

Yukon Corporate Online Registry (YCOR)



“HOW TO” - Online searches, account, Private Filing Key (PFK) for filings



June 2022

<https://ycor-reey.gov.yk.ca/login>



Welcome to the Yukon Corporate Online Registry (YCOR).

YCOR enables you to search for any business or not-for-profit entity in the Corporate Registry of Yukon. You can search for an entity and view summary information for free. Access to detailed entity profiles, certificates, the filing of Business Name Renewals and other periodic filings are available as fee-based services.

REEY est seulement disponible en anglais pour le moment.

[Register for an Account](#)

Go to page 3

[Search as a Guest](#)

[Reserve a Name as a Guest](#)

[Renew a Business Name as a Guest](#)

NO
ACCOUNT
NEEDED

Login

By logging in, you agree to these terms.

Email address

Password

Log in

[Forgot your password?](#)

Remember me

WHAT TYPE OF ACCOUNT YOU NEED?

What do you want to do?	What you need	How to get there
<ul style="list-style-type: none"> • Simple searches • Name reservations • Renew your business name every 3 years 	<p>NONE</p>	<p>Just click on the appropriate link on the landing page</p>
<ul style="list-style-type: none"> • See profile reports and have access to filed documents • Obtain up to date Certificates of Status 	<p>REGULAR ACCOUNT</p>	<ul style="list-style-type: none"> • Click “Register for an Account” on the home page • Follow steps on page 3 and 4 of this presentation • Agree to the Terms of Use
<p>Everything a regular account can do, plus</p> <ul style="list-style-type: none"> • Perform online filings through the Yukon Corporate Online Registry if you are an officer, director, or owner of an entity and have the required authority to request a PFK for that entity. 	<p>REGULAR ACCOUNT + Private Filing Key (PFK)</p>	<ul style="list-style-type: none"> • Click “Register for an Account” on the home page • Follow steps on page 3 and 4 of this presentation • Request a Private Filing Key (PFK) by following steps on page 5 • Agree to the Terms of Use

Register for an Account

First Name Your first name is required.

Last Name Your last name is required.

Email Address

Password Your password must be at least 8 characters long and cannot consist solely of lowercase letters.

Password confirmation


Department or Company Name Optional.

Phone Number Optional.

Receipt Email Address Optional. A separate email address to which receipts should be sent.

Pre-authorization Amount \$ The amount you wish your credit card to be preauthorized for access to entity profiles. Minimum amount is \$50. Maximum amount is \$500.

Language for reports and receipts Select the language for entity reports and receipts.

I'm not a robot  reCAPTCHA
Privacy - Terms

Register

Complete name (first name, last name) of a real person....

The activation e-mail will be sent to this e-mail address, make sure it is accurate in order to be able to activate your account.

This is your invitation to use YCOR.

YCOR (Yukon Corporate Online Registries) enables you to search for any business or not-for-profit entity in the Corporate Registry of Yukon.

An account has been created for you using this email address. All you have to do is activate the account, set a password, and complete your account details.

NOTE: If you use Microsoft® Internet Explorer browser to access YCOR, you must use version 11.0 or later and make sure that you have TLS 1.2 Encryption turned on. To do this in Internet Explorer, click Tools > Internet Options, and then click the Advanced tab. In the Security category, UNCHECK Use SSL 2.0 and CHECK all of these options: 'Use SSL 3.0', 'Use TLS 1.0', 'Use TLS 1.1', and 'Use TLS 1.2' (if available)."

Activate My Account

If you don't want a YCOR account, just delete this email and everything will go back to the way it was.

My Account

Account is: **ACTIVE**

First Name
Your first name is required.

Last Name
Your last name is required.

Title (English)

Title (French)

Email Address

Department or Company Name

Phone Number Optional

Receipt Email Address
Optional. A separate email address to which receipts should be sent.

Pre-authorization Amount \$
The amount you wish your credit card to be preauthorized for access to enter is \$500.

Language for reports and receipts
Select the language for entity reports and receipts.

or

Password

[Change My Password](#)

Payment Details

You do not currently have a credit card on file.
[Add Card \(Secure Page\) ...](#)



YCOR - Yukon Corporate Online Registries

Credit Card Information

Card Type:

Card Number:

Expiry Date: Month Year

Credit Card CVD: [What's this?](#)

Personal information on this form is collected under the Yukon Access to Information and Protection of Privacy Act (ATIPPA), Section 29(c) by the Government of Yukon Department of Community Services to enable online credit card payments for the Yukon Corporate Online Registry (YCOR) system.

