

# GRANTS AND CONTRIBUTIONS ENTERPRISE MANAGEMENT SYSTEM (GCEMS)

TECHNICAL ASSISTANCE FOR THE  
CREATION OF A GCKEY



Environment and  
Climate Change Canada

Environnement et  
Changement climatique Canada

Canada 

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Aussi disponible en français

# Technical Assistance for the Creation of a GCKey

## 1. Click on **Login to GCEMS**.

Government of Canada / Gouvernement du Canada

Search Canada.ca

Home > Environment and natural resources > Environmental conservation and protection > Environmental funding > Environmental funding programs

### Environmental funding programs: Application

For instructions on how to create an account in order to apply for an Environment and Climate Change Canada funding program, please review our video and the [written technical assistance document](#).

**GCEMS GET SET AND READY**  
How to create your Grants and Contributions Management System

▶ Transcript

**Note:** If you created an account to apply on the last call for proposals, the same account can be used. Simply enter your username and password and you will be redirected directly to the platform.

Start your application by logging in here:

**Login to GCEMS**

## 2. Click on **Continue to GCKey**.

Government of Canada / Gouvernement du Canada

Search Canada.ca

Canada.ca > Home

### Choose a secure sign in method

You must sign in to access the Environment and Climate Change Canada ("ECCC") service you requested.

#### Use a Sign-In Partner

**Continue to Sign-In Partner**

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

View the full list of Sign-In Partners

#### Use a GCKey

For a better user experience and to improve security, we recommend the following best practices:

- Be aware of your surroundings when you enter passwords in public
- Avoid sharing passwords online or over the phone, even with colleagues
- Avoid having your credentials remembered by your Web browser
- Log off or sign out of accounts and websites when you are finished, don't just close your browser
  - sign out of your account every time you leave the computer
  - clear your browser's cache and close your browser after your online session

**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.

3. The following window will appear (Note: it may not appear using some browsers. The language selection will be triggered by your computer's personal settings). From this window, select the language of your choice.




4. From this window, click on **Sign Up** to create a secure access account.

A screenshot of the GCKey Sign In and Sign Up page. The page has a header with the Government of Canada logo and navigation links: "Definitions", "Frequently Asked Questions (FAQ)", and "Help". Below the header, there 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 fields for "Username: (required)" and "Password: (required)", a "Forgot your password?" link, and "Sign In" and "Clear All" buttons. On the right, there is a "Simple Secure Access" section with a description, a "Sign Up" button (circled in red), and a note about using GCKey to access multiple Government of Canada online services.

5. Click on **I accept**.

A screenshot of the GCKey Sign Up Step 1 of 5 page. The page has a header with the Government of Canada logo and navigation links: "Definitions", "Frequently Asked Questions (FAQ)", and "Help". Below the header, there is a breadcrumb trail "Home → GCKey Sign Up Step 1 of 5". A progress bar shows five steps: "Terms and Conditions" (selected), "Username", "Password", "Questions and Answers", and "Email". The main content area is titled "Terms and Conditions of Use". It contains text about agreeing to the GCKey Terms and Conditions of Use, which includes the Privacy Notice. At the bottom, there are two buttons: "I accept" (circled in red) and "I decline".

6. Create your username and click on **Continue**.



Government  
of Canada

Gouvernement  
du Canada

[Français](#)

Definitions

Frequently Asked Questions (FAQ)

Help

[Home](#) → GCKey Sign Up Step 2 of 5

Terms and Conditions

Username

Password

Questions and Answers

Email

## Create Your Username

← Back

Your username must contain at least eight characters and be unique to you. 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.

Create Your Username: **(required)**

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

Continue

Clear All

Cancel


Privacy

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

Username Checklist

- Minimum 8 characters
- May contain:
  - Upper case letter(s)
  - Lower case letter(s)
  - French character(s)
  - Digit(s)
  - Special character(s)

7. **Create** and **Confirm** your password and click on **Continue**.



Government  
of Canada

Gouvernement  
du Canada

[Français](#)

Definitions

Frequently Asked Questions (FAQ)

Help

[Home](#) → GCKey Sign Up Step 3 of 5

Terms and Conditions

Username

Password

Questions and Answers

Email

## Create Your Password

← Back

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.

Continue

Clear All

Cancel

Privacy

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

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

8. Complete the Recovery Questions, Answers and Hints fields. These questions will be useful in a situation where you forget your password. Click on **Continue**.

Government of Canada / Gouvernement du Canada

Definitions Frequently Asked Questions (FAQ) Help

Home → GCKey Sign Up Step 4 of 5

Terms and Conditions Username Password Questions and Answers Email

### 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)**

Please select a question...

