

# How to apply online for Saskatchewan Income Support

You can apply using any computer or other electronic device with an Internet connection or one of the available computers in our service centres.

## You will need:

- Computer or other electronic device with Internet connection
- Active e-mail address (if you do not have one, instructions to create one are available on [page 8](#) of this guide)
- Ability to scan/take pictures to submit documents electronically
- Your and your spouse/partner's Social Insurance Numbers (SIN)
- Your, your spouse/partner's and any dependent children's Health Card Numbers
- Your and your spouse/partner's Saskatchewan ID, such as driver's licences
- Other documents, such as pay stubs, rental agreement etc.

## How to apply:

1. Log in to the computer.
2. Use either of the Internet browsers below and click or double click to open:



Chrome



Safari

### **If using a computer at one of our service centres, skip to step 5.**

3. Type "Saskatchewan Account Login" in the search window and press the Enter key.
4. The computer will show you the search results. Find and click the following link from the search results:

[Saskatchewan Account Login - Government of Saskatchewan](https://services.saskatchewan.ca/)

<https://services.saskatchewan.ca/>  

**Protect your identity** – After you are finished, always remember to use the sign out function from your *saskatchewan.ca* account, clear history/cookies and close the browser completely.

5. The system will take you to the “Saskatchewan Account Login” page (Figure 1).

Figure 1

Residents and Visitors Business and Industry

Home > Services > Saskatchewan Account

# Saskatchewan Account Login

Email or Username

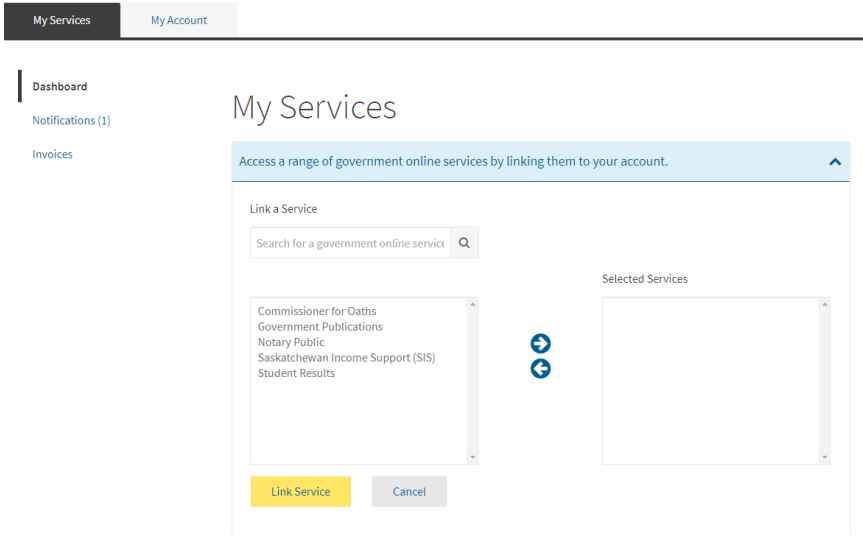
Password

 Show

6. If you don't have an account, click [Create Account](#) and then click [Create Individual Account](#) to create your account. **You must have an active e-mail address to apply online. (If you do not have one, instructions are available on [page 8](#) of this guide.)**

**If you already have an account, skip to step 9.**

7. Follow the instructions to create a Saskatchewan account and submit.
8. You'll receive an e-mail to activate your account. Check your e-mail inbox for a verification e-mail and click the link to activate your account. If you don't see the e-mail, check your junk or spam folders. If you still do not have a link after checking your spam and junk contact [onlineservices@gov.sk.ca](mailto:onlineservices@gov.sk.ca).
9. Sign in to your account by entering your e-mail or username and password.
10. Allow 25 minutes or more to answer all the income support application questions (*Figure 2*). Scan/take a photo of documents that verify your information, such as pay stubs, rental agreements, etc., and attach them to your application.
11. You can access your online application 24 hours a day, and save and exit at any time. You will have 15 days to complete and submit your application. If you do not complete the application within 15 days, it will expire and you will have to begin again.