Yukon Government employees do not have access to this personal information, and it is held securely in a Payment Card Industry service.

For further information, contact the Manager, Corporate Registries at 867-633-7969, or toll free within Yukon at 1-800-661-0408, Ext. 7969 or corporateaffairs@gov.yk.ca.

You can also change your pre-authorization amount

Add a credit card to your account

Once you have submitted payment information you will be redirected to "My Account" page – please save your information

SEARCHES and OPTIONS

NOTICE
YCOR STAGING VERSION
DATA CURRENT WITH PRODUCTION AS OF 2019-10-08 11:30AM

Search for an entity

Name or File No. (6 digits): x Your Reference (Optional) Search as complete name

Search Tips
1 entities found.

A fee will be charged for each entity profile you view, unless you have viewed the profile within the last 12 hours.

NOTICE: Certificates are only available for entities that are currently active and in compliance.

Name	Entity Type	Registry No.	Jurisdiction	Status	Filings	Profile Report
UP ON THE ROOF TOP LTD.	Extra-Territorial Corporation	835359	ALASKA	In Compliance Certificate Of Compliance Of An Extra Territorial Corporation (\$25.00)	<input type="button" value="Submit..."/>	<input type="button" value="View (\$20.00)"/>

Requires only a regular account
* NO PFK REQUIRED *

Request a Private Filing Key

Private Filing Key Required

In order to submit a filing for this entity, you must have a Private Filing Key.

Private Filing Key for Entity 835359:

You can request a Private Filing Key for this entity [here](#).

If you do not already have a PFK ... click here and press

for
835359: UP ON THE ROOF TOP LTD.

A private filing key is required for you to make filings for entities, and insures that you have the permission and authorization to do so.

A key consists of a series of six letters and numbers such as A1B2C3 which are issued to you, registered to your account, and associated with the entity for which you requested it.

The key you are requesting will be sent via postal mail to the entity's Registered Office address.

By requesting a key, you are agreeing to these Terms of Use.

Are you sure you want to request a key?



Yukon Corporate Registries
Registre des sociétés du Yukon

Registry No. / Numéro d'enregistrement
XXXXXX

**TO THE USER
REQUESTING THE PFK**

2021-08-02

Re: Private Filing Key for your YCOR - Account User ID: XXXX

Dear XXXXXXXX;

On 2021-07-30, we received a request for a Private Filing Key to be issued for submitting filings in YCOR for:

NAME OF SOCIETY

Yukon Registry No.: XXXXXXXX

The following Private Filing Key (ID No. XXXXXX) has been issued to you:

XXXXXX

To use this key in YCOR, you must first activate it by visiting the *My Keys* page, while logged into your YCOR account. Locate the key and click **Activate**. You will be prompted to enter the key as shown above.

Once activated, the key remains in your account, and YCOR will automatically use it when you do a filing for the above-noted entity, provided you are logged into your account at the time.

If you no longer require this key, you can delete it from your account by visiting the *My Keys* page in YCOR.

You can contact Corporate Affairs by email at corporateaffairs@yukon.ca or by telephone at 867-667-5314 or toll-free (in Yukon) 1-800-661-0408 local 5314.

Sincerely,

YCOR Account Administrator

Once you have received your confirmation letter by mail with your PFK, you must **ACTIVATE** your key before starting filing online.



Yukon Corporate Registries
Registre des sociétés du Yukon

Registry No. / Numéro d'enregistrement
XXXXXX

Board of Directors

2021-08-02

Re: Private Filing Key for YCOR issued to XXXXXXX - Account User ID: XXXXX

This is to inform you that on 2021-08-02, we issued a Private Filing Key (PFK) to XXXXXX for submitting filings in YCOR for the following entity:

NAME OF SOCIETY

Yukon Registry No.: XXXXX

This Private Filing Key will remain in the user's account, and YCOR will automatically use it when the account holder does a filing for the above-noted entity.

Please ensure this Private Filing Key is only used by an authorized representative of **NAME OF SOCIETY**.

If you no longer require this key, if the user is no longer authorized to use this PFK or if the user is no longer associated with your business entity, you must send us a written request to cancel the PFK associated with the user account.

You can contact Corporate Affairs by email at corporateaffairs@yukon.ca or by telephone at 867-667-5314 or toll-free (in Yukon) 1-800-661-0408 local 5314.

Sincerely,

YCOR Account Administrator

Corporate Affairs
Community Services, Yukon Government

A confirmation letter is also sent to the board of directors at the Registered Office to notified the society of your request.