My Recovery Answer: **(required)**

My Memorable Person: **(required)**

My Memorable Person Hint:

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

My Memorable Date Hint:

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 [Privacy Notice](#).

**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 (?).

9. Click on **Skip**.

Government of Canada / Gouvernement du Canada

Definitions Frequently Asked Questions (FAQ) Help

Home → GCKey Sign Up Step 5 of 5

Terms and Conditions Username Password Questions and Answers Email

### Optional Account Recovery

To recover your username and password, you have the option to recover via email. If you do not wish to provide an email address at this time, you may skip this step. Email can be added later.

We will use your email to

- Confirm your email address
- Recover your username and/or password
- Notify you of account changes

A verification email will be sent to the address you provide.

Email Address: **(required)**

Confirm Email Address: **(required)**

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

**Continue** Clear All Cancel

Select **Skip** to proceed without adding an email.

**Skip**

**Email Checklist**

- Be valid
- Match the "Confirm Email Address"
- Be unique

10. The system will generate a confirmation message containing your username. Click on **Continue** to go on to the next phase of the authentication.

This screenshot shows the 'GCKey Sign Up Complete' page on the Government of Canada website. The page has a header with the Canadian flag, the text 'Government of Canada / Gouvernement du Canada', and a language selector for 'Français'. Below the header is a navigation bar with links for 'Definitions', 'Frequently Asked Questions (FAQ)', and 'Help'. The main content area shows a confirmation message: 'You have successfully created your GCKey. Your Username is: [text box]'. Below this, it says 'Please select **Continue** to leave the GCKey service and return to the Government of Canada online service.' A blue 'Continue' button is highlighted with a red oval. To the right, there is a 'Privacy' section with text about keeping the username secure and a link to the 'Privacy Notice'.

11. In the field **Email address**, type your email address and select **Search**.

This screenshot shows the 'Single Window Information Manager' page on the Government of Canada website. The page has a header with the Canadian flag, the text 'Government of Canada / Gouvernement du Canada', and a search bar labeled 'Search Canada.ca'. Below the header is a 'MENU' dropdown. The main content area shows a message: 'We have not found an account in our database that matches your log in information. Please enter your email address below. If we find your email address in our database we will send you a code (ECCC Key) that when you redeem it you will be reconnected to your old account. If we do not find an email match you will have to create a new account.' Below this message is a text input field labeled 'Email address' and a 'Search' button. The 'Email address' field is highlighted with a green border, and the 'Search' button is highlighted with a red oval. There is also a link for 'More information on how the recover account process works'.

12. From this window, select **Continue to “My Profile”**.

The screenshot shows the 'Single Window Information Manager' page. At the top, there is a header with the Government of Canada logo and a search bar. A 'MENU' dropdown is visible. The main content area has a title 'Single Window Information Manager' and a message: 'Your email address was not found in our database. You will need to create an account to continue by following these steps;'. Below this, a note states: 'Note: You may want to print out this page prior to clicking on the button below as this page is only visible once.' A list of four steps follows: 1. Create a user profile, 2. Connect/add your organization, 3. Connect/add your facilities, and 4. Add any additional information required by the reporting program you are filing a report for. At the bottom, a button labeled 'Continue to "My Profile"' is circled in red.

13. Complete all mandatory \* fields (top portion of the screen only). Confirm the information by selecting **Save** at the bottom of the screen.

The screenshot shows the 'My Profile' page. At the top, there is a header with the Government of Canada logo and a search bar. A 'MENU' dropdown is visible. The main content area has a title 'My Profile' and a message: 'Required fields are marked by an asterisk (\*).' Below this, there are several input fields. The fields for 'Given name (required)', 'Family name (required)', 'Email address (required)', and 'Confirm Email Address (required)' are highlighted with green boxes. Other fields include 'Initials', 'Telephone', 'Ext.', 'Fax', 'Alternate Phone Number', 'Ext.', 'Position', and 'Language of correspondence' (a dropdown menu set to 'English').



14. From the left side menu, click on **Organizations**.

Government of Canada / Gouvernement du Canada

Search Canada.ca

Franglais

MENU

Canada.ca > Home

Single Window Information Manager

- Home
- My Profile
- Redeem ECCC Key
- Request Access
- Organizations**
- Guidance
- Logout

## Single Window Information Manager

Welcome to Environment and Climate Change Canada's Single Window.

The reporting program(s) that you can access are listed below. Contact your SWIM Organization Lead to request access to additional programs.

[More information on getting access to programs and organizations](#)

### Canadian Notification and Movement Tracking System

This online system enables individuals and businesses to submit notifications and obtain movement documents electronically for the import and export of hazardous wastes or hazardous recyclable materials, as well as obtain official documents (e.g. permits) online under the Cross-border Movement of Hazardous Waste and Hazardous Recyclable Material Regulations (XBR).

15. The organization(s) listed in the **Organization column** are the ones you will have access to. It is normal that you do not have any organization listed since you just created your profile. Select the **Search for an organization** button.

Government of Canada / Gouvernement du Canada

Search Canada.ca

Franglais

MENU

Canada.ca > Home > Organizations

Single Window Information Manager

- Home
- My Profile
- Redeem ECCC Key
- Request Access
- Organizations
- Guidance
- Logout

## Organizations

The organizations listed below are the ones you can access. If your organization is not listed you need to either ask your SWIM Organization Lead for access or search for it by clicking on the Search for an organization button.

[More information on connecting to your organization\(s\)](#)

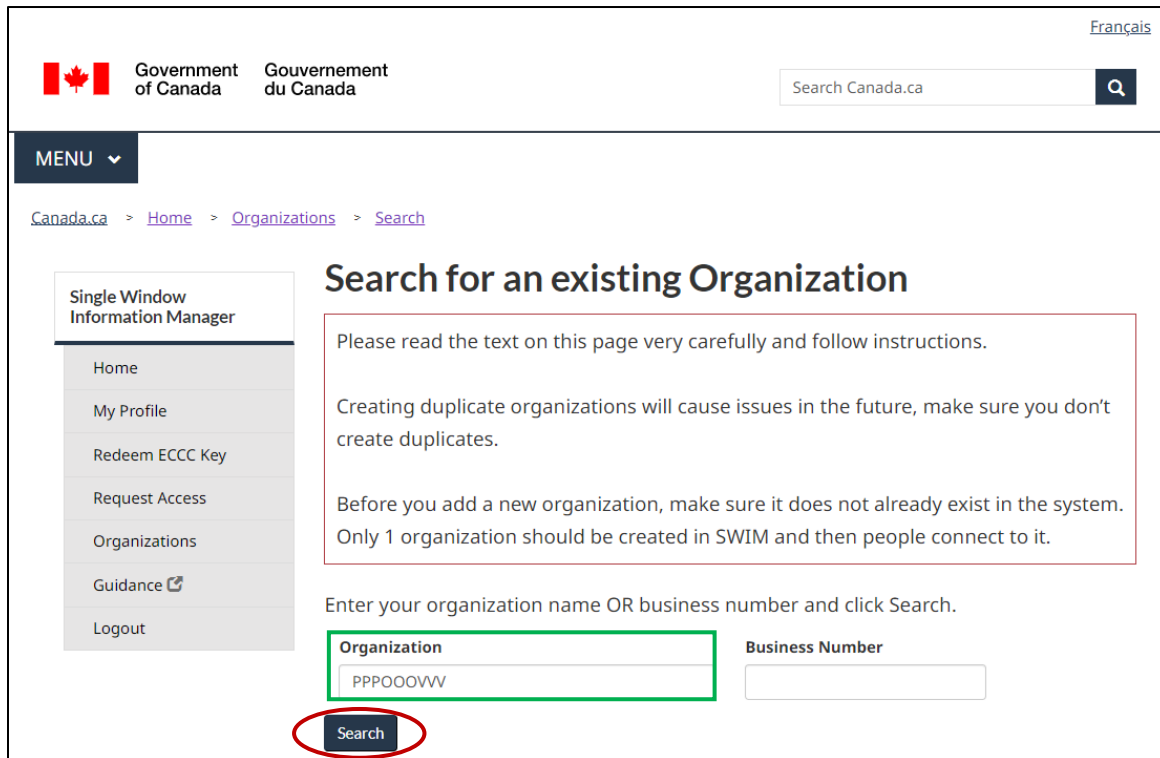
Filter items  Showing 0 to 0 of 0 entries | Show 10 entries

### Organizations

| Organization                      | Business Number |
|-----------------------------------|-----------------|
| No data is available in the table |                 |

**Search for an organization**

16. In the **Organization** field, enter the name of the organization and click on **Search**. (Hint: If you are having difficulty finding it, try several variations of the spelling and/or use only one or two keywords to facilitate the search).



