

Creating a MyAlberta Digital ID for Business Account (MADIB)

Introduction

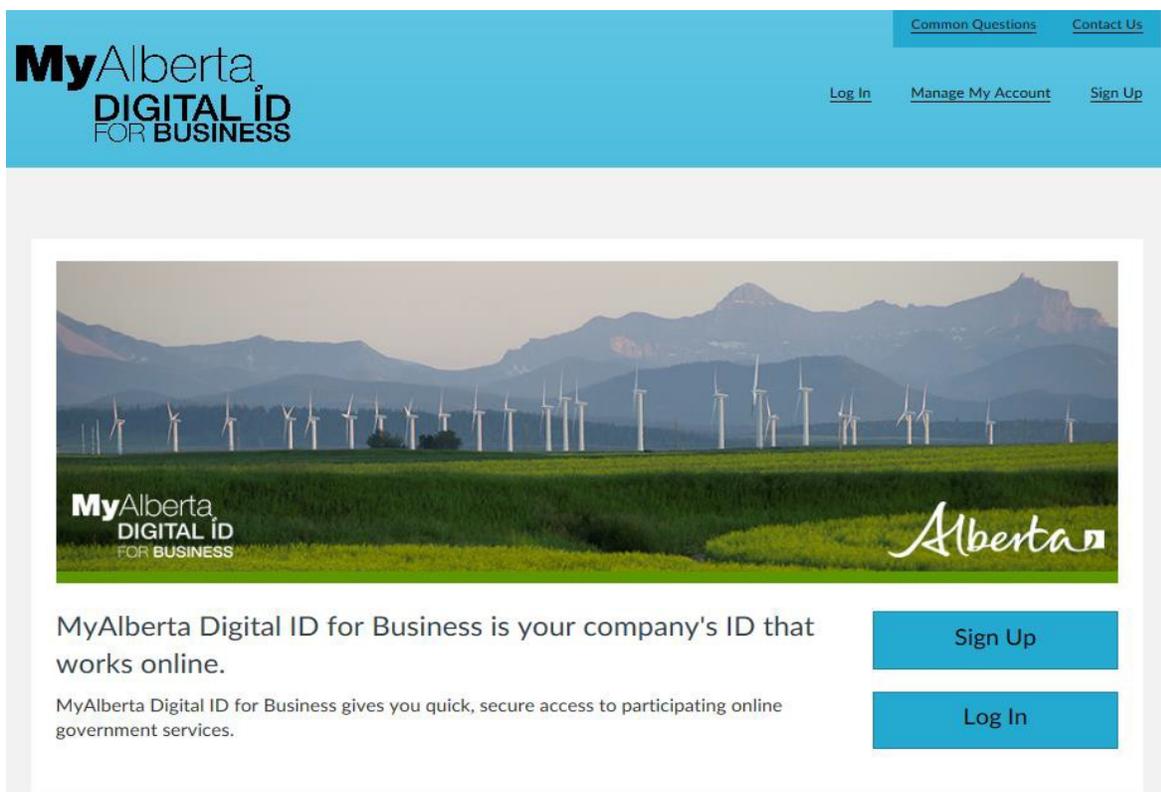
The security and privacy of online information is a paramount concern for the Government of Alberta (GoA). Registering for a MyAlberta Digital ID for Business (MADIB) account allows your business to be identified by the government online without paper documents or face-to-face visits, while protecting your information and privacy. Use your MADIB account to access participating on-line government services and programs.

Please create one account for your business, as an administrator. You can add your staff members (or delegates) to the same account after registration is complete. If you are a Service Provider/Consultant supporting multiple businesses, please create only one business account for your business. There is no need to create accounts on behalf of the businesses you represent.

Create a MyAlberta Digital ID for Business account:

Step 1

To register for a MADIB account, visit <https://business.account.alberta.ca/#/> and then click on Sign Up.



The screenshot shows the homepage of the MyAlberta Digital ID for Business website. The header is blue with the logo on the left and navigation links on the right. The main content area features a large image of a wind farm in a green field with mountains in the background. Below the image, there is a description of the service and two prominent buttons for 'Sign Up' and 'Log In'.

MyAlberta DIGITAL ID FOR BUSINESS

[Common Questions](#) [Contact Us](#)

[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 organization, accept the terms and conditions and then select Next.

