



Business Name Registrations/Renewals

1. Login through the members portal at www.oncorp.com
2. From the Corporate tab, Scroll down to **Ontario Business Name Registration**
3. Enter your reference and docket info. You may then select your **entity type** (Sole Proprietor/General Partnership/Trade Name) as well as **registration type** (Registration/Renewal) and click next:

Registration Type

Reference Info *	<input type="text" value="Test"/>	Docket Info *	<input type="text" value="Test"/>
Entity Type *	<input type="text" value="Trade/Business Name for a Corporati"/>	Registration Type *	<input type="text" value="New"/>

Next

4. Next, you will need to enter your business details, including **name and NAICS code**. The NAICS code is a new legal requirement in which you must categories your business using a distinct 5-digit code. If you are unsure what your code is, you may search by keyword in the description box and select **Search NAICS Code**:

Business Details

If you are carrying on business under your personal name only, you are not required to register the name (JOHN SMITH not required, JOHN SMITH & CO., required).

Business Name *	<input type="text" value="Business Name"/>	<input type="button" value="Check Entity Name"/>
<input type="checkbox"/> I confirm and acknowledge the business name. *		
NAICS Code *	NAICS Description *	<input type="button" value="Search NAICS Code"/>
Business Activity *	<input type="text" value="541110"/>	<input type="text" value="corporate law, offices"/>

Look up the NAICS code by a key word search or enter the code



5. Next, proceed to enter the address of your business as well as your email. **NOTE*** the email must be of a business owner or a firm if they are carrying out your legal obligations:

Business Location Has business in Ontario Address: Standard Lot & Concession

For Rural Addresses, use Lot & Concession nos. or RR nos. DO NOT USE P.O. Box

Country *

Street Number * Street Name *

Addtl Addr. Info

City * Province * Postal Code *

Official Email Address

Official Email *

I accept and acknowledge that correspondence from MGCS will be sent to this email. *

Confirm Email *

6. Once you have completed the boxes above as well entered your contact information, click next to proceed:

Contact Information

First Name * Middle Name Last Name *

Country Code Area Code Phone Number Extension Contact Email *

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[Save](#)

7. Next you will reach the Owner Details page. This will differ based on the type of registration:

- **Sole Proprietor:** Simply enter your contact information in the boxes below:

Individual

First Name * Middle Name Last Name *

Address for Service Address: Standard Lot & Concession

For Rural Addresses, use Lot & Concession nos. or RR nos. DO NOT USE P.O. Box

Country *

Street Number * Street Name *

Addtl Addr. Info

City * Province * Postal Code *

Declaration of state

First Name * Last Name *

I confirm the accuracy of the information submitted. *



- **General Partnership:** Input the number of partners and input their information:

Owner Details

If there are more than ten(10) partners, you may select a designated partner or enter the information for all partners.

No. of partners * [+ Add partner](#)

Partner Info Individual Corporation Other

First Name * Middle Name Last Name *

- **Trade Style:** Enter your corporatation OCN and name and select the look up button.
You can then select your coproation from the drop down meny and proceed:

Owner Details

OCN * Corporation Name * [Look Up](#)

8. At the **Authorizer** window, select the type of authority from the top right corner as highlighted below. Proceed to enter the contact information of the authorizer:

Authorizer Is Authorizer a Proprietor Individual Corporation Other

Individual

First Name * Middle Name Last Name *

Address for Service Standard Lot & Concession

For Rural Addresses, use Lot & Concession nos. or RR nos. DO NOT USE P.O. Box

Country *

Street Number * Street Name *

Add'l Addr. Info

City * Province * Postal Code *

Declaration of state

First Name * Last Name *

I confirm the accuracy of the information submitted. *

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9. At the summary page, you will have the opportunity to review all the information you've submitted. You may then sign the declaration at the bottom and click on **validate**. Once the system ensures there are no errors the submit button will become accessible:

Declaration of state

First Name * Last Name *

I confirm the accuracy of the information submitted. *

[Prev](#) [Validate](#) [Submit](#) [Print](#) [Save](#)

10. Once submitted you can find your BNA under the **Submitted tab** on the left side of the index.
- Note*** new registrations will be available for 4 days to allow you to print your Master Business License. Renewals take 4 business days, afterwards they will also be available for 4 days:

BNA Registration

Registration
 Draft
 Submitted
 [Search](#)
 Help
 Version: 0.7
 Build date: 2021-10-12

Search Submitted Registrations

Start Date: 09/29/2021 3:31 PM End Date: 10/14/2021 3:31 PM Registration ID:

Reference Info: Docket Info: Bin Info:

Address: Entity Type: --Select-- Registration Type: --Select--

Business Name:

[Clear filter](#) [Search](#)

Reg ID	Date	Reference	Docket	Bin	Business Name	Address	Entity Type	Registration Type	Status	Action
No records found										