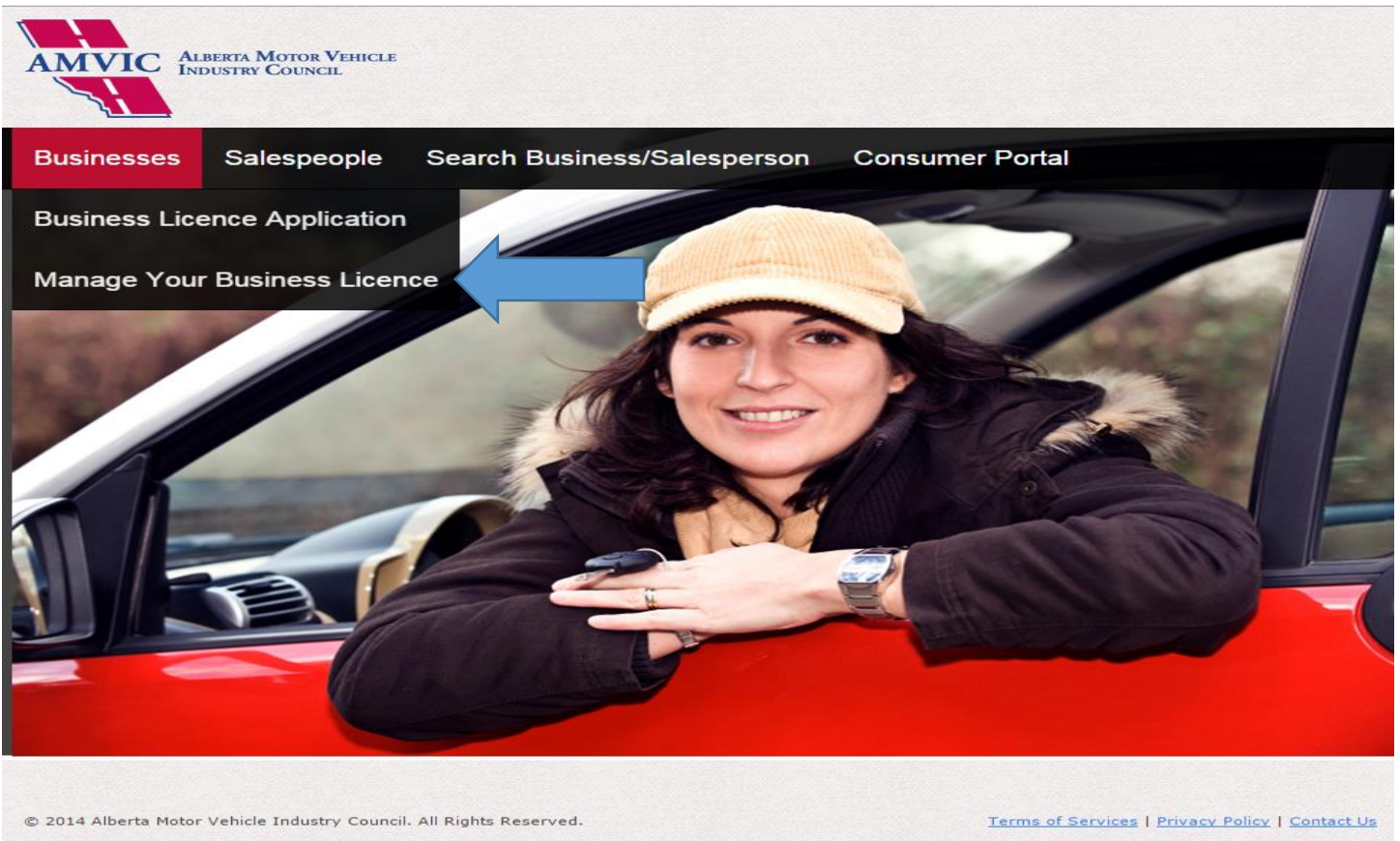


## Activate Online Portal – Business


Place cursor over Businesses



Select “Manage your Business Licence”



Click on "Activate Online"



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## EMPLOYER VERIFICATION PORTAL

AMVIC Number:  ? ←


Password:  ? ←

←

Enter your Registration number (make sure you place a B in front of number example: Bxxxxxxx)

Enter the Activation Code

Click on "Activate Now"



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## ONLINE LICENSEE SERVICE > ACTIVATION

Complete the following fields to proceed with your activation. The information entered below must match what is currently on file with AMVIC in order to activate and gain access to the Online Member Service. NOTE: Registration Number - If you are an automotive business your registration number is your license number, and you will need to add a "B" to the start of it (eg: B6005435). If you are salesperson your registration number is your registration number and you will need to add an "S" to the start of it (eg: S6005435).

