



# **Existing Individual Customer Registration**

Welcome to Transact.

This guide demonstrates how individuals who are already Transport Canada customers can sign-up for access to their personal account.

**Transact-01** 

Canada





#### Transact-01

http://www.tc.gc.ca/transact



Step 2: I	Entering Registration Details Cont	Ins	structions
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Register Pers	on 🔺		billing correspondence
* Customer	100000		from Transport Canada:
Number	(from top left of statement)		
* Username	janedoe01 (must be at least 8 characters )	a)	Email Notification of
* - 1			Invoices and
Address	janedoe01@domain.com (example: name@domain.com)		Statements only: Once
* Phone			you have selected this
Number	613-555-5555 (999-555-1234)		option, each time a new
* Billing	Email Notification of Invoices and Statements only		invoice or interest
Preferences			charge is added to your
* Terms of	Email Notification of Invoices and Statements only		account you will only
Use			receive email
	By accessing or using the Website, you agree, to be bound by these terms and		notifications.
	contract between you and Transport Canada (the "Agreement"). Transport Canada	b)	Paper Invoices and
	reserves the right to modify the Terms of Use at any time without notice to you. It is your responsibility to keep yourself apprised of the Terms of Use		Statements only: By
	applicable at the time of access or use of the Website. By using the Website		selecting this option, you
	arter fransport canada has made modifications, you agree to be bound by such 💽		will continue to receive
	□ I hereby certify that I have read the Terms of Use above and I agree to comply with the Terms of Use.		hard copy invoices and
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Step 4: Completing Registration	Instructions
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Address (@) https://transact.tc.gc.ca/OA_HTML/jsp/por/services/TC_irec_challenge.jsp?displayLanguage=US&customer_type=Trx&user_name=yat	you can answer the challenge response question and complete the registration process.
Please answer either of the following questions before continuing !	OR
What is the Date of your most recent Invoice Date Format (DD-MM-YYYY)	Enter your Canadian Aviation Permit/Licence number to complete the
What is your Canadian Aviation Permit/Licence number ?	registration process.
* Indicates a required field Submit Request How Do I Find My Most Recent Invoice Date?	
Trusted sites	



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Step 4: Completing Registration Cont	Instructions
https://transact.tc.gc.ca/OA_HTML/jsp/por/services/TC_irec_login.jsp?displayLanguage=U5 - Microsoft Internet Explorer         File Edit View Favorites Tools Help         Image: Search I	<ol> <li>A confirmation page will appear that informs you that your registration request has been processed.</li> <li>You will also receive an email with the password you will need to login to Transact and access your account.</li> </ol>
Self Registration Confirmation CONFIRMATION: Your request for user registration has been processed. You will receive a confirmation email containing your password. Once you receive this email, you can use your username and password to login at http://www.tc.gc.ca/transact	<b>Note:</b> You should receive a confirmation email containing your Transact password within 30 minutes. If you have not received the confirmation email after 30 minutes, please contact Technical Support 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.
Step 5: Logging in Using Your Account for the First Time	Instructions
Image: Transport Canada Transact Home - Microsoft Internet Explorer         File       Edit       View       Favorites       Tools       Help         Back       +       +       Image: Contact Us       Favorites       Image: Contact Us       Favorites       Canada         Address       Internet       Image: Contact Us       Help       Search       Canada       Canada         Image: Contact Us       Help       Search       Canada       Canada       Image: Contact Us       Help       Search       Canada       Canada       Image: Contact Us       Help       Search       Canada       Canada       Image: Contact Us       Help       Search       Canada       Canada       Image: Contact Us       Help       Search       Canada       Canada       Image: Contact Us       Help       Search       Canada       Image: Contact Us       Help       Search       Canada       Image: Contact Us       Main	<ul> <li>Whether entering the</li> <li>Webstore or the Manage my</li> <li>Account web application, the</li> <li>first time you login to</li> <li>Transact after registering</li> <li>you will have to change your</li> <li>password. This is illustrated</li> <li>below using Manage my</li> <li>Account but the essential</li> <li>steps are the same. To</li> <li>proceed:</li> <li>1. On the Transact home</li> </ul>
How To Guides       • View, Download or Purchase TC Publications.         • Existing Individual Customer Registration       • View, Download or Purchase TC Publications.         • New Individual Customer Registration       • Manage My Account Pay bills, view invides, print invoices, etc         • Manage My Account Navigation and General Features       • Update My Account Update address, credit card and password information.         • Manage My Account Pay bills, view invides, print invoices, etc       • Update My Account Update address, credit card and password information.         • Wanage My Account Payment Features       • Update address, credit card and password information.         • Updating My Account and Billing       • Tusted sites	page, click on the Manage My Account link.

Step 5: Logging in Using Your Account for the First Time Cont	Instructions
A Sign In - Microsoft Internet Explorer	2. Enter your username in
File Edit View Favorites Tools Help	the <b>Username</b> field.
	3. Enter the password that
Address C https://transact.tc.gc.ca/OA_HIML/ICAppsLogin.jsp/langCode=U5	you received in your
Transport Transports Canada Canada	Password field
Français Contact Us Help Search Canada Site	4. Click on the <b>Login</b>
	button.
Login to access your account to manage and pay invoices (4)	
Indicates Described Field	
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Step 5: Logging in Using Your Account for the First Time Cont	<ul> <li>Instructions</li> <li>5. You will be prompted to change your password. Enter the password from your confirmation email in the Current Password field.</li> <li>6. Enter a new password in the New Password field and then re-enter the password in the Reenter New Password field.</li> <li>7. Click on the Apply button.</li> <li>Note: Passwords must be at least seven characters in length, contain at least one number and one alpha</li> </ul>
Step 5: Logging in Using Your Account for the First Time Cont	<ul> <li>Instructions</li> <li>5. You will be prompted to change your password. Enter the password from your confirmation email in the Current Password field.</li> <li>6. Enter a new password in the New Password field and then re-enter the password in the Re-enter New Password field.</li> <li>7. Click on the Apply button.</li> <li>Note: Passwords must be at least seven characters in length, contain at least one number and one alpha character, and contain no</li> </ul>
Step 5: Logging in Using Your Account for the First Time Cont	<ul> <li>Instructions</li> <li>5. You will be prompted to change your password. Enter the password from your confirmation email in the Current Password field.</li> <li>6. Enter a new password in the New Password field and then re-enter the password in the Reenter New Password field.</li> <li>7. Click on the Apply button.</li> <li>Note: Passwords must be at least seven characters in length, contain at least one number and one alpha character, and contain no repeating characters.</li> </ul>