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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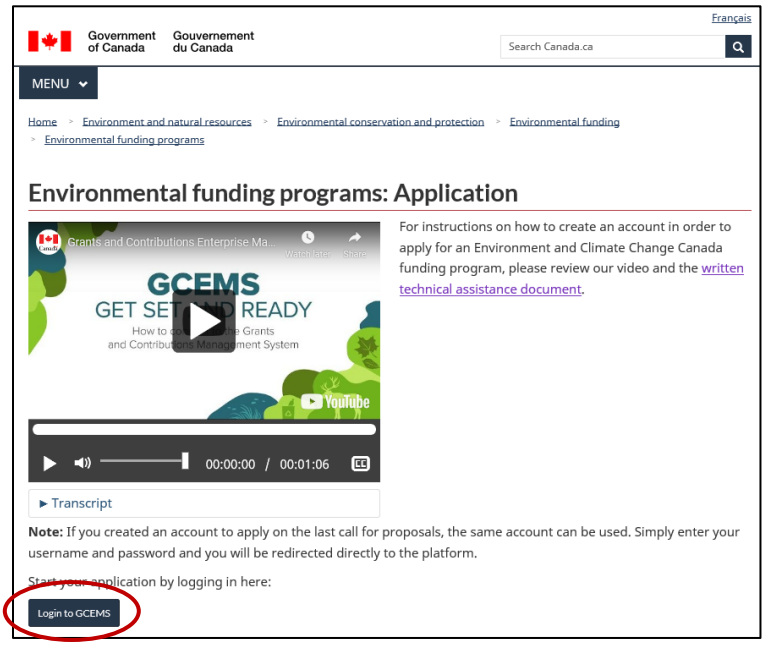
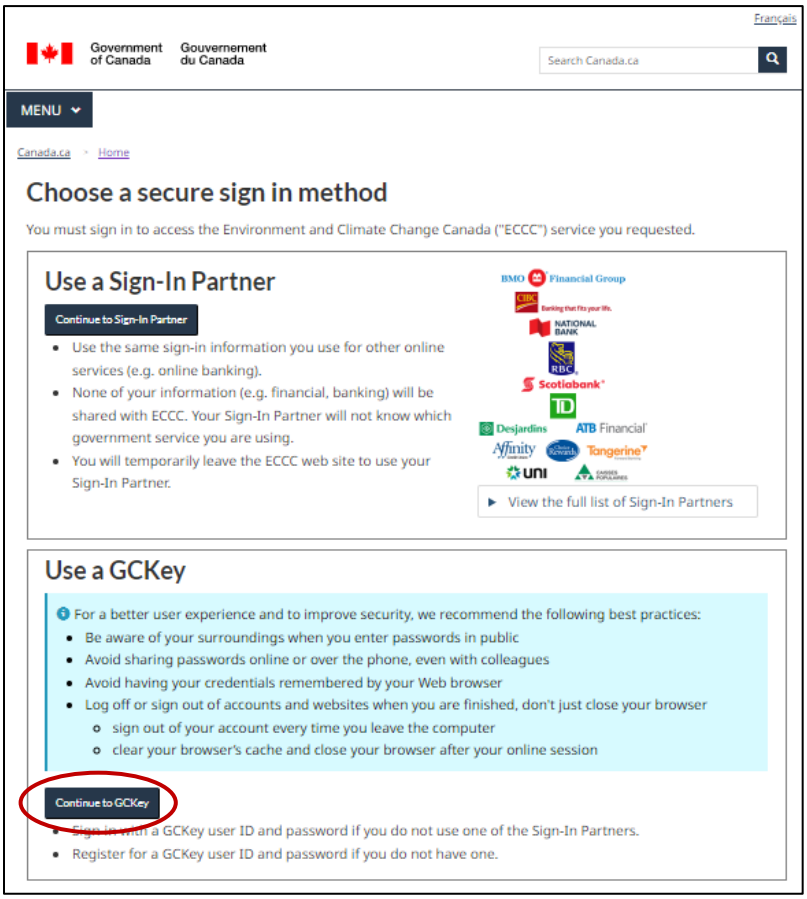
Aussi disponible en français

Technical Assistance for the Creation of a GCKey

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

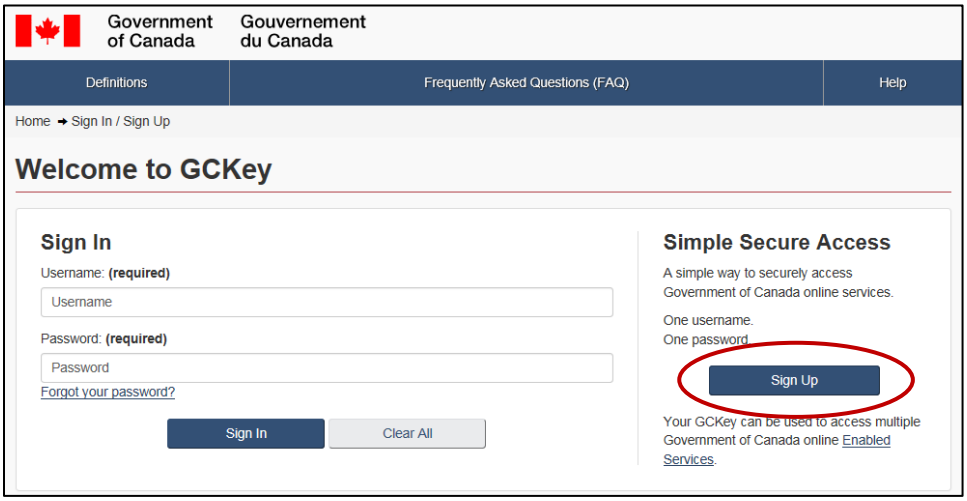


2. Click on **Continue to GCKey**.



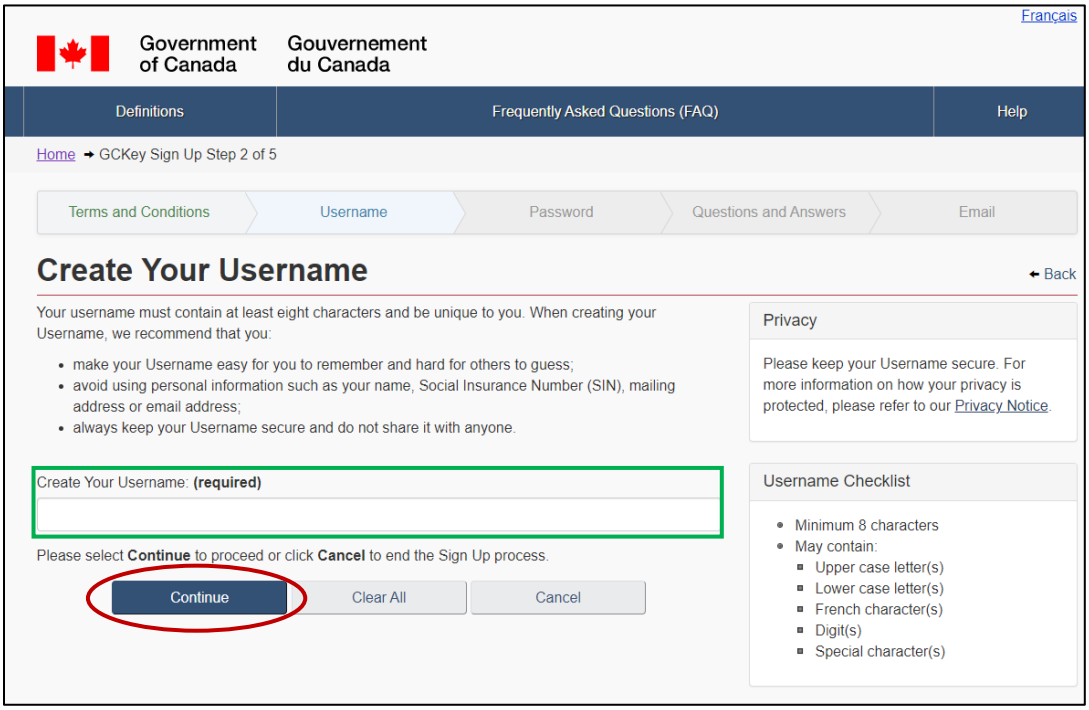
3. The following window will appear (Note: it may not appear using some browsers. The language selection will be triggered by your computer's personal settings). From this window, select the language of your choice.

