Creating a MyAlberta Digital ID for Business Account

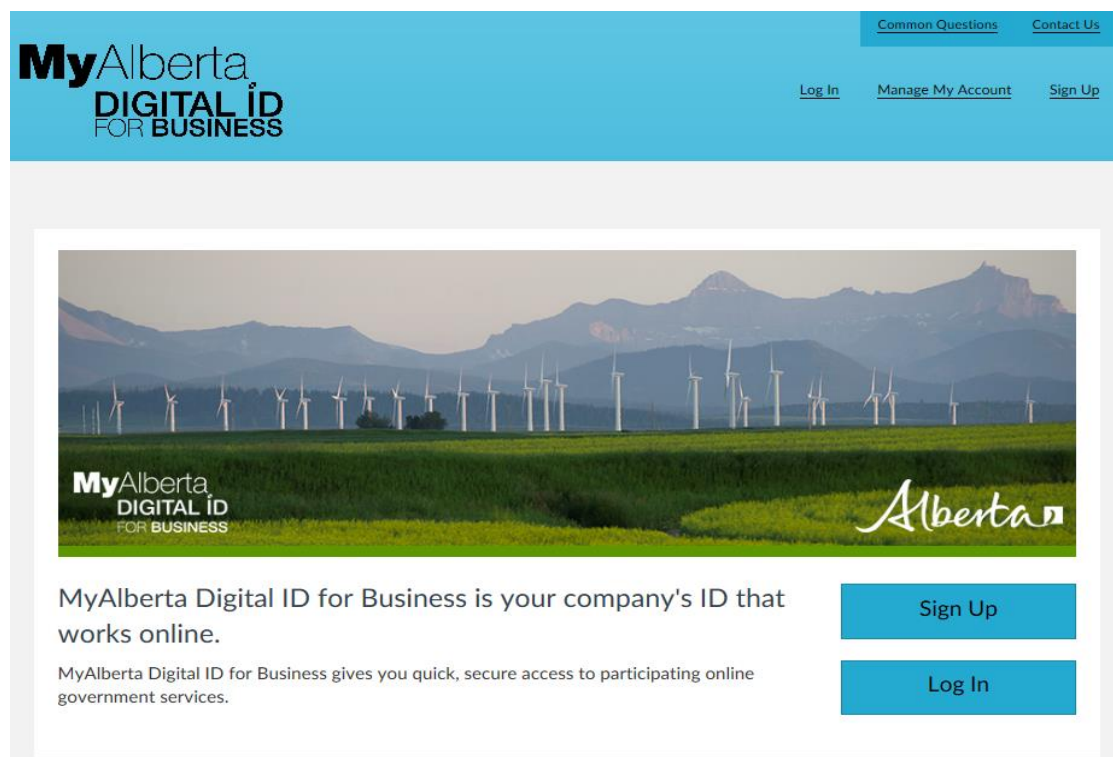## Canada-Alberta Job Grant (CAJG) and Summer Temporary Employment Program (STEP)

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 or STEP 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.

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

Canada

Physical Business Location Province/State

Choose

Physical Business Location City/Municipality

Physical Business Location Street Address

Address Line 2

Physical Business Location Postal/Zip Code

Telephone   Extension

(123) 123-1234

Alberta

Step 3

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

Business Administrator Information

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.

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.

Email Address

Email

[   ]

Confirm Email

[   ]
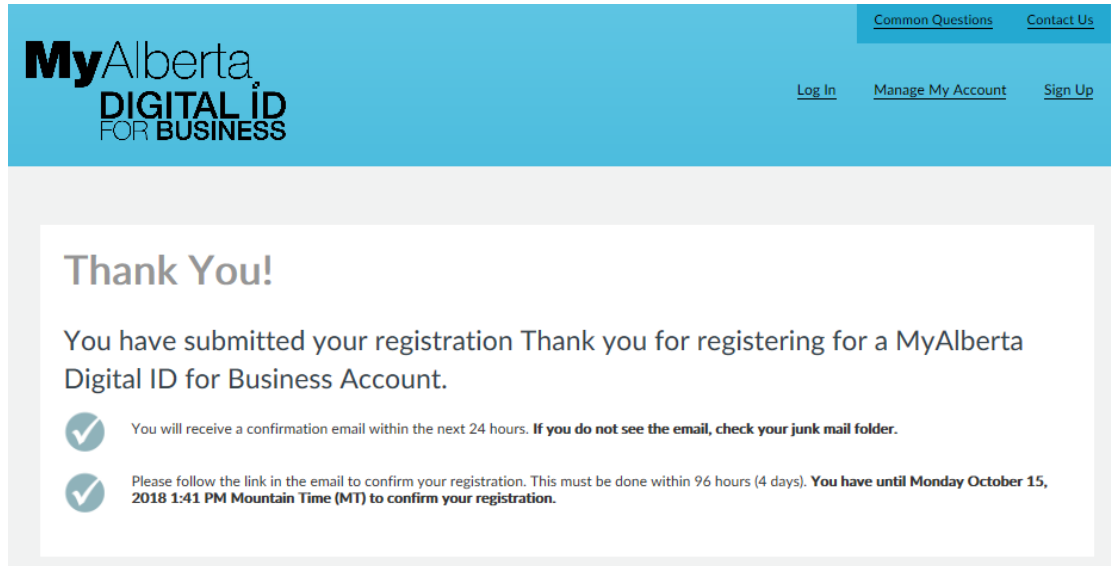
Personal and Privacy Information Consent Terms

