

# Creating a MyAlberta Digital ID for Business Account

## Canada-Alberta Job Grant (CAJG) and Summer Temporary Employment Program (STEP)

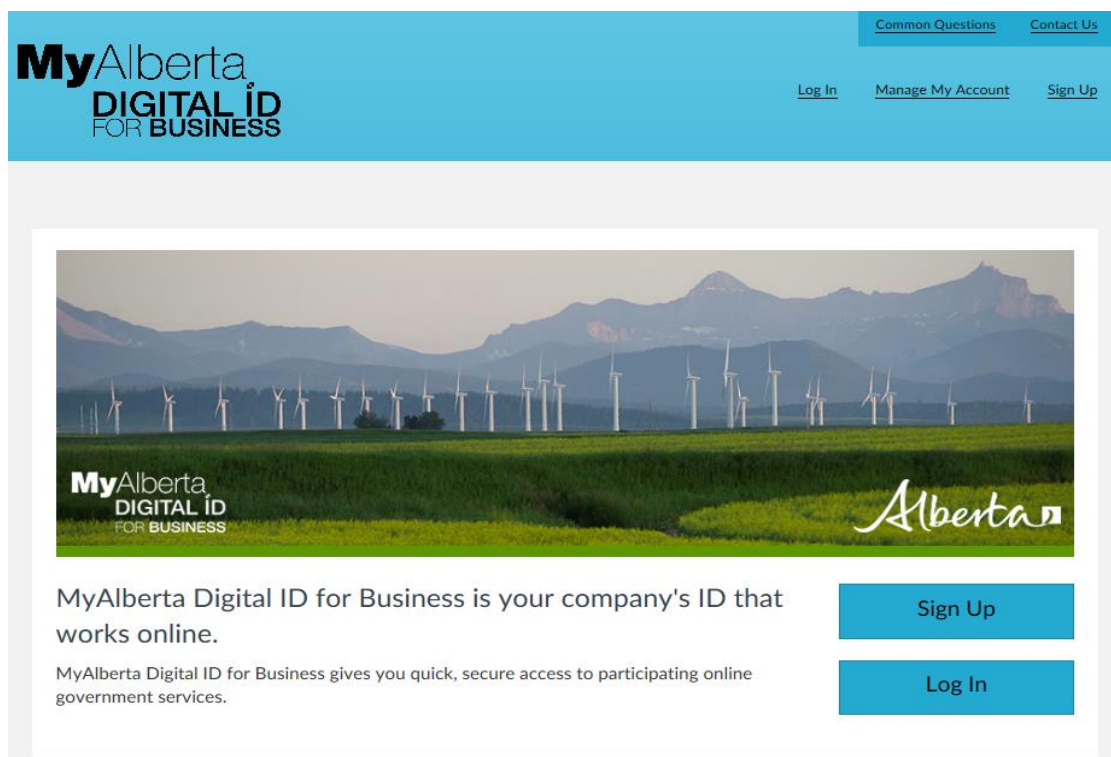
### Introduction

To get access to Labour's Workforce Grants Portal to submit a Canada-Alberta Job Grant (CAJG) or a Summer Temporary Employment (STEP) application, an employer must first create a MyAlberta Digital ID for Business. When you select the Access Labour's Workforce Grants Portal option from the CAJG [alberta.ca/canada-alberta-job-grant](http://alberta.ca/canada-alberta-job-grant) or STEP [alberta.ca/step](http://alberta.ca/step) website you will be redirected to MyAlberta Digital ID for Business.

### Create a MyAlberta Digital ID for Business account:

#### Step 1

Select the Sign Up button from the MyAlberta Digital ID for Business home screen.



Common Questions Contact Us

MyAlberta  
DIGITAL ID  
FOR BUSINESS

Log In Manage My Account Sign Up

MyAlberta  
DIGITAL ID  
FOR BUSINESS

Alberta

MyAlberta Digital ID for Business is your company's ID that works online.

MyAlberta Digital ID for Business gives you quick, secure access to participating online government services.

Sign Up

Log In

## Step 2

Fill out the General Business Information section for your employer organization, accept the terms and conditions and then select Next.

