPORATE REGISTRY" section with a brief description of the website's purpose and a "CR News" section with a link to "Credit Card Customers May Need New Username and Password". On the right, there is a "LOGIN" section with two input fields for "username" and "password", a "Forgot Your Password?" link, and a "Login" button. Below the login section, there is a "NEED AN ACCOUNT?" section with a "Sign Up" button.

3. Your **dashboard** will display.



The screenshot shows the Corporate Registry dashboard. At the top, there is a navigation bar with the Information Services Corporation logo and links for "Home", "My Activity", "File", "Search", "Messages", "Administration", and "Log Out". Below the navigation bar, there is a search bar with the text "Buying Entity Information? Search Here..." and a user profile dropdown with the text "YOURNAME(username)". The dashboard is divided into three main sections: "Your Summary" (Overview of your account activity) with a table showing "No data available in table"; "News & Announcements" (View the latest news at ISC) with a news item about starting Monday, July 11, and a "Work In Progress" indicator; and "Latest Events (last 10)" (Quick access to the most recent activity on your account) with a table showing "No data available in table".