

Ontario Annual Returns - Company Key



If you've already obtained a 'Company Key' skip to Step 6. If you've already obtained a 'Company Key' and a 'ONE-key', skip to Step 7 to link them together. If you only need to file an 'Annual Return' for your corporation, please skip to Step 18.

1 Navigate to <https://www.appmybizaccount.gov.on.ca/onbis/companykey/>




2 Fill in your business name and click 'Search now'.

ServiceOntario


Search for a business

To obtain a Company Key, you will need to search for the business or not-for-profit corporation.

Search by using one of these:

- Registered business name 
- Ontario Corporation Number (OCN) 
- Business Identification Number (BIN) 

3 Find your business and click into it.

• Business Identification Number (BIN) 

Results

The number of search results found exceed the limit of 200 records. Please refine your s

Select a business to continue.

Displaying 1 - 10 of 200 results

← Prev 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - 11 - 12 - 13 - 14 -

Corporations

Status: Active

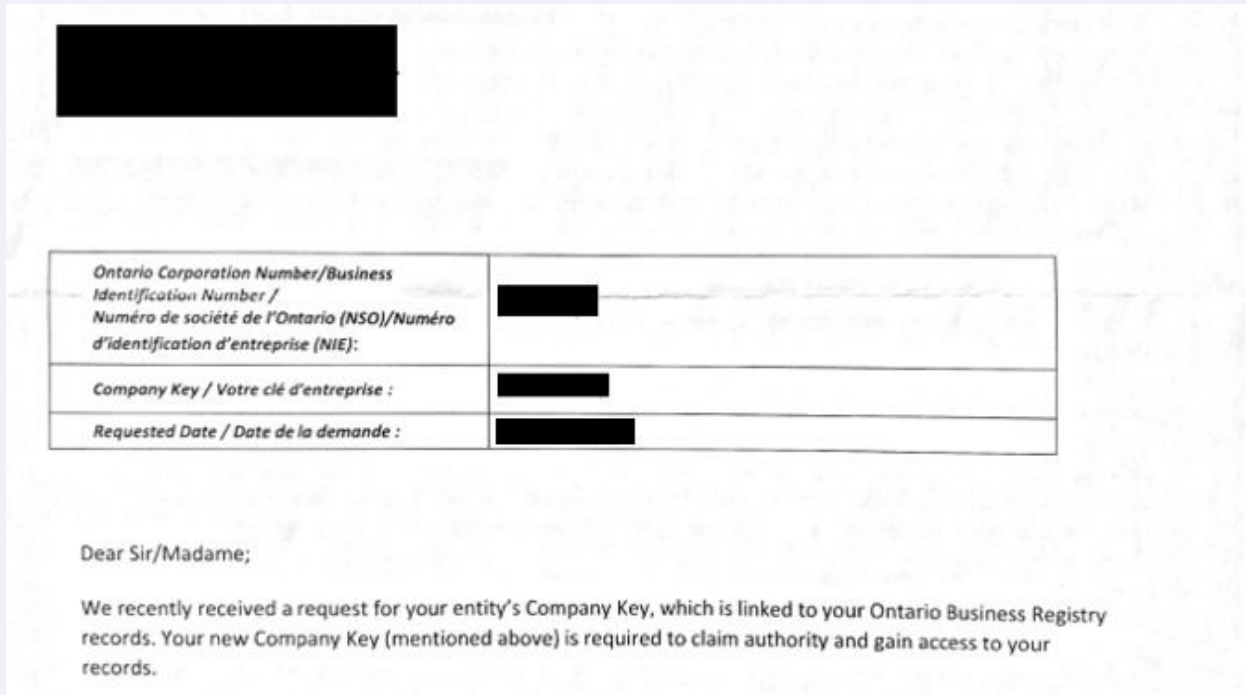
4 Fill in the required information and click 'Submit'.

request.

Back

5

You'll receive a 'Company Key' by email (if your company has an email registered with the government) or by mail.