### Notes:

1. If you are a post-secondary institution or municipality, please select Corporation as your business type. If you are an Indigenous government, library or school board, please select non-profit organization as the business type. Labour's Workforce Grants Portal will ask you to provide a more specific employer type on your first login.
2. If you do not have a Business Number, please enter 123456789.

# Sign Up for a MyAlberta Digital ID for Business Account

Your MyAlberta Digital Business ID can be used to access participating online government services. To create an account, complete the form below.

## General Business Information

### Business Name and Physical Address

#### Business Name (Legal Name)

Your business name is the legal name used to register your business.

Please enter a business name

#### Physical Business Location Country

#### Physical Business Location Province/State

#### Physical Business Location City/Municipality

#### Physical Business Location Street Address

#### Address Line 2

#### Physical Business Location Postal/Zip Code

#### Telephone

#### Extension

### Step 3

Fill out the Business Administrator Information section, review and accept the terms and conditions and submit.

#### Business Administrator Information

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##### User Name

User name

Your user name is the unique name you will use to access your MyAlberta Digital ID for Business account. It must be between 6 and 30 characters long and may contain letters, numbers, periods, dashes, @, underscores, and hyphens. User names cannot contain two hyphens in a row.

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##### Password

Password

Show Password

Confirm Password

Your password must be at least 8 characters.

Your password cannot:

- be a commonly used password,
- contain part of your username,
- start or end with a space, or
- use the same character 4 times in a row.

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##### Email Address

Email

Confirm Email

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##### Personal and Privacy Information Consent Terms

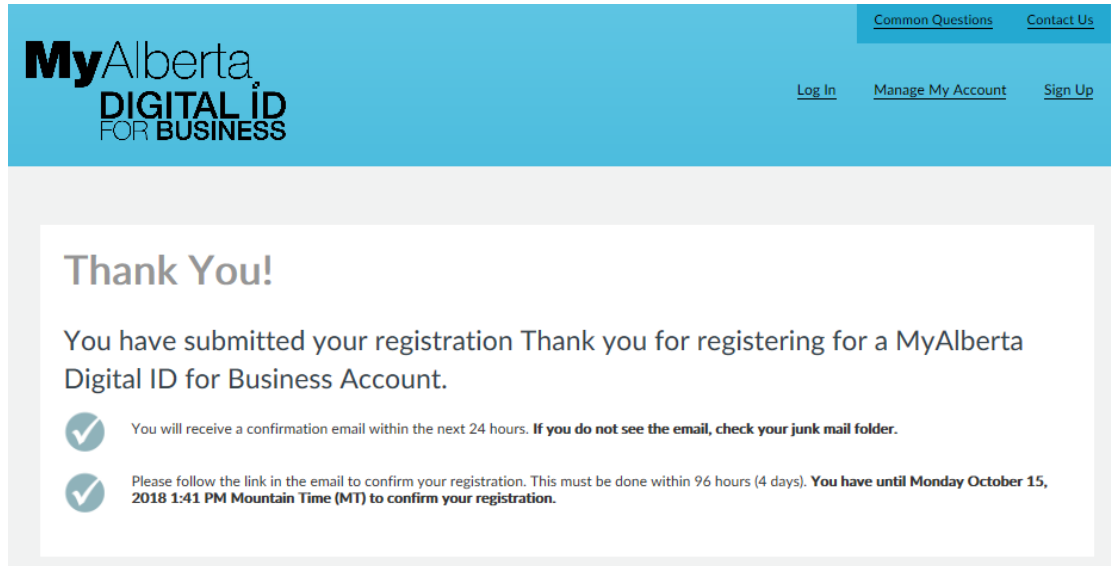
I agree to the [Terms of Use](#)

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You will receive a confirmation email after you complete the registration form. Follow the link in the email within 96 hours to complete your account creation. If you do not follow the link within 96 hours, the account will not be created and you will need to resubmit your information.

## Step 4

After submitting your information, you will be directed to a screen confirming the submission of your registration and a message alerting you that an email will be sent to you in order to complete the registration process.



