



GRANTS AND CONTRIBUTIONS ONLINE SERVICES

USER GUIDE: CANADA SUMMER JOBS

DECEMBER 2016





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IMPORTANT THINGS TO REMEMBER

- **The Grants and Contributions Online System (GCOS) is compatible with the following Web browsers:** Windows Internet Explorer 9, Mozilla Firefox and Apple Safari
- **GCOS has a timeout feature.** After 15 minutes of account inactivity, the GCOS will prompt you with a warning 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:** Technical and non-technical questions can be submitted directly to the GCOS team using the "Contact Us" feature located at the bottom left of every screen.
- **Automated correspondence will be sent by the system.** To prevent e-mails from being accidentally 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.
- **Creation of a GCOS account.** If you need help creating a GCOS account, please consult the [User Guide: Account Registration](#), call the Employer Contact Center at 1-800-367-5693 or email to the GCOS team at NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca.

1. SUBMITTING A CANADA SUMMER JOBS APPLICATION

1.1 HOW TO ACCESS THE CANADA SUMMER JOBS APPLICATION

You will be required to go through a series of screens before starting your Canada Summer Jobs (CSJ) application:

- Enter your username and password.
- Click "Continue".
- Click on your organization's name on the "My Organization(s)" screen.
- Click on "Gs & Cs Online Services".
- Click on your business legal name on the "Business List" screen.
- The CSJ Call for proposal will be displayed in the "Open Call for Proposal" table (Figure 1).
- Click on "Apply".

Figure 1 – Accessing the CSJ application

Signed in as Account Management Logout

Welcome

Open Call for Proposal

Note: If you wish to apply to a Call for Proposal please click on the 'Apply' hyperlink associated to the specific Call for Proposal.

CFP Identifier / Applicant Guide	CFP Title	Program	CFP Closing Date	CFP Time remaining	Functions
CFP - Monique - 2016 - CSJ	Test - Monique - EED	Youth - Canada Summer Jobs	31-12-2016 12:00 EST	26d 0h 38m	Apply



1.1.1 RETURNING TO AN ALREADY STARTED APPLICATION

If you have started an application however did not have time to finish it, you can return to the already started application by using the Edit function. It can be found in the “*Functions*” column on the “*Application and Projects*” screen (Figure 2) which can be accessed by clicking the “*View List of Applications and Project*” link.

Figure 2 –Applications and Projects screen

Project Title ↑↓	Status ↑↓	Tracking Number ↑↓	Created By ↑↓	Modified By ↑↓	CFP Identifier ↑↓	CFP Time remaining ↑↓	Date Updated ↑↓	Functions ↑↓
testing	Draft		Labelle, Karine	Labelle, Karine	Jen CSJ CC Testing	349d 18h 40m	2016-12-06 11:30:06 AM	<ul style="list-style-type: none">• Edit• Remove• Copy and Edit

1.1.2 COPY AND EDIT AN OLD APPLICATION

The “*Copy and Edit*” function allows for the quick creation of a new application based on the content of an existing application. This function can be found in the “*Functions*” column on the “*Application and Projects*” screen (Figure 2).

1.1.3 CREATING A NEW APPLICATION

Once the “*Apply*” link is clicked in the CFP table, you will be directed to the “*Program Selection*” screen (Figure 3).

- The “*Program Group*” and “*Program*” will be pre-populated.
- A link to the Program Guidelines is available to help you answer program specific questions.
- Enter a brief and descriptive project title that will help you identify your project easily.
- Enter the number of full-time employees working in Canada.
- Click “*Save*”.



Figure 3 – Program Selection screen

Signed in as [Account Management](#) [Logout](#)

Program Selection

Call For Proposal

CFP Identifier	CFP - Monique - 2016 - CSJ		
CFP Title	Test - Monique - EED		
CFP Closing Date	31-12-2016 12:00 EST	CFP Time remaining	26d 0h 31m

* Program Group (Required)	<input type="text" value="Youth"/>
* Program (Required)	<input type="text" value="Youth - Canada Summer Jobs"/>
* Project Title (Required) ?	<input type="text"/>
* Number of Full-Time Employees Working in Canada (Required) ?	<input type="text"/>

Program Guidelines [Program Guidelines](#)

[Next](#) [Back](#)

Screen Identifier: CSJApplication-Projects-AddProject

1.2 MAILING ADDRESS SCREEN

The "Mailing Address" screen (Figure 4) is used to select the mailing address specific to this application. All correspondence will be sent to this address, including any payments. To add a mailing address:

- Click on "Account Management" at the top right of the screen.
- Click "My Organizations" under the Professional Profile section.
- Click on the organization's name for which you want to add a mailing address.
- Click on "Manage Addresses" in the Manage Organization section under Options.
- Click on "Add Address".
- Once saved, the address will be displayed on the "Mailing Address" screen.



