

## Saskatchewan eTax Services (SETS) – Sign Up Guide

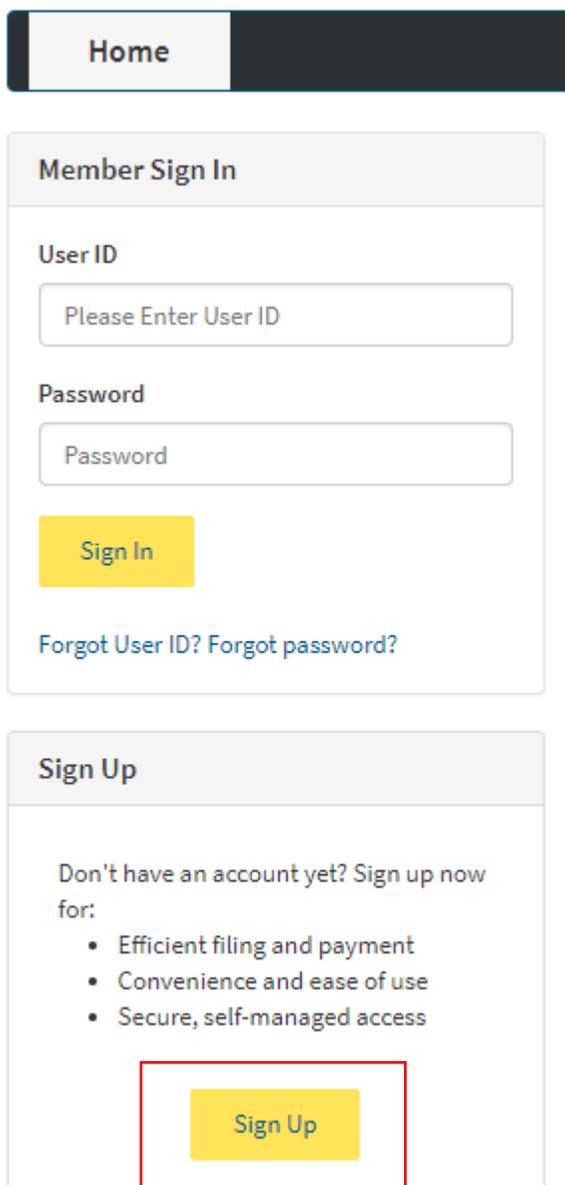
The following pages outline the steps required to create your Registered User account in SETS. Your Registered User account can be independently maintained and updated within SETS.

Once your account is created, you will need to link to your respective Tax Client Entity as either an Administrator or Authorized User. There is guidance available on these steps by visiting [SETS Learning](#).

In order to create a SETS account:

1. Click on “Sign Up” from the SETS homepage

Click [here](#) to access the SETS homepage, then navigate to the “Sign Up” button.



The screenshot shows the SETS homepage navigation bar with a 'Home' button. Below the navigation bar are two main sections: 'Member Sign In' and 'Sign Up'. The 'Member Sign In' section contains a 'User ID' field with the placeholder text 'Please Enter User ID', a 'Password' field with the placeholder text 'Password', a yellow 'Sign In' button, and a link for 'Forgot User ID? Forgot password?'. The 'Sign Up' section contains the text 'Don't have an account yet? Sign up now for:' followed by a bulleted list of benefits: 'Efficient filing and payment', 'Convenience and ease of use', and 'Secure, self-managed access'. A yellow 'Sign Up' button is located at the bottom of the 'Sign Up' section and is highlighted with a red rectangular box.

## 2. Review and accept the Terms of Use

In order to create an account, each User must agree to the SETS Terms of Use. Please review the Terms of Use, select the checkbox stating you agree to the Terms, and select the “I’m not a robot” checkbox validation. Once completed, click “Next” to continue.



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## Register for Secure Services

Welcome to SETS! In order to begin your registration, please review and accept the Terms of Use, then click Next.

\* indicates required field

### Saskatchewan eTax Services (SETS) Terms of Use

b. If that appointment is based on you holding a certain position (for example, as that other individual’s employee or agent for tax purposes), you must currently hold that position.

c. If that appointment is based on you holding a certain qualification (for example, as a registered tax agent), you must currently hold that qualification that qualification must not currently be suspended or cancelled.

#### Modification or Termination of Service

The Ministry reserves the right at any time to modify, discontinue, suspend or terminate access to SETS and to modify these TOU without notice. It is recommended that you review these Terms on a regular basis. You can review the most current version of the TOU on our website at any time.

