GRANTS AND CONTRIBUTIONS ONLINE SERVICES:

USER GUIDE
SUBMITTING AN APPLICATION
FOR THE
CANADA SUMMER JOB

APRIL 2016
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**IMPORTANT THINGS TO REMEMBER**

**A. Time Out Feature**

**GCOS has a timeout feature.** After 20 minutes of account inactivity, GCOS will prompt you with a "Message from webpage" (see Figure 1) warning you that the session is about to expire. If the "OK" button is not clicked by the time indicated in the message, your GCOS account session will be terminated and you will need to log back into GCOS to continue.

*Figure 1 – Time Out Warning Message*

**B. Web Browser Compatibility**

GCOS is compatible with the following Web browsers:

- Windows Internet Explorer 8
- Mozilla Firefox
- Google Chrome
- Apple Safari

**C. Saving**

**GCOS does not automatically save information.** It is important to remember to save often throughout each session.

**D. Upload Restrictions**

Each document uploaded to GCOS cannot exceed 15MB in size; however there is no limit to how many documents can be uploaded.
E. **Required Fields**

While using GCOS, if you do not enter information into a “required field” and attempt to save or submit the item, an error message will appear (e.g. “Error 1: Must have one 'Main Application Contact'”). An incomplete “required field” will prohibit your ability to submit until you have entered information into this field.

F. **Questions**

Technical and non-technical questions can be submitted directly to the GCOS team using the “Contact Us” feature located at the top of the screen available from the business list (see Figure 2). Once you select your business, the “Contact Us” function will remain available at the top of each screen. You can also send questions directly to the following mailbox: NA-GCOS-SELSC-GD@hrsd-rhdcc.gc.ca.

*Figure 2 – Contact Us*
## Contact Us

1. I would like a response by (Required)
   - E-mail
   - Telephone

## Contact Information

2. Given Name (Required)
3. Surname (Required)
4. E-mail Address
5. Telephone Number
   - Area Code
   - Telephone Number
   - Extension
6. Province or Territory (Required)

## Question Details

7. My question is (Required)
8. Screen Identifier (Required)
   - Help
9. Program for which you are applying (Required)
10. Question (Required)
11. Project Number
12. ONLINE Tracking Number

[Submit Question]
**Note:** The numbers and information in the table correspond to *Figure 2* (*required field*).

<table>
<thead>
<tr>
<th>#</th>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I would like a response by*:</td>
<td>Indicate the preferred way for ESDC to reply to the question</td>
</tr>
<tr>
<td></td>
<td>A. E-mail</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Telephone</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Given Name*</td>
<td>The first name of the person submitting the question.</td>
</tr>
<tr>
<td>3</td>
<td>Surname*</td>
<td>The last name of the person submitting the question.</td>
</tr>
<tr>
<td>4</td>
<td>E-mail Address</td>
<td>The e-mail address where the individual submitting the question can be reached.</td>
</tr>
<tr>
<td>5</td>
<td>Telephone Number</td>
<td>C. Area code (the person’s 3-digit area code)</td>
</tr>
<tr>
<td></td>
<td>D. Telephone number (the person’s 7-digit phone number; e.g. 456-7890)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E. Extension (extension of the person’s phone number)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Province or Territory*</td>
<td>The province or territory where the person submitting the question is physically located.</td>
</tr>
<tr>
<td>7</td>
<td>My question is*:</td>
<td>Choose one of the options provided in the dropdown.</td>
</tr>
<tr>
<td>8</td>
<td>Screen Identifier*</td>
<td>The screen identifier can be found at the bottom right of the screen where the issue is taking place.</td>
</tr>
<tr>
<td>9</td>
<td>Program for which you are applying*</td>
<td>Drop down: Choose the program for which you are applying or that is associated to your project.</td>
</tr>
<tr>
<td>10</td>
<td>Question*</td>
<td>With as much detail as possible, write the question here.</td>
</tr>
<tr>
<td></td>
<td>In order to better assess the question, provide the following:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• legal name of your organization</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• business number of your organization</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Indicate if you are a Primary Officer or Representative ( include the responsibilities assigned to you)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Include details as to what was being done in GCOS when the error took place.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Include a screenshot of the error message or the screen where the issue is taking place.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Project Number</td>
<td>If an Agreement has been signed for the submitted Application for Funding, the project number will be identified on the first page. You can also find it in GCOS by going to the &quot;Applications and Projects&quot; screen and clicking &quot;Manage&quot; next to your &quot;Active&quot; project. The project number will be displayed at the top of the summary box.</td>
</tr>
<tr>
<td>12</td>
<td>Online Tracking Number</td>
<td>ESDC will generate an online tracking number after the online Application for Funding is completed and submitted. This number will appear on the confirmation screen as well as on the &quot;Applications and Projects&quot; summary table.</td>
</tr>
</tbody>
</table>
G. E-MAILS NOTIFICATIONS