The screenshot shows the top navigation bar with the MyAlberta Digital ID for Business logo on the left and links for Common Questions, Contact Us, Log In, Manage My Account, and Sign Up on the right. The main content area features a large 'Thank You!' heading, followed by a message: 'You have submitted your registration Thank you for registering for a MyAlberta Digital ID for Business Account.' Below this are two bullet points, each with a checkmark icon: 'You will receive a confirmation email within the next 24 hours. If you do not see the email, check your junk mail folder.' and 'Please follow the link in the email to confirm your registration. This must be done within 96 hours (4 days). You have until Monday October 15, 2018 1:41 PM Mountain Time (MT) to confirm your registration.'

## Step 5

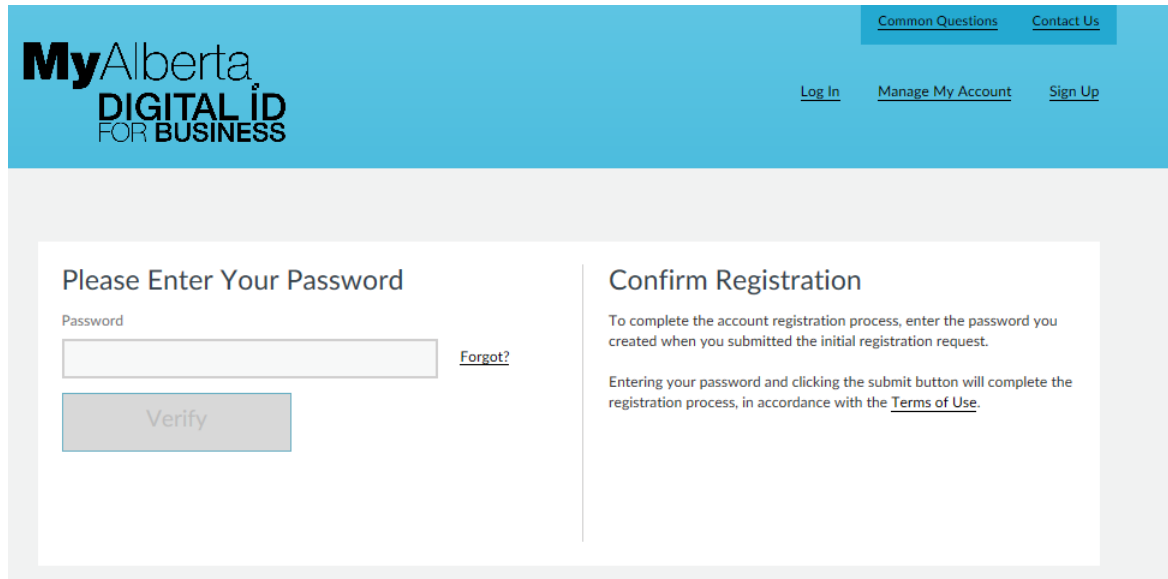
Open the email from SA-NoReply ID and click on the Complete Registration link within 96 hours to continue registering for MyAlberta Digital ID for Business.



The screenshot shows the MyAlberta Digital ID for Business logo at the top. The main content area contains the following text: 'Please confirm your MyAlberta Digital ID for Business account registration.' This is followed by instructions: 'To complete your registration, please click on the following link within the next 96 hours:' and a link for 'Complete Registration'. Below this, it says 'If you have trouble clicking the link above, you may copy and paste the following URL into your browser instead:' followed by a long URL. Then it says 'If you want to cancel the registration process, please click on the following link:' and a link for 'Cancel Registration'. Below this, it says 'If you have trouble clicking the link above, you may copy and paste the following URL into your browser instead:' followed by another long URL. At the bottom, there is a disclaimer: 'This is an automated message from MyAlberta Digital ID for Business (no\_replyid@gov.ab.ca). Please do not reply to this email.' and contact information: 'If you have questions about MyAlberta Digital ID for Business send us an email through the Contact Us page or visit our Common Questions page for more information.'

## Step 6

Clicking the link will take you to a screen asking you to log in to MyAlberta Digital ID for Business.



