

Enrolling in TRACS Instruction Guide

Tax and Revenue Administration (TRA)

Last Updated: August 28, 2024

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 TRA.

Visit our [website](#) for more information.

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

Step 1 of 6: Complete the TRACS enrolment request (Image 1)

- Open the '[TRACS Enrolment Request](#)' form.
- Complete the form then 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 most correspondence from TRA.
- Review and select 'Submit'. The TRACS enrolment PIN letter will be mailed to the address on file.

The screenshot shows the 'TRA Client Self-Service (TRACS) Enrolment Request' form. It is divided into three main sections: Overview, Certification, and Enrolment Information. The Overview section explains that TRACS allows businesses to self-manage their accounts and provides information on how to use the system. The Certification section contains a statement of agreement from the user, with a checkbox for 'I agree to the above statement.' The Enrolment Information section includes input fields for the Requestor's First Name, Last Name, Program Name (a dropdown menu), Account Number, and Postal/Zip Code of Mailing Address. There are also radio buttons for 'Is the mailing address of the company outside of Canada or the United States?' with options for 'Yes' and 'No'. A 'Continue' button is located at the bottom left of the form.

Image 1: This is the TRACS Enrolment Request form.

Email: tra.revenue@gov.ab.ca

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

©2024 Government of Alberta | Tax and Revenue Administration (TRA)

Classification: Public

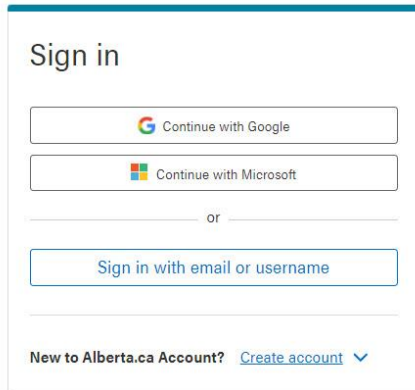


Step 2 of 6: Sign in to your Alberta.ca Account (Image 2)

- Once you have received the TRACS enrolment PIN letter, go to [TRACS](#) and select 'Next'.
- Users must create an account or sign in with an existing Alberta.ca Account username and password.

WELCOME TO

Alberta.ca Account



Sign in

[Continue with Google](#)

[Continue with Microsoft](#)

or

[Sign in with email or username](#)

New to Alberta.ca Account? [Create account](#) ▾

[Terms of Use](#) 

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

Step 3 of 6: Set up the TRACS account (Image 3)

- Select 'I have a PIN' then 'Next'.

TRA Client Self-Service (TRACS) Account Setup

Select one of the following options to enter a PIN to access a TRACS account or to submit a registration form.

I have a PIN

Choose this option to enrol a new TRACS account. You will be asked to provide the Account Number (BIN/CAN) and PIN.

Program Registration

Choose this option to complete and submit a registration form. Do not choose this option if you are already registered and want to access your TRACS account or have a PIN.

[Next](#)

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

Email: tra.revenue@gov.ab.ca

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

©2024 Government of Alberta | Tax and Revenue Administration (TRA)

Classification: Public



Step 4 of 6: Enter Account Number and PIN (Image 4)

- Enter your account number: Alberta Corporate Account number (CAN) or Alberta Business Identification number (BIN).
- Enter the PIN from the TRACS enrolment PIN letter and select 'Submit'. You will be directed to TRACS.



TRA Client Self-Service (TRACS) Account Setup

The following information was provided from your Alberta.ca Account and will be added to your TRACS user profile. 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

*

PIN

*

Previous

Submit

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

Email: tra.revenue@gov.ab.ca

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

©2024 Government of Alberta | Tax and Revenue Administration (TRA)

Classification: Public



Step 5 of 6: Welcome to TRACS (Image 5)

- This is the page you will see next time you log in to TRACS. It will list your enrolled account. Select the hyperlink to view the account.

Add Account User Profile Contact Us Log off

TRACS Home

Your last login:

You have access to the following accounts:

Corporate Income Tax

[Account Number and Legal Name](#)

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

Step 6 of 6: Enroll other accounts (if applicable) (Image 6)

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.

- Repeat Step 1 and request a PIN for each account.
- Once you have received the TRACS enrolment PIN letter in the mail, log in to TRACS and select 'Add Account' from the top menu. (See Image 5)
- Enter the account number and PIN then select 'Submit'.

Tax and Revenue Administration Client Self-Service - Account Enrolment

To access an additional account, please provide the following:

Once enrolled in TRACS, Tax and Revenue Administration will no longer mail a Statement of Account and Remittance Advice (if applicable to the program) as you will now have more information available via TRACS. We recommend you visit TRACS regularly to view your account activity. We also strongly encourage you to pay instalments and/or tax balances online through your financial institution.

Account Number:

PIN:

Submit

Image 6: This is how the screen will appear for step 6.

Email: tra.revenue@gov.ab.ca

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

©2024 Government of Alberta | Tax and Revenue Administration (TRA)

Classification: Public

