

Saskatchewan eTax Services (SETS) – Linking Entity/Administrator Guide

The following pages outline the steps required to link a Tax Client Entity to your Registered User account in SETS as an Administrator.

We have developed the following definitions to assist in this process:

Administrator: Account Administrators will have the overall access for the Tax Client Entity along with all accounts under that Tax Client Entity. There can be multiple Administrators for each Tax Client Entity. Administrators are able to add/remove/update authorized user(s) access to the Tax Client Entity or tax program(s). Please ensure that you are only linking to the entity as the Administrator if you are in an authorized position within your organization.

Authorized User (or Delegated User): An authorized user is delegated by the Administrator(s) to have access to a complete Tax Client Entity or selected tax program(s). This role allows delegated users to perform specific functions such as filing returns, making payments, etc. without having the high level access that the Administrator has. There is no limit on the number of authorized users available under a Tax Client Entity, nor the combination of access to the Tax Client Entity or tax program(s). Each authorized user is delegated access as deemed appropriate by their Administrator(s).

Registered User: A Registered User is anyone with a valid SETS User ID and Password.

Tax Account (or Tax Program Account): Tax accounts (also referred to as tax program accounts) are the accounts specific to the Tax Client Entity. For example, an entity may have a Provincial Sales Tax account, a Liquor Consumption tax account, etc. Each account may have a unique operating name, mailing address, licence, etc.

Tax Client Entity: The Tax Client Entity is the high level view of the tax account(s). The entity is established by the Federal Business Number or Saskatchewan ID. All tax accounts administered by the entity are linked to these identifiers and considered to be part of the Tax Client Entity.

Administrator Linking to a Tax Client Entity

This section outlines how an Administrator can link their SETS User ID to their Tax Client Entity. Once completed, the Tax Client Entity will be saved to your SETS profile for future use.

1. Determine who the Administrator should be

The first step is to determine who the Administrator(s) should be for the entity. This is likely a simple consideration for a small business owner, but may be more complex for large organizations or those with multiple tax types. Review the definitions above to consider who the Administrator(s) should be.

2. Create a SETS account

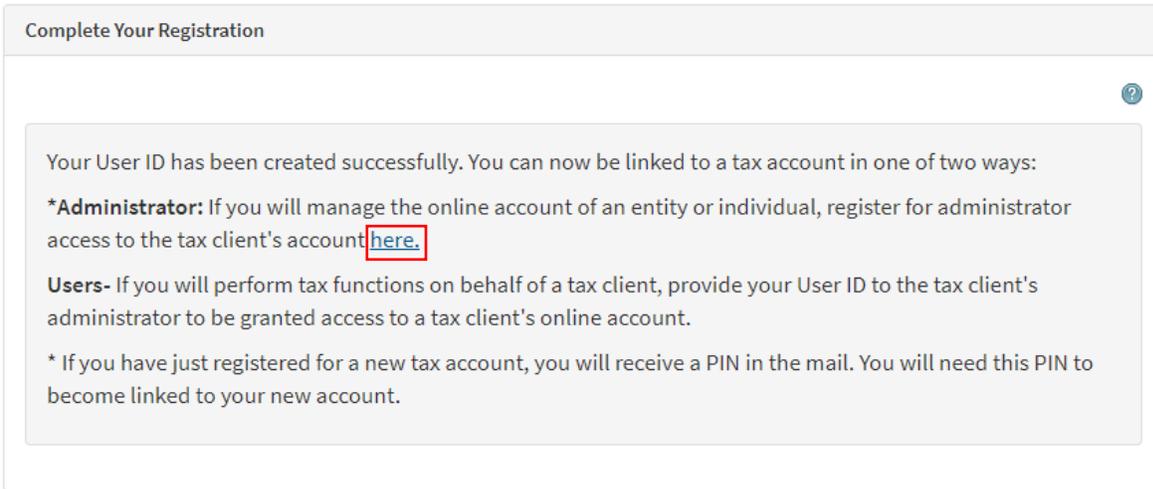
Prior to linking to a Tax Client Entity, a Registered User SETS account is required. For details on how to create a SETS account, please view the Sign Up Guide on [SETS Learning](#).

