
Alberta.ca Account for Organizations Reference Guide



Alberta 



Alberta.ca Account for Organizations Reference Guide

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Overview

Alberta's government is making changes to how organizations access our services through Alberta.ca Account for Organizations. This document outlines how to sign in with an existing account, create a new account, add a new organization, manage an account and manage an organization.

Signing in

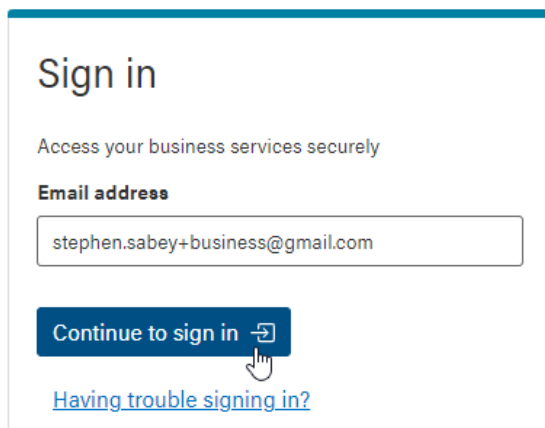
If you have an existing Alberta.ca Account for Organizations, previously called a MyAlberta Digital ID for Business (MADI-B) account, you will be able to sign in using your current credentials (i.e., your MADI-B credentials).

To sign in, go to: business.account.alberta.ca.

Signing in with the email associated with your MADI-B account

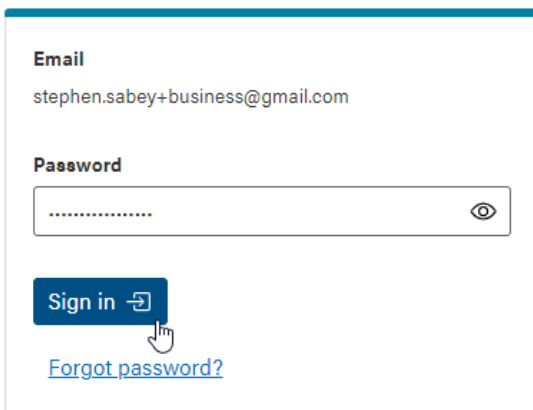
1. Enter the email address associated with your MADI-B account and click on 'Continue to sign in'.
**If you do not know the email address associated with your MADI-B account, but do know your MADI-B username, please see ['Sign in with your MADI-B username'](#) section.*

Alberta.ca Account



2. Enter the password associated with your MADI-B account and click on 'Sign in'.

Enter password



3. You will be brought to the 'Manage your account' screen, where you will see your contact information.

Welcome, Bob McGyver

Manage your account, information and security to make Alberta.ca Account work better for you.

Sign in info

Sign in email stephen.sabey+business@gmail.com	Edit	Mobile number Not provided	+ Add
Password *****	Edit		

Business contact information

Title N/A	First name Bob
---------------------	--------------------------

Signing in with your MADI-B username

1. If you forgot the email address associated with your MADI-B account, you will be able to login using your MADI-B username and password. On the [Alberta.ca Account for Organizations](#) page, click on 'Having trouble signing in?'.

Alberta.ca Account

Sign in

Access your business services securely

Email address

[Continue to sign in](#)

[Having trouble signing in?](#)

2. Enter the username and password associated with your MADI-B account and click on 'Sign in'.

Sign in

Access business services securely using your username

Username


Password

[Sign in](#) [Back](#)

[Forgot password?](#)

3. You will see the 'Use your email to sign in' screen reminding you of the email address associated with your MADI-B account and advising that, going forward, you will be able to sign in with your email address instead of your username. Click 'Continue'.

Use your email to sign in

 Going forward you can sign in with your email instead of your username
stephen.sabey+business@gmail.com

[Continue](#)

4. You will be brought to the 'Manage your account' screen, where you will be able to see your contact information.

Welcome, Bob McGyver

[Manage your account](#), information and security to make Alberta.ca Account work better for you.

Sign in info	
Sign in email stephen.sabey+business@gmail.com Edit	Mobile number Not provided Add
Password ***** Edit	

