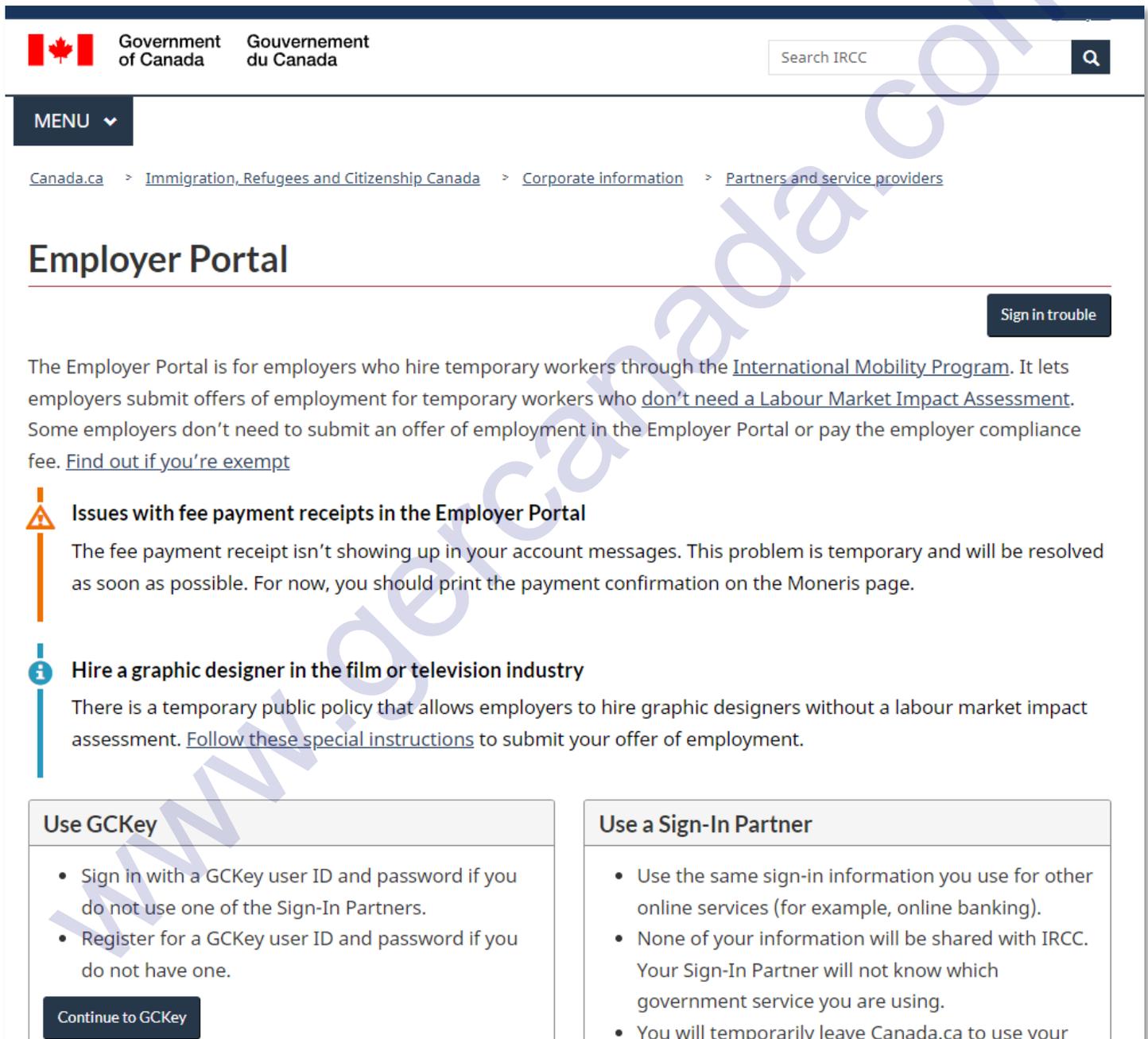


We hope these instructions help you to Open an Employer portal Account.

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. Below the navigation bar is a breadcrumb trail: [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.

i 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

- Sign in with a GCKey user ID and password if you do not use one of the Sign-In Partners.
- Register for a GCKey user ID and password if you do not have one.

