



Nova Scotia's online service for business

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

Guide to: Completing a PIN renewal

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](#)

Your renewal form will provide you with a 25 Digit PIN #. Enter the PIN # in the area provided, with or without spaces between the numbers.

The screenshot displays the Nova Scotia Business Inc. user interface. At the top left is the Nova Scotia logo. Below it, a navigation bar shows "Welcome, Christopher" and a shopping cart icon with "1 Items". To the right of the cart are links for "Account Settings", "Log Out", and "Admin".

A sidebar on the left contains navigation options: Home, My Business, Licences, Permits and Applications, My Messages (with a notification badge), and My History. Below the sidebar is a "Start or Grow My Business" section featuring a photo of a woman holding a sign that says "OPEN".

The main content area features a "Renew now" form with a text input field containing the PIN "1234512345123451234512345" and a "Submit" button. A dropdown menu is open below the form, listing roles: Director, Partner, Officer, Recognized Agent, Other (highlighted), and I'm not sure.

Below the form is a "My Business" section with a table header: Name, Action, Renewal Description. The table is currently empty, displaying "Currently no businesses." and a "+Add a business" button.

At the bottom, there are two columns: "Top Tasks" and "What's New".

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

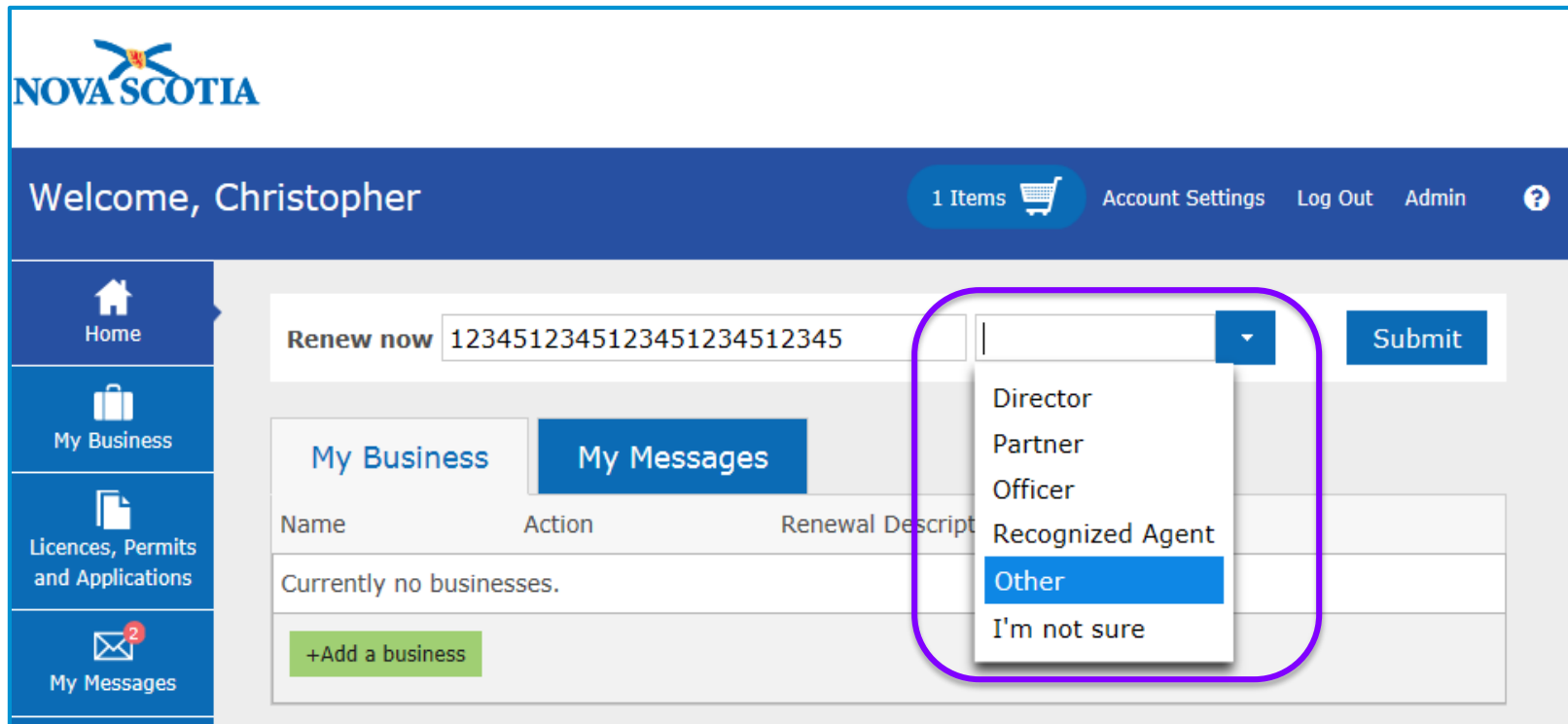
Film and television production incentive fund
The Nova Scotia Film and Television Production Incentive Fund is now available. Learn more about the incentive at the [Nova Scotia Business Inc. website](#).