6

In addition to obtaining a 'Company Key', a 'ONE-key' needs to be obtained via the Ontario Government (ServiceOntario). To obtain a 'ONE-key', navigate to <https://www.appenrol.one-key.gov.on.ca/UserMgmtWebApp/registration.iaa>

Save your login credentials. You can log out.

7

Next, you need to associate the 'Company Key' to your 'ONE-key' so that you can file Annual Returns on an ongoing basis.

8

Please navigate to:
<https://www.ontario.ca/page/ontario-business-registry#section-1> and click on 'Search the Ontario Business Registry'.

Access the registry

- [Search for a business or not-for-profit corporation](#)
- [Access your existing business or not-for-profit corporation](#)
- [Create a new business entity or not-for-profit corporation](#)

[Find a list of all services offered.](#)

Search for a business or not-for-profit corporation

Anyone can do a [free search of the Ontario Business Registry](#) to get basic information about a business or not-for-profit corporation.

[Search the Ontario Business Registry](#)

9

Populate with your company name and click on 'Search'.

10 Find your company name and click it.

[Exit](#)

Search Results

Sort By: [Most Relevant](#) [Ascending](#) [Descending](#) [Most Recent](#) [Least Recent](#)

Displaying 1-10 of 200 results

1 - [2](#) - [3](#) - [4](#) - [5](#) - [6](#) - [7](#) - [8](#) - [9](#) -...- [20](#) [Next »](#)

Corporations



Status Active

11 Click on 'If you want to maintain this corporation you need to be logged in and have authority over it'.

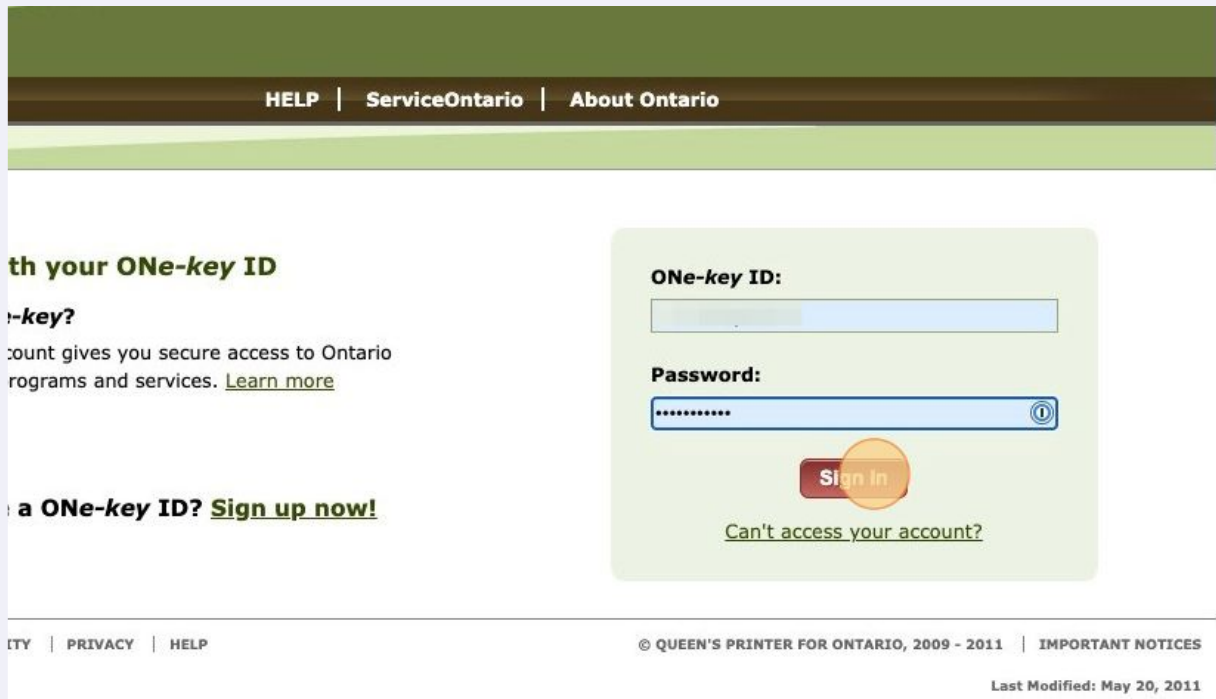
[Français](#)

If you want to maintain this corporation you need to be logged in and have authority over it.

oration

12

You will be redirected to the ServiceOntario website - please log in with your ONE-key credentials (created in step 6).



13

Enter your email address and agree to the 'Terms and Conditions'.

14 Search for your business.




[Account homepage](#) > Find your business

Find your business

Search for the business you want to link to your ServiceOntario account profile.



To access a business or not-for-profit corporation profile, to make filings under business statutes, you will need its company key is similar to the Personal Identification Number (PIN) you use at the bank or to access other online accou

Search by using one of these:

- Legal business name 
- Ontario Corporation Number(OCN) 
- Business Identification Number(BIN) 



15 Find your business and click it.

- Ontario Corporation Number(OCN) 
- Business Identification Number(BIN) 



Search results

Select the business you want to link to your ServiceOntario account profile.



A list of search results is shown, with the first item highlighted in blue. An orange circle highlights the top-left corner of the highlighted item. The text of the item is partially visible and appears to be "ARNDREDELL CO INCORPORATED".


- 16 Enter the 'Company Key' that you were provided.

Account homepage > Provide company key

Provide company key

INC. [Search again](#)

To finish linking your ServiceOntario account to your business, enter the company key that was provided to you.

Company key 

If you don't have your company key, you can [get your company key](#) online.

I am an authorized representative of this business.

Continue

Need help? Here's how to reach us:


- 17 Check off that you're an 'authorized representative of the business' and click 'Continue'.

Account homepage > Provide company key

Provide company key

INC. [Search again](#)

To finish linking your ServiceOntario account to your business, enter the company key that was provided to you.

Company key 

If you don't have your company key, you can [get your company key](#) online.

I am an authorized representative of this business.

