

Tax and Revenue Administration (TRA)

Enrolling in TRACS Instruction Guide

Last updated: June 13, 2019

What is TRACS?

Tax and Revenue Administration Client Self-service (TRACS) is a secure online system for authorized corporate and commodity tax and levy payers, claimants and filers to conveniently conduct business with Tax and Revenue Administration (TRA).

Further information on this topic can be found on our [website](#).

Enrolling a new account in TRACS

The following steps and screenshots will assist you with enrolling a new TRACS account.

Step 1 of 5: Complete a TRACS enrolment request (Image 1)

1. Go to the [TRACS information page](#) and select '[TRACS Enrolment Request](#)'.
2. Complete the form and select 'Continue'. Your account number for Corporate Income Tax is your Alberta Corporate Account Number (CAN). For all other programs, your account number is your Alberta Business Identification Number (BIN). The account number can be found on all correspondence from TRA.
3. Review and select 'Submit'. The TRACS enrolment PIN letter will be mailed to the address on file.
4. Continue to step 2 once you have received the TRACS enrolment PIN letter.

TRA Client Self-Service (TRACS) Enrolment Request

Overview

TRACS enables businesses to self-manage access to their accounts by providing fast and easy online access to their financial information, view assessment status and other account related functions. This TRACS Enrolment Request is for use by the business owner, or a legal representative authorized by the business owner, to initiate the request for TRACS enrolment.

Once you receive your confirmation letter and enrol in TRACS, you will have online access to your account details. Tax and Revenue Administration (TRA) will no longer send a Statement of Account and Remittance Advice in the mail (if applicable to the program). We strongly encourage payment of tax instalments and/or tax balances to be made online through your financial institution. Please contact your bank or TRA for further details.

More detailed information can be found in our [TRACS Overview](#).

Certification

I certify that I am the owner or the legal representative of the owner of this company, partnership or legal entity.

If I am the legal representative of the owner, a signed letter of authorization is already on file with Tax and Revenue Administration.

As the owner or legal representative, I certify that the information entered on this site is true and accurate. I also agree that any information I obtain from TRACS will be handled in a private, professional and confidential manner.

I agree to the above statement.

Enrolment Information

Requestor's First Name:

Requestor's Last Name:

Program Name: -- SELECT --

Account Number:

Is the mailing address of the company outside Yes
of Canada or the United States? No

Postal/Zip Code of Mailing Address: (e.g. T6H4W9)

Image 1: This is the TRACS Enrolment Request page.

Tax and Revenue Administration (tra.alberta.ca)

Email: TRA.Revenue@gov.ab.ca

Phone: 780-427-3044 (Toll-free service in Alberta, call 310-0000, then enter the number)

Alberta 

Step 2 of 5: Sign in to your MyAlberta Digital ID account (Image 2)

1. Go to [TRACS](#) and select 'Next'
2. Users must either login with an existing MyAlberta Digital ID username and password or create a new MyAlberta Digital ID account by selecting 'Create account' and following the prompts. Sign in once your MyAlberta Digital ID account has been created.

