

Ontario Business Registry

Ecore Integration within Fast Company - FAQ's

October 19, 2021

How can I get an ecore account?

If you do not have an ecore account, email us at sales@dyedurham.com for more information or click the button below to open a deposit account.

[Open an ecore account](#)

What are the benefits of using the ecore Integration?

All data from within Fast Company will populate into the ecore E-File Data screen when choosing to file your Articles of Incorporation, Initial Returns, and Notice of Change electronically. You simply must complete the additional field in the on-screen form, click to initial ecore filing, and comply with any messages regarding missing data or acknowledgements.

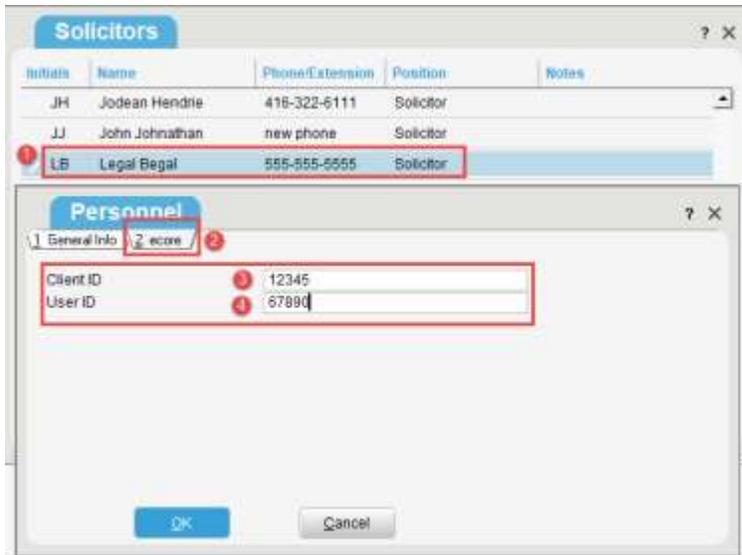
Details of the incorporation are automatically updated in Fast Company including the Corporate Name, Date of Incorporation and Ontario Corporation Number. The Certificate of Incorporation or Form 1 Confirmation of Filing is displayed and stored with the Corporate Record.

Why are my existing ecore credentials not working?

Ecore has switched to an account ID and User ID validation process. To start working with the new ecore integration, you will have to log into your ecore account and enter your Account ID into the Client ID field and your User ID into the User ID field in our solicitors or support staff database. See how to enter your ecore credentials below.

How do I enter my ecore credentials into Fast Company?

To start using ecore from within Fast Company, simply select the solicitor or law clerk with ecore credentials from the **Solicitors database** or **Support Staff** database by clicking on the **magnify glass** next to the Solicitor or Law Clerk field on Tab A of a record. Highlight the Solicitor or Law Clerk and click **Edit**. Enter the solicitor's or law clerk's Client ID and User ID on Tab 2 in the Personnel screen and click **OK**.



You are now able to file all your Incorporations and Form 1's from within the Forms & Registers tab of Fast Company when selecting electronic registration and clicking on the **ecore** Validate button.

Note: If you do not know your ecore credentials, log into ecore and they will appear in the account box.



What is a NAICS code?

The North American Industry Classification System (NAICS) is an industry classification system developed by the statistical agencies of Canada, Mexico, and the United States. NAICS has been designed for statistical purposes. Government departments and agencies and other users that use it for administrative, legislative, and other non-statistical purposes are responsible for interpreting the classification for the purpose or purposes for which they use it.

Some of the new corporate filings require a NAICS Code. We have provided you with the ability to lookup a corporation NAICS code based on a keyword lookup by simply entering keywords that most closely describe the primary line of business for a corporation and then search for proper NAICS code. A full directory can be found [here](#).

How do I search for a NAICS code within Fast Company?

On Tab B you will now see the new NAICS (North American Industry Classification System) section.