The screenshot shows the 'Search for an existing Organization' page in the Single Window Information Manager. At the top, there is a header with the Government of Canada logo and a search bar. A left sidebar contains a 'MENU' dropdown with options: Home, My Profile, Redeem ECCC Key, Request Access, Organizations, Guidance, and Logout. The main content area has a heading 'Search for an existing Organization' and a red-bordered box with instructions: 'Please read the text on this page very carefully and follow instructions. Creating duplicate organizations will cause issues in the future, make sure you don't create duplicates. Before you add a new organization, make sure it does not already exist in the system. Only 1 organization should be created in SWIM and then people connect to it.' Below this, a text prompt says 'Enter your organization name OR business number and click Search.' There are two input fields: 'Organization' (containing 'PPPOOOVV') and 'Business Number'. A 'Search' button is located below the 'Organization' field and is circled in red.



**If your organization does not exist in our database, it will need to be created. If this is the situation, continue to Step 17 (Scenario 1). If your organization exists in our database, please go to Step 24 (Scenario 2).**



## Your organization does not exist in the system (Scenario #1).

17. Click on **Add an organization**.

Government of Canada  
Gouvernement du Canada

Search Canada.ca

Français

MENU

[Canada.ca](#) > [Home](#) > [Organizations](#) > [Search](#)

Single Window Information Manager

[Home](#)  
[My Profile](#)  
[Redeem ECCC Key](#)  
[Request Access](#)  
[Organizations](#)  
[Guidance](#)  
[Logout](#)

### Search Results

**\*\*Read through the list results carefully to make sure the organization you are looking for isn't already created.**

If your organization's name is long try searching on just a portion of the name to see if you can find it.

If you find the organization in the list:

- Click on the name of the organization you want to access
- Select the program you need to access
- Select the required role
- Select facilities, if applicable

This sends a request off to us and we will be in touch about gaining access.

Organization

Business Number

PPPOOQVV

Search

Filter items

Showing 0 to 0 of 0 entries | Show 10 entries

#### Organizations

| Business Legal Name               | Business Number | Physical Address |
|-----------------------------------|-----------------|------------------|
| No data is available in the table |                 |                  |

**ONLY** if you don't find the organization you are looking for you then click on Add an organization button to create an organization in our database.

Add an organization

18. Fill in the mandatory fields (marked with a red asterisk), including the website (if applicable) and the mailing address. Click on **Save** at the bottom of the screen.

Government of Canada / Gouvernement du Canada

Search Canada.ca

MENU

Canada.ca > Home > Organizations > New organization

### Organization

Required fields are marked by an asterisk (\*).

\* Business Legal Name (required)

English Trade Name French Trade Name

Organizations that fall into the following categories do not have to enter a business number:

- Indigenous organization
- charitable/non-profit organizations
- small businesses with less than \$30K in revenue
- located outside Canada

\* Does your organization fit into one of these categories?

Business Number

DUNS Number

Web Site

Mailing Address \*

Enter PO Box or Street Number

Mailing Address

Delivery Mode [2] PO Box Rural Route Number

Unit Street Number \* Street Name

Street Type Street Direction \* City

\* Prov/terr/State \* Postal Code (A1A 1A1) / Zip Code (11111)

\* Country

Additional Information

Copy To Physical

Save

**Note:** If your answer to the previous question is "No", the federal business number will be a mandatory field (even if there is no red asterisk). Not all applicants will have a federal business number and if this is your case, please enter 9 digits (Example: 123456789). **ONLY NUMBERS ARE PERMITTED.**

19. After saving the information, the organization is created. Click on **Home** on the left side menu.

Government of Canada / Gouvernement du Canada

Search Canada.ca

MENU

Canada.ca > Home

Single Window Information Manager

Home

My Profile

Redeem ECCC Key

Request Access

Organizations

PPPOOOVVV

Contacts

Parent Organizations

Manage Access

Facilities

Guidance

Logout

## Single Window Information Manager

### Organization

✓ Your organization, PPPOOOVVV, has been successfully created

Here's what you can do next:

- [Add a facility](#)
- [Manage access to reporting modules or to the organization](#)
- [View Organization Profile](#)
- [Add Contacts](#)
- [Add Parent Organizations](#)

20. Scroll down and click on **Grants and Contribution Enterprise Management System**.

Government of Canada / Gouvernement du Canada

Search Canada.ca

MENU

Canada.ca > Home

Single Window Information Manager

Home

My Profile

Redeem ECCC Key

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## Single Window Information Manager

Welcome to Environment and Climate Change Canada's Single Window.

The reporting program(s) that you can access are listed below. Contact your SWIM Organization Lead to request access to additional programs.

[More information on getting access to programs and organizations](#)

[Canadian Notification and Movement Tracking System](#)

This online system enables individuals and businesses to submit notifications and obtain movement documents electronically for the import and export of hazardous wastes or hazardous recyclable materials, as well as obtain official documents (e.g. permits) online under the Cross-border Movement of Hazardous Waste and Hazardous Recyclable Material Regulations (XBR).

