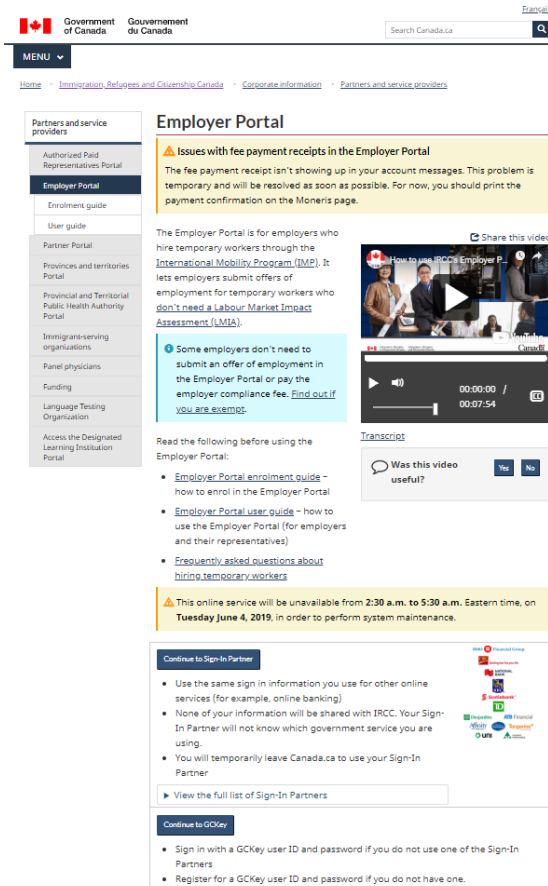


How to create a secondary user in you Employer portal

1. Visit this link

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



Partners and service providers

- Authorized Paid Representatives Portal
- Employer Portal**
- Enrolment guide
- User guide

Partner Portal

- Provinces and territories Portal
- Provincial and Territorial Public Health Authority Portal
- Immigrant-serving organisations
- Panel physicians
- Funding
- Language Testing Organisation
- Access the Designated Learning Institution Portal

Employer Portal

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.

The Employer Portal is for employers who hire temporary workers through the [International Mobility Program \(IMP\)](#). It lets employers submit offers of employment for temporary workers who [don't need a Labour Market Impact Assessment \(LMIA\)](#).

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 are exempt.](#)

Read the following before using the Employer Portal:

- [Employer Portal enrolment guide - how to enrol in the Employer Portal](#)
- [Employer Portal user guide - how to use the Employer Portal \(for employers and their representatives\)](#)
- [Frequently asked questions about hiring temporary workers](#)

This online service will be unavailable from 2:30 a.m. to 5:30 a.m. Eastern time, on Tuesday June 4, 2019, in order to perform system maintenance.

Continue to Sign-In Partner

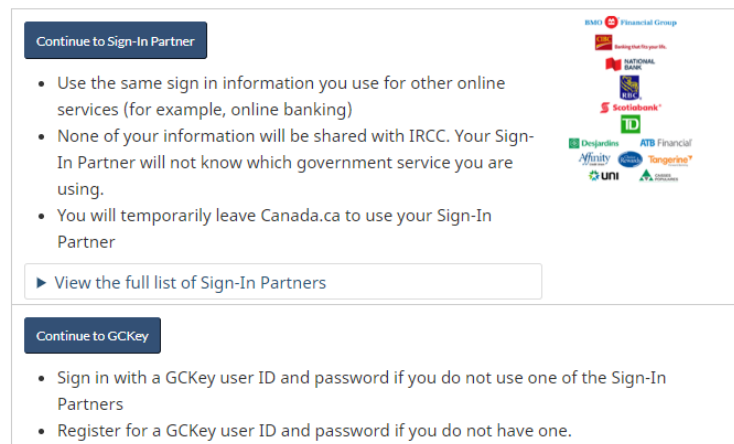
- Use the same sign in information you use for other online services (for example, online banking)
- None of your information will be shared with IRCC. Your Sign-In Partner will not know which government service you are using.
- You will temporarily leave Canada.ca to use your Sign-In Partner

[View the full list of Sign-In Partners](#)

Continue to 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.

2. Login using your Employer portal Credentials.



Continue to Sign-In Partner

- Use the same sign in information you use for other online services (for example, online banking)
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Continue to 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.

- Once you are in, click create a secondary user for this account, near the bottom of the page.

https://onlineservices-servicessonline.cic.gc.ca/mycic/repPortal/tfwp/home?&lang=en

Portal Portal Clientes Projectos 2017 Ideas competencia 2016 GC Acceder EE Eval GC Admin console A2Billing Portal WA 1001

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Home

Privacy Print Logout

Juan Martinez's IRCC Portal account

The last time you signed in was on April 17, 2019.

