

To access the Environmental Activity and Sector Registry (EASR), you will need a:

- ▶ ONE-Key ID
- ▶ ONE-Source for Business profile
- ▶ Ministry of the Environment (MOE) account

1. Go to [ontario.ca/onesource](http://ontario.ca/onesource) and click on **Sign-up**.



Ontario.ca | Français

HOME | NEWSROOM | SERVICES | YOUR GOVERNMENT | ABOUT ONTARIO

Home | Online Services | Tools & Wizards | Topics | My Account

Need help? Call 1-888-745-8888

Find services and information

### Featured Online Services

- > Search, register, renew your business and get a Master Business Licence
- > Change your address and other business information
- > ONT-TAXS online: File, pay and view Ontario business taxes
- > Accessibility Compliance: File your accessibility compliance report
- > Search or register a personal property lien
- > WSIB: The law has changed - Mandatory coverage for construction
- > Doing Business with the Ontario Government

### Tools & Wizards

- Permits Wizard
- Financing Wizard
- Start-Up Kits
- How Do I?

### My Account

Sign up today to get access to these convenient features:

- Save and view search results
- Save, submit, and track online services
- Access online programs
- View your government accounts

[Learn more about signing up](#)

### Business Topics

- > Starting a Business
- > Operating a Business

Connect with your municipality

Your Location

2. Create your ONE-Key ID, password, and password recovery information (note the minimum requirements for each).

**Optional:** Provide your e-mail address to recover your ONE-Key ID in case you forget it.

Click **Sign-up**.

Ontario.ca | Français

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One-Source For Business Want better results? Set your business type and location SET LOG IN

Search ONE-Source Search ServiceOntario

Home Online Services Tools & Wizards Topics My Account Need help? Call 1-888-745-8888

**ONE-key Account Registration**

After completing the ONE-key registration you will be returned to ONE-Source for Business.

**Create your ID and Password** (\*) Indicates a mandatory field

\* Choose your ONE-key ID:

\* Password:

\* Confirm your password:

**Your password must contain:**

- 8 to 16 characters
- Upper and lower case character(s)
- Number(s)
- Symbol(s) such as !, @, #

[More password tips](#)

\* I accept the [Terms and Conditions of Use](#) and I have reviewed the [Notice of Collection](#)

Need assistance? Please call ServiceOntario at 416-326-1234 (GTA) or 1-800-267-8097

**Password Recovery Info** (\*) Indicates a mandatory field

If you forget your password you can create a new one, after answering a set of security questions. Create your own set of security questions and answers below.

\* Security Question 1: -- Select a question -- Refresh Questions

\* Question 1 Answer:

\* Security Question 2: -- Select a question -- Refresh Questions

\* Question 2 Answer:

\* Security Question 3: -- Select a question -- Refresh Questions

\* Question 3 Answer:

**Optional ID Recovery Info**

By providing your email address you can recover your ONE-key ID in case you forget it. You can enter your email address at a later date if you do not want to provide it now, via the [Change Account Recovery Info](#) option.

Email Address:

[Cancel](#) **Sign up**

3. You have set up your ONE-key ID!

Click **Continue**.

The screenshot shows the Ontario One-Source For Business website. At the top left is the Ontario logo. The top right has links for 'Ontario.ca' and 'Français'. A navigation bar includes 'HOME | NEWSROOM | SERVICES | YOUR GOVERNMENT | ABOUT ONTARIO'. Below this is the 'One-Source For Business' header with a search bar and a 'ServiceOntario' logo. A confirmation message reads: 'Confirmation: You have successfully registered your ONE-key account. Your ONE-key ID is: testacct12345'. It explains that ONE-key provides secure access to Ontario Government online services and provides instructions on how to use it. A red arrow points to a 'Continue' button. Below the button, it says 'Need more assistance? Please call ServiceOntario at 416-326-1234 (GTA) or 1-800-267-8097.' The footer contains a 'QUESTIONS? GET HELP' section with four columns of links: 'Contact One-Source', 'About One-Source', 'Tools & Wizards', and 'Topics'. At the very bottom, there are links for 'CONTACT US', 'ACCESSIBILITY', 'PRIVACY', and 'HELP', along with copyright information for Queen's Printer for Ontario, 2009-2010, and a date of last modification: December 20, 2010.

