

Joining an organization

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Document summary

This document outlines how to join an organization that is already registered in Transfer Payment Ontario.

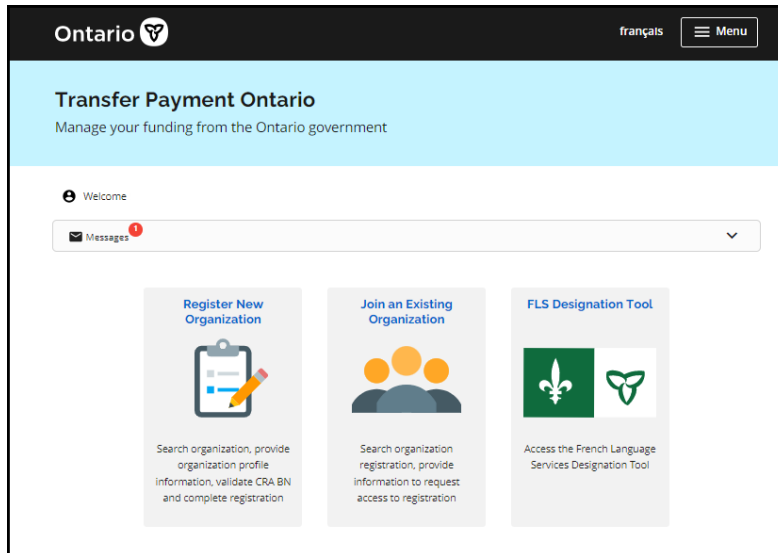
Before you begin

To join your registered organization, you will need **either**:

- the **legal name of your organization** that's printed on official documents (for example, articles of incorporation or registered business applications)
- your **Canada Revenue Agency Business Number (CRA BN)**, if you have one
- your organization's Transfer Payment Ontario Registration ID number

Joining an organization

1. Sign in to Transfer Payment Ontario using a Google Chrome web browser.



2. Select **Join an Existing Organization**. If the card is not on the screen, select your **Menu** and select **Join an Existing Organization**.

Organization Search

- Before you register your organization, please search for your organization by Legal Name, Operating Name or Canada Revenue Agency Business Number (CRA BN) to determine if your organization is already registered.
- If your organization is listed in the search results your organization is already registered.
 - Select the organization and click Join Existing Organization.

Search By

Legal Name or Operating Name i

CRA Business Number i

Registration ID i

[Cancel](#)

3. Enter your organization's **Legal Name or Operating Name**, **CRA Business Number**, or **Registration ID** then select **Search**.

Note: If the error message "Search results too large. Please refine your search" appears, please perform a new search with refined keywords or information. Select **Search** again.


- If your organization does not appear in the list, it must be registered first. Registration instructions are available on ontario.ca/GetFunding.
- If your organization appears in the search results list, then it is registered.

Search Results
1 Record(s)

	Legal Name	Registration ID	Operating Name	Sub-Organization
<input checked="" type="radio"/>	The Org test	59769	The Org Test	

[Join Existing Organization](#)

- Select the organization and select **Join Existing Organization**.



Join an Existing 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

- Review the organization details.
- Enter your phone number.
- Select **Confirm** to request access. A request is sent to the administrator user(s) of the organization for approval.

Join an Existing Organization

◦ An automatic notification has been sent to the administrator(s) listed below for approval.

Administrator(s) Information	
Admin User Name	Matthew Shute
Admin User Email	matt.shute@osgb.ymca.ca

Organization Details	
Legal Name	The Org test
Operating Name	The Org Test

Requestor Contact Information	
First Name	Joseph
Last Name	Craft
Email Address	Josephcraft@who.ca
Primary Phone Number	001-416-9999999

Done
Print

- Select **Done** or **Print** to keep your copy. You will receive an email confirming your approved access once granted.

Types of user roles

There are two types of users in Transfer Payment Ontario: **Administrator** and **Associate**. Both roles have access to the organization information in Transfer Payment Ontario, but do not share the same rights to modify or add organization information.

Administrator user

An administrator user can:

- view and update the organization profile
- approve access requests for new organization users
- perform funding-related activities

Note: If your Transfer Payment Ontario administrator leaves their role, you can request a new administrator. Send an email to TPONCC@ontario.ca, and copy another member of your organization for authentication/identification purposes. Transfer Payment Ontario will update the administrator information as required.

Associate user

An associate user can:

- view as read-only the organization profile
- perform funding-related activities

Contact us

If you need assistance, please contact Transfer Payment Ontario Client Care from Monday to Friday 8:30 a.m. to 5:00 p.m. except for government and statutory holidays, at:

Toll-free: 1-855-216-3090

TTY: 416-325-3408

Toll-free TTY: 1-800-268-7095

Email: TPONCC@ontario.ca

There are a variety of Transfer Payment Ontario reference guides and videos available online. Visit ontario.ca/GetFunding to learn more.