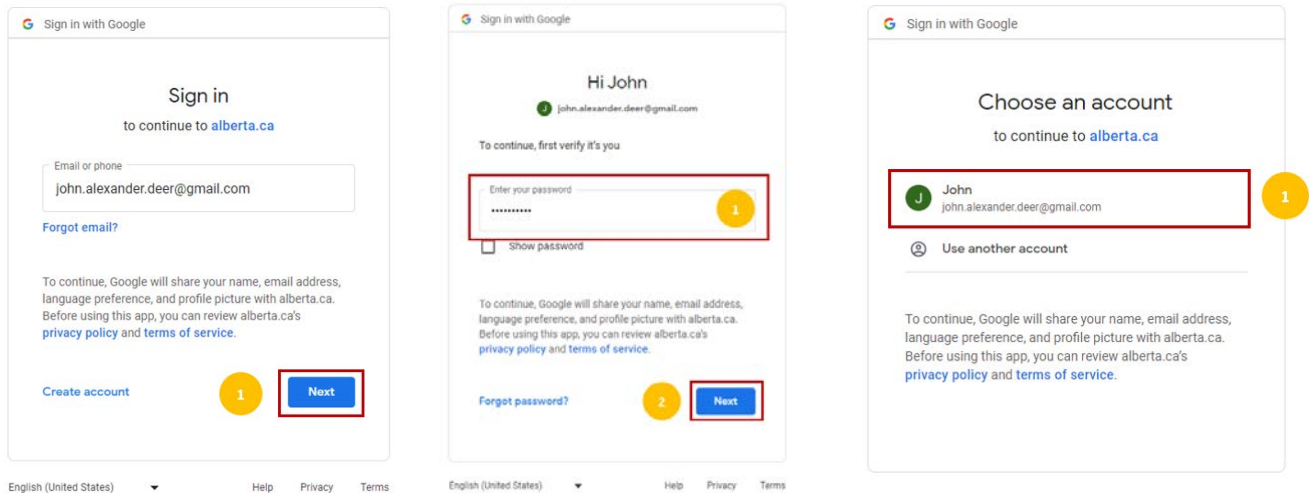
Business contact information Edit	
Title N/A	First name Bob

Signing in with different email accounts

You can now sign in to [Alberta.ca Account for Organizations](#) with your everyday email address and password. When you enter your workplace email, you will be redirected to the appropriate sign in page without having to create a new account specific to our platform. The experience will be different depending on your email provider.

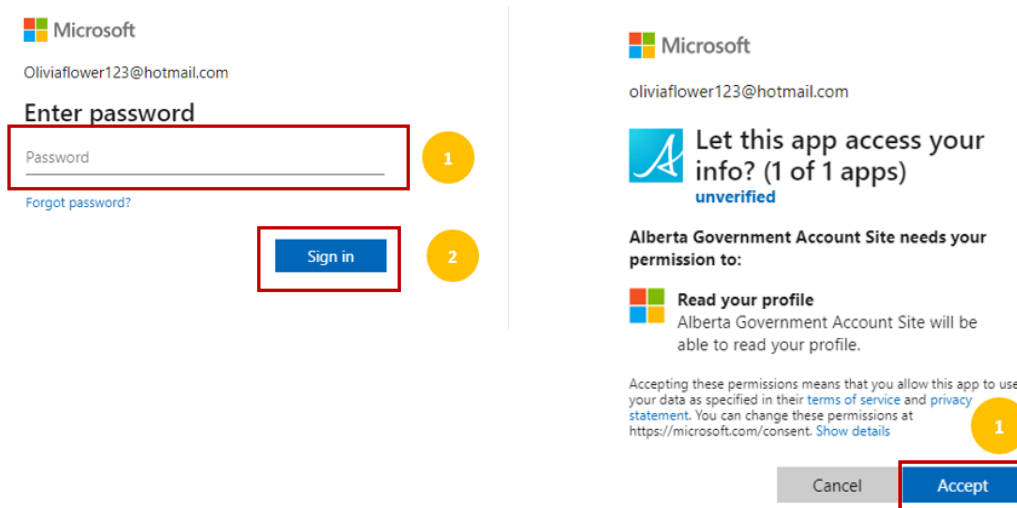
Google G-Suite Account

If you have a Google account, you will be prompted to sign in with your Google account. Below are some of the prompts you might see. Simply follow the prompts to sign in.



Microsoft M365 Account

If you have a Microsoft account, you will be prompted to sign in with your Microsoft account. Below are some of the prompts you might see. Simply follow the prompts to sign in.



Other Accounts

If you are signing in with an email account that does not prompt for automatic sign in, you may have to confirm you own that email address. You will receive an email notification with a link requesting that you confirm your account. You will need to click the link within 30 minutes, before the link expires. If the link expires, you will need to reinitiate the process.

Signing in when associated with multiple organizations

You can now represent multiple organizations from one [Alberta.ca Account for Organizations](#).

1. When you have multiple staff accounts (multiple organizations), you will be prompted to select which organization you want to operate under in the current browsing session. After you have followed the sign in prompts, you will need to select an organization, click on 'Use this account.'

Choose staff account

Alberta 1234567 Ltd. [B.21238]

[Use this account](#)

Ent-erprise Stump Removal [B.21182]

[Use this account](#)

2. Once you select your organization, you will now be signed in under that specific organization and be redirected to the 'Manage your account' page, where you will be able to see all organizations associated with your account under 'My staff accounts.'

Welcome, Ester Clifton

[Manage your account](#), information and security to make Alberta.ca Account work better for you.

