



Canadian Grain
Commission

Commission canadienne
des grains

Canada

How to sign up for MyCGC


The Canadian Grain Commission is launching a new secure sign-in method that requires all online reporting services users to create a GCKey through Sign In Canada and a profile for MyCGC. You will be unable to sign in to complete your reporting requirements without creating a GCKey and completing your MyCGC profile.

Your GCKey is a unique credential (username/password) that allows access to, and protects your communication with, online Government of Canada programs and services. Your GCKey is personal to you and should not be shared with others who also report for your company. Each person from your company must create their own GCKey, which will be linked to the same company or companies through MyCGC.




Create a new GCKey account through Sign In Canada

- 1 If you received an email from us with a pin activation code, please follow the instructions in the email, including using the link provided and entering your pin to get started.
- 2 When you reach the MyCGC sign in page, scroll down to where it says "Don't have a username or password?" and press on the "Sign up with GCKey" button.



Français

MyCGC

Sign in to submit or manage your MyCGC profile and services. If you already have a GCKey account with the Government of Canada, you can use the same username and password to sign in below.


 If you forgot your password or are having trouble signing in, do not create a new GCKey. If you can't retrieve your existing login associated with your MyCGC profile, please contact itshelp-aidesti@grainscanada.gc.ca for assistance.

Please choose an option to sign in:

 **GCKey**

Sign in with your GCKey username and password.

[▶ About GCKey](#)

 **Canadian banks**

Sign in with your Canadian online banking service.

[▶ About Sign-In Partners](#)

Don't have a username or password?

- 3 Select "Sign Up" on the right side under "Simple Secure Access".



Create a new GCKey account through Sign In Canada

Home → Sign In / Sign Up

Welcome to GCKey

You have been redirected from Sign In Canada - Acceptance Test to the Government of Canada's GCKey service.

Sign In

Username: **(required)**

Password: **(required)**

[Forgot your username?](#) • [Forgot your password?](#)

Simple Secure Access

A simple way to securely access Government of Canada online services.

One username.
One password.

Your GCKey can be used to access multiple Government of Canada online [Enabled Services](#).

Please select **Exit** to leave the GCKey service and return to Sign In Canada - Acceptance Test.

4

Please review the Terms and Conditions of Use page and select "I accept."

Home → GCKey Sign Up Step 1 of 5

Terms and Conditions | Username | Password | Questions and Answers | Email

Terms and Conditions of Use

In return for the Government of Canada providing you with a GCKey, you agree to abide by the [GCKey Terms and Conditions of Use which includes the Privacy Notice](#).

By selecting the **I accept** button, you have read and agree to the [GCKey Terms and Conditions of Use which includes the Privacy Notice](#). You can choose to not sign up for a GCKey by selecting **I decline** to end this process.

Date modified: 2022-05-31



Create a new GCKey account through Sign In Canada

5 Create your username and select "Continue."

- a. It must be a minimum of 8 characters
- b. It may contain:
 - upper case letter(s)
 - lower case letter(s)
 - French character(s)
 - digit(s)
 - special character(s)

The screenshot shows the 'Create Your Username' step of the GCKey Sign Up process. At the top, there are navigation links for 'Definitions', 'Frequently Asked Questions (FAQ)', and 'Help'. Below this is a breadcrumb trail: 'Home → GCKey Sign Up Step 2 of 5'. A progress bar shows five steps: 'Terms and Conditions', 'Username' (current step), 'Password', 'Questions and Answers', and 'Email'. The main heading is 'Create Your Username' with a 'Back' link. The instructions state: 'Your username must contain at least eight characters and be unique to you. When creating your Username, we recommend that you:'. A list of recommendations includes: 'make your Username easy for you to remember and hard for others to guess;', 'avoid using personal information such as your name, Social Insurance Number (SIN), mailing address or email address;', and 'always keep your Username secure and do not share it with anyone.'. Below this is a text input field labeled 'Create Your Username: (required)'. At the bottom, there are three buttons: 'Continue', 'Clear All', and 'Cancel'. On the right side, there are two informational boxes: 'Privacy' and 'Username Checklist'. The 'Privacy' box says: 'Please keep your Username secure. For more information on how your privacy is protected, please refer to our [Privacy Notice](#).' The 'Username Checklist' box lists: 'Minimum 8 characters', 'May contain:', 'Upper case letter(s)', 'Lower case letter(s)', 'French character(s)', 'Digit(s)', and 'Special character(s)'.