The screenshot shows the 'MyAlberta Digital ID FOR BUSINESS' header with navigation links: 'Common Questions', 'Contact Us', 'Log In', 'Manage My Account', and 'Sign Up'. The main content area is split into two columns. The left column is titled 'Please Enter Your Password' and contains a 'Password' label, a text input field, a 'Forgot?' link, and a 'Verify' button. The right column is titled 'Confirm Registration' and contains two paragraphs of text: 'To complete the account registration process, enter the password you created when you submitted the initial registration request.' and 'Entering your password and clicking the submit button will complete the registration process, in accordance with the [Terms of Use](#).'

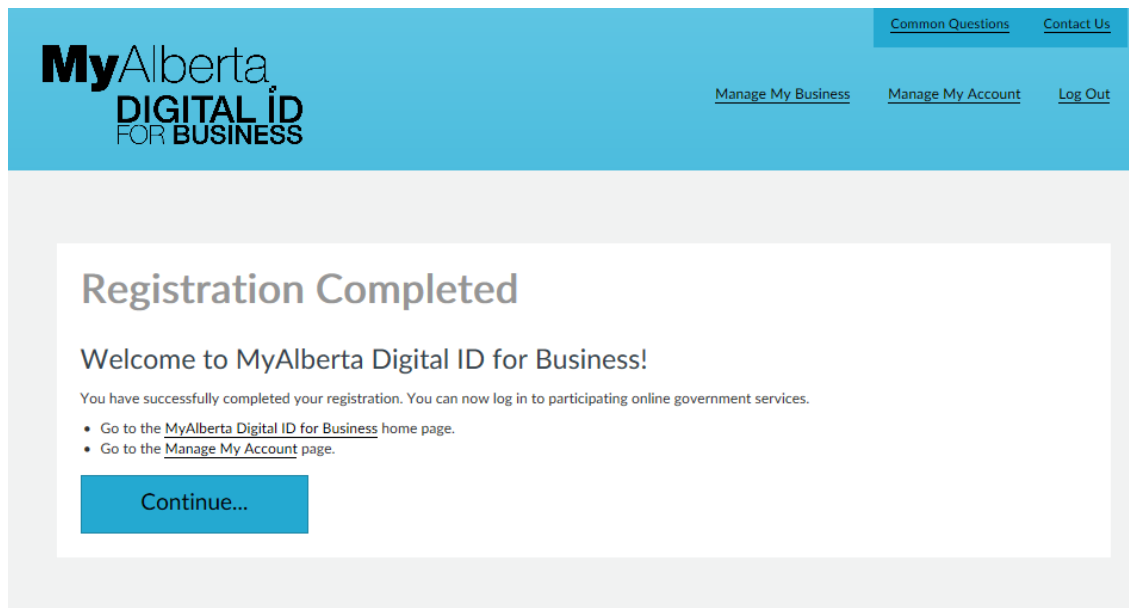
## Step 7

Log in with your password to complete the registration. You will now have access to the portal.

**Note:** you will need to return to the program area website to gain access to the portal.

Canada Alberta Job Grant (CAJG) website: [alberta.ca/canada-alberta-job-grant](http://alberta.ca/canada-alberta-job-grant)

Summer Temporary Employment Program (STEP) website: [alberta.ca/step](http://alberta.ca/step)



