



GRANTS AND CONTRIBUTIONS ONLINE SERVICES

USER GUIDE: ACCOUNT REGISTRATION AND MANAGEMENT

MARCH 2019



A decorative header image showing silhouettes of various people, including individuals, families with strollers, and a person in a wheelchair, walking along a path.

TABLE OF CONTENTS

IMPORTANT THINGS TO REMEMBER	2
GETTING STARTED	2
1. CREATING YOUR PROFILES	3
1.1 Choosing your sign-in method	3
1.1.1 <i>Sign-in partner</i>	4
1.1.2 <i>GCKey</i>	4
1.2 Creating your profiles	5
1.2.1 <i>Create your user profile</i>	5
1.2.2 <i>Create your organization profile</i>	8
2. VALIDATING YOUR PROFILES	8
2.1 Validate the organization	9
2.2 Validate and authenticate your identity	11
2.2.1 <i>Validate and authenticate your identity online</i>	12
2.2.2 <i>Validate and authenticate your identity in person</i>	12
3. AUTHORIZATION CODE	13
4. ADDITIONAL ORGANIZATIONAL INFORMATION	14
4.1 Organization identification	17
4.2 Signatories	17
5. REPLACE THE PRIMARY OFFICER OF AN EXISTING ORGANIZATION.	17
6. RECOVER ACCESS TO YOUR EXISTING PROFILE	19
7. EDIT YOUR PROFESSIONAL PROFILE	20
8. EDIT ORGANIZATION INFORMATION	20



8.1	Edit organization profile	21
8.2	Manage addresses	21
8.3	Manage contacts	23
8.4	Manage CRA businesses	24

9. MANAGE REPRESENTATIVES.....25

9.1	Invite representatives	25
9.2	Representative rights	27
9.2.1	<i>Organization account rights</i>	<i>28</i>
9.3	Accepting pending representative invitation	30
9.4	GCOS function-specific rights	31

10. DIRECT DEPOSIT33

11. SUPPORTING DOCUMENTS35



IMPORTANT THINGS TO REMEMBER

- **Web browsers:** The Grants and Contributions Online Services (GCOS) is compatible with the following Web browsers: Windows Internet Explorer 9, Mozilla Firefox, Google Chrome, Microsoft Edge and Apple Safari.
- **Timeout feature:** After approximately 15 minutes of account inactivity, a warning message will be displayed informing you that the session is about to expire.
- **Upload Restrictions:** Each document uploaded to the GCOS cannot exceed 15MB in size; however there is no limit to how many documents can be uploaded.
- **Contact Us:** You can submit technical and non-technical questions to the GCOS team using the Contact Us link located under the Help and Support section.
- **Automated correspondence:** You should add the following e-mail address to your contacts: no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca to prevent e-mails from being sent to the junk/trash folder.
- **Creation of a GCOS account:** If you need help creating a GCOS account, consult this user guide, send an email to the GCOS team at NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca or contact the Employer Contact Center at 1-800-367-5693

GETTING STARTED

Be sure to set up your GCOS account well before any funding application deadlines, as it may take several business days to complete account registration.

There are two types of users within one GCOS account (each individual using the organizations' GCOS account must have their own user name and password):

- **Primary Officer (PO):**
 - must have the authority to act on behalf of the organization, including the authority to sign applications for funding, agreements and project management items
 - there can only be one PO per organization account
 - user who created the organization's account will automatically become the PO; however the PO can be replaced at any time
 - PO is required to validate their identity
- **Representatives:**
 - required to create their own username, password and user profile
 - must be invited to join the organization's GCOS account by the PO, or an authorized representative with the right to invite representatives
 - assigned various function-specific rights by the PO, or authorized representative

1. CREATING YOUR PROFILES

As the Primary Officer of your organization, you will need to create a user profile as well as an organization profile. To become a representative of an existing GCOS Account, please complete sections:

- 1.1 Choosing your sign-in method
- 1.2.1 Create your user profile

1.1 CHOOSING YOUR SIGN-IN METHOD

You will need to choose one of the secure sign-in methods (Figure 1) to log into GCOS. Please note that you will be required to use the same sign-in method every time you access your account.

Figure 1 – Choose a secure sign-in method screen

The screenshot shows the Government of Canada website interface. At the top, there is a header with the Canadian flag, the text 'Government of Canada' and 'Gouvernement du Canada', a search bar with 'Search Canada.ca', and a language selector set to 'Français'. Below the header is a navigation menu with links for Jobs, Immigration, Travel, Business, Benefits, Health, Taxes, and More services. The main content area is titled 'Access Grants and Contributions Online Services' and includes a brief description of GCOS. Below this, a section titled 'Choose a secure sign-in method' offers two options: 'Sign-In Partner' and 'GCKey user ID and password'. The 'Sign-In Partner' section includes a list of financial institutions and a video player showing an astronaut. The 'GCKey user ID and password' section includes a list of instructions for signing in or registering.

Access Grants and Contributions Online Services

Grants and Contributions Online Services (GCOS) is an online application for stakeholders to apply for funding opportunities (grants and contributions) and manage Employment and Social Development Canada (ESDC)/Service Canada approved active projects within a secure environment.

If you are new to GCOS, you will need to choose one of the below "secure sign-in methods" to set-up your username and password for GCOS. Details about the complete registration process can be found on the [Registering for GCOS](#) page.

Choose a secure sign-in method

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 ESDC/Service Canada. Your Sign-In Partner will not know which government service you are using.
- You will temporarily leave the ESDC/Service Canada site to use your Sign-In Partner.
- View the full list of Sign-In Partners
 - Affinity Credit Union
 - Alberta Treasury Branches
 - BMO Financial Group
 - CHOICE REWARDS MasterCard
 - CIBC Canadian Imperial Bank of Commerce
 - National Bank of Canada
 - Desjardins Group
 - RBC Royal Bank
 - Scotiabank
 - Tangerine
 - TD Bank Group

GCKey user ID and password

[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.

1.1.1 SIGN-IN PARTNER

You may use a username and password that you already have with one of the financial institutions on the Government of Canada's list of [Sign-in-Partner](#), so that you do not have to remember new sign-in information.

- Access the [GCOS](#) Sign-in page
- Click Continue to Sign-In Partner (Figure 1)
- Select your financial institution by clicking their logo (Figure 2)

Figure 2 – Select Sign-In Partner screen

Exit | Français | Help | FAQ | Switch My Sign-In Partner | Contact Us

SECURE KEY Concierge *Online Access Made Easy*

Select Sign-In Partner

By selecting a Sign-In Partner, you are agreeing to the [Terms and Conditions](#) and [Privacy Notice](#) of SecureKey Concierge.

SIMPLE | CONVENIENT | SECURE

- ✓ It's easy to use
- ✓ We protect your privacy
- ✓ No passwords or personal information (i.e.: name, address, date of birth, etc.) are exchanged during this process
- ✓ Your Sign-In Partner won't know which government service you're accessing and the government won't know which Sign-In Partner you're using

Terms and Conditions | About SecureKey Concierge | Privacy Notice

- Enter your existing username and password as you would when accessing your financial institution account
- You will be redirected to GCOS to the Create my profile screen, where you will need to read the Notice to Applicants
- At the bottom of the page, click I agree to continue with the registration process.