Sign in info

Sign in email esterclifton@gmail.com	Edit	Mobile number Not provided	Add
---	----------------------	-------------------------------	---------------------

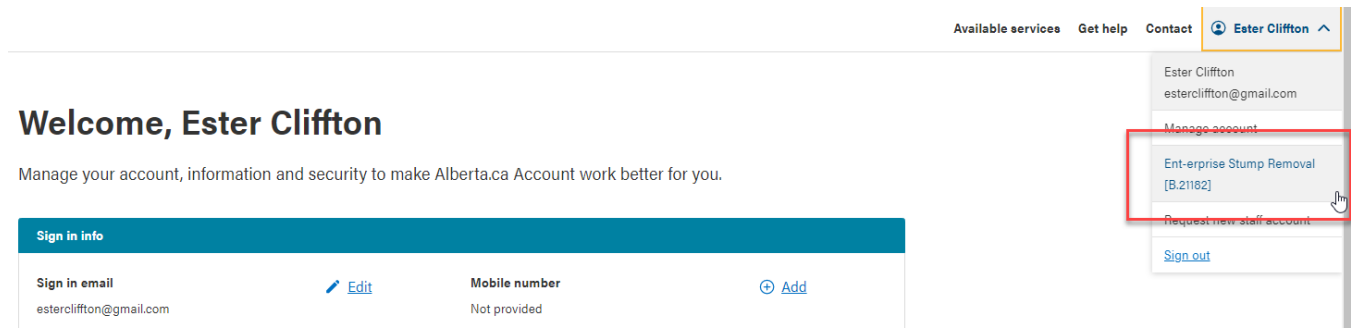
Business contact information [Edit](#)

Title N/A	First name Ester
Middle name N/A	Last name Clifton
Job title Chief Cat Owner	Mobile number N/A
Telephone (567) 123-4567	Fax N/A

My staff accounts

Organization	Roles	Last sign in (MST)
Ent-erprise Stump Removal [B.21182]		Feb 14, 2024 09:39 PM
Alberta 1234567 Ltd. [B.21238]	Admin	Feb 14, 2024 08:56 PM

- To confirm that you are operating under the correct organization, click on the arrow beside your name in the top-right corner and you will see the organization listed for the current session.



- To operate on behalf of another organization, simply end the session by signing out. You will be prompted to select your organization again on sign in.

Creating a new account

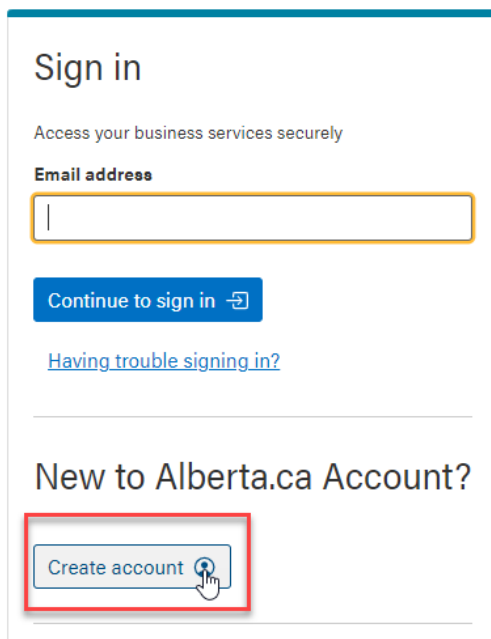
If you are new to Alberta.ca Account for Organizations, you can create a new account using your current workplace email address and password.

Creating a new account with your existing credentials

To create a new account, go to the [Alberta.ca Account for Organizations](#) page.

- Click on 'Create account'.

Alberta.ca Account



2. Enter your email address, then read and agree to the Terms of Use. Click 'Continue'.

Create account

Enter your email address

Email

The personal information collected through this web site is for administering the Alberta.ca Account program. This collection is authorized by section 33(c) of the Freedom of Information and Protection of Privacy Act. For questions about the collection of personal information, contact Alberta.ca Account team at 1-844-643-2789, by email at alberta-ca.account@gov.ab.ca, or mail to Technology and Innovation, PO Box 1820, Station Main, Edmonton, Alberta, T5J 2P2, c/o Alberta.ca Account Dept.

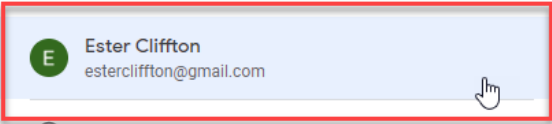
My acceptance provides my consent for the use and disclosure of my personal information as identified in the Terms of Use

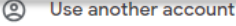
I agree to the [Terms of use](#)

3. Follow prompts to sign. The below example shows a Google G-Suite Account. To see other domain examples, please refer to [Signing in with different email accounts](#) for more information.

Sign in with Google

Choose an account
to continue to [alberta.ca](#)

 Ester Clifton
estercliffton@gmail.com

 Use another account

To continue, Google will share your name, email address, language preference, and profile picture with alberta.ca. Before using this app, you can review alberta.ca's [privacy policy](#) and [terms of service](#).

4. You will now be prompted to add your organization. Begin by typing your organization name in the search field.

Choose your organization

Start by telling us where you work

Organization

5. Select your organization from the list and hit 'Select' to continue.
**If you do not see your organization in the list, or if you are looking to add your organization for the first time, please see the ['Adding a new organization'](#) section.*

Choose your organization

Start by telling us where you work

Organization

Select

6. You will be prompted to enter your contact information. This should be the information you use to communicate on behalf of your organization. Click 'Save' to continue.