Automated correspondence will be sent by the system. The sender of the e-mail will be: SV-SF-CSOS. To prevent e-mails from being accidently sent to your junk/trash folder by your systems spam filter, please add the following e-mail address to your contacts: no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca.
You will not be able to reply to this address.

1. SUBMITTING AN APPLICATION FOR CANADA SUMMER JOBS (CSJ)

1.1 HOW TO ACCESS THE CSJ APPLICATION

Once you have successfully logged in, in order to access the “CSJ Call for Proposal” module, you will be required to go through a series of screens:

- Enter your Username and Password
- Click "Continue"
- Click on your "Organization Name"
- Click on "Gs & Cs Online Services"
- Click on your business legal name on the "Business List" screen
- The CSJ Call for Proposal (CFP) will be displayed in the Open Call for Proposal at the bottom of the "Welcome" screen (see Figure 3)

Figure 3 – Accessing the CSJ Call for Proposal
**Note:** The field and information in the table correspond to *Figure 3* (*required field*).

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFP Identifier/ Applicant Guide</td>
<td>A unique identifier that is assigned to the Call for Proposal. When clicking on the CFP Identifier, the applicant guide will open in a new tab</td>
</tr>
<tr>
<td>CFP Title</td>
<td>The title assigned for the specific CFP</td>
</tr>
<tr>
<td>Program</td>
<td>The program associated to the CFP</td>
</tr>
<tr>
<td>CFP Closing Date</td>
<td>The closing date for the call for proposal.</td>
</tr>
<tr>
<td>CFP Time Remaining</td>
<td>The amount of time remaining until the closing of the CFP (days, hours, minutes)</td>
</tr>
<tr>
<td>Functions</td>
<td>In order to apply for a CFP, you <strong>MUST</strong> use the “Apply” link in the functions column</td>
</tr>
</tbody>
</table>

### 1.2 CREATING THE APPLICATIONS

Once the “Apply” link is clicked in the CFP table, you will be directed to the “Program Selection” screen (see *Figure 4*).

- The “Program Group” and “Program” will be populated for you.
- A link to the “Program Guidelines” is available to help you answer program specific questions during the application process.
- Provide a brief, descriptive project title to help identify your project.
- Provide the number of full-time employees working in Canada.
- Click “Next”.

*Figure 4 - Program Selection*
1.3 Mailing Address

The “Mailing Address” screen (see Figure 5) is used to select the mailing address specific to the Application for Funding.

Mailing addresses can be added by following the next steps:

- Click on the "Organization Admin" menu at the top left of the screen
- Click "My Organizations"
- Click on "Organization Name"
- Click on "Manage Addresses"
- Click on "Add Address"

Once saved, the addresses will be displayed on the Mailing Address screen of your CSJ project.

*Figure 5 - Mailing Address*
1.4 **Organization Contacts**

The “Organization Contacts” screen (see Figure 6) is used to add all organization contacts for a specific application, along with some general information about the contact.

