

Creating a MyAlberta Digital ID for Business Account

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

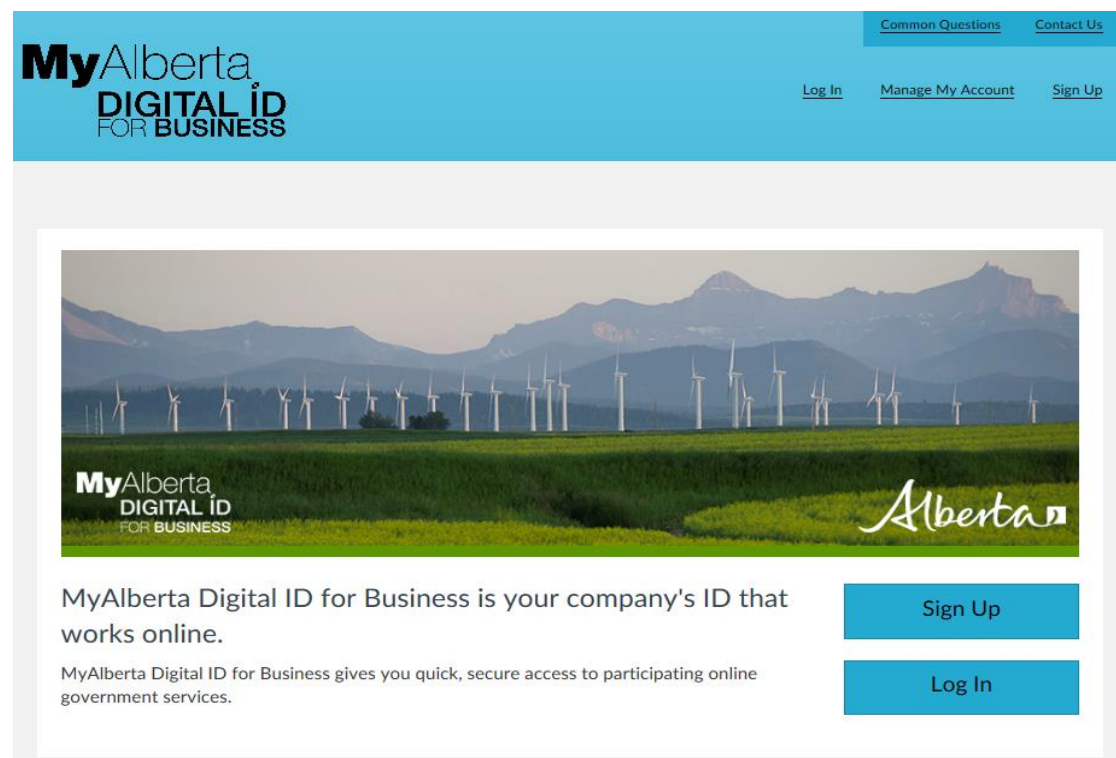
Introduction

In order 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.

To create a MyAlberta Digital ID for Business account:

Step 1

Go to <https://business.account.alberta.ca> and select the Sign Up button from the MyAlberta Digital ID for Business home screen.



MyAlberta
DIGITAL ID
FOR BUSINESS

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

[Log In](#) [Manage My Account](#) [Sign Up](#)

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

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Fill out the General Business Information section for your employer organization. Accept the terms and conditions, and then select the Next button.

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

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

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Step 3

Fill out the Business Administrator Information section, review and accept the terms and conditions and then select the Submit button.