1.1.2 GCKEY

GCKeKey will allow you to securely conduct online transactions with Government of Canada programs and services. However if you already have a GCKeKey with another Department, you will need to register for a new one in order to create your user profile for GCOS. (Please Note the same username and password can be used)

- Access the [GCOS](#) Sign-in page

- Click Continue to GCKey (Figure 1)
- Select Sign Up (Figure 3)

Figure 3 – Welcome to GCKey screen

Government of Canada / Gouvernement du Canada

Definitions | Frequently Asked Questions (FAQ) | Help

Home → Sign In / Sign Up

Welcome to GCKey

Sign In

Username: **(required)**

Password: **(required)**

[Forgot your password?](#)

Sign In **Clear All**

Simple Secure Access

A simple way to securely access Government of Canada online services.

One username.
One password.

Sign Up

Your GCKey can be used to access multiple Government of Canada online [Enabled Services](#).

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

Exit

- Click I accept to Agree to the Terms and Conditions of Use
- Create your Username and click Continue (Keep your Username in a safe place as you will not be able to retrieve if forgotten)
- Create and Confirm your Password and click Continue
- Create your Recovery Questions, Answers and Hints to help you if you forget your Password and click Continue
- Click Continue
- You will be redirected to GCOS to the Create my profile screen, where you will need to read the Notice to Applicants
- At the bottom of the page, click I agree to continue with the registration process

1.2 CREATING YOUR PROFILES

1.2.1 CREATE YOUR USER PROFILE

As a new user, you must select Option 1: New user, on the create my profile screen (Figure 4). If you are a returning user, please consult [section 6](#) of this User Guide.

Figure 4 – Create my profile screen

The screenshot shows the 'Create my profile' screen on the Government of Canada website. At the top, there is a header with the Canadian flag, the text 'Government of Canada' and 'Gouvernement du Canada', a search bar with 'Search Canada.ca', and a language selector for 'Français'. Below the header is a navigation bar with links for Jobs, Immigration, Travel, Business, Benefits, Health, Taxes, and More services. The main content area is titled 'Create my profile' and contains a light blue box with instructions: 'This page offers the opportunity to register as a new user or recover access to an existing profile. Please choose from one (1) of the two (2) following options to continue.' There are two options: 'Option 1: New user' and 'Option 2: Returning user'. Under 'Option 1', there is a radio button selected for 'Register for Grants and Contributions Online Services'. A red arrow points to this radio button. Under 'Option 2', there is a text box for 'User Reference Number' with a placeholder '(e.g.: XXX-123-456-789-000)' and a link 'Forgot my User Reference Number?'. At the bottom, there is a 'Continue' button.

- Select Option 1: New User by selecting Register for Grants and Contributions Online Services
- Click Continue
- Complete all required fields for your User and Contact Information, as well as your security questions
- Click Continue
- Review and confirm all your information by clicking Submit
- The Thank you screen (Figure 5) will provide you with your User Reference Number (URN). Take note of this number, and keep it somewhere safe as you may need it to confirm your identity as a GCOS user
- If you are going to be a Representative for your organization, provide your URN to your organization's Primary Officer, as they will then be able to invite you to join the organization account

Figure 5 – Thank you screen

The screenshot shows the 'Thank you' screen for user registration on the Government of Canada website. At the top, there is a header with the Canadian flag, the text 'Government of Canada' and 'Gouvernement du Canada', a search bar with 'Search Canada.ca', and a 'Français' link. Below the header is a navigation bar with links for Jobs, Immigration, Travel, Business, Benefits, Health, Taxes, and More services. A breadcrumb trail shows 'Home' followed by 'Registration and Authentication'. On the left, a 'Menu' box contains links for Help, Frequently asked questions (FAQs), and Log Out. The main content area features a green success message: 'Your profile has been created successfully.' Below this, it asks the user to note their User Reference Number: 'MAR-000-000-000-000' and provides instructions to keep it safe for identity confirmation. A 'Continue' button is at the bottom.

- Click on Continue
- You will then be redirected to the Welcome screen (Figure 6)

Figure 6 – Welcome screen

The screenshot shows the 'Welcome' screen for GCOS SELSC on the Government of Canada website. The header is identical to Figure 5. Below the header, a dark blue bar contains 'Grants and Contributions Online Services', 'Account settings', and 'Sign out'. A navigation bar below this has 'My Organizations' and 'Help and Support'. A breadcrumb trail shows 'Grants and Contributions Online Services' followed by 'My Organization(s)'. On the left, a 'GCOS SELSC' menu box contains links for My Information, Register New Organization, and Replace Primary Officer. The main content area features a heading 'Welcome GCOS SELSC (MAR-000-000-000-000)' and a sub-heading 'My Organization(s)' with the message 'You currently have no organizations registered to your account.' Below this, an 'Options' section lists three actions: 'Register a New Organization', 'Replace the Primary Officer of an Existing Organization', and 'Become the Representative of a Registered Organization', each with a brief description of the process.

1.2.2 CREATE YOUR ORGANIZATION PROFILE

If you are intending to be the Primary Officer of an organization not yet registered for the Grants and Contributions Online Services, you will need to create your organization profile. If you are replacing the Primary Officer of an existing account, please refer to [section 5](#) of this User Guide.

- Click on Register a New Organization from the Welcome Screen (Figure 6)

Figure 7 – Register New Organization screen

The screenshot shows the 'Register New Organization' screen. 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 dark blue bar with the text 'Grants and Contributions Online Services' and two buttons: 'Account settings' and 'Sign out'. Below this bar is a navigation bar with 'My Organizations' and 'Help and Support'. Below the navigation bar is a breadcrumb trail: 'Grants and Contributions Online Services → Register New Organization'. On the left side, there is a sidebar with the text 'GCOS SELSC' and three buttons: 'My Information', 'Register New Organization' (which is highlighted), and 'Replace Primary Officer'. The main content area has the title 'Register New Organization' and a section titled 'Steps for Registering'. Below this section, it says 'To register a new organization, you must:' followed by a list of four steps: 'Create the organization profile', 'Validate the organization', 'Validate and authenticate your identity', and 'Confirm your authority to act as Primary Officer on behalf of the organization'. Below the list, it says 'Once the organization profile is created, the registration request will be saved and you will be able to access and resume it from the main page. The registration request will be complete only once all of the above steps have been completed and successfully processed. Service Canada may contact you at any time for clarification during the process.' Below this text, it says 'For more information visit the [help guide](#).' At the bottom of the main content area, there are two buttons: 'Get Started' and 'Cancel'.

- Click Get Started (Figure 7)
- You will be redirected to the Create the Organization Profile Screen
- Complete all required fields
- Click Save and Continue to proceed with the registration process.


2. VALIDATING YOUR PROFILES

At any time during the registration process, you can view your status by clicking on the name of the organization you're creating from the Welcome screen (Figure 6). You will then be directed to the New Registration Summary screen (Figure 8).