3. Linking to a Tax Client Entity

New Users:

If your SETS User ID is not currently linked to any tax entities or accounts, a screen will appear titled “Complete Your Registration”

Proceed by clicking on the hyperlink “here”, highlighted below.



Linking additional accounts as an Administrator:

There may be instances where a SETS user is required to have Administrator access to more than one Tax Client Entity. If this is the case, you can easily link to additional tax entities using the following steps.

Log in to SETS and navigate to the “Profile Information” header. In the drop-down menu, select “Add New Tax Clients”. You can then follow one of the two methods outlined below.



There are two ways to link to your Tax Client Entity.

Option 1 – Link via a PIN received in the mail. This is the simplest method to link your entity, and is recommended by the Ministry of Finance. Follow the steps in [section 4](#) for this option.

Option 2 – Link without a PIN. This option should be used if you do not have a PIN, lost your PIN, or your PIN has expired. You can choose to provide specific details about your Tax Client Entity in order to link your account. Follow the steps in [section 5](#) for this option.

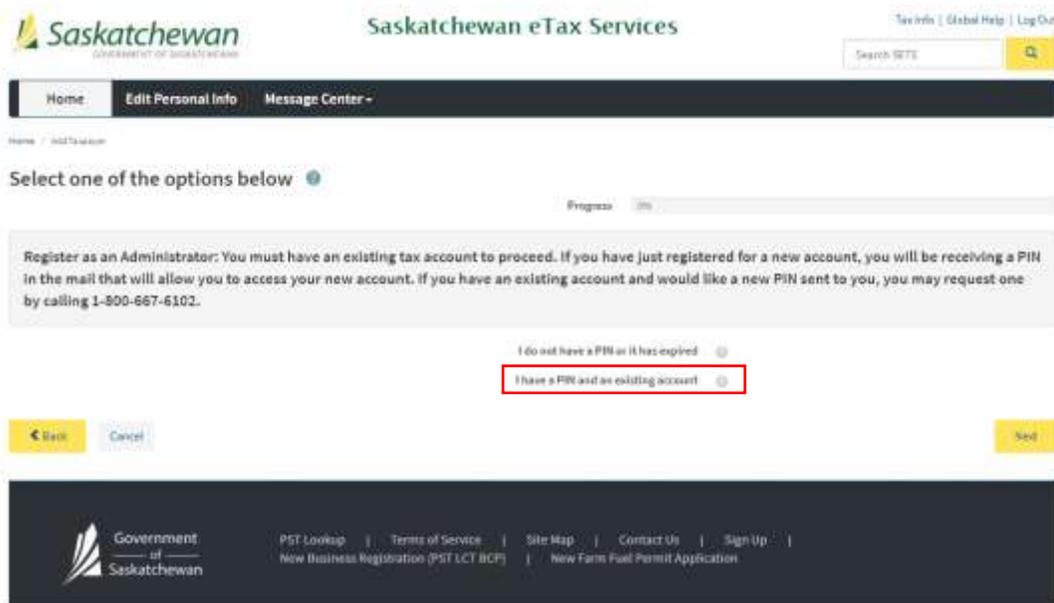
4. Link using PIN*

*Note if you do not have a PIN or you PIN has expired, please proceed to [section 5](#) or contact the Ministry of Finance at 1-800-667-6102 to receive a new PIN.

The simplest way to link your account is via PIN. PIN communications are mailed to the Tax Client Entity's address as registered with the Ministry of Finance.

