



# Transact How To Guides

## New Individual Customer Registration

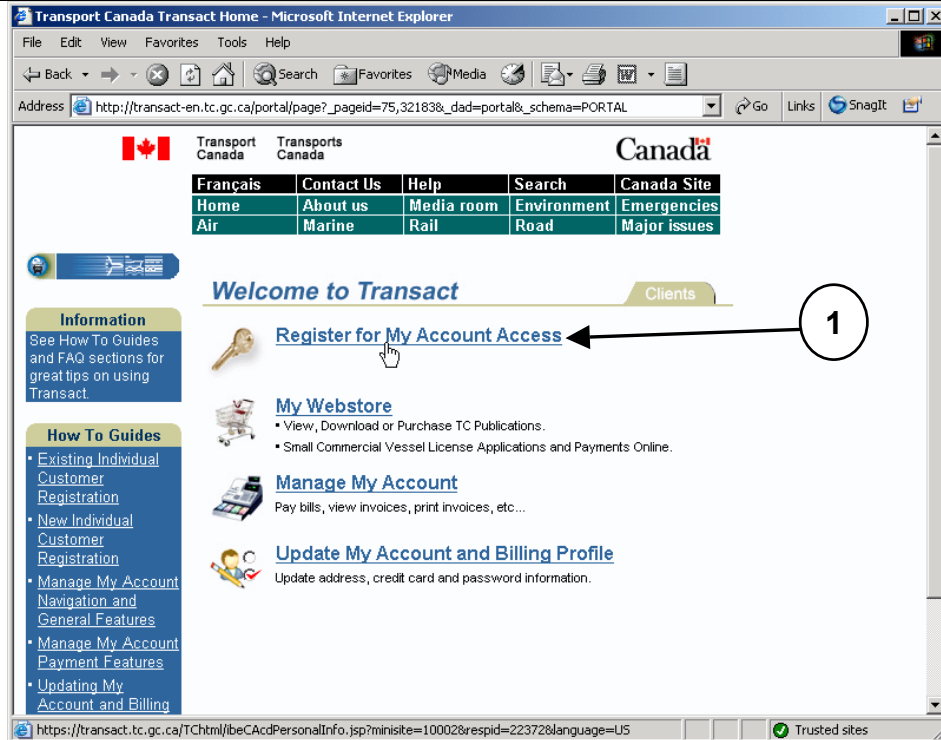
Welcome to Transact.

This guide demonstrates how individuals can sign-up for online access to their new Transport Canada personal customer account.

**Transact-02**

# Transact How To Guides New Individual Customer Registration

## Step 1: Registering for New Account Access



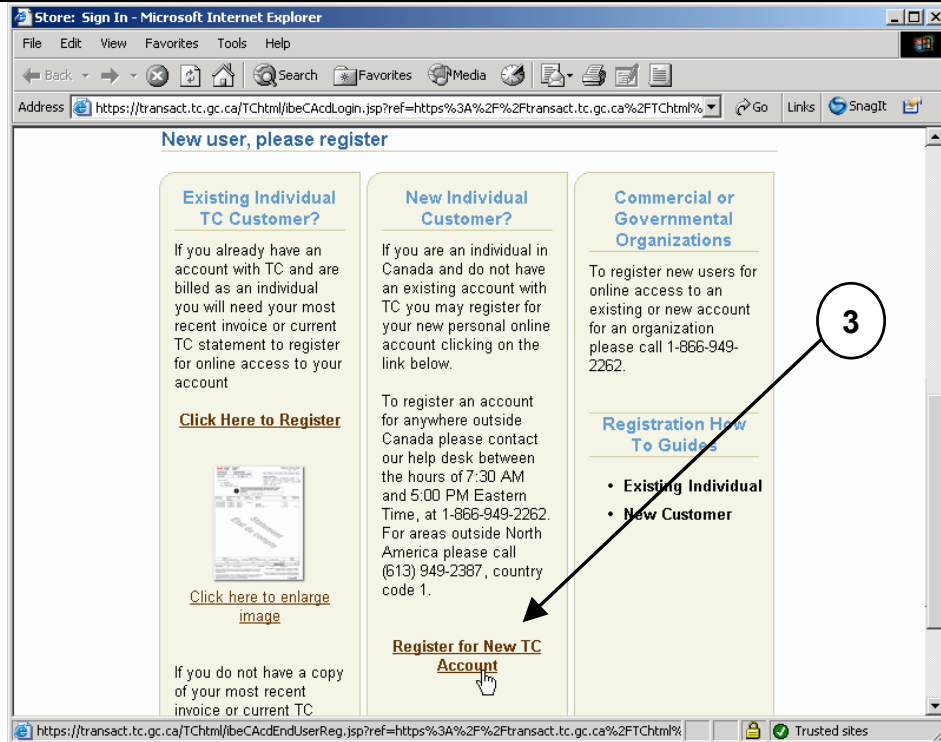
## Instructions

New individual customers can easily sign-up for online access and create their personal Transport Canada (TC) account. To begin:

1. On the Transact home page, click on the **Register for My Account Access** link.

**Note:** Commercial or governmental organizations who want to register users for online access to their existing or new organization account need to contact the help desk between the hours of 7:30 AM and 5:00 PM Eastern time at 1-866-949-2262.