2.1 VALIDATE THE ORGANIZATION

Clicking Save and Continue on the Create the Organization Profile screen or clicking on the Incomplete link related to the validation of the organization step from the New Registration Screen (Figure 8) will redirect you to the Validate the Organization Screen (Figure 9). An Organization Profile requires a business number, legal and operating name and address, as registered with the Canada Revenue Agency (CRA). If possible, use your business payroll 'RP' account number (using the following format #####RP####) to accelerate the validation process.

Figure 8 – New Registration screen

 Government of Canada / Gouvernement du Canada

[Français](#)

Grants and Contributions Online Services

Account settingsSign out

My OrganizationsHelp and Support ▼

[Grants and Contributions Online Services](#) → GCOS / SELSC (ORG-000-000-000-000)

GCOS SELSC

My InformationRegister New OrganizationReplace Primary Officer

GCOS / SELSC (ORG-000-000-000-000)

New Registration Summary

This registration request is not yet complete. Please review the status of each step in order to finalize the registration request.

Steps	Status	Details
Create the Organization Profile	Complete	Registration initiated on 02/10/2018
Validate the Organization	Incomplete	The organization has not yet been validated.
Validate and Authenticate your Identity	Incomplete	Your identity has not yet been validated and authenticated.
Confirm your Authority to Act as the Primary Officer	Pending	In order to confirm your authority, the organization and your identity must first be validated.

For more information visit the [help guide](#).

Figure 9 – Validate the Organization screen

Government of Canada

Gouvernement du Canada

Grants and Contributions Online Services

Account settings

Sign out

My Organizations

Help and Support

[Grants and Contributions Online Services](#) → Validate the Organization

GCOS SELSC

My Information

Register New Organization

Replace Primary Officer

Validate the Organization

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

In order to validate the existence of your organization, please enter its 15 digit Canada Revenue Agency (CRA) business number or, for registered charities and non-profit organizations, its registration number (e.g., 123456789 AB 1234).

This is the Business/Registration Number that was issued by CRA when the Organization Legal Name was registered. The Payroll Program Account Business Number (RP extension) should be used, if you have one. If not, another extension may be used. Note that supporting documentation may be requested to complete the validation process in these cases.

Using the RP program account of your organization will expedite the validation process.

CRA Business Number: (required)

RP

CRA Legal Name: (required)

CRA Operating Name (Common Name):

Use the organization's default address? (required)

Please select...

Address Line 1: (required)

Address Line 2:

City: (required)

Province/State: (required for North American addresses)

Please select...

Country: (required)

Please select...

Postal/Zip Code: (required for North American addresses)

Note that once the CRA Business Information is validated and the Primary Officer's Identity has been authenticated, a letter will be mailed to the business owner or chief executive officer to authorize creation of this account.

For more information visit the [help guide](#).

Save

Skip For Now

Cancel

- Complete all required fields (Figure 9)
- Click Save
- If using an RP account, consent will be required from a CRA Authorized Representative of your organization. Only once consent is received, can the organization information be validated with CRA data
 - If you are the CRA Authorized Representative, select 'Yes' to indicate that you are the Authorized Representative, you will automatically be taken to the Consent Screen.
 - If you are not the CRA Authorized Representative, select 'No' under Authorized Representative and identify the correct person under Authorized Representative's Information. An email will be sent to the identified Authorized Representative. They can provide consent without having to create a GCOS account. It may be prudent to send your CRA Authorized Representative an email outlining why they are receiving the notification from GCOS asking for their consent. (The request for consent from your CRA Authorized Representative expires within 7 days and will need to be re-initiated if not completed within this timeframe.)
- If using another CRA account (RT, RR, RC, Etc.) Clicking Save will bring you to the screen which displays your Organization ID (i.e. ORG-000-000-000-000). Take note of this Number for reference. (Figure 10)

Figure 10 – Validate the Organization screen (Organization ID)

The screenshot shows the 'Grants and Contributions Online Services' portal. At the top, there's a header with the Government of Canada logo and a 'Français' link. Below this is a dark blue navigation bar with 'Grants and Contributions Online Services' and buttons for 'Account settings' and 'Sign out'. A light grey bar below contains 'My Organizations' and 'Help and Support'. The main content area has a breadcrumb trail: 'Grants and Contributions Online Services → GCOS / SELSC (ORG-000-000-000-000)'. On the left is a sidebar with 'GCOS SELSC' and three menu items: 'My Information', 'Register New Organization', and 'Replace Primary Officer'. The main section is titled 'GCOS / SELSC (ORG-000-000-000-000)' and 'Validate the Organization'. It contains a message: 'Your request was successfully submitted and is now being processed. Service Canada will inform you by email or telephone regarding the progress of your request.' and a 'Continue' button.

2.2 VALIDATE AND AUTHENTICATE YOUR IDENTITY

To complete the process, you must validate and authenticate your identity.

- Click on the Incomplete link related to the validate and authenticate your identity step from the New Registration Screen (Figure 8)
- You will be redirected to the Validate and Authenticate your Identity Screen (Figure 11) where two options are provided to you.

Figure 11 – Validate and Authenticate your Identity screen

The screenshot shows the 'Grants and Contributions Online Services' portal. At the top, there is a header with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. A language selector for 'Français' is in the top right. Below the header is a navigation bar with 'My Organizations' and 'Help and Support' dropdown menus. The main content area is titled 'Validate and Authenticate your Identity'. It includes a sidebar with 'GCOS SELSC' and options like 'My Information', 'Register New Organization', and 'Replace Primary Officer'. The main text explains that to complete the process, the user must validate and authenticate their identity. It offers two options: 'Validate and Authenticate your Identity Online Through the Canada Revenue Agency' (which requires a valid CRA account) and 'Validate and Authenticate your Identity in Person' (which requires visiting a Service Canada Centre). Both options have corresponding buttons: 'Validate and Authenticate with CRA' and 'Skip for Now' for the online option, and 'Continue' for the in-person option. A 'Help guide' link is also present.

2.2.1 VALIDATE AND AUTHENTICATE YOUR IDENTITY ONLINE

- To be able to use this option, you must have a valid My Account for Individual or My Business Account with CRA
- By selecting Validate and Authenticate with CRA (Figure 11) you will be redirected to the CRA website, follow the instructions on your screen to login to your CRA account.

2.2.2 VALIDATE AND AUTHENTICATE YOUR IDENTITY IN PERSON

- Visit a [Service Canada Centre](#) to validate your identity.
 - You will need Your User Reference Number (i.e. MAR-000-000-000-000) and two pieces of identification from the list below (one of which must have a photo):
 - Provincial Driver's Licence
 - Canadian Passport
 - Provincial Health Care Card
 - Birth Certification (provincial)
 - Permanent Resident Card
 - Certificate of Canadian Citizenship
 - Certificate of Indian Status Issued by the Government of Canada
 - Record of Landing
 - Provincial ID Card
 - Foreign Passport
 - Refugee Protections Claimant Document
 - Work Permit

3. AUTHORIZATION CODE

This is the final step required to set up your GCOS account. Once the Organization and Primary Officer's (PO) identity have been validated, a letter will be mailed to the head of the organization (the letter is addressed to the Chief Executive Officer) – the letter will contain an authorization code. The head of your organization will be instructed to provide the PO with the authorization code to confirm his agreement with the creation of the account and your authority to act as the PO.