The “Add” button will direct you to the “Contact Details” screen (see Figure 6a).

*Figure 6- Organization Contacts*
<table>
<thead>
<tr>
<th></th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Given Name (Required)</td>
</tr>
<tr>
<td>2</td>
<td>Surname</td>
</tr>
<tr>
<td>3</td>
<td>Position Title</td>
</tr>
<tr>
<td>4</td>
<td>Contact Type (Required)</td>
</tr>
<tr>
<td>5</td>
<td>Preferred language of communication - Written (Required)</td>
</tr>
<tr>
<td>6</td>
<td>Preferred language of communication - Spoken (Required)</td>
</tr>
<tr>
<td>7</td>
<td>Contact Address (Required)</td>
</tr>
<tr>
<td>8</td>
<td>Address Line 1 (Required)</td>
</tr>
<tr>
<td>9</td>
<td>Address Line 2</td>
</tr>
<tr>
<td>10</td>
<td>City (Required)</td>
</tr>
<tr>
<td>11</td>
<td>Province or Territory (Required)</td>
</tr>
<tr>
<td>12</td>
<td>Postal Code (Required)</td>
</tr>
<tr>
<td>13</td>
<td>Country</td>
</tr>
<tr>
<td>14</td>
<td>Telephone Number (Required)</td>
</tr>
<tr>
<td>15</td>
<td>Fax Number</td>
</tr>
<tr>
<td>16</td>
<td>E-mail Address (Required)</td>
</tr>
</tbody>
</table>
**Note:** The numbers and information in the table correspond to *Figure 6a* (*required field).

<table>
<thead>
<tr>
<th>#</th>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Given Name*</td>
<td>The first name of the person.</td>
</tr>
<tr>
<td>2.</td>
<td>Surname*</td>
<td>The last name of the person.</td>
</tr>
<tr>
<td>3.</td>
<td>Position Title</td>
<td>The contact’s title within the organization</td>
</tr>
<tr>
<td>4.</td>
<td>Contact Type*</td>
<td>Drop down: You MUST have at least one Main Application contact. Additional Contacts can be added (e.g. agreement signing authority, project activity contact).</td>
</tr>
<tr>
<td>5.</td>
<td>Preferred Language of Communication – Written*</td>
<td>The organization contact’s preferred language for written communications</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English</td>
</tr>
<tr>
<td></td>
<td></td>
<td>French</td>
</tr>
<tr>
<td>6.</td>
<td>Preferred Language of Communication – Spoken*</td>
<td>The organization contact’s preferred language for spoken communications</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English</td>
</tr>
<tr>
<td></td>
<td></td>
<td>French</td>
</tr>
<tr>
<td>7.</td>
<td>Contact Address*</td>
<td>Indicates whether or not the organization contact’s address is the same as the organization’s address:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Select the organization’s contact’s address from the drop-down list or add a different one.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• When you select one from the list, the address fields will populate automatically. You will only have the telephone number fields to complete.</td>
</tr>
<tr>
<td>8.</td>
<td>Address Line 1*</td>
<td>The street address portion of the organization contact’s address.</td>
</tr>
<tr>
<td>9.</td>
<td>Address Line 2</td>
<td>The line 2 of the street address portion of the organization contact’s address.</td>
</tr>
<tr>
<td>10.</td>
<td>City/Town*</td>
<td>The city/town portion of the organization contact’s mailing address.</td>
</tr>
<tr>
<td>11.</td>
<td>Province/Territory*</td>
<td>The province/territory portion of the organization contact’s address.</td>
</tr>
<tr>
<td>12.</td>
<td>Postal code*</td>
<td>The postal code portion of the organization contact’s address.</td>
</tr>
<tr>
<td>13.</td>
<td>Country</td>
<td>Default is Canada.</td>
</tr>
<tr>
<td>14.</td>
<td>Telephone Number*</td>
<td>The organization contact’s telephone area code.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The organization contact’s telephone number where they can be reached.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The organization contact’s telephone extension number, if one exists, where they can be reached.</td>
</tr>
<tr>
<td>15.</td>
<td>Fax Number</td>
<td>The fax number area code of the organization contact</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The fax Number of the organization contact.</td>
</tr>
<tr>
<td>16.</td>
<td>E-mail Address*</td>
<td>The e-mail address of the organization’s contact.</td>
</tr>
</tbody>
</table>
You can “Edit” or “Remove” contacts from the organization contact list at any time, however, you must have a “Main Application Contact” at all times.

