



# Transfer Payment Common Registration System

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## Request Access to a Registered Organization

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## Introduction

### Overview

The Transfer Payment Common Registration (TPCR) system makes registering your organization with the Ontario government easy and secure. With TPCR, organizations submit their profile information once accessible to all funding ministries. TPCR connects organizations to other government funding systems like Grants Ontario.

In summary, the TPCR is a system that enables:

- Organizations to submit, update and maintain organization profile information; and
- Ontario ministries to access organization profile information from a centralized system.

The Grants Ontario system enables organizations to apply for grants and view the status of their applications. Together, the Grants Ontario System and TPCR offer an easy and secure way for Ontarians to apply for and receive funding from the government. This is part of the Government of Ontario's commitment to modernize transfer payment administration.

### Purpose of this Manual

This manual provides step-by-step instructions on how to:

- Request access to a registered organization

### Getting More Information

For more information contact the Customer Service team:



Phone: **1-855-216-3090** or **416-325-6691**



Email: [GrantsOntarioCS@Ontario.ca](mailto:GrantsOntarioCS@Ontario.ca)

## User Roles

### **Admin User**


The admin user has the ability to:

- ✓ Manage (own) transfer payment account including user profiles for the organization
- ✓ Manage profiles of other users associated with the given organization
- ✓ Review and approve / deny requests for access to the organization registration
- ✓ Create new organization registrations
- ✓ Merge existing registrations
- ✓ View and manage organization registration details
- ✓ Enrol and receive access to the Grants Ontario System in order to apply for funding, if applicable

### **Associate User**

An associate user has at least one approved access to an organization profile, and can:

- ✓ Manage (own) transfer payment account including their user profile under the organization registration
- ✓ View all the organization information (read-only access)
- ✓ Enrol and receive access to the Grants Ontario System in order to apply for funding.

** Note:** The first person to register an organization automatically becomes an Admin user for that organization. All other accounts for the same organization will be an Associate User.

## Request Access to a Registered Organization

**Note:** ONE-key and GO Secure give you secure access to Ontario government programs and services, including the TPCR system. **If you do not have an existing ONE-key account, you will need to create your ONE-key account to access TPCR.**

For instructions on how to access TPCR via ONE-key or an existing GO Secure account, please refer to the “**Access TPCR**” manual.

1. Log in to TPCR. The *Main Menu* window appears.


**Main Menu**


Transfer Payment Services:


- Click Create New Registration to register your organization
- Click Request Access to Registration to link your user account to an organization that is already registered
- Click View/Update Existing Registration to view or update your organization's profile information


**Transfer Payment Services**

Common Registration


Create New Registration


Request Access to Registration


View / Update Existing Registration

2. Click  Request Access to Registration from the *Main Menu* window.
3. The *Registration Search* window appears.

Perform a registration search to ensure your organization has not already been registered by entering the organization’s legal or operating name. Click **Search**.

Alternatively, you may wish to search by CRA BN. Select the button next to **I know my CRA BN** and enter the organization’s CRA BN. Click **Search**.

**Registration Search**

◦ Search for your organization by Legal Name, Operating Name or Canada Revenue Agency Business Number (CRA BN) to determine if your organization is registered.

◦ If your organization is listed below, it means the organization is already registered.

- Select the organization and click Request Access to Registration.

Organization Legal or Operating Name ⓘ

I know my CRA BN ⓘ

Cancel
Reset
Search

**Tip:** Hover your mouse over ⓘ to see more information about the field.

4. The *Search Results* window appears.

Select the organization from the search results list. Click

**Request Access to Registration**.

Search Results		1 records
Legal Name	Operating Name	
<input type="radio"/> AAA FORESTRY SERVICES INC	Forestry Inc	

**Request Access to Registration**

**i Note:** If the error message “004 - Search results too large. Please refine your search” appears at the top of the page, please refine your search by entering more characters then click Search again.

5. The *Request for Access* window appears. Confirm this is your organization by reviewing the Organization Details. If this is not your organization click **Back** and perform the search again.

Request For Access			
<ul style="list-style-type: none"> <li>Review the information below</li> <li>Click Confirm to proceed. An automatic email notification will be sent to the administrator(s)</li> <li>If this is not your organization, click Back to return to Search</li> </ul>			
Organization Details			
Legal Name <b>i</b>	AAA FORESTRY SERVICES INC		
Operating Name <b>i</b>	AAA FORESTRY SERVICES INC		
Registration Status	Registration Complete		
Organization Address	23 WICKHAM CRT MARKHAM, ON CA L3R7B8		
Requestor Contact Information			
First Name	Honey		
Last Name	Bee		
Email Address*	<input type="text" value="debra.starr@ontario.ca"/>		
Contact Phone #*			
Country Code	Area Code	Phone Number	Extension
<input type="text" value="001"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Back"/> <input type="button" value="Confirm"/>			

6. To request access to this organization complete all the fields then click **Confirm**.

7. The *Access Request Confirmation* window appears.

Review the information. Click **Done**.

- A notification will be sent to the Admin User(s) of the organization for action (approve or deny).
- You will also receive an e-mail notification listing the Admin User(s).
- Upon approval, an email notification will be sent confirming your access.

**Access Request Confirmation**

- An automatic notification has been sent to the administrator(s) listed below for approval.

**Administrator(s) Information**

Admin User Name	Raymond Cheung
Admin User Email	raymond.cheung@ontario.ca

**Organization Details**

Legal Name ⓘ	AAA FORESTRY SERVICES INC
Operating Name ⓘ	AAA FORESTRY SERVICES INC
Organization Address	23 WICKHAM CRT MARKHAM, ON CA L3R7B8

**Requestor Contact Information**

First Name	Honey
Last Name	Bee
Email Address	debra.starr@ontario.ca
Contact Phone #	+001 222 222-2222

**Done** **Print**