

QUICK REFERENCE

TRANSFER PAYMENT COMMON REGISTRATION (TPCR) SYSTEM

Accessing TPCR

1. Browse to <http://www.grants.gov.on.ca/>
2. Click **'Log In'** on top right corner
3. Create ONE-key or sign-in
4. From ONE-key main menu, select **Transfer Payment Account/Grants Ontario** from the list **'All Services from A to Z'**
5. Click **'Request Enrolment Number'**
6. Provide first name, last name and email address. Shortly will receive an Enrolment ID and PIN in separate emails
7. Click **'Enroll'** in the Transfer Payment Account page
8. Enter your Enrolment ID on the next screen and click **'Submit'**
9. Enter your PIN on the next screen and click **'Submit'**
10. Read terms and conditions and click **'I Agree'**
11. In 'My Services', click **Transfer Payment Account/Grants Ontario** to access **TPCR Main Menu**

Create New Registration in TPCR

1. From 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:** Enter CRA Business Number, Legal Name etc.
 - ⇒ **Organization Address**
 - ⇒ **Organization Contacts:** Recommend 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'**

Requesting Access to Registration in TPCR

1. From 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 requestor contact information form 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 reviewing request for access.

You will receive an email notification advising you of the approval of your request for access.

View/Update Existing Registration in TPCR

1. From the TPCR main menu click **'View/Update Existing Registration'**
3. Select the registration you would like to update
4. Select appropriate tabs on the left panel to navigate to section that requires change
5. Make changes and click **'Save Approve or Deny access requests'**
 1. Go to **'Access Requests'** tab
 2. View requests, all **open** status requests require action
 3. Review and **'Approve'** or **'Deny'** requests. Requestor will receive an email advising of the status of access request. If you require additional assistance, please contact the Customer Service at 1-855-216-3090 or (416) 325-6691, or GrantsOntarioCS@Ontario.ca.