

We hope these instructions help you to Open an Employer portal Account.

## Step 1. Visit

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/partners-service-providers/employer-portal.html>

The screenshot shows the top navigation bar with the Government of Canada logo and a search bar labeled "Search IRCC". Below the navigation bar is a "MENU" dropdown. The breadcrumb trail reads: [Canada.ca](#) > [Immigration, Refugees and Citizenship Canada](#) > [Corporate information](#) > [Partners and service providers](#). The main heading is "Employer Portal". A "Sign in trouble" button is visible in the top right. The main content area contains a paragraph explaining the Employer Portal, followed by two informational sections: "Issues with fee payment receipts in the Employer Portal" (marked with a warning icon) and "Hire a graphic designer in the film or television industry" (marked with an information icon). At the bottom, there are two side-by-side boxes: "Use GCKey" and "Use a Sign-In Partner".

**Government of Canada / Gouvernement du Canada** Search IRCC

MENU

[Canada.ca](#) > [Immigration, Refugees and Citizenship Canada](#) > [Corporate information](#) > [Partners and service providers](#)

## Employer Portal

[Sign in trouble](#)

The Employer Portal is for employers who hire temporary workers through the [International Mobility Program](#). It lets employers submit offers of employment for temporary workers who don't need a [Labour Market Impact Assessment](#). Some employers don't need to submit an offer of employment in the Employer Portal or pay the employer compliance fee. [Find out if you're exempt](#)

**Issues with fee payment receipts in the Employer Portal**

The fee payment receipt isn't showing up in your account messages. This problem is temporary and will be resolved as soon as possible. For now, you should print the payment confirmation on the Moneris page.

**Hire a graphic designer in the film or television industry**

There is a temporary public policy that allows employers to hire graphic designers without a labour market impact assessment. [Follow these special instructions](#) to submit your offer of employment.

| Use GCKey   | Use a Sign-In Partner  |
|---|--|
| <ul style="list-style-type: none"><li>• Sign in with a GCKey user ID and password if you do not use one of the Sign-In Partners.</li><li>• Register for a GCKey user ID and password if you do not have one.</li></ul> <p><a href="#">Continue to GCKey</a></p> | <ul style="list-style-type: none"><li>• Use the same sign-in information you use for other online services (for example, online banking).</li><li>• None of your information will be shared with IRCC. Your Sign-In Partner will not know which government service you are using.</li><li>• You will temporarily leave Canada.ca to use your</li></ul> |

Select Use GCKey

IT will take you to this page. Click Sign Up.

The screenshot shows the GCKey sign-in/sign-up page. At the top, there is a header with the Government of Canada logo and the text "Government of Canada" and "Gouvernement du Canada". To the right of the header is a link for "Français". Below the header is a navigation bar with three tabs: "Definitions", "Frequently Asked Questions (FAQ)", and "Help". Below the navigation bar is a breadcrumb trail: "Home → Sign In / Sign Up". The main content area is titled "Welcome to GCKey". On the left, there is a "Sign In" section with a "Username: (required)" label and a text input field, a "Password: (required)" label and a text input field, and a link "Forgot your password?". Below the input fields are two buttons: "Sign In" and "Clear All". On the right, there is a "Simple Secure Access" section with the text "A simple way to securely access Government of Canada online services." and "One username. One password." Below this text is a "Sign Up" button. A red box highlights the "Sign Up" button, and a red arrow points from a box labeled "Click Sign UP" to the "Sign Up" button. A large watermark for "GERC Canada Immigration Consulting" is overlaid on the page.

## Follow the instructions. Accept Terms and Conditions of Use

[français](#)

 **Government of Canada** **Gouvernement du Canada**

|             |                                  |      |
|-------------|----------------------------------|------|
| Definitions | Frequently Asked Questions (FAQ) | Help |
|-------------|----------------------------------|------|