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

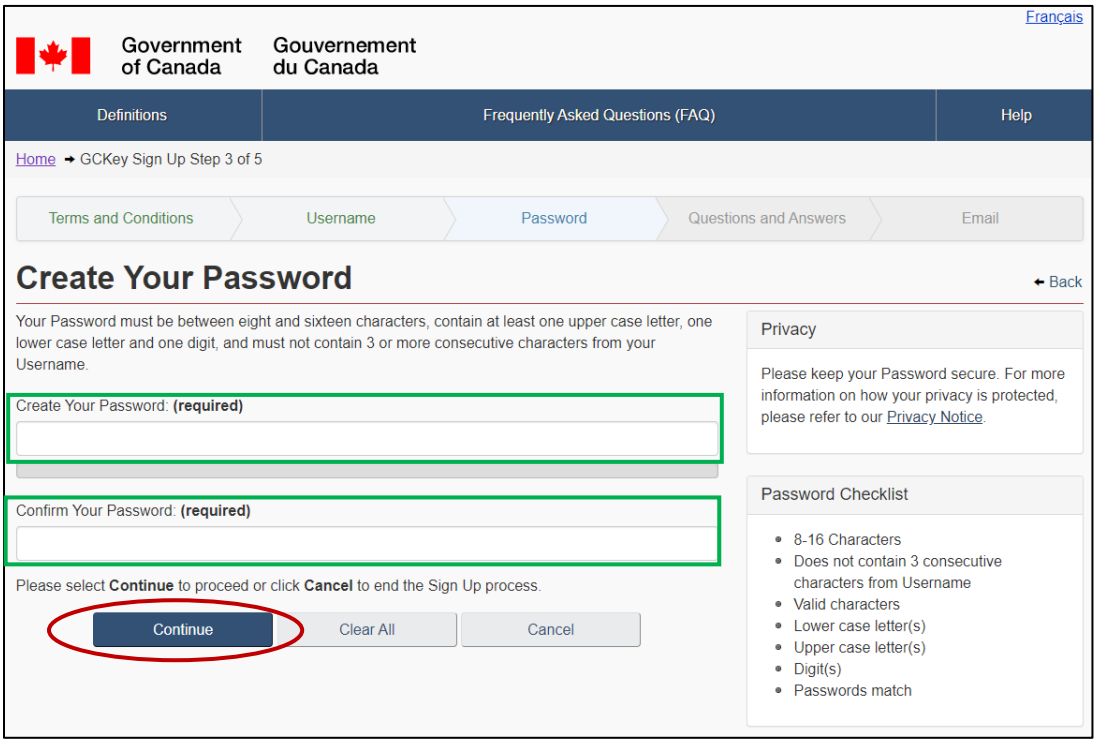


5. Click on **I accept**.

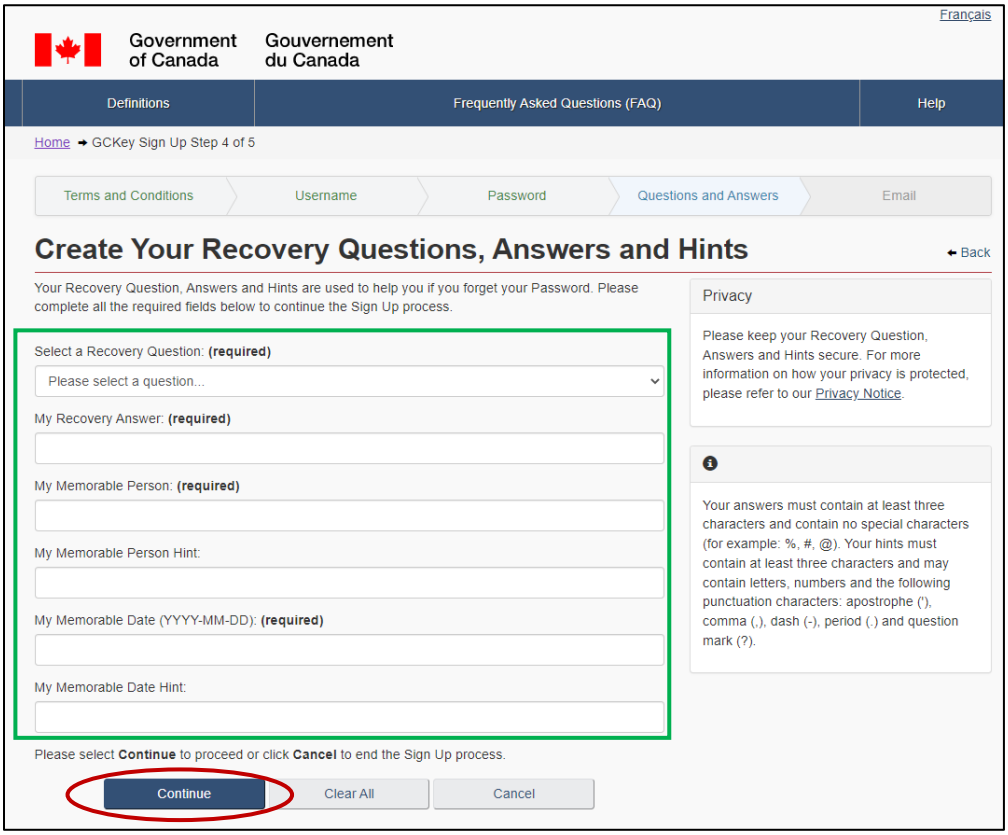
6. Create your username and click on **Continue**.



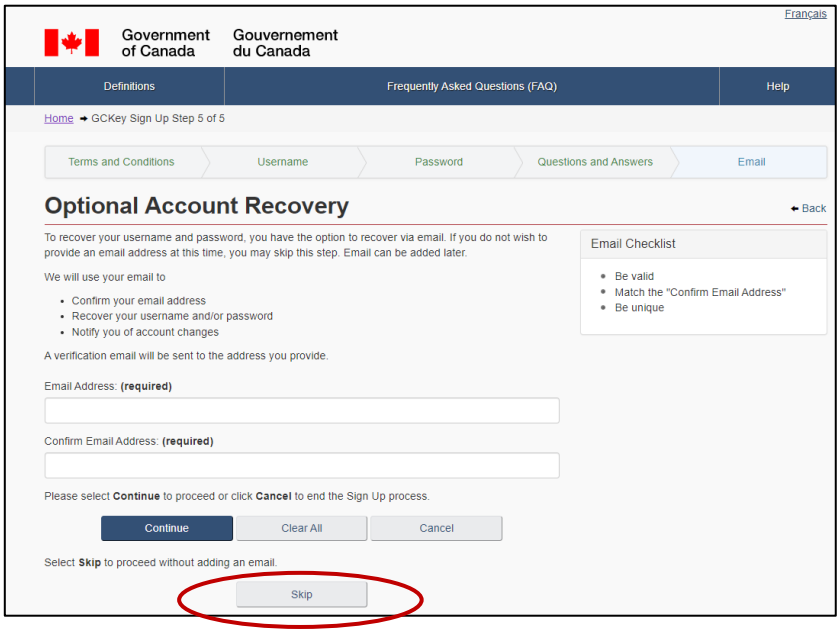
7. **Create** and **Confirm** your password and click on **Continue**.



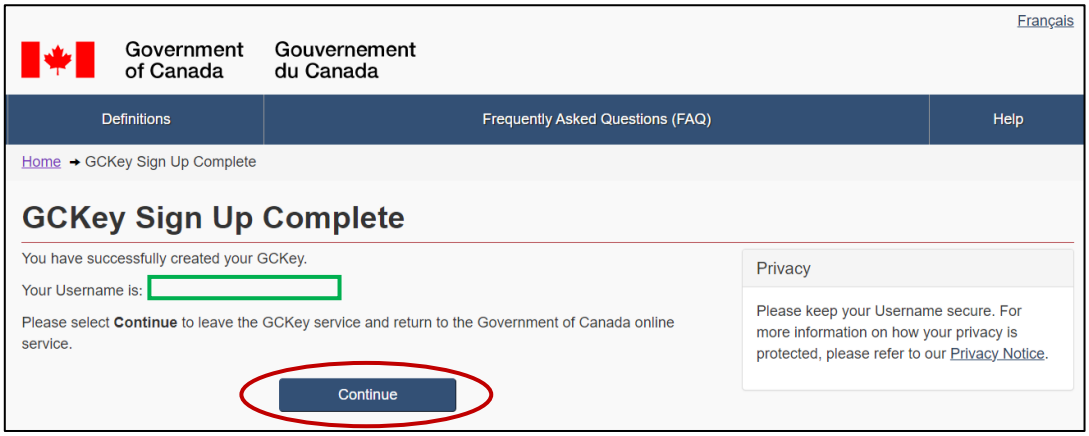
8. Complete the Recovery Questions, Answers and Hints fields. These questions will be useful in a situation where you forget your password. Click on **Continue**.



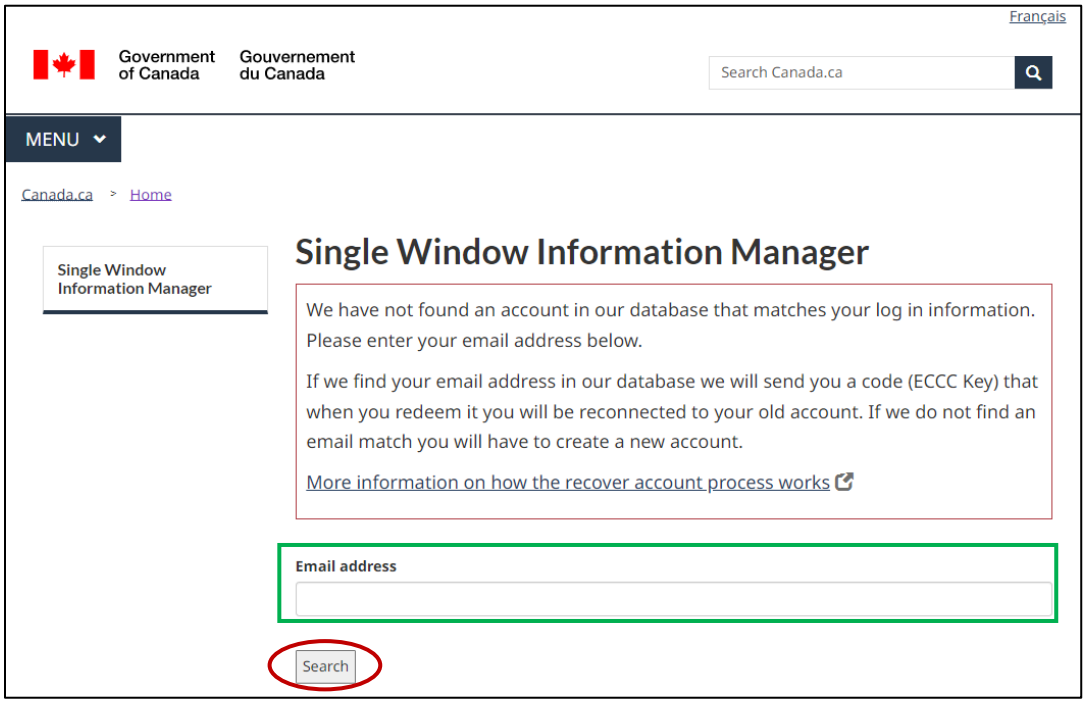
9. Click on **Skip**.



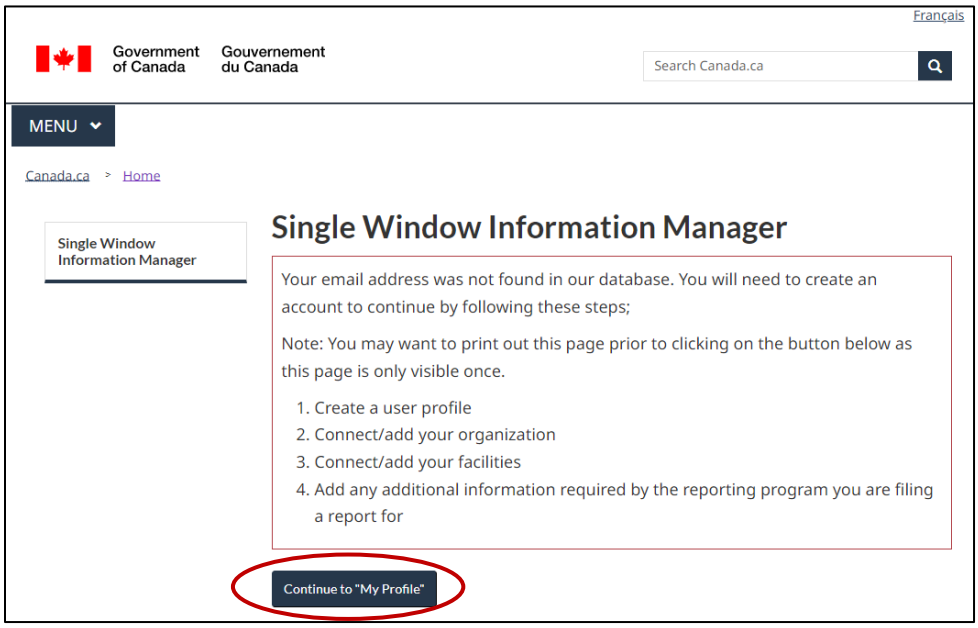
10. The system will generate a confirmation message containing your username. Click on **Continue** to go on to the next phase of the authentication.



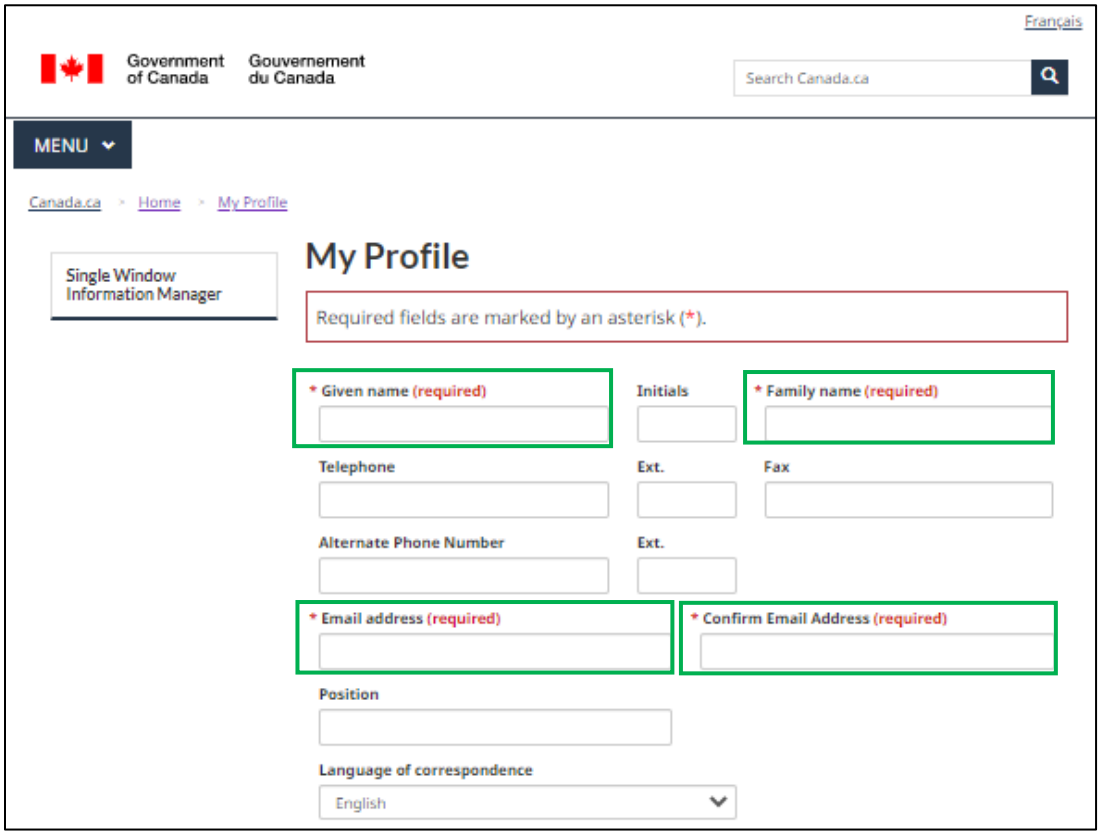
11. In the field **Email address**, type your email address and select **Search**.



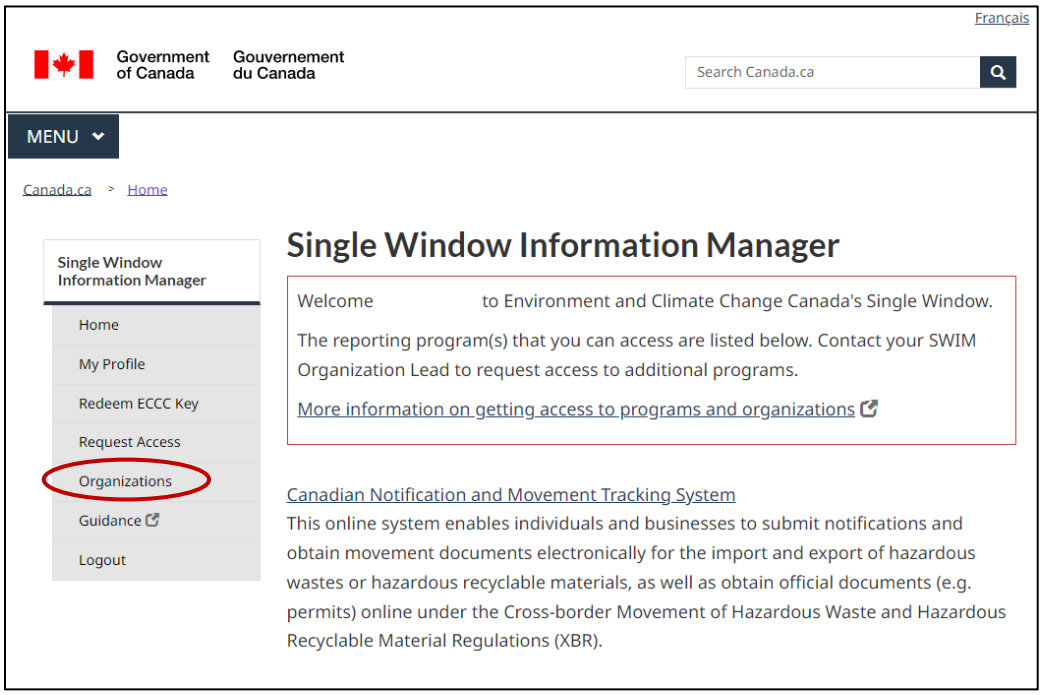
12. From this window, select **Continue to "My Profile"**.



