

## **Renewing a Sole Proprietorship, or Partnership or Trade Name Registration in the Online Corporate Business Registry (OCBR):**

\*Desktop or laptop computers are best since mobile devices such as phones and tablets are not compatible with our online system.

\*The best internet browsers to use are either Mozilla Firefox or Google Chrome.

-Visit our portal: <https://ocbr.princeedwardisland.ca>

-Create user account if you have not already done so.

-After creating and activating your user account, return to the above address and log in to the portal.

-From the Registry Home Page, search for the business by its name in the top search field and click the blue button labeled, **“Search Business Names”**.

-Select the business from the list of results that follow; this will bring you to the business’s summary page. \*You will know that you are on the business’s page because the name of the business will appear at the top of the page.

-Look for the words, **“Manage this Business”** and click on them.

-Check the CAPTCHA box indicating that you are **“not a robot”** and provide your unique **Company Key**, then click, the blue button labeled, **“Confirm”**.

-Look again to the **“Manage this Business”** section and you should now see a button labeled **“Renew Entity”**.

-At the end of the application, the portal will collect \$75 from you. This fee is payable by Visa, Mastercard or Debit Credit.

\*Should you have further questions, please contact our office:

Phone: 902-368-4550

Email: [askcorporateregistry@gov.pe.ca](mailto:askcorporateregistry@gov.pe.ca)