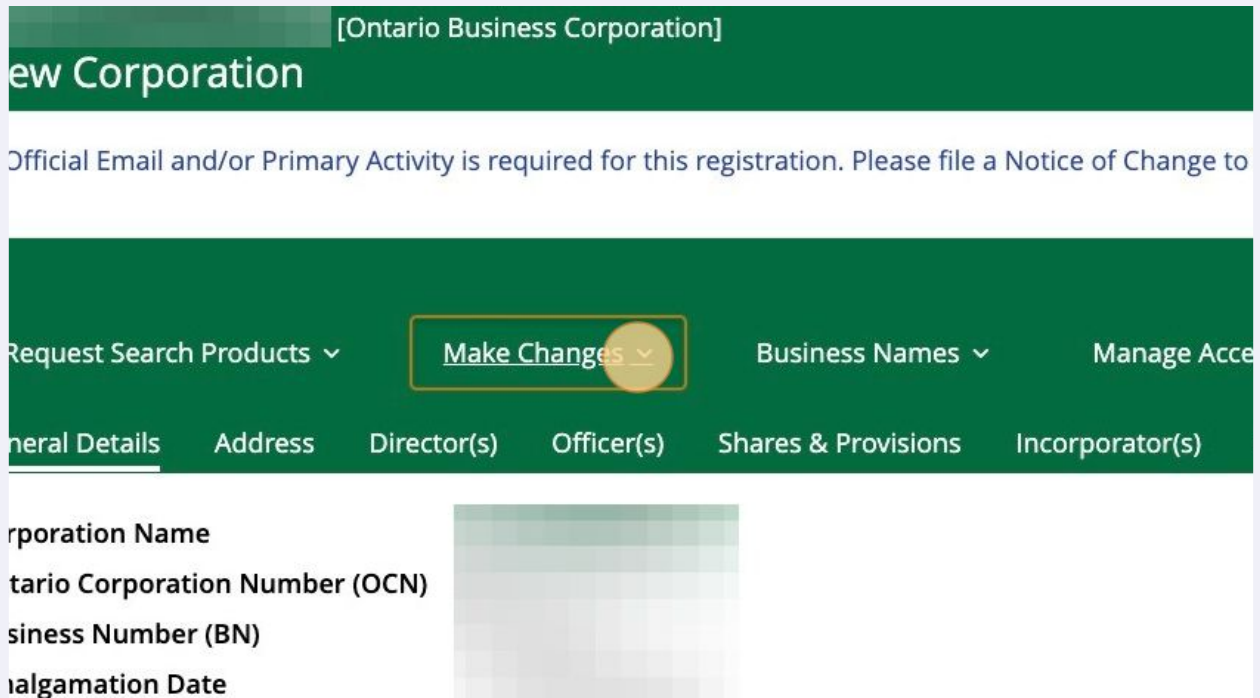
Continue

Need help? Here's how to reach us:

18

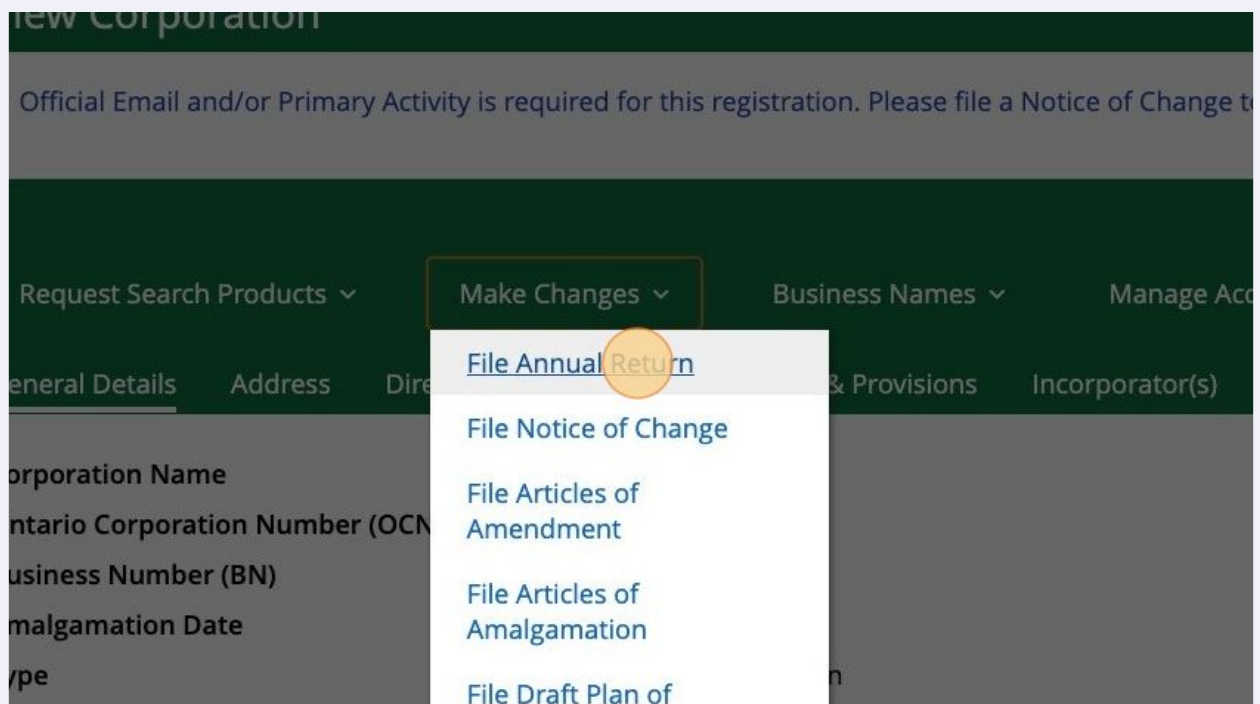
Navigate to your ServiceOntario portal if you're still logged in. If you're unable to find it, log in again: <https://www.one-key.gov.on.ca/iaalogin/IAALogin.jsp?>

And click on the 'Make Changes' drop-down.



19

Click 'File Annual Return'.