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 of 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 [redacted]
 * IRCC employer number [redacted]
 * Business legal name [redacted]
 * Business operating name [redacted]

View and update your contact information

User contact information

* First name Juan
 * Middle name (if applicable)
 * Last name(s) Martinez
 * Contact email address (required) [redacted]
 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

View Manage access

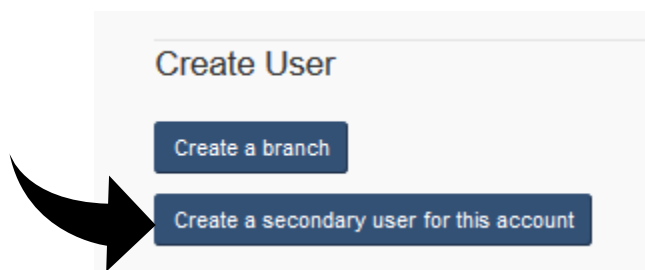
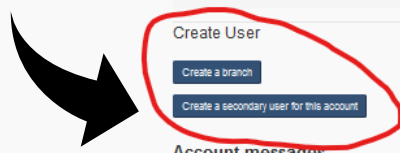
Given name(s)	Family Name	PIN	Email address	Administrative status	User Type	Delete Account
Jorge	Rodriguez	[redacted]	[redacted]	Secondary user	Regulatory Employer	Delete Account

Create User

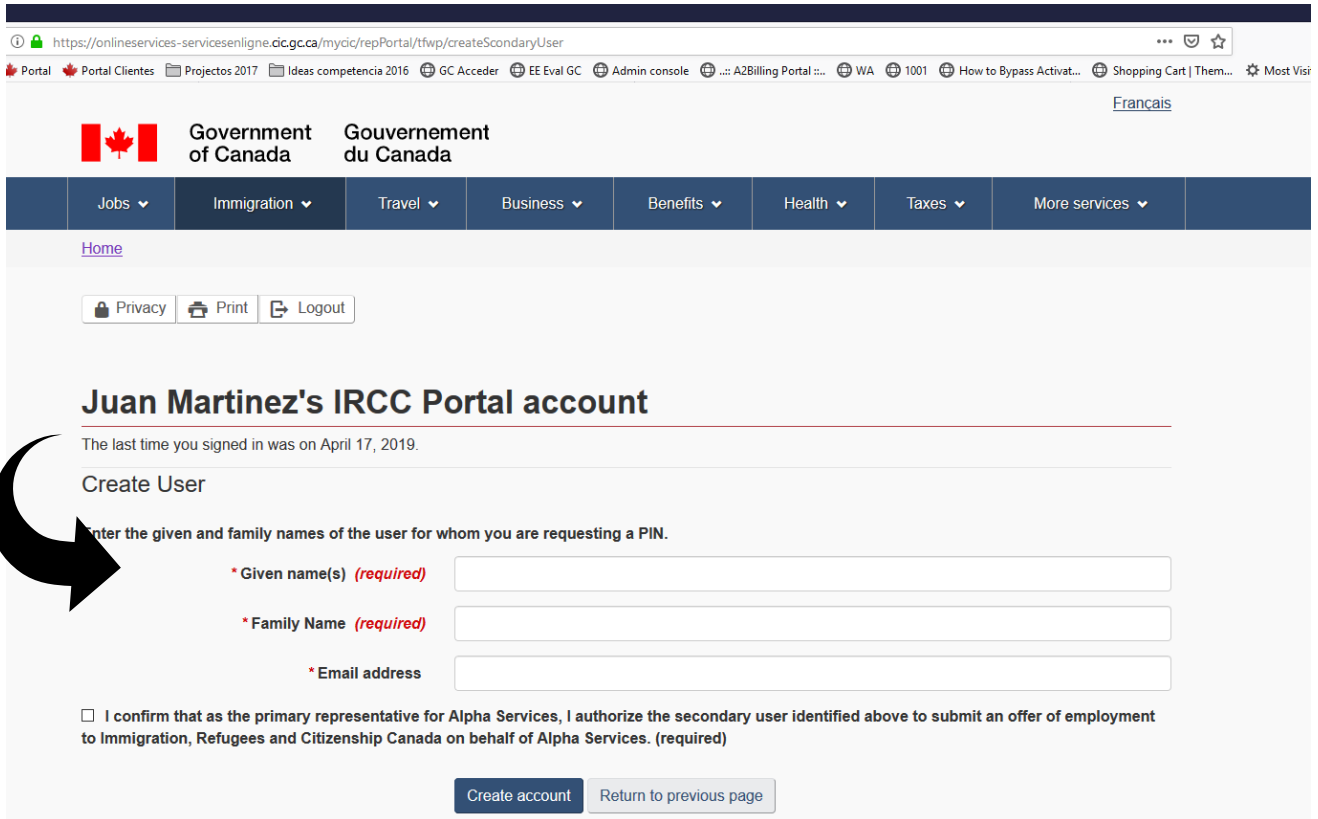
Create a branch
 Create a secondary user for this account

Account messages

Read messages related to your account. Messages about a submitted application are on your application status page.
 You have no messages.