[Chemicals Management Plan](#)

Jointly delivered by Environment Canada and Health Canada, the Chemicals Management Plan identifies and addresses environmental and health risks under various federal laws.

[Climate Change Funding Programs](#)

The Climate Action Fund (CAF), Output-Based Pricing system Proceeds Fund (OBPS), the Low Carbon Economy Fund (LCEF) and the Climate Action Incentive Fund (CAIF).

[ePCB](#)

This database allows regulatees to submit their PCB reports online as required by the PCB Regulations.

[Grants and Contributions Enterprise Management System](#)

Grants and Contributions Enterprise Management System (GCEMS) is a web based portal to manage applications of G&C Funding

21. Read the Privacy Notice Statement and click on **I agree**.

Government of Canada / Gouvernement du Canada

Search Canada.ca

Canada.ca > SWIM

Signed in as [Name] Sign out

## Grants and contributions enterprise management system

### PRIVACY NOTICE STATEMENT

The information is collected, used and disclosed on projects submitted for financial assistance or funding under the terms and conditions of various Environment and Climate Change Canada grants and contributions funds. Environment and Climate Change Canada administers a discretionary fund designed to promote and address environmental issues of importance within our communities.

Under the *Privacy Act*, you have the right of access to, and correction of, your personal information. To exercise either of these rights, you must make a request for access to your personal information. For more information about your rights of access, please read the [Access to Information Program](#).

Any questions or comments regarding this privacy notice may be directed to Environment and Climate Change Canada's Access to Information and Privacy Division at [ECATIP-ECAIRP@ec.gc.ca](mailto:ECATIP-ECAIRP@ec.gc.ca). If you are not satisfied that we have adequately respected your privacy, you have a right to file a complaint. You may contact the Office of the Privacy Commissioner of Canada by calling their information center at 1-800-282-1376 or by visiting their [contact page](#).

**I agree** Cancel

22. You are now connected to GCEMS and representing your organization. Click on **View Funding Opportunities** on the left side menu.

Government of Canada / Gouvernement du Canada

Search Canada.ca

Canada.ca > SWIM > Dashboard

Signed in as for Manzo Sign out

### Grants and contributions enterprise management system

**View funding opportunities**

My letters of intent

**My applications**

GCEMS assistance and resources

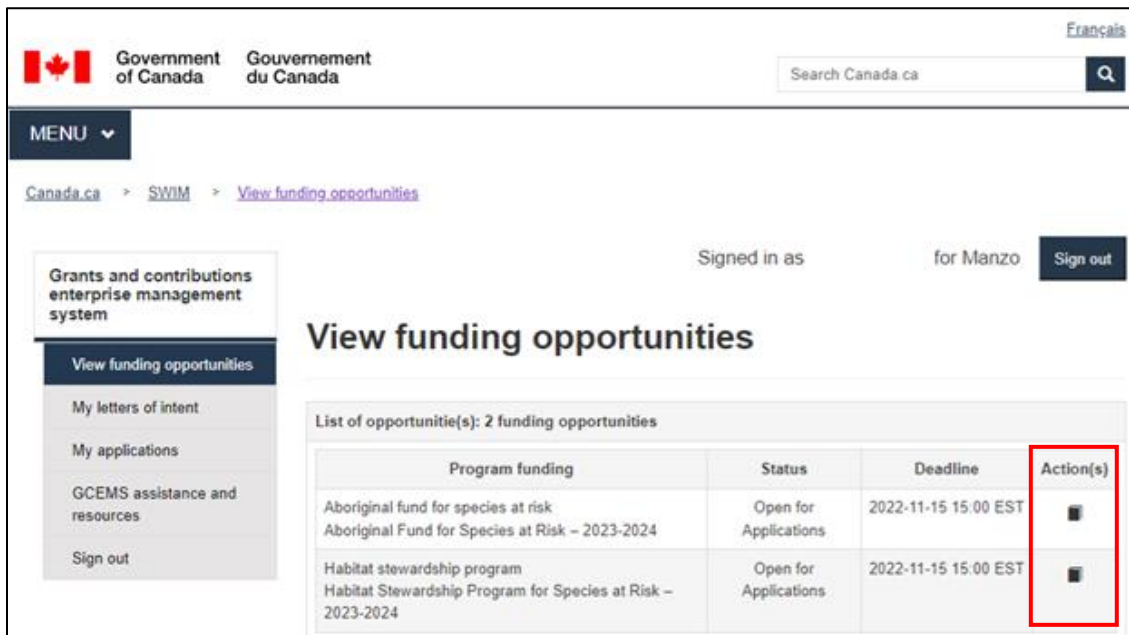
Sign out

My letters of intent My applications

List of application(s): 0 Application(s)

| Application id | Funding opportunity name<br><i>Project title</i> | Application status | Last updated | Action(s) |
|----------------|--|--------------------|--------------|-----------|
|----------------|--|--------------------|--------------|-----------|

23. Click on the **Action button** beside the funding opportunity you wish to apply. You are ready to fill in your application and you do not need to follow the steps below.