Business contact information

First name <input type="text" value="Ester"/>	Middle name (optional) <input type="text"/>	
Last name <input type="text" value="Cliffton"/>	Job title <input type="text" value="Tree Cutter"/>	
Telephone (optional) <input type="text"/>	Extension (optional) <input type="text"/>	Mobile number (optional) <input type="text"/>
Fax (optional) <input type="text"/>		

Save Cancel

- 7. You will now be brought to the 'Manage your account' page, where you see your sign in information and your Staff account request.

Welcome, esterclyffton

Manage your account, information and security to make Alberta.ca Account work better for you.

Sign in info	
Sign in email esterclyffton@gmail.com	Edit
Mobile number Not provided	Add
Recovery email Not provided	Add

Staff account requests	
Ent-erprise Stump Removal [B.21182] Request 92787	Requested on Feb 14, 2024 at 6:19 PM

[Request new staff account](#)

- 8. Once your organization's administrator approves your request, you will receive an email notification.

Alberta.ca Account

Ent-erprise Stump Removal staff account request approved

Success! Your staff account request for organization Ent-erprise Stump Removal has been approved.

9. You will now see your organization listed under 'My staff account' from the 'Manage your account' page.

Welcome, Ester Clifton

Manage your account, information and security to make Alberta.ca Account work better for you.

Sign in info

Sign in email esterclifton@gmail.com	Edit	Mobile number Not provided	+ Add
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Business contact information [Edit](#)

Title N/A	First name Ester
Middle name N/A	Last name Clifton
Job title Chief Cat Owner	Mobile number N/A
Telephone (587) 123-4567	Fax N/A

My staff accounts

Organization	Roles	Last sign in (MST)
Ent-erprise Stump Removal [B.21182]		Feb 14, 2024 07:54 PM

Adding a new organization

To add a new organization to Alberta.ca Account for Organizations, go to: business.account.alberta.ca.

1. Sign in to your Alberta.ca Account for Organizations.
2. Once signed in, you will need to navigate to the Organization Search page. To get here, click on 'Request new staff account' at the bottom of the page. Alternately, click on the arrow beside your name in the top-right corner and select 'Request new staff account.'

Available services Get help Contact **estercliffton** ^

estercliffton
estercliffton@gmail.com

Manage account

Request new staff account

Sign out

Welcome, estercliffton

Manage your account, information and security to make Alberta.ca Account work better for you.

Sign in info

Sign in email estercliffton@gmail.com	Edit	Mobile number Not provided	Add
Recovery email Not provided	Add		

Staff account requests

Ent-erprise Stump Removal [B.21182] Request 92787	Requested on Feb 14, 2024 at 6:19 PM
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[Request new staff account](#)

3. Verify that your organization is not already in the list by typing the name into the 'Organization' field. This is an important step because it reduces the number of duplicate entries in the list. Once confirmed, click on 'Add a new organization' to continue.

**If you discover that your organization is already listed, please join that organization. If you have lost access to this organization, please contact the [Alberta.ca Contact Centre](#) for assistance.*

Choose your organization

Start by telling us where you work

Organization

No results found. Can't find your organization?

[+ Add a new organization](#)

4. The 'Add your organization' form will pop up. Begin filling in the form by entering your organization's contact information.

Add your organization

Who should use this form

This form should only be used for businesses, corporations, sole proprietors, and other types of entities that are not yet added to Alberta.ca Account.

Business contact information

Business name (Legal name) Alberta 1234567 Ltd.	Operating or trade name (optional) Cliffon Cat Clinic	
General business email info@cliffoncats.ca	Website (optional)	
Phone (780) 123-4567	Extension (optional)	Fax (optional)

Business and corporate access number

CRA business number (optional)	Alberta corporate access number (optional)
---------------------------------------	---

5. Add your business mailing and physical addresses.
- a. If your mailing and physical addresses are the same, click on the 'Same as mailing address.'

Business mailing address

Country Canada	Province / State Alberta
Street address 10020 100 Street	Street address line 2 (optional)
City / Municipality Edmonton	Postal / Zip code T5J 0N3

Business physical address

Same as mailing address

Physical address

- b) If your mailing and physical addresses are not the same, enter your physical address in the 'Physical address' search bar by typing your address. The location will appear in the drop-down menu. Select your physical address and you will see it listed below the Google map.

Business mailing address

Country Canada	Province / State Alberta
Street address 10020 100 Street	Street address line 2 (optional)
City / Municipality Edmonton	Postal / Zip code T5J 0N3

Business physical address

Same as mailing address

Physical address

Keyboard shortcuts

6. Click 'Continue' once complete.
7. You will now be prompted to add yourself as the first administrator for this organization, which is explained in the next section. This is a default feature so that an organization is created with at least one administrator. It is recommended that an organization have at least two administrators. More information can be found in ['Managing you organization.'](#)

Setting up the administrator

Once the organization is added, you will see the prompt to 'Create admin.' You will notice that your email address is already populated.