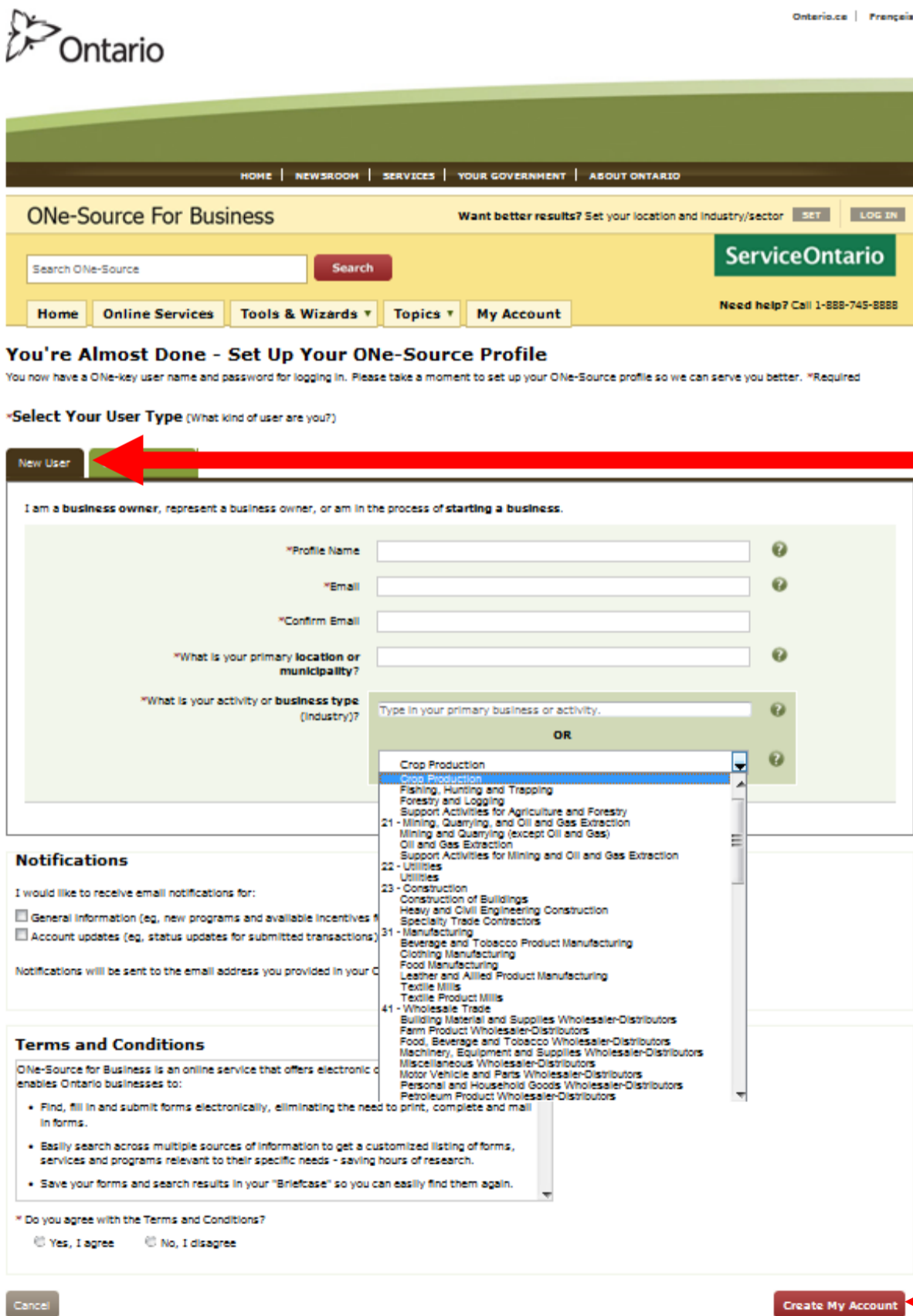
4. Select the **New User** Tab.

