

**Supported Browsers:** Chrome, Edge, and Firefox.

**Unsupported Browsers:** Safari on a Mac computer or iPhone.

[Login](#) to the Companies Online system using your existing account. **Note:** You must be authorized to update this business online (you previously filed its registration or renewal online with this username).

## Main Menu

Enter the registry number of the business being updated and click on Look Up to display the entity name:

Entity Information	Reserve a Name	Create an Entity
<ul style="list-style-type: none"><li><a href="#">Entity Search</a></li><li><a href="#">Certificate of Status</a></li><li><a href="#">File Summary</a></li></ul>	<ul style="list-style-type: none"><li><a href="#">File a Request for Name Reservation</a></li></ul>	<ul style="list-style-type: none"><li><a href="#">Business Names</a></li><li><a href="#">Business Corporations</a></li><li><a href="#">Non-Profit Corporations</a></li></ul>
Annual Return/Renewal	Update or Close an Entity	
<ul style="list-style-type: none"><li><a href="#">Create Paper Copies (prior to filing)</a></li><li><a href="#">File Annual Return</a></li><li><a href="#">File Renewal</a></li><li><a href="#">Get a new Annual Return or Renewal Barcode</a></li></ul>	<p>Enter registry number and press the "Look Up" button. Once entity is selected, press the "Next Page" button. (If you don't know the registry number, click on <a href="#">Entity Search</a> to find the number)</p> <p>Registry Number : <input type="text"/> <input type="button" value="Look Up"/></p> <p>Entity Name : <input type="text"/> <input type="button" value="Refresh"/></p> <p><input type="button" value="Next Page"/></p>	
Help and General Information		
<ul style="list-style-type: none"><li><a href="#">Help Manual</a></li><li><a href="#">Notice under The Freedom of Information and Protection of Privacy Act</a></li></ul>		

- Click on Next Page
- A new page will display with a list of all online filings available for the entity selected.
- Click on Change of Business Name

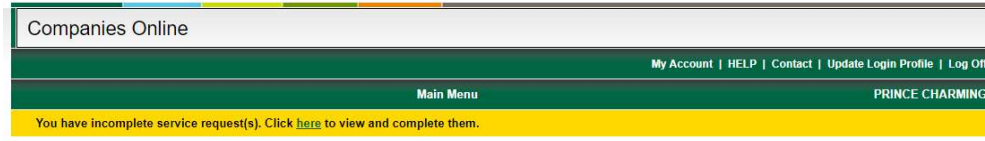
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Select one of the following:

- [Change of Address](#)
- [Change of Business Name](#)
- [Dissolution](#)
- [Nature of Business](#)
- [Power of Attorney](#)
- [Power of Attorney Resignation](#)
- [Power of Attorney Update](#)

## Service Request

**Note:** You have 5 days to complete the Service Request once it has been started. Any information entered is saved and the Service Request can be re-opened and completed later. If you have incomplete Service Requests a yellow bar will display on the main menu:



Click on the link in the yellow bar to display your Service Request(s):

The screenshot shows the 'Incomplete Service Request(s)' page. It features a table with the following data:

Service Request Number	Event	Registry Number / Entity Name	Status	Date
111645929	BUSINESS NAME - REGISTRATION	10114906	In Progress	21-Jun-2024
111645930	BUSINESS NAME - REGISTRATION	10114907 / 10114907 MANITOBA	In Progress	21-Jun-2024

A red warning message above the table states: 'Incomplete Service Request(s) - click the [Service Request Number](#) in the list below (A service request will be cancelled 5 days after the date shown)'. A 'Hide' link is also present.

Click on the link for the Service Request that you want to complete.

After 5 days the Services Request is automatically cancelled, and you will need to start a new one.

## Open Service Request

Click on Continue

The screenshot shows the 'Open Service Request' form. At the top right, it displays 'Service Request No : 121428637'. The form contains the following fields and buttons:

- Service Request Number : 121428637 [Continue]
- Registry Number : 10214011
- Entity Name : 10214011 MANITOBA
- Event Type : CHANGE OF BUSINESS NAME
- Registrant Type : BUSINESS NAME
- Registrant Sub Type : SOLE PROPRIETORSHIP
- Service Request Status : UNASSIGNED

A 'Cancel Service Request' button is located at the bottom of the form.