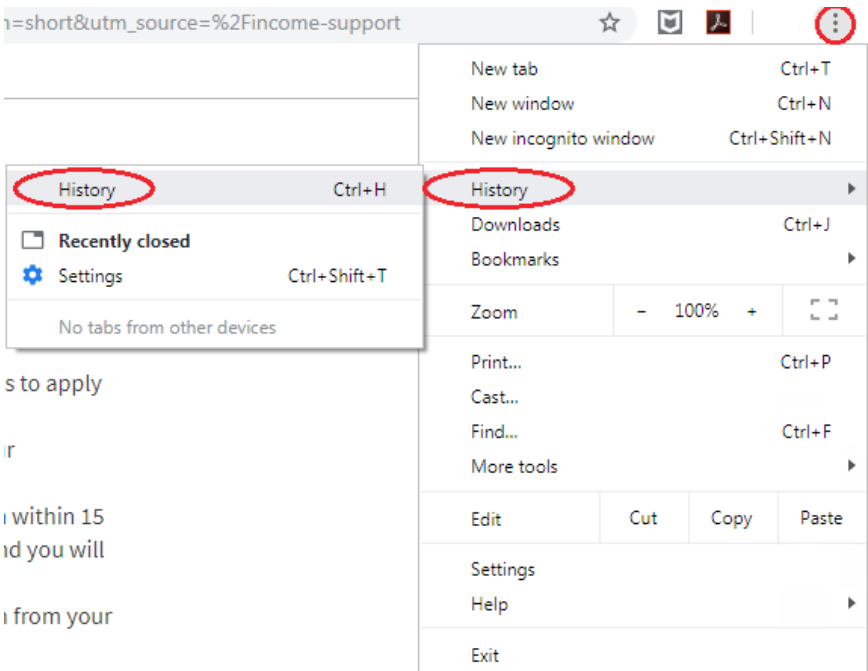
12. Once you have submitted your application, if you are using a public computer, you will need to make sure no one can find the personal information you have entered online. For step-by-step instructions on how to delete your history, click [here](#) or see the next page.

# Google Chrome - Clearing browser history, cache and cookies

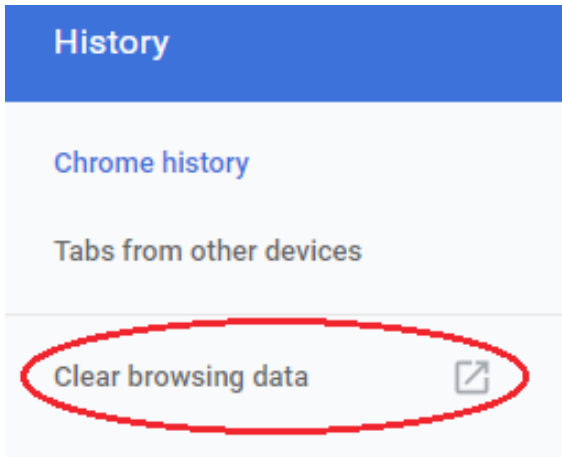
You need to make sure your personal information isn't stored in the computer's memory. You can clear this information in Google Chrome by following the steps below. The process is similar in other Internet browsers, listed on page 2.

1. Select Tools (via the Three Dots Icon) > History > History

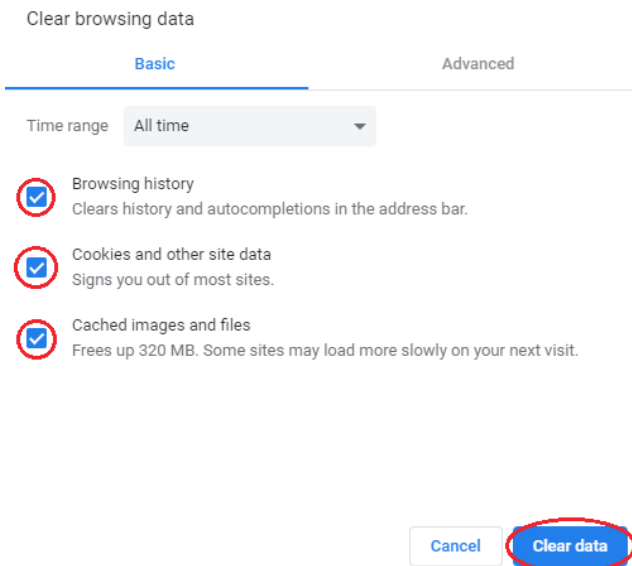
(Note: You can also access this menu by holding Ctrl + H.)



2. Select Clear Browsing Data from the left side of the screen.



3. Check Browsing History, Cookies and Other Site Data and Cached Images and Files, then click Clear Data.



4. Close the browser - clicking the "X" at the top right corner.

# How to set up an e-mail address



1. On your computer, tablet or phone, type one of the web addresses below in the address bar at the top of your Internet browser and press Enter OR click one of the options below.



Some of the popular e-mail service providers are:



<https://google.com/gmail>

**SaskTel** 

<https://webmail.sasktel.net>



<https://outlook.live.com>



<https://icloud.com>



<https://mail.yahoo.com>

**Aol Mail.**

<https://login.aol.com>



<https://www.zoho.com/mail>



<https://www.gmx.com/mail>



2. Find and click any of these words on the screen: Sign Up, Create Account, Create ID or Join to open the next screen.
3. You will need to enter the following information in the appropriate boxes.
  - First name
  - Last name
  - Username/e-mail address that you want to use
  - Password that you will remember
  - Phone number
  - Date of birth
4. Follow the instructions to finish creating your e-mail account.
5. After creating the account, click the Login button.
6. Enter the username/e-mail address and password you just created and click Sign In.
7. You should be logged in to your e-mail now. All the correspondence to this e-mail address will be received in the mail box/inbox. You need to click the e-mail when you receive one in order to read it.

**If you any questions or need help, please call 1-866-221-5200 or visit the nearest Client Service Centre.**