You will be prompted to enter basic information about your business.

As you type in your location and business type, drop-down lists will appear. Select your location and business type (or closest match) from the drop-down lists.

**Optional:** Under notifications you can opt to receive general information and/or updates.

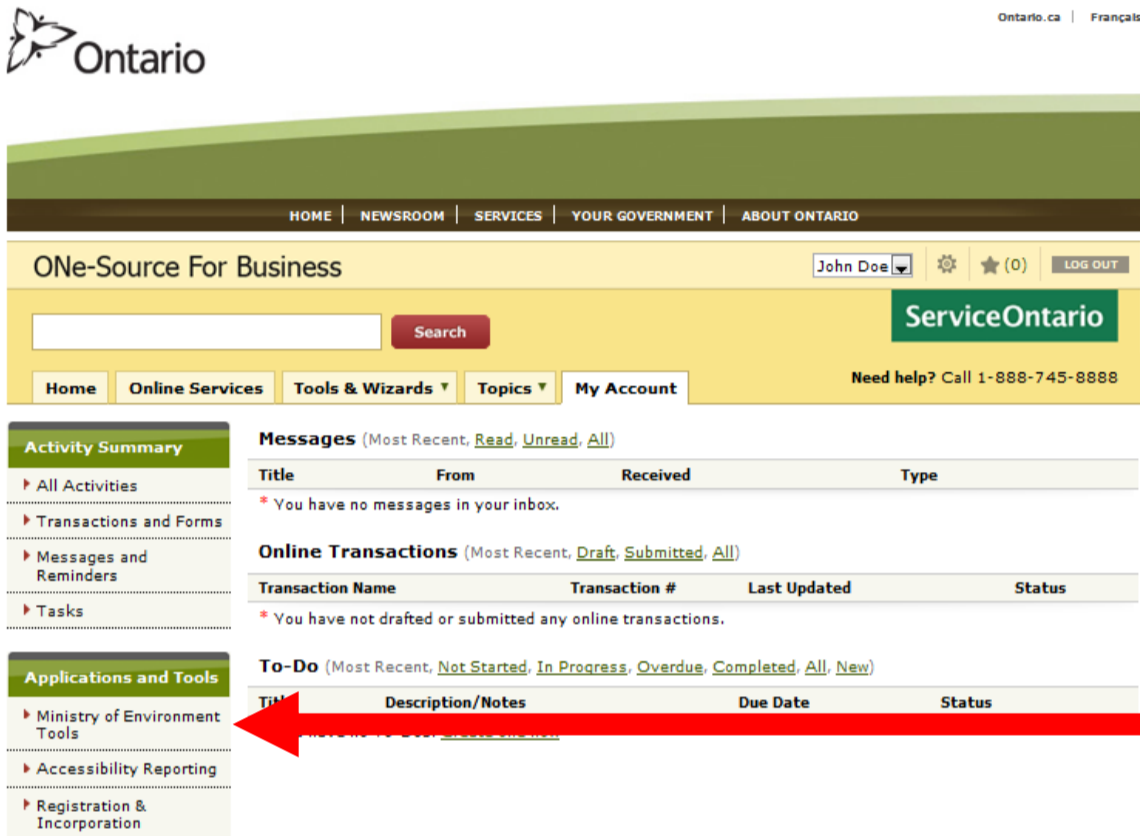
Read and agree to the terms and conditions, and then click **Create My Account**.



5. You've now created your ONE-Source for Business profile!

Your business profile page will look like this.

Note the Ministry of the Environment Tools button on the left side of your profile.



You can choose to create your Ministry of the Environment (MOE) account now, or come back later to create it. If you choose to come back, you will be asked to log in using your ONE-Key ID and password.

- Click on the **Ministry of Environment Tools** button to create a Ministry of Environment (MOE) account.

If you are a Client, select **Client**.

