



MyAlberta Digital ID for Business (MADI-B) Account Sign Up Guide

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Sign Up for a MyAlberta Digital ID for Business Account (MADI-B)

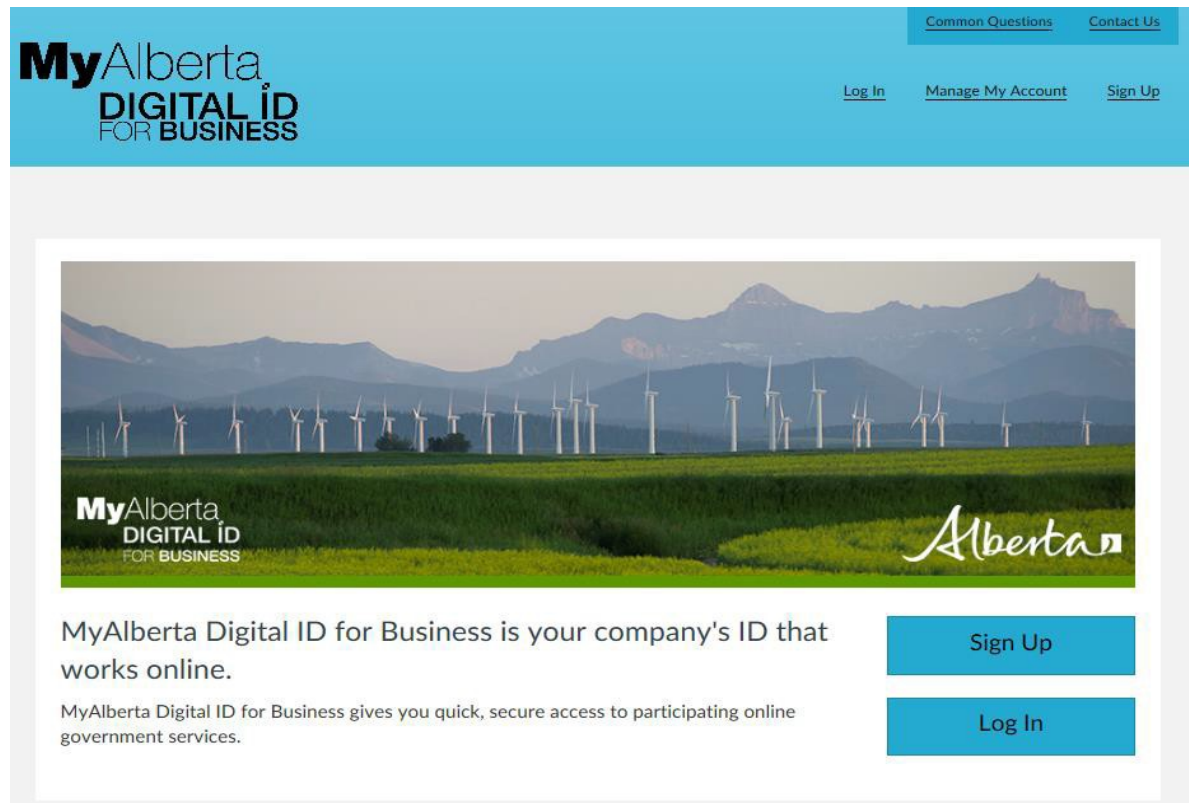
Introduction

MyAlberta Digital ID for Business (MADI-B) registered account allows businesses and organizations, such as municipalities or Métis Settlements, to be identified by the government online without paper documents or face-to-face visits, while protecting your information and privacy. The MADI-B account allows access to participating online government services and programs, such as MSI Operating portal.

Please sign up for one account for your municipality or Métis Settlement as a business administrator. You can add your staff members (or delegates) to the same account after registration is complete.

Sign Up for a MyAlberta Digital ID for Business Account

1. To register for a MADI-B account, visit <https://business.account.alberta.ca> and then click the Sign Up button.



The screenshot shows the top navigation bar 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 sign-up form with a 'Sign Up' button and a 'Log In' button.

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

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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](#)

2. Fill out the General Business Information section for your municipality or Métis Settlement, then click the Next button.

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 (optional)

Physical Business Location Postal/Zip Code

Telephone (optional) Extension (optional)

Fax (optional)

Business Number and Details

Business Number (optional)

Alberta Incorporation Certificate ID (optional)

Business Type (optional)

Jurisdiction (optional)

Industry Type (optional)

Operating or Trade Name (optional) Same as business name

Business Mailing Address

Mailing Address Country Same as Physical Address
 Canada

Mailing Address Province/State
 Choose

Mailing Address City/Municipality

Mailing Address Street

Address Line 2 (optional)

Mailing Address Postal/Zip Code

Next

Notes:

- Orange labeled coded fields are mandatory.
- For the Business Name, use your legal name.
- If you have more than one address, use your primary business address.
- Once your information is submitted, a confirmation screen will appear. An email will be sent to you to complete the registration process.

