

Step 1

Subscribe to the Nova Scotia Business Registry (NSBR) free of charge.

The Nova Scotia Business Registry (NSBR) provides a secure environment that allows businesses to access government resources anywhere at anytime. Your business can apply for licences, permits, registrations, and electronic notification of tenders (see Step 2). You may also register with the Worker Compensation Board and the Canada Revenue Agency. As well as receive WCB Clearance Letters in real time.

Steps needed to be an NSBR subscriber:

1. Visit www.nsbr.ca and click on [Free Subscription] found on the left side menu.
2. Read information required to subscribe then click on [Subscribe to the NSBR].
3. Complete the next screen then click [Continue].
4. Register anyone in your business who will use the services of the NSBR. Click [Save] to continue.
5. You are required to select one administrator from the list of users then click [Continue].
6. Click [Continue] again since there is no fee for the subscription service.
7. Read terms and conditions. Click [Yes] to Continue.
8. Verify the information and click [Submit]. You will receive a confirmation number (please record).

You may download your information package. User IDs and passwords will follow by mail within a week.

If a representative is not identified (step 4) they will not be able to use the tender notification service.

Step 2

The Tender Opportunities Notification Service (TONS) of the Nova Scotia Business Registry (NSBR)

TONS, provided at no charge, by the NSBR, allows users to receive e-mail notifications of any new tenders posted on the provincial website (www.gov.ns.ca/tenders) that match pre-selected categories. To access TONS, you must first be a subscriber of the NSBR (Step 1).

How to Subscribe to TONS:

1. Go to www.nsbr.ca and click [Subscriber Login] from the left side menu.
2. Read the terms and conditions. Click [Accept].
3. Enter your User ID and password. A screen showing your general business information will appear.
4. From the left side menu select [Tender Opportunity Notification Service].
5. To activate the TONS service you must provide a valid e-mail address and select one or more categories.
6. Once this information is saved an e-mail will be sent confirming the e-mail address and selected categories (within 24 hours).

Notes:

- If you do not receive an e-mail confirmation, step 6, please repeat the above steps to verify you have entered the e-mail address correctly. This field can only contain one e-mail address.
- The e-mail address and category can be changed at any time by repeating the above steps.
- The service can be turned off by logging into the NSBR, selecting the TONS service from the left side menu and selecting turn off option. All information is saved and it can be reactivated at any time.