If you are an Authorized Representative, select **Representative**.

With an Authorized Representative Account, you can gain access to client accounts. Depending on the permission level assigned to you, you can act as either a **Delegated Authority** or **Authorized Representative**.

A **Delegated Authority** is an individual that has access to all services associated with the client account and can perform any actions on their behalf.

An **Authorized Representative** is an individual with custom permission levels who can oversee and manage the client's registrations and applications.

(If you select **Client**, continue on to step 7. If you select **Representative**, go to step 14.)



The screenshot shows the Ontario One-Source For Business website. At the top, there is a navigation bar with links for HOME, NEWSROOM, SERVICES, YOUR GOVERNMENT, and ABOUT ONTARIO. Below this is a yellow header area with the text "ONE-Source For Business" and a search bar. A user named "Steve" is logged in, and there are settings, star, and log out icons. Below the header is a navigation menu with "Home", "Online Services", "Tools & Wizards", "Topics", and "My Account". A "ServiceOntario" logo is also present. The main content area is titled "Ministry of the Environment Information" and contains a message: "You do not currently have any access to view the Ministry of the Environment Account. If you need to create an account, you will be taken through a series of steps to complete your account profile. By opening an account with the ministry, it will be easier and faster to interact with the government. Please start by answering the question below." The question is "Are you a client or a representative who will be doing work on behalf of a client?". There are two radio button options: "Client" (which is selected and highlighted with a red box) and "Representative". Below this is another question: "Do you have a 9-digit business number issued by Canada Revenue Agency?". There are "Yes" and "No" radio button options. A red arrow points to the "Yes" option.

7. If you have a 9-digit business number issued by the Canada Revenue Agency, have it handy, and click **Yes**. Otherwise, click **No**.

(If you click **YES**, continue on to step 8. If you click **NO**, go to step 10.)



HOME | NEWSROOM | SERVICES | YOUR GOVERNMENT | ABOUT ONTARIO

ONE-Source For Business Steve (0) LOG OUT

Search ONE-Source  Search ServiceOntario

[Home](#) [Online Services](#) [Tools & Wizards](#) [Topics](#) [My Account](#) Need help? Call 1-888-745-8888

**Activity Summary**

- All Activities
- Transactions and Forms
- Messages and Reminders
- Tasks

**Applications and Tools**

- Ministry of Environment Tools
- Accessibility Reporting
- Registration & Incorporation

**Ministry of the Environment Information**

You do not currently have any access to view the Ministry of the Environment Account. If you need to create an account, you will be taken through a series of steps to complete your account profile. By opening an account with the ministry, it will be easier and faster to interact with the government. Please start by answering the question below.

**Are you a client or a representative who will be doing work on behalf of a client?**

Client

Representative

**Do you have a 9 digit business number issued by Canada Revenue Agency?**

Yes  No

- If you clicked **Yes**, you will be prompted to enter your business's legal name, business number, postal/zip code and ownership type. If your business's mailing address and physical address are different, use the mailing address postal code.

Note: Be sure to enter your legal business information in these fields including any symbols and spaces so it is exactly as the Canada Revenue Agency (CRA) has it on file. If the validation fails, please contact the Canada Revenue Agency at 1-800-959-5525 or [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca) to verify the information.

Ownership type is a new value required by CRA to validate business information. Values to choose from include: Individual, Partnership, Corporation, Trust and Other. One of these values must be selected in order for CRA to confirm accurate legal business information.

Click **Validate**.

The screenshot shows the 'One-Source For Business' website interface. At the top, there is a navigation bar with links for HOME, NEWSROOM, SERVICES, YOUR GOVERNMENT, and ABOUT ONTARIO. Below this is a search bar and a 'ServiceOntario' logo. The main content area is titled 'Ministry of the Environment Information' and contains a form with the following sections:

- Activity Summary:** All Activities, Transactions and Forms, Messages and Reminders, Tasks.
- Applications and Tools:** Ministry of Environment Tools, Accessibility Reporting, Registration & Incorporation, Private Security and Investigative Services, Other Government Accounts.
- ONE-Source Profile:** (partially visible)

The main form section is titled 'Ministry of the Environment Information' and includes the following text and questions:

You do not currently have any access to view the Ministry of the Environment Account. If you need to create an account, you will be taken through a series of steps to complete your account profile. By opening an account with the ministry, it will be easier and faster to interact with the government. Please start by answering the question below.