Create a new GCKey account through Sign In Canada

6 Create and confirm your password. Select "Continue."

- a. It must be between 8 and 16 characters
- b. It must not contain 3 consecutive characters from your username
- c. It must include valid characters
- d. It must include both lowercase and uppercase letters
- e. It must include at least 1 digit
- f. The password must match in both fields

The screenshot shows the 'Create Your Password' step of the GCKey sign-up process. The page header includes the Government of Canada logo and navigation links for Definitions, Frequently Asked Questions (FAQ), and Help. The breadcrumb trail is 'Home → GCKey Sign Up Step 3 of 5'. A progress bar shows 'Terms and Conditions', 'Username', 'Password' (current step), 'Questions and Answers', and 'Email'. The main heading is 'Create Your Password' with a 'Back' link. Below the heading, instructions state: 'Your Password must be between eight and sixteen characters, contain at least one upper case letter, one lower case letter and one digit, and must not contain 3 or more consecutive characters from your Username.' There are two input fields: 'Create Your Password: (required)' and 'Confirm Your Password: (required)'. At the bottom, there are 'Continue', 'Clear All', and 'Cancel' buttons. On the right side, there are two panels: 'Privacy' with a note to keep the password secure and refer to the Privacy Notice, and 'Password Checklist' with the following requirements: 8-16 Characters, Does not contain 3 consecutive characters from Username, Valid characters, Lower case letter(s), Upper case letter(s), Digit(s), and Passwords match.



Create a new GCKey account through Sign In Canada

7 Select a recovery question from the dropdown menu and enter your answer to that question. Type in a response for your memorable person. Hints and a memorable date are optional, but highly recommended. Select "Continue."

- a. Your answers must contain at least 3 characters and cannot contain special characters
- b. Your hints must contain at least 3 characters and may contain letters, numbers and the following punctuation characters: apostrophe, comma, dash, period and question mark

Create Your Recovery Questions, Answers and Hints ← Back

Your Recovery Question, Answers and Hints are used to help you if you forget your Password. Please complete all the required fields below to continue the Sign Up process.

Select a Recovery Question: **(required)**

My Recovery Answer: **(required)**

My Memorable Person: **(required)**

My Memorable Person Hint:

My Memorable Date (YYYY-MM-DD): **(required)**

My Memorable Date Hint:

Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.

Privacy

Please keep your Recovery Question, Answers and Hints secure. For more information on how your privacy is protected, please refer to our [Privacy Notice](#).

i

Your answers must contain at least three characters and contain no special characters (for example: %, #, @). Your hints must contain at least three characters and may contain letters, numbers and the following punctuation characters: apostrophe ('), comma (,), dash (-), period (.) and question mark (?).



Create a new GCKey account through Sign In Canada

8 You have the option to add an email address in order to recover your username and password. This is optional, but highly recommended.

- a. If you do choose to add this option:
 - enter your email address in the two spaces provided
 - press continue
- b. If you choose not to add this option:
 - press Skip

Terms and Conditions > Username > Password > Questions and Answers > **Email**

Optional Account Recovery [← Back](#)

To recover your username and password, you have the option to recover via email. If you do not wish to provide an email address at this time, you may skip this step. Email can be added later.

We will use your email to

- Confirm your email address
- Recover your username and/or password
- Notify you of account changes

A verification email will be sent to the address you provide.

Email Address: **(required)**

Confirm Email Address: **(required)**

Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.

Select **Skip** to proceed without adding an email.

Email Checklist

- Be valid
- Match the "Confirm Email Address"
- Be unique



Complete your Canadian Grain Commission MyCGC profile

- 9 Review your new username and select “Continue” to be taken to the Canadian Grain Commission’s MyCGC.

The screenshot shows the 'GCKey Sign Up Complete' page on the Canadian Grain Commission website. At the top, there are logos for the Government of Canada and the Commission canadienne des grains. Below the logos is a navigation bar with 'Definitions', 'Frequently Asked Questions (FAQ)', and 'Help'. The main content area has a breadcrumb trail 'Home → GCKey Sign Up Complete' and a heading 'GCKey Sign Up Complete'. The text reads: 'You have successfully created your GCKey. Your Username is: TestAccount20. Please select **Continue** to leave the GCKey service and return to the Government of Canada online service.' There is a blue 'Continue' button. A 'Privacy' box on the right contains the text: 'Please keep your Username secure. For more information on how your privacy is protected, please refer to our [Privacy Notice](#).' At the bottom left, it says 'Date modified: 2022-05-31'.