Figure 4 - Mailing Address screen

Signed in as Account Management Logout

Application

- Program Selection
- Mailing Address**
- Organization Contacts
- Amounts Due
- Project Locations
- Job Description
- Project Details
- Articles of Agreement
- Review & Submit

Mailing Address

The mailing addresses displayed below correspond to the information provided in the "Manage Addresses" screen of your account. To add another mailing address, after selecting "Account Management" at the top of your screen, select "My Organizations". Please select your organization and then select "Manage Addresses".

*** Please select the mailing address for this application. All correspondence will be sent to this address, including any payments. (Required)**

Address line 1
Ottawa
Ontario
K2J2J7

Address line 22
Ottawa
Ontario
J9B1R5

Save

Screen Identifier: CSJApplication-MailingAddress-Edit

1.3 ORGANIZATION CONTACTS SCREEN

The "Organization Contacts" screen (Figure 5) is used to add contacts for this application.

Figure 5 – Organization Contacts screen

Signed in as Account Management Logout

Application

- Program Selection
- Mailing Address
- Organization Contacts**
- Amounts Due
- Project Locations
- Job Description
- Project Details
- Articles of Agreement
- Review & Submit

Organization Contacts

The contact person must be a person with whom Service Canada can communicate regarding your application or any consequent agreement. This individual should be fully informed on both the application and the proposed activities.

There are currently no entries.

Add

Screen Identifier: CSJApplication-OrganContact-Index

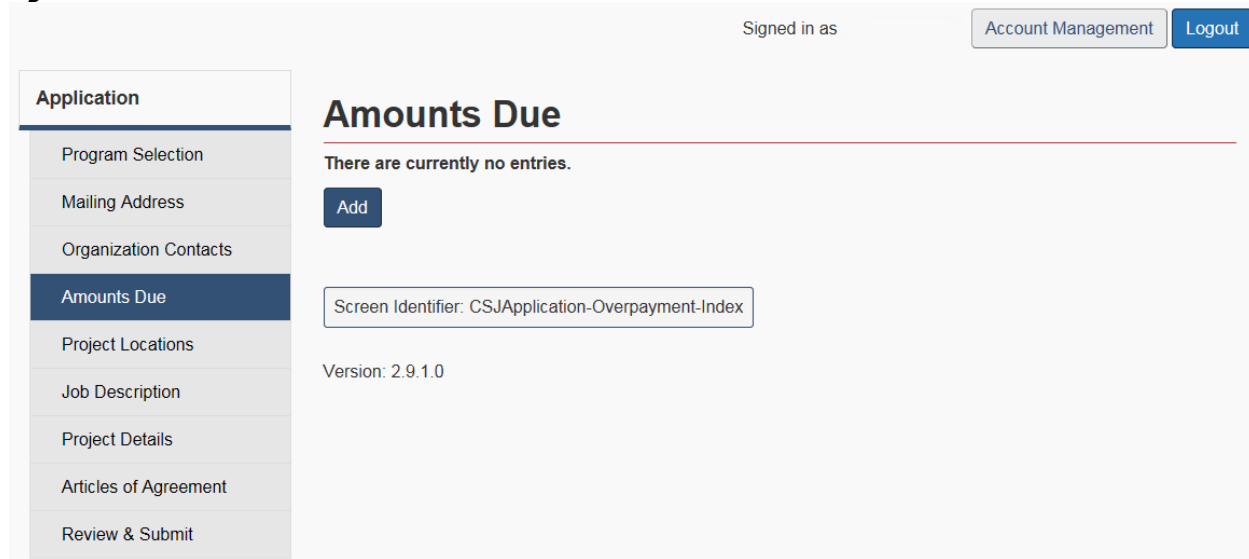
Version: 2.9.1.0

Clicking the "Add" button will direct you to the "Contact Details" screen. You may edit or remove the contacts at any time. However, you must have a main application contact at all times.

1.4 AMOUNTS DUE SCREEN

The “*Amounts Due*” screen (Figure 6) is used to declare any amounts your organization owes to the Government of Canada.

Figure 6 – Amounts Due screen



Clicking the “*Add*” button will direct you to the “*Amounts Due Details*” screen. You may edit or remove the amounts due at any time.

1.5 PROJECT LOCATION SCREEN

The organization mailing address will appear by default as the main location of the proposed activities in the “*Project Locations*” screen (Figure 7).

Figure 7 – Project Locations screen

Signed in as Account Management Logout

Project Locations

If the proposed activities will take place in multiple locations, you must ensure that these locations are in the same constituency. To determine the constituency, consult the [Elections Canada](#) website.
Important: If the locations of the proposed activities will take place in multiple constituencies, a separate application must be submitted for each constituency.