4.1 Begin linking process

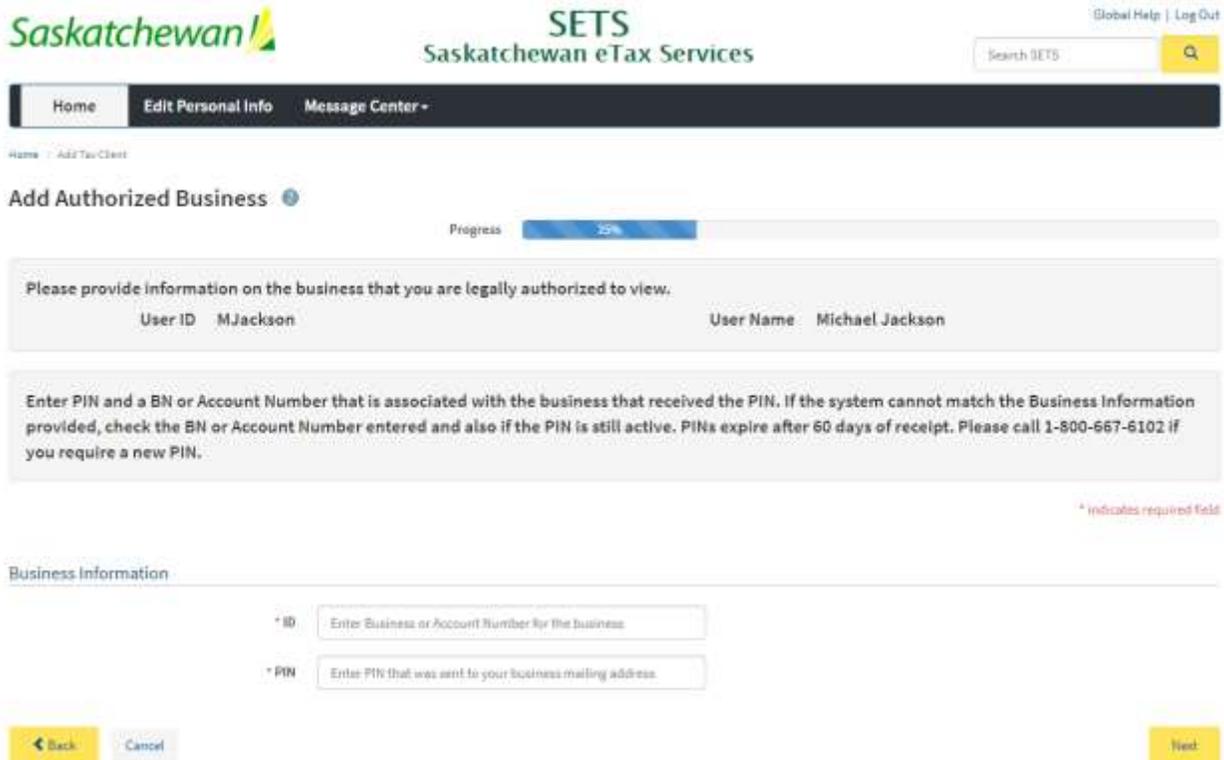
Select "I have a PIN and an existing account" and "Next" to proceed.



The screenshot shows the Saskatchewan eTax Services registration interface. At the top, there is a navigation bar with the Saskatchewan logo, the text "Saskatchewan eTax Services", and links for "Tax Info", "Global Help", and "Log Out". Below this is a search bar labeled "Search GETS". A dark navigation bar contains "Home", "Edit Personal Info", and "Message Center". The main content area starts with "Home / Add Taxation" and a heading "Select one of the options below" with a help icon. A progress bar shows "Progress: 10%". A text box explains: "Register as an Administrator: You must have an existing tax account to proceed. If you have just registered for a new account, you will be receiving a PIN in the mail that will allow you to access your new account. If you have an existing account and would like a new PIN sent to you, you may request one by calling 1-800-667-6102." Below this are two radio button options: "I do not have a PIN or it has expired" and "I have a PIN and an existing account", with the latter selected and highlighted by a red box. At the bottom of the form are "Back", "Cancel", and "Next" buttons. The footer contains the Saskatchewan logo and links for "PST Lookup", "Terms of Service", "Site Map", "Contact Us", "Sign Up", "New Business Registration (PST LCT BCP)", and "New Farm Fuel Permit Application".

4.2 Enter required information

Enter your Federal Business Number or Account Number and PIN number, then click “Next” to proceed.



Saskatchewan **SETS**
Saskatchewan eTax Services

Global Help | Log Out

Search SETS

Home Edit Personal Info Message Center

Home > Add Tax Client

Add Authorized Business

Progress 25%

Please provide information on the business that you are legally authorized to view.

User ID MJackson User Name Michael Jackson

Enter PIN and a BN or Account Number that is associated with the business that received the PIN. If the system cannot match the Business Information provided, check the BN or Account Number entered and also if the PIN is still active. PINs expire after 60 days of receipt. Please call 1-800-667-6102 if you require a new PIN.

* indicates required field

Business Information

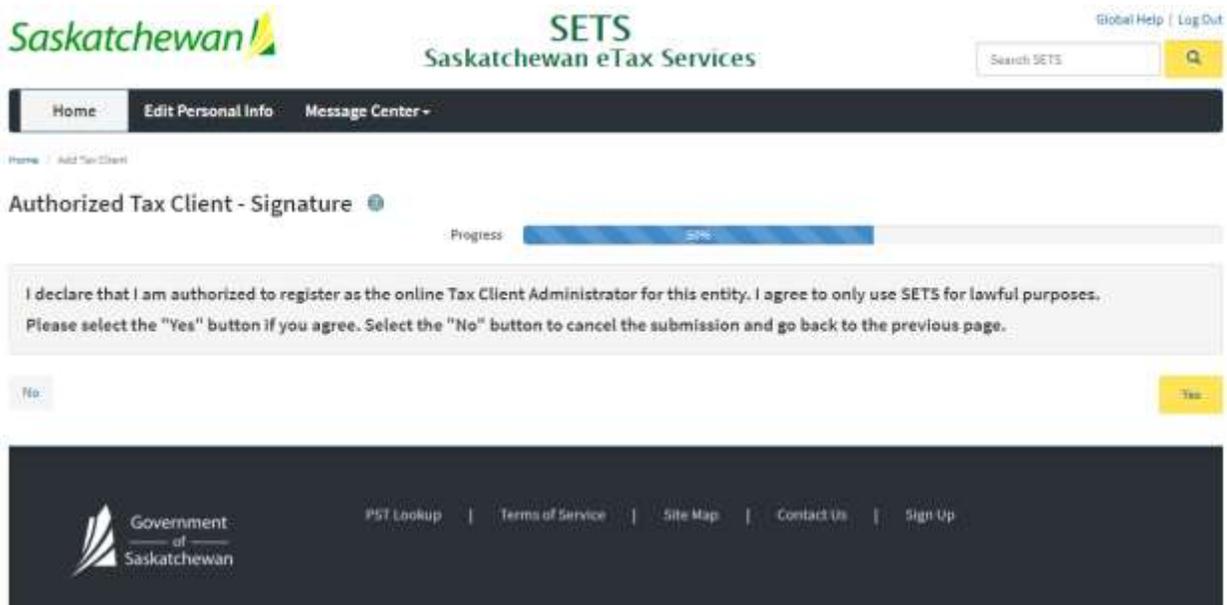
* ID Enter Business or Account Number for the business

* PIN Enter PIN that was sent to your business mailing address

Back Cancel Next

4.3 Complete signature page

Review the signature page and, if you agree with the declaration statement, click “Yes” to proceed.



Saskatchewan **SETS**
Saskatchewan eTax Services

Global Help | Log Out

Search SETS

Home Edit Personal Info Message Center

Home > Add Tax Client

Authorized Tax Client - Signature

Progress 50%

I declare that I am authorized to register as the online Tax Client Administrator for this entity. I agree to only use SETS 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.