[Home](#) → GCKey Sign Up Step 1 of 4

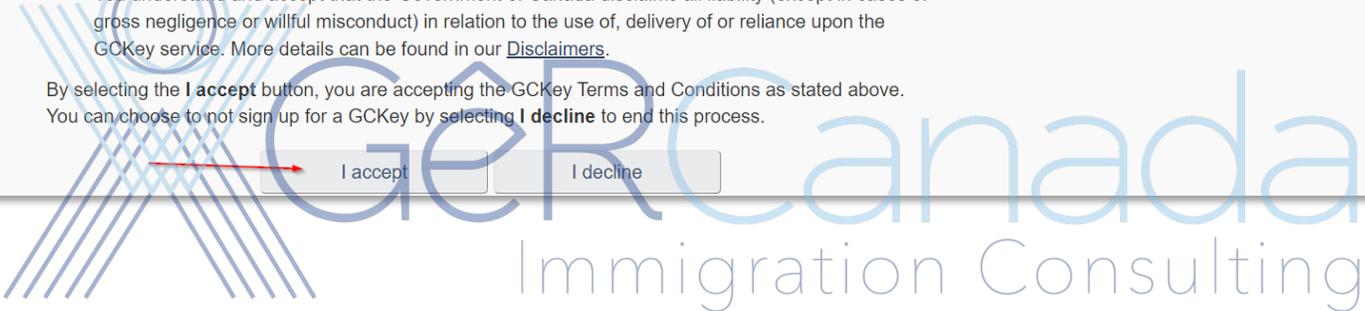
Terms and Conditions | Username | Password | Questions and Answers

### Terms and Conditions of Use

In return for the Government of Canada providing you with a GCKey, you agree to abide by the following Terms and Conditions of Use:

- You understand and accept that you are at all times responsible for your GCKey Username, Password and Recovery Questions, Answers and Hints. If you suspect that others have obtained them, you are responsible for revoking your GCKey and obtaining a new one with a new Username and Password.
- You understand and accept that the Government of Canada can revoke your GCKey for security or administrative reasons.
- You understand and accept that the Government of Canada disclaims all liability (except in cases of gross negligence or willful misconduct) in relation to the use of, delivery of or reliance upon the GCKey service. More details can be found in our [Disclaimers](#).

By selecting the **I accept** button, you are accepting the GCKey Terms and Conditions as stated above. You can choose to not sign up for a GCKey by selecting **I decline** to end this process.



## Create a UserName



Government of Canada / Gouvernement du Canada

[Definitions](#) | [Frequently Asked Questions \(FAQ\)](#) | [Help](#)

[Home](#) → GCKey Sign Up Step 2 of 4

[Terms and Conditions](#) | **Username** | [Password](#) | [Questions and Answers](#)

### Create Your Username

Your Username must contain between eight and sixteen characters, no special characters (for example: %, #, @) and may contain up to seven digits. When creating your Username, we recommend that you:

- make your Username easy for you to remember and hard for others to guess;
- avoid using personal information such as your name, Social Insurance Number (SIN), mailing address or email address;
- always keep your Username secure and do not share it with anyone.

#### Privacy

Please keep your Username secure. For more information on how your privacy is protected, please refer to our [Personal Information Collection Statement](#).

Create Your Username: **(required)**

Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.

[Continue](#) [Clear All](#) [Cancel](#)

#### Username Checklist

- ✓ 8-16 Characters
- ✓ No Special Character(s)
- ✓ No more than 7 digits

Username criteria met - Must not contain more than 7 digits.



## Create your Password

Definitions      Frequently Asked Questions (FAQ)      Help

[Home](#) → GCKey Sign Up Step 3 of 4

Terms and Conditions      Username      **Password**      Questions and Answers

### Create Your Password

Your Password must be between eight and sixteen characters, contain at least one upper case letter, one lower case letter and one digit, and must not contain 3 or more consecutive characters from your Username.

Create Your Password: **(required)**

Confirm Your Password: **(required)**

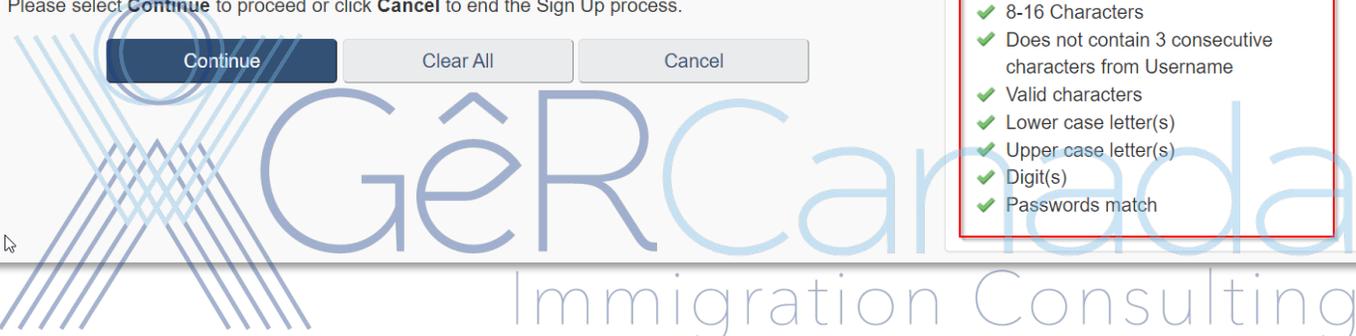
Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.