1.5 AMOUNTS DUE

If your organization owes any amounts that are in default or in arrears to the Government of Canada (GoC), the value for each amount owing in the “Amounts Due Details” screen (see Figure 7) must be added by clicking “Add” on the “Amounts Due” screen.

Only numbers are permitted in the “Amount Owning” field; no spaces, commas or $ signs. In text form, enter the nature of the amount(s) your organization has in default or in arrears to the GoC.

Figure 7 – Amounts Due Details
1.6 **PROJECT LOCATION**

The organization address will appear by default as the main project location. If the proposed activities will take place in multiple locations, you must ensure that these locations are in the same constituency. You can remove or add project locations from this screen (see *Figure 8*).

*Figure 8 – Project Locations*

![Project Locations](image)

1.7 **JOB DESCRIPTION**

The job description screen will allow you to describe, in order of priority, the jobs you are requesting. You must provide separate information for each different job title. If you intend to hire more than one student for the same job title, describe it only once. If your application is approved, it may not be for all the students, the weeks and the hours per week requested.

The first time you access this screen, you will be required to click Add (see *Figure 9*) to start entering job information. Once the job information has been completed, a table will be populated to provide you with a summary of all the jobs associated to your application (see *Figure 9a*).

*Figure 9 – Job Description*

![Job Description](image)
Figure 9a – Job Description – table populated

Job Description

Calculation of Employer’s Total Cost including Contribution Requested.
If your application is approved, it may not be for all the students requested.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Number of Students Requested</th>
<th>Anticipated Start Date</th>
<th>Number of Weeks</th>
<th>Total Hours</th>
<th>Hourly Wage</th>
<th>Total Contribution (ESDC)</th>
<th>Total Employer Contribution</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monbou</td>
<td>5</td>
<td>2016-04-25</td>
<td>16</td>
<td>35</td>
<td>2800</td>
<td>$15.00</td>
<td>$42,000.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total 5 16 35 2800 $0.00 $42,000.00 $0.00

Job Details

*Please enter the jobs in order of priority. If your application is approved, it may not be for all the students requested.

Job Title (Required)

Tasks and Responsibilities (Maximum 4000 characters) (Required)

A plan for supervision is mandatory and it must specify who will supervise the student, what the nature of the supervision will be, the frequency of contact, etc. Supervision should be on-site, but if this is not possible, indicate what mechanisms you will put in place to supervise the student.

Supervisor and Mentoring Plan (Maximum 4000 characters) (Required)

Health and Safety Practices in the workplace (Maximum 4000 characters) (Required)

Desired level of education of the student (Required)

- Secondary
- Post-secondary (community college, CEGEP, technical institute, university)
Priority students are students with disabilities, Aboriginal students and students who are members of a visible minority.

Will your organization make special efforts to hire a priority student? (Required)
- Yes
- No

The description of the tasks and responsibilities of the job must clearly reflect how it supports the provision of one or more of these services.

The tasks and responsibilities of this job support the provision of services in the local community? (Required)
- not applicable
- to persons with disabilities
- to newcomers to Canada
- to Aboriginal people
- to members of a visible minority
- to persons who are homeless or street-involved
- to other groups with social or employment barriers including literacy and numeracy
- to children or youth
- to seniors
- related to environmental protection
- related to crime prevention
- related to public health or safety
- related to cultural development or historical preservation

The local priorities that have been established for the constituency in which the proposed activities will take place can be found on the Service Canada website.

Does this job support a local priority? (Required)
- Yes
- No

Number of Students requested for this job (Required)

Anticipated Start Date (YYYY-MM-DD) (Required)

Number of Weeks requested (Required)

Number of Hours per week (Required)

Hourly wage rate to be paid to a student (Required)

Hourly Wage Requested from ESDC (Required)

Save and Add New

Screen Identifier: GCDS-JOBDETAILS-ADD
1.8 ARTICLES OF AGREEMENT

The “Agreement Information” screen (see Figure 10) allows you to generate a pdf version of the articles of agreement.

*Figure 10 – Agreement Information*

Once the articles of agreement have been read and you are ready to submit your application, access the “Review and Submit” screen from the left side menu.

1.9 REVIEW & SUBMIT

The “Review & Submit” screen (see Figure 11) is a full summary of all the information entered into the application. It allows you to review and, if necessary, edit information. It also indicates if a mandatory field is not completed by providing an error message at the top of the screen.

When all mandatory fields are complete, each section will be hidden, however can be expanded for review. You will be able to print a version of your application from this screen.

To submit your Application for Funding click the “Submit” button and you will be directed to the “Certification” screen (see Figure 11).
1.10 Certification and Submission of the Application

In order for an Application for Funding to be eligible for funding, it must be completed by the official representative(s) of your organization in accordance with your organization's by-laws or other constituting documents.

The first paragraph displays how many signatures are required to submit an Application for Funding. The number of "Signatories" can be viewed by clicking on the "GCOS" menu at the top of the screen and selecting the "Organization Identification" sub-menu.

1.10.1 One Signatory

- Read and select the check box of the certification.
- Click "Next"
- Answer the "Security Question"
- Click "Submit"
- Once the information has been successfully submitted, a confirmation message will be displayed and provide a confirmation number that will also be sent by e-mail (see Figure 12)
- An automated confirmation e-mail from the following e-mail address: no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca will be sent to the signatory.
1.10.2 **MULTIPLE SIGNATORY**

- Read and select the check box of the certification.
- Click "Next".
- Answer the "Security Question".
- Prior to clicking on the "Submit" button, you will be provided with a table of the representative that have been delegated the right to submit Applications for Funding. You will have the option the either advise them or not by e-mail (see *Figure 13*).
- Click "Submit".

The users selected will receive an email advising that an action is required from them. They will be able to access their own account and look for the project that has a "Pending Signatories" status. They will be required to click on "Action", review the information prior to submitting the information to the department. Once all signatories have completed the declaration screen, the last one will obtain a confirmation message. An automated confirmation e-mail from the following e-mail address: *no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca* will be sent to the last signatory.
**Figure 13 – Certification – Multiple Signatories**

### Certification - Authority to Sign

Your organization’s Primary Officer has indicated that (2) signatories must agree to and sign the Application on behalf of your organization.

For your information, there must be at least this number of representatives with authorization to submit this item within your organization’s account. You can view and edit the number of required signatories by selecting “GCOS Organization Identification” under the “GCOS” menu at the top of the screen. Alternatively, access may be delegated to the appropriate authorized representatives by clicking on “Representatives” under the “GCOS” menu.

The person(s) submitting this form certify (yes) the following

<table>
<thead>
<tr>
<th>Signatory</th>
<th>Advise Signatories by e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signatory 1</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Signatory 2</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Signatory 3</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Signatory 4</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Signatory 5</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

When you click “Next” you will proceed to the signing of the Application.

Advice the following signatories that an action is required:

[Screen Identifier: GCOS-CSJAPPLICATIONSUMMARY-DECLARATION]

### Security Question

Prior to submitting your Application to ESBC, you must successfully answer your security question in order to validate your identity.