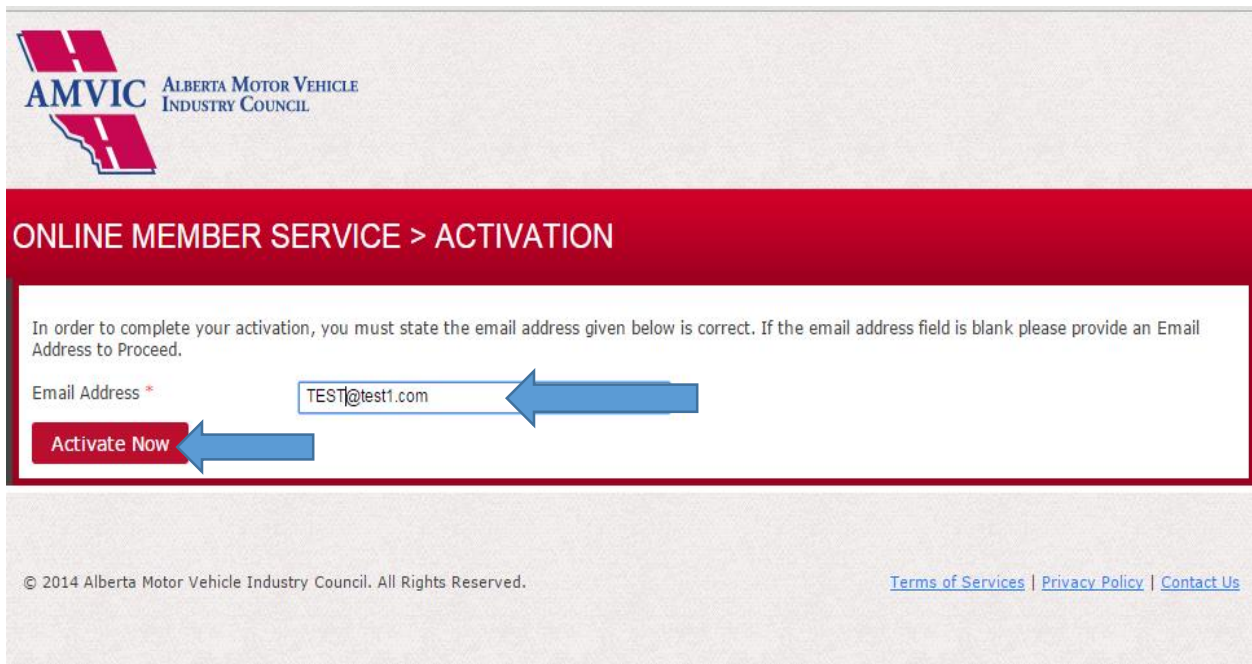
If you require assistance please contact AMVIC Licensing at (780)466-1140 during regular business hours.

Registration Number:  ? ←

Activation Code:  ? ←

←

Confirm the email address that AMVIC has on file and click “Activate Now”



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### ONLINE MEMBER SERVICE > ACTIVATION