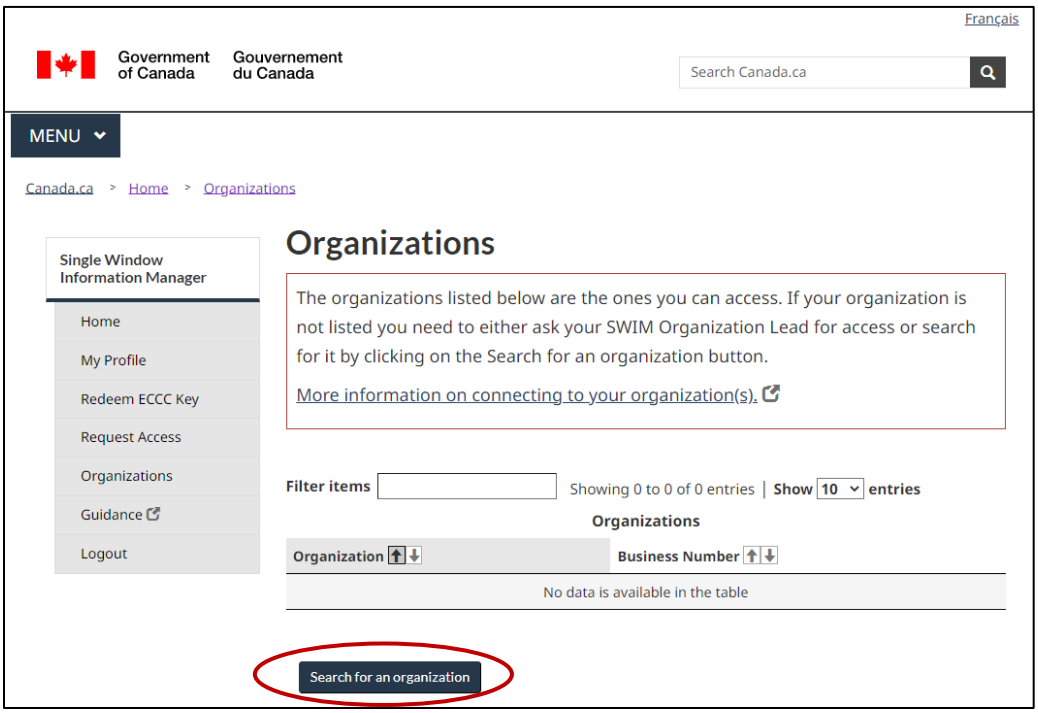
13. Complete all mandatory * fields (top portion of the screen only). Confirm the information by selecting **Save** at the bottom of the screen.



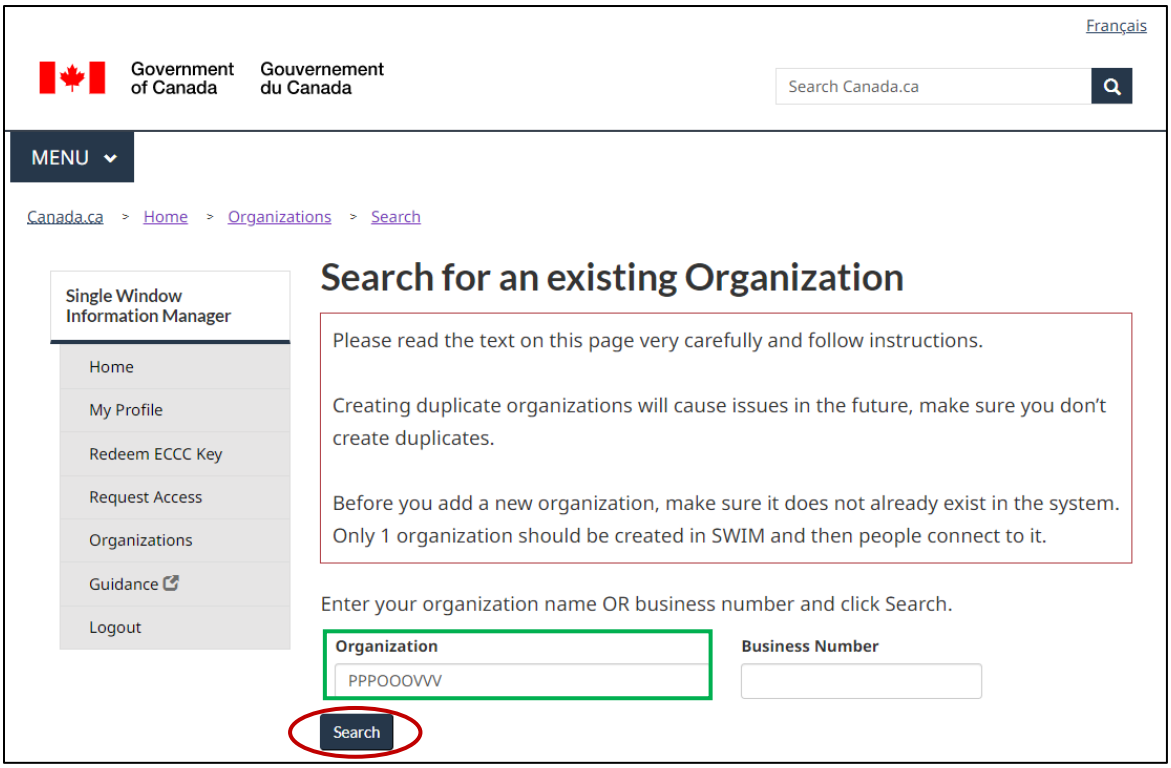
14. From the left side menu, click on **Organizations**.



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.



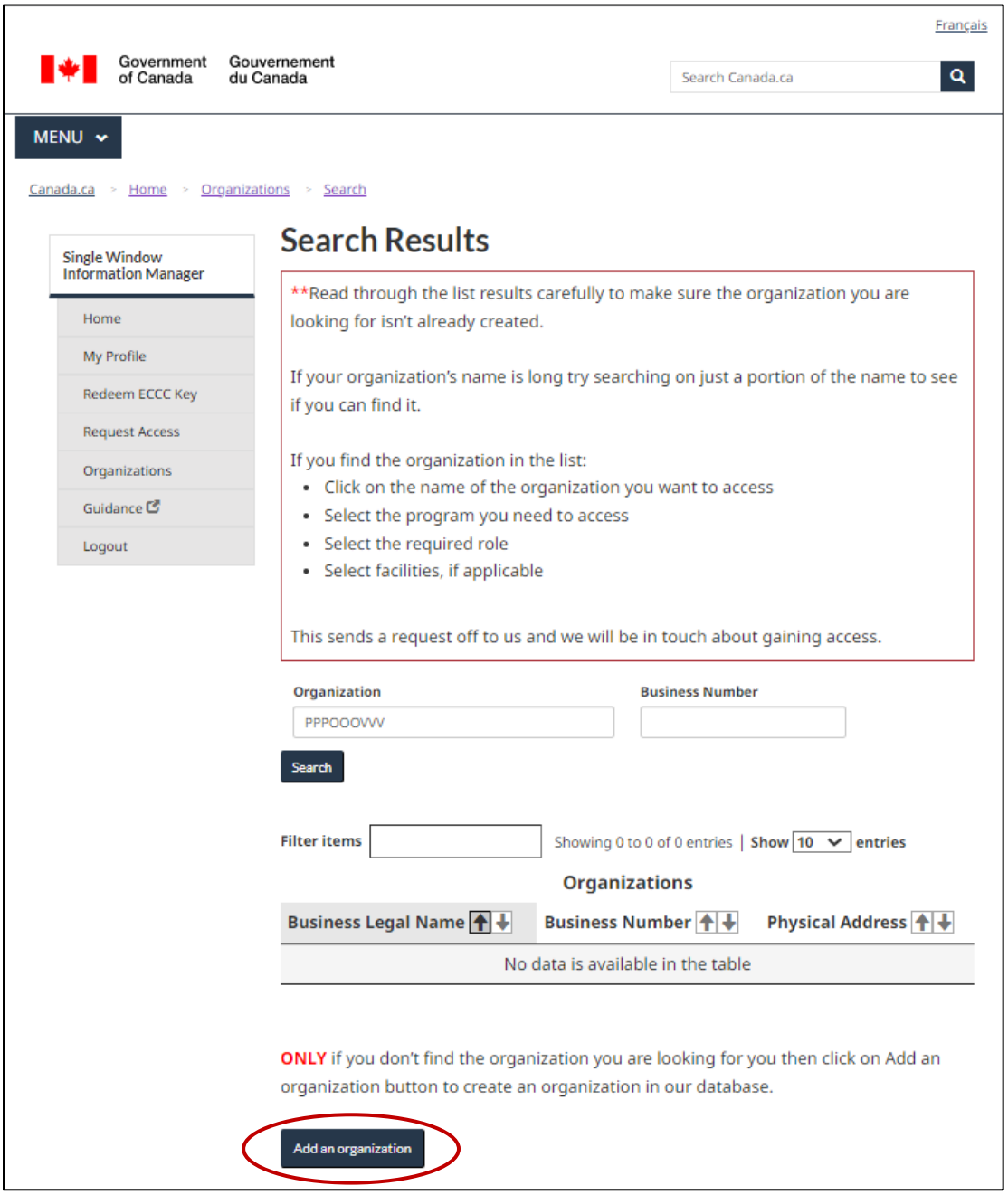
16. In the **Organization** field, enter the name of the organization and click on **Search**. (Hint: If you are having difficulty finding it, try several variations of the spelling and/or use only one or two keywords to facilitate the search).