To complete a NAICS search complete the following steps:

1. Click on the **Keyword Lookup** button

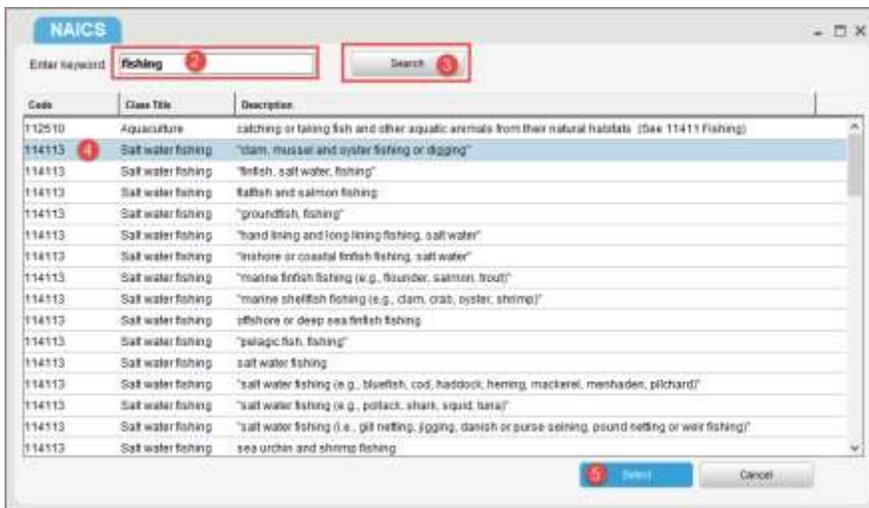


NAICS (North American Industry Classification System) [What is this?](#) **Keyword Lookup**

NAICS Code:

NAICS Description:

2. Enter a key word
3. Click **search** button
4. Highlight the code that best describes the corporation's primary line of business
5. Click **select**



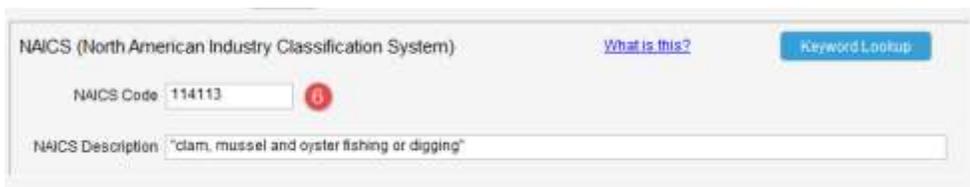
NAICS

Enter keyword: **Search**

Code	Class Title	Description
112510	Aquaculture	catching or taking fish and other aquatic animals from their natural habitats. (See 11411 Fishing)
114113	Salt water fishing	"clam, mussel and oyster fishing or digging"
114113	Salt water fishing	"finfish, salt water, fishing"
114113	Salt water fishing	"fish and salmon fishing"
114113	Salt water fishing	"groundfish, fishing"
114113	Salt water fishing	"hand lining and long lining fishing, salt water"
114113	Salt water fishing	"inshore or coastal finfish fishing, salt water"
114113	Salt water fishing	"marine finfish fishing (e.g., flounder, salmon, trout)"
114113	Salt water fishing	"marine shellfish fishing (e.g., clam, crab, oyster, shrimp)"
114513	Salt water fishing	"offshore or deep sea finfish fishing"
114113	Salt water fishing	"pelagic fish, fishing"
114113	Salt water fishing	salt water fishing
114513	Salt water fishing	"salt water fishing (e.g., bluefish, cod, haddock, herring, mackerel, menhaden, pilchard)"
114113	Salt water fishing	"salt water fishing (e.g., pollack, shark, squid, tuna)"
114513	Salt water fishing	"salt water fishing (i.e., gill netting, jigging, dawlsh or purse seining, pound setting or weir fishing)"
114513	Salt water fishing	sea urchin and shrimp fishing

Select Cancel

6. The NAICS Code and the NAICS Description will populate on Tab B



NAICS (North American Industry Classification System) [What is this?](#) **Keyword Lookup**

NAICS Code:

NAICS Description:

This data will pass to ecore and paper filings.

What is a company Key? Who has access to it?