What was the make of your first car? (Required)

[Screen Identifier: GCOS-CSJAPPLICATIONSUMMARY-QUESTIONANDANSWER]

### Confirmation

Your submission was successful. Your confirmation number is A000000978.

Any questions or concerns should be directed to: NA-GCOS-SBSC-GD@insdc.mtoc.gc.ca referencing the above confirmation number.

[Screen Identifier: GCOS-CSJAPPLICATIONSUMMARY-CONFIRMATION]
1.11 Copy and Edit

The Copy and Edit function allows for the quick creation of a new application based on the content of an existing application. This replication functionality should be used when submitting multiple applications to which the proposed activities take place in multiple federal constituencies.

Important: Only one application form needs to be submitted into the department if all of the location of activities of the jobs requested take place in a single federal constituency. The location of the proposed job activities determines the constituency.

If the proposed activities will take place in multiple locations, you must ensure that these locations are in the same constituency when submitting a single application. To determine the constituency, consult the Elections Canada website.

2. Notice of Agreement Ready for Signature

Following the approval of the submitted application through your GCOS account, each representative that has been assigned the "Submit" responsibilities for "Agreement" will receive an email including instructions on how to electronically sign the agreement (see Figure 14).

Figure 14 – Email sent to Signatories

To view or modify representative responsibilities, you must access the "GCOS" menu available at the top of the screen and select the "Representatives” sub-menu (see Figure 15).
Figure 15 – Agreement Signatories Responsibilities

Representative Details – Responsibilities

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

1. Acting on my own behalf, and in this capacity, I have been appointed by the organization with the necessary full knowledge and consent.

2. The individual named as the representative is aware of all pertinent responsibilities pertaining to acting as a representative of the organization in line with Employment and Social Development Canada policy and legislative requirements.

3. The representative has been given "submit" rights to any of the transactions above, which is authorized to act in a legally-binding capacity on behalf of the organization in accordance with the organization's relevant documents, by-laws, or other relevant documents.

4. The rights delegated to this representative will remain in place until such a time as an authorized representative takes steps to revoke or modify the standing, as is their responsibility.
2.1 Access the Agreement

Once you have selected your business (see Figure 2), you must click the "View List of Applications" link available on the "Welcome" screen (see Figure 16A) which will bring you to the "Applications and Projects" (see Figure 16B). To access the "Agreement" in GCOS, you must locate the project that has a "Ready to Sign" status (see Figure 16B) and click on the function "Sign Agreement". Once you have reached the "Agreements" screen, two options will be available to you (see Figure 16C):

1. View: allows you to view a draft version of the agreement
2. Sign: initiate the e-signature process

![Figure 16 – Accessing the agreement screen](image)

The "Agreement" screen provides a summary of all the agreements that have been signed for that specific project. The first column provides you with an "Identifier" (see Figure 16C) which is a digital number that can also be viewed on the top right corner of the agreement and referred to as the Agreement ID. This number will ensure that the agreement you sign is also the one that was sent by your assigned Program Delivery Staff. Each agreement has its own identifier. If the identifier in the table on the "Agreement" screen is different than the one on the .pdf version of the agreement, please contact your responsible Program Delivery Staff.

2.2 Signature Process

There are only two functions available on the "Agreements" screen (see Figure 16C). You can generate a .pdf version of the agreement by using the function "View" prior signing the agreement or after you have signed the agreement. You can initiate the signature process by using the "Sign Agreement" function.

When using the "Sign Agreement" function, you will be directed to the "Review & Sign" screen where basic project information will be presented at the top of the screen. You will be presented with a table of the
requested information and the approved information to allow you to view any changes prior to signing your agreement (see Figure 17). The agreement clauses and all the details can be viewed by clicking on the link to the document at the bottom of the screen. To generate the agreement, you must have the free downloadable software Adobe Acrobat Reader. The .pdf document will be accessible at any time in your GCOS account.