To complete the registration process:

- Login to [GCOS](#) and select the organization from your Welcome screen (Figure 6)
- Click the Incomplete hyperlink beside the Confirm your Authority to Act as Primary Officer on Behalf of the Organization step (Figure 12)
- Enter the code in the Authorization Code field (Figure 13).
- Click Continue. You have completed your GCOS account registration and are ready to use GCOS to apply for and manage your ESDC funding.

Figure 12 - New Registration Summary screen – confirm your authority

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Account settings Sign out

My Organizations Help and Support

Grants and Contributions Online Services → GCOS / SELSC (ORG-000-000-000-000)

GCOS / SELSC (ORG-000-000-000-000)

New Registration Summary

This registration request is not yet complete. Please review the status of each step in order to finalize the registration request.

Steps	Status	Details
Create the Organization Profile	Complete	Registration initiated on 02/10/2018
Validate the Organization	Complete	
Validate and Authenticate your Identity	Complete	
Confirm your Authority to Act as the Primary Officer	Incomplete	An authorization code has been mailed to the business owner or chief executive officer at the address on file.

For more information visit the [help guide](#).

Figure 13 – Confirm your Authority to Act as Primary Officer screen

The screenshot shows the 'Grants and Contributions Online Services' portal. At the top, there is a header with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. A language selector 'Français' is in the top right. Below the header is a dark blue navigation bar with 'Grants and Contributions Online Services' and buttons for 'Account settings' and 'Sign out'. Underneath is a light grey bar with 'My Organizations' and 'Help and Support'. The main content area has a breadcrumb trail: 'Grants and Contributions Online Services → GCOS / SELSC (ORG-000-000-000-000)'. On the left is a sidebar with 'GCOS SELSC' and three options: 'My Information', 'Register New Organization', and 'Replace Primary Officer'. The main content area is titled 'GCOS / SELSC (ORG-000-000-000-000)' and contains the heading 'Confirm your Authority to Act as Primary Officer on Behalf of the Organization'. Below this is a link to the 'Personal Information Collection Statement'. The form includes a field for 'Organization Name' (pre-filled with 'GCOS / SELSC') and a required 'Authorization Code' field. A paragraph explains that the authorization code is a unique alphanumeric code used to confirm authority. A 'help guide' link is provided. At the bottom are 'Continue' and 'Cancel' buttons.

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Account settings Sign out

My Organizations Help and Support

Grants and Contributions Online Services → GCOS / SELSC (ORG-000-000-000-000)

GCOS SELSC

My Information

Register New Organization

Replace Primary Officer

GCOS / SELSC (ORG-000-000-000-000)

Confirm your Authority to Act as Primary Officer on Behalf of the Organization

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

Organization Name: GCOS / SELSC

Authorization Code: (required)

The authorization code is a unique and alphanumeric code that only you can use to confirm your authority to represent this organization as the primary officer. The code along with your contact information and instructions for you to finalize this request were mailed to the business owner or Chief Executive Officer at the address on file.

For more information visit the [help guide](#).


Continue Cancel

4. ADDITIONAL ORGANIZATIONAL INFORMATION

The first time that you access GCOS by clicking on the Gs&Cs Online services (Figure 14) link, you will be required to complete additional organizational information on the Organization Identification Screen (Figure 15).

- Login to your [GCOS](#) account
- Click on your Organization name
- Click Gs&Cs Online Services (Figure 14)

Figure 14 – Grants and Contributions Online Services screen



Government
of Canada

Gouvernement
du Canada

Français

Grants and Contributions Online Services

Account settingsSign out

My OrganizationsHelp and Support

Grants and Contributions Online Services → GCOS / SELSC (ORG-000-000-000-000)

Your Name

My Information

Register New Organization

Replace Primary Officer

GCOS SELSC

Edit Organization Profile

My Role

Manage Addresses

Manage Representatives

Manage Contacts

Manage CRA Businesses

GCOS / SELSC (ORG-000-000-000-000)

Grants and Contributions Online Services

Gs&Cs Online Services

Options

My Role

Use this option to view your role and user rights for this organization. You are not allowed to modify your own rights. If you wish to modify your rights you must contact an authorized representative or the primary officer for this organization.

Manage Organization

Edit Organization Profile

Manage Addresses

Manage Contacts


Manage CRA Businesses

Manage Representatives

Use this option to invite or terminate representatives' access from the organization's account or to modify other representatives' rights.

For more information visit the [help guide](#).

Figure 15 – Organization Identification screen



Government
of Canada

Gouvernement
du Canada

Français

Grants and Contributions Online Services

Signed in as GCOS SELSC

Sign out

Help and Support

My Organizations

Organization Identification

In order to add an application, the following mandatory fields must be completed.

ESDC uses the information you provide in this section to establish your organization's identity.

Legal Name

GCOS / SELSC

Operating (Common) Name (if different from legal name)

GCOS / SELSC

Business or Registration Number

000000000RT0001

* Organization Type

Help

Select

(Required)

* Year Established

Help

(Required)

E-mail Address

* Telephone Number

Area Cc

Telephone N

Ext.

Extension

(Required)

* Organization's Mandate (Maximum 4000 characters)

Show More

(Required)

Help and Support

User Guides

Contact Us

Signatories

The information in this section will identify the number of representatives that must agree to an item before it can be submitted to Employment and Social Development Canada and as such, the online system will prohibit the submission of items until these concurrences have been recorded. It is important to ensure that the equivalent number of representatives is granted "submit" access for the corresponding items as the number of required signatories identified in this section.

* How many signatures are required to submit an Application for Funding to ESDC?

Help

Select

(Required)

* How many signatures are required to submit a Claim to ESDC?

Help

Select

(Required)

* How many signatures are required to submit a Forecast of Project Expenditures to ESDC?

Help

Select

(Required)

* How many signatures are required to submit an Activity Report to ESDC?

Help

Select

(Required)

* How many signatures are required to submit an Agreement to ESDC?

Help

Select

(Required)

Save

Back To My Organizations



4.1 ORGANIZATION IDENTIFICATION

Your legal name, operating name and business number are pre-filled and not editable.

- Complete all required fields under section Organization Identification.
- Please refer to next section for the Signatories section

4.2 SIGNATORIES

The information in this section will identify the number of representatives that must agree to an item before it can be submitted to Employment and Social Development Canada and as such, the online system will prohibit the submission of items until these concurrences have been recorded. It is important to ensure that the equivalent number of representatives is granted submit access for the corresponding items as the number of required signatories identified in this section.

- Select from the drop down menu the amount of signatories required for each item
- Click Save
- You will then be redirected to your GCOS account Welcome Screen. Visit the [Applications and project management Guide](#)

5. REPLACE THE PRIMARY OFFICER OF AN EXISTING ORGANIZATION

To replace an existing primary officer, you must first create yourself an account by following the steps in [section 1.1](#) and [section 1.2.1](#).

- Once you've created your profile, click on Replace Primary Officer from the Welcome Screen (Figure 16)
- Click Get Started (Figure 17)
- Enter your position title and, to identify the registered organization, you must enter the 15-digit Canada Revenue Agency (CRA) Business Number associated with the organization (i.e. XXXXXXXXXRP0001) or, provide the organization number (i.e. ORG-123-456-789-123) (Figure 18)
- Click Save
- If you've never been a primary officer of an organization in GCOS, you will need to validate your identity by following the steps outlined in [section 2.2](#)
- Once your Identity is validated, an authorization code is mailed to the organization (addressed to the chief executive officer) at the address on file.
- Follow the steps outlined in [section 3](#) to finalize the process.

