



Small Business Payroll Registration Guide

Thank you for signing up for Rise Lite. Please follow these 4 steps to complete your registration.

Step 1: Verify your email

After signing up, you will receive an email requesting you to verify your email address. You must verify your email address within 3 days of receiving this email.

Step 2: Add your business information

After verifying your email, you will be directed back to the [sign-in page](#). Enter your email and password to continue. Please bookmark the sign-in page for future reference.

Departmental information: If you have assigned codes to different departments in your accounting system, please enter these departments and codes here. If you prefer not to add departments, please create one department with any name and code, for example:

Department: Home

Code: 1234

Basic information: Business legal name and number, and your business address.

Information assigned to you from the CRA:

RP Account: Your 4 digit payroll account assigned to your business by the Canada Revenue Agency. It appears at the end of your 15 character Payroll Program Account, as in this example:
12345 6789 RP 0001

Banking information: routing, account, and transit numbers

Pay frequency and schedule

First pay date of the year: enter the first date your employees were paid this year (not on the Rise platform)

Start of your latest pay period: enter the start date of your latest pay period. If this is going to be your first payroll of the year, please enter the start date of your current pay period.

End of your latest pay period: enter the end date of your latest pay period. If this is going to be your first payroll of the year, please enter the end date of your current pay period.

Latest pay date: enter your last pay date. If this is going to be your first payroll of the year, please enter your desired first pay date.

Step 3: Upload your documents

Business consent form

By submitting the business consent form, you authorize Rise to contact the CRA on your behalf, if and when necessary. Please download the form by clicking the “download template” button. Fill out **ONLY parts 1 and 5**, scan the form, and upload it in the field.

CRA remittance verification form

Please download the form by clicking the “download template” button. Fill out the form, and upload it in the field.

Void cheque

If you do not have a void cheque, please provide us with your direct deposit form to ensure the banking information entered is accurate.

Step 4: Detail your employee vacation payments

Please tell us how you would like us to take care of your employee vacation payments.

What's next?

After we receive your completed registration, one of our implementation specialists will contact you within 2 working days. They will set up your organization's platform and provide you with training to process your payroll with Rise.

If you have any questions **during your registration process**, please contact our Small Business team at smallbusiness@risepeople.com or by live chat on our website at www.risepeople.com.