1. Begin by filling out the contact information form. This should be the contact information you use to interact on behalf of your organization. The mandatory 'Phone number' field is the shared line for your organization, whereas the optional 'Mobile number' is for a direct line to the individual. Once complete, click on 'Save'.

Create admin

Who should use this form

This form should only be used for businesses, corporations, sole proprietors, and other types of entities that are not yet added to Alberta.ca Account.

You'll invite staff and manage user access levels

Email
estercliffon@gmail.com

Title (optional)

First name
Ester

Middle (optional)

Last name
Cliffton

Job title
Chief Cat Owner

Mobile number (optional)

Use workplace phone number

Phone
(587) 123-4567

Extension (optional)

Fax (optional)

Save Back

2. You will now be brought back to the 'Manage your account' screen, where you will see your organization's information and your newly created administrator account (i.e., your business account).

Welcome, Ester Clifton

Manage your account, information and security to make Alberta.ca Account work better for you.

Sign in info	
Sign in email esterclifton@gmail.com	Edit
Mobile number Not provided	Add

Business contact information		Edit
Title N/A	First name Ester	
Middle name N/A	Last name Clifton	
Job title Chief Cat Owner	Mobile number N/A	
Telephone (587) 123-4567	Fax N/A	

My staff accounts		
Organization	Roles	Last sign in (MST)
Ent-erprise Stump Removal [B.21182]		Never
Alberta 1234567 Ltd. [B.21238]	Admin	Feb 14, 2024 07:29 PM

3. If you click on the name of your business, you will be able to see your organization's details.

Alberta 1234567 Ltd. [B.21238]

[Workplace](#) [Business information](#) [Staff accounts](#) [Sign in settings](#)

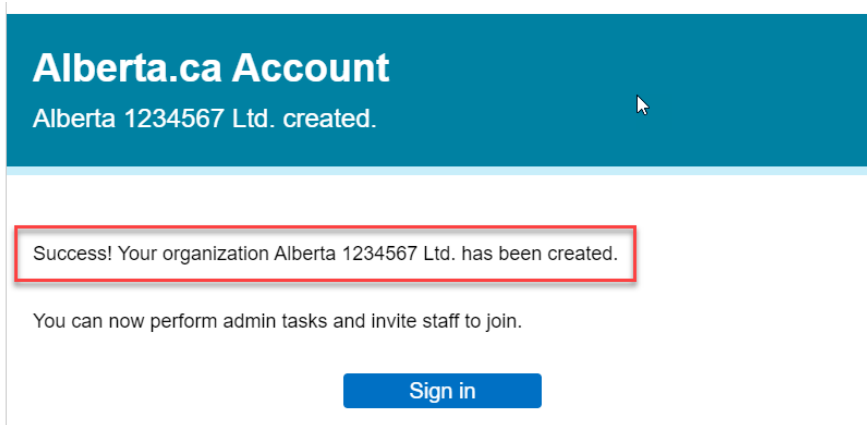
[Edit workplace](#)

- Telephone**
(780) 123-4567
- General business email**
info@clifftoncats.ca
- Mailing business address**
10020 100 Street
Edmonton, AB T5J 0N3
- Physical business address**
10800 97 Avenue Northwest
Edmonton, AB T5K 2B6

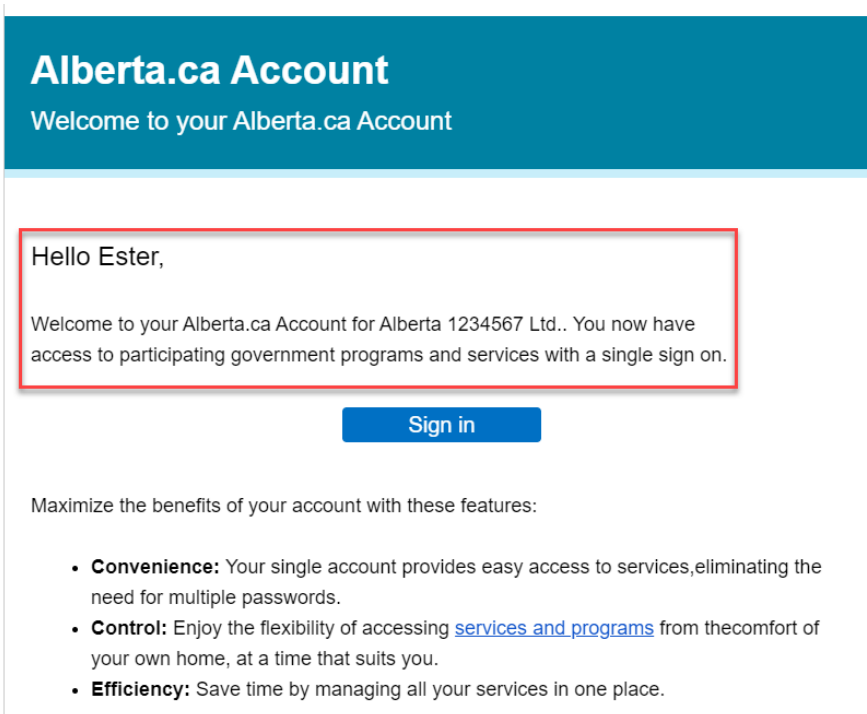


Legislature Building, 97 Avenue Northwest, Edmonton, AB, Canada
[Open in Google Maps](#)

4. You will receive an email confirming that the organization was created successfully.



5. You will also receive an email confirming that your account was created successfully.



Managing your account

Now that you can sign in to Alberta.ca Account for Organizations, you are ready to manage your account and explore new features such as submitting a staff account request.