**Are you a client or a representative who will be doing work on behalf of a client?**

Client  
 Representative

**Do you have a 9 digit business number issued by Canada Revenue Agency?**

Yes  No

The form includes four input fields:

- \*Legal Name: [Text Input]
- \*Business Number: [Text Input]
- \*Postal/Zip Code: [Text Input]
- \*Ownership Type: [Text Input]

A red arrow points to the **Validate** button at the bottom right of the form.



9. A new page will display confirming your Business Directory Information. If it is correct, select yes.

Click **Next**.

(Skip ahead to **Step 11** in this document.)

The screenshot shows the Ontario One-Source For Business website. At the top left is the Ontario logo. At the top right are links for "Ontario.ca" and "Français". Below the logo is a navigation bar with links: HOME | NEWSROOM | SERVICES | YOUR GOVERNMENT | ABOUT ONTARIO. The main header area includes "ONE-Source For Business", a user profile for "Steve", a settings gear, a star icon with "(0)", and a "LOG OUT" button. Below the header is a search bar with the text "Search ONE-Source" and a "Search" button. To the right of the search bar is a "ServiceOntario" logo and the text "Need help? Call 1-888-745-8888". Below the search bar is a navigation menu with links: Home | Online Services | Tools & Wizards | Topics | My Account. The main content area is divided into two sections. The first section is titled "Activity Summary" and contains links for "All Activities", "Transactions and Forms", "Messages and Reminders", and "Tasks". The second section is titled "Applications and Tools" and contains links for "Ministry of Environment Tools" and "Accessibility Reporting". The main content area also displays "Business Details" with a table of information:

Business Details:		
<b>Business Number</b>	<b>Legal Name</b>	<b>Operating Name</b>
<b>Business Address</b>	<b>Mailing Address</b>	

Below the table is a confirmation question: "Is the business Directory Information above correct?" with radio buttons for "Yes" (selected) and "No". A red arrow points to a "Next" button located below the question.

10.If you don't have a business number and you're not sure if you qualify for one, click **How do I know if I need a business number?**

If you qualify for a business number, please register your business with the Canada Revenue Agency (CRA) at 1-800-959-5525 or [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca) before enrolling with the Ministry of the Environment.

If you do NOT qualify for a business number, click **No**.

The screenshot shows the 'ONE-Source For Business' web interface. At the top, there is a search bar and navigation tabs for 'Home', 'Online Services', 'Tools & Wizards', 'Topics', and 'My Account'. The 'ServiceOntario' logo is visible in the top right. The main content area is titled 'Ministry of the Environment Information' and contains several questions and a form. A red arrow points to the link 'How do I know if I need a business number?' under the question 'Do you qualify for a business number?'. The form below includes fields for 'First Name', 'Last name', 'Business Name', 'Where in Ontario is or will your business be located?', 'Business Type (e.g. restaurant)', 'E-mail Address', and 'Confirm E-mail Address', followed by a 'Validate' button.

**ONE-Source For Business** Steve (0) LOG OUT

Search ONE-Source Search ServiceOntario

Home Online Services Tools & Wizards Topics My Account Need help? Call 1-888-745-8888

**Activity Summary**

- All Activities
- Transactions and Forms
- Messages and Reminders
- Tasks

**Applications and Tools**

- Ministry of Environment Tools
- Accessibility Reporting
- Registration & Incorporation
- Security and Investigative Services
- Other Government Accounts
- PSIS Portal Pages

**ONE-Source Profile**

- Profile Information
- Preferences
- Delegates
- Other Profiles

**Ministry of the Environment Information**

You do not currently have any access to view the Ministry of the Environment Account. If you need to create an account, you will be taken through a series of steps to complete your account profile. By opening an account with the ministry, it will be easier and faster to interact with the government. Please start by answering the question below.