Notes:

1. Orange coded fields are mandatory
2. if your are a sole proprietor, use the business name that you're doing business as (even if it's your personal name)
3. If you do not have a business number, leave it blank
4. If you do not have an Incorporate Certificate ID or Corporate Access #, leave it blank
5. If your Industry Type is not listed select "Other Services"
6. If you do not have an Alberta address, you can use an out-of-province address. If you have more than one address, use your primary business address

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

Business Number and Details

Business Number

Incorporation Certificate ID

Business Type

Choose

Jurisdiction

Choose

Industry Type

Choose

Operating or Trade Name

Same as business name

Business Mailing Address

Step 3

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

Notes:

1. Email address must be unique
2. You cannot use the same email address for more than one business. If you have more than one business account that you manage, refer to the instructions under "Having Multiple Business Accounts".
3. Email addresses are not meant to be shared among users in the same business

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](#)

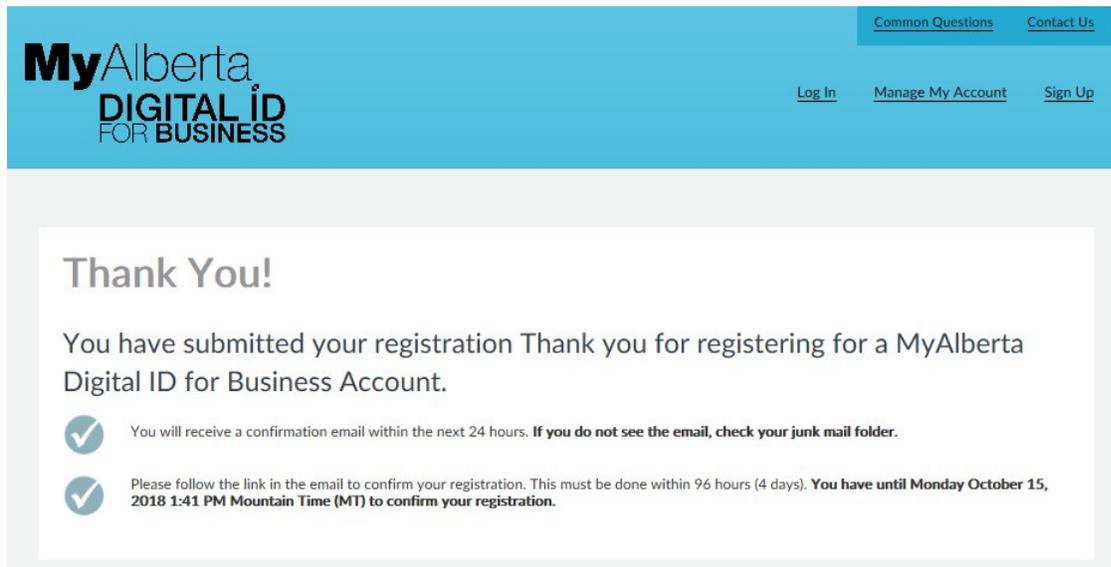
You will receive a confirmation email after you complete the registration form. Follow the link in the email within 96 hours to complete your account creation. If you do not follow the link within 96 hours, the account will not be created and you will need to resubmit your information.

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.



The screenshot shows the top navigation bar of the MyAlberta Digital ID for Business website. The logo is on the left, and links for 'Common Questions', 'Contact Us', 'Log In', 'Manage My Account', and 'Sign Up' are on the right. The main content area has a white background with a blue border. It features a 'Thank You!' heading, a confirmation message, and two bullet points with checkmarks. The first bullet point states that a confirmation email will be sent within 24 hours and to check the junk mail folder if it is not seen. The second bullet point states that the registration must be confirmed within 96 hours (4 days) by Monday, October 15, 2018, at 1:41 PM Mountain Time (MT).

Step 5

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



The screenshot shows an email confirmation page for MyAlberta Digital ID for Business. The header features the logo. The main content is a white box with a blue border. It contains a heading 'Please confirm your MyAlberta Digital ID for Business account registration.' followed by instructions to click a link within 96 hours. Two links are provided: 'Complete Registration' and 'Cancel Registration'. Below each link is a URL for copying and pasting into a browser. At the bottom, there is a footer with contact information and a disclaimer.

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 'Confirm Registration' step of the MyAlberta Digital ID for Business registration process. The page has a blue header with the logo on the left and navigation links on the right. The main content area is divided into two columns. The left column, titled 'Please Enter Your Password', contains a password input field, a 'Forgot?' link, and a 'Verify' button. The right column, titled 'Confirm Registration', contains instructions: '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.