Common Questions Contact Us

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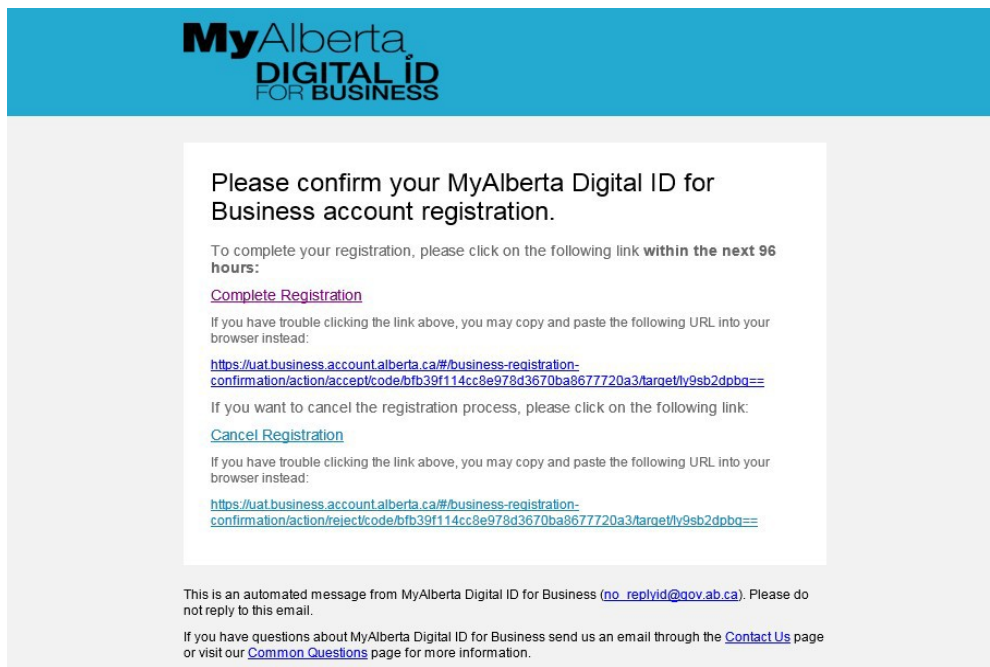
Log In Manage My Account Sign Up

Thank You!

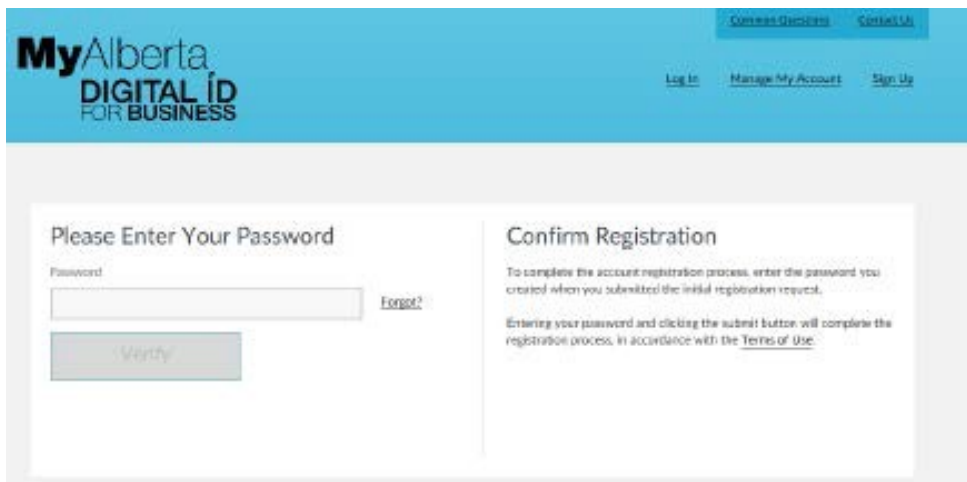
You have submitted your registration Thank you for registering for a MyAlberta Digital ID for Business Account.