**Are you a client or a representative who will be doing work on behalf of a client?**

Client  
 Representative

**Do you have a 9 digit business number issued by Canada Revenue Agency?**

Yes  No

**Do you qualify for a business number?**  
[How do I know if I need a business number?](#)

Yes  No

**Please provide your business information:**

\*First Name:

\*Last name:

\*Business Name:

\*Where in Ontario is or will your business be located?

\*Business Type (e.g. restaurant):

\*E-mail Address

\*Confirm E-mail Address

Validate

- 11. If you do not qualify for a business number, you will be prompted to enter your name and business information.

As you type in your location and business type, drop-down lists will appear. Select your location and business type (or closest match) from the drop-down lists.

Click **Validate**.

The screenshot shows the 'One-Source For Business' interface. At the top, there is a search bar and a 'ServiceOntario' logo. Below the search bar are navigation tabs: Home, Online Services, Tools & Wizards, Topics, and My Account. The main content area is titled 'Ministry of the Environment Information' and contains the following sections:

- Activity Summary:** All Activities, Transactions and Forms, Messages and Reminders, Tasks.
- Applications and Tools:** Ministry of Environment Tools, Accessibility Reporting, Registration & Incorporation, Security and Investigative Services, Other Government Accounts, PSIS Portal Pages.
- ONE-Source Profile:** Profile Information, Preferences, Delegates, Other Profiles.

The registration form includes the following questions and fields:

- Are you a client or a representative who will be doing work on behalf of a client?** (Radio buttons for Client and Representative, with Client selected).
- Do you have a 9 digit business number issued by Canada Revenue Agency?** (Radio buttons for Yes and No, with No selected).
- Do you qualify for a business number?** (Radio buttons for Yes and No, with No selected). A link 'How do I know if I need a business number?' is provided.
- Please provide your business information:** (Required fields marked with an asterisk):
  - \*First Name: [Text Input]
  - \*Last name: [Text Input]
  - \*Business Name: [Text Input]
  - \*Where in Ontario is or will your business be located?: [Text Input]
  - \*Business Type (e.g. restaurant): [Text Input]
  - \*E-mail Address: [Text Input]
  - \*Confirm E-mail Address: [Text Input]

A red arrow points to the 'Validate' button at the bottom of the form.

12. Once the system validates your business, you'll be prompted to assign a **business accountable person**. This person has the authority to sign and attest to the completeness and accuracy of your applications.

Once you have entered your business accountable person information, click **Next**.

The screenshot shows the Ontario One-Source For Business website. The header includes the Ontario logo, navigation links (HOME, NEWSROOM, SERVICES, YOUR GOVERNMENT, ABOUT ONTARIO), and user options (hello, settings, star (0), LOG OUT). A search bar and ServiceOntario logo are also present. The main content area is titled "Please provide your business accountable person information:". The form includes fields for Title (set to Doctor), First Name, Last Name, Middle Name, Name Suffix, Job Title, Phone Number, Phone Number Extension, Fax Number, Mobile Number, E-mail Address, Confirm E-mail Address, and Preferred Language (set to English). A "Next" button is located at the bottom of the form, with a red arrow pointing to it from the right.

13. A new page will display prompting you to designate a **business contact person**. This person will be contacted regarding your applications.

Once you have entered your business contact person information, click **Next**.

(Skip ahead to **Step 15** in this document)

The screenshot shows the Ontario One-Source For Business website. The header includes the Ontario logo, navigation links (HOME, NEWSROOM, SERVICES, YOUR GOVERNMENT, ABOUT ONTARIO), and user options (hello, settings, star icon, LOG OUT). A search bar and ServiceOntario logo are also present. The main content area is titled "Please provide business contact person information:" and contains the following fields:

- Title: Doctor (dropdown menu)
- \*First Name: (text input)
- \*Last name: (text input)
- Middle Name: (text input)
- Name Suffix(e.g. Junior, III): (text input)
- \*Job Title: (text input)
- \*Phone Number: (text input)
- Phone Number Extension: (text input)
- Fax Number: (text input)
- Mobile Number: (text input)
- \*E-mail Address: (text input)
- \*Confirm E-mail Address: (text input)
- \*Preferred Language: English (dropdown menu)

A red arrow points to the "Next" button at the bottom of the form.

