



Nova Scotia's online service for business


Easy, secure, 24/7 access to your business information

# Guide to: Adding a business to your user profile

## Adding your business to your user profile has several benefits:

- ✧ Access to your Registry of Joint Stocks business information
- ✧ Transaction History, which includes payments and forms submitted online.
- ✧ Renewal button functionality
- ✧ Forms prepopulated with your business information

Sign into Nova Scotia's online service for business. If you have not already created an account, select 'Create account' and follow the steps.

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## Nova Scotia Login System

A secure way to access Government of Nova Scotia online services

Don't have an account?  
Create one here.

With an account, you can

- securely access Government of Nova Scotia online services
- log in to participating online services

Create account

[Learn more about the login system](#)

Cancel

Already have an account?  
Log in here.

**Username**

[Forgot username?](#)

**Password**

[Forgot password?](#)

Log in

Select 'Add a business to your account', from the home page.

**NOVA SCOTIA**

Welcome, Christopher

0 Items Account Settings Log Out Admin ?

**Home**

**My Business**

Licences, Permits and Applications

**My Messages** <sup>1</sup>

**My History**

**Start or Grow My Business**

**Renew now** Enter your 25-digit PIN here Choose a role **Submit**

**My Business** **My Messages**

Name	Action	Renewal Description
Currently no businesses.		
<b>+Add a business</b>		

**Top Tasks**

- Apply for Nova Scotia Film and Television Production Incentive Fund
- Register a business name**
- Add a business to your account**
- Access a Workers' Compensation Board clearance letter
- Sign up for tender notifications
- Search for licences, permits and programs
- Start or grow a restaurant or accommodation business

**What's New**

**Film and television production incentive fund**  
The Nova Scotia Film and Television Production Incentive Fund is now available. Learn more about the incentive at the [Nova Scotia Business Inc. website](#).

**Navigating government is easier**  
Just click on [Start or Grow My Business](#) to find what you need to start or expand a restaurant or accommodation business in Nova Scotia.


**Easier to use**  
We are committed to making it easier for you to complete your business transactions. Thanks to input from real users, it will keep getting better. [Tell us what you think](#).

The fields marked in Red are mandatory.  
Once you have completed the form, select 'Submit'.

Role is your role with the Registry of Joint Stocks (RJSC). If your not sure of your RJSC role, you can confirm the information at:  
<https://rjsc.gov.ns.ca/rjsc/acceptTerms.do?lang=en>

*If the form does not display, please contact us at 902-424-5200, 1-800-670-4357, or [onlinehelp@novascotia.ca](mailto:onlinehelp@novascotia.ca)*

[Close](#) [Print](#) [Submit](#)

  
**Add a Business Form**

First Name:

Last Name:

Email:

*All fields with red borders are mandatory.*

Role:

RJSC #:

Registered Office Mailing Address:

Address:

City:

Province:

Country:

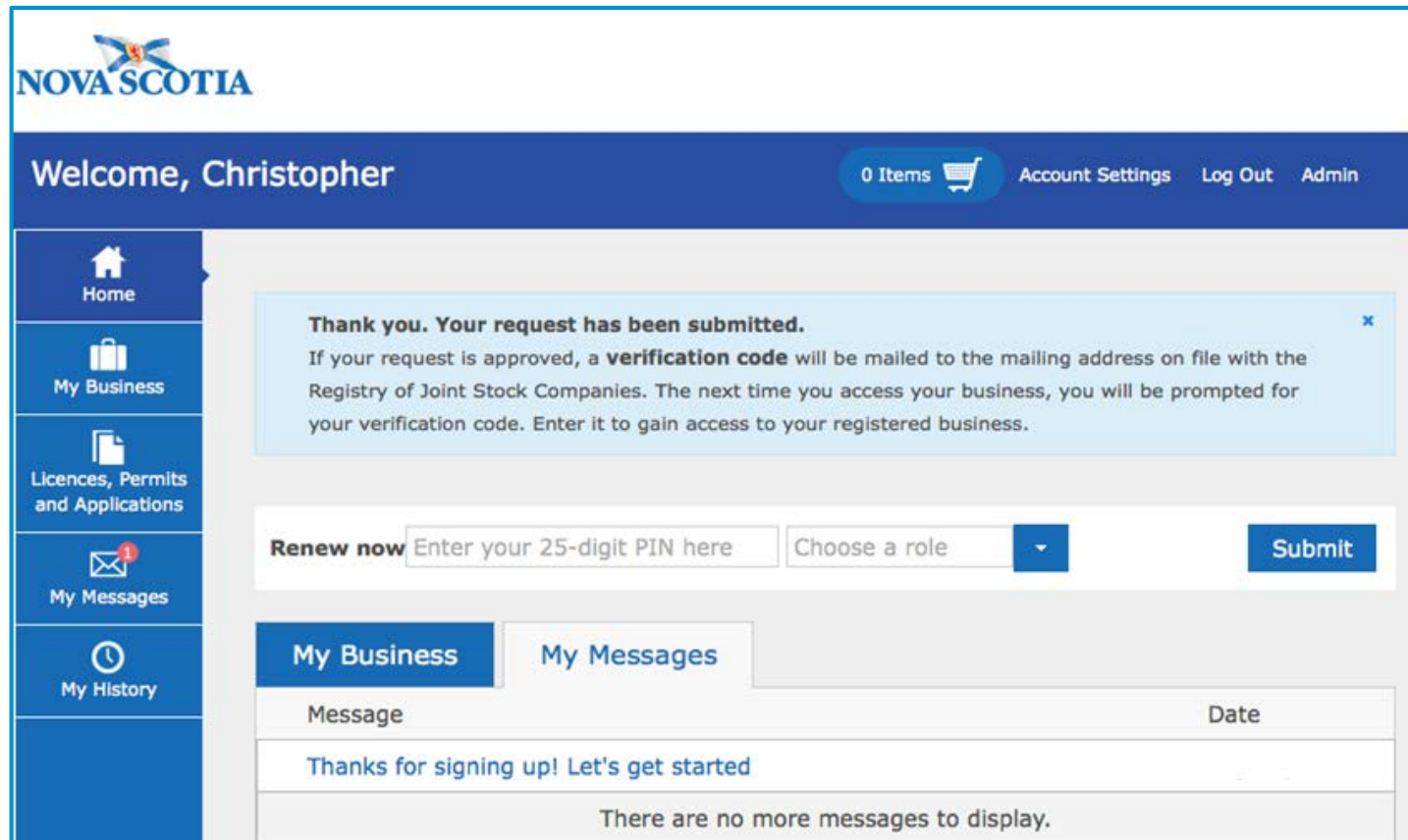
Postal Code:

Enter in the Nova Scotia BN15 of the Operating Name and receive full access to all Operating Names related to the company.

15-digit Business Number (BN15):

NS0001

A 'Verification Code' will be sent to your registered office mailing address. Please allow 3-5 business days for the Verification Code to arrive in the mail.



The screenshot displays the Nova Scotia business portal interface. At the top, the Nova Scotia logo is visible. Below it, a dark blue header bar contains the text "Welcome, Christopher" on the left and navigation links "0 Items", "Account Settings", "Log Out", and "Admin" on the right. A left sidebar menu includes links for "Home", "My Business", "Licences, Permits and Applications", "My Messages" (with a red notification badge), and "My History".


The main content area features a light blue confirmation message box with the text: "Thank you. Your request has been submitted. If your request is approved, a **verification code** will be mailed to the mailing address on file with the Registry of Joint Stock Companies. The next time you access your business, you will be prompted for your verification code. Enter it to gain access to your registered business." A close button (X) is in the top right corner of the message box.

Below the message box is a "Renew now" section with a text input field labeled "Enter your 25-digit PIN here", a dropdown menu labeled "Choose a role", and a blue "Submit" button.