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

Main Location ↑↓	Address Line 1 ↑↓	Address Line 2 ↑↓	City or Town ↑↓	Province or Territory ↑↓	Postal Code ↑↓	Functions ↑↓
Yes	Address line 1		Ottawa	Ontario	K2J2J7	<ul style="list-style-type: none"> Edit Remove

Add

Screen Identifier: CSJApplication-ProjectLocation-Index

Clicking the "Add" button will direct you to the "Locations Details" screen. You may edit or remove the proposed locations of the activities at any time. However, there can only be one main location.

1.6 JOB DESCRIPTION SCREEN

The "Job Description" screen (Figure 8) will allow you to enter the proposed jobs, in order of priority.

Figure 8 – Job Description screen

Signed in as Account Management Logout

Job Description

Calculation of Employer's Total Cost Including Contribution Requested.

Please enter the jobs in order of priority. If your application is approved, it may not be for all the jobs, the weeks and the hours per week requested.

The content might be larger and horizontal scrolling might be necessary.

There are currently no entries.

Add

Screen Identifier: CSJApplication-JobDetails-Index

Version: 2.9.1.0

You may edit or remove the proposed jobs at any time. You will be required to scroll horizontally to access these functions. Clicking the "Add" button will direct you to the "Job Details" screen (Figure 9).



Figure 9 – Job Details screen

Signed in as Account Management Logout

Application

Program Selection

Mailing Address

Organization Contacts

Amounts Due

Project Locations

Job Description

Project Details

Articles of Agreement

Review & Submit

Job Details

i Please enter the jobs in order of priority. If your application is approved, it may not be for all the jobs, the weeks and the hours per week requested.

*** Job Title (Required)**

*** Tasks and Responsibilities (Maximum 4000 characters) (Required)**

i 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.

*** Supervision and Mentoring Plans (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)

i 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

i 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 (including Syrian Refugees)
 - to Aboriginal peoples
 - 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 (including Canada's 150th anniversary of Confederation)

i 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) ?**

- * Do you wish for Service Canada to reimburse the Mandatory Employment Related Costs (MERCs)? (Required) ?**
- Yes
 - No

Screen Identifier: CSJApplication-JobDetails-Add



1.6.1 DESIRED LEVEL OF EDUCATION OF THE STUDENT FIELD

If you select "Post-secondary" as the desired level of education of the student in the "Job Details" screen, the following field (Figure 10) will appear.

Figure 10 – Will this job be a career-related work experience field

i The term "career-related" means the job provides a post-secondary student with work experience related to his/her studies.

Will this job be a career-related work experience? **?**

Yes

No

If you select "Yes" when asked if the job will be a career-related work experience, the following field (Figure 11) will appear.

Figure 11 – Name the field of academic study and demonstrate how the field related to the job field

Name the field of academic study and demonstrate how the field relates to the job. (Maximum 4000 characters)

1.6.2 WILL YOUR ORGANIZATION MAKE SPECIAL EFFORTS TO HIRE A PRIORITY STUDENT FIELD

If you select "Yes" when asked if the organization will make special efforts to hire a priority student in the "Job Details" screen, the following fields (Figure 12) will appear.

Figure 12 – Additional fields related to the hiring of priority students

If Yes, Indicate which Priority Group **?**

Student with Disabilities

Aboriginal Student

Student who is a member of a visible minority

Recruitment plan to hire the priority student or indicate if you have already identified a priority student. (Maximum 4000 characters) **?**



1.6.3 DOES THIS JOB SUPPORT A LOCAL PRIORITY FIELD

If you select "Yes" when asked if the job supports a local priority in the "Job Details" screen, the following field (Figure 13) will appear.

Figure 13 – Indicate which local priority field

Indicate which local priority (Maximum 300 characters)

1.6.4 DO YOU WISH TO GET REIMBURSED FOR MANDATORY EMPLOYMENT RELATED COSTS FIELD

If you select "Yes" when asked if the organization wishes to be reimbursed for Mandatory Employment Related Costs (MERCs) in the "Job Details" screen, the following field (Figure 14) will appear.

Figure 14 – MERCs requested field

MERCs requested

1.7 PROJECT DETAILS SCREEN

The "Project Details" screen (Figure 15) allows you to provide further details on the project's activities and location.



Figure 15 – Project Details screen

Signed in as Account Management Logout

Application
Program Selection
Mailing Address
Organization Contacts
Amounts Due
Project Locations
Job Description
Project Details
Articles of Agreement
Review & Submit

Project Details

* The activities of your organization focus on the provision of services to any of the following in the local community: **(Required)**

- not applicable
- to persons with disabilities
- to newcomers to Canada (including Syrian Refugees)
- to Aboriginal peoples
- 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 (including Canada's 150th anniversary of Confederation)

i The tasks and responsibilities of the job must require that the student use the minority language in day-to-day internal operations, for external operations, for communications activities, for promoting community development activities, etc.