- 10 Finish setting up your MyCGC profile by completing the required information on the My profile page. You will be unable to visit other pages on MyCGC until you’ve updated and saved the required My profile page fields, including:

- a. first name
- b. last name
- c. preferred language
- d. job title
- e. address
- f. city
- g. province
- h. country
- i. postal code
- j. time zone
- k. primary phone number
- l. primary email address



Complete your Canadian Grain Commission MyCGC profile

Government of Canada / Gouvernement du Canada Français

MyCGC Sign out

Home My profile My accounts My requests My messages

Home > My profile

My profile

Organization: Canadian Grain Commission Signed in as:

Please fill in the fields in the 3 tabs below to make sure your personal information is up to date with the Canadian Grain Commission. We use this information to communicate with you about our services.

Main details Phone numbers Email addresses

Your profile ID * First name (required) * Last name (required)

Preferred gender pronouns * Preferred language (required) * Job title (required)

* Address (required)

Address line 2 (PO box, floor number, etc.) Address line 3 (PO box, floor number, etc.)

* City (required) * Province (required) * Country (required) * Postal code (required)

* Time zone (required) * Primary phone number (required) * Primary email address (required)

Notes (for example: how and when to contact you)

11

You may also edit the non-required fields, such as your preferred gender pronouns, extra address information and notes.



Complete your Canadian Grain Commission MyCGC profile

12

To add a new primary phone number, select the + symbol under “Primary phone number”. A new box will appear. Fill out the fields and press save, including:

- country
- phone number (and extension if applicable)
- type of phone number

Add phone number

*** Country (required)**

*** Phone number (required)** **Extension**

*** Type (required)**

Save **Cancel**


13

You'll receive a message saying the phone number was added successfully. Press close.



Complete your Canadian Grain Commission MyCGC profile

Add phone number

 Phone number was successfully added.

[Close](#)

14


To add a new primary email address, select the + symbol under “Primary email address”. A new box will appear. Fill out the fields and press save, including:

- email address
- type of email address

Add email address

*** Email address (required)**

Type

Personal 

[Save](#) [Cancel](#)




Complete your Canadian Grain Commission MyCGC profile

15

You'll receive a message saying the email address was added successfully. Press close.

Add email address

 Email address was successfully added.

Close

16

Once you've filled in all necessary fields on the My profile page, press Save on the bottom right side of your screen.

*** Address (required)**

Address line 2 (PO box, floor number, etc.) Address line 3 (PO box, floor number, etc.)

*** City (required)** *** Province (required)** *** Country (required)** *** Postal code (required)**

*** Time zone (required)** *** Primary phone number (required)** *** Primary email address (required)**

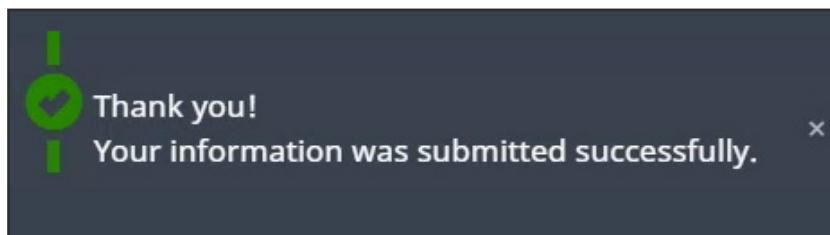
Notes (for example: how and when to contact you)

Last sign-in date August 31, 2022 15:56:17 Save



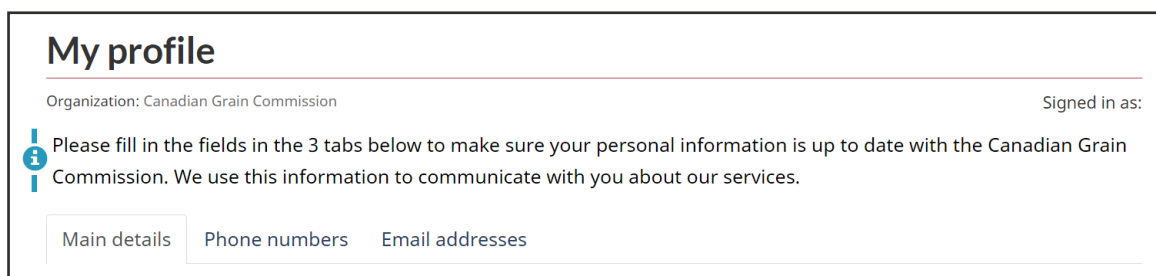
Complete your Canadian Grain Commission MyCGC profile

- 17 You'll receive a message at the bottom of the screen saying your changes were submitted successfully.



- 18 If you'd like to add more than one phone number or email address, you can add more using the tabs near the top of the My profile page.

If you don't need to add extra phone numbers or email addresses, skip to step 23.



- 19 To add another phone number, select the "Phone numbers" tab and click on the "Add phone number" button on the bottom right side of the page. You'll see the same pop-up box as in step 12. Fill in the needed fields and press save.



