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 online 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.

Step 2

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

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.

**Show Password**

### 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.

[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 No_Reply 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.

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 MADIB.

- 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:
  
  o Create your additional email addresses as needed
  
  o Open your primary account and log in (in this example, Gmail)
  
  o Select the gear icon on the right of your inbox and select Settings.
  
  o Select the Accounts and Imports tab.
  
  o Select “Add another mail account” under “Check mail from other accounts”
  
  o Add your email address in the box and fill in the information as required (using Gmalify)

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