



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.

NOVA SCOTIA

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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 registered business' from the home page.

Welcome, Amy 0 Items Account Settings Log Out ?

Home
My Business
Licences, Permits and Applications
Business Planning Tool
My Messages
My History

Renew now Choose a role Submit

My Business My Messages

Name	Action	Renewal Description
Currently no businesses.		
+Add a registered business		

Top Tasks

- [Search for licences, permits and programs](#)
- [Business planning tool](#)
- [Reserve a business name](#)
- [Register a business](#)
- [Add a registered business](#)
- [Sign up for tender notifications](#)
- [Apply for the Nova Scotia Film and Television Production Incentive Fund](#)
- [Immigrate to Nova Scotia](#)

What's New

Changes to WIPSI
As of Oct 1, 2017, Workplace Innovation and Productivity Skills Incentive (WIPSI) will be administered through the Labour Market Programs Support System (LaMPSS).

Need help?
[Find out how to add your business or use a PIN.](#) Our updated help page has guides and answers.

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.](#)

All fields, except for your Registry of Joint Stock Companies Number, are **mandatory**.

‘Role to business’ 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

Account Information

Name : Amy Uat

Email : uatamy@outlook.com

Complete the form below with your registered business information to connect all operating names related to the company to your online account.

Before you start: make sure you have your Registry of Joint Stocks number, Business Number (BN15) and business mailing address.

Business Information

Role to business

Registry of Joint Stock Companies Number *(Optional)*

15-digit Business Number (BN15)