[Continue to GCKey](#)

Use a Sign-In Partner

- Use the same sign-in information you use for other online services (for example, online banking).
- None of your information will be shared with IRCC. Your Sign-In Partner will not know which government service you are using.
- You will temporarily leave Canada.ca to use your

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". Below this is a navigation bar with "Definitions", "Frequently Asked Questions (FAQ)", and "Help". A breadcrumb trail shows "Home → Sign In / Sign Up". The main heading is "Welcome to GCKey". On the left, there is a "Sign In" section with fields for "Username" and "Password", both marked as required. There is a "Forgot your password?" link and "Sign In" and "Clear All" buttons. On the right, there is a "Simple Secure Access" section with a "Sign Up" button. A red box highlights the "Sign Up" button, and a red arrow points from a "Click Sign UP" label to it. A large watermark "www.gercanada.com" is visible across 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)

Username Checklist

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

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

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

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.

Continue

Clear All

Cancel

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](#).

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

Government of Canada
Gouvernement du Canada

[Français](#)

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



Government of Canada

Gouvernement du Canada

Definitions

Frequently Asked Questions (FAQ)

[Home](#) → Welcome mycompanyname123

Welcome mycompanyname123

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](#).

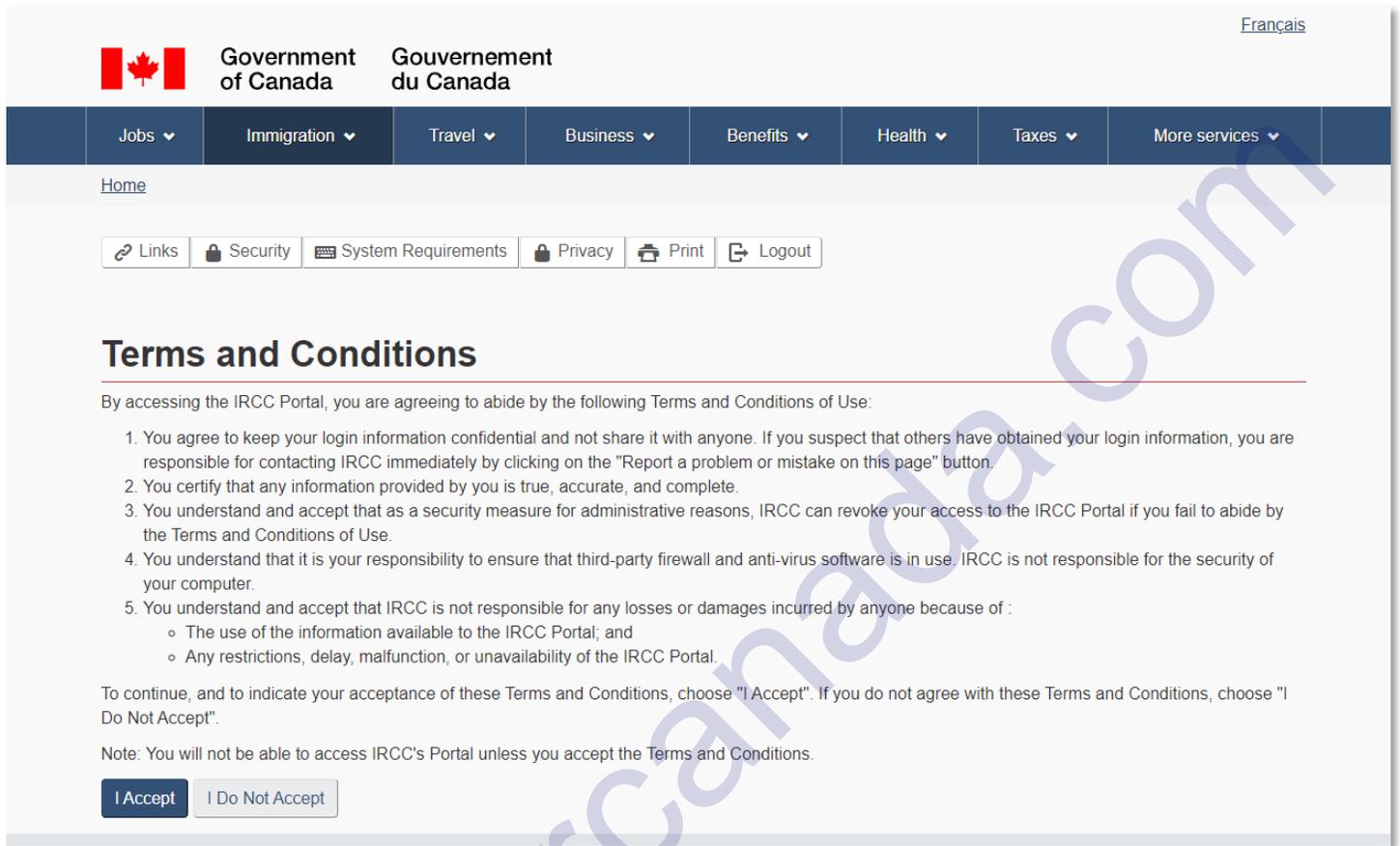
To help protect your information, please remember to sign out and close your browser before leaving this computer unattended.