#### Acceptance of Terms of Use

You may accept and agree to these TOU of SETS on behalf of a business, organization, agency or yourself by checking “I Agree” below. By checking the “I Agree” Box below you affirm that you have read these TOU, that you have the authority to agree to these TOU on behalf of your business, organization, agency or yourself. Before you check the “I Agree” box, please carefully read the terms and conditions contained in this TOU.

\* I agree to the above Terms of Use

I’m not a robot



Cancel

Next

### 3. Enter your account details for your new SETS profile

Enter your User information to create your profile. Fields marked with an \* are required. Once completed, click “Next” to continue. Please note this information can be updated and maintained within your Registered User account after registration.

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## Register for Secure Services

Progress 0%

Please enter your contact information below to create your SETS profile.

\* indicates required field

### User Information

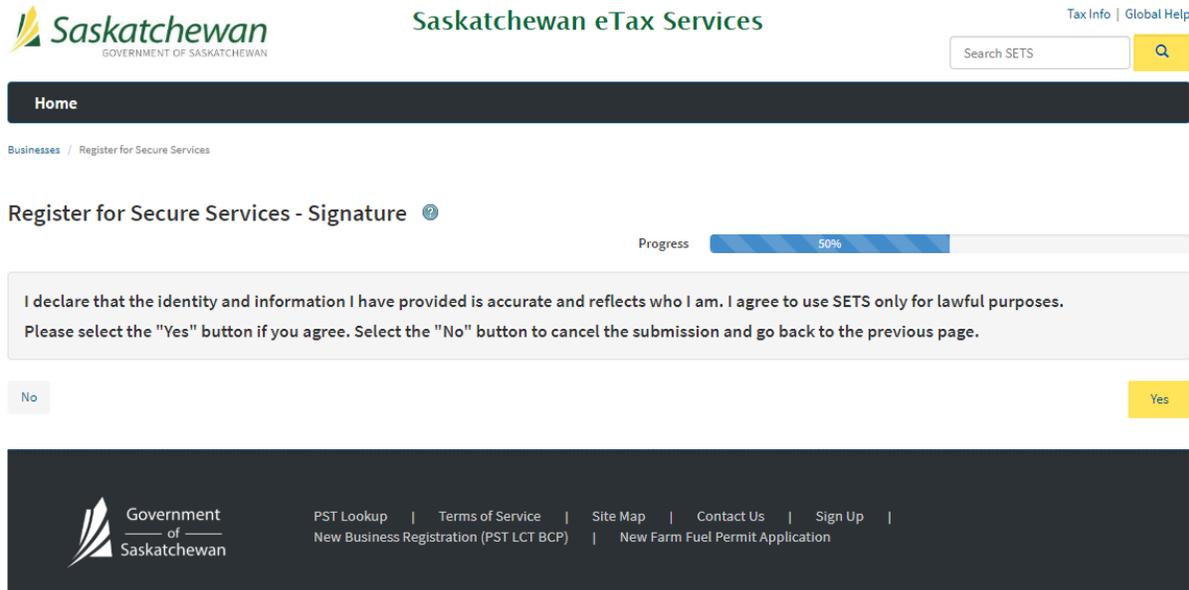
* First Name	<input type="text" value="First name"/>	* Proposed User ID	<input type="text"/>
* Last Name	<input type="text" value="Last name"/>	* Daytime Country Code	CANADA (+1) ▼
Position	<input type="text"/>	* Daytime Phone	xxx xxx xxx
		Extension	<input type="text"/>
		Mobile Country Code	▼
		Mobile Phone	<input type="text"/>
		* Email	emailID@email.com
		* Confirm Email	emailID@email.com

Cancel

Next

#### 4. Complete the declaration and confirmation

Review the declaration to agree that the information provided is accurate and reflects who you are. Select "Yes" to confirm agreement and continue, or "No" if any updates or changes are required before confirming.



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**Register for Secure Services - Signature** ?

Progress 50%

I declare that the identity and information I have provided is accurate and reflects who I am. I agree to use SETS only for lawful purposes. Please select the "Yes" button if you agree. Select the "No" button to cancel the submission and go back to the previous page.

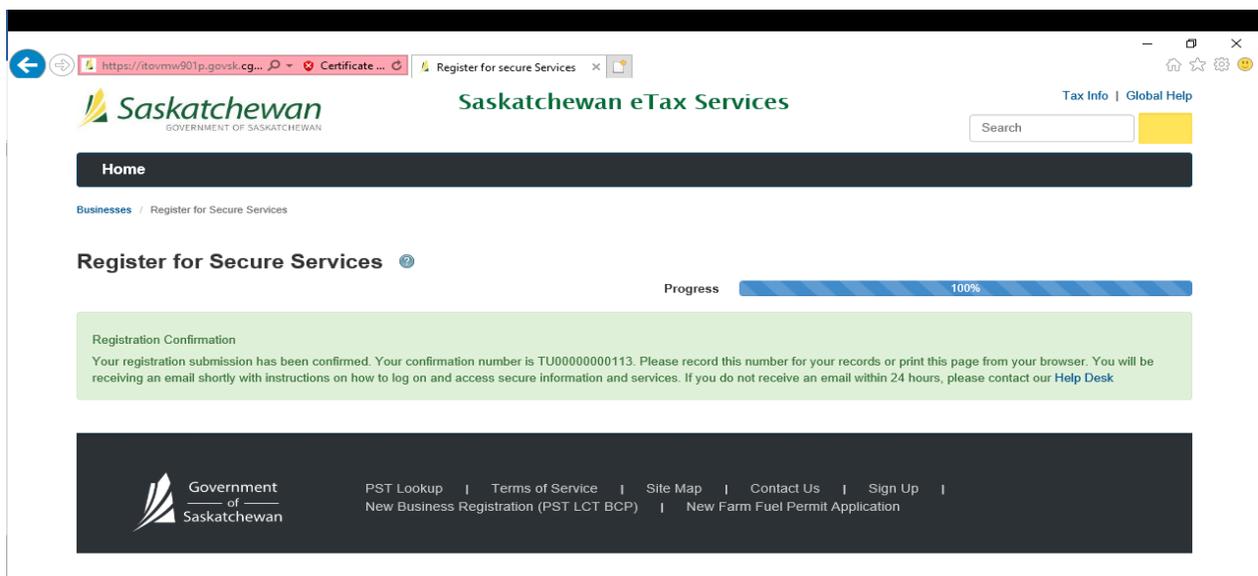
No Yes

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A Registration Confirmation will now be displayed confirming your registration was successful. An email with a temporary password\* will be sent to the email address provided in [step 3](#).

**\*The temporary password provided must be used within 24 hours. After 24 hours have passed, the password will expire and you will be prompted to contact the Ministry of Finance at 1-800-667-6102 for support to reset the temporary password.**



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**Register for Secure Services** ?

Progress 100%

**Registration Confirmation**

Your registration submission has been confirmed. Your confirmation number is TU00000000113. Please record this number for your records or print this page from your browser. You will be receiving an email shortly with instructions on how to log on and access secure information and services. If you do not receive an email within 24 hours, please contact our [Help Desk](#)

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## 5. Retrieve your temporary password from the confirmation email and login

From the email, click on the link to login. Enter the User ID created in [step 3](#) and the temporary password provided on the SETS homepage.

(Note: for security purposes, copying and pasting the temporary password is not available. Please manually type in the temporary password.)



Thank you for registering as a User with Saskatchewan eTax Services (SETS).

Your registration confirmation number is TU00000001032

Your User ID is abcd!

Below is a temporary password that may be used once, up to 24 hours from when this email was sent. Upon logging in for the first time, you will be prompted to change your password.

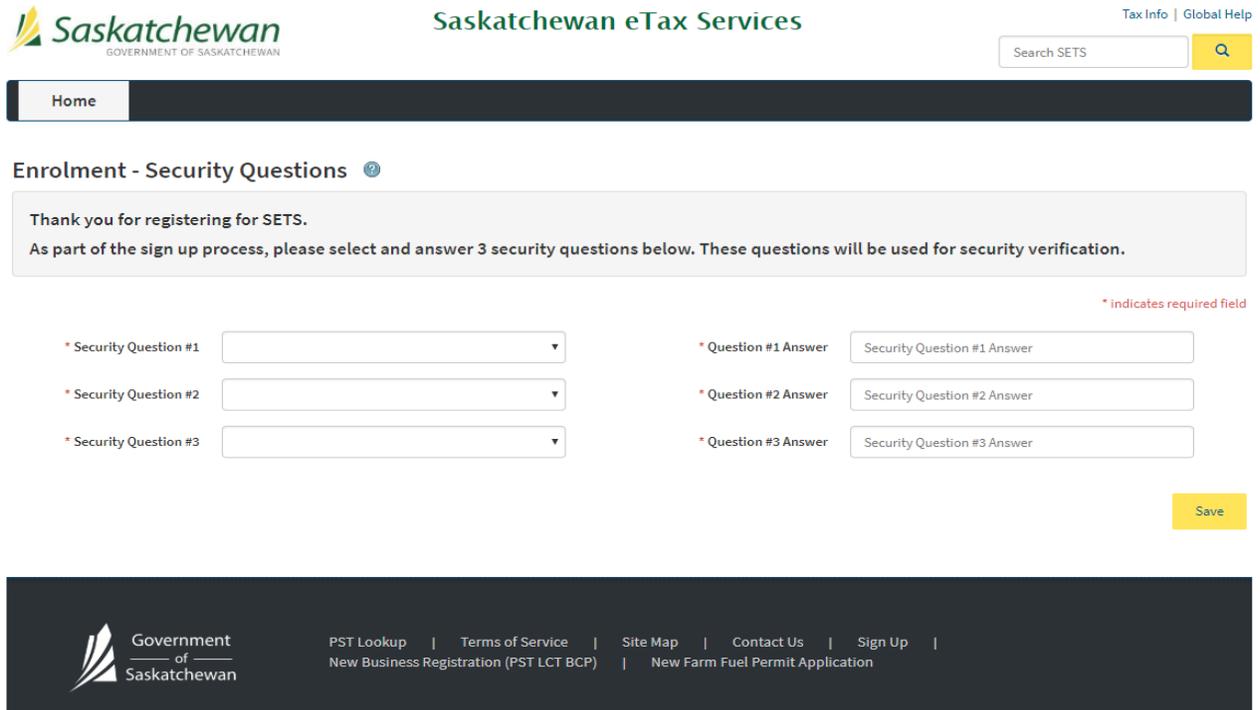
2)n5t1Fu

Please click [here](#) to login.

If you require further assistance, please [Contact Us](#).

## 6. Create your security questions

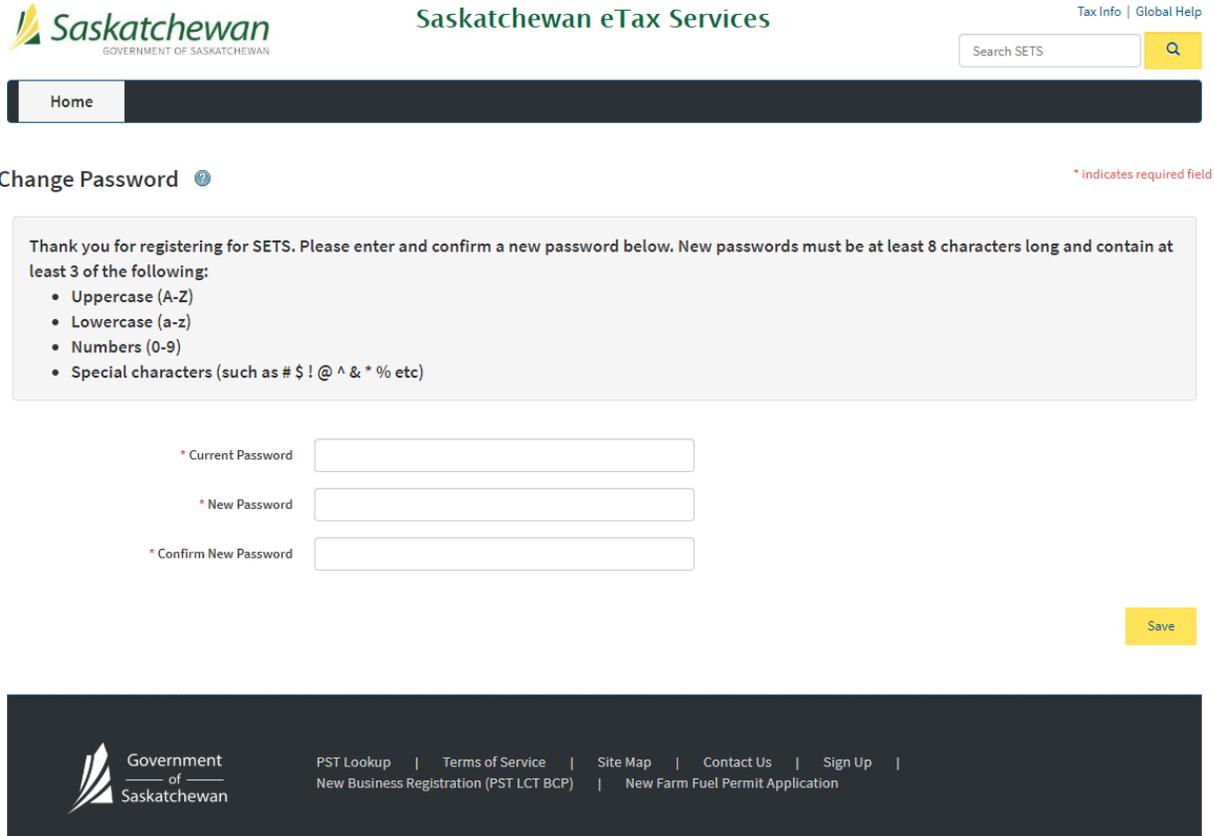
After logging in via your temporary password, you will be prompted to set three security questions for your account. These questions will be used to validate your identification should you need to reset a password, etc. Once completed, click “Save” to continue.