Please note that if you use the Replace Primary Officer function, the current primary officer will no longer have access to the account; however will still be able to be invited as an organization representative, if necessary.

Figure 16 – Welcome screen

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Account settings | Sign out

My Organizations | Help and Support ▾

Grants and Contributions Online Services → My Organization(s)

GCOS SELSC

- My Information
- Register New Organization
- Replace Primary Officer

Welcome GCOS SELSC (MAR-000-000-000-000)

My Organization(s)

You currently have no organizations registered to your account.

Options

- [Register a New Organization](#)
Submit a new request to register the organization you represent for Grants and Contributions Online Services. Please ensure the organization is not already registered and that you are authorized to act as the account administrator (Primary Officer).
- [Replace the Primary Officer of an Existing Organization](#)
Submit a request to become the new account administrator (primary officer) for an already registered organization. Before submitting a request, ensure you are authorized to replace the current primary officer.
- Become the Representative of a Registered Organization.
To become a representative of a registered organization, you will need to provide your user reference number (URN) to the primary officer or authorized representative of that organization. Your URN is a unique alphanumeric code that can be found on top of this page. It will be used by the primary officer or the authorized representative to send you an invitation to join the organization.

Figure 17 – Replace the Primary Officer of an Existing Organization screen

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Account settings | Sign out

My Organizations | Help and Support ▾

Grants and Contributions Online Services → Replace the Primary Officer of an Existing Organization

GCOS SELSC

- My Information
- Register New Organization
- Replace Primary Officer

Replace the Primary Officer of an Existing Organization

Steps to Replace the Current Primary Officer

To replace an existing primary officer, you must:

- Identify the organization
- Validate your identity
- Confirm your authority to act as the primary officer

This request will automatically be saved and accessible from the main page once you have completed the first step. As you complete each step, Service Canada may contact you in order to obtain additional information.

For more information visit the [help guide](#).

Get Started | Cancel

Figure 18 – Identify the Organization screen

The screenshot shows the 'Identify the Organization' screen. 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 dark blue bar with the text 'Grants and Contributions Online Services'. To the right of this bar are two buttons: 'Account settings' and 'Sign out'. Below the dark blue bar is a light blue bar with two tabs: 'My Organizations' and 'Help and Support'. Below the light blue bar is a breadcrumb trail: 'Grants and Contributions Online Services → Identify the Organization'. On the left side of the main content area is a sidebar with the title 'GCOS SELSC' and three links: 'My Information', 'Register New Organization', and 'Replace Primary Officer'. The main content area has the title 'Identify the Organization' and a link to the 'Personal Information Collection Statement'. Below the title is a paragraph explaining that to identify the registered organization, the user must enter the 15-digit CRA Business Number or the organization number. There are two input fields: 'Your Position Title: (required)' and 'CRA Business Number:'. Below these is a link to the 'help guide'. At the bottom are two buttons: 'Save' and 'Cancel'.

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Account settings Sign out

My Organizations Help and Support

Grants and Contributions Online Services → Identify the Organization

GCOS SELSC

- My Information
- Register New Organization
- Replace Primary Officer

Identify the Organization

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

To identify the registered organization, you must enter the 15-digit Canada Revenue Agency (CRA) Business Number associated with the organization (e.g., 123456789 AB 1234) or, provide the organization number (e.g., ORG-123-456-789-123).

Your Position Title: (required)

Please enter one of the following

CRA Business Number:

or

Organization Number:

For more information visit the [help guide](#).

Save Cancel

6. RECOVER ACCESS TO YOUR EXISTING PROFILE

If you previously registered for a GCOS account but do not remember your username and password, it is possible to recover access to your existing profile by following these steps:

- Create a new GCKey (see [Section 1.1.2](#))
- From the Create my profile screen (Figure 19), choose option 2
- Enter your User Reference Number (URN) (Your URN would have been provided to you by email, when you initially registered for the GCOS account)
- Respond to three of the five security questions created when you initially set up your account

You may also wish to select "Replace the Primary Officer of an Existing Organization" on the "Welcome Screen". Replacing a Primary Officer is outlined in the Account Management User Guide. If you do not remember your URN and need to recover access to an existing profile, contact the Employer Contact Centre for support at 1-800-367-5693.

Figure 19 – Create my profile screen

Menu

- Help
- Frequently asked questions (FAQs)
- Log Out

Create my profile

This page offers the opportunity to register as a new user or recover access to an existing profile.

Please choose from one (1) of the two (2) following options to continue.

Option 1: New user

☐ Register for Grants and Contributions Online Services

Option 2: Returning user

Recover access to my existing profile for Grants and Contributions Online Services by providing my User Reference Number and answering my security questions:

User Reference Number: (e.g.: XXX-123-456-789-000)

[Forgot my User Reference Number?](#)

[Continue](#)

7. EDIT YOUR PROFESSIONAL PROFILE

You may edit your professional profile at any time. Depending on the screen, either select My Information from the left side menu or select My GCOS Account from the top menu, and then select My User Account.

The information that you are able to edit includes: your preferred language, your Contact Information, your Address Information & Your Security Questions and Answers. Insure that you click Save at the bottom of the page to capture any modifications.

8. EDIT ORGANIZATION INFORMATION

From the organization's main screen (Figure 20) the Primary Officer and/or the representatives with organization administrative rights, are able to edit the organization account through a number of options:

- Edit Organization Profile
- Manage Addresses
- Manage Contacts
- Manage CRA Businesses

Figure 20 – Organization's main screen

Figure 20 is a screenshot of the Grants and Contributions Online Services (GCOS) main screen for an organization. The page header includes the Government of Canada logo and the text "Government of Canada" and "Gouvernement du Canada". The main navigation bar shows "Grants and Contributions Online Services" with links for "Account settings" and "Sign out". The sidebar menu includes "My Organizations" and "Help and Support". The main content area displays the organization's name "GCOS / SELSC (ORG-000-000-000-000)" and a list of options. A red circle highlights the "Manage Organization" option, which includes sub-links for "Edit Organization Profile", "Manage Addresses", "Manage Contacts", and "Manage CRA Businesses". Red arrows point to "Edit Organization Profile" in the sidebar and "Manage Organization" in the main content area.

8.1 EDIT ORGANIZATION PROFILE

- Click Edit Organization Profile (Figure 20), either from the left side menu or the hyperlink
- You will be able to modify the organization's default address
- Click Save.


Note: Address updates will only be applied to future funding applications. It is necessary to contact your Project Officer to update the address on previously submitted applications or active projects.