A company key is a unique sequence of numbers assigned to a business. The company key is necessary to authorize an account to make changes to your records with the Ministry. The key-holder is responsible for keeping the key confidential. It should only be shared with an

authorized Service Provider or an intermediary. Dye & Durham as an authorized Service Provider with delegated authority to transact on filings and can bypass the company key requirement for all existing businesses, and new entities created through our solutions.

How do I get a company key? And where do I store it in Fast Company?

The company key will be sent to the official email address when the Articles of Incorporation have been registered. Request that the owner of the official email address send you the company key. You can then enter the company key on Tab B of the matter.

The owner of an existing business can sign up on the Ontario Business Registry website to retrieve your company key.

To avoid having to ask clients for their company key, use the same Service Provider you used to register the business for any subsequent filings. If you first used Dye & Durham to register the business, you will not be asked for a company key for subsequent filings. You can simply leave that field blank. If you need support to obtain the company key send a request to clientcare@dyledurham.com.

What changes can I expect to corporate filings previously filed through ecore (i.e., Articles of Incorporation)?

Articles of Incorporation

Main Changes	Other Changes
<ul style="list-style-type: none">• NAICS Code• Official Email Address• Email Addresses for all Incorporators• Company Key (generated)	<ul style="list-style-type: none">• Canada Resident Status (July)• Filing Notifications• Change in Data Structure (i.e. addresses, share structure)

Corporation Information Act Filings

Main Changes	Other Changes
<ul style="list-style-type: none">• NAICS Code• Official Email Address• Email Addresses for all Officers and Directors• Company Key (generated)	<ul style="list-style-type: none">• Moved to a Different Location within ecore• Ability to Remove Officers and Directors (as opposed to ceasing)

What is the official email address?

All official correspondence for the company from the Province of Ontario will be sent to the Official Email Address. The official email address can belong to the individual with a legal duty to manage the business or your law firm.

What happens if articles are submitted on weekends? Statutory Holidays? Late at night?

The Ontario Business Register is meant to be available 24/7. Therefore, if articles are submitted on weekends, outside of normal business hours, or on a statutory holiday, and they are transactions that are fulfilled automatically by the system, the endorsement date will be the date submitted. Ecore continues to offer the ability to have documents filed at a specified date in the future.

Who will get confirmation of filing and other filing reminders? The "official email" or the "contact email"?

Both email addresses will receive confirmation of filing and filing reminders. The email addresses provided must be kept current.

I filed my Articles of Incorporation with my formatted precedents for the restrictions and other provisions tabs in ecore but when I received my filed Articles of Incorporation the formatting was not there. Why?

Any precedents that have been formatted i.e., paragraph number, indenting spacing etc. will be wiped out by the Ministry when submitting. This is a known issue by the Ministry, and they will be working to update this in the future.

What is the character limit for the Restrictions and other provisions tab on the ecore screen?

The character limit in each of these fields is 100,000 characters. Any characters over the 100,000 limit will not appear. This limit has been set by the Ministry.

What is the character limit for the Restrictions and other provisions tab on the paper forms?

The character limit in each of these fields is 10,000 characters. Any characters over the 10,000 limit will not appear. This limit has been set by the Ministry.

I have WordPerfect, why can I not produce any of the new Corporate Forms from the Forms & Registers tab.

The Ministry of Government and Consumer Services (MGCS) has released new PDF forms. The technology used to generate these forms within Fast Company requires an install of Microsoft Word on your computer to generate these forms in PDF. This technology does not work with WordPerfect.

What are the contact information fields used for?

A number of the new Ontario Business Registry forms require contact information. We have added these new fields to Fast Company in order for the data to pass from Fast Company to the new Ontario Business Registry forms.

How do I access ecore to file my Articles of Incorporation?