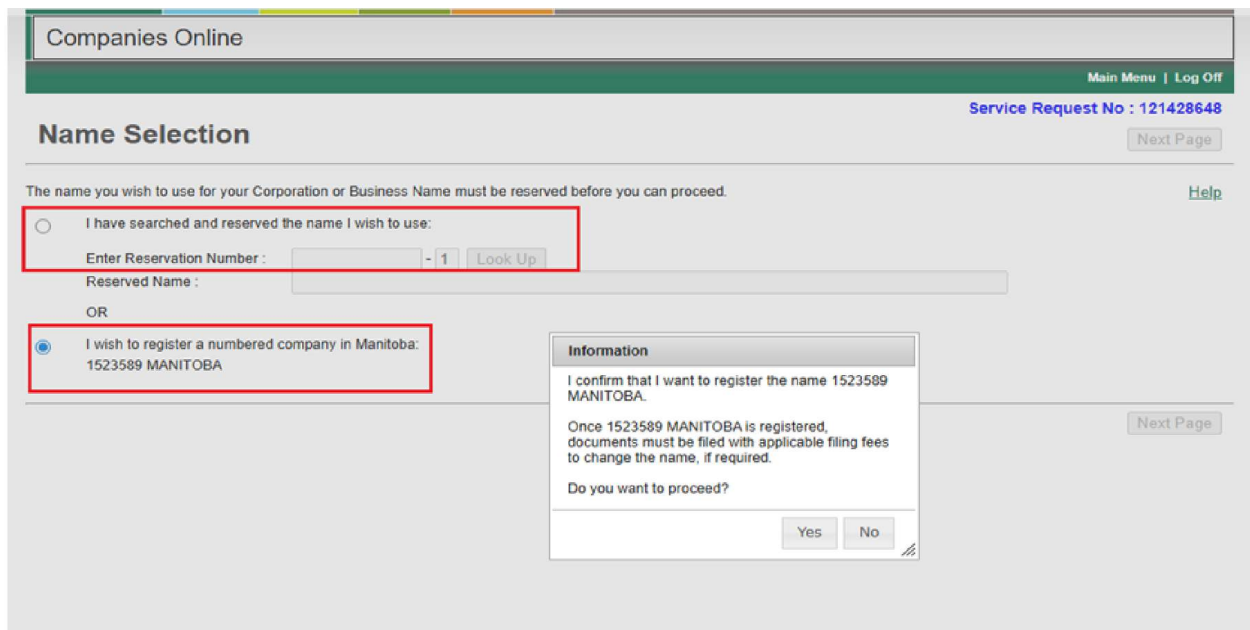
## Name Selection

Choose one of the following options:

- **Named Business** - I have searched and reserved the name I wish to use.
  - Enter the Reservation Number and click on Lookup. The reserved name will be displayed.

Note: If you receive an error after entering the reservation number, please contact the Companies Office at (204) 945-1707 for assistance.

- **Numbered Name** - I wish to register a numbered company in Manitoba.
  - A pop-up screen will display requesting confirmation that you wish to proceed with registration of a numbered name:



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Service Request No : 121428648

### Name Selection

Next Page

The name you wish to use for your Corporation or Business Name must be reserved before you can proceed. [Help](#)

I have searched and reserved the name I wish to use:

Enter Reservation Number :  - 1

Reserved Name :

OR

I wish to register a numbered company in Manitoba:  
1523589 MANITOBA

**Information**

I confirm that I want to register the name 1523589 MANITOBA.

Once 1523589 MANITOBA is registered, documents must be filed with applicable filing fees to change the name, if required.

Do you want to proceed?

Next Page

- Click on Next Page

## Nature of Business

- Enter the New Nature of Business.

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Service Request No : 121428648

## Nature of Business

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**\* Required field** Please provide a detailed description of the nature of business. A North American Industry Classification System (NAICS) code will be assigned.

Nature of Business : \*

Page 1 of 3 [Next Page](#)

## Confirmation

- Client Reference Number (optional): Leave blank.
- Click on the Pre-Registration Report button:

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Service Request No : 121428648

## Confirmation

Client Reference No. (Optional):

Effective Date (Optional):

26-NOV-2025

(Documents will be processed and released after this date)

Click on the Pre-Registration Report button to view the information you have entered.

[Pre-Registration Report](#)

## Pre-Registration Report

Review the report. If

- Correct, click on Complete at the top of the report.
- Incorrect, click on Fix Error at the top of the report.

[Complete](#) [Fix Error](#) [Print](#) [Main Menu](#)

## Information Validation

- Read the statement and click on Yes.
- Click on Proceed

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Service Request No : 111647314

## Information Validation

You must answer the following questions before proceeding :


I certify that I am authorized by the registrant(s) of this Business Name to file this document with the Director under The Business Names Registration Act and that the information contained herein is true. Yes  No

Proceed

## Payment

Enter your Visa or Mastercard information and click on Process:

### Payment Method



Cardholder Name


JOHN DOE

Card Number

5454545454545454

MMYY

0728

CW 

574

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Total **\$60.00**

Cancel

## Receipt

Print the receipt, if required.

Click on Continue.

## Transaction Approved - Payment Details

Print this page and keep it as your transaction receipt.

Credit Card Receipt  
Companies Office  
1010 - 405 Broadway  
Winnipeg, MB  
R3C 3L6

Telephone : (204) 945-2500  
Email Address : [companies@gov.mb.ca](mailto:companies@gov.mb.ca)

Cardholder Name :	JOHN DOE
Service Request No :	121428941
Description of Goods :	Intent to Dissolve, Registry Number 10214025
Amount :	\$60.00 CAD
Date :	2025-11-28 12:32:27 Eastern
Reference Number :	660145000011150810
Response Code :	a/01
Authorization Code :	T49038

Approved - Thank you.

[Continue](#)

## Service Request Completed

- Click on View File Summary
- Print or save this report for your records.

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Service Request No : 121428648

### Service Request Completed. Thank You!

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Service Request Completed. Thank You!

Please print this page if you require proof of payment.

[View File Summary](#)

Your account has been charged (CdNS) :	60.00
Service Request Number :	121428648
Registry Number :	1523589
Entity Name :	
Registrant Type :	BUSINESS NAME
Registrant Sub Type :	SOLE PROPRIETORSHIP
Event Type :	CHANGE OF BUSINESS NAME
Effective Date :	26-NOV-2025
Client Reference Number (Optional):	

## Important Information

Remember the username and password used to file this Service Request. You will need it to file documents online to update this entity in the future.