Underneath is a tabbed interface with "My Business" and "My Messages" tabs. The "My Messages" tab is active, showing a table with the following structure:

Message	Date
Thanks for signing up! Let's get started	
There are no more messages to display.	

Once you receive the Verification Code in the mail, sign into your online account to enter it.



Service Integration  
1505 Barrington Street  
14 South, Maritime Centre

902.424.3765 (t)  
902.424.6266 (f)  
novascotia.ca

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Christopher James

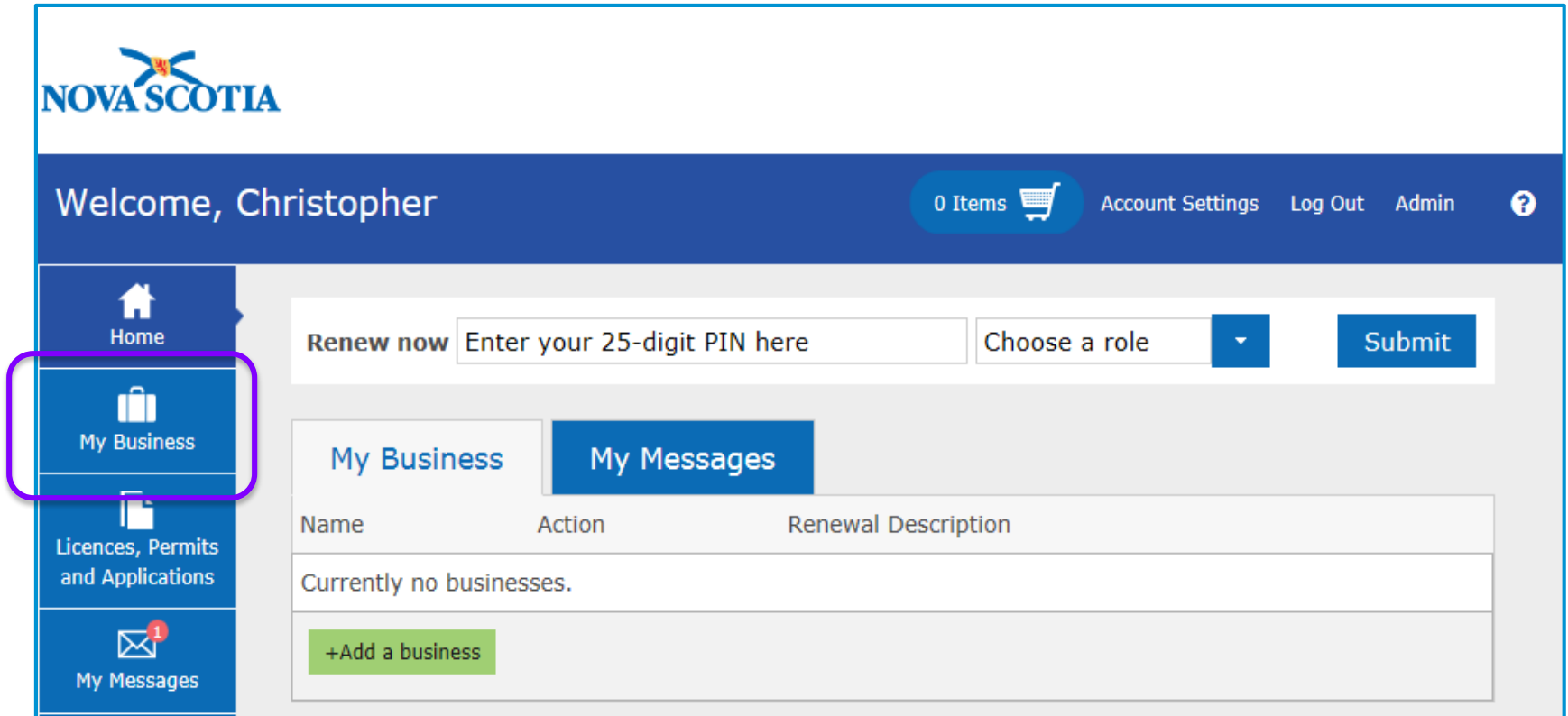
Holiday  
123 Test st  
Dartmouth, NS

Dear Christopher James,

Thank you for signing up for Nova Scotia's online service for business. You are just a few simple steps away from gaining online access to your requested business:

1. Log in at [accessns.ca/business/login](https://accessns.ca/business/login)  
Use the email and password you already created.
2. Go to My Businesses and Select the business you requested access to  
Enter your verification code where indicated.  
Your verification code is **993993786**
3. You now have access to your requested business.