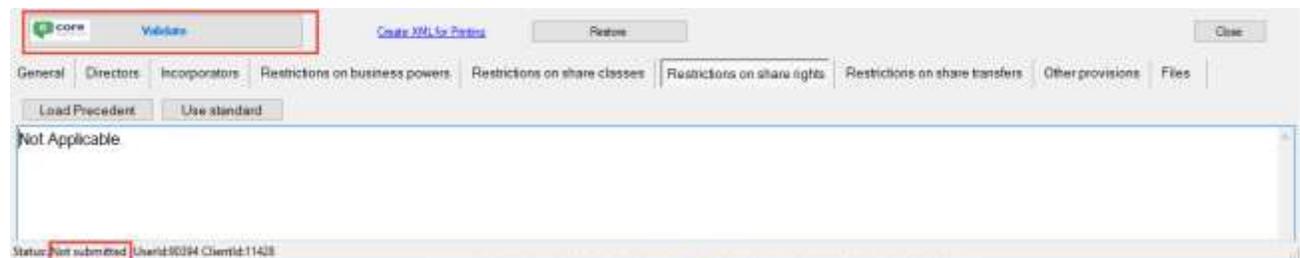
To access ecore filings for Articles of Incorporations, ensure that the **ecore E-File** option is selected beside the Articles of Incorporation on the Forms & Registers tab and click on the **check mark** beside the Articles of Incorporation and the ecore Window will appear.



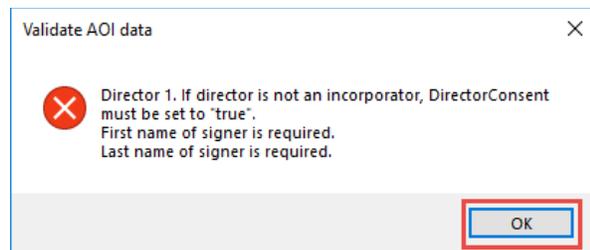
How do I submit my Articles of Incorporation to ecore?

When all information has been entered into the ecore window, you are now ready to validate your data before submitting to ecore.

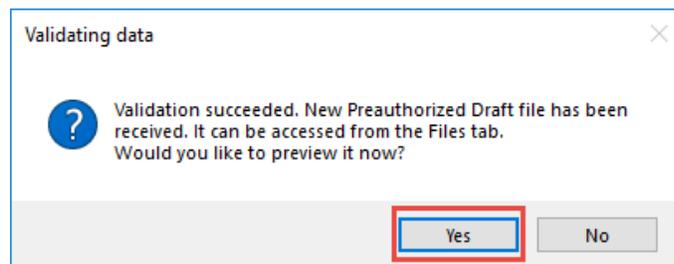
To validate click on the **Validate** button. Notice the status is set to not submitted.



If any information is missing from the validation, the Validate AOI data window will appear to inform you as to what information is missing. Click **OK** to close this window and go back to ecore window to enter the missing information. Click **Validate** again.



When all the data has been validated, the following window will appear indicating that validation was successful and that a draft file has been added to the **File** tab. You have the option to preview the file now by clicking **Yes**.



When you click yes to open the file from the **File** tab, a preview of the file will appear. Click **Close** after you have previewed the file to ensure all information is accurate.



Reference Info:
Docket Info:

Printed on October 14, 2021 16:17
Requested Incorporation Date: ASAP

Articles of Incorporation

Business Corporations Act

1. Corporation Name
ONTARIO LIMITED

2. Registered Office Address
705-123 FRONT STREET W

3. Number of Directors



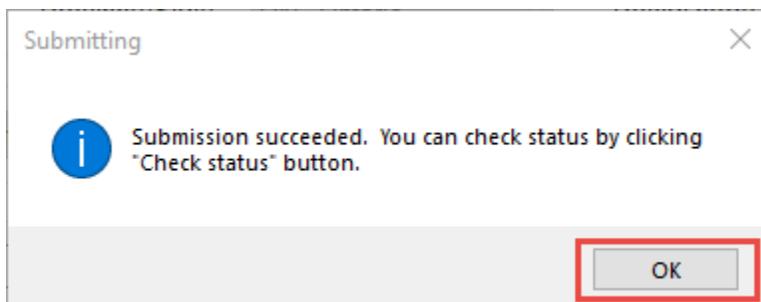
Print

Close

If you are satisfied with the preview, click **Yes** to submit the incorporation request now. If you click **No** the window will close and you will have the ability to make changes to the ecore window and submit later by clicking Submit on the ecore window.