You can view the list of signatories with the authority to sign agreement at the bottom of the screen by expanding the "Signatories" section. This section will display how many signatures are required to sign an agreement, as identified by the Primary Officer when the organization account was created as well as how many signatures have been captured to date. When signatures have been captured, it will display who and when the person signed the agreement.

*Figure 17 – Review and Sign*
2.3 Declining the Agreement

After reviewing the agreement, you may determine that your organization will not pursue the agreement. In order to communicate this information to the Department, you can use the "Decline Agreement" button. Once you click on that button, you will be asked to confirm your decision (see Figure 18). By clicking "Yes", a message indicating that Service Canada will be contacting you shortly to discuss your decision will be provided. By clicking "No", you will be brought back to the "Review & Sign" screen.

Figure 18 – Declining the Agreement

2.4 Signing the Agreement

After reviewing the agreement and determining that your organization will pursue the agreement, you will be required to sign the agreement. You must click "Sign Agreement" on the "Review & Sign" screen (see Figure 17). When the organization account was set up, the Primary Officer identified how many signatures were required to sign an agreement. The number of signatories is identified at the top of the "Certification – Authority to Sign" screen. The number of signatories cannot be updated after the signature process has been initiated.

The “Certification – Authority to Sign” screen is only accessible for users that have the right to sign the agreement. Users can advise other signatories by e-mail to sign the agreement if desired (see Figure 19).
The “Security Question/Acceptance of Agreement” screen (see Figure 20) provides an additional security step prior to finalizing the official legal signature of the agreement. Only the user knows the answers to the security questions created when the account was set up. By clicking “I Accept”, you are signing the Agreement and are agreeing on behalf of your organization to be bound by the Agreement.

**Figure 20 – Security Question / Acceptance of Agreement**

### 2.5 Confirmation of Agreement Signature

When more than one signature is required, the first signatory will receive a confirmation that his/her signature has been captured. He will also be informed that the agreement, signed by all required signatories, will be returned to the Department only once all the signatories have completed the required steps (see Figure 21).
When the other signatories access the “Review & Sign” screen, they can view who has already sign the agreement by expanding the “Signatories” section (see Figure 17).

The confirmation message will provide a confirmation number for reference (see Figure 22) to the last signatory or when only one signature is required. Once the tracking number is received, the agreement is successfully returned to the Department.

**2.6 CONSULTING THE AGREEMENT**

In order to view a copy of the signed agreement the following steps must be completed:

- Log in your account;
- Access the "View Applications and Projects" screen;
- Locate your active project and select "Manage Agreement" under the Functions column (see Figure 23).

You will then be able to use the "View" function to generate a .pdf version of the agreement. The document will have the watermark "Copy only – electronic version" and will also allow you to view who signed the agreement on behalf of your organization and the delegate on behalf of the Department.
3. Submitting an Employer Employee Declaration

3.1 How to Access the Employer Employee Declaration

Once you have successfully logged in, in order to access the “Employer Employee Declaration” section, you will be required to go through a series of screens:

- Enter your Username and Password
- Click “Continue”
- Click on your “Organization Name”
- Click on “Gs & Cs Online Services”
- Click on your business legal name on the “Business List” screen
- Click on “View List of Applications and Projects”

Only projects that have an “Active” status will have the function “Manage” that allows the organization to submit project management items including Employer Employee Declarations (EED).

To enter an EED, you will be required to click on “Manage” in the Functions column (see Figure 24).
Figure 24 – Adding an EED

3.2 How to Add an EED

The “Employer Employee Declaration” screen (see Figure 24) is the starting place to add or edit employee information for a specific project. This screen will provide you a listing of all the employees you have entered and/or submitted to the Department for the selected project using GCOS as well as display their status.

The “Add” button will direct you to the “Employer Declaration” screen (see Figure 25) where the employee record can be established and related information captured.
PLEASE NOTE: You will only be able to update employee information once the status is “Eligible”,
By default, the information ON THE EMPLOYEE EMPLOYER DECLARATION SCREEN is sorted by the latest “Date Updated” column. When you click on any of the header title, you will be able to sort the information in an A-Z format. When you click again, the format will change to Z-A.