Submitting a staff account request

To send a request for a staff account to your organization, go to the [Alberta.ca Account for Organizations](#) page.

1. Sign in to your Alberta.ca Account for Organizations.
2. From the 'Manage your account' page, click on 'Request new staff account' at the bottom of the page. Alternately, click on the arrow beside your name in the top-right corner and select 'Request new staff account.'

Welcome, estercliffon

Manage your account, information and security to make Alberta.ca Account work better for you.

Sign in info

Sign in email estercliffon@gmail.com	Edit	Mobile number Not provided	Add
Recovery email Not provided	Add		

Staff account requests

Ent-erprise Stump Removal [B.21182] Request 92787	Requested on Feb 14, 2024 at 6:19 PM
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estercliffon
estercliffon@gmail.com

Manage account

[Request new staff account](#)[Sign out](#)[Request new staff account](#)

- You will now be prompted to add your organization. Begin by typing your organization name in the search field.

Choose your organization

Start by telling us where you work

Organization

Ent-erprise Stump Removal [B.21182]

- Select your organization from the list and hit 'Select' to continue.

**If you discover a list of duplicate organizations and are unable to determine which is the appropriate organization to join, please contact the [Alberta.ca Contact Centre](#) for assistance.*

**If you do not see your organization in the list, or if you are looking to add your organization for the first time, please see the ['Adding a new organization'](#) section.*

Choose your organization

Start by telling us where you work

Organization

[Select](#)

5. You will be prompted to enter your contact information. This should be the information you use to communicate on behalf of your organization. Click 'Save' to continue.

Business contact information

First name	<input type="text" value="Ester"/>	Middle name (optional)	<input type="text"/>
Last name	<input type="text" value="Cliffton"/>	Job title	<input type="text" value="Tree Cutter"/>
Telephone (optional)	<input type="text"/>	Extension (optional)	<input type="text"/>
Mobile number (optional)	<input type="text"/>		
Fax (optional)	<input type="text"/>		

6. You will now be brought to the 'Manage your account' page where you see your sign in information and your Staff account request.

Welcome, estercliffton

Manage your account, information and security to make Alberta.ca Account work better for you.

Sign in info

Sign in email estercliffton@gmail.com	Edit	Mobile number Not provided	Add
Recovery email Not provided	Add		

Staff account requests

Ent-erprise Stump Removal [B.21182] Request 92787	Requested on Feb 14, 2024 at 6:19 PM
---	--------------------------------------

[Request new staff account](#)

7. Once your organization's administrator approves your request, you will receive an email notification.

Alberta.ca Account

Ent-erprise Stump Removal staff account request approved

Success! Your staff account request for organization Ent-erprise Stump Removal has been approved.

8. You will now see you your organization listed under 'My staff account' from the 'Manage your account' page.

Welcome, Ester Clifton

Manage your account, information and security to make Alberta.ca Account work better for you.

Sign in info

Sign in email esterciffton@gmail.com	Edit	Mobile number Not provided	+ Add
--	----------------------	--------------------------------------	-----------------------

Business contact information [Edit](#)

Title N/A	First name Ester
Middle name N/A	Last name Clifton
Job title Chief Cat Owner	Mobile number N/A
Telephone (587) 123-4567	Fax N/A

My staff accounts

Organization	Roles	Last sign in (MST)
Ent-erprise Stump Removal [B,21182]		Feb 14, 2024 07:54 PM

Managing your organization

Now that you can sign in to Alberta.ca Account for Organizations, you are ready to manage your organization and explore new features such as accepting a staff request.

Adding staff to your organization

To add additional personnel to your organization, go to the [Alberta.ca Account for Organizations](#) page.

1. Sign in to your Alberta.ca Account for Organizations. Scroll down to 'My staff accounts.' Select the organization that you would like to add staff to by clicking on the organization name.

Welcome, Ester Clifton

Manage your account, information and security to make Alberta.ca Account work better for you.

Sign in info

Sign in email esterclifton@gmail.com	Edit	Mobile number Not provided	Add
---	----------------------	-------------------------------	---------------------

Business contact information

[Edit](#)

Title N/A	First name Ester
Middle name N/A	Last name Clifton
Job title Chief Cat Owner	Mobile number N/A
Telephone (587) 123-4567	Fax N/A

My staff accounts

Organization	Roles	Last sign in (MST)
Ent-erprise Stump Removal [B.21182]		Feb 14, 2024 07:54 PM
Alberta 1234567 Ltd. [B.21238]	Admin	Feb 14, 2024 08:18 PM

2. From the 'Organization directory' page, click on the 'Staff accounts' tab and click on 'Add new staff account.' This will redirect you to a new screen where you will be able to add new staff.