4. Once you clicked, then will ask you for a Name, Last Name and email.



https://onlineservices-servicesenligne.cic.gc.ca/mycic/repPortal/tfwp/createSecondaryUser

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Home

Privacy | Print | Logout

Juan Martinez's IRCC Portal account

The last time you signed in was on April 17, 2019.

Create User

Enter the given and family names of the user for whom you are requesting a PIN.

* Given name(s) *(required)*

* Family Name *(required)*

* Email address

I confirm that as the primary representative for Alpha Services, I authorize the secondary user identified above to submit an offer of employment to Immigration, Refugees and Citizenship Canada on behalf of Alpha Services. *(required)*

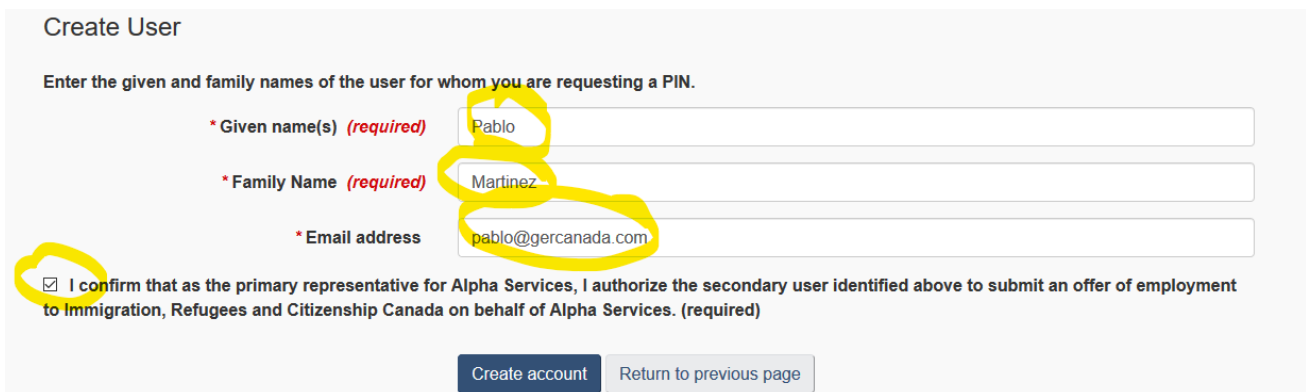
Create account | Return to previous page

5. Type in our information.

Pablo

Martinez

pablo@gercanada.com



Create User

Enter the given and family names of the user for whom you are requesting a PIN.

* Given name(s) *(required)*

* Family Name *(required)*

* Email address


I confirm that as the primary representative for Alpha Services, I authorize the secondary user identified above to submit an offer of employment to Immigration, Refugees and Citizenship Canada on behalf of Alpha Services. *(required)*

Create account | Return to previous page

6. Click Create Account.

7. Click Continue.

[Français](#)

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

[Home](#)

[Privacy](#) [Print](#) [Logout](#)

Confirm Create user

The account has been created. Select "Continue" to see your IRCC Portal homepage. You will see that a PIN has been created for this user. Take note of this PIN and give it to the person you are giving access to. This PIN is required to enrol in the IRCC Portal.

Given name(s) Pablo
Family Name Martinez
Email address pablo@gercanada.com

[Continue](#)

NEXT PAGE



- Then, you will be presented with main page again, and you will see a section call Manage Access.

[Privacy](#)
[Print](#)
[Logout](#)

Juan Martinez's IRCC Portal account

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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

[Save](#)

What would you like to do today?

[Submit an offer of employment](#)

[Access the offer of employment queue](#)

Manage access

[View Manage access](#)

Given name(s)	Family Name	PIN	Email address	Administrative Status	User Type	Delete Account
Jorge	Rodriguez	<input type="text"/>	<input type="text"/>	Secondary user	Regulatory Employer	Delete Account
Pablo	Martinez	<input type="text"/>	pablo@gercanada.com	Secondary user	Regulatory Employer	Delete Account

9. There will be the new user you added to your account. Including a PIN number, you need to provide us with that full PIN number so we can create our account linked to yours and we can submit on your behalf.

Manage access						
View Manage access						
Given name(s)	Family Name	PIN	Email address	Administrative Status	User Type	Delete Account
Jorge	Rodriguez	[REDACTED]	[REDACTED]	Secondary user	Regulatory Employer	Delete Account
Pablo	Martinez	B6dens	pablo@gercanada.com	Secondary user	Regulatory Employer	Delete Account

Please note that this way you will have full access to your account without risking anything and at any moment you can delete us from accessing your account.