☑ I agree to the Terms of Use

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.

[Back]   [Submit]

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.
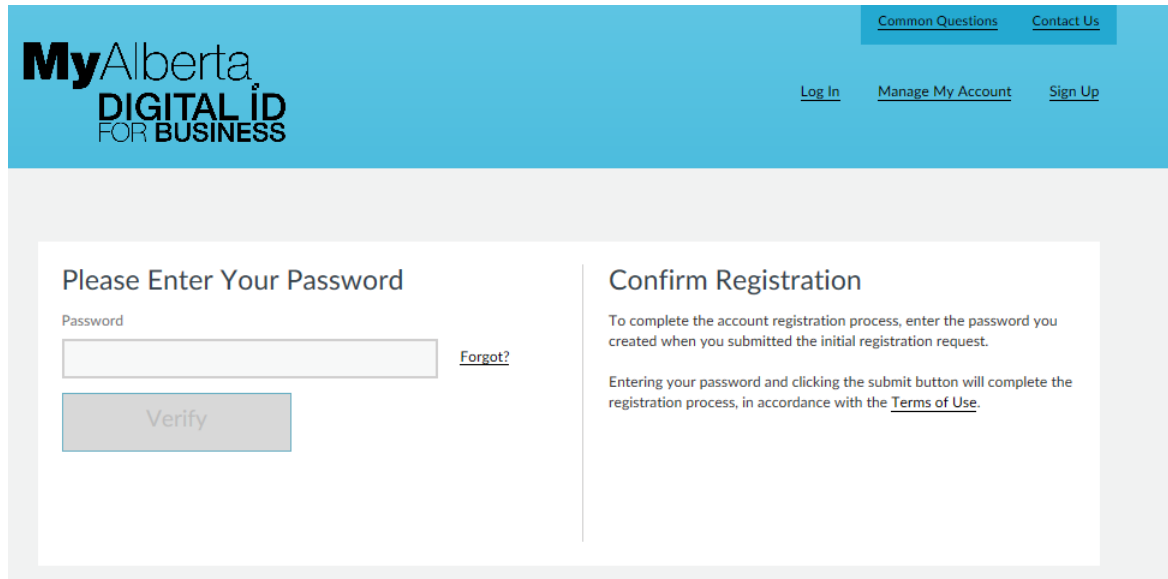

Step 5

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.

Step 6

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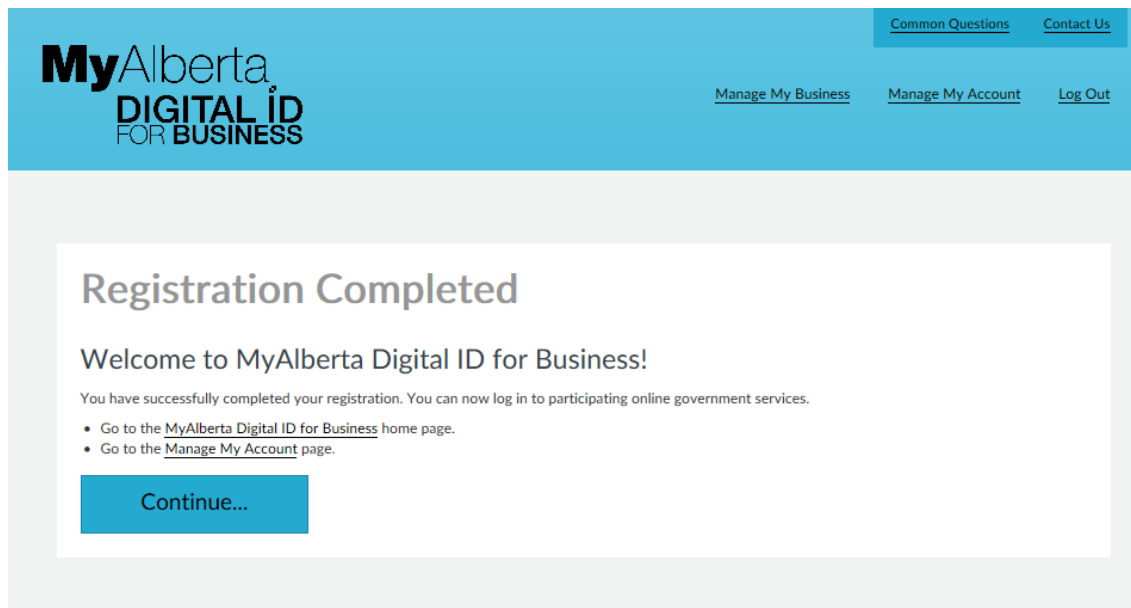