8.2 MANAGE ADDRESSES


This function will allow you to build an address book from which you can select addresses associated to specific Applications for Funding

- Click Manage Addresses (Figure 20), either from the left side menu or the hyperlink
- To Modify an existing address:
 - Click Edit from the action column (Figure 21)
 - Make the necessary modifications
 - Click Save
- To Add a new address:
 - Click Add Address (Figure 21)
 - Complete all required fields
 - Click Save
- To Delete an address (Note that the main address must be replaced by a new address before it can be deleted):
 - Click Delete (Figure 21)
 - Confirm your choice by clicking delete on the pop-up message

Figure 21 – Manage Addresses screen



Government
of Canada



Gouvernement
du Canada

Grants and Contributions Online Services

Account settings
Sign out

My Organizations
Help and Support

Grants and Contributions Online Services → GCOS / SELSC (ORG-000-000-000-000)

Your Name

My Information
Register New Organization
Replace Primary Officer

GCOS / SELSC

Edit Organization Profile
My Role
Manage Addresses
Manage Representatives
Manage Contacts
Manage CRA Businesses

GCOS / SELSC (ORG-000-000-000-000)

Manage Addresses

NOTE: The main address must be replaced by a new address before it can be deleted.

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

Main Address	Address Line 1	Address Line 2	City	Province / State	Postal / ZIP Code	Action
✓	123 GCOS Rd.		Orleans	ON	K4A 3P7	Edit
	321 Main Rd.		Orleans	ON	K4A 3P7	Set as Main Address Edit Delete

1

For more information visit the [help guide](#).

Add Address

8.3 MANAGE CONTACTS

- Click Manage Contacts (Figure 20), either from the left side menu or the hyperlink
- To Modify an existing contact:
 - Click Edit from the action column (Figure 22)
 - Make the necessary modifications
 - Click Save
- To Add a new contact:
 - Click Add Contact (Figure 22)
 - Complete all required fields
 - Click Save
- To Delete a contact:
 - Click Delete in the action column (Figure 22)
 - Confirm your choice by clicking delete on the pop-up message

Figure 22 – Manage Contacts screen

The screenshot shows the 'Manage Contacts' screen for the organization 'GCOS / SELSC (ORG-000-000-000-000)'. The page header includes the Government of Canada logo and the text 'Grants and Contributions Online Services'. The left sidebar contains a menu with options like 'My Information', 'Register New Organization', and 'Manage Contacts'. The main content area displays a table of contacts with columns for First Name, Last Name, Telephone, Email, and Action. A red circle highlights the 'Edit' button in the Action column. A red arrow points to the 'Add Contact' button at the bottom. The page also includes a 'Filter items' search bar and a 'Showing 1 to 1 of 1 entries' indicator.

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Account settings Sign out

My Organizations Help and Support

Grants and Contributions Online Services → GCOS / SELSC (ORG-000-000-000-000)

Your Name

- My Information
- Register New Organization
- Replace Primary Officer

GCOS / SELSC

- Edit Organization Profile
- My Role
- Manage Addresses
- Manage Representatives
- Manage Contacts**
- Manage CRA Businesses

GCOS / SELSC (ORG-000-000-000-000)

Manage Contacts

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

First Name	Last Name	Telephone	Email	Action
First Name 1	Last Name 1	6138882456	Service@test.ca	Edit Delete

1

For more information visit the [help guide](#).

[Add Contact](#)

Note: Project-specific contacts can be added in GCOS per application in the Applications and Projects module.


8.4 MANAGE CRA BUSINESSES

- Click Manage CRA Businesses (Figure 20), either from the left side menu or the hyperlink
- This screen displays the CRA businesses included in the organization file (Figure 23)
- Click Edit from the action column (Figure 23)

Note: The CRA business information cannot be modified through Service Canada however it is possible to select a default address or contact.

- You can edit the CRA Operating Name for your Organization
- Select from the drop down menu the default address and default contact
 - If information is not available for selection on this screen, the Primary Officer or authorized representative, must add it from within the applicable screen (see [Section 8.2](#) to add an address or [Section 8.3](#) to add contacts).
- Click Save

Figure 23 – Manage CRA Businesses screen

 Government of Canada / Gouvernement du Canada

[Français](#)

Grants and Contributions Online Services

Account settings / Sign out

My Organizations / Help and Support

Grants and Contributions Online Services → GCOS / SELSC (ORG-000-000-000-000)

Your Name

My Information

Register New Organization

Replace Primary Officer

GCOS / SELSC

Edit Organization Profile

My Role

Manage Addresses

Manage Representatives

Manage Contacts

Manage CRA Businesses

GCOS / SELSC (ORG-000-000-000-000)

Manage CRA Businesses

This page displays the CRA businesses included in the organization file.

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

CRA Business Number	CRA Legal Name	Status	Action
XXXXXXXXRT0001	GCOS / SELSC	Active	Edit

1

For more information visit the [help guide](#).

9. MANAGE REPRESENTATIVES

Use this option to invite or terminate representatives' access from the organization's account or to modify other representatives' rights.

Figure 24 – Organization's main screen

The screenshot displays the 'Grants and Contributions Online Services' (GCOS) main screen for an organization. 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 dark blue navigation bar with the text 'Grants and Contributions Online Services' and buttons for 'Account settings' and 'Sign out'. A light gray bar below the navigation bar contains 'My Organizations' and 'Help and Support'. The main content area is titled 'GCOS / SELSC (ORG-000-000-000-000)'. On the left, there is a sidebar menu with 'Your Name' and 'GCOS / SELSC' sections. The 'GCOS / SELSC' section includes options like 'Edit Organization Profile', 'My Role', 'Manage Addresses', 'Manage Representatives' (highlighted with a red arrow), 'Manage Contacts', and 'Manage CRA Businesses'. The main content area on the right is titled 'GCOS / SELSC (ORG-000-000-000-000)' and 'Grants and Contributions Online Services'. It lists 'Options' such as 'My Role', 'Manage Organization', and 'Manage Representatives' (highlighted with a red circle). The 'Manage Representatives' option is described as 'Use this option to invite or terminate representatives' access from the organization's account or to modify other representatives' rights.' Below this, it says 'For more information visit the [help guide](#)'.

9.1 INVITE REPRESENTATIVES

- Click Manage Representatives (Figure 24), either from the left side menu or the hyperlink
- Click Invite Representative (Figure 25)
- Enter the representative User Reference Number (URN) (Figure 26)

Note: You can only invite a representative who has already created a user profile and has provided you with his/her user reference number (URN).

- Click Confirm if the correct information of the representative you are inviting appears on the screen (Figure 27)

Figure 25 – Manage Representatives screen

The screenshot shows the 'Manage Representatives' page for the organization 'GCOS / SELSC (ORG-000-000-000-000)'. The page has a header with the Government of Canada logo and a navigation bar with 'Grants and Contributions Online Services', 'Account settings', and 'Sign out'. A sidebar on the left contains a 'Your Name' section with links to 'My Information', 'Register New Organization', and 'Replace Primary Officer'. Below this is a 'GCOS / SELSC' section with links to 'Edit Organization Profile', 'My Role', 'Manage Addresses', 'Manage Representatives', 'Manage Contacts', and 'Manage CRA Businesses'. The main content area is titled 'GCOS / SELSC (ORG-000-000-000-000)' and 'Manage Representatives'. It contains a message: 'Please select the representative whose access rights you wish to modify or invite a new representative. There is currently no representative associated to the organization. For more information visit the [help guide](#).' A red arrow points to a blue button labeled 'Invite Representative'.