Government of Canada / Gouvernement du Canada

Search Canada.ca

MENU

Canada.ca > SWIM > View funding opportunities

Signed in as for Manzo Sign out

Grants and contributions enterprise management system

View funding opportunities

My letters of intent

My applications

GCEMS assistance and resources

Sign out

### View funding opportunities

List of opportunitie(s): 2 funding opportunities

| Program funding  | Status                | Deadline             | Action(s)   |
|--|-----------------------|----------------------|---|
| Aboriginal fund for species at risk<br>Aboriginal Fund for Species at Risk – 2023-2024     | Open for Applications | 2022-11-15 15:00 EST |  |
| Habitat stewardship program<br>Habitat Stewardship Program for Species at Risk – 2023-2024 | Open for Applications | 2022-11-15 15:00 EST |  |



**Your organization exists in the system (Scenario #2).**

24. Click on your **organization name**.

Organization: manzo Business Number:

Search

Filter items: Showing 1 to 2 of 2 entries | Show 10 entries

### Organizations

| Business Legal Name               | Business Number | Physical Address            |
|-----------------------------------|-----------------|-----------------------------|
| <u>Manzo</u>                      | 123456789       |                             |
| USAF/ Cape Romanzof Radar Station |                 | Cape ROManzof Alaska, 99604 |

**ONLY** if you don't find the organization you are looking for you then click on Add an organization button to create an organization in our database.

Add an organization

25. The **Request Access** window will appear. Scroll down and click on the **Grants and Contributions Enterprise Management System**.

Government of Canada / Gouvernement du Canada

Search Canada.ca

Franglais

MENU

Canada.ca > Home > Request Access

Single Window Information Manager

- Home
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- Request Access
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## Request Access

You will automatically get access to some programs when you create your profile and/or connect to an organization. For other programs, you have to request access to them before you can report.

To get access either:

- Ask your SWIM Organization Lead or
- Request access by clicking on the program to begin the process

If you request access through SWIM, it can take up to 3 business days.

[More information on how to request access to an organization or program](#)

[BC Greenhouse Gas](#)  
Greenhouse Gas Reporting for the province of British Columbia

[Environmental Emergency Regulations Reporting System](#)  
Environment and Climate Change Canada's system for submitting company information, hazardous substance and environmental emergency plan information, and written reports on substance releases.

[Environmental Effects Monitoring Electronic Reporting](#)  
Submission of Study Designs, Interpretative Reports, Biological Monitoring Study data, Effluent & Water Quality Information (MDMER), and Sublethal Toxicity testing data and reports (PPER), as part of the MDMER and PPER EEM requirements

[Effluent Regulatory Reporting Information System](#)  
The Effluent Regulatory Reporting Information System is an online reporting system for the submission of effluent reports required by regulation, licence or permit for participating federal/provincial/territorial jurisdictions.

[Grants and Contributions Enterprise Management System](#)  
Grants and Contributions Enterprise Management System (GCEMS) is a web based portal to manage applications of G&C Funding

26. In the following window, select **GCEMS Submitter**.

Government of Canada / Gouvernement du Canada

Search Canada.ca

Franglais

MENU

Canada.ca > Home > Request Access > GCEMS

Single Window Information Manager

- Home
- My Profile
- Redeem ECCC Key
- Request Access
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- Logout

## Request Access

Select the role that you require.

[GCEMS Submitter](#)

Create and approve submissions to the Grants and Contributions Enterprise Management System.

Version: 2.3.0



27. After selecting **GCEMS Submitter**, the system will confirm that your request has been successfully sent for system access.

Government of Canada

Gouvernement du Canada

Search Canada.ca

MENU

Canada.ca > Home > Request Access > GCEMS > GCEMS Submitter

Single Window Information Manager

Home

My Profile

Redeem ECCC Key

Request Access

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GCEMS - Request Access

Your request has been sent to the applicable reporting program. The program processes requests on a first-come, first-served basis. You will receive a confirmation email shortly and then once the request has been processed you will receive another email. If approved, the email will contain a code (ECCC Key) that you will redeem to complete this process.

