Full Text Version of:

Transfer Payment Ontario: How to create a My Ontario Account

Slide 1
[Slide text: Transfer Payment Ontario - How to Create a My Ontario Account]

Welcome to another in a series of Transfer Payment Ontario learning videos.

Access to Transfer Payment Ontario requires a My Ontario Account login and password.

This short video describes how to create your My Ontario Account and sign in to Transfer Payment Ontario.

Slide 2
[Slide text: Before you begin…]

Before you begin, be sure to turn your audio on.

There is a video transcript available on the website to accommodate AODA standards. If it does not meet your needs, do not hesitate to contact TPONCC@ontario.ca.

Slide 3
[Slide text: Introduction]

Whether you are new to Transfer Payment Ontario or a current user, you have to create a My Ontario Account in order to access Transfer Payment Ontario. The process is similar for both new and existing users and I'll let you know what the differences are during the video.

I want to mention that if you already have a My Ontario Account for a different Government of Ontario service, you do not need to create another account for Transfer Payment Ontario.

Let's get started.

Slide 4
[Slide text: Creating a My Ontario Account]

In this section I'll show you how to create a My Ontario Account.

Start by opening a browser and entering the URL.

The Get Funding from the Ontario Government page appears.

Select the "Log in to Transfer Payment Ontario" button.

The Transfer Payment Ontario page has two buttons. One is used to create an account. The other button is used to sign in. I'll show you how to sign in later.

Select the Create Account button.

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[**Slide text:** Password rules:
At least 8 characters

At least 1 number

At least 1 symbol

At least 1 lowercase letter

At least 1 UPPERCASE letter

Do not use any part of your username]

On this page select the blue "Create Account" link.

The "Create Account" page appears.

Type your email address. If you are an existing user, be sure to enter the same email address that you already use for Transfer Payment Ontario.

Next, create a password. The password must be at least 8 characters in length, at least one number, at least one symbol, at least one lowercase letter and one uppercase letter. Be sure to not use any part of your username.

Select the checkbox to agree to the Terms of Service.

Then lastly select the "Create Account" button.

A notification appears indicating that an email was sent to your email address.

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[**Slide text:** Tip: Don't close your browser window.]

The next step is to open the email.

Don't close your browser window. You'll be back in a few minutes.

Open your email inbox, then look for the subject "Activate My Ontario Account".

Open the email.

The email contains a "Start Activation" button. Select it.

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A page appears. Select the "Complete Activation" button.

A verification notice appears.

Select the "Send me the code" button. Another page appears where you enter the code.

The system generates a code and sends it to you via email.

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The next step is to open the email and make note of the code.

Go back to the "Verify with email verification" page.

Enter the code. Then select verify.

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[Slide text: This page does not appear for existing Transfer Payment Ontario users]

If you have not accessed Transfer Payment Ontario before, a page appears for you to create your Transfer Payment Account.

Your email address appears automatically and cannot be changed here.   Enter your first and last names.

Select the Submit button.

Slide 10
[Slide text: This page will look a bit different for new users]

The Transfer Payment Ontario home page appears.

If you are an existing Transfer Payment Ontario user, all your existing applications, contracts, etc. are available. You can work with the system as you would normally.

Slide 11
[Slide text: Signing in to Transfer Payment Ontario using My Ontario Account]

Next let's look at how to sign in to Transfer Payment Ontario using your My Ontario Account.

Again, you start by entering the website address in Google Chrome.

Select the "Log in to Transfer Payment Ontario" button.

This is the same page you saw when you were creating your account. This time you select the "Sign in" button.

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The Sign in to my Ontario Account page opens. This is where you enter your email address and password.

Select Sign in.

The "Verify with Email Authentication" page appears.

Select the "Send me the code" button.

The Verify with Email Authentication page expands.

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Open your email inbox and look for the email subject "My Ontario Account, Action Required: One-time verification code".

Open the email and make note of the code.

Return to the Verify with Email Authentication page and enter the code.

Click Verify.

You are now in Transfer Payment Ontario.

Slide 14
[Slide text: Summary and Links]

A My Ontario Account is required by new and current users to access Transfer Payment Ontario

New users need to complete a basic profile screen

If you already have a My Ontario Account, the same account can be used to access Transfer Payment Ontario

We hope you found the video informative.

In this video you saw how to create a My Ontario Account and how to sign in to Transfer Payment Ontario.

You learned that a My Ontario Account is required by new and current users to access Transfer Payment Ontario.

During the account creation process, new users need to complete a basic profile screen.

And you also learned that if you already have a My Ontario Account, the same account can be used to access Transfer Payment Ontario.

Be sure to check out our reference guides and other videos on the website.