- ✓ You will receive a confirmation email within the next 24 hours. **If you do not see the email, check your junk mail folder.**
- ✓ Please follow the link in the email to confirm your registration. This must be done within 96 hours (4 days). **You have until Monday October 15, 2018 1:41 PM Mountain Time (MT) to confirm your registration.**

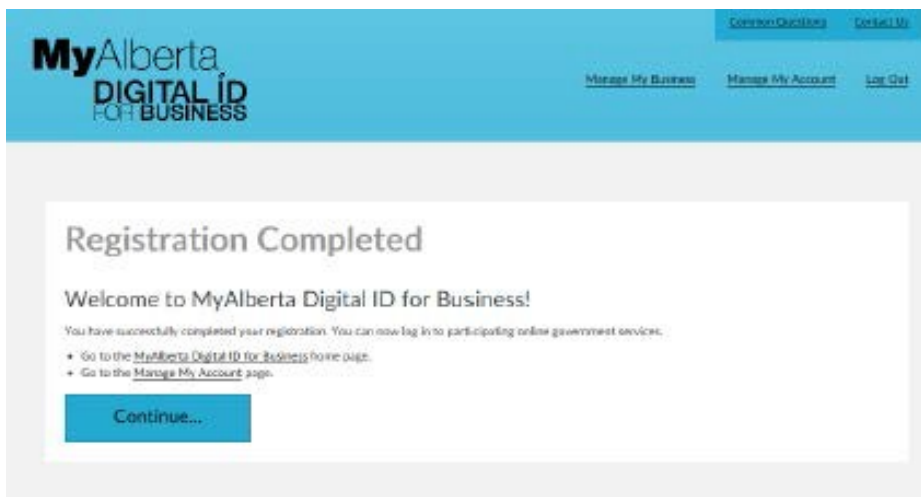
3. Open the email from No Reply ID and click on the Complete Registration link within 96 hours to continue registering for MyAlberta Digital ID for Business.



4. Click the link to log into MyAlberta Digital ID for Business.



5. Log in with your password to complete the registration.



Inviting/Adding Business Users

MyAlberta Digital ID for Business allows you to invite users to conduct government business on your behalf.

There are two types of users in the MyAlberta Digital ID for Business account: business administrators and delegates. Business administrators manage business details, manage business users, and invite delegates in MyAlberta Digital ID for Business system. It is good practice to have at least two business administrators for your organization to manage your account. Delegates access government services that use MyAlberta Digital ID for Business, such as the MSI Operating portal.

After the business administrator logs into MyAlberta Digital ID for Business homepage, select the Invite Users tab and provide the email address of the person you are inviting. For MSI Operating portal users, this email should match the email of the user's MACconnect MSIO account. The user will then get an invitation to complete the registration of the MyAlberta Digital ID for Business account.

The screenshot shows the 'Invite Users' tab selected. The page title is 'Invite users to be a part of this business'. Below the title, there is a text box for entering an email address, a plus sign icon, and a 'Click on + sign to validate email' instruction. There are two buttons: 'Send Invite' and 'Clear All'. Below this, there is a section titled 'Users Invited' with a table header showing 'Email Address' and 'Status'.

Managing Business Users

MyAlberta Digital ID for Business allows the registered business administrator to manage business users. After the business administrator logs into MyAlberta Digital ID for Business homepage, select the Manage Business Users tab, and then click the Name hyperlink to edit. Note: After logging in, all users can also select the Manage My Account link to update user details.

The screenshot shows the 'Manage Business Users' tab selected. The page title is 'List of Users'. Below the title, there is a table with columns: Name, User Name, Email, and Type. The table contains two rows of user information. At the bottom, there is a pagination control showing '10 items per page' and '1, 2 of 2 items'.

Name	User Name	Email	Type
Tester	tester.cs	testorcs@yahoo.com	admin
John	john.smith	John.Smith@yahoo.ca	delegate

1. Update any of the displayed information, including User Type (Admin or Delegate) and click the Update button. To deactivate/remove a user, click the Deactivate button.

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Common Questions Contact Us

Welcome, Tester CS Manage My Business Manage My Account Log Out

Manage Business Details Manage Business Users Invite Users

Update User

User Type: Admin Delegate Deactivate

Personal Information

Job Title
Manager

User Name
john.smith

First Name
John

Middle Name (optional)

Last Name
Smith

Email
John.Smith@yahoo.ca

Cell Phone (optional)
(123) 123-1234

Fax (optional)
(123) 123-1234

Telephone (optional)
(123) 123-1234

Extension (optional)

Cancel Update

Further Questions

If you have questions about how to manage your MyAlberta Digital ID for Business account, please use the Contact Us link 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: MyAlbertaBusinessID@gov.ab.ca