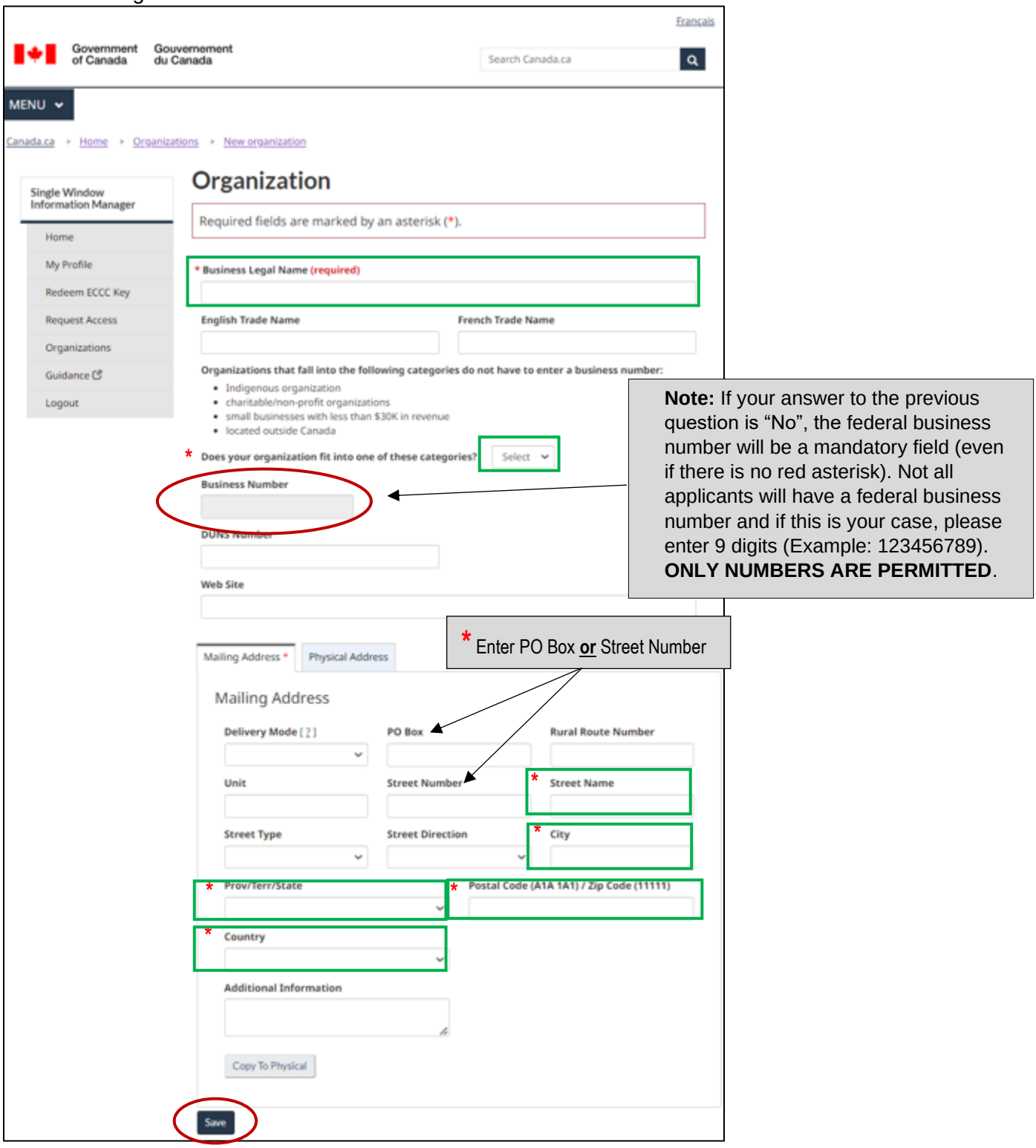
If your organization does not exist in our database, it will need to be created. If this is the situation, continue to Step 17 (Scenario 1). If your organization exists in our database, please go to Step 24 (Scenario 2).

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

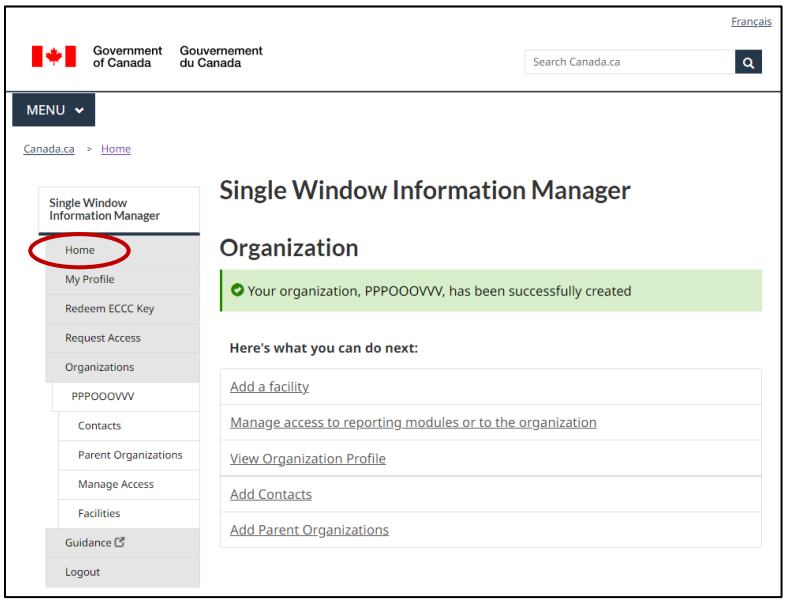
17. Click on **Add an organization**.



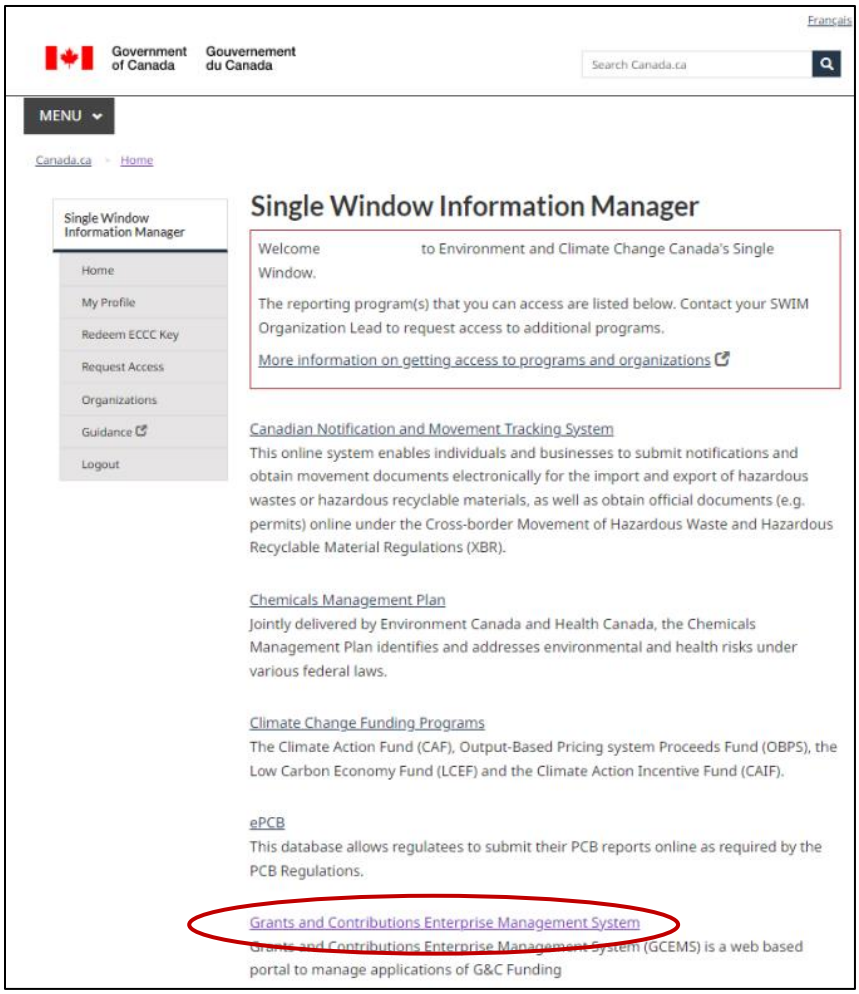
18. Fill in the mandatory fields (marked with a red asterisk), including the website (if applicable) and the mailing address. Click on **Save** at the bottom of the screen.



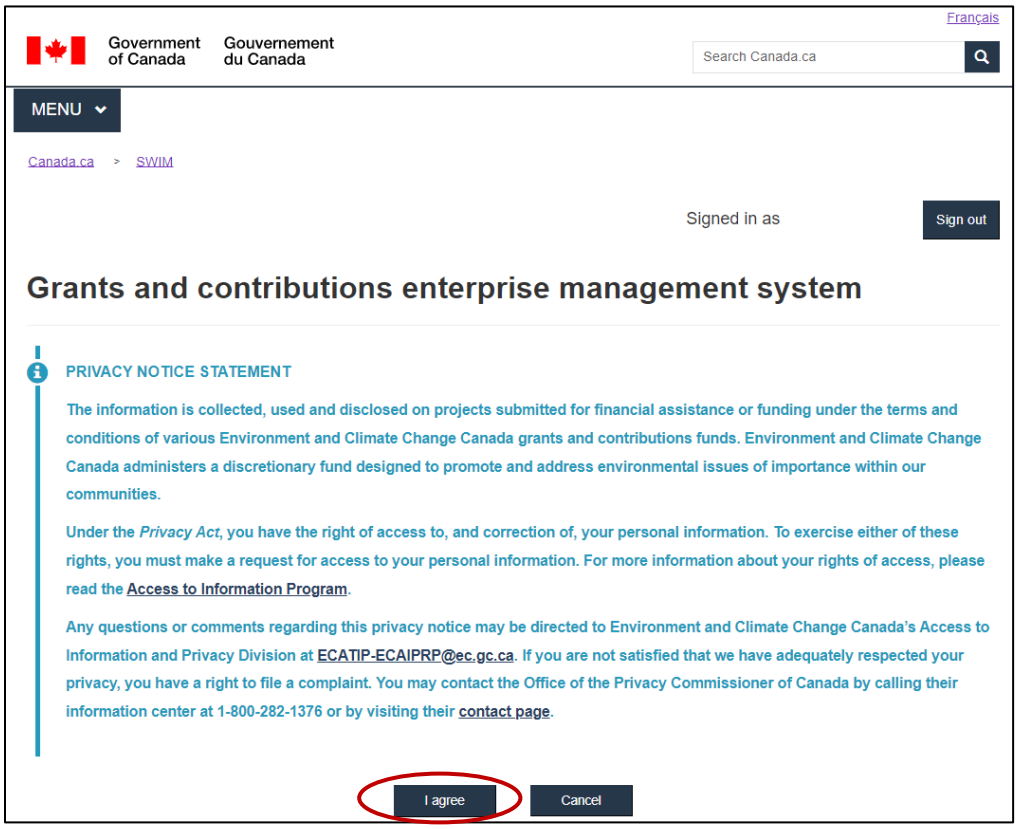
19. After saving the information, the organization is created. Click on **Home** on the left side menu.