Step 7

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

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.
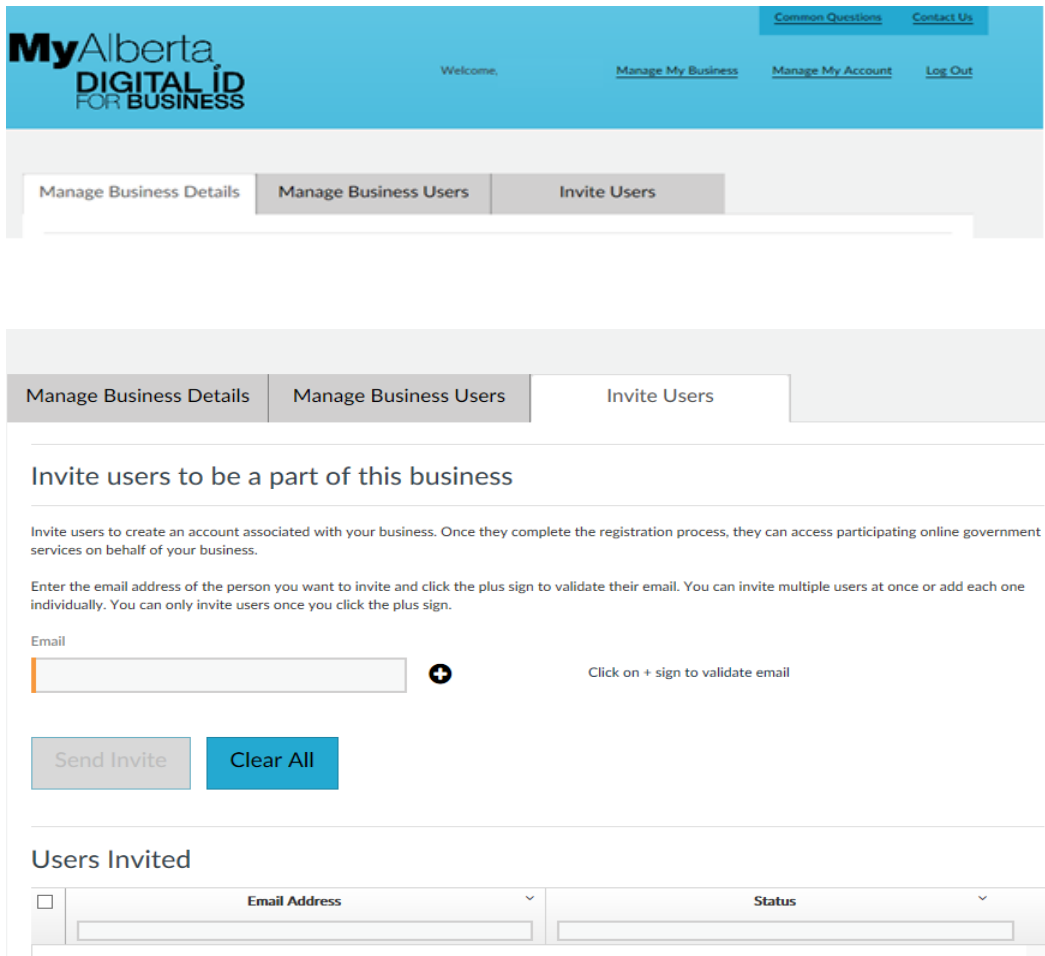
There are two types of users in the MyAlberta Digital ID for Business account: business administrators and delegates. Business administrators can manage business details, manage business users and invite delegates in MyAlberta Digital ID for Business system. Delegates can only access government services 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
Apply for CAJG at alberta.ca/canada-alberta-job-grant

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