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.](#)

Select your role as it appears with the Registry of Joint Stocks (ex: Recognized Agent, Director, Officer). If you do not have a role with the business, select either: 'Other' or 'I'm not sure'. Once you have entered your role, select 'Submit'.

Note: By matching your role and user profile you will gain access to your business.



The screenshot displays the Nova Scotia user interface. At the top left is the Nova Scotia logo. Below it, a blue navigation bar contains the text "Welcome, Christopher" and a shopping cart icon with "1 Items". To the right of the cart are links for "Account Settings", "Log Out", and "Admin", along with a help icon. A left-hand sidebar contains navigation options: "Home", "My Business", "Licences, Permits and Applications", and "My Messages" (with a notification badge of 2). The main content area features a "Renew now" form with a text input field containing "1234512345123451234512345" and a "Submit" button. Below this is a "My Business" section with a "My Messages" button. A table with columns "Name", "Action", and "Renewal Description" is shown, with the text "Currently no businesses." below it. A green "+Add a business" button is at the bottom left of the table. A dropdown menu is open, showing options: "Director", "Partner", "Officer", "Recognized Agent", "Other" (highlighted in blue), and "I'm not sure". The dropdown menu is circled in purple.

The fields marked in Red are mandatory. Review the form carefully and fill it out with the appropriate information. Once you have completed the form, select 'Submit'.

NOVA SCOTIA

Welcome, Christopher

0 Items Account Settings Log Out Admin

Close Print **Submit**

NOVA SCOTIA

Submit online at:
<http://www.accessns.ca/business/login/>

Or by mail to:
PO Box 1529
Halifax, NS B3J 2Y4

Business Applicant Profile Information:

Business Name: _____

Operating Name _____

Canada Revenue Agency BN #: _____

N.S. Registry of Joint Stock Companies #:

To pay for your application, select 'Pay'.

Note: You can edit the form by clicking on the form name, under description, or go back to the Home page to add additional forms to your cart.

The screenshot shows the Nova Scotia business portal interface. At the top, it says "NOVA SCOTIA" and "Welcome, Christopher". There is a shopping cart icon with "1 Items" and links for "Account Settings", "Log Out", and "Admin". A left sidebar contains navigation options: Home, My Business, Licences, Permits and Applications, My Messages, My History, and a "Start or Grow My Business" section with a photo of a woman holding a sign that says "OPEN".

The main content area is titled "My Cart" and contains a table with the following data:

Delete	Business Name	Description	Attachments	Fee	
	New Insurance Agency	Insurance Agency Renewal		\$398.10	<input checked="" type="checkbox"/>

Below the table, it shows "TOTAL \$398.10" and "HST is included in the cost." At the bottom of the cart area, there are two buttons: "< Back to home" and a "Pay" button, which is highlighted with a red box. Below the buttons, it says "You will be redirected to a secure site to complete your order."

Your browser may ask you to confirm the redirection to our secure online payment provider.

Once you have completed filling out your payment information select “Submit.”

Online Payment Processing


Information to process your transaction has now been collected. Before your transaction can be completed, payment must be finalized using one of the available payment card options.


Note: This service uses secure server technology to ensure that privacy and security of your information is maintained. Please see [Privacy and Security](#) for a more detailed description of the security features supported and our privacy policies.


Access Nova Scotia accepts online payments on behalf of *Nova Scotia's online Service* Please enter your payment information below:

Total Fee: \$

Payment Card:

 VISA CREDIT


 MASTERCARD

 AMEX


Card Number:
No spaces in number

CVV:

Visa/MasterCard



American Express



Your form submission is now complete.
To confirm your transaction or review the form submitted, select 'My History' and you will also receive an email confirmation.

The screenshot shows the Nova Scotia user interface. At the top left is the Nova Scotia logo. Below it, a dark blue navigation bar contains the text "Welcome, Christopher" and a shopping cart icon with "0 Items". To the right of the cart are links for "Account Settings", "Log Out", "Admin", and a help icon. A left-hand sidebar contains several menu items: "Home", "My Business", "Licences, Permits and Applications", "My Messages" (with a red notification badge), "My History" (highlighted with a purple box), and "Start or Grow My Business" (with a photo of a woman holding a sign that says "OPEN"). The main content area features a light blue confirmation message: "Thank you. Your payment has been received. Your form has been submitted for processing." Below this is a "My Cart" section with a table header: "Delete", "Business Name", "Description", "Attachments", and "Fee". The table body contains the text "No records found." and a "TOTAL \$0.00" label. At the bottom right of the main area are links for "< Back to home" and a "Submit" button.

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](#)