To enter the verification code, select 'My Business'



The screenshot displays the Nova Scotia user interface. At the top left is the Nova Scotia logo. Below it, a dark blue header bar contains the text "Welcome, Christopher" on the left and navigation links "0 Items" (with a shopping cart icon), "Account Settings", "Log Out", "Admin", and a help icon (?) on the right. A left sidebar contains four menu items: "Home" (house icon), "My Business" (briefcase icon, highlighted with a purple rectangle), "Licences, Permits and Applications" (document icon), and "My Messages" (envelope icon with a red "1" badge). The main content area features a "Renew now" section with a text input field "Enter your 25-digit PIN here", a "Choose a role" dropdown menu, and a "Submit" button. Below this are two tabs: "My Business" (selected) and "My Messages". Under the "My Business" tab is a table with columns "Name", "Action", and "Renewal Description". The table contains one row with the text "Currently no businesses." and a green "+Add a business" button below it.

**NOVA SCOTIA**

Welcome, Christopher


0 Items  Account Settings Log Out Admin ?

Home

**My Business**

Licences, Permits and Applications

My Messages

**Renew now** Enter your 25-digit PIN here Choose a role  Submit

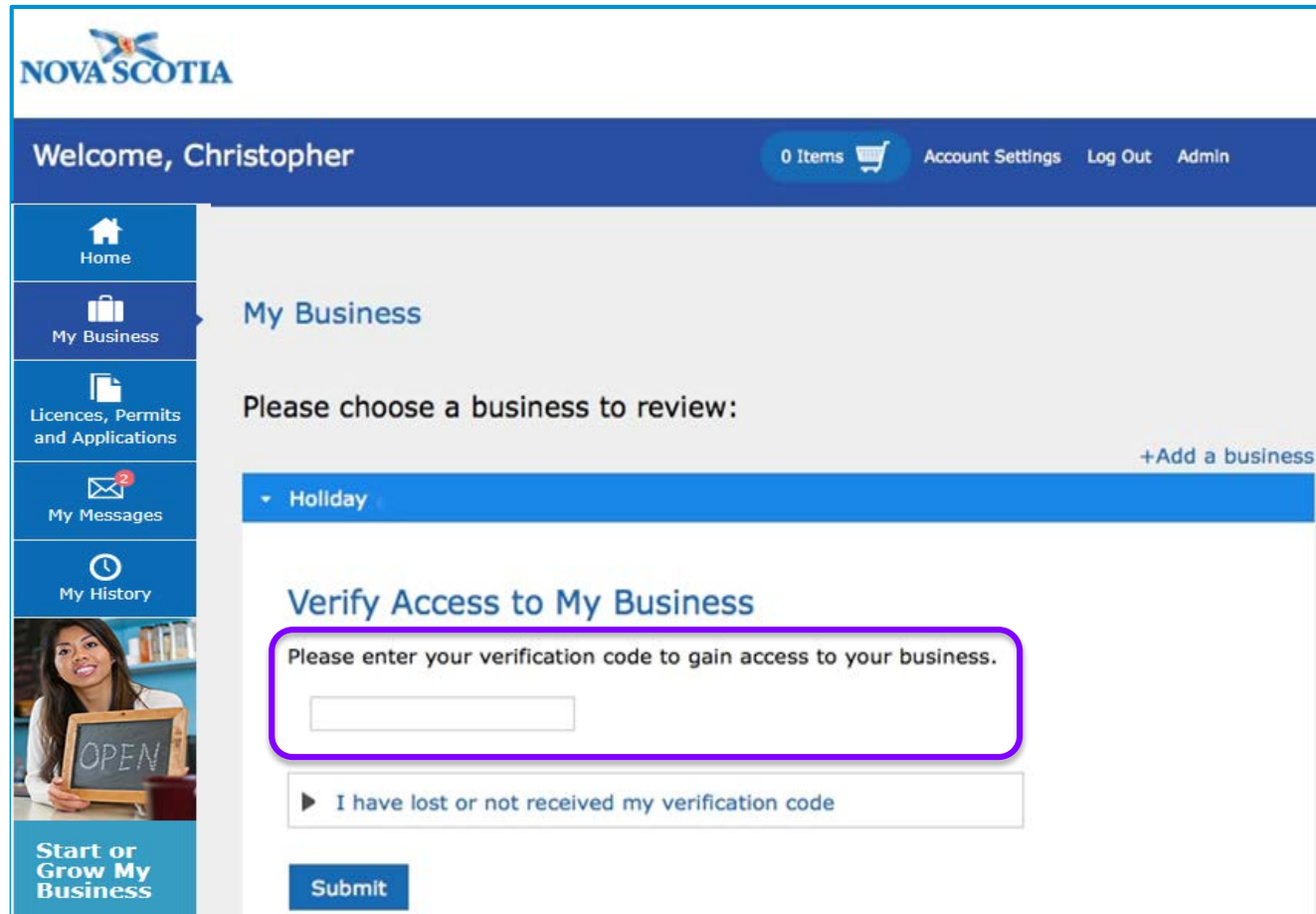
**My Business** My Messages

Name	Action	Renewal Description
Currently no businesses.		

+Add a business




Enter your Verification code and select 'Submit'



The screenshot shows the Nova Scotia Business Gateway interface. At the top, the Nova Scotia logo is on the left, and a navigation bar on the right says 'Welcome, Christopher' with links for '0 Items' (with a shopping cart icon), 'Account Settings', 'Log Out', and 'Admin'. A left sidebar contains icons and links for 'Home', 'My Business' (which is highlighted), 'Licences, Permits and Applications', 'My Messages' (with a red notification bubble), and 'My History'. Below these is a photo of a woman holding a sign that says 'OPEN' and