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

Continue

- Options
- Change
- Change Question
- Revoke
- Sign Out

Click Continue and Accept the terms and conditions.



The screenshot shows the top navigation bar of the IRCC Portal. It includes the Government of Canada logo and name in both English and French, a language selector for 'Français', and a menu with categories: Jobs, Immigration, Travel, Business, Benefits, Health, Taxes, and More services. Below the menu is a 'Home' link and a utility bar with icons for Links, Security, System Requirements, Privacy, Print, and Logout. The main heading is 'Terms and Conditions'. The text states that by accessing the IRCC Portal, users agree 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 :
 - o The use of the information available to the IRCC Portal; and
 - o Any restrictions, delay, malfunction, or unavailability of the IRCC Portal.

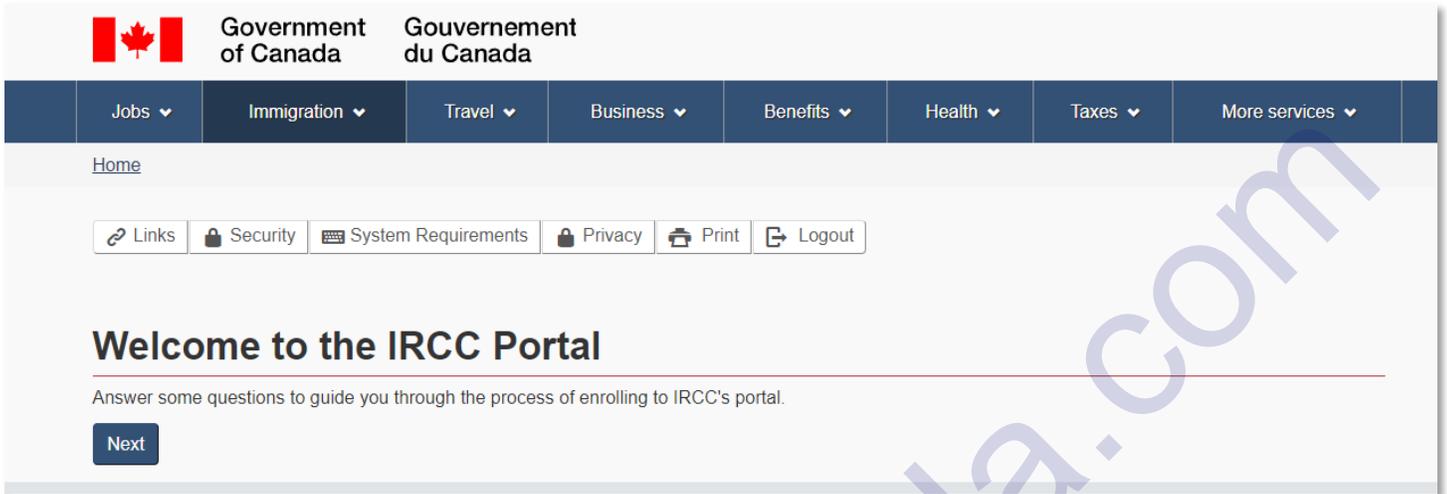
To continue, and to indicate your acceptance of these Terms and Conditions, choose "I Accept". If you do not agree with these Terms and Conditions, choose "I Do Not Accept".

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

At the bottom, there are two buttons: 'I Accept' and 'I Do Not Accept'.

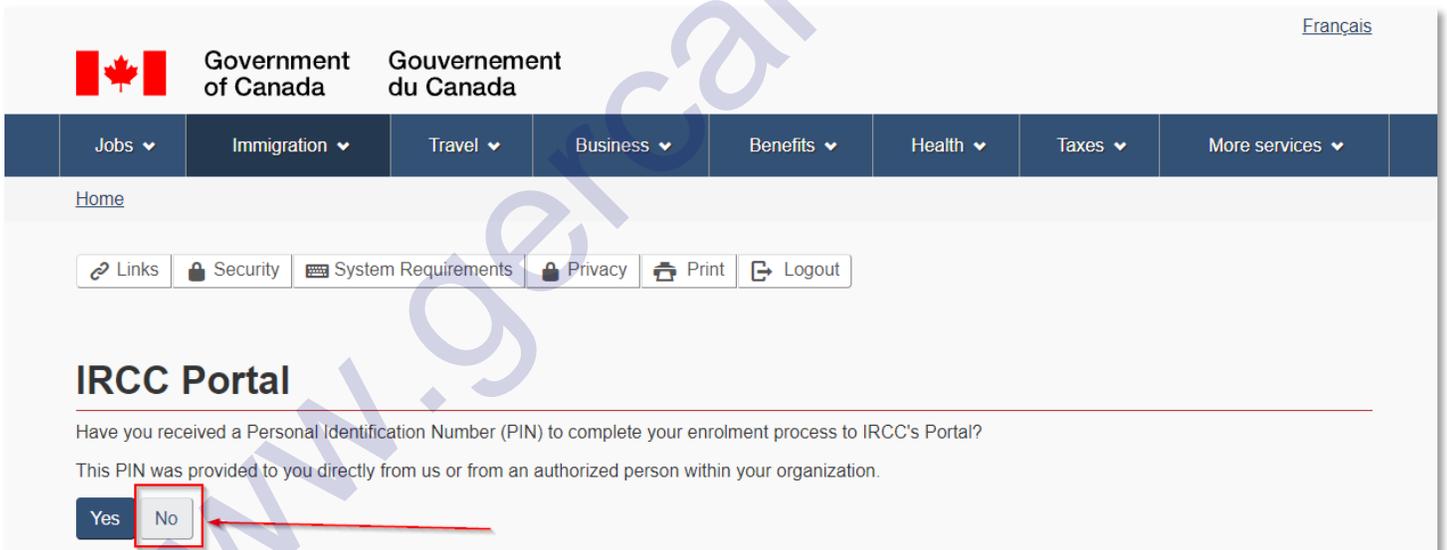
After setting up the Username and passwords, Now you have to enroll your Company in the employer portal

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 horizontal menu with dropdown arrows for "Jobs", "Immigration", "Travel", "Business", "Benefits", "Health", "Taxes", and "More services". Underneath the 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", followed by the instruction "Answer some questions to guide you through the process of enrolling to IRCC's portal." and a blue "Next" button.

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



This screenshot shows a question on the IRCC Portal. At the top right, there is a "Français" link. The navigation bar and utility bar are identical to the previous screenshot. The main heading is "IRCC Portal". The question is: "Have you received a Personal Identification Number (PIN) to complete your enrolment process to IRCC's Portal? This PIN was provided to you directly from us or from an authorized person within your organization." Below the question are two buttons: "Yes" and "No". A red box highlights the "No" button, and a red arrow points to it from the right.

