

Guide to Registering an Online Web Profile on the Spectrum Management System

- 1) Please go to the [Spectrum Management System](https://sms-sgs.ic.gc.ca/eic/site/sms-sgs-prod.nsf/eng/h_00011.html) website's Web Site Registration link: https://sms-sgs.ic.gc.ca/eic/site/sms-sgs-prod.nsf/eng/h_00011.html
- 2) Please complete all the procedures laid-out in the following screenshots to complete your web registration.

Select:

My Web Account

Industry Canada company numbers must be approved by a departmental administrator before being assigned. An email will be sent to either confirm the number or to request further clarification. **Access to the Spectrum Management System web site only follows granted approval.**

Register a new Web Account for a new or existing Licensee or Certification/Registration clients or Broadcaster **Click this box to register a new account please**

Add Licensee or Certification/Registration or Broadcaster account to Client Web Account

Add Licensee or Certification/Registration or Broadcaster account to Agent Web Account

New User Registration - Registration Type

Registration Type

Registration Type (required)

Radiocommunication Licences and Broadcasting Certificates

Existing Licensee

New Licensee **Choose New Licensee**

Agent/Consultant Existing Licensee

Agent/Consultant New Licensee

Equipment Certification and Registration

Existing Applicant

New Applicant

Agent Existing Applicant

Agent New Applicant

Certification Body

Existing Agent of Applicant

Company Takeover requests

Request for Company Takeover

Click 'Next' to continue

- If your planning on submitting your own radio licence applications then you would select '**New Licensee**'.

- If you have an existing account with us then you would select '**Existing Licensee**'.

- If you are an Agent/Consultant that plans on submitting applications on behalf of clients then you would either select '**Agent/Consultant Existing Licensee**' or '**Agent/Consultant New Licensee**'. However, if you are an Agent/Consultant that plans on submitting applications on behalf of clients, your client would have to:

B) add you as an Agent

C) you would have to provide your account information to your client in order for them to find you to add.

D) you must have your client sign the Power of Attorney form (see email package for the form), and attach it to the online application that you submit on behalf of a client. This must be done for each client that you submit for.

Registration Type **Web User Information** Licensee Information Payment Contact Information Attachments

Confirmation

- Password must contain at minimum one upper case character (e.g. A-Z)
- Password must contain at minimum one numeric character (e.g. 0-9)
- Password must contain at minimum one special character (e.g. ,!@#\$\$%^&*()_+~-={}[]:<>?.,/)

Login Name (required)	<input type="text" value="JSmith"/>	
Password (required)	<input type="password"/>	<ul style="list-style-type: none"> • Password must contain at minimum one upper case character (e.g. A-Z) • Password must contain at minimum one numeric character (e.g. 0-9) • Password must contain at minimum one special character (e.g. ,!@#\$\$%^&*()_+~-={}[]:<>?.,/) <p>Need to re-type Password</p> <p><u>Password must be at least 8 characters in length.</u></p>
Confirm Password (required)	<input type="password"/>	
First Name (required)	<input type="text" value="John"/>	
Last Name (required)	<input type="text" value="Smith"/>	
Telephone Number	<input type="text" value="1-800-555-1234"/>	
Fax Number	<input type="text" value="1-800-555-5678"/>	
E-mail Address (required)	<input type="text" value="john.smith@email.com"/>	

 Click either 'Next' to continue your Registration, or 'Back' if you need to re-check the previous page

Please note the following in regards to creating your account's password:

- **Minimum of 8 characters in length.**
- **Password must contain at minimum one upper case character (e.g. A-Z).**
- **Password must contain at minimum one numeric character (e.g. 0-9).**
- **Password must contain at minimum one special character (e.g. !@#\$\$%^&*()_+~-={}[]:<>?.,/).**

Registration Type Web User Information **Licensee Information** Payment Contact Information Attachments

Confirmation

Licensee Information

Licensee Name (legal name of an individual or an incorporated company) (required)	JS Racing Inc.
Licensee Type (required)	Corporation
Language (required)	English
Address (required)	55 St Clair Ave E
City/Town (required)	Toronto
Country (required)	Canada
Province (required)	Ontario
Postal Code (required)	M4V 1L8
Business Phone (required)	1-800-555-1234
Extension	1234
Mobile	555-555-5678
Mobile 2	
Fax Number	1-800-555-5678
E-mail Address (required)	john.smith@email.com

For the 'Licensee Type' please choose the option that best describes yourself as the Applicant that is applying for a Radio License. Options include Individuals, Business Entities, Agencies, Governmental Departments, etc.

[Back](#) [Next](#) **Click 'Next' to continue**

The 'Licensee' will ultimately be responsible for all the conditions laid-out on the radio licence. You may be the one submitting the application, but not necessarily be the one using the radio licence at your location or event.

Please ensure that the licensee's name and contact details are as accurate as possible.

Privacy Notice

The information requested on this form is a requirement to establish a secure, personalized user account with the Spectrum Management System (SMS). Your personal information, when collected, will be stored according to the provisions of the Privacy Act in Personal Information Bank #IC-PPU-083. The Privacy Act requires that we securely protect your personal information and provide you with access to it for review and correction.

Consult our [our Privacy Notice](#) for details.

New User Registration - Payment Contact Information

Registration Type Web User Information Licensee Information **Payment Contact Information** Attachments

Confirmation

Payment Contact Information

First Name (required)	<input type="text" value="John"/>
Last Name (required)	<input type="text" value="Smith"/>
Address	<input type="text" value="55 St Clair Ave E"/>
City	<input type="text" value="Toronto"/>
Province	<input type="text" value="Ontario"/>
Postal Code	<input type="text" value="M4V 1L8"/>
Telephone Number	<input type="text" value="1-800-555-1234"/>
Fax Number	<input type="text" value="1-800-555-5678"/>
E-mail Address (required)	<input type="text" value="john.smith@email.com"/>

If someone other than yourself will be responsible for paying the radio licence fee then please enter that person's contact details as accurately as possible.

If the Payment Contact Information is inaccurate at the time of sending the Radio Licence Fee Invoice then you will be solely responsible for any delays in acquiring your radio license, and/or your whole application may be returned back to you as 'Incomplete'.

Click 'Next' to continue

The Payment Contact person will be the one ultimately responsible for paying the radio licence fee invoice when it is ready for payment.

The Payment Contact person may be yourself, and/or another person in charge of Accounts Payable. If there is a specific person who will be paying the radio licence fee(s) then please ensure that the person will have access to the web profile account in order to pay online with a certified Visa or MasterCard Credit Card.

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New User Registration - Attachment(s) required for Account Access

Registration Type Web User Information Licensee Information Payment Contact Information **Attachments** Confirmation

Attachments ***Please read the note at the bottom of this screenshot before attaching anything!**

Select Attachment

Extra Info.txt

Select File

Find file

Description

Dates of events across Canada, extra info of equipment, etc.]

Add Attachment

Attach file

Please upload documents showing the entitlement for system access, e.g. a 'Power of Attorney' or completed authorization to act on behalf of the licensee / company.

Back

Next

Click 'Next'

Normally Non-Short Term Radio Licensee Applicants would be attaching documents such as Covering Letters, scanned copies of their Incorporated Papers, Power of Attorney form, etc. So therefore I would suggest holding off on attaching anything here at the Registration Phase for now please. You can attach your requests for certain frequencies, or your list of dated events across Canada, or your Block Diagram of your Radio Equipment later on during the application process. Thank you.

It is advisable to not attach any block diagrams, requests for preferred radio channels, and/or technical schematics at this stage. The types of attachments at the Registration phase would normally consist of Power of Attorney forms, scanned copies of your Incorporated Papers, or a Covering Letter explaining why you wish to have an account with Innovation, Science and Economic Development.

Attachments such as block diagrams, technical briefs, and/or requests for preferred radio channels can be attached later when applying for a radio licence, which will be covered in a different guide.

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New User Registration - Attachment(s) required for Account Access

Registration Type > Web User Information > Licensee Information > Payment Contact Information > **Attachments** > Confirmation

Attachments *If you did decide on attaching a file (or files) to the Registration Phase then this is what you would see.

Select Attachment **Look for more files if desired**

Description

Attach more files if desired

Attachment(s) required for Account Access

Description	Filename	Size	Type	Action
Dates of events across Canada, extra info of equipment, etc.	Extra_Info.txt	44	Attachments	<input type="button" value="Delete"/> Option to delete the file

Please upload documents showing the entitlement for system access, e.g. a 'Power of Attorney' or completed authorization to act on behalf of the licensee / company.

Click 'Next' to continue

You can add more attachments, and/or delete attachments if you made any mistakes.

New User Registration - Confirmation

Registration Type

Web User Information

Licensee Information

Payment Contact Information

Attachments

Confirmation

Web User Information

Login Name JSmith

First Name John

Last Name Smith

Attachment(s) required for Account Access

Description	Filename	Size	Type
Dates of events across Canada, extra info of equipment, etc.	Extra_Info.txt	44	Attachments

By submitting this form, I hereby request to be issued an account with Industry Canada for the purposes of holding a radio licence as a radiocommunication user or radiocommunication service provider. I meet the eligibility requirements for holding a radio licence as specified in the [Radiocommunication Regulations, Part I, 9\(1\)](#).

Back

Submit

Home

Please review the information you've provided to ensure its accuracy. If all the information is correct then please Confirm your Registration by clicking on the 'Submit' button, or you can click on the 'Back' button to edit any errors you find. Please DO NOT click on the 'Home' button, or you may risk losing all of your data!

The final page of the Registration process will require you to review your submitted work, and then either click 'Submit' to submit your registration to our office for review, or to click on the 'Back' button to correct any errors that you found while doing the review.

Please do not click on the 'Home' button, or otherwise you risk losing all of your registration info.

Spectrum Management System
Data Search

Web Site Registration

**Radiocommunication Licensing
Services**

Equipment Certification and
Registration Services

Broadcasting Services

Radiocommunication Licensing Services

Pay or Browse
your Invoice
Browse
Licence
**Apply for a
Licence**
Search or Apply for
Spectrum Licences
Technical Data for
Spectrum Licences

Apply for a Licence

For Web accounts that have multiple associated licensee accounts, the [Select Active Licensee](#) option allows you to select the licensing account that your applications are submitted under. Applicants for earth station licences are advised of our interim approach to licensing systems of identical earth stations using specific Ka and Ku band frequencies (as notified with your 2015 licence renewal invoice). Please contact your local Industry Canada office for more information or to apply for this type of interim authorization.

Application List

List of all your applications for any type of service. You can also modify or cancel an application before it is submitted.

[List My Applications](#)

Important:

- If your Web account has multiple associated licensee accounts, use the [Select Active Licensee](#) option to select the licensing account that your new licence applications are submitted under.
- In order to cancel or modify one of your licence, you must login before accessing the Modify or Cancel link.
- Use the the [Select Active Licensee](#) option before trying to cancel a licence.

Fixed
Services
Satellite
Services
Land Mobile
Services
Maritime
Services
Aeronautical
Services

Land Mobile Services

- Apply for new Land Mobile Stations.
- You can also modify, cancel or copy your existing licences.

Base Mobile Stations:			
New	Modify	Cancel	Copy
Mobiles Only:			
New	Modify	Cancel	Copy
Light-licenced Mobiles:			
New	Modify	Cancel	Copy
Radiodetermination:			
New	Modify	Cancel	Copy

Once you've submitted your web profile to Innovation, Science and Economic Development (ISED for short) our office will review your request, and either accept or reject your request.

Should your web registration be successful then you will be notified by email upon successful acceptance, and then you can go back to the [Spectrum Management System website](#), and start beginning to apply for [New Radio Licences](#).