Alberta 1234567 Ltd. [B.21238]

Workplace Business information **Staff accounts** Sign in settings

[+ Add new staff account](#)

Search for staff accounts

Show 50 entries

Name	Title	Role
Ester Clifton	Chief Cat Owner	Admin

Showing 1 to 1 of 1 entries

3. Enter the staff member's email address and click 'Continue'.

Add new staff account

Email

MeowAlberta@outlook.com

Continue

Cancel

4. Enter the staff member's business contact information. If the staff member already has an existing Alberta.ca Account for Organizations, their business contact information will be pre-populated.

Add new staff account

Email

MeowAlberta@outlook.com

Business contact information

Roles Permissions

Title (optional)	First name	Middle (optional)
	Tester	
Last name	Job title	
Meow	Cat Whisperer	
Mobile number (optional)		
(999) 555-1234		
<input checked="" type="checkbox"/> Use workplace phone number		
Phone	Extension (optional)	Fax (optional)
(780) 123-4567	1234	(999) 555-1234

5. Under the 'Roles' tab, you will have an option to make this staff member an 'Admin.' Click the 'Admin' box to grant this individual administrator privileges to your organization.

Add new staff account

Email

MeowAlberta@outlook.com

Business contact information

Roles

Permissions

Admin

- The 'Permissions' tab is for future functionality. Currently, there are no separate permissions that you can apply.
 - Once you confirm the account details are correct, click on 'Save.'
 - You will see your new staff member in your list of 'Staff accounts.'
- *If this individual already has an Alberta.ca Account for Organizations, then they will receive an email notification that they have been successfully added to your organization. If this individual did not already have an Alberta.ca Account for Organizations, they will receive an account creation notice in their email. They will have 30 days to complete their account set up.*

Alberta 1234567 Ltd. [B.21238]

Workplace Business information **Staff accounts** Sign in settings

+ Add new staff account

Search for staff accounts

Show 50 entries Export

Name	Title	Role	Email	Telephone
Ester Clifton	Chief Cat Owner	Admin	estercliffon@gmail.com	(587) 123-4567
Tester Meow	Cat Whisperer	Admin	MeowAlberta@outlook.com	(780) 123-4567

Showing 1 to 2 of 2 entries

Previous 1 Next

Approving a staff account request

If you are an administrator of an organization, you will receive an email notification when a staff account request is created. The administrator(s) will have 30 days to review the request before it expires. At that point, a new request would need to be submitted.

- To review a staff account request, click on the 'Review' button to start the process directly from your inbox. Alternately, sign in to your account by going to the [Alberta.ca Account for Organizations](#) page, click on your organization name under 'My staff account' and navigate to the 'Staff accounts tab.'
- You will see the request waiting and pending review under. Click on 'View request.'

Alberta 1234567 Ltd. [B.21238]

Workplace Business information **Staff accounts** Sign in settings

Organization	Name	Requested on	Status
Clifton Cat Clinic [B.21238]	Halliday, Robyn robyn.halliday@govab.ca	Feb 14, 2024 8:55 PM	Pending

+ Add new staff account

View request

3. On the next screen you will be able to review the applicant's information.

Staff account request #92792

Alberta 1234567 Ltd.

Applicant account information

Title	First name
-------	------------

4. You will have an option to make this staff member an 'Admin.' Click the 'Admin' box to grant this individual administrator privileges to your organization in Alberta.ca Account for Organizations.

Role

Admin

5. At the bottom of the form, you will see options available to approve or reject the request. You can also reject a request and report it as suspicious if you have concerns about its origins. If you're not ready to make a decision, you can 'Cancel' to exit the screen. Be sure to read the Terms and Conditions prior to approving a request.

By approving this Staff Account Request you agree to the [Extranet Terms and Conditions](#) and acknowledge:

- the Applicant is an employee of your organization (as defined in section 1(e) of the FOIP Act);
- the Applicant requires access to the Extranet to perform their duties as an employee of your organization;
- the Applicant's email address is individually assigned and approved by your organization; and
- you will immediately revoke the Applicant's access when the previous statements no longer apply.

Admin estercimton@gmail.com (587) 123-4567

6. Once you approve the request, you will receive a confirmation message. You will be able to see the new staff member under your organization's 'Staff accounts' tab.
7. The individual will receive an email notifying them that their request has been approved.

Removing a staff account

If you are an administrator of an organization, you are responsible for maintaining staff accounts. This includes revoking access to individuals who have departed your organization or no longer require access.






1. Sign in to your [Alberta.ca Account for Organizations](#). Scroll down to 'My staff accounts.' Select the organization that you would like to remove staff from by clicking on the organization name.
2. From the 'Organization directory' page, click on the 'Staff accounts' tab and you will a list of your current staff accounts.
3. Identify the staff account that is no longer required and click on the 'Delete staff account' icon.