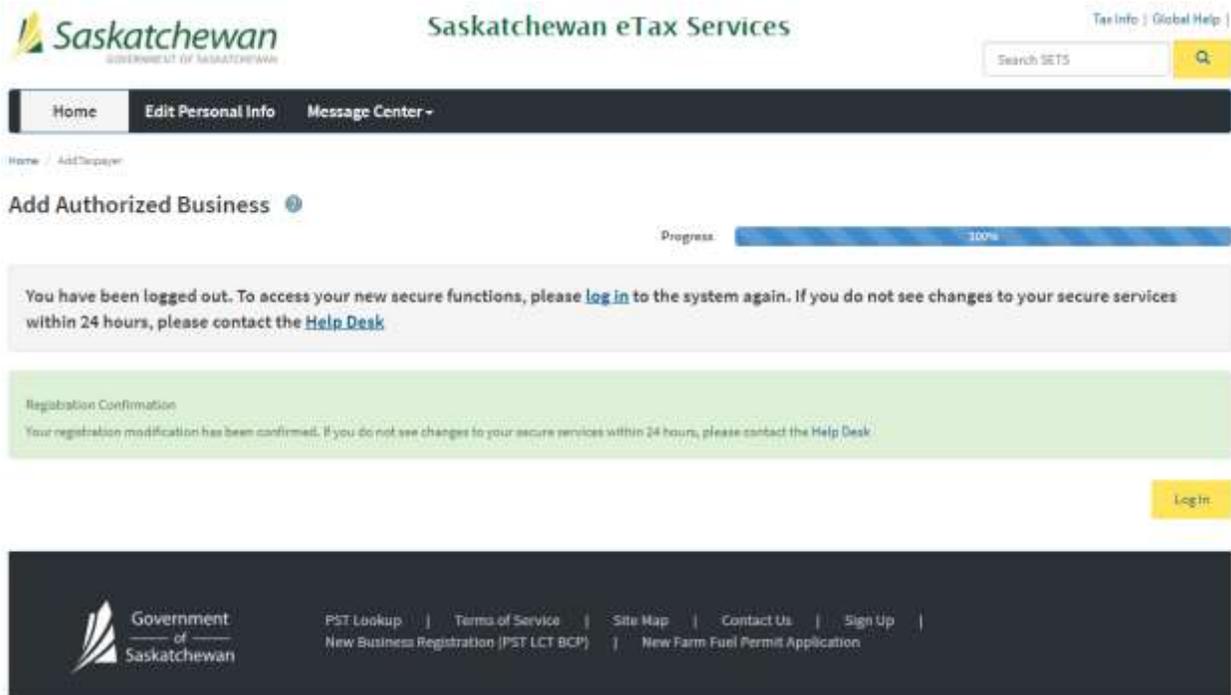
No Yes

Government of Saskatchewan

PST Lookup | Terms of Service | Site Map | Contact Us | Sign Up

4.4 PIN linked successfully

You will be automatically logged out of your account. Click on “Log In” to sign in again.



The screenshot shows the Saskatchewan eTax Services (SETS) interface. At the top, there is a navigation bar with the Saskatchewan logo, the text "Saskatchewan eTax Services", and a search bar labeled "Search SETS". Below the navigation bar, there is a dark blue header with links for "Home", "Edit Personal Info", and "Message Center". The main content area shows a progress bar for "Add Authorized Business" at 100%. A message box states: "You have been logged out. To access your new secure functions, please [log in](#) to the system again. If you do not see changes to your secure services within 24 hours, please contact the [Help Desk](#)". Below this, a green box contains a "Registration Confirmation" message: "Your registration modification has been confirmed. If you do not see changes to your secure services within 24 hours, please contact the Help Desk". A yellow "Login" button is visible in the bottom right corner. The footer contains 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".