#### Privacy

Please keep your Password secure. For more information on how your privacy is protected, please refer to our [Personal Information Collection Statement](#).

#### Password Checklist

- ✓ 8-16 Characters
- ✓ Does not contain 3 consecutive characters from Username
- ✓ Valid characters
- ✓ Lower case letter(s)
- ✓ Upper case letter(s)
- ✓ Digit(s)
- ✓ Passwords match



## Create your security Questions

Terms and ConditionsUsernamePasswordQuestions and Answers

### Create Your Recovery Questions, Answers and Hints

Your Recovery Question, Answers and Hints are used to help you if you forget your Password. Please complete all the required fields below to continue the Sign Up process.

Select a Recovery Question: **(required)**

What was the first job I ever received pay for? v

My Recovery Answer: **(required)**

company

My Memorable Person: **(required)**

your sample person

My Memorable Person Hint:

you

My Memorable Date (YYYY-MM-DD): **(required)**

2000-01-01

My Memorable Date Hint:

new millenium

Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.

ContinueClear AllCancel

**Privacy**

Please keep your Recovery Question, Answers and Hints secure. For more information on how your privacy is protected, please refer to our [Personal Information Collection Statement](#).

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**i**

Your answers must contain at least three characters and contain no special characters (for example: %, #, @). Your hints must contain at least three characters and may contain letters, numbers and the following punctuation characters: apostrophe ('), comma (,), dash (-), period (.) and question mark (?).

Click Continue

[Français](#)

**Government of Canada****Gouvernement du Canada**

DefinitionsFrequently Asked Questions (FAQ)Help

[Home](#) → GCKey Sign Up Complete

## GCKey Sign Up Complete

You have successfully created your GCKey.

Your Username is: mycompanyname123

Please select **Continue** to leave the GCKey service and return to the Government of Canada online service.

Continue

**Privacy**

Please keep your Username secure. For more information on how your privacy is protected, please refer to our [Personal Information Collection Statement](#).

Date modified: 2020-09-01

You will be redirected to

The screenshot shows a web interface for the Government of Canada. At the top left is the Canadian flag, followed by the text "Government of Canada" and "Gouvernement du Canada". Below this is a dark blue navigation bar with two tabs: "Definitions" and "Frequently Asked Questions (FAQ)". A breadcrumb trail reads "Home → Welcome mycompanyname123". The main heading is "Welcome mycompanyname123". Below the heading, a message states: "You last signed in with your GCKey on Monday, January 17, 2022 at 15:21:22 ET. From this page you can [Change Your Password](#), [Change Your Recovery Questions](#) or [Revoke Your GCKey](#). To help protect your information, please remember to sign out and close your browser before leaving this computer unattended. Please select **Continue** to return to the Government of Canada online service." A dark blue button labeled "Continue" is positioned below this text. On the right side, a vertical menu titled "Options" contains links for "Change", "Change Question", "Revoke", and "Sign Out". A large, semi-transparent watermark for "GêRC Canada Immigration Consulting" is overlaid on the bottom half of the page.

Click Continue and Accept the terms and conditions.

Government of Canada / Gouvernement du Canada

Jobs ▾ Immigration ▾ Travel ▾ Business ▾ Benefits ▾ Health ▾ Taxes ▾ More services ▾

Home

Links Security System Requirements Privacy Print Logout

## Terms and Conditions

By accessing the IRCC Portal, you are agreeing to abide by the following Terms and Conditions of Use:

1. You agree to keep your login information confidential and not share it with anyone. If you suspect that others have obtained your login information, you are responsible for contacting IRCC immediately by clicking on the "Report a problem or mistake on this page" button.
2. You certify that any information provided by you is true, accurate, and complete.
3. You understand and accept that as a security measure for administrative reasons, IRCC can revoke your access to the IRCC Portal if you fail to abide by the Terms and Conditions of Use.
4. You understand that it is your responsibility to ensure that third-party firewall and anti-virus software is in use. IRCC is not responsible for the security of your computer.
5. You understand and accept that IRCC is not responsible for any losses or damages incurred by anyone because of :
  - The use of the information available to the IRCC Portal; and
  - Any restrictions, delay, malfunction, or unavailability of the IRCC Portal.

