

## Saskatchewan eTax Services (SETS) – Register Your Business

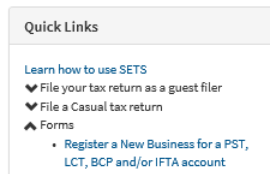
The following pages walk through how to register your business on SETS. This has been broken down into the following sections:

1. [Register a New Business for PST, LCT/VPT, BCP and/or IFTA](#): Applies to businesses that **are not** currently registered to collect and report provincial taxes.
2. [Register a New Tax Program Under an Existing Business](#): Applies to businesses that **are** currently registered under another tax program and wish to register for another tax program.

### 1. Register a New Business for PST, LCT/VPT, BCP and/or IFTA

The New Business Registration Form can be used by businesses that are not currently registered to collect and report provincial taxes. If the business is already registered under another tax program, and simply wants to register for a new tax program, follow the [Register a New Tax Program Under an Existing Business](#) process.

- a. Click on “Register a New Business for a PST, LCT/VPT, BCP and/or IFTA account”  
Navigate to the [Register a New Business for a PST, LCT/VPT, BCP and/or IFTA account](#) form.



- b. 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 and select the checkbox at the bottom of the Terms and Conditions panel stating you agree to the Terms. Once completed, click “Next” to continue.

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### Submitter Information

New Business Registration

\* indicates required field

**Terms and Conditions**

To use this service to access data relating to, or to carry out a transaction for another individual, business, organization or agency:

- You must be currently appointed by that individual, business, organization or agency to access that data or carry out that transaction on their behalf, and that appointment must not have been revoked.
- 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.
- 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

Cancel Next

### c. Enter Submitter Information

Enter your details in the Submitter Information section and select the "I'm not a robot" checkbox validation. Fields marked with an \* are required. Once completed, click "Next" to continue.

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### Submitter Information

New Business Registration

\* indicates required field

Submitter Information

* First Name	<input type="text" value="Kaylin"/>	* Daytime Country Code	<input type="text" value="CANADA (+1)"/>
* Last Name	<input type="text" value="Nunn"/>	* Daytime Phone	<input type="text" value="+1.306.787.7743"/>
Position	<input type="text"/>	Extension	<input type="text"/>
		Mobile Country Code	<input type="text"/>
		Mobile Phone	<input type="text"/>
		* Email	<input type="text" value="kaylin.nunn@gov.sk.ca"/>
		* Confirm Email	<input type="text" value="kaylin.nunn@gov.sk.ca"/>

\* I'm not a robot 

Cancel Next

### d. Complete the Application Form

Input all of the requested information within the application form.

Please Note:

- Fields marked with an \* are required.
- Back buttons allow you to navigate to a previous page within the form without losing any of the data entered.
- Continue / Save and Continue buttons allow you to navigate to the next page once data in all required fields have been input.
- Clear buttons allow you to remove all of the data input on the specified page.

- Names and Addresses previously entered on the form are stored in the address dropdown to save you from having to re-enter the information. You can view these by selecting the dropdown:

Mailing Address

\* Mailing Address:  2350 Albert St, Regina, SK, S4V0M3, CA

\* Country: CANADA

- Where tables exist within the form, the Add button allows you to enter data into the table and the delete button allows you to remove data that was added in error.

Nature of Business

Iteration #	Description of the Type of Business and Product(s) or Service(s) Provided in SK	Estimated % of Revenue	
1	Bounce Castle Rentals	50	Delete
2	Trampoline Sales	50	Delete

Showing 1 to 2 of 2 entries

e. Complete the Electronic Signature

Review the declaration and agree that the information provided is accurate and that you are authorized to submit the form. Select “Yes” to confirm agreement and continue, or “No” if any updates or changes are required before confirming.

File a Form - Signature

Progress 100%

Upon knowledge of a possible penalty being incurred, I acknowledge that I am authorized to file this document online. 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

2. Register a New Tax Program Under an Existing Business

In order to register for a new tax program under an existing business, you must be a Registered User on SETS and linked to the business as an Administrator or Authorized User. If you are not a Registered User, please review the [Sign Up Guide](#) and [Linking Entity/Administrator Guide](#) to set this up.

a. Login to SETS

Click [here](#) to access the SETS homepage, then login to SETS by entering your User ID and Password in the **Member Sign In**.

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**Member Sign In**

User ID  
Please Enter User ID

Password  
Password

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

SETS will be unavailable this evening from 5:00pm and 9:00pm for scheduled maintenance. We apologize for any inconvenience.

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Welcome to SETS! Please use the following link to find help guides to assist you with your introduction to SETS:

[Learn how to use SETS](#)

You can file returns and make payments without registering on SETS. To do this, select **'File your tax return as a guest filer'** from the Quick

**Tax Information**

**Recent Updates**

- IN-2021-01 Vapour Products Tax
- PST-33 Information for Restaurants, Caterers and Other Businesses Selling Prepared Food and Beverages
- IN 2020-08 Electronic Distribution Platforms, Online Accommodation Platforms and Marketplace Facilitators
- IN 2017-20 Non-Resident Vendors

b. Select Service Requests


From the ribbon, select the Service Requests dropdown and select New Service Request.



c. Complete the Service Request Form



In the Request Type, select "Add Account". All details required for this request will be populated. Input all of the requested information within the form.

**Please note, fields marked with an \* are required**

Service Request Detail 


\* indicates required field

Request Header

Request Number		* Request Type	Add Account 
Request Date	23-06-2021	Request Status	Open
Requested By	MOF_ProdUser	* Description	<input type="text"/>
* Tax Client Name	MOF TEST CORPORATION 		



d. Select Save

Request will be submitted to the Ministry and a confirmation number will be provided. All change requests can be viewed by selecting Service Requests, then Manage Service Requests (sample provided below). Only Service Requests with a status of "open" can be modified.

Manage Service Requests 

View or modify existing service requests.

\* indicates required field

* Tax Client Name	MINISTRY TEST CITY 	Case Status	All 	
				<input type="button" value="Filter"/> <input type="button" value="Clear"/>

Request Date	Description	Type	Status	Taxpayer Name	Tax Account	Requested By
14-09-2019	test	Increase Filing Frequency	CLOSE RESOLVED	MINISTRY TEST CITY		Trina Worobec

Showing 1 to 1 of 1 entries

