

Group

A group customer consists of more than one individual. The most common purpose for a group customer is to register vehicles that are owned by a group, owned jointly or co-owned.

1. Add your email to the group profile.
2. Sign into MySGI under your individual user account.
 - You must have an individual MySGI account to begin this process.
3. Select 'group' as the type of business that you would like to process.
4. The group profile along with any eligible vehicles and transactions will show up for you to view or process.

Frequently asked questions

Why do you need to see or speak to me in person to confirm my identity prior to adding my email address?

Your file with SGI contains very sensitive personal information. This requirement is to help SGI keep your personal information secure, which is our highest priority. We employ industry best practices to ensure that information provided through this service is kept secure and confidential.

Why does SGI immediately email me an activation code?

The email provides you with the quickest and most efficient access to set up your MySGI account.

How will you use my email?

Your email address is an important part of verifying your identity and giving us a quick and paperless way to contact you directly. But don't worry, we won't spam you. We'll only use email to contact you if there's something important you need to know, like for vehicle renewals or payment notices. Our plan is to use email to be responsive to your needs – basically what you tell us you want us to use it for.

Why is SGI partnering with motor licence issuers?

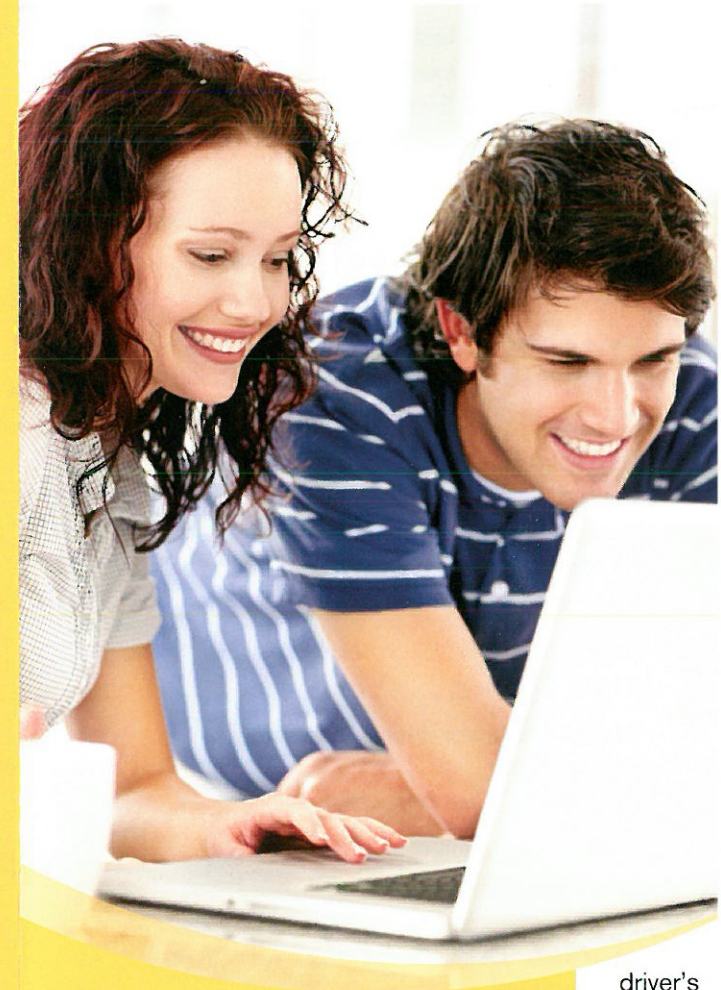
The MySGI service is offered in partnership with our team of motor licence issuers throughout the province. When you do a MySGI transaction you'll be asked to select an issuer, who will provide customer support for any transactions you do. It also provides an opportunity for the issuers who are also insurance brokers to follow up with their customers to review auto insurance needs.

More information

If you want more information about MySGI, please contact SGI's Customer Service Centre in Regina at 306-775-6900 or toll free at 1-800-667-9868, visit your local motor licence issuer or go to www.sgi.sk.ca.