To continue, and to indicate your acceptance of these Terms and Conditions, choose "I Accept". If you do not agree with these Terms and Conditions, choose "I Do Not Accept".

Note: You will not be able to access IRCC's Portal unless you accept the Terms and Conditions.

After setting up the Username and passwords, Now you have to enroll your Company in the employer portal

Click Next

The screenshot shows the top navigation bar of the IRCC Portal. It includes the Government of Canada logo and the text "Government of Canada" and "Gouvernement du Canada". Below the logo is a dark blue navigation menu with the following items: Jobs, Immigration, Travel, Business, Benefits, Health, Taxes, and More services. Below the navigation menu is a "Home" link. A utility bar contains icons for Links, Security, System Requirements, Privacy, Print, and Logout. The main heading is "Welcome to the IRCC Portal". Below the heading is a sub-heading: "Answer some questions to guide you through the process of enrolling to IRCC's portal." At the bottom of this section is a blue button labeled "Next".

Click No, if it your first time enrolling the Company.

The screenshot shows the IRCC Portal with a question: "Have you received a Personal Identification Number (PIN) to complete your enrolment process to IRCC's Portal?". Below the question is a sub-heading: "This PIN was provided to you directly from us or from an authorized person within your organization." At the bottom of this section are two buttons: "Yes" and "No". A red box highlights the "No" button, and a red arrow points to it from the right. The page also features a large watermark for "GêRC Canada" and "Immigration Consulting".

Select Employer Portal then click next.

Government of Canada / Gouvernement du Canada

Jobs | Immigration | Travel | Business | Benefits | Health | Taxes | More services

Home

Links | Security | System Requirements | Privacy | Print | Logout

### IRCC Portal

Which portal do you want to enrol for? [?](#)

Employer Portal [v]      Next

Contact information | Government | Transparency | Feedback

Select No

Government of Canada / Gouvernement du Canada

Jobs | Immigration | Travel | Business | Benefits | Health | Taxes | More services

Home

Links | Security | System Requirements | Privacy | Print | Logout

### IRCC Portal

Are you either:

- trying to re-enrol in the Employer Portal (you were previously enrolled), or
- enrolling as a branch of an organization?

If you are a branch of an organization you must contact your main organization to get a PIN and instructions before you can proceed with enrolment.

Yes No

Now type again new security questions. We recommend using the ones you used for the GCKey.

- [Security Questions Help](#)
- [Privacy](#)
- [Print](#)
- [Logout](#)

## Create your security questions

You will need to answer one of your security questions each time you access your account. You will have two tries to answer the question.

If you can't answer the first security question, we will ask you another one of your four questions. If you can't answer any of your security questions, we will lock your account. You will not be able to recover your account online.

Create new security questions that are difficult to guess but are easy for you to remember.

\* Security Question 1 (required)

\* Answer 1 (required)

\* Security Question 2 (required)

\* Answer 2 (required)

\* Security Question 3 (required)

\* Answer 3 (required)

\* Security Question 4 (required)

\* Answer 4 (required)

Continue



Now, Select, Enrol as Employer.



The screenshot shows the top portion of the IRCC Portal website. At the top right, there is a link for 'Français'. Below this, the Government of Canada logo and name are displayed in both English ('Government of Canada') and French ('Gouvernement du Canada'). A dark blue navigation bar contains several menu items: 'Jobs', 'Immigration', 'Travel', 'Business', 'Benefits', 'Health', 'Taxes', and 'More services', each with a downward arrow. Below the navigation bar, there is a 'Home' link and three utility buttons: 'Privacy', 'Print', and 'Logout'. The main heading is 'IRCC Portal', followed by a blue bar with the question 'What would you like to do today?'. Below this bar is a button labeled 'Enrol as employer'.



Fill out the information as appropriated. Ideally this is for a director of the company, or a person authorized to hire people from the Company or the Owner of the company.