The screenshot shows the 'Enrolment - Security Questions' page on the Saskatchewan eTax Services (SETS) website. The page header includes the Saskatchewan logo, 'Saskatchewan eTax Services', and links for 'Tax Info' and 'Global Help'. A search bar is present with the text 'Search SETS' and a magnifying glass icon. A navigation bar shows 'Home' as the active page. The main content area is titled 'Enrolment - Security Questions' and contains a message: 'Thank you for registering for SETS. As part of the sign up process, please select and answer 3 security questions below. These questions will be used for security verification.' Below this message, there are three rows of security questions. Each row consists of a question label (e.g., '\* Security Question #1'), a dropdown menu for selecting a question, and a text input field for the answer (e.g., 'Security Question #1 Answer'). A red asterisk indicates that the question label is a required field. At the bottom right of the form, there is a yellow 'Save' button. The footer of the page includes the Saskatchewan logo and a list of links: 'PST Lookup', 'Terms of Service', 'Site Map', 'Contact Us', 'Sign Up', 'New Business Registration (PST LCT BCP)', and 'New Farm Fuel Permit Application'.

## 7. Change your password

You will now be prompted to create a new password. Your current password is the temporary password included in the email from [step 5](#). Create a new password using the defined criteria and click “Save”.



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**Change Password** ⓘ

\* indicates required field

Thank you for registering for SETS. Please enter and confirm a new password below. New passwords must be at least 8 characters long and contain at least 3 of the following:

- Uppercase (A-Z)
- Lowercase (a-z)
- Numbers (0-9)
- Special characters (such as # \$ ! @ ^ & \* % etc)

\* Current Password

\* New Password

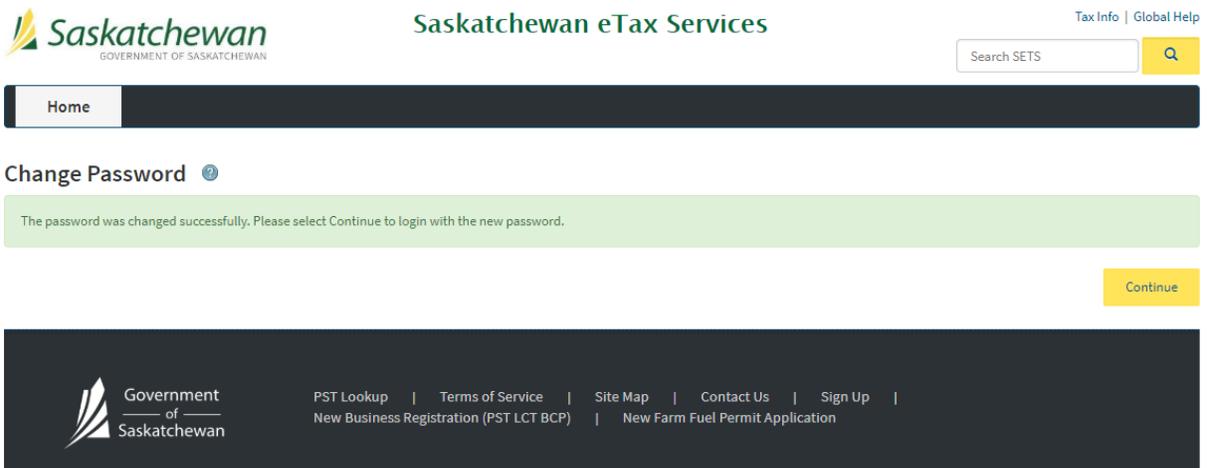
\* Confirm New Password

Save

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After clicking “Save”, you will see a message stating the password has been saved (if your password does not meet the criteria, you will be prompted to try again).



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**Change Password** ⓘ

The password was changed successfully. Please select Continue to login with the new password.

Continue

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## 8. Sign in to your account

You may now sign in to your account using your User ID and new password.



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Member Sign In

Member Sign In

User ID

Password

[Forgot User ID?](#) [Forgot password?](#)

**You have now successfully created a Registered User account on SETS! Thank you for following along.**

**The next screen you will see on SETS refers to setting up your account as an Administrator or Authorized User. For information and steps on these options, please refer to the Linking Entity/Administrator and Delegating Authorized Users training guides on [SETS Learning](#).**