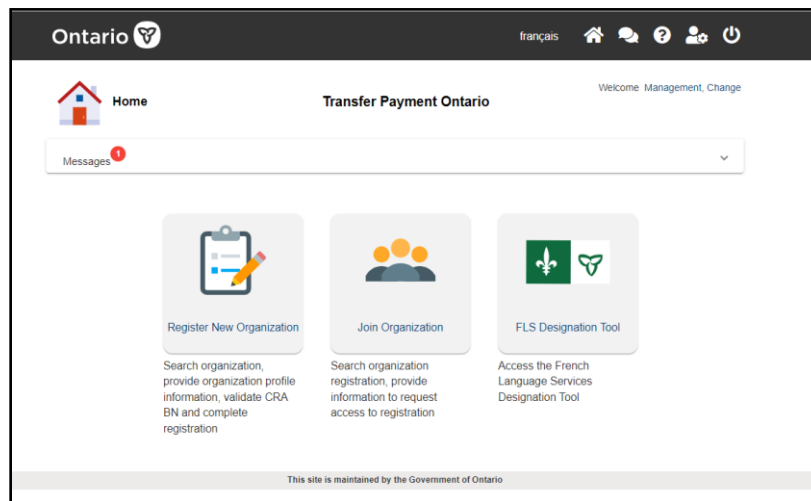


Joining an existing organization

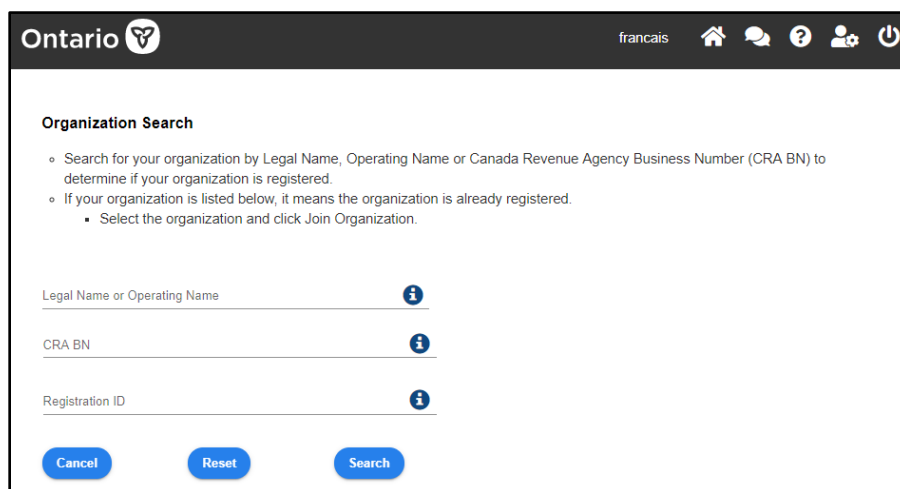
Joining an existing organization

1. If your organization has already been registered within Transfer Payment Ontario (TPON), click on the **JOIN ORGANIZATION** menu card to search all organizations.