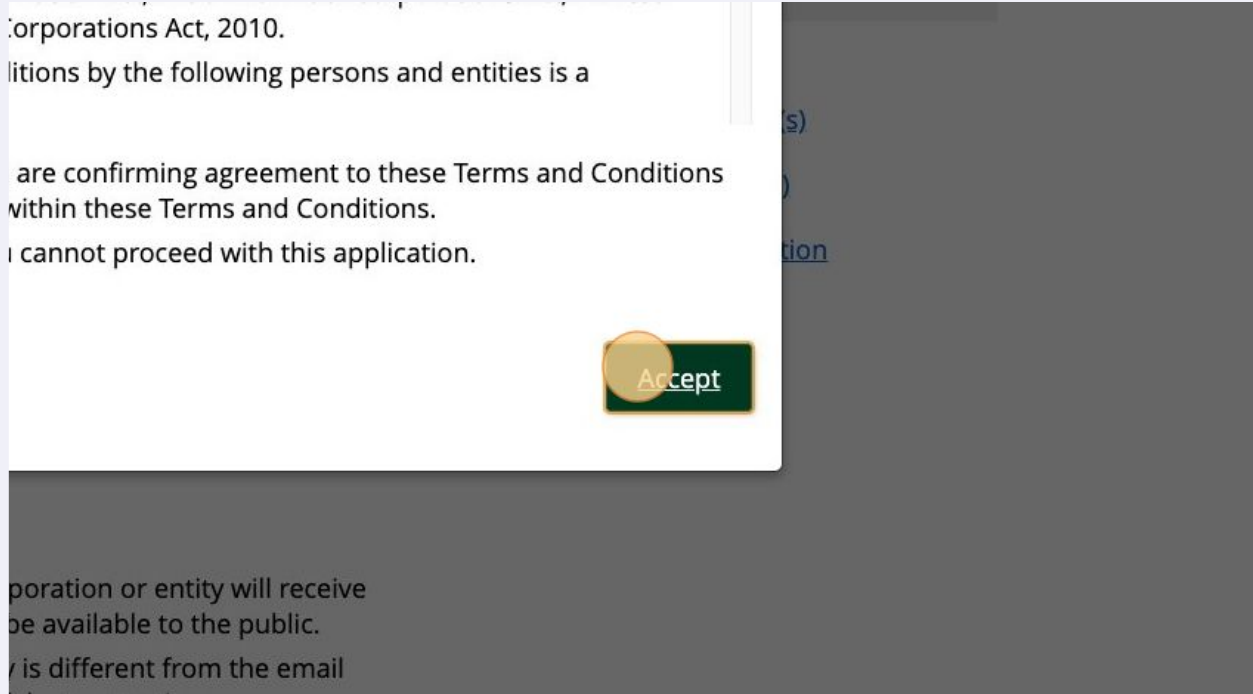
20 Click 'Accept'.

Corporations Act, 2010.
ditions by the following persons and entities is a

are confirming agreement to these Terms and Conditions
within these Terms and Conditions.
I cannot proceed with this application.