MySGI Online Services



What can you do with MySGI?

- **Renew or cancel your vehicle registration**

Most plates can be renewed or cancelled online as long as they have been active within the last 12 months. Bus, taxi, and dealer plates can be cancelled on MySGI, but renewals must be completed by a motor licence issuer.

- **Make your annual driver's licence payment**

Customers who have chosen the annual payment option for their five-year driver's licence can make their payment online.

- **Schedule a road test and write a high school driver education exam**

Book your Class 5 motorcycle road test at one of our test office locations. You can also reschedule or cancel your appointment if needed.

If you are enrolled in high school driver education, you can complete your Class 7 written exams online.

- **Make a payment**

Payments can be made for outstanding amounts you owe to SGI.

- **Request a driver abstract**

You can order a proof of driving history and a history of all vehicles registered and insured in your name. Commercial driver abstracts are also available at no additional cost.

Driver's abstracts can be delivered by mail, fax, or email.

- **Print a Safe Driver Recognition safety rating history letter**

This letter explains your safety rating.

- **Replace your driver's licence or identification card**

You can request a replacement for your current driver's licence or identification card with your existing photo.

- **Update your information**

You can update your contact information and change your mailing address, physical address or email address.

Payment for all products or services completed in MySGI can be made by Visa debit, MasterCard debit, or credit card (including American Express, Visa and MasterCard).

Getting started on MySGI

Before you register for MySGI we need to have your email address on file. This is to ensure your account is secure. You can have your email address added to your file by contacting one of the following:

- Your motor licence issuer or our SGI motor vehicle branch offices during regular business hours.
- Our Customer Service Centre at 1-800-667-9868 between 8 a.m. and 6 p.m. Monday to Friday, and 9 a.m. to 5 p.m. Saturdays.
- Our Permit Office after regular business hours at 1-800-667-7575 from 6 a.m. to 8 a.m. and 6 p.m. to 10 p.m. The Permit Office is also available on Sundays and holidays from 6 a.m. to 10 p.m., except Christmas, Boxing and New Year's Day.

When you add your email address to your file an activation code will automatically be sent to you. You will use the activation code to set up your MySGI account.

With an email address on file

The email address provided will receive:

- correspondence
- MySGI transaction confirmations
- notifications, such as registration renewal reminders, if email is selected as your preferred correspondence method

Individuals

1. Make sure we have your email address on file, as outlined previously.
2. Register for a secure online account.
 - Go to www.sgi.sk.ca/online and select the **Register** button.
3. Request an activation code. If you already have an activation code, proceed to the next step.
 - Select *I do not have an activation code*. If you do not have your activation code or it has been more than 60 days from the time your activation code was emailed to you.
 - Select *I have a valid email address registered with my motor licence issuer or SGI*.
 - Complete the information required to be able to request an activation code.
4. If you have an activation code (please note, activation codes expire after 60 days):
 - Select *I have an activation code*.
 - Select **Submit**.
5. Enter your activation code and select user name and password
 - Provide the information required along with your activation code, then select the **Submit** button.
 - Create a username and password and submit.
 - Review and accept the Terms of Use.
 - Welcome to MySGI!

Company

1. You must have an individual MySGI account before you can set up a company account.
2. Visit a motor licence issuer to set up your company administrator.
 - We require a letter on company letterhead or the incorporation document for your company.

The letter must include:

 - The names and customer numbers of the individuals to be added as administrators.
 - The signature of someone of authority within the company, identifying that individual's title.
 - A statement that the individuals listed are to be assigned as administrators for MySGI purposes.
3. After the administrator is set up, additional users can be added to process company transactions.
 - The administrator and authorized users must each have their own individual MySGI accounts.
4. Sign in under your individual MySGI account.
 - After the administrator or authorized users are set up on the company profile, the company will show up as an option for the type of business the individual has the option to process (i.e., individual, company or group).