You will receive a submission succeeded window. Click **OK** to close the window.



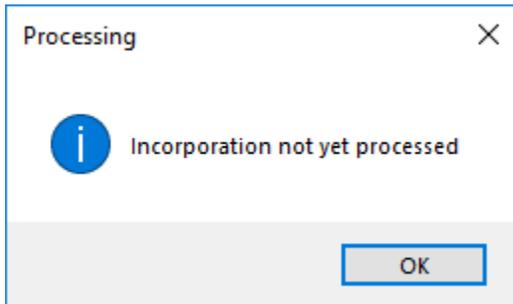
The status will change to processing on the bottom left-hand corner

Status: Processing UserId:90394 ClientId:11428

You can also check the status by clicking on the **Check status** button on the ecore window. Note: filings can take some time.



The following window will appear if incorporation has not yet been processed. Click **OK** to close.

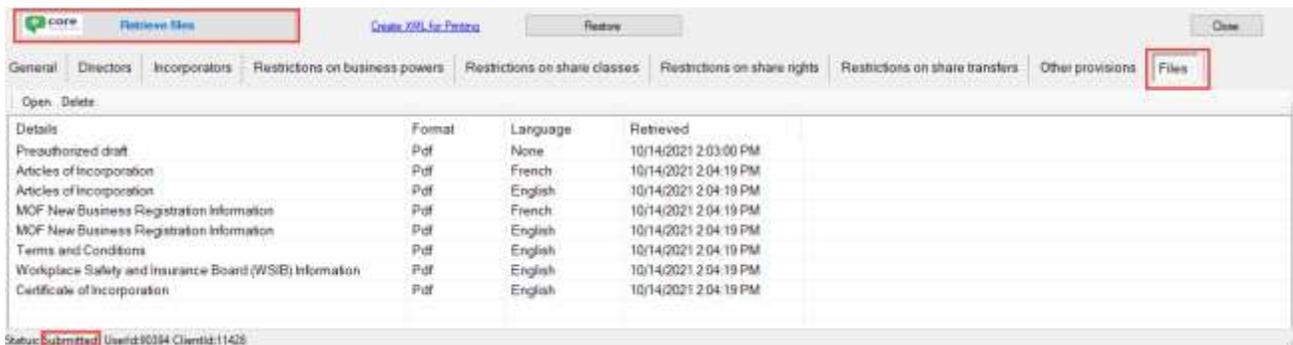


Once the status has been updated to Retrieve Files, the following documents will also appear on the Files tab and the status will change to **submitted**.

- Certificate of Incorporation
- Articles of Incorporation in English and French
- Terms and Conditions
- Workplace Safety and Insurance Board (WSIB) Information
- MOF New Business Registration Information in English and in French.

Note: The Corporation will receive an email to their **official email address** noted on Tab E containing the above documents.

Once the status has been updated to Retrieve Files, the above documents will also appear on the **Files** tab and the status will change to **submitted**.



How do I access my Precedents folder until such time as the paper forms are available?

As an interim solution, you can access your precedents from the location of your Fast Company folder i.e. C:\FASTCO\PRECEDEN. In this folder you will see all of your saved precedents. Right click on any one of these files and **open with** select **Notepad**. You are now able to copy and paste from Notepad to the form launched through Dye and Durham or the Ontario Business Registry.

I previously prepared draft Articles of Incorporation and Form 1's. They are no longer available after the upgrade. Why?

The Ministry has imposed a service disruption period for filings. As of October 15 at 5:00 p.m. to October 19 at 9:00 there is a province-wide blackout period for any Ontario incorporations and other related files.

If you have drafts that were not filed by October 15 at 5:00 p.m., you will need to prepare and submit all filings in accordance with the new legislative framework. Any drafts of the various filings under the existing regulatory framework will no longer be accepted.