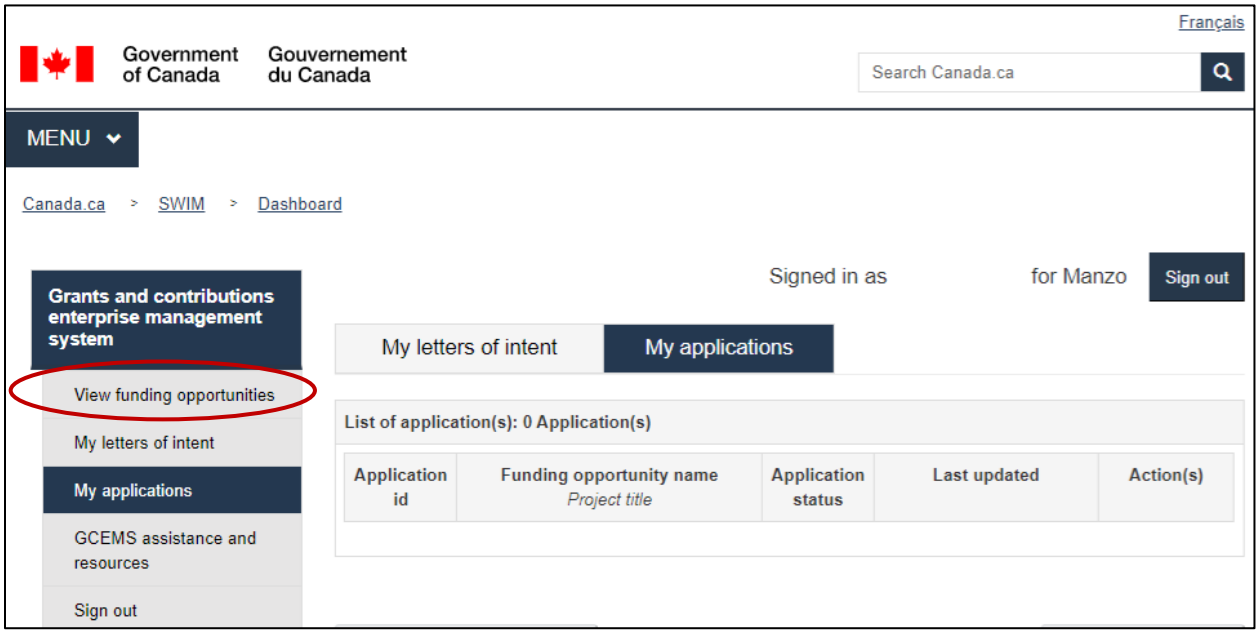
20. Scroll down and click on **Grants and Contribution Enterprise Management System.**



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



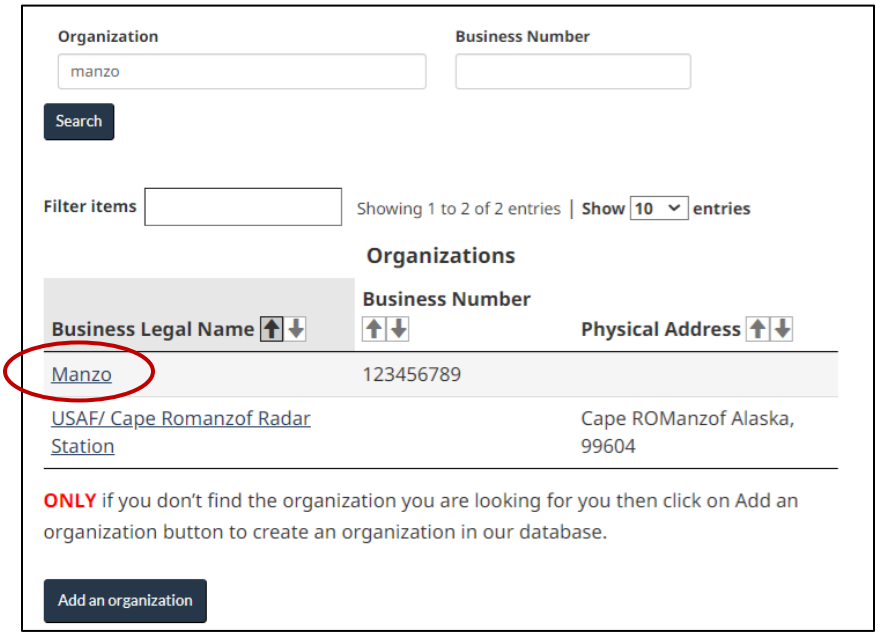
22. You are now connected to GCEMS and representing your organization. Click on **View Funding Opportunities** on the left side menu.



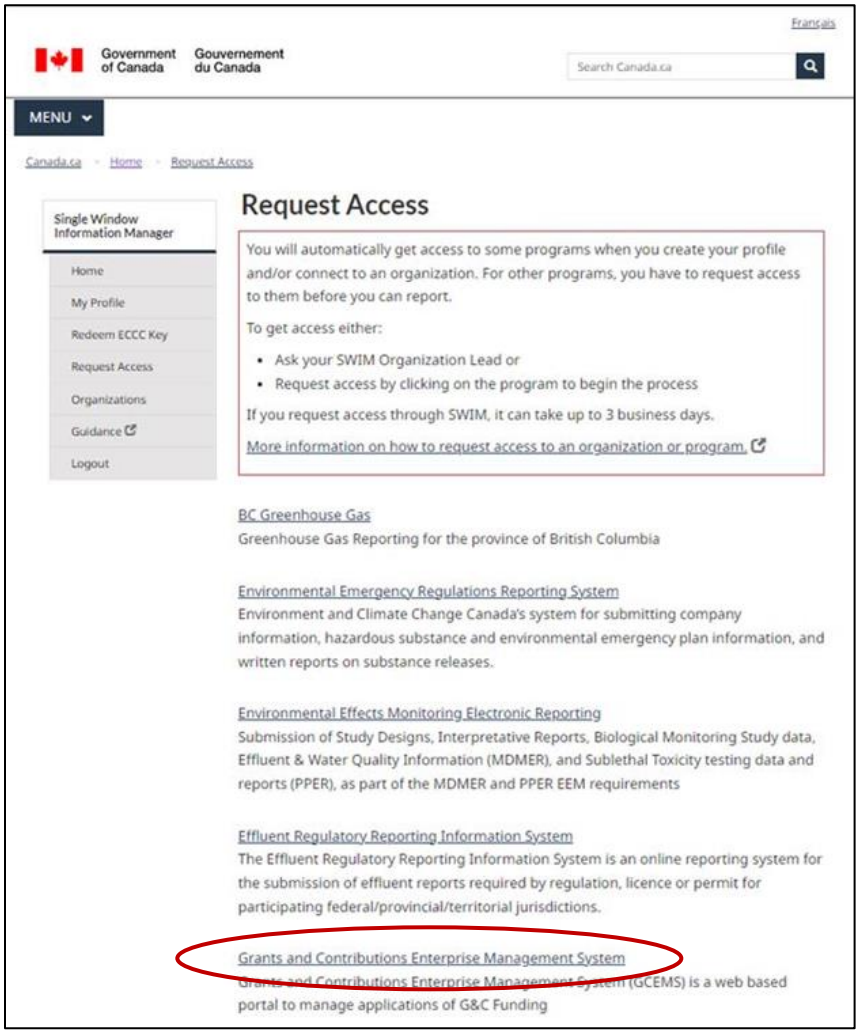
23. Click on the **Action button** beside the funding opportunity you wish to apply. You are ready to fill in your application and you do not need to follow the steps below.