RoleGCEMS Submitter

ProgramGrants and Contributions Enterprise Management System

OrganizationManzo

28. You will receive a **Request Access email** (as per below).

From: SGESC / GCEMS (ECCC) <[sgesc-gcems-sgesc-gcems@ec.gc.ca](mailto:sgesc-gcems-sgesc-gcems@ec.gc.ca)>

Subject: Guichet unique d'Environnement et Changement climatique Canada - Demande d'accès / Environment and Climate Change Canada's Single Window - Access Request

[Environment and Climate Change Canada] [Symbole du gouvernement du Canada]

Guichet unique d'Environnement et Changement climatique Canada

Environment and Climate Change Canada's Single Window

Demande d'accès

Access Request

Ce courriel confirme que le Guichet unique d'Environnement et Changement climatique Canada a reçu votre demande pour l'accès au Système de gestion d'entreprise de subventions et contributions en représentant **Manzo** en tant que Soumissionnaire SGSC. This email is to confirm that Environment and Climate Change Canada's Single Window has received your request to access Grants and Contributions Enterprise Management System representing Manzo as a GCEMS Submitter.

Pour les rôles Entrée de données sur les installations, Pouvoir de signature, et Lecture seulement, nous vous encourageons à communiquer avec la personne de votre organisation qui a le rôle de Gestionnaire d'organisation ou de Gestionnaire d'installation. For Facility Data Entry, Signing Authority, and Read-Only roles, we encourage you to contact your Organization Administrator or Facility Administrator.

Pendant les périodes de pointe, le traitement de votre demande pourrait prendre jusqu'à trois jours ouvrables. During peak activity periods processing may take up to 3 business days.

Prière de ne pas répondre à ce courriel. Please do not reply to this email

Guichet unique d'Environnement et Changement climatique Canada

[gigu-swim@ec.gc.ca](mailto:gigu-swim@ec.gc.ca)

351 boul. St-Joseph

Gatineau (Québec) K1A 0H3

Environnement et Changement climatique Canada

Gouvernement du Canada

B4EA9E25-DE29-4DF9-AB57-A8D85A3ECC62

Environment and Climate Change Canada's Single Window

[gigu-swim@ec.gc.ca](mailto:gigu-swim@ec.gc.ca)

351 St-Joseph Boulevard

Gatineau QC K1A 0H3

Environment and Climate Change Canada

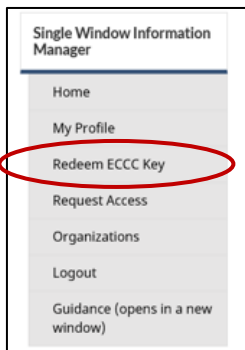
Government of Canada

B4EA9E25-DE29-4DF9-AB57-A8D85A3ECC62

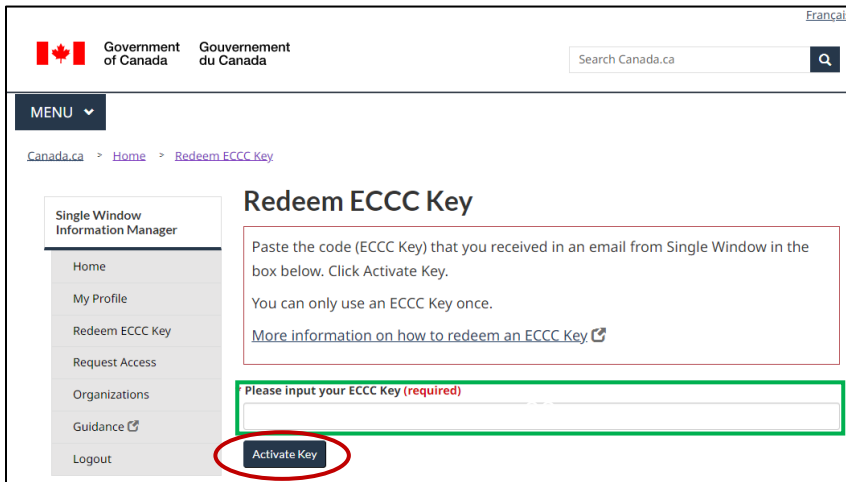
29. When access has been granted to the organization, you will receive an **email confirmation** which includes your **ECCC Key** (as per below).



30. When you have received your confirmation email containing your ECCC Key, log in to the system using your Username and Password. On the **Single Window Information Manager** page, select **Redeem ECCC Key** on the left panel.



31. Enter or copy and paste the unique code (including dashes (-)) into the box labelled **Please input your ECCC Key**. Confirm by selecting **Activate Key**.