Congratulations, you have now successfully linked your account as an Administrator!

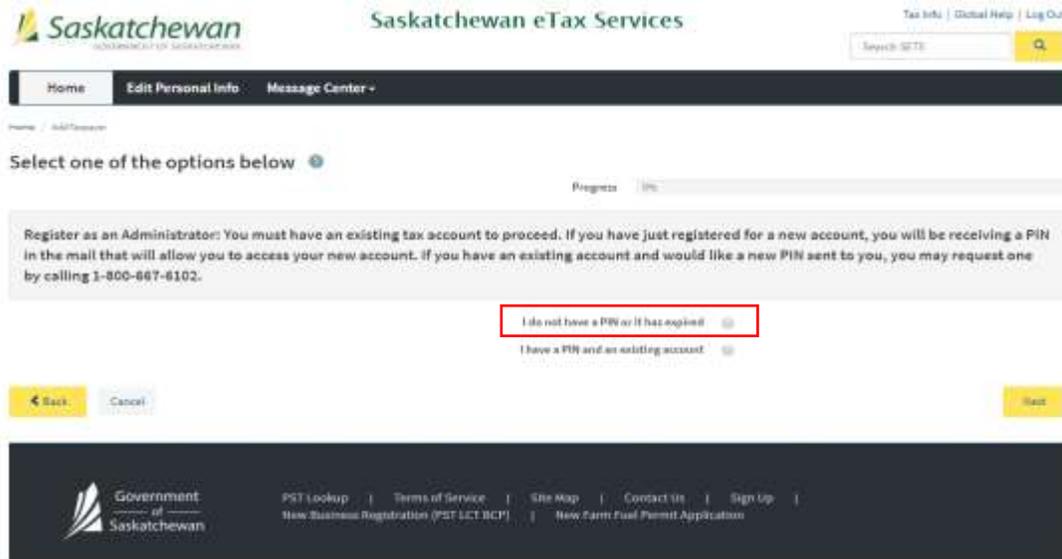
If you require information on setting up access for Authorized Users, please refer to the Delegating Authorized Users training guide on [SETS Learning](#).

5. Link without PIN

If you do not have a PIN, lost your PIN, or your PIN is expired, you can link to a Tax Client Entity by providing detailed information about your account.

5.1 Begin linking process

Select “I do not have a PIN or it has expired” and “Next” to proceed.



The screenshot shows the 'Saskatchewan eTax Services' interface. At the top, there are navigation links for 'Home', 'Edit Personal Info', and 'Message Center'. A search bar is located in the top right corner. The main heading is 'Select one of the options below'. Below this, there is a progress bar and a text box with instructions: 'Register as an Administrator: You must have an existing tax account to proceed. If you have just registered for a new account, you will be receiving a PIN in the mail that will allow you to access your new account. If you have an existing account and would like a new PIN sent to you, you may request one by calling 1-800-867-6102.' Two radio button options are presented: 'I do not have a PIN or it has expired' (which is selected and highlighted with a red box) and 'I have a PIN and an existing account'. At the bottom, there are 'Back', 'Cancel', and 'Next' buttons.

5.2 Enter required information

Enter your Federal Business Number or Account Number, postal code, filing frequency (how often you file returns), and a recent payment amount, then click “Next” to proceed.