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

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



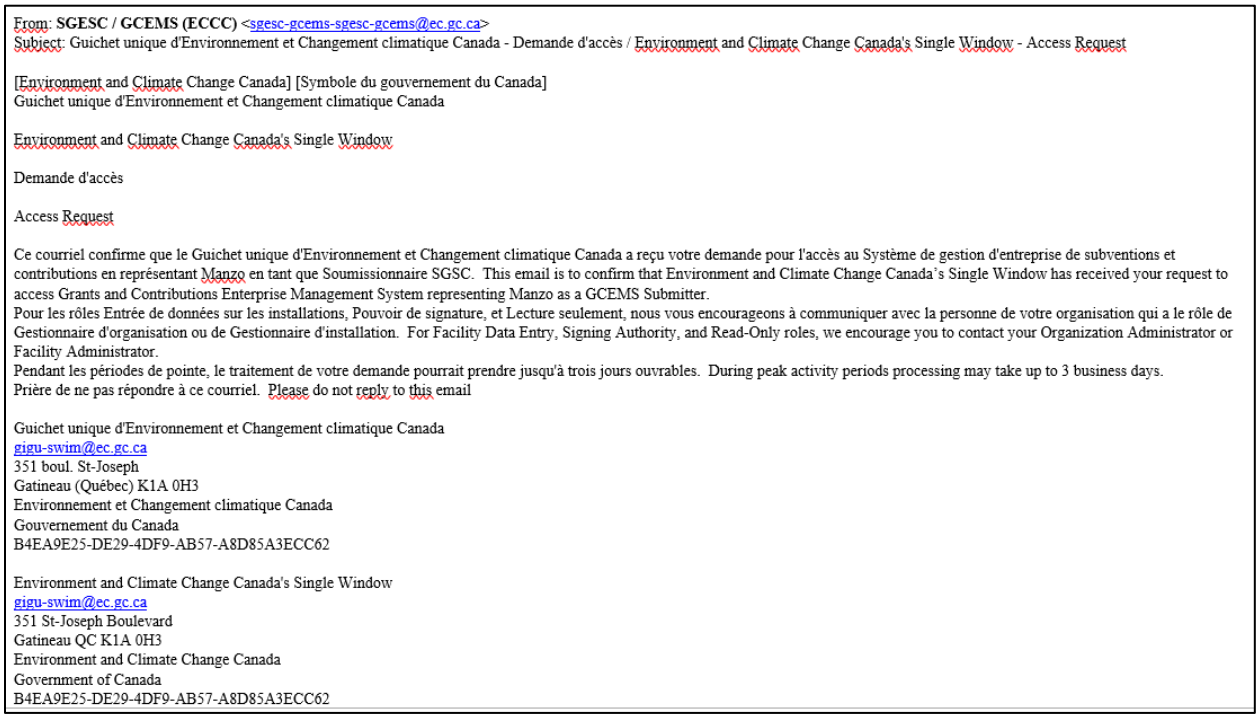
25. The **Request Access** window will appear. Scroll down and click on the **Grants and Contributions Enterprise Management System**.



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

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

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



From: **SGESC / GCEMS (ECCC)** <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
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
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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).

From: **SGESC / GCEMS (ECCC)** <sgesc-gcems-sgesc-gcems@ec.gc.ca>
Subject: Guichet unique d'Environnement et Changement climatique Canada - Autorise / Environment and Climate Change Canada's Single Window - Granted

[Symbole du gouvernement du Canada]
Guichet unique d'Environnement et Changement climatique Canada

Environment and Climate Change Canada's Single Window

Accès autorisé
Access Granted

Votre demande d'accès à l'application : Système de gestion d'entreprise de subventions et contributions en tant que Soumissionnaire SGSC pour Manzo et ses installations a été approuvée.
Pour compléter cette demande d'accès, veuillez ouvrir une session sur le site du Guichet unique d'Environnement et Changement climatique Canada (https://ec.ss.ec.gc.ca/) avec le nom d'utilisateur et le mot de passe que vous avez utilisés pour demander l'accès, puis cliquez sur l'onglet « Soumettre votre clé d'accès ECCC », dans le menu à gauche de l'écran.
Saisissez ou copiez-collez le code unique ci-dessous (y compris les tirets [-]) dans la case intitulée « Veuillez entrer votre clé d'ECCC ».

Your request for access to the application: Grants and Contributions Enterprise Management System as a GCEMS Submitter for Manzo and its facilities has been approved.
To complete the access request, log in to Environment and Climate Change Canada's Single Window (https://ec.ss.ec.gc.ca/) with the username and password you used to request access, and click on the "Redeem ECCC Key" tab on the left side of the screen.
Enter or copy and paste the following unique code (including dashes (–)) into the box labelled "Please input your ECCC Key".

Prière de ne pas répondre à ce courriel.
Please do not reply to this email.
9c53cb3a-6a8b-48d2-9b77-ec68b0c97c6f

Guichet unique d'Environnement et Changement climatique Canada
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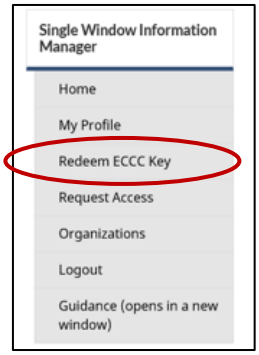
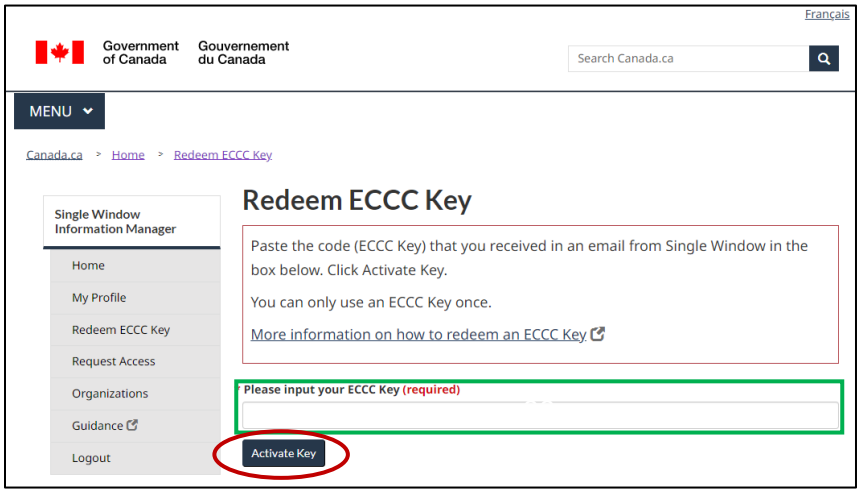
Environnement et Changement climatique Canada
Gouvernement du Canada

Environment and Climate Change Canada's Single Window
gigu-swim@ec.gc.ca
351 St-Joseph Boulevard
Gatineau QC K1A 0H3
Environment and Climate Change Canada
Government of Canada

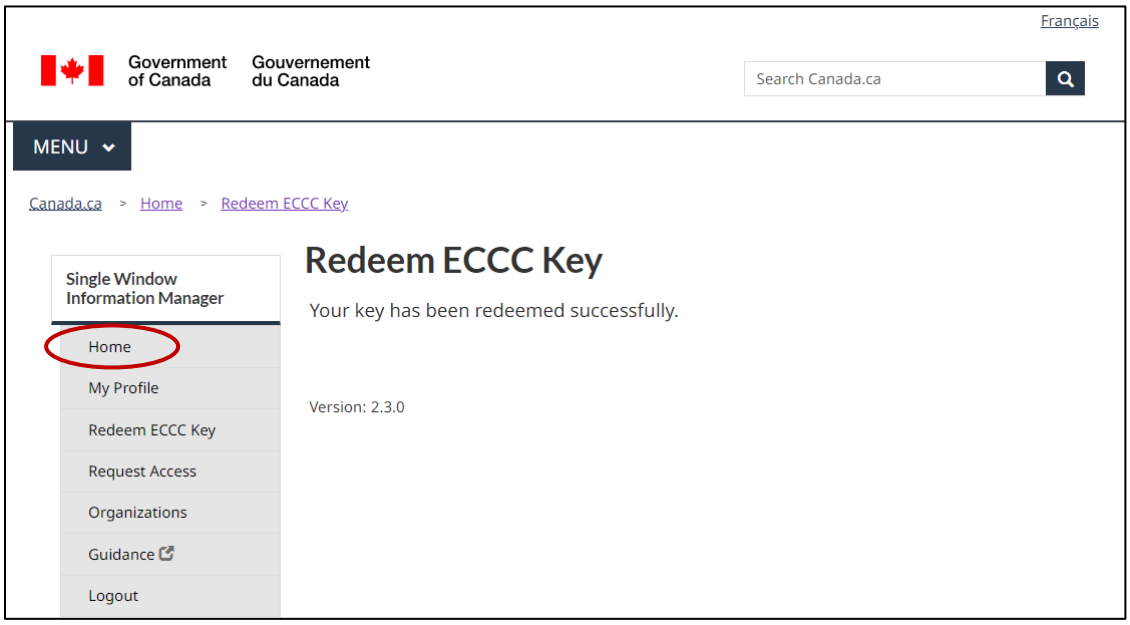
30. When you have received your confirmation email containing your ECCC Key, log in to the system using your Username and Password. On the **Single Window Information Manager** page, select **Redeem ECCC Key** on the left panel.