[Français](#)

 **Government of Canada** **Gouvernement du Canada**

[Jobs](#) ▾ [Immigration](#) ▾ [Travel](#) ▾ [Business](#) ▾ [Benefits](#) ▾ [Health](#) ▾ [Taxes](#) ▾ [More services](#) ▾

[Home](#) → [Online Services](#)

## Employer portal enrollment

### Enter information about your organization

**User contact information**

\* Last name(s) *(required)*

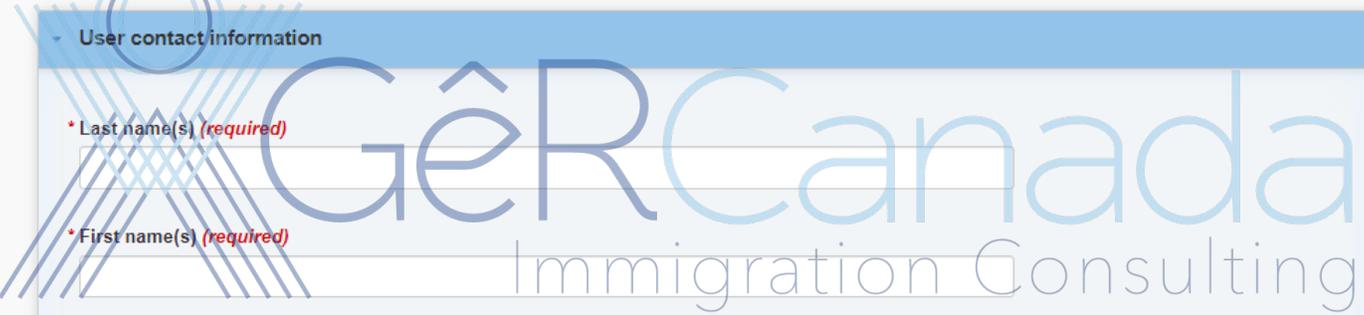
\* First name(s) *(required)*

\* Job title *(required)*

\* Telephone number *(required)*

Fax number

\* Email address *(required)*



Enter the information about the Company.

### Enter information about your organization

▸ User contact information

▾ Business information

\* Business legal name (required) ?

\* Business operating name (required) ?

\* Is this a Canadian organization? (required)

Yes ▾

\* Canada Revenue Agency business number (required) ?

\* Canada Revenue Agency business number (re-enter) (required) ?

← Previous

← Exit

Continue →



Click Agree, Name and Last name, answer one of your recently added security questions.

[Français](#)

 **Government of Canada** **Gouvernement du Canada**

[Jobs](#) ▾ [Immigration](#) ▾ [Travel](#) ▾ [Business](#) ▾ [Benefits](#) ▾ [Health](#) ▾ [Taxes](#) ▾ [More services](#) ▾

[Home](#) → [Online Services](#)

## Your Declaration and Electronic Signature

### Notice Regarding Personal Information

By submitting this Online Request For Enrolment in the IRCC Portal, you are agreeing to abide by the following Terms and Conditions of Use

- You certify that any information provided by you is true, accurate, and complete.

\* Please select *(required)*

### Signature

Given name(s)

\* Last name(s) *(required)*

### Security Question

\* who is almighty *(required)*

Then Finally Click Transmit

[Français](#)

 **Government of Canada** **Gouvernement du Canada**

[Jobs](#) [Immigration](#) [Travel](#) [Business](#) [Benefits](#) [Health](#) [Taxes](#) [More services](#)

[Home](#) → [Online Services](#)

[Start Again](#) [Print](#) [Help](#)

## Signature

**Notice Regarding Personal Information**

By submitting this Online Request For Enrolment in the IRCC Portal, you are agreeing to abide by the following Terms and Conditions of Use

- You certify that any information provided by you is true, accurate, and complete.

**Please select (required)**

I agree

Signature  
Juanito Perez

**Important:** This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. [Read the full notice](#)

You have submitted your application to enroll as Employer.

The screenshot shows the Government of Canada website interface. At the top, there is a navigation bar with the Canadian flag and the text "Government of Canada" and "Gouvernement du Canada". Below this is a menu with options: Jobs, Immigration, Travel, Business, Benefits, Health, Taxes, and More services. The main content area features a breadcrumb trail: Home → Online Services. There are buttons for "Print" and "Help". The primary message is "Congratulations! You have successfully submitted your application or profile." followed by "Your Online Request For Enrolment in the IRCC Portal Has Been Transmitted". A section titled "What happens next?" contains three steps: Step 1: Verification of eligibility; Step 2: E-mail notification of results; Step 3: Request for feedback. An "Exit Questionnaire" button is also present. A large watermark for "GERCanada Immigration Consulting" is overlaid on the page. A blue footer bar contains an important disclaimer.