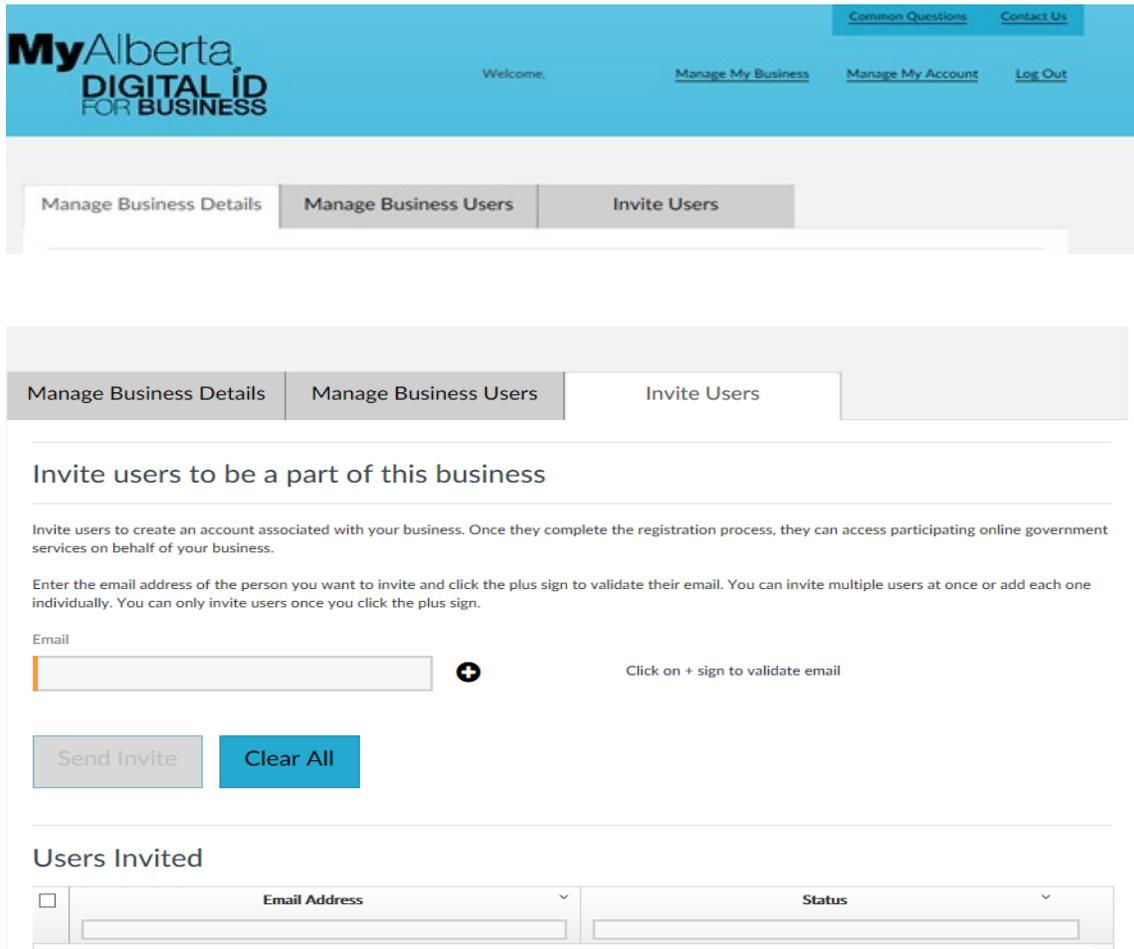
The screenshot shows the 'Registration Completed' screen. The page has a blue header with the logo on the left and navigation links on the right. The main content area is a white box with the heading 'Registration Completed' and the sub-heading 'Welcome to MyAlberta Digital ID for Business!'. Below this, it says 'You have successfully completed your registration. You can now log in to participating online government services.' and provides two bullet points: '• Go to the [MyAlberta Digital ID for Business](#) home page.' and '• Go to the [Manage My Account](#) page.' A blue 'Continue...' button is at the bottom of the white box.

Important Information

Managing your MyAlberta Digital ID for Business Account

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 organization in order to manage your account.

Having Multiple Business Accounts

MADIB requires email addresses to be unique.

If you are a Service Provider/Consultant supporting multiple businesses, please create only one business account for your business. There is no need to create accounts on behalf of the businesses you represent.

If you manage multiple business accounts on MADIB or belong to multiple businesses and require emails to go to the same inbox (for MADIB registration, password resets, etc...), then:

- Consult with your IT department or Internet Service Provider to setup you up with multiple “**email aliases**” that go to a common inbox (i.e. john.smith@company.ca, jsmith@company.ca, etc...). Use the appropriate email alias when registering users in MADBI.
- If you do not have an IT department or Internet Service Provider to support you, many free email providers such as google mail (gmail), yahoo, outlook (hotmail) allow you to create multiple email accounts and configure “forwarding email alias” (so all emails are received by one email address). An example on how to set this up in Gmail is provided below:
 - Create your additional email addresses as needed
 - Open your primary account and log in (in this example, Gmail)
 - Select the gear icon on the right of your inbox and select Settings.
 - Select the Accounts and Imports tab.
 - Select “Add another mail account” under “Check mail from other accounts”
 - Add your email address in the box and fill in the information as required (using Gmailify)

Further Questions

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.

For faster support, call the contact centre between 8:15 a.m. - 4:30 p.m. Monday to Friday, except statutory holidays. Voicemail is available after hours.

Phone: 1 – 844 – 643 – 2789

Email: myalbertaid@gov.ab.ca