Workplace Business information **Staff accounts** Sign in settings

+ Add new staff account

Search for staff accounts

Show 50 entries Export

Name	Title	Role	Email	Telephone	
Ester Clifton	Tree Grafter	Admin	esterclifton@gmail.com	(587) 123-4567	  
Tester Meow	Cat Whisperer	Admin	MeowAlberta@outlook.com	(780) 123-4567	 

Showing 1 to 2 of 2 entries

Previous 1 Next

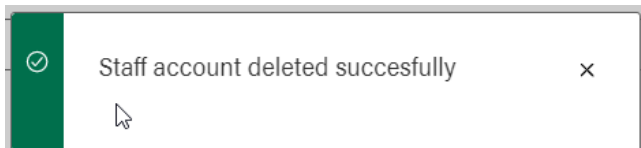
4. A pop up box will appear to confirm that you would like to delete this staff account from your organization. Click 'Yes, I'm sure.'

Delete staff account

Are you sure you want to delete this staff account?



5. You will then get a pop up confirmation that the account has been removed.



Updating and adding organization information

If you are an administrator of an organization, you are able to update and add additional information for that organization.

1. Sign in to your account by going to the [Alberta.ca Account for Organizations](#) page.
2. Click on your organization name under 'My staff account.' The 'Workplace' tab displays your business contact information. Click on 'Edit workplace' to edit.

Alberta 1234567 Ltd. [B.21238]

The screenshot shows the 'Workplace' tab selected in a navigation menu. Below the menu is a blue button labeled 'Edit workplace'. To the left of a map are contact details: Telephone (780) 123-4567, General business email info@clifftoncats.ca, Mailing business address (10020 100 Street, Edmonton, AB T5J 0N3), and Physical business address (10800 97 Avenue Northwest, Edmonton, AB T5K 2B6). To the right is a map of the Alberta Legislature Building with a red location pin and the text 'Legislature Building, 97 Avenue Northwest, Edmonton, AB, Canada' and a link to 'Open in Google Maps'.

3. A new screen will pop up where you will be able to edit your business contact information, including the mailing and physical addresses. Click 'Save' once complete.

The 'Edit workplace' form is displayed in a modal window. It has three main sections: 'Business contact information', 'Business mailing address', and 'Business physical address'. The 'Business contact information' section contains fields for Email (info@clifftoncats.ca), Website (optional), Phone number ((780) 123-4567), Ext. (optional), and Fax number (optional). The 'Business mailing address' section contains fields for Country (Canada), Province / State (Alberta), Street address (10020 100 Street), Street address line 2 (optional), City / Municipality (Edmonton), and Postal / Zip code (T5J 0N3). The 'Business physical address' section is currently empty.

4. Under the 'Business information' tab, click on 'Edit business information' to update the information.

Alberta 1234567 Ltd. [B.21238]

Workplace **Business information** Staff accounts Sign in settings

[Edit business information](#)

Business name (legal name) Alberta 1234567 Ltd.	Operating or trade name Cliffton Cat Clinic
CRA business number Not provided	Alberta corporate access number Not provided
Business type Not provided	Jurisdiction Not provided
Industry Not provided	

5. A new screen will pop up where you will be able to your business name, operating name, and business numbers. You can also add additional information such as business type, jurisdiction, or industry type. Click 'Save' once complete.

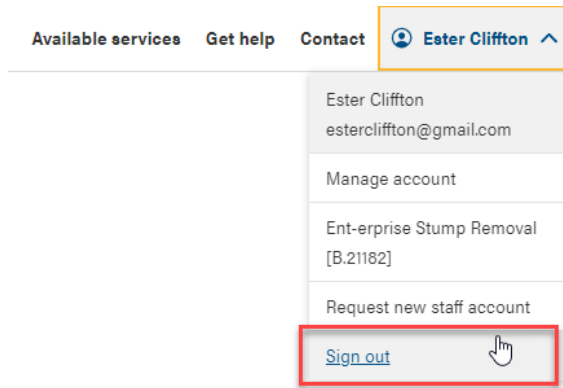
Edit business information

Business name (Legal name) <input type="text" value="Alberta 1234567 Ltd."/>	Operating or trade name (optional) <input type="text" value="Cliffton Cat Clinic"/>
CRA business number (optional) <input type="text"/>	Alberta corporate access number (optional) <input type="text"/>
Business type (optional) <input type="text" value="-- Select --"/>	Jurisdiction (optional) <input type="text" value="-- Select --"/>
Industry type (optional) <input type="text" value="-- Select --"/>	

Further Assistance

Signing out

To sign out, click on your name in the top-right corner and select 'Sign out'.



Deactivating your account

You deactivate your Alberta.ca Account for Organizations by calling the contact centre at 1-844-643-2789. You will need to provide the email address for your account. Once your account is deactivated, you will no longer be able to sign in and access online services.

Reporting a compromised account

If you think your account has been compromised, sign in and change your password immediately. Call the contact centre at 1-844-643-2789.

Contact us for assistance

To receive technical assistance or ask questions about your Alberta.ca Account for Organizations, you can reach us by:

Contact Centre Phone at: 1-844-643-2789

Contact Centre Email at: alberta-ca.account@gov.ab.ca

Website at: <https://account.alberta.ca/ui/account/help>