Government of Canada / Gouvernement du Canada

Jobs ▾ Immigration ▾ Travel ▾ Business ▾ Benefits ▾ Health ▾ Taxes ▾ More services ▾

Home → Online Services

Print Help

## Congratulations! You have successfully submitted your application or profile.

Your Online Request For Enrolment in the IRCC Portal Has Been Transmitted

What happens next?

- Step 1:** We will verify that you are eligible to enrol in the portal as an Employer using the information you have provided.
- Step 2:** You will be advised by e-mail of the result of your request for enrolment. It is important that you logout and close your browser before leaving your computer unattended. This is a precaution to ensure that no one else can access your personal information.
- Step 3:** Please take a few moments to rate your experience with us today.

Exit Questionnaire

**Important:** This information is for reference only and no immigration decision will be made based on your answers. If you choose to apply, your application will be considered by an immigration officer in accordance with the Immigration and Refugee Protection Act, without regard to any outcome you attain through this questionnaire. [Read the full notice](#)

You will see this page

The screenshot shows the IRCC Portal account page for 'lopez juancho'. At the top, there are navigation menus for Jobs, Immigration, Travel, Business, Benefits, Health, Taxes, and More services. Below the navigation is a 'Home' link and utility buttons for Privacy, Print, and Logout. The main heading is 'lopez juancho's IRCC Portal account' with a sub-note: 'The last time you signed in was on January 17, 2022.' A blue banner asks 'What would you like to do today?'. Below this is a section 'View my submitted applications or profiles' with a table:

| Transmitted               | App #     | Date Created                       | Date Transmitted                   | Options |
|---------------------------|-----------|------------------------------------|------------------------------------|---------|
| Employer Portal Enrolment | 138615062 | January 17, 2022 03:31:24 p.m. EST | January 17, 2022 03:36:17 p.m. EST |         |

You need to wait for Immigration to approve your application for enrolment.

Normally it takes few hours, but it can take up to 2 days.

Eventually you will get an email like this.

The email notification is from 'donotreply' and states: 'Your enrolment is complete. Your account is now active.' At the bottom, there are three buttons: 'Reply all', 'Reply', and 'Forward'.

Now you can log in again, and will see this, and are ready to Submit Electronic Job Offers and/or add us as an authorized user so we can submit the electronic Job Offer.



Government of Canada / Gouvernement du Canada

- Jobs
- Immigration
- Travel
- Business
- Benefits
- Health
- Taxes
- More services

Home

Privacy | Print | Logout

## Pablo Martinez's IRCC Portal account

The last time you signed in was on December 24, 2021.

The information provided in the Employer Portal is intended for applications and requests for a work permit (where the employer is specified) for a foreign national, submitted to a mission overseas, at a port of entry, to Case Processing Centre or local Immigration, Refugees and Citizenship Canada office, where the occupation does not require a Labour Market Impact Assessment (LMIA). The information is also intended for use during inspection, up to six years after work permit issuance, to determine an employer's compliance with conditions imposed under the Immigration and Refugee Protection Regulations (IRPR).

The information provided is also for the purpose of complying with section 209.11 of the IRPR.

### Business details

- Business number: 763
- IRCC employer number: O264
- Business legal name: VA
- Business operating name: Var

[View and update your contact information](#)

### User contact information

- First name: Pe
- Middle name (if applicable):
- Last name(s): M. ..
- Contact email address (required): pabl
- Preferred language of notification: English

[Save](#)

### What would you like to do today?

- [Submit an offer of employment](#)
- [Access the offer of employment queue](#)

### Manage access

Selecciona la opcion Submit an offer of employment.

## Juan Martinez's IRCC Portal account

The last time you signed in was on October 20, 2021.

The information provided in the Employer Portal is intended for applications and requests for a work permit (where the employer is specified) for a foreign national, submitted to a mission overseas, at a port of entry, to Case Processing Centre or local Immigration, Refugees and Citizenship Canada office, where the occupation does not require a Labour Market Impact Assessment (LMIA). The information is also intended for use during inspection, up to six years after work permit issuance, to determine an employer's compliance with conditions imposed under the Immigration and Refugee Protection Regulations (IRPR).