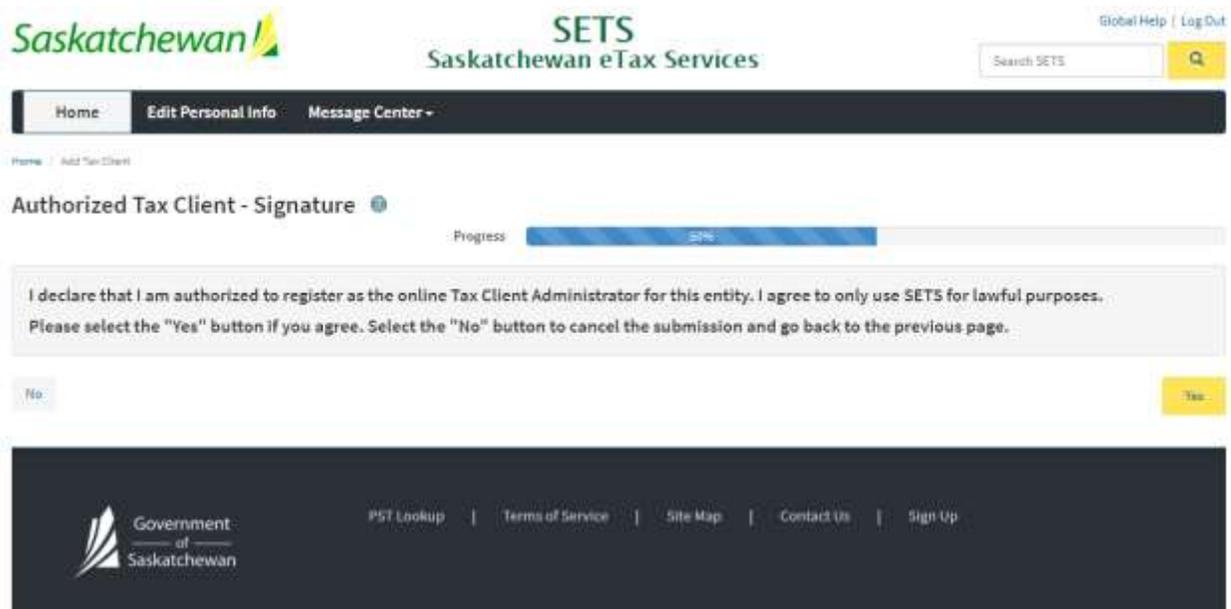
Note: in the “Postal Code” field, please ensure you enter the postal code of the **Tax Client Entity mailing address**.



The screenshot shows the 'Add Authorized Business' screen. It features a progress bar and a text box with the instruction: 'Please provide information on the business that you are legally authorized to view.' Below this, the 'User ID' is 'jmayer' and the 'User Name' is 'John Mayer'. A red asterisk indicates a required field. The 'Business Information' section contains four input fields: 'FNB' (with a note: 'Enter Business or Account Number for the business'), 'Postal Code' (with a note: 'Leave space in postal code from registered mailing address'), 'How often do you file returns?' (a dropdown menu), and 'Payment amount within the last 365 days' (with a note: '000.00, if no payment, enter zero'). At the bottom, there are 'Back', 'Cancel', and 'Next' buttons.

5.3 Complete signature page

Review the signature page and, if you agree with the declaration statement, click “Yes” to proceed.



Saskatchewan **SETS** Global Help | Log Out
Saskatchewan eTax Services

[Home](#) [Edit Personal Info](#) [Message Center](#)

[Home](#) / [Add Tax Client](#)

Authorized Tax Client - Signature

Progress

I declare that I am authorized to register as the online Tax Client Administrator for this entity. I agree to only use SETS 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.

 [PST Lookup](#) | [Terms of Service](#) | [Site Map](#) | [Contact Us](#) | [Sign Up](#)

5.4 PIN linked successfully

You will be automatically logged out of your account. Click on “Log In” to sign in again.

Add Authorized Business 

Progress

100%

You have been logged out. To access your new secure functions, please [log in](#) to the system again. If you do not see changes to your secure services within 24 hours, please contact the [Help Desk](#).

Registration Confirmation

Your registration modification has been confirmed. If you do not see changes to your secure services within 24 hours, please contact the [Help Desk](#).

Congratulations, you have now successfully linked your account as an Administrator!

If you require information on setting up access for Authorized Users, please refer to the Delegating Authorized Users training guide on [SETS Learning](#).