

Government of Canada Portal Account Creation Process

Prerequisites

Supported Browsers:

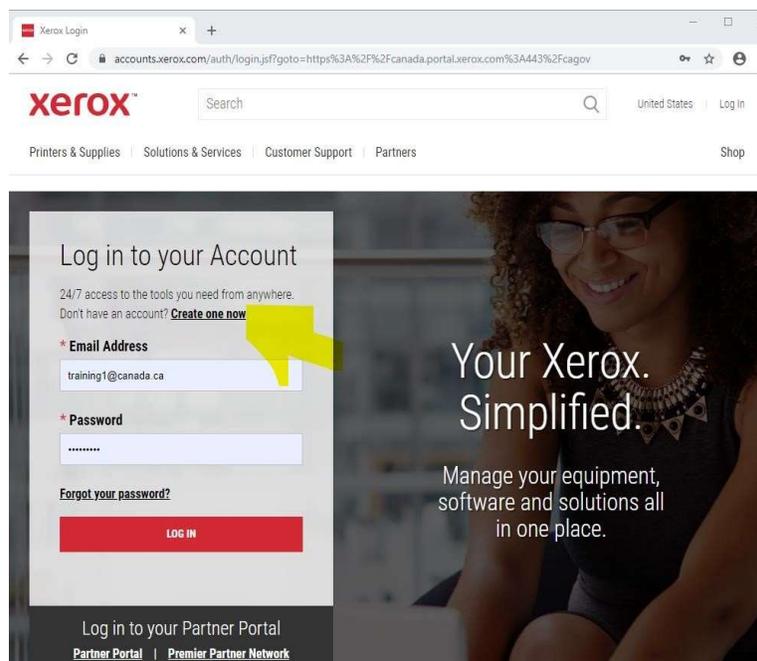
- 1) Microsoft Edge (version 94.0.992.38 or higher)
- 2) Chrome (version 94.0.4606.71 or higher)
- 3) Firefox (version 92.0.1 or higher)

Account Creation Process (if you do not have an account with Xerox):

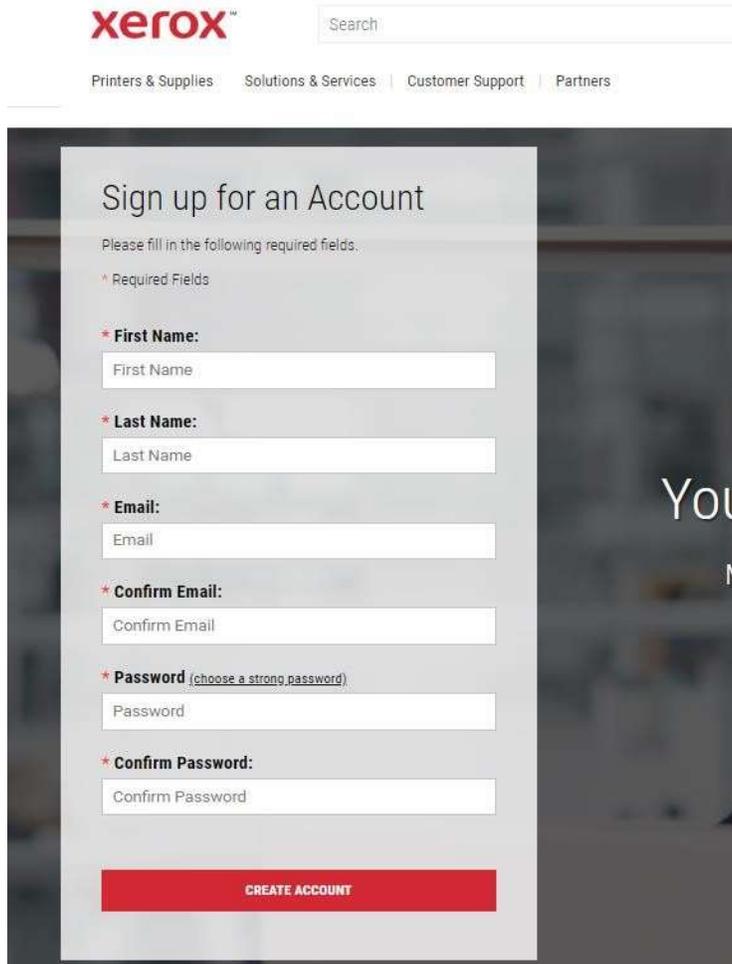
Note: For security purposes, there are more steps than normally expected in creating your Portal account. Follow each step carefully.

If you already have a Xerox account, please go to the “Login process with Xerox Account” section on page 5.

- 1) Access the Government of Canada Portal URL: <https://canada.portal.xerox.com/cagov/>
- 2) Create account on Xerox.com by clicking on “**Create one now**”:



3) Fill in the *Required Fields and click on “CREATE ACCOUNT”



The screenshot shows the Xerox website header with the logo, a search bar, and navigation links for Printers & Supplies, Solutions & Services, Customer Support, and Partners. Below the header is a modal window titled "Sign up for an Account". The modal contains the following fields and instructions:

- Header: "Sign up for an Account"
- Instruction: "Please fill in the following required fields."
- Section: "* Required Fields"
- Field: "* First Name:" with a text input box labeled "First Name"
- Field: "* Last Name:" with a text input box labeled "Last Name"
- Field: "* Email:" with a text input box labeled "Email"
- Field: "* Confirm Email:" with a text input box labeled "Confirm Email"
- Field: "* Password (choose a strong password):" with a text input box labeled "Password"
- Field: "* Confirm Password:" with a text input box labeled "Confirm Password"
- Button: A red button labeled "CREATE ACCOUNT"

- 4) A “Welcome to Xerox” email will be sent to you after creating your account.
Note: There are still additional steps to completing your account set up.