14.If you selected **Representative**, you will be prompted to enter your information.

Once you have entered your information, click **Next**.

The screenshot shows the 'ONE-Source For Business' website interface. At the top, there is a search bar and a 'ServiceOntario' logo. Below the search bar, there are navigation tabs: 'Home', 'Online Services', 'Tools & Wizards', 'Topics', and 'My Account'. The main content area is titled 'Ministry of the Environment Information' and contains a message explaining that the user does not currently have access to view the Ministry of the Environment Account. Below this message, there is a question: 'Are you a client or a representative who will be doing work on behalf of a client?'. The 'Representative' option is selected. The form then asks for the following information: Title (set to 'Doctor'), First Name, Last Name, Middle Name, Name Suffix (e.g. Junior, III), Job Title, Business Name, Phone Number, Phone Number Extension, Fax Number, Mobile Number, E-mail Address, Confirm E-mail Address, and Preferred Language (set to 'English'). A red arrow points to the 'Next' button at the bottom of the form.

ONE-Source For Business

hello (0) LOG OUT

Search ONE-Source Search

ServiceOntario

Home Online Services Tools & Wizards Topics My Account Need help? Call 1-888-745-8888

**Activity Summary**

- All Activities
- Transactions and Forms
- Messages and Reminders
- Tasks

**Applications and Tools**

- Ministry of Environment Tools
- Accessibility Reporting
- Registration & Incorporation
- Security and Investigative Services
- Other Government Accounts
- PSIS Portal Pages

**ONE-Source Profile**

- Profile Information
- Preferences
- Delegates
- Other Profiles

**Ministry of the Environment Information**

You do not currently have any access to view the Ministry of the Environment Account. If you need to create an account, you will be taken through a series of steps to complete your account profile. By opening an account with the ministry, it will be easier and faster to interact with the government. Please start by answering the question below.

**Are you a client or a representative who will be doing work on behalf of a client?**

Client

Representative

**Please provide your information:**

Title: Doctor

\*First Name: [Text Field]

\*Last Name: [Text Field]

Middle Name: [Text Field]

Name Suffix(e.g. Junior, III): [Text Field]

\*Job Title: [Text Field]

\*Business Name: [Text Field]

\*Phone Number: [Text Field]

Phone Number Extension: [Text Field]

Fax Number: [Text Field]

Mobile Number: [Text Field]

\*E-mail Address: [Text Field]

\*Confirm E-mail Address: [Text Field]

\*Preferred Language: English

Next

15. A new page will display prompting you to provide your business address information and mailing address.

Once you have entered your business address information, click **Next**.

The screenshot shows the One-Source For Business website interface. At the top, there is a navigation bar with links for HOME, NEWSROOM, SERVICES, YOUR GOVERNMENT, and ABOUT ONTARIO. Below this is a header area with the text "One-Source For Business" and a user profile for "JenniferM" with a settings gear, a star icon with "(0)", and a "LOG OUT" button. A search bar is present with the text "Search One-Source" and a "Search" button. To the right of the search bar is the "ServiceOntario" logo. Below the search bar is a navigation menu with "Home", "Online Services", "Tools & Wizards", "Topics", and "My Account". A "Need help? Call 1-888-745-8888" link is also visible.

The main content area is titled "Please provide your business address information:" and has two radio buttons: "Civic Address" (selected) and "Surveyed Address". The form fields are as follows:

- Postal/Zip Code: M4V1P5
- Lookup address: [Find a postal code \(Canada Post\)](#)
- Street Number: 135
- Street Name: ST CLAIR AVE W
- Street Type: ---
- Street Direction: ---
- Unit Identifier: ---
- Unit Number: 100
- City/Town: TORONTO
- Municipality: ---
- Province/State: Ontario

Below the address form is a "Mailing Address" section with two radio buttons: "Same as Physical Civic Address" (selected) and "Different from Physical Civic Address".