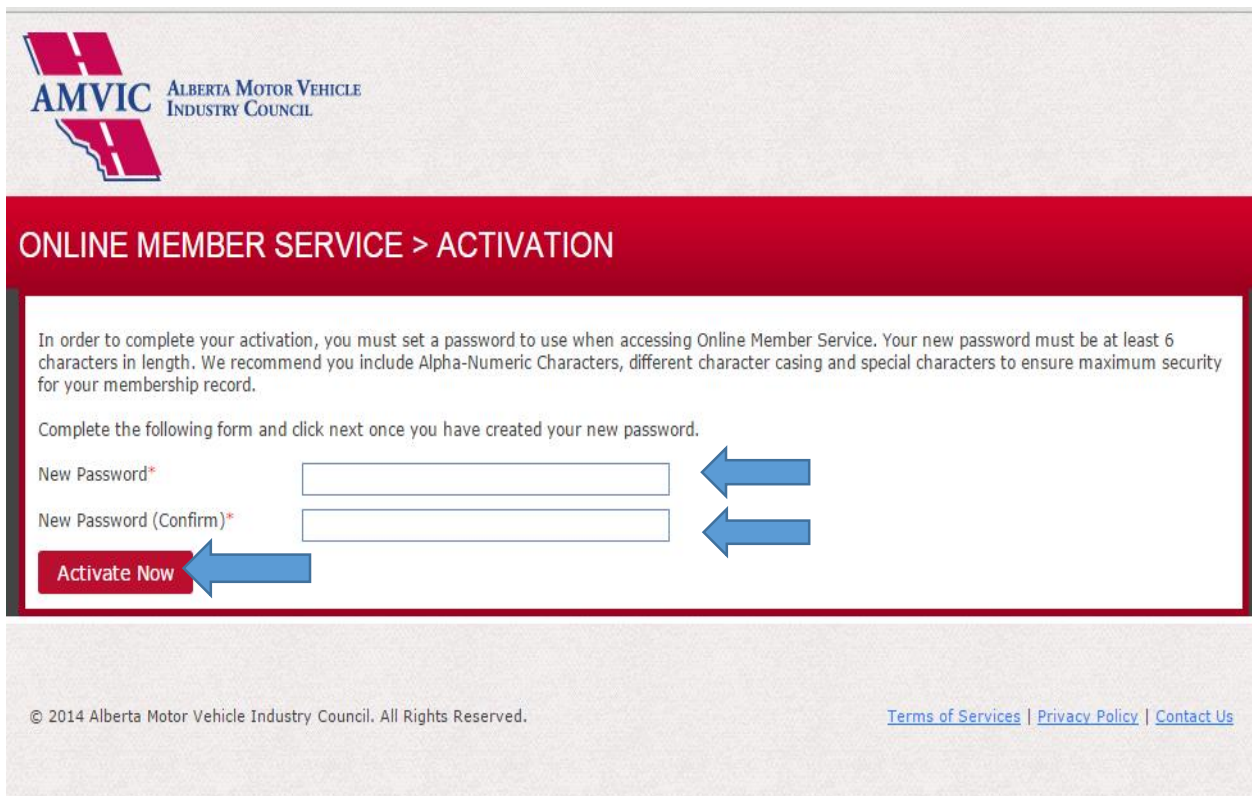
In order to complete your activation, you must state the email address given below is correct. If the email address field is blank please provide an Email Address to Proceed.

Email Address \*

**Activate Now**

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Enter and confirm a password that you would like to use to access your AMVIC Online Profile then click on “Activate Now”



**AMVIC** ALBERTA MOTOR VEHICLE INDUSTRY COUNCIL

### ONLINE MEMBER SERVICE > ACTIVATION

In order to complete your activation, you must set a password to use when accessing Online Member Service. Your new password must be at least 6 characters in length. We recommend you include Alpha-Numeric Characters, different character casing and special characters to ensure maximum security for your membership record.

Complete the following form and click next once you have created your new password.

New Password\*

New Password (Confirm)\*

**Activate Now**

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Select and answer three security questions for you AMVIC Online Profile and then click on "Activate Now"

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## ONLINE MEMBER SERVICE > ACTIVATION

The following form lets you set your secondary authentication questions and answers. These questions along with their corresponding answers are used to login to Online Member Service. They can also be used by Council in verifying your identity during any conversation in which information is to be provided over-the-phone.

First Security Question

Answer

Second Security Question

Answer

Third Security Question

Answer

**Activate Now**

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You have now successfully activated your online profile click on "Activate Now" to login to Online Member Services

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## ONLINE LICENSEE SERVICE > ACTIVATION

You have successfully completed your activation. Upon clicking 'Activate Now', you will be taken to the login page for Online Member Service. You must use your newly created password and any additional security details set during this process to login to Online Member Service.

Click 'Activate Now' to login to Online Member Service.

**Activate Now**

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