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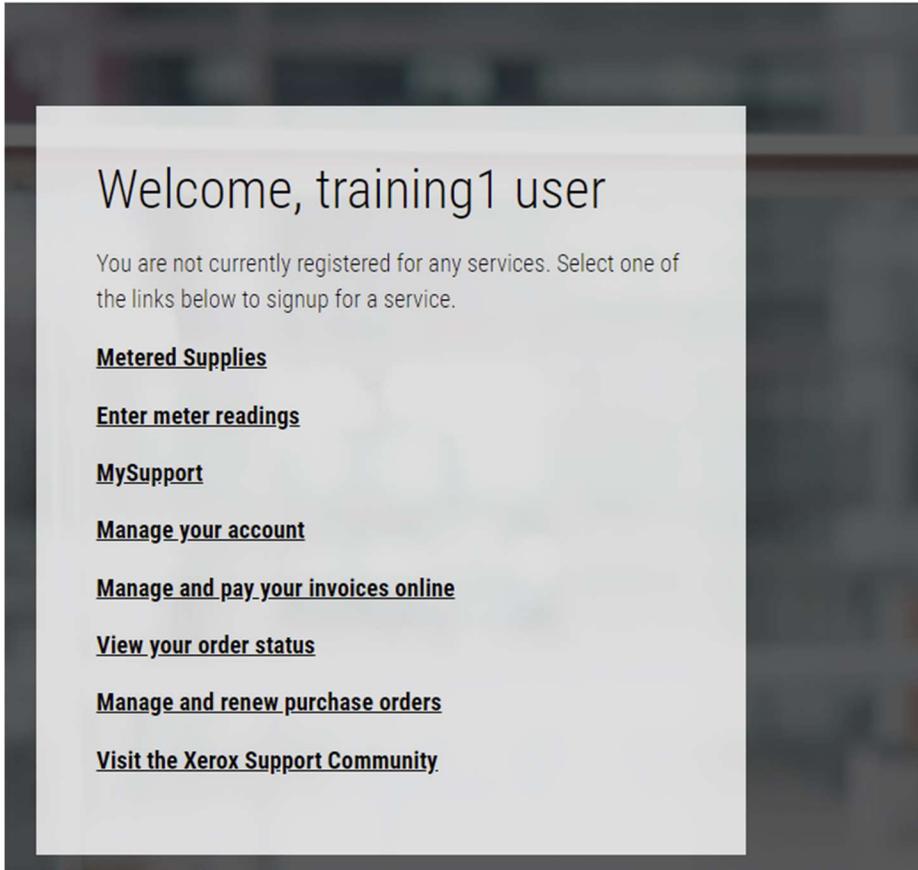
Thank you **Training1 User** for registering with Xerox Account Management.

Please see below for details of your registration:

- You are registered as: training1.user@canada.ca
- [Click here](#) to update your email or password.

Xerox makes it easier to get what you need. [Buy your Xerox supplies](#) now or visit [Xerox Account Management](#) for other programs that you may find beneficial.

Important: If you are redirected to a page showing the image below, open a new browser tab, and continue to the next section: [\(Login Process with Xerox Account\)](#)



Login Process with Xerox Account:

Prerequisite

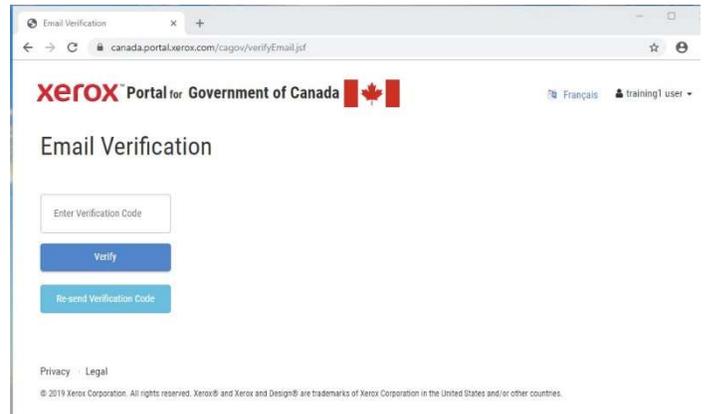
- You have an existing Xerox.com account (often created for ordering supplies, etc.)
- 1) Go to the portal URL - <https://canada.portal.xerox.com/cagov/>
 - 2) You will see the screen below requesting you to validate your email.
Click on: **Send Validation Code**.



- a. Retrieve the validation email to get the verification code:



- b. Enter the verification code emailed to you:



- 3) You now have basic access and can view the Product Information door.



- 4) As a user with Basic access, you can see the product offering under product information



- 5) If your administrator has requested that you get a Portal account, notify them once completed so they can grant you additional permissions if required.

With full Portal permissions, you will have access to additional Portal doors. Content access is controlled for security purposes.