a button that says 'Start or Grow My Business'. The main content area is titled 'My Business' and asks the user to 'Please choose a business to review:'. Below this is a blue bar with a dropdown menu showing 'Holiday'. To the right of this bar is a '+Add a business' link. The next section is titled 'Verify Access to My Business' and contains the instruction 'Please enter your verification code to gain access to your business.' followed by a text input field. Below the input field is a link that says 'I have lost or not received my verification code'. At the bottom of this section is a blue 'Submit' button.

**NOVA SCOTIA**

Welcome, Christopher

0 Items  Account Settings Log Out Admin

Home

My Business

Licences, Permits and Applications

My Messages

My History

Start or Grow My Business

**My Business**

Please choose a business to review:

+Add a business

▼ Holiday

**Verify Access to My Business**

Please enter your verification code to gain access to your business.


▶ I have lost or not received my verification code

Submit


You have now been granted access to your business!


You can now: view your business information , complete renewals with the touch of a button and view your transaction history


Welcome, Christopher


0 Items 


Account Settings Log Out Admin


Home

My Business

Licences, Permits and Applications

My Messages

My History

Start or Grow My Business

My Business

You have been granted business access.

Please choose a business to review:

+Add a business

Holiday

Business Information

General Information

Business Name [Change Name](#)

Holiday


Business Type

Partnership/Business Name

Business Number (BN)

Workers' Compensation Board (WCB) Status

Registered



NOVA SCOTIA

# SUPPORT

- Phone: 902-424-5200 or 1-800-670-4357 toll-free in North America
- Email: [onlinehelp@novascotia.ca](mailto:onlinehelp@novascotia.ca)
- Additional help resources are also available from the footer on every page.

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