Accept

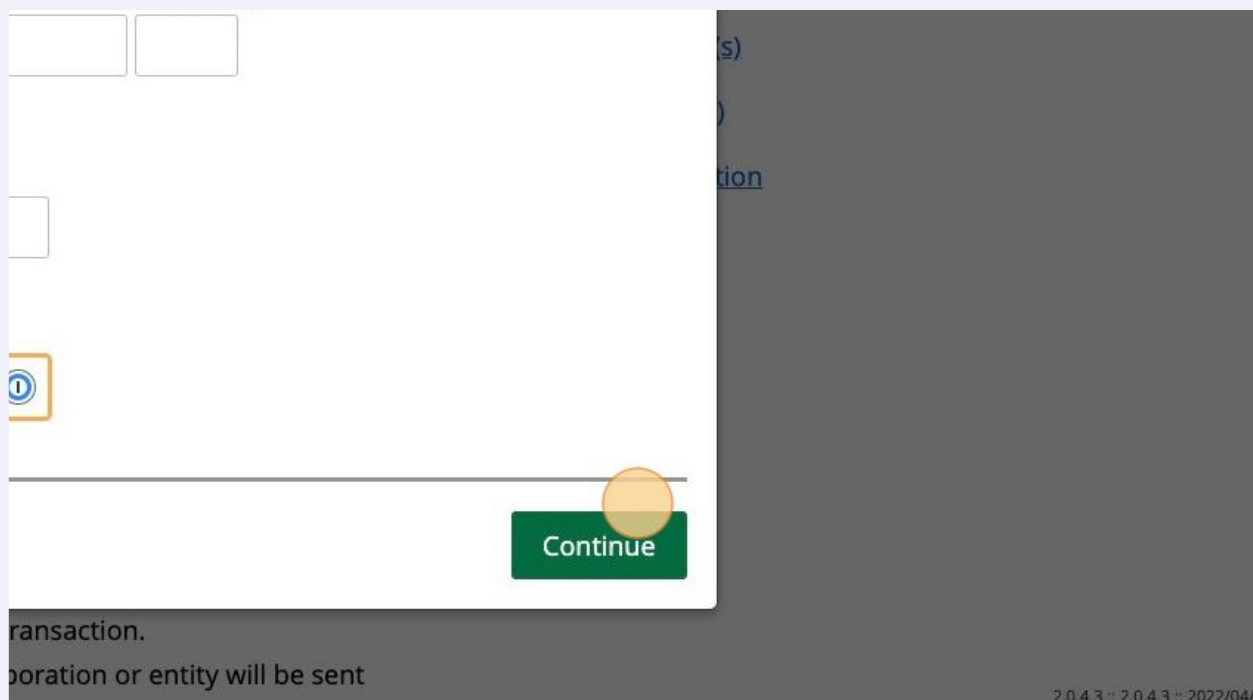
poration or entity will receive
be available to the public.
y is different from the email

A screenshot of a web application showing a modal dialog box. The dialog box is white with a thin border and contains text about terms and conditions. At the bottom right of the dialog is a green button with the word 'Accept' in white text. The background of the application is dark grey and partially obscured by the dialog box.

21 Provide your contact information and click 'Continue'.

Transaction.
poration or entity will be sent

Continue

A screenshot of a web application showing a form for providing contact information. The form is white and contains several input fields. At the bottom right of the form is a green button with the word 'Continue' in white text. The background of the application is dark grey and partially obscured by the form.

22

Complete the fields. For the 'Annual Return Year' field, choose the current year (or complete previous periods to ensure you're up-to-date).

For the 'Primary Activity' field, choose the option that best fits your business.

Annual Return Year *

Primary Activity * ?

Accounting, tax preparation, bookkeeping and payroll services [NAICS 5412]

Official Email *

Confirm Official Email *

23 Click 'Save and Continue'

Provide an email address that is current and where the corporation or entity will receive official documents and notices. The email address will not be available to the public. The official email address of the corporation or other entity is different from the email address of the contact person provided at the beginning of the transaction.

All official documents or notices and correspondence to the corporation or entity will go to this email address.

The contact person will receive official documents or notices and correspondence received only to this filing.

[Save and Continue](#)

[Save for later](#)

24 Confirm your address, directors and officers on the next few screens.

Every corporation is required to have a registered or head office address in Ontario. This address must be set out in full. A post office box alone is not an acceptable address.

[+ Change Registered or Head Office Address](#)

Current Registered or Head Office Address

[Save and Continue](#)

[Save for later](#)

25 Click 'Submit'. You're now done submitting your annual return!

Position

Address for Service

You have indicated that there are no changes in this return to the information on public record. Any changes that you have made to administrative information (such as email addresses) will be updated.

*I, [redacted]

- confirm the accuracy of the information submitted.

CAUTION - The Act sets out penalties, including fines, for submitting false or misleading information.

This application is complete and can be submitted.

[Save for later](#)

26 You can confirm the filing was made by clicking on the 'Filings' heading in the top menu after filing.