* Are the proposed activities directed at Members of an Official Language Minority Community? **(Required)**

Yes
 No

* Have you or will you apply for other sources of funding for the job requested? **(Required)**

Yes
 No

Save

Screen Identifier: CSJApplication-CSJProjectDetails-Edit

1.7.1 WILL YOU REQUIRE AN ADVANCE PAYMENT FIELD

If your organization is not-for-profit, the following field (Figure 16) will appear as the first question in the "Project Details" screen.

Figure 16 – Will you require an advance payment to pay the student should your application be approved field

* Will you require an advance payment to pay the student should your application be approved? **(Required)**

Yes
 No

1.7.2 HAVE YOU OR WILL YOU APPLY FOR OTHER SOURCES OF FUNDING FIELD

If you select "Yes" when asked if the organization will apply for other sources of funding for the job requested in the "Project Details" screen, the following field (Figure 17) will appear.



Figure 17 – Are you requesting more than \$100,000 in funding for this project field

* Are you requesting more than \$100,000 in funding for this project? (Required)

Yes

No

1.7.3 ARE YOU REQUESTING MORE THAN \$100,000 IN FUNDING FOR THIS PROJECT FIELD

If you select "Yes" when asked if the organization is requesting more than \$100,000 in funding for this project in the "Project Details" screen, the following fields (Figure 18) will appear.

Figure 18 – Additional fields related to other sources of funding

i Please review Articles 8.1 to 8.3 of the Canada Summer Jobs Articles of Agreement.

8.0 OTHER SOURCES OF FUNDING

Sections 8.2 and 8.3 only apply where the contribution is in excess of \$100,000.

[Option 1 - where the funding from Canada is the only source of financial assistance- Cross out if not applicable]

8.1 The Employer declares that the contribution provided under this Agreement is the only financial assistance for the Job(s) it has received or expects to receive from any level of government (federal, provincial or municipal) or from any other source.

[Option 2 - where there are other sources of financial assistance - Cross out if not applicable]

8.1 The Employer declares that it has received or is entitled to receive the following financial assistance for the Job (s) from other sources:

1. \$ _____ from _____

8.2 The Employer will inform Canada promptly in writing of any additional financial assistance to be received for the Job(s) other than that referred to in section 8.1.

8.3 Where the Employer receives any additional financial assistance for the Job(s) other than the financial assistance referred to in section 8.1, Canada may, in its discretion, reduce its contribution by such amount as it considers appropriate, up to the amount of the additional assistance received, or if Canada's contribution has already been paid, require repayment of such amount. Upon receipt of notice to repay under this section, the Employer agrees to repay the amount as a debt due to Canada.

From how many sources?

Amount of financial assistance

Name of Source(s)



1.8 ARTICLES OF AGREEMENT SCREEN

The “Articles of Agreement” screen (Figure 19) allows you to review the articles of agreement by clicking on the link.

Figure 19 – Articles of Agreement screen

Signed in as Account Management Logout

Articles of Agreement

Canada Summer Jobs Article of Agreement [Canada Summer Jobs Article of Agreement](#)

Screen Identifier: CSJApplication-CSJAgreement-Display

Version: 2.9.1.0

1.9 REVIEW & SUBMIT SCREEN

The “Review & Submit” screen (Figure 20) 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.



Figure 20 – Review & Submit screen

Signed in as Account Management Logout

Application

- Program Selection
- Mailing Address
- Organization Contacts
- Amounts Due
- Project Locations
- Job Description
- Project Details
- Articles of Agreement
- Review & Submit**

Review & Submit

You are about to submit an item to [ESDC](#).

Please review the information provided by clicking on each of the hyperlinks available before submitting.

Expand all Collapse all Print

- ▶ Organization Information
- ▶ Program Selection
- ▶ Mailing Address
- ▶ Organization Contacts
- ▶ Amounts Due
- ▶ Project Locations
- ▶ Job Description
- ▶ Project Details
- ▶ Articles of Agreement

Submit

Screen Identifier: CSJApplication-CSJApplicationSummary-Summary

To submit your application, click the “*Submit*” button and you will be directed to the “*Certification- Authority to Sign*” screen (see Figures 21 and 22). In order for an application to be eligible, it must be completed by the official representative in accordance with your organization's by-laws or other constituting documents.

The first paragraph displays how many signatories are required to submit an application. If the number of signatories is incorrect, follow the next steps:

- Click on “*Account Management*” at the top right of the screen.
- Click “*Organization Identification*” under the Organization Profile section.
- Change the number of signatories required to submit an application.
- Once saved, the number of signatories will be updated on the “*Certification- Authority to Sign*” screen.



Figure 21 – Certification – Authority to Sign screen (one signatory required)

Signