

How to Open an ROE Account for Your Business

To get started, visit the Service Canada [ROE Web](#) page and choose to open a session.

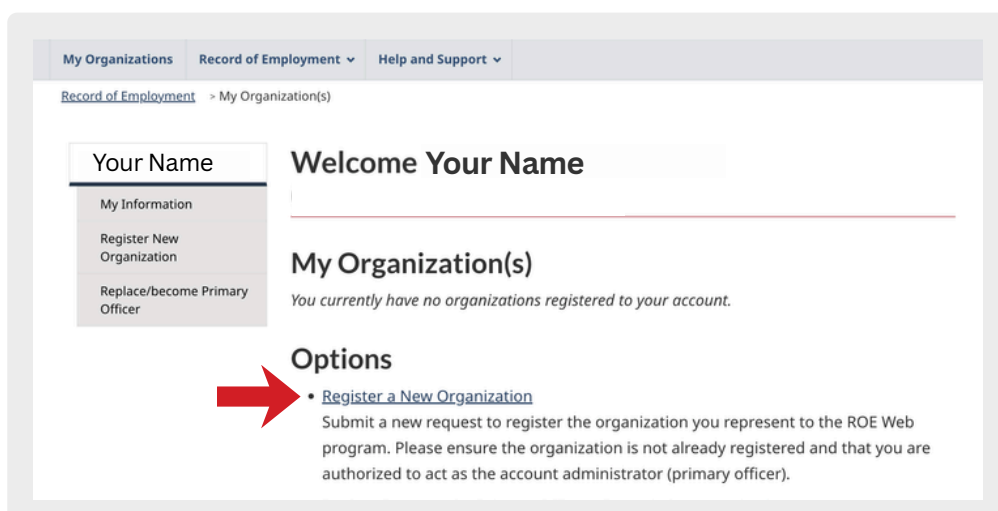
1. Choose a Sign-In Method: Log in using either a Sign-In Partner, such as your online banking login, or a GCKey. If you do not have a GCKey, you can create one during the registration process.

Register

If you are an employer and don't have an ROE Web account, select an option to register:

- Register with GCKey
- Register with your bank

2. Select “New User” and complete your ROE Web profile. You will need to provide your name, professional phone number, email address, mailing address, and security questions.
3. After creating your ROE Web profile, select “**Register a New Organization**” from the options page. This option is used to register the business you represent with the ROE Web program. Before submitting the request, please make sure the organization has not already been registered and that you are authorized to act as the account administrator, also known as the primary officer



4. After selecting “**Register a New Organization**”, follow the prompts and enter the required business information, including the legal business name, business number, contact information, and any other requested details. Once the organization is registered, you will be able to create and submit ROEs for the business through ROE Web.

The screenshot shows the Record of Employment web interface. At the top, there is a header with the Canadian flag and the text 'Government of Canada / Gouvernement du Canada'. Below this is a dark blue navigation bar with the title 'Record of Employment' and buttons for 'Account settings' and 'Sign out'. A secondary navigation bar contains 'My Organizations', 'Record of Employment' (selected), and 'Help and Support'. Below the navigation, a breadcrumb trail reads 'Record of Employment > Register New Organization'. On the left, a sidebar menu titled 'Your Name' has three options: 'My Information', 'Register New Organization' (highlighted), and 'Replace/become Primary Officer'. The main content area is titled 'Register New Organization' and 'Steps for Registering'. It lists five steps: 1. Create the organization profile, 2. Validate the organization, 3. Validate and authenticate your identity, 4. Confirm your authority to act as Primary Officer on behalf of the organization, and 5. Accept the online agreement on behalf of the organization. Below the steps, a paragraph explains that the registration request will be saved and can be resumed from the main page, and that it will be complete only after all steps are finished. A link to a 'help guide' is provided. At the bottom, there are two buttons: 'Get Started' and 'Cancel'.

5. Before you can submit ROEs, you may be required to validate and authenticate your identity. This can usually be completed either online through **CRA business account** or in person at a **Service Canada office**. If you choose the CRA option, a security code will be mailed to you. You must enter this code to complete the identity validation process before you can submit any ROEs through ROE Web.
6. Once you receive the authorization code by mail, log back in to your ROE Web account and select your business name. You will be directed to the New Registration Summary page. On this page, look for the step called “**Confirm your Authority to Act as the Primary Officer**” The status will show as Incomplete until the authorization code is entered.

7. Click Incomplete and enter the authorization code that was mailed to the business owner or chief executive officer at the address on file. After the code is entered and accepted, this step will be marked as complete.

New Registration Summary

This registration request is not yet complete. Please review the status of each step in order to finalize the registration request.

Steps	Status	Details
Create the Organization Profile	Complete	Registration initiated on 00/00/2026
Validate the Organization	Complete	
Validate and Authenticate your Identity	Complete	
Confirm your Authority to Act as the Primary Officer	Incomplete	An authorization code has been mailed to the business owner or chief executive officer at the address on file.
Accept the Online Agreement	Pending	The previous steps must be completed in order to be able to accept the online agreement.

8. Once this is completed, you can proceed to **Accept the Online Agreement**. After accepting the agreement, the registration process will be finalized and you will be able to submit ROEs through ROE Web.
9. Once your ROE Web registration is complete, log in to your ROE Web account and select your business name. From the main menu, go to **Record of Employment** and select **Create a new ROE (Online Form)** or upload a **Payroll Extract** file from your accounting software.

The screenshot shows the 'Record of Employment' web application. At the top, there are 'Account settings' and 'Sign out' buttons. Below the header, there are three main navigation tabs: 'My Organizations', 'Record of Employment', and 'Help and Support'. The 'Record of Employment' tab is active, and a dropdown menu is open, listing various actions such as 'Create a new ROE (Online Form)', 'Use the ROE Web Assistant', 'Create a new ROE for Self-employed Fisher', 'Upload a Payroll Extract file', 'View Payroll Extract files', 'Amend an ROE', 'View requested Import files', 'View requested Print files', 'Search Issued ROEs', 'Search Draft ROEs', 'Move all ROEs in a folder', 'Delete an issued ROE', and 'ROE Web - Main Page'. A red arrow points to the 'Record of Employment' tab, and another red arrow points to the 'Upload a Payroll Extract file' option in the dropdown menu. The background shows a blurred view of the main page with a 'ROE Web Demo' button.