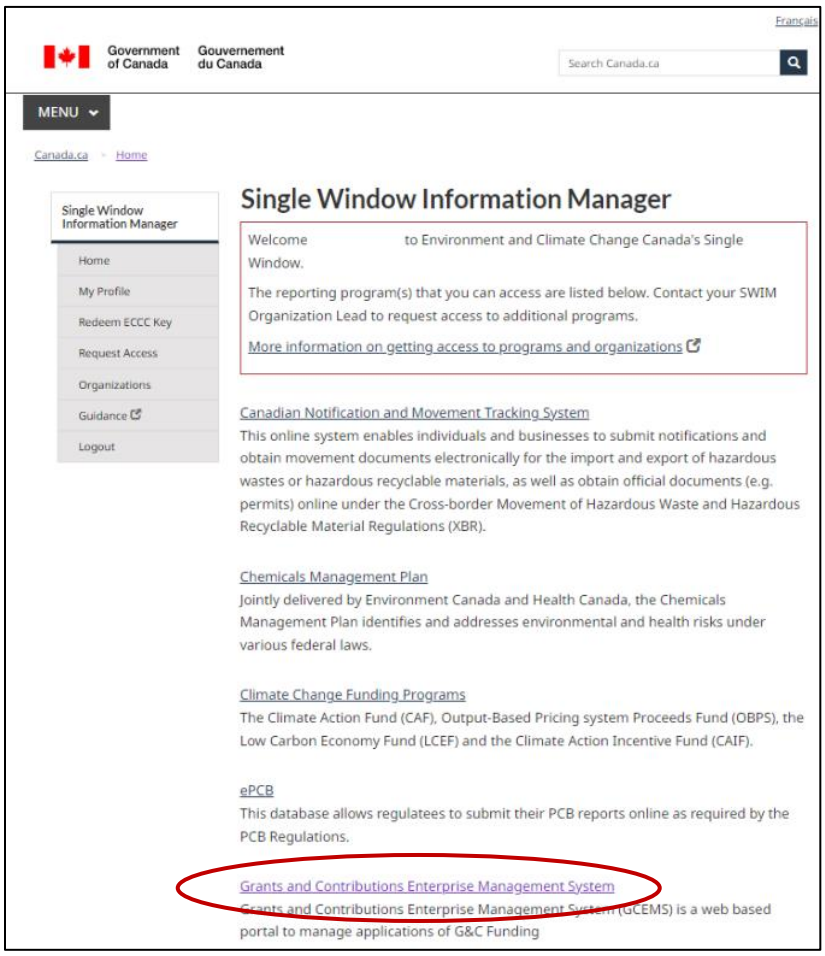
31. Enter or copy and paste the unique code (including dashes (–)) into the box labelled **Please input your ECCC Key**. Confirm by selecting **Activate Key**.



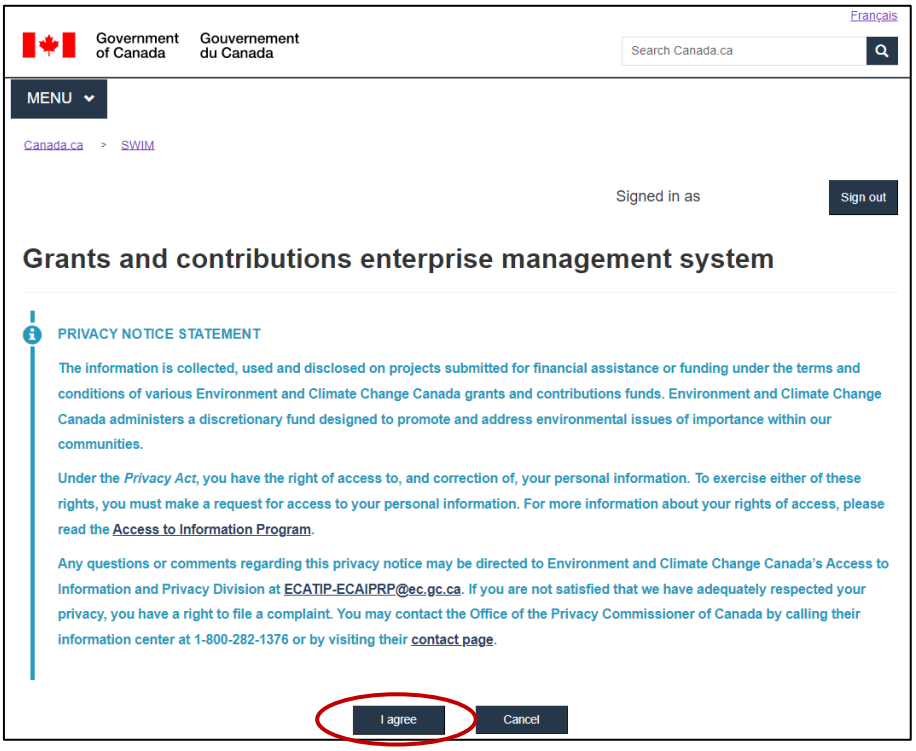
32. You have successfully redeemed your **ECCC Key**. Click on **Home**.



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



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



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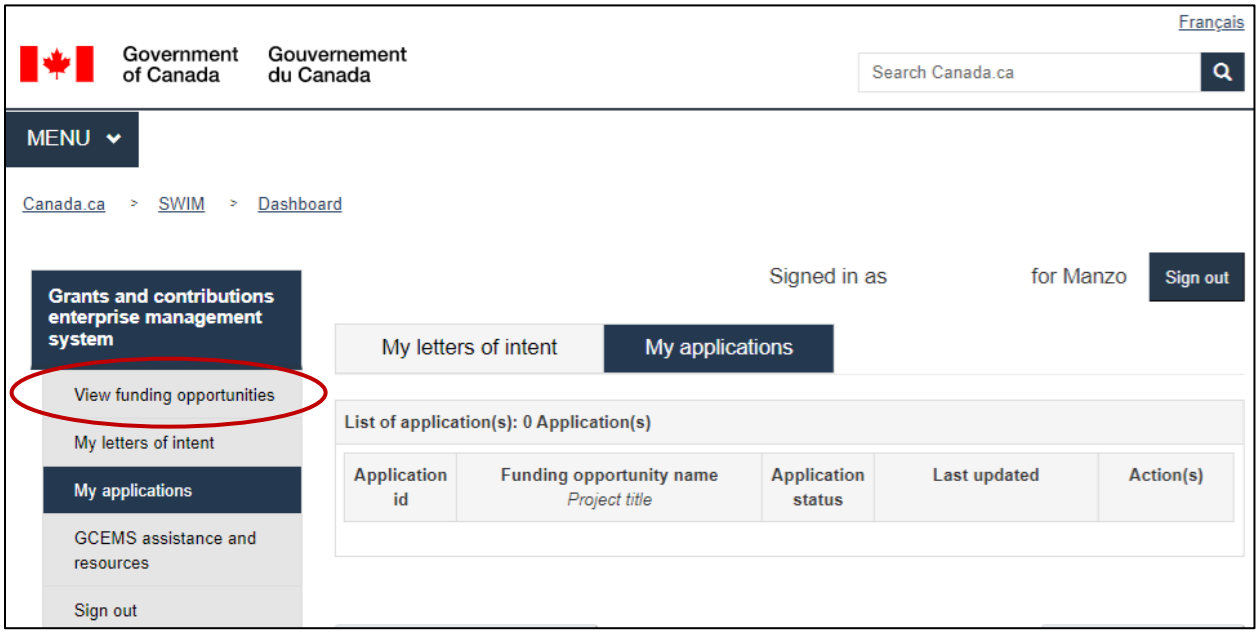
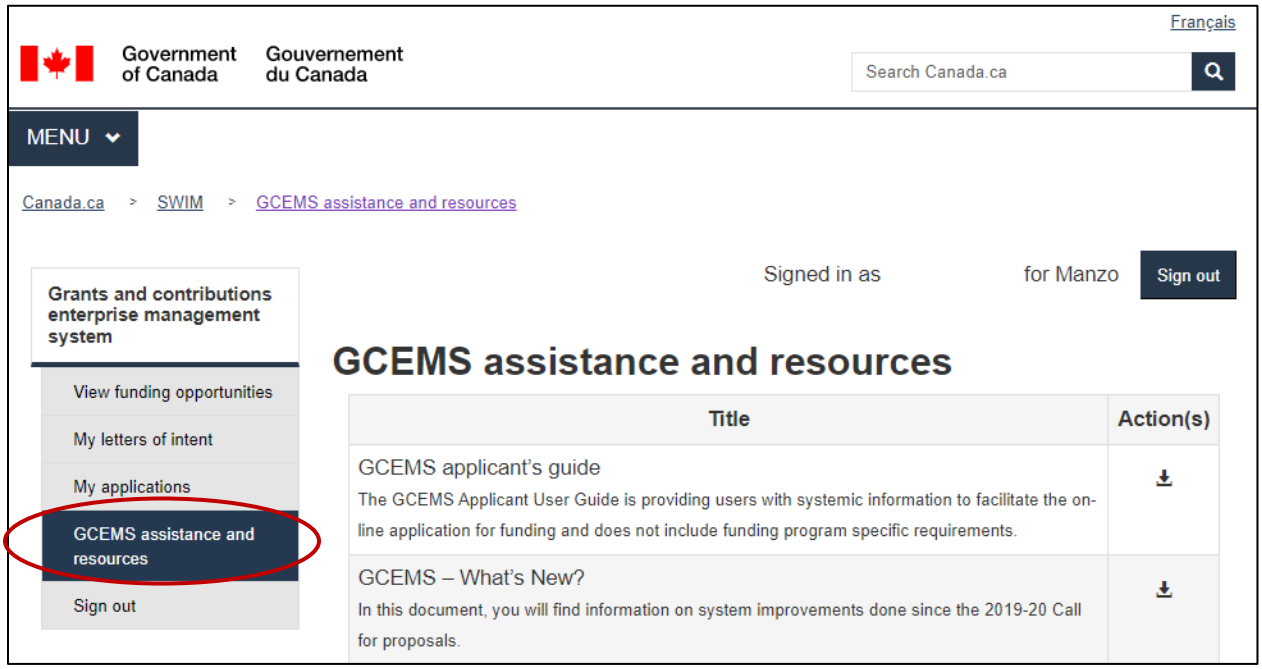


36. Click on the Action button beside the funding opportunity you wish to apply. You are ready to fill in your application.

For assistance, please contact 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.