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

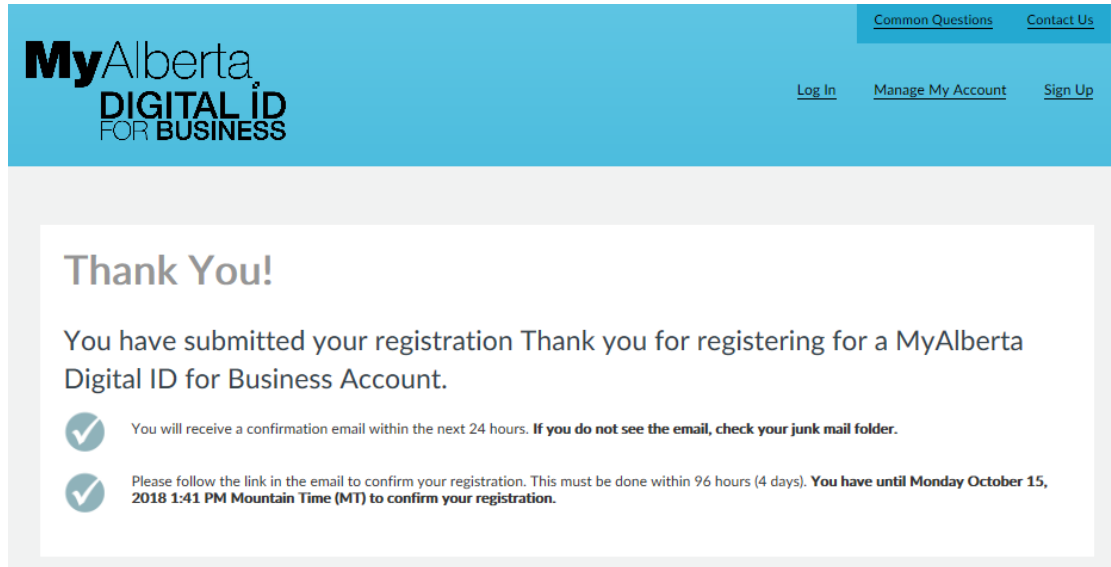
I agree to the [Terms of Use](#)

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.

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Step 4

After hitting the Submit button, you will see a screen confirming the submission of your registration. It explains that you will receive an email in order to complete the registration process.



Step 5

Open your email. Look for the Business Registration Confirmation email from SA-NoReply ID. Click on the Complete Registration link within 96 hours to continue registering for MyAlberta Digital ID for Business.

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Please confirm your MyAlberta Digital ID for Business account registration.

To complete your registration, please click on the following link **within the next 96 hours**:

[Complete Registration](#)

If you have trouble clicking the link above, you may copy and paste the following URL into your browser instead:

<https://uat.business.account.alberta.ca/#/business-registration-confirmation/action/accept/code/bfb39f114cc8e978d3670ba8677720a3/target/ly9sb2dpbq==>

If you want to cancel the registration process, please click on the following link:

[Cancel Registration](#)

If you have trouble clicking the link above, you may copy and paste the following URL into your browser instead:

<https://uat.business.account.alberta.ca/#/business-registration-confirmation/action/reject/code/bfb39f114cc8e978d3670ba8677720a3/target/ly9sb2dpbq==>

This is an automated message from MyAlberta Digital ID for Business (no_replyid@gov.ab.ca). Please do not reply to this email.

If you have questions about MyAlberta Digital ID for Business send us an email through the [Contact Us](#) page or visit our [Common Questions](#) page for more information.

Step 6

After clicking the link, you will be asked to log in to MyAlberta Digital ID for Business.

MyAlberta
DIGITAL ID
FOR BUSINESS

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

[Log In](#) [Manage My Account](#) [Sign Up](#)

Please Enter Your Password

Password

[Forgot?](#)