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

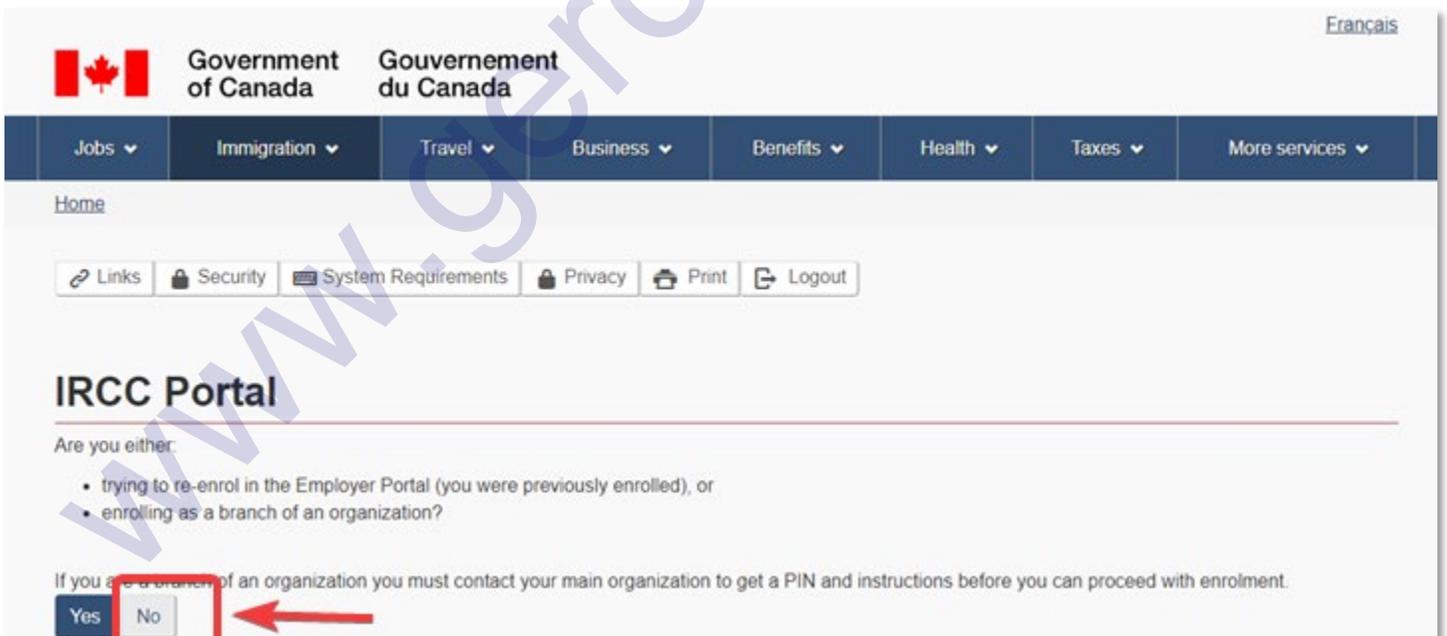
IRCC Portal

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

Employer Portal

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.

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)	<input type="text"/>
* Answer 1 (required)	<input type="text"/>
* Security Question 2 (required)	<input type="text"/>
* Answer 2 (required)	<input type="text"/>
* Security Question 3 (required)	<input type="text"/>
* Answer 3 (required)	<input type="text"/>
* Security Question 4 (required)	<input type="text"/>
* Answer 4 (required)	<input type="text"/>

[Continue](#)

Now, Select, Enrol as Employer.

Government of Canada / Gouvernement du Canada Français

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

Home

Privacy | Print | Logout

IRCC Portal

What would you like to do today?

[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](#)

[Print](#) [Help](#)

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](#)

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

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)*

I agree

Signature

Given name(s) * Last name(s) *(required)*

Security Question

* who is almighty *(required)*

[Sign](#) [Exit Questionnaire](#)

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)

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.



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.