The information provided is also for the purpose of complying with section 209.11 of the IRPR.

### Business details

\* Business number

\* IRCC employer number

\* Business legal name

\* Business operating name

[View and update your contact information](#)

### User contact information

\* First name

\* Middle name (if applicable)

\* Last name(s)

\* Contact email address *(required)*

Preferred language of notification

English ▾

[Save](#)

### What would you like to do today?

[Submit an offer of employment](#)

[Access the offer of employment queue](#)

Te presenta la opcion de llenar 4 formularios.



Government of Canada / Gouvernement du Canada

[Home](#) → [Online Services](#)

## LMIA-exempt Offer of employment

### Offer of employment to a foreign national exempt from a Labour Market Impact Assessment (LMIA)

Complete each section below to submit your online offer of employment.

You should review your offer of employment before you submit to make sure it is complete and accurate.

| Form Name            | Status      | Options                                      |
|----------------------|-------------|--|
| Business information | In progress | <input type="button" value="Continue form"/> |
| Foreign Worker       | Not started | <input type="button" value="Start form"/>    |
| Job Details          | In progress | <input type="button" value="Continue form"/> |
| Wage and benefits    | Not started | <input type="button" value="Start form"/>    |

**GêRCanada**  
Immigration Consulting

Llenar cada uno de los formularios. Algunos ya tendrán cierta información pre-llenada.

## LMIA-exempt Offer of employment

### Business information

**Business**

Please provide the most up to date information about the business or company

Business number 

Business legal name 

Business operating name 

\* Business telephone number *(required)*

 Business address

 Type of business

 Business details

 User contact information

 Cancel

Validate

Save and exit 

 Next 

Es importante en esta sección llegar la información de contacto, ya que será esta información la que toma inmigración para alguna auditoria.

**User contact information**

Primary contact is the person who will be contacted by IRCC for further information.

\* First name(s) *(required)*

Middle name (if applicable)

\* Last name(s) *(required)*

\* Job title *(required)*

\* Contact phone number *(required)*

Extension

Contact fax number

\* Contact email address *(required)*

[← Previous](#)



EL segundo formulario, es información general del trabajador foraneo. Es necesario su numero de pasaporte.

### Foreign worker information

**- Foreign worker information**

\* Last name(s) *(required)*

\* First name(s) *(required)* ?

By checking this box, I affirm that there is no first name.

\* Gender *(required)*

Please select

\* Date of birth *(required)*

Select Year Select Month Select Day

\* Country of birth *(required)*

Please select

\* Country of residence *(required)* ?

Please select

\* Citizenship *(required)* ?

Please select

\* Passport number *(required)* ?

Lo mas critico de este proceso es la información del trabajo y la excepción de LMIA.

## LMIA-exempt Offer of employment

### Job offer details

#### - Details of job

\* Business legal name (required)

\* Business operating name (required)

\* Business number (required)

Select your LMIA Exemption from the Dropdown menu

\* LMIA exemption title (required) ?

LMIA exemption code ?

\* Please explain in your own words how you meet the requirements of the Labour Market Impact Assessment (LMIA) exemption. Make sure to provide as much detail as possible. (required)

Select one option or write your Explanation

\* Job title (required)

\* NOC code (required) ?

La segunda parte de esta forma tiene que ver con los duties y duración del empleo.

\* Expected start date of employment (required)

Select Year Select Month Select Day

\* Expected duration of employment (required) ?

12 Months or 18 Months, etc

You can type the duration of the employment, 12 months or whatever duration you are offering.

\* Main duties of the job (required) ?

Describe de duties

\* Minimum education requirements of job (required)

Bachelor's degree

Other training required ?

None

Type what are your requirements. Make sure your applicant meets your requirements as employer as well as the requirements of the program you are applying.

\* Experience and skills required to complete the job duties (required)

Previous experience in similar position is an asset

\* Are there provincial/federal certification, licensing or registration requirements for the job? (required) ?

No

\* There are Employer compliance fees associated to an LMIA Exempt offer of employment. Will you be paying your fees or are you fee exempt? (required)

Yes, I will be paying the employer compliance fee for this offer of employment.

Next →

Por ultimo Wages and benefits.

## LMIA-exempt Offer of employment

### Wage and benefits

**Wage and benefits**

\* Are you paying the foreign national directly? *(required)*

Yes

\* Type of wage *(required)*

Wage in Canadian dollars per hour

\* Wage amount *(required)*

20

\* Number of work hours per day *(required)*

6

\* Number of work hours per week *(required)*

30

\* Total of number of work hours per month *(required)*

120

\* The overtime rate in Canadian dollars *(required)*

30

\* Overtime starts after how many hours per week *(required)*

40

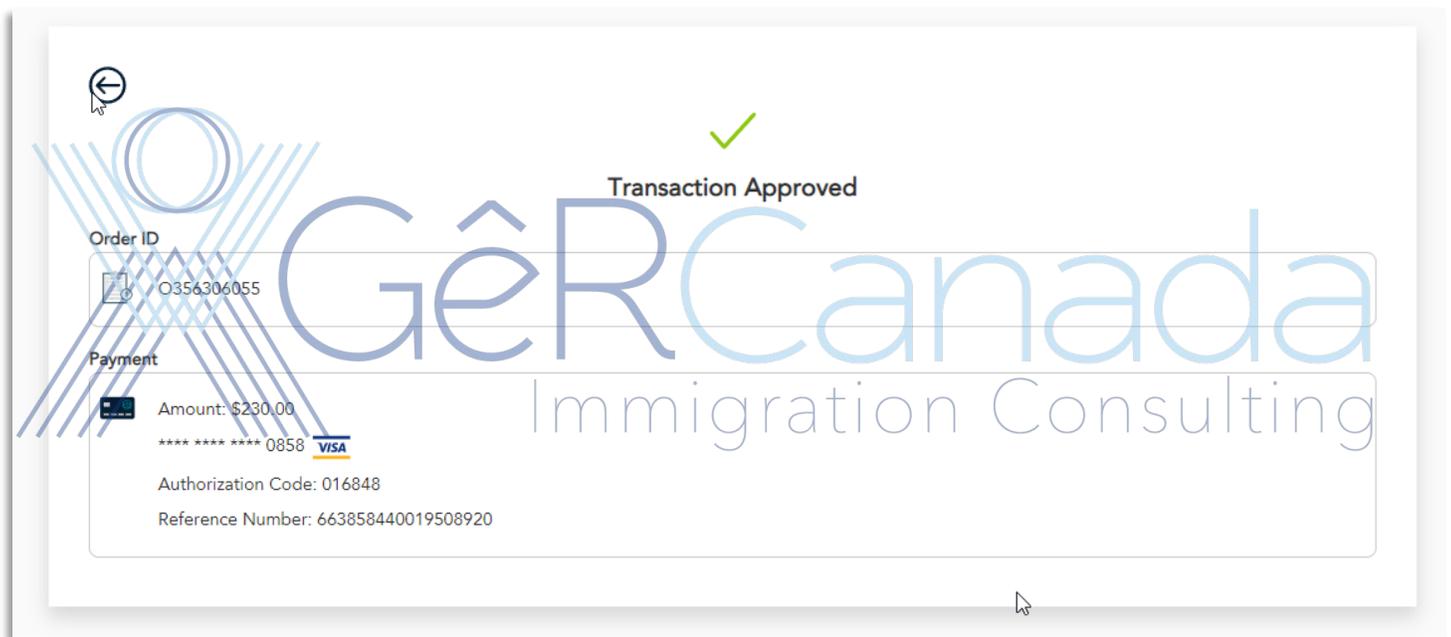
Additional information

This is just an example of how to fill it out. Use your actual wages/salary information.

Una vez que ya estan llenados los campos,

Darle Click a Next hasta que firmes la aplicación y te solicite hacer el Pago.

**Es muy importante que al realizar el pago, hagas un Screenshot del recibo de Pago como se muestra en la imagen aquí abajo. El sistema no te da el recibo de pago, por eso es importante el Screenshot.**



Deberás esperar 15 min a 30 minutos para que la solicitud genere un numero de Oferta Electronica.

View your online offer of employment

| Offer of employment number ↑ | Foreign worker name | Date Created  | Date submitted/Days left to submit | Date Last Saved | Details   | Messages |
|------------------------------|---------------------|---------------|------------------------------------|-----------------|-----------|----------|
| A070                         |                     | April 7, 2022 | April 8, 2022                      | April 8, 2022   | Submitted | None     |

Ese numero junto con el recibo de pago de los 230 dolares, es lo que necesita el trabajador para poder Aplicar al Permiso de Trabajo.