

- Searches to determine if a business or corporation is registered are free of charge.
- To obtain the most current information on a business or corporation, a File Summary can be ordered. The fee is \$5.00 per company.

To access the Companies Office Online system, [login](#) using your existing account or [create an account](#).

**Supported Browsers:** Chrome, Edge and Firefox. **Cell phone access is not supported.**

## Main Menu

- Select Search by Name/Number

Companies Online		
My Account   HELP   Contact   Update Login Profile   Log Off		
Main Menu		
JANE DOE		
Annual Return/Renewal	Reserve a Name	Incorporate/Register
<ul style="list-style-type: none"> <li>• <a href="#">File my Annual Return</a></li> <li>• <a href="#">File my Renewal</a></li> <li>• <a href="#">Create Paper Copies</a></li> <li>• <a href="#">Request a new barcode to file Annual Return / Renewal</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Submit a Name Reservation Request to see if a name is available for registration/incorporation</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Incorporate a Business Corporation</a></li> <li>• <a href="#">Incorporate a Non-profit Corporation</a></li> <li>• <a href="#">Register a Sole Proprietorship with Individual Registrant</a></li> <li>• <a href="#">Register a Sole Proprietorship (by another business or corporation)</a></li> <li>• <a href="#">Register a Partnership</a></li> </ul>
Information on Entities	General Information	
<ul style="list-style-type: none"> <li>• <a href="#">Search by Name/Number</a></li> <li>• <a href="#">Certificate of Status</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Entrepreneurship Manitoba</a></li> <li>• <a href="#">Notice under The Freedom of Information and Protection of Privacy Act</a></li> <li>• <a href="#">Help Manual</a></li> </ul>	
New West Partnership – Business Corporations	New West Partnership – Partnerships	
<ul style="list-style-type: none"> <li>• <a href="#">Register a British Columbia, Alberta, or Saskatchewan Business Corporation in Manitoba</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Register a British Columbia, Alberta, or Saskatchewan Limited Partnership in Manitoba</a></li> </ul>	

## Search for an Entity

- Enter the Entity Name and click on Look Up
- If the entity is registered, basis information will be displayed at no charge
- If more detailed information is required, select the entity in the grid and click on View File Summary

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### Search for an Entity [Search Tips](#)

Registry Number :

Entity Name :   
maximum of 100 search results

- To view a File Summary, highlight the name of the entity you wish to view and click on File Summary.
- To Order a Certificate of Status, highlight the name of the entity and click on Order a Certificate of Status.
- View File Summary and Order a Certificate of Status are not available for entities that do not have an Registry Number.

Name	Registry Number :	Status	Compliance Status	Entity Type	Jurisd	Current Name	Expires
EXCEL PROJECT MANAGEMENT INC.	10026133	Active	COMPLIANT	MB SHARE CORP	MB	EXCEL PROJECT MANAGEMENT INC.	

Client Reference Number (Optional):

## Confirmation of Ordering a File Summary

- Click on Yes

**Information** ✕

You will be charged \$5 for the File Summary.

## Payment

- Enter credit card information
- Click on Process Transaction

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QA Merchant 3

Mandatory fields marked by \*

**Payment Details**

Transaction Amount: \$ 5.00 (CAD)

Order ID: COSIL\_UAT115834540

Please complete the following details exactly as they appear on your card.  
Do not put spaces or hyphens in the card number.

Cardholder Name\*:

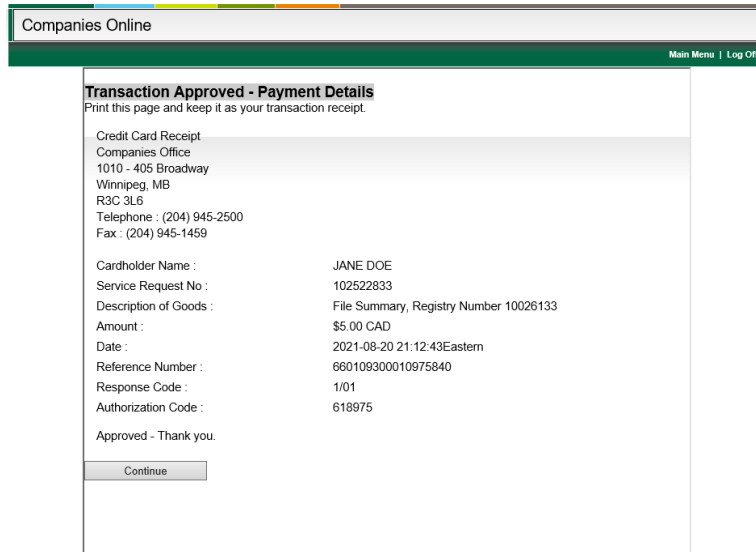
Card Number\*:

Expiry Date (MMYY):

Card Security Code\*:

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

- **Receipt** – Print a copy for your records.
- Click on Continue



## File Summary

The File Summary will be displayed. Save a copy of the file summary by clicking on the Print button at the top of the screen. When the Print window opens click on Adobe PDF and click on Print. You will be prompted to select where you want the document saved.