Figure 26 – Invite Representative screen

The screenshot shows the 'Invite Representative' page for the organization 'GCOS / SELSC (ORG-000-000-000-000)'. The page has the same header and navigation bar as Figure 25. The sidebar is identical. The main content area is titled 'GCOS / SELSC (ORG-000-000-000-000)' and 'Invite Representative'. It contains a message: 'For more information on how your privacy is protected, please refer to our [Personal Information Collection Statement](#)'. Below this is a paragraph: 'You can only invite a representative who has already created a user profile and has provided you with his/her user reference number (URN). Once you have entered the representative URN, you will need to confirm their identity and set their access rights.' A section titled 'Enter the User Reference Number (URN): (required)' contains a text input field. Below the input field are 'Search' and 'Cancel' buttons. At the bottom, it says 'For more information visit the [help guide](#)'.

Figure 27 – Invite Representatives confirmation screen

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Account settings | Sign out

My Organizations | Help and Support

Grants and Contributions Online Services → GCOS / SELSC (ORG-000-000-000-000)

Your Name

- My Information
- Register New Organization
- Replace Primary Officer

GCOS / SELSC

- Edit Organization Profile
- My Role
- Manage Addresses
- Manage Representatives
- Manage Contacts
- Manage CRA Businesses

GCOS / SELSC (ORG-000-000-000-000)

Invite Representative

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

You can only invite a representative who has already created a user profile and has provided you with his/her user reference number (URN). Once you have entered the representative URN, you will need to confirm their identity and set their access rights.

Enter the User Reference Number (URN): (required)

Name:	Prénom Nom
User Reference Number:	JON-000-000-000-000
Telephone:	613-987-6543
Email:	Info@Test.ca

If the information on this screen does not correspond to the representative you wish to invite, please Cancel. You must authenticate the identity of the representative before confirming the information on this screen.

For more information visit the [help guide](#).

9.2 REPRESENTATIVE RIGHTS

After confirming the identity of the representative to be invited, you will need to establish the representatives' rights within the organization. There are two types of representative rights:

- Organization Account Rights
- GCOS Function-specific Rights

Organizational Account Rights are established at the time of inviting the new representative. The GCOS Function-specific Rights will be customized once the new representative has accepted the invitation to the join the organization and accessed GCOS. See [Section 9.4](#) for GCOS Function-Specific Rights.

By default, users will have some access to specific functions depending on the organization account rights they were granted.




9.2.1 ORGANIZATION ACCOUNT RIGHTS

The Organization account rights include administrative rights and CRA businesses rights (Figure 28).

- Enter the position title of the representative
- Select their level of access required
 - Administrative Rights:
 - Edit Organization:
 - Manage Organization Representatives
 - CRA Businesses Rights:
 - None – No access to the business and will not see any information related to the business. No access to the Applications, Projects or Project Management items for this account
 - Read – Read-only access to the business and will be given read-only access by default to GCOS for Applications, Projects and Project Management items. This can be modified by establishing function-specific rights as outlined in [section 9.4](#)
 - Read/Write – Full access to view and amend GCOS information related to the business. Full access to create Gs&Cs items related to Applications, Projects and Project Management.
- Click Send Invitation

Figure 28 – Invite Representatives - organization account rights screen



Government
of Canada

Gouvernement
du Canada

[Français](#)

Grants and Contributions Online Services

Account settings
Sign out

My Organizations
Help and Support

Grants and Contributions Online Services → GCOS / SELSC (ORG-000-000-000-000)

Your Name

My Information
Register New Organization
Replace Primary Officer

GCOS / SELSC

Edit Organization Profile
My Role
Manage Addresses
Manage Representatives
Manage Contacts
Manage CRA Businesses

GCOS / SELSC (ORG-000-000-000-000)

Invite Representative

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

Position Title: (required)

Administrative Rights:

This option allows granting administrative rights to the representative.

Name:	First / Last Name
User reference number:	JON-000-000-000-000
Telephone:	613-987-6543
Email:	Info@Test.ca

Administrative Right

Level of Access

Select all	<input type="checkbox"/>
Edit Organization This option allows the representative to manage the organization profile, address book and contacts.	<input type="checkbox"/>
Manage Organization Representatives This option allows the representative to invite or remove representatives from the organization and to modify their access rights. Representatives will only have the ability to delegate or remove rights they already possess.	<input type="checkbox"/>

CRA Businesses:

Grants and Contributions Online Services

CRA Business Number	CRA Legal Name	Level of Access
		Select all None
XXXXXXXXRT0001	GCOS / SELSC	Read/Write

For more information visit the [help guide](#).

Send Invitation
Cancel

9.3 ACCEPTING PENDING REPRESENTATIVE INVITATION

To access the representative invitation the new user must log into their account. The organization that initiated the invitation will show a status of Pending User Acceptance. Complete the following steps to complete your representative invitation:

- Enter your username and password in [GCOS](#)
- Click on your Organization Name (Figure 29)
- Click Accept invitation (Figure 30)
- Click Gs & Cs Online Services
- Log out of GCOS

In order for the Primary Officer to customize the GCOS function-specific responsibilities of the representative, it is necessary to log out of the account.

Figure 29 – Welcome screen

The screenshot shows the 'Welcome Representative' page. On the left is a sidebar with a 'Representative' menu and sub-items: 'My Information', 'Register New Organization', and 'Replace Primary Officer'. The main content area is titled 'Welcome Representative (REP-000-000-000-000)'. Below the title is a section 'My Organization(s)' with explanatory text. A table lists organizations, with one entry: 'ORG-000-000-000-000' with the name 'GCOS / SELSC', role 'Representative', and status 'Pending User Acceptance'. Above the table is a filter bar showing 'Showing 1 to 2 of 2 entries' and a 'Show 10 entries' dropdown.

Organization Number	Organization Name	My Role	My Status
ORG-000-000-000-000	GCOS / SELSC	Representative	Pending User Acceptance

Figure 30 – Pending Invitation screen

The screenshot shows the 'Pending Invitation' page. At the top is the Government of Canada header with the Canadian flag and the text 'Government of Canada' and 'Gouvernement du Canada'. Below this is a dark blue bar with 'Grants and Contributions Online Services', 'Account settings', and 'Sign out'. A breadcrumb trail shows 'My Organizations' and 'Help and Support'. The main content area is titled 'Pending Invitation' and includes a link to the 'Personal Information Collection Statement'. It states: 'You have been invited to join the following organization as a representative:'. Below this, details for the organization 'GCOS / SELSC (ORG-000-000-000-000)' are shown, including the title 'Manager / Gestionnaire'. It then says 'This invitation was sent to you by:' followed by fields for Name, Telephone, and Email. At the bottom, there are three buttons: 'Accept Invitation', 'Decline Invitation', and 'Cancel'.

Organization: GCOS / SELSC (ORG-000-000-000-000)

Title: Manager / Gestionnaire

This invitation was sent to you by:

Name: Name / Last Name

Telephone: 613-987-6543

Email: Info@Test.ca

Please contact the person above if you have any questions regarding your role as a representative.

For more information visit the [help guide](#).