Complete your Canadian Grain Commission MyCGC profile

Home My profile My accounts My requests My messages

[Home](#) > My profile

My profile

Organization: Canadian Grain Commission Signed in as: Shanell Dupras

Please fill in the fields in the 3 tabs below to make sure your personal information is up to date with the Canadian Grain Commission. We use this information to communicate with you about our services.

Main details Phone numbers Email addresses

Show 10 entries

| Type | Country | Phone number | Extension | Actions |
|----------|---------|------------------|-----------|---------|
| Personal | Canada | 1 (802) 555-5555 | | |

[+ Add phone number](#)

portals.com/portal-portal/messages

20

To edit or delete a phone number, use the pencil or trash bin icons under “Actions” for each of your phone numbers.

21

To add another email address, select the “Email addresses” tab and click on the “Add email address” button on the bottom right side of the page. You’ll see the same pop-up box as in step 14. Fill in the needed fields and press save.



Complete your Canadian Grain Commission MyCGC profile

My profile

Organization: Canadian Grain Commission Signed in as:

i Please fill in the fields in the 3 tabs below to make sure your personal information is up to date with the Canadian Grain Commission. We use this information to communicate with you about our services.

Main details Phone numbers **Email addresses**

Show entries

| Type <input type="text" value="↑↓"/> | Email address <input type="text" value="↑↓"/> | Actions <input type="text" value="↑↓"/> |
|--------------------------------------|---|---|
| Personal | contact@grainscanada.gc.ca | <input type="text" value="✎"/> <input type="text" value="🗑"/> |

[+ Add email address](#)

22

To edit or delete an email address, use the pencil or trash bin icons under “Actions” for each of your email addresses.



Complete your Canadian Grain Commission MyCGC profile


23

Once you've entered all of your information on the My profile page, you can begin using MyCGC! Select the "MyCGC" header or the "Home" button in the navigation bar on the top left side of the page to get to the MyCGC homepage.

- a. Once your enrollment has been finalized, please make sure your account is connected to the correct representing account by checking the dropdown menu on the top right.
- b. You'll be able to register for services offered on MyCGC and begin your reporting. You may be pre-enrolled for some services already.
 - To register for liability reporting, click on the "Register" button in the liability reporting section on the MyCGC homepage.
 - To register for primary and process elevator weekly reporting, monthly grain dealer reporting, or primary elevator annual reporting, please email statistics-statistique@grainscanada.gc.ca.
- c. Note: If there's a message on the MyCGC homepage stating that you will be unable to use MyCGC services until we've finalized your enrollment process, please contact us to complete your enrollment at MyCGC-MaCCG@grainscanada.gc.ca.



Complete your Canadian Grain Commission MyCGC profile

 Government of Canada / Gouvernement du Canada [Français](#)

MyCGC [Sign out](#)

[Home](#) [My profile](#) [My accounts](#) [My requests](#) [My messages](#)

Home Representing account:

Welcome to MyCGC


Organization: Canadian Grain Commission Signed in as:

Services

Choose an account using the "Representing account" dropdown.


Select one of the Canadian Grain Commission's online services below to begin. If you're not already registered for the service you need, select the "Register" button below for the service.

Licensed elevators and grain dealers must submit regular reports about their operations. This is required by the [Canada Grain Act](#) and [Canada Grain Regulations](#). Failure to comply with your obligations could lead to the suspension or revocation of your licence. It is a serious offence to make a false report.




Liability reporting

Licensed grain dealers, primary elevators and process elevators must submit liability reports. The reports provide information on outstanding payments and other obligations for grain to producers on the last day of each period. We use this information to establish the amount of security you must provide in order to protect producers through our Safeguards for Grain Farmers Program.




Monthly grain dealer reporting

Licensed grain dealers must submit a report each month about their operations during the previous month.




Primary and process elevator weekly reporting

Licensed primary and process elevators must submit a weekly report about their operations during the previous week. Licensee grain handling reports are aggregated to produce our Grain Statistics Weekly report, which has provided important grain marketing information for the grain trade since 1921.



Primary elevator annual reporting

Licensed primary elevators must submit an annual report about their operations during the previous year. These annual reports include net producer deliveries and shipments to primary elevators in the crop year after all revisions are finalized.



Provide your feedback

We want to hear from you. Submit your feedback and comments, which help us improve our programs and services.



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Complete your Canadian Grain Commission MyCGC profile

For further assistance

If you're having technical difficulties or have questions about setting up your account, please contact the Canadian Grain Commission Client Services team at 1-866-873-1660 or by emailing itshelp-aidesti@grainscanada.gc.ca.