

QUICK REFERENCE

TRANSFER PAYMENT COMMON REGISTRATION (TPCR) SYSTEM

Register an Organization

1. From the TPCR main menu, click **'Create New Registration'**.
2. Search for your Organization in **'Registration Search'** to ensure it is not already registered.
3. Click **'Create New Registration'**.
4. Complete the following sections:
 - ⇒ **Organization Profile**: CRA Business Number, Legal Name etc.
 - ⇒ **Organization Address**
 - ⇒ **Organization Contacts**: Two contacts including one senior contact with signing authority
 - ⇒ **User Profile**: Information about yourself
 - ⇒ **Documents**: Upload organizational documents
5. Review **'Registration Summary'**, check off declaration and click **'Submit Registration'**.

Request Access to a Registered Organization

1. From the TPCR Main Menu, click **'Request Access to Registration'**.
2. Search for your Organization in **'Registration Search'**.
3. Select your organization from the search results and click **'Request Access to Registration'**.

If your organization is not listed in the search results, then it is not registered.

4. Complete the Requestor Contact Information and click **'Confirm'**.
5. On the Access Request Confirmation screen, review information and click **'Done'**.

An email will be sent to the organization's Administrator(s) for review/approval.

You will receive an email notification once your request has been approved.

Manage Organization Information

View/Update Information

1. From the TPCR main menu, click **'View/Update Existing Registration'**.
3. Select the organization you would like to update.
4. Select the appropriate tab from the left panel to navigate to the section that requires changes.
5. Make changes and click **'Save'**.

Manage Documents

1. From the left panel, click **'Documents'** tab.
2. Click **'Add Document'** and complete the required fields.
3. Attach the file and click **'Save'**.

To archive a document, select the document from the list and click **'Archive Document'**.

To restore the archived document, click **'View Archive List'**, select the document and click **'Restore Document'**.

Manage Organization Information (cont'd)

To permanently delete a document, contact Customer Service at 1-855-216-3090 or 416-325-6691 GrantsOntarioCS@ontario.ca

Approve/Deny Access Requests

1. From the left panel, click **'Access Requests'** tab.
2. View the list of requests. All **Open** status requests require action.
3. Review and **'Approve'** or **'Deny'** requests, as appropriate.

The requestor will receive an email confirmation upon approval.

Merge Two Organizations

If two registrations have been created for the same organization, only one of the registrations can be completed. In such instances, the registrations must be merged into one. Refer to the **Organization Information Management** user guide for detailed instructions.