3.3 Obtaining Consent from the Employee

Before capturing any personal information on the “Employer Declaration” screen, you are required to first download and have the employee complete and sign the “Consent form” (see Figure 24) available at the top of the screen. This form ensures the employee understands and consents to the sharing of their personal information with the Department. Furthermore, this form is used to capture the employee’s information that is required on the “Employer Declaration” screen.

The GCOS will prevent the capturing of information until you have explicitly certified that the employees consent has been obtained and will be kept on file. As such, once the employee has completed and signed the consent, you will be able to click on the checkboxes, which will allow you to capture the details as provided by the employee on the consent form.
3.4 How to Capture Employee Details

Once the consent has been captured, you will be able to complete the first section to verify the eligibility of the employee (see Figure 26). The "Validate" button will verify the basic eligibility criteria for the employee and once successful will allow you to complete the remaining questions.

Figure 26 – Eligibility verification

<table>
<thead>
<tr>
<th>Employee Declaration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eligibility</strong></td>
</tr>
<tr>
<td>Has the employee read the health and safety brochure entitled &quot;Are you in Danger?&quot; and agreed to take responsibilities in maintaining a safe workplace for his co-workers and himself? <em>(Required)</em></td>
</tr>
<tr>
<td>○ Yes ○ No</td>
</tr>
<tr>
<td>Did the employee identify that he or she was registered as a full-time student in the previous academic year? <em>(Required)</em></td>
</tr>
<tr>
<td>○ Yes ○ No</td>
</tr>
<tr>
<td>Did the employee indicate that he or she intends to return to school full-time in the upcoming academic year? <em>(Required)</em></td>
</tr>
<tr>
<td>○ Yes ○ No</td>
</tr>
<tr>
<td>Date of Birth <em>(YYY-MM-DD)</em> <em>(Required)</em></td>
</tr>
<tr>
<td>[Date field]</td>
</tr>
<tr>
<td>Start Date of job <em>(YYY-MM-DD)</em> <em>(Required)</em></td>
</tr>
<tr>
<td>[Date field]</td>
</tr>
<tr>
<td>End Date of job <em>(YYY-MM-DD)</em> <em>(Required)</em></td>
</tr>
<tr>
<td>[Date field]</td>
</tr>
<tr>
<td>Eligibility Verification</td>
</tr>
</tbody>
</table>
3.5 HOW TO SUBMIT EMPLOYEE INFORMATION

Only users that have the "Submit" right for Participants in the "Representatives Details – Responsibilities" screen (see Figure 27) will be able to access this screen and complete the declarations.

Figure 27 - Representatives Details – Responsibilities

The "Confirmation" screen (see Figure 28) will provide you with a tracking number for reference that will also be available on the "Employer Employee Declaration" screen (see Figure 24).
3.6 **HOW TO VIEW EMPLOYEE INFORMATION**

The “View” function on the main “Employer Employee Declaration” screen (see Figure 24) will direct you to the “Employer Declaration” screen where you will be able to view the submitted employee information in read-only format only.

3.7 **HOW TO WITHDRAW EMPLOYEE INFORMATION**

You can withdraw an employee that has already been submitted to the Department. By clicking on the “Withdraw” function, you will be redirected to the “Withdraw Employer Employee Declaration” screen. Make sure to review the details of the employee before clicking the “Withdraw” button.

3.8 **HOW TO REMOVE PARTICIPANT INFORMATION**

You can remove an employee that hasn’t been submitted to the Department or has a status of “Withdrawn”. By clicking on the “Remove” function, you will be redirected to the “Remove Employer and Employee Declarations” screen. Make sure to review the details of the employee before clicking the “Remove” button. The “Remove” button will bring you back to the main “Employer Employee Declaration” screen and the participant will no longer appear in the list of existing participants for your project.