Confirm Registration

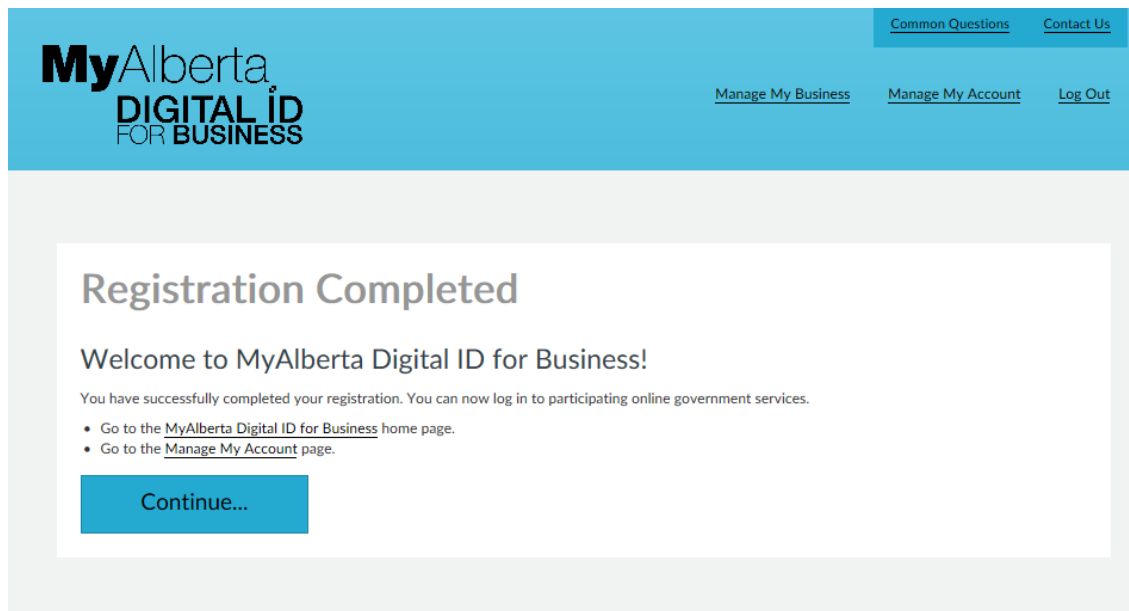
To complete the account registration process, enter the password you created when you submitted the initial registration request.

Entering your password and clicking the submit button will complete the registration process, in accordance with the [Terms of Use](#).

Step 7

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Log in with your password and the registration is completed. You will now be able to access Labour's Workforce Grants Portal when STEP opens in early January.

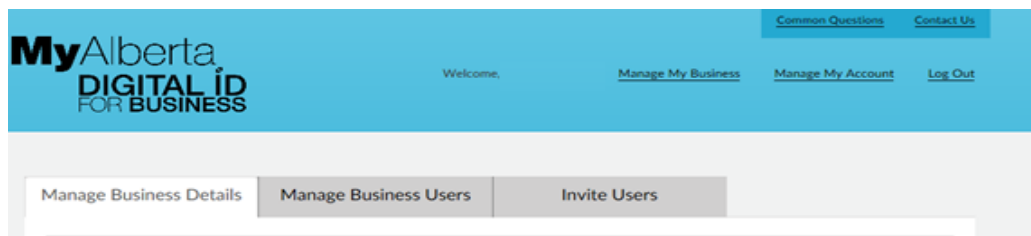


Important Information

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 users and manage those business users in order to allow them to do government business on your behalf.

On the MyAlberta Digital ID for Business page - Select Manage My Account. Then select Invite Users, you will be asked for the email address of the person you are inviting. They will then get an invitation to complete their registration as part of your MyAlberta Digital ID for Business account.



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Manage Business Details
Manage Business Users
Invite Users

Invite users to be a part of this business

Invite users to create an account associated with your business. Once they complete the registration process, they can access participating online government services on behalf of your business.

Enter the email address of the person you want to invite and click the plus sign to validate their email. You can invite multiple users at once or add each one individually. You can only invite users once you click the plus sign.

Email

+
Click on + sign to validate email

Send Invite
Clear All

Users Invited

<input type="checkbox"/>	Email Address	Status
<input type="checkbox"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

There are two types of users in the MyAlberta Digital ID for Business account. There are Business Administrators and Delegates. Business Administrators are able to manage business details, manage business users and invite delegates. Delegates are only able to 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 any 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.