32. You have successfully redeemed your **ECCC Key**. Click on **Home**.

The screenshot shows the top of the Government of Canada website with the logo and a search bar. Below the header is a 'MENU' dropdown. The main content area is titled 'Redeem ECCC Key' and includes a message: 'Your key has been redeemed successfully.' and 'Version: 2.3.0'. On the left, a sidebar menu for 'Single Window Information Manager' is visible, with the 'Home' option circled in red. The breadcrumb trail at the top of the content area reads: 'Canada.ca > Home > Redeem ECCC Key'.

33. Scroll down and click on **Grants and Contributions Enterprise Management System**.

The screenshot shows the 'Single Window Information Manager' homepage. The left sidebar menu is visible. The main content area has a welcome message and lists several programs: 'Canadian Notification and Movement Tracking System', 'Chemicals Management Plan', 'Climate Change Funding Programs', 'ePCB', and 'Grants and Contributions Enterprise Management System'. The 'Grants and Contributions Enterprise Management System' link is circled in red. The breadcrumb trail at the top of the content area reads: 'Canada.ca > Home'.

34. Read the Privacy Notice Statement and click on **I agree**.



Government of Canada  
Gouvernement du Canada

Franglais

Search Canada.ca

MENU

Canada.ca > SWIM

Signed in as

Sign out

### Grants and contributions enterprise management system

PRIVACY NOTICE STATEMENT

The information is collected, used and disclosed on projects submitted for financial assistance or funding under the terms and conditions of various Environment and Climate Change Canada grants and contributions funds. Environment and Climate Change Canada administers a discretionary fund designed to promote and address environmental issues of importance within our communities.


Under the *Privacy Act*, you have the right of access to, and correction of, your personal information. To exercise either of these rights, you must make a request for access to your personal information. For more information about your rights of access, please read the [Access to Information Program](#).

Any questions or comments regarding this privacy notice may be directed to Environment and Climate Change Canada's Access to Information and Privacy Division at [ECATIP-ECAIPRP@ec.gc.ca](mailto:ECATIP-ECAIPRP@ec.gc.ca). If you are not satisfied that we have adequately respected your privacy, you have a right to file a complaint. You may contact the Office of the Privacy Commissioner of Canada by calling their information center at 1-800-282-1376 or by visiting their [contact page](#).

I agree

Cancel

35. You are now connected to GCEMS and representing your organization. Click on View Funding Opportunities on the left side menu.



Government of Canada  
Gouvernement du Canada

Franglais

Search Canada.ca

MENU

Canada.ca > SWIM > Dashboard

Signed in as

for Manzo

Sign out

Grants and contributions enterprise management system

View funding opportunities

My letters of intent

My applications

GCEMS assistance and resources

Sign out

My letters of intent

My applications

List of application(s): 0 Application(s)

| Application id | Funding opportunity name<br><i>Project title</i> | Application status | Last updated | Action(s) |
|----------------|--|--------------------|--------------|-----------|
|----------------|--|--------------------|--------------|-----------|

36. Click on the Action button beside the funding opportunity you wish to apply. You are ready to fill in your application.

Government of Canada / Gouvernement du Canada

Search Canada.ca

MENU

Canada.ca > SWIM > View funding opportunities

Signed in as for Manzo Sign out

### View funding opportunities

List of opportunitie(s): 2 funding opportunities

| Program funding  | Status                | Deadline             | Action(s) |
|--|-----------------------|----------------------|-----------|
| Aboriginal fund for species at risk<br>Aboriginal Fund for Species at Risk – 2023-2024     | Open for Applications | 2022-11-15 15:00 EST |           |
| Habitat stewardship program<br>Habitat Stewardship Program for Species at Risk – 2023-2024 | Open for Applications | 2022-11-15 15:00 EST |           |



For assistance, please contact [sgesc-gcems-sgesc-gcems@ec.gc.ca](mailto:sgesc-gcems-sgesc-gcems@ec.gc.ca)

Please note that some Assistance and Resources documentations are available in the Assistance and Resources section on the left side menu.

Government of Canada / Gouvernement du Canada

Search Canada.ca

MENU

Canada.ca > SWIM > GCEMS assistance and resources

Signed in as for Manzo Sign out

### GCEMS assistance and resources

| Title  | Action(s) |
|--|-----------|
| GCEMS applicant's guide<br>The GCEMS Applicant User Guide is providing users with systemic information to facilitate the on-line application for funding and does not include funding program specific requirements. |           |
| GCEMS – What's New?<br>In this document, you will find information on system improvements done since the 2019-20 Call for proposals.   |           |