## Step 1: Registering for New Account Access Cont...



## Instructions

2. On the **Sign In** page, scroll down to the **New user, please register** section.
3. Click on the **Register for New TC Account** link.

**Note:** To register an account for anywhere outside Canada please contact our help desk between the hours of 7:30 AM and 5:00 PM Eastern time at 1-866-949-2262. For areas outside North America please call (613) 949-2387, country code 1.

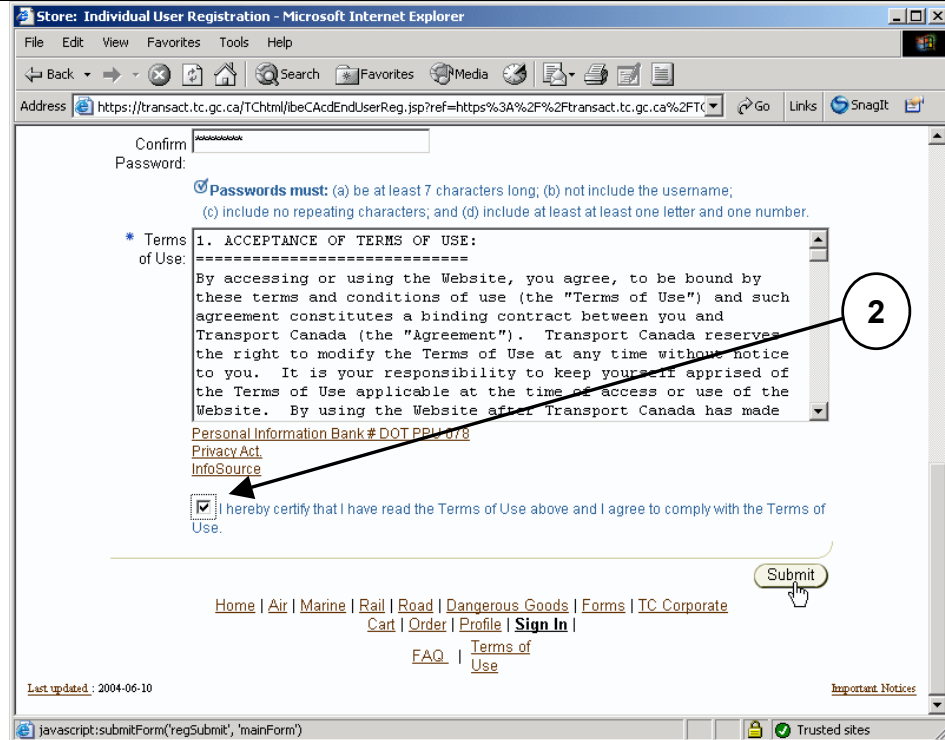
# Transact How To Guides New Individual Customer Registration

Step 2: Entering Registration Details	Instructions
	<p>All fields with an astrich * on the Individual User Registration page must be filled in before the correct user access and new account can be created. To proceed:</p> <ol style="list-style-type: none"> <li>1. Enter your first name in the <b>First Name</b> field.</li> <li>2. Enter your Last Name in the <b>Last Name</b> field.</li> <li>3. Enter your email address in the <b>Email</b> field. This address will be used for all Transact email correspondence with you (e.g. your registration confirmation email).</li> </ol>
<p><b>Step 2: Entering Registration Details Cont...</b></p>	<p><b>Instructions</b></p>
	<ol style="list-style-type: none"> <li>4. Enter your phone number in the <b>Day Phone Number</b> field. The number must include both your area code and local number.</li> <li>5. Enter your preferred username in the <b>Username</b> field. The username must be at least 8 characters in length.</li> <li>6. Enter a password for your account in the <b>Password</b> field. Passwords must be at least 7 characters long, cannot include your username, no repeating characters and must include at least one letter and one number.</li> <li>7. Re-enter your password in the <b>Confirm Password</b> field.</li> </ol>

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## New Individual Customer Registration

### Step 3: Agreeing to the Terms of Use and Completing Registration



### Instructions

1. Read Transport Canada's Terms of Use completely.
2. If you agree to the Terms of Use, click on the check box to indicate that you have read, understood and agree to comply with the Terms of Use.
3. Then, click on the **Submit Request** button.
4. You will then receive an email confirming your registration. Read the email before logging into Transact using your new account for the first time.

**Notes:** You cannot register for Transact access without accepting the Terms of Use.

Please see other How to Guides including **Navigation and General Features** and **Payment Options** found at the Transact home page for further details.