Business Mailing Address

Address

City

Province

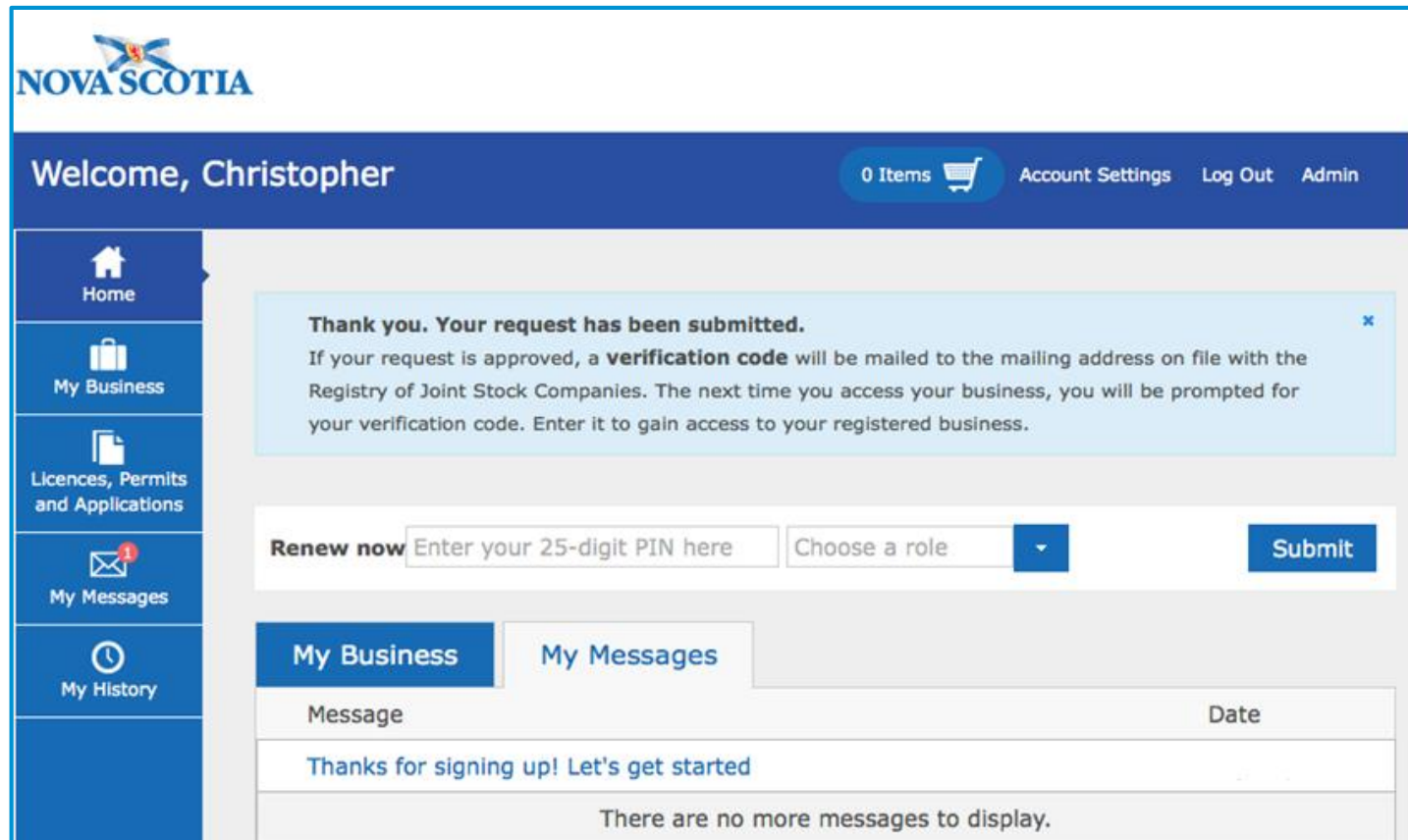
Country

Postal Code

Cancel

Submit

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 shows the Nova Scotia business portal interface. At the top left is the Nova Scotia logo. Below it, the text "Welcome, Christopher" is displayed. To the right of the welcome message are links for "0 Items" (with a shopping cart icon), "Account Settings", "Log Out", and "Admin".

A vertical navigation menu on the left side contains the following items:

- Home (house icon)
- My Business (briefcase icon)
- Licences, Permits and Applications (document icon)
- My Messages (envelope icon with a red notification bubble containing the number 1)
- My History (clock icon)

The main content area features a light blue success message box with a close button (x) in the top right corner. The message reads: "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."

Below the success message is a form with the following elements:


- A "Renew now" label.
- An input field containing the text "Enter your 25-digit PIN here".
- A dropdown menu labeled "Choose a role".
- A blue "Submit" button.

Below the form are two tabs: "My Business" (which is selected) and "My Messages". Under the "My Messages" tab, there is a table with the following structure:

Message	Date
Thanks for signing up! Let's get started	

At the bottom of the message area, it states "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

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
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 shows 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 "0 Items" with a shopping cart icon, "Account Settings", "Log Out", "Admin", and a help icon on the right. A vertical sidebar on the left contains four menu items: "Home" (house icon), "My Business" (briefcase icon, highlighted with a purple box), "Licences, Permits and Applications" (document icon), and "My Messages" (envelope icon with a red notification bubble containing the number "1"). 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 is a tabbed interface with "My Business" and "My Messages" tabs. The "My Business" tab is active and displays a table with columns "Name", "Action", and "Renewal Description". The table content shows "Currently no businesses." and a green "+Add a business" button.

Enter your Verification code and select 'Submit'

The screenshot shows the Nova Scotia business portal 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 "0 Items" with a shopping cart icon, "Account Settings", "Log Out", and "Admin" on the right. A vertical sidebar on the left contains navigation buttons: "Home", "My Business" (highlighted with a white arrow), "Licences, Permits and Applications", "My Messages" (with a red notification badge), "My History", and "Start or Grow My Business" (with a photo of a woman holding a sign that says "OPEN"). The main content area has a light grey background. It starts with "My Business" in blue text, followed by "Please choose a business to review:" and a "+Add a business" link. Below this is a blue dropdown menu showing "Holiday". The main section is titled "Verify Access to My Business" and contains the instruction "Please enter your verification code to gain access to your business." with a text input field. Below the input field is a link: "▶ I have lost or not received my verification code". At the bottom of this section is a blue "Submit" button.

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 ²
- My History

You have been granted business access. ✕

Please choose a business to review: +Add a business

▼ Holiday

Business Information

General Information	
Business Name Change Name	Business Number (BN)
Holiday	
Business Type	Workers' Compensation Board (WCB)
Partnership/Business Name	Status
	Registered

Start or Grow My Business

SUPPORT

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

[Help](#) [Privacy](#) [Terms and Conditions](#) [Contact](#) [Feedback](#)