1 TPON Home Page

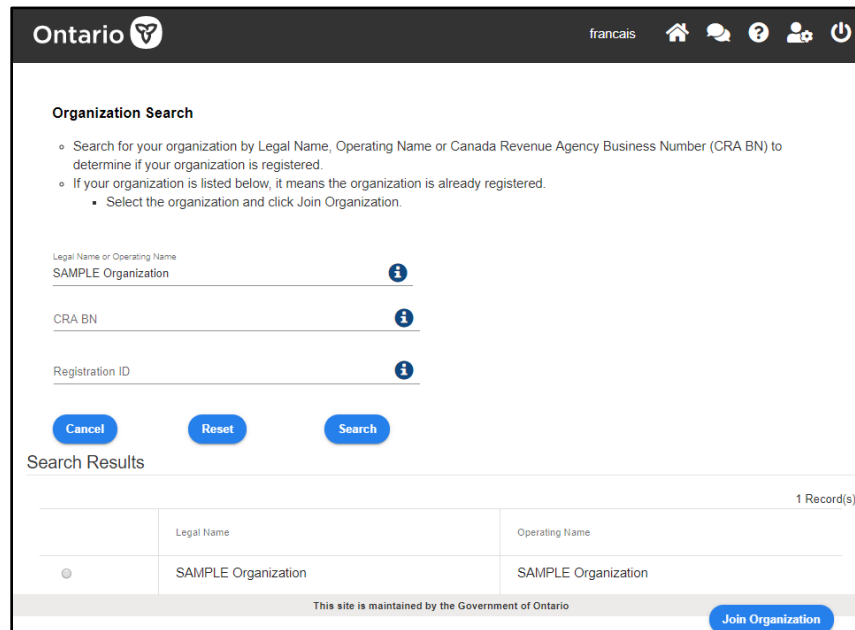
2. Enter the organization's **Legal/Operating Name**, **CRA BN** or **Registration ID** and select **SEARCH**.

The screenshot shows the 'Organization Search' page. It features a heading 'Organization Search' followed by two bullet points: 'Search for your organization by Legal Name, Operating Name or Canada Revenue Agency Business Number (CRA BN) to determine if your organization is registered.' and 'If your organization is listed below, it means the organization is already registered.' with a sub-bullet 'Select the organization and click Join Organization.' Below the text are three input fields: 'Legal Name or Operating Name', 'CRA BN', and 'Registration ID', each with an information icon to its right. At the bottom, there are three buttons: 'Cancel', 'Reset', and 'Search'.

2 Organization Search

Joining an existing organization

- The **SEARCH RESULTS** window appears.



Organization Search

- Search for your organization by Legal Name, Operating Name or Canada Revenue Agency Business Number (CRA BN) to determine if your organization is registered.
- If your organization is listed below, it means the organization is already registered.
 - Select the organization and click Join Organization.

Legal Name or Operating Name
SAMPLE Organization ⓘ

CRA BN ⓘ

Registration ID ⓘ

[Cancel](#) [Reset](#) [Search](#)

Search Results

1 Record(s)

	Legal Name	Operating Name
<input type="radio"/>	SAMPLE Organization	SAMPLE Organization

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[Join Organization](#)

3 Organization Search Results






- If your organization appears in the search results list, then it has already been registered. Select the organization from the list and select **JOIN ORGANIZATION**.


Note: If the error message **004 - SEARCH RESULTS TOO LARGE. PLEASE REFINE YOUR SEARCH** appears at the top of the page, please refine your search by entering more characters then click **SEARCH** again.

- The **ACCESS REQUEST CONFIRMATION** window appears. Review the information. Select **CONFIRM**.

Joining an existing organization

The screenshot shows the 'Join Organization' page in the Ontario Transfer Payment system. The page has a dark header with the Ontario logo and navigation icons. Below the header is a section titled 'Join Organization' with a list of instructions. The 'Organization Details' section contains fields for Legal Name, Operating Name, Registration Status, and Business Address. The 'Requestor Contact Information' section contains fields for First Name, Last Name, and Email Address. At the bottom, there are 'Back' and 'Confirm' buttons and a footer note.

Ontario  français    



Join Organization

- Review the information below
- Click Confirm to proceed. An automatic email notification will be sent to the administrator(s)
- If this is not your organization, click Back to return to Search

Organization Details

Legal Name
SAMPLE Organization

Operating Name
SAMPLE Organization

Registration Status
Complete

Business Address
null, null null

Requestor Contact Information

First Name
Trainer

Last Name
Sample

Email Address *
sample@sample.ca

[Back](#) [Confirm](#)

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4 Join Organization Complete

- A notification will be sent to the Admin User(s) of the organization for action. Upon approval, an email notification will be sent confirming your access.