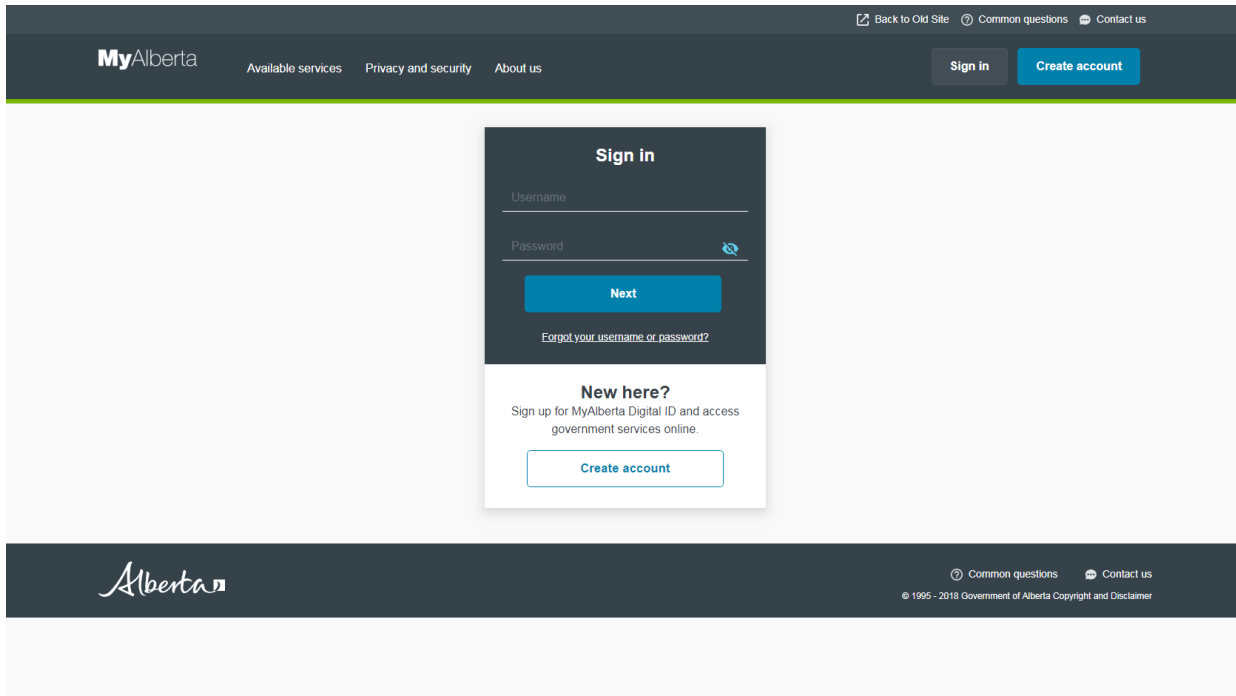


Image 2: This is how the screen will appear for step 2.

Step 3 of 5: Enter Account Number and PIN (Image 3)

1. Enter your account number: Alberta Corporate Account number (CAN) or Alberta Business Identification number (BIN).
2. Enter the enrolment PIN from the TRACS PIN letter.
3. To complete the enrolment select 'Submit'.

Alberta

TRA Client Self-Service (TRACS) Enrolment - New Account

The following information was provided from your MyAlberta Digital ID account.
Your TRACS user profile has been updated with this information. Changes can be made in your "Personal Profile" within TRACS.

Enrolment Information

First Name
Last Name
Phone - Extension
Cell Phone
Email

Account Information

Account Number * **i**

PIN * **i**

Previous **Submit**

Government of Alberta - Home Jobs in Alberta Ministries and departments

Image 3: This is how the screen will appear for step 3.

[Tax and Revenue Administration \(tra.alberta.ca\)](http://tra.alberta.ca)

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Step 4 of 5: Welcome to TRACS (Image 4)

1. This is your TRACS home page. This page will list all of the TRACS accounts that you have enrolled. Select the hyperlink of a specific account to view a specific account.

The screenshot shows the TRACS home page. At the top left is the TRACS logo with the tagline "your secure online gateway to TRA". To the right are links for "Contact Us" and "Search". Below this is a breadcrumb trail: "Location: Alberta Government Home > Treasury Board and Finance Home > TRACS". A navigation bar contains buttons for "Home", "Help", "Account Enrolment", "Personal Profile", "Publications", "Links", "Payment Options", and "Log off".

Your last login:

(TRACS) Tax and Revenue Administration Client Self-Service

Hello

You have access to the following Tax and Revenue account(s). Select from the list below to use the self-services available for that account. If you have received a PIN to access an additional account, please use the Account Enrolment button on the above toolbar.
If the listing is not what you expect, please contact Information Services at (780) 427-3044 or, if calling long distance within Alberta, dial 310-0000 then enter (780) 427-3044.

Corporate Income Tax

- [LEGAL NAME & ACCOUNT NUMBER](#)

Fuel Tax

- [LEGAL NAME & ACCOUNT NUMBER](#)

At the bottom, there are links for "Treasury Board and Finance Home", "Contact Us", "Search", and "Privacy Statement".

Image 4: This is how the screen will appear for step 4.

Step 5 of 5: Enroll other accounts (if applicable) (Image 5)

If you have more than one account with TRA, i.e., you are registered in more than one program, you must enroll each account using a different PIN.

1. Repeat Step 1 and request a PIN for each account.
2. Once you have received the TRACS enrolment PIN letter in the mail, log in to TRACS and select 'Account Enrolment' from the blue ribbon menu.
3. Enter the account number and the PIN and select 'Submit'.
4. Repeat this step for each additional account.

Tax and Revenue Administration Client Self-Service - Account Enrolment

To access an additional account, please provide the following:

Account Number:	<input type="text"/>
PIN:	<input type="text"/>

Submit

Image 5: This is how the screen will appear for step 5.