On the left side of the page, there are three main sections in a sidebar:

- Activity Summary**
  - All Activities
  - Transactions and Forms
  - Messages and Reminders
  - Tasks
- Applications and Tools**
  - Ministry of Environment Tools
  - Accessibility Reporting
  - Registration & Incorporation
  - Private Security Services
  - Other Accounts Government
- One-Source Profile**
  - Profile Information
  - Preferences

16. You will be prompted to enter **your mother's maiden name or any other name that is easy to remember**.

*Keep a record of the name you enter. You will need this name to retrieve your login information, should you ever forget it.*

*If you do have to use this name to retrieve your login information in the future, **the system will not prompt you with a hint or a question**, so it's very important that you keep a record of it. **The system will not let you set up a second account with the same business information.***

Click **Next**.

The screenshot shows the Ontario One-Source For Business website. At the top left is the Ontario logo. At the top right are links for 'Ontario.ca' and 'Français'. Below the logo is a navigation bar with links for 'HOME', 'NEWSROOM', 'SERVICES', 'YOUR GOVERNMENT', and 'ABOUT ONTARIO'. The main header area includes 'One-Source For Business', a user profile 'hello', a settings gear, a star icon with '(0)', and a 'LOG OUT' button. A search bar is present with the text 'Search One-Source' and a 'Search' button. To the right of the search bar is a 'ServiceOntario' logo and the text 'Need help? Call 1-888-745-8888'. Below the header is a navigation menu with 'Home', 'Online Services', 'Tools & Wizards', 'Topics', and 'My Account'. The main content area is titled 'Activity Summary' and includes a sidebar with links for 'All Activities', 'Transactions and Forms', 'Messages and Reminders', and 'Tasks'. The main content area is titled 'User Profile Recovery Question/Answer' and contains the question: '\*What is your mother's maiden name or any other name that is easy to remember?'. Below the question is a text input field and a 'Next' button. A large red arrow points to the 'Next' button. Below the 'Next' button is a section titled 'Links to other Ministry of the Environment Approvals and Registration Information' with two links: '8523e Environmental Approvals: Understanding Ontario's new system' (2011) and '8557e Fact Sheet - Environmental Registration: Moving to Environmental Compliance Approvals' (2011). Each link has 'HTML' and 'PDF' options.



17. You have created your Ministry of the Environment (MOE) account!

Click **Continue**.

You will now be able to access the **MOE Client Management System**.

Through this system, if you are a **Client** you can assign **Delegated Authorities** and **Authorized Representatives**.

If you are an **Authorized Representative**, you can gain access to client accounts to oversee and manage their registrations and applications, depending on the permission level assigned to you.

The screenshot shows the Ontario One-Source For Business website. At the top left is the Ontario logo. At the top right are links for 'Ontario.ca' and 'Français'. Below the logo is a navigation bar with links for 'HOME', 'NEWSROOM', 'SERVICES', 'YOUR GOVERNMENT', and 'ABOUT ONTARIO'. The main header area includes 'One-Source For Business', a search bar, a 'Search' button, a 'ServiceOntario' logo, and a 'LOG OUT' button. Below the header is a navigation menu with 'Home', 'Online Services', 'Tools & Wizards', 'Topics', and 'My Account'. A 'Need help? Call 1-888-745-8888' link is also present. The main content area displays a success message: 'Your Ministry of the Environment account has been successfully created.' Below this message is a 'Continue' button, which is highlighted with a large red arrow pointing to it from the right. On the left side of the page, there are two sidebar menus: 'Activity Summary' with links for 'All Activities', 'Transactions and Forms', 'Messages and Reminders', and 'Tasks'; and 'Applications and Tools' with links for 'Ministry of Environment Tools', 'Accessibility Reporting', and 'Registration & Incorporation'.