[Accept Invitation](#) [Decline Invitation](#) [Cancel](#)

9.4 GCOS FUNCTION-SPECIFIC RIGHTS


If the function-specific rights are not assigned to a representative, the pending status will appear. Once the rights are assigned to the representative, the status Set will be displayed.

- Enter your username and password in [GCOS](#)
- Click your organization's name
- Click Gs&Cs Online Services
- Click My GCOS Account Included in the Top Menu
- Click Representatives (Figure 31)
- To allocate the rights to your representative or to modify the allocated rights of an existing representative:
 - Find your representative in the list and click Edit
 - Select all the rights you would like to allocate to your representative (Figure 32)
 - Click on I agree and then Save

Figure 31 – My GCOS Account screen

Figure 31 is a screenshot of the "My GCOS Account" screen. The page header includes the Government of Canada logo and the text "Grants and Contributions Online Services". The user is signed in as "GCOS SELSC". The main content area is titled "My GCOS Account" and contains three sections: "Professional Profile" with links to "My Organizations" and "My User Account"; "Organization Profile" with a link to "Organization Identification"; and "Manage Representatives" with a link to "Representatives" highlighted by a red arrow. A "Help and Support" sidebar on the right contains links to "User Guides" and "Contact Us".

Figure 32 – Representative Details - Responsibilities screen



Government of Canada
Gouvernement du Canada

Français

Grants and Contributions Online Services
Signed in as GCOS SELSC
Sign out

My GCOS Account
Help and Support

[GCOS](#) → [My GCOS Account](#) → [Representatives](#)

Representative Details – Responsibilities

Please be aware as you complete this screen for the identified representative that delegating "Create" and "Submit" responsibilities authorizes the designated representative to act on behalf of your organization. "Submit" rights should be granted only to those representatives that would typically have the authority to approve and sign the specific item in a paper process.

Given Name

Surname

E-mail Address

Telephone Number

Representative Role

Representative

Application for Funding

☒ Create
☐ Submit

Claim

☒ Create
☐ Submit

Forecast of Project Expenditures

☒ Create
☐ Submit

Activity Report

☒ Create
☐ Submit

Supporting Documents

☒ Create
☐ Submit

Agreement

☐ Submit

Participants

☐ Create
☐ Submit
☐ View

Direct Deposit

☒ Create
☐ Submit

Help and Support

[User Guides](#)
[Contact Us](#)

As an authorized representative for my organization, I certify the following:

- Acting on my own behalf, and in this capacity I have validated the identity of this representative and have delegated access to this individual with his/her full knowledge and consent
- The individual named as a representative is aware of his/her responsibilities pertaining to acting as a representative of your organization in line with Employment and Social Development Canada policy and legislative requirements
- If the representative has been given "Submit" rights to any of the transactions above, he/she is authorized to act in a legally-binding capacity on behalf of your organization in accordance with the organization's incorporating documents, bi-laws, or other relevant documents
- The rights delegated to this representative will remain in place until such a time as an authorized representative takes steps to revoke or modify their standing, as is their responsibility

☐ I agree
☒ I do not agree

Save
Back To Representatives



10. DIRECT DEPOSIT


The Direct Deposit screen is used to add, delete, or modify direct deposit accounts linked to the organization's account.

To upload a supporting document to the organization's account:

- Enter your username and password in [GCOS](#)
- Click your organization's name
- Click Gs&Cs Online Services
- Click My GCOS Account Included in the Top Menu
- Click Organization Identification
- Click Add Direct Deposit
- Click Yes, I Agree.
- Please note that if you disagree with the Privacy Notice Statement, you will not be able to add a direct deposit account.
- Complete all mandatory fields (Figure 33). A void cheque or a direct deposit document from your financial institution is required in the Supporting document field
- Once saved, the account will be available in the Select Account drop-down menu when adding a direct deposit request to an application for funding or an active project.

Figure 33 – Add Account screen

[Français](#)



Government of Canada

Gouvernement du Canada

Grants and Contributions Online Services
Signed in as GCOS SELSC [Sign out](#)

My GCOS Account
Help and Support ▾

[GCOS](#) → [My GCOS Account](#) → [Organization Identification](#) → [Direct Deposits](#)

Add Account

* Organization Legal Name (Required)

* Name(s) of Account Holder (Required)

* Financial Institution Number (Required)

* Branch Number (Required)


* Account Number (Required)


* Contact Person (Required)

* Supporting document (Required) [Browse...](#)

* Supporting document type (Required) Select ▾

Help and Support

[User Guides](#) 

[Contact Us](#) 

Void Cheque Example

See example below

1. Cheque No.-not required.
2. Branch No.-5 digits.
3. Institution No.-Up to 4 digits.
4. Account No.-as shown on your cheque.

Example / Exemple

Name / Nom

P.O. Box / C.P. 000

City / Ville, Canada H0H 0H0

Cheque No. 0000000

N° de chèque

Pay to the order of

Payez à l'ordre de

"Void"

« Null »

\$

Dollars

Signature

⑈ 9999 ⑈ ⑈ 999999 ⑈ 9999 ⑈ 9999 9999 99 ⑈

1
2
3
4

[Save](#)

[Back To Direct Deposits](#)

11. SUPPORTING DOCUMENTS

The Supporting Documents screen in the Organization Identification menu allows for uploading and storing of files that may be used to support an Application for Funding but do not vary based on the project (i.e.: patent letters, bylaws, etc.).

To upload a supporting document to the organization's account:

- Enter your username and password in [GCOS](#)
- Click your organization's name
- Click Gs&Cs Online Services
- Click My GCOS Account Included in the Top Menu
- Click Organization Identification
- Click Add Supporting Documents
- Enter the Document Title, Choose the Document Type and click on browse to find your file, once your file uploaded, Click Save (Figure 34).

Figure 34 – Supporting Documents screen

The screenshot shows the 'Supporting Documents' screen in the GCOS system. At the top, there is a header with the Government of Canada logo and the text 'Grants and Contributions Online Services'. Below this, there is a navigation bar with 'My GCOS Account' and 'Help and Support'. The main content area has a title 'Supporting Documents' and instructions: 'The document title should be relevant to the content of the document.', 'Only one document type can be selected for a document. If the document contains more than one item or section, corresponding to more than one document type, upload it multiple times giving it a different document type each time.', and 'Documents of more than 15 MB cannot be uploaded.' There are three required fields: 'Document Title' (text input), 'Document Type' (dropdown menu), and 'File' (file input with a 'Browse...' button). At the bottom, there are 'Save' and 'Back To Supporting Documents' buttons. On the right side, there is a 'Help and Support' sidebar with links to 'User Guides' and 'Contact Us'.

Government of Canada / Gouvernement du Canada

Grants and Contributions Online Services

Signed in as GCOS SELSC Sign out

My GCOS Account Help and Support

[GCOS](#) → [My GCOS Account](#) → [Organization Identification](#) → [Supporting Documents](#)

Supporting Documents

The document title should be relevant to the content of the document.

Only one document type can be selected for a document. If the document contains more than one item or section, corresponding to more than one document type, upload it multiple times giving it a different document type each time.

Documents of more than 15 MB cannot be uploaded.

* Document Title (Required)

* Document Type (Required)

* File (Required) Browse...

Save Back To Supporting Documents

Help and Support

[User Guides](#)

[Contact Us](#)