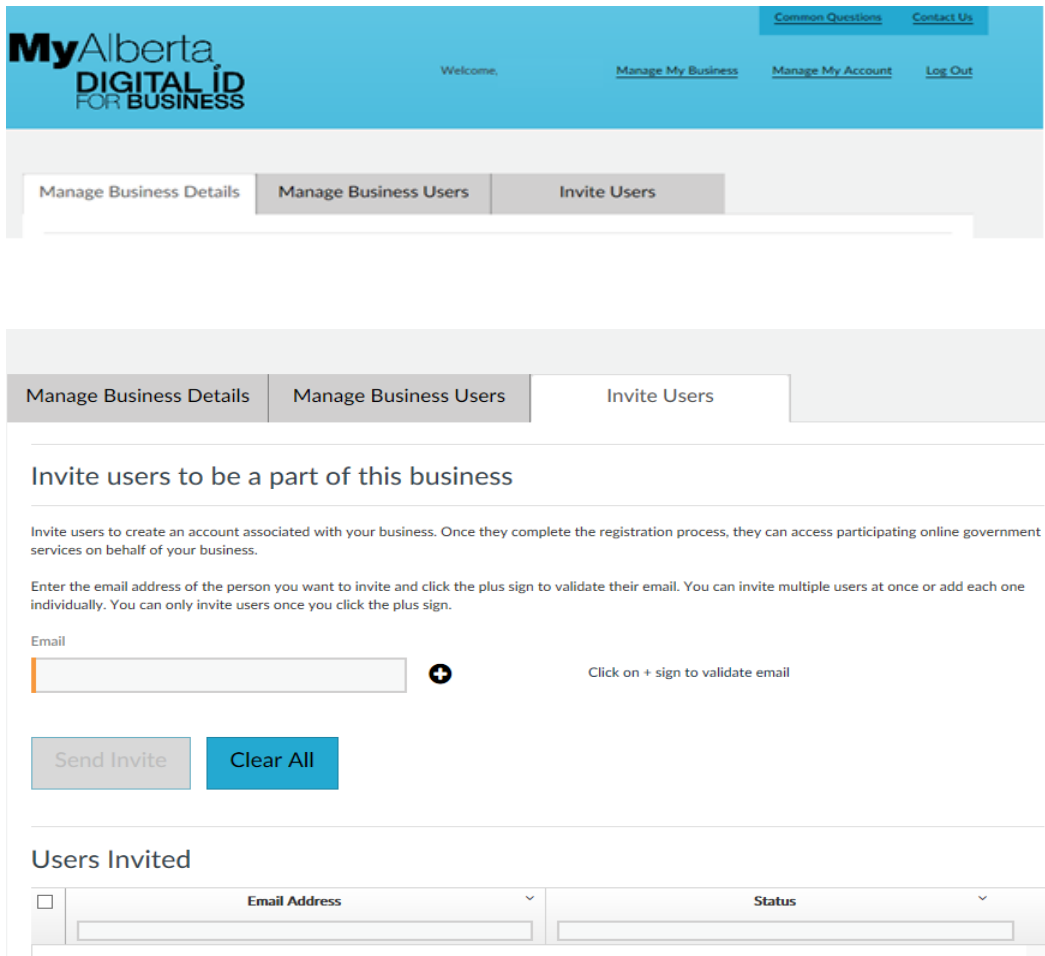
The screenshot shows the 'MyAlberta Digital ID FOR BUSINESS' header with navigation links: 'Common Questions', 'Contact Us', 'Manage My Business', 'Manage My Account', and 'Log Out'. The main content area is titled 'Registration Completed' and contains the following text: 'Welcome to MyAlberta Digital ID for Business!', 'You have successfully completed your registration. You can now log in to participating online government services.', and a bulleted list: 'Go to the [MyAlberta Digital ID for Business](#) home page.' and 'Go to the [Manage My Account](#) page.' Below the list is a blue 'Continue...' button.

# Important Information

## Managing your MyAlberta Digital ID for Business Account

Your employer organization may have several individuals who submit grants on your behalf. MyAlberta Digital ID for Business allows you to invite and manage users to do government business on your behalf.

On the MyAlberta Digital ID for Business homepage - select Manage My Account, select the Invite Users option and provide the email address of the person you are inviting when prompted. The user will then get an invitation to complete their registration as part of your MyAlberta Digital ID for Business account.



There are two types of users in the MyAlberta Digital ID for Business account: business administrators and delegates. Business administrators can manage business details, manage business users and invite delegates in MyAlberta Digital ID for Business system. Delegates can only access government services that use MyAlberta Digital ID for Business. It is good practice to have at least two business administrators for your employer organization in order to manage your account. If you have questions about how to manage your MyAlberta Digital ID for Business account, please use the contact button while logged into your MyAlberta Digital ID for Business account.

Apply for STEP at [alberta.ca/step](http://alberta.ca/step)

Apply for CAJG at [alberta.ca/canada-alberta-job-grant](http://alberta.ca/canada-alberta-job-grant)