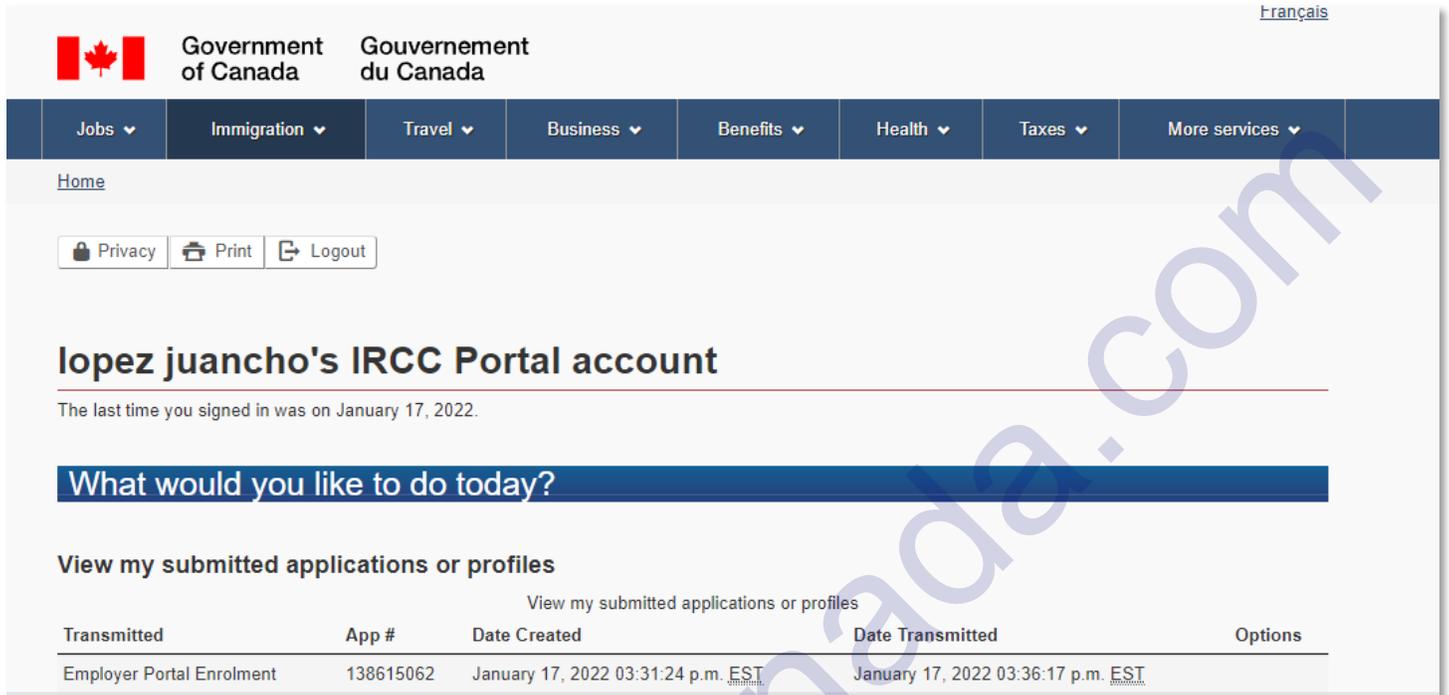
 **Step 3:**

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

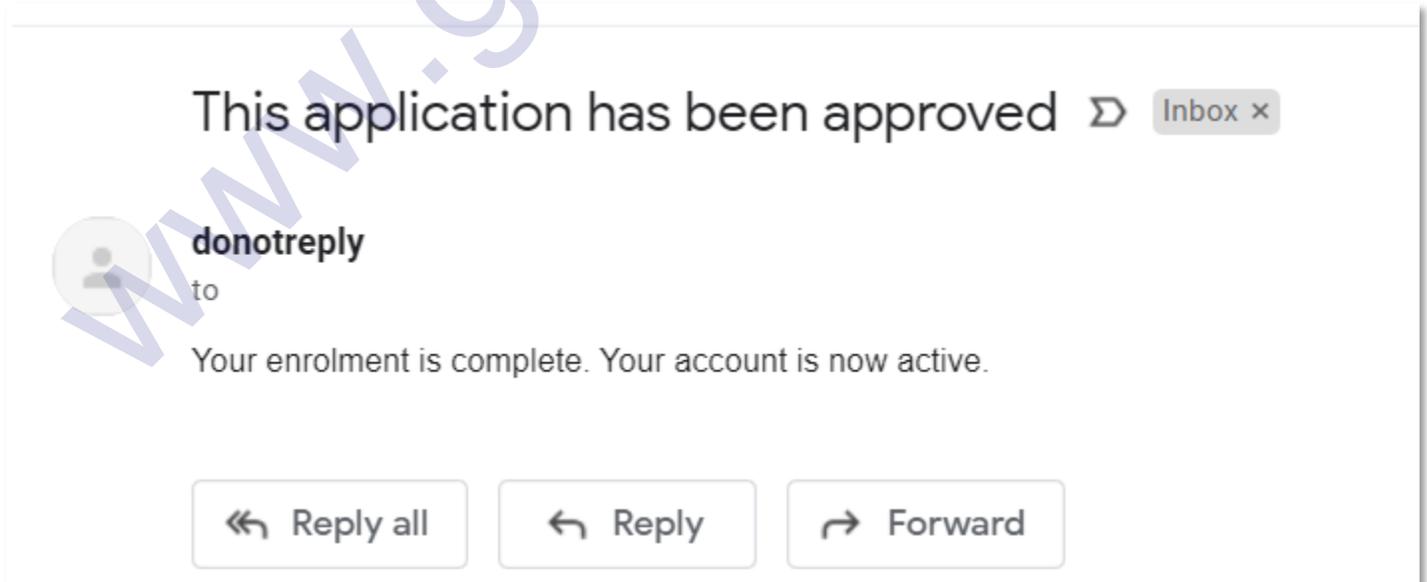


The screenshot shows the IRCC Portal account page for 'lopez juancho'. At the top, there is a navigation bar with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. Below this is a menu with options: Jobs, Immigration, Travel, Business, Benefits, Health, Taxes, and More services. A 'Home' link is visible. There are also links for Privacy, Print, and Logout. The main heading is 'lopez juancho's IRCC Portal account', followed by the text 'The last time you signed in was on January 17, 2022.' Below this is a blue bar with the question 'What would you like to do today?'. Underneath, there is a section titled 'View my submitted applications or profiles' with a link 'View my submitted applications or profiles'. A table lists the submitted applications:

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 screenshot shows an email notification with the subject 'This application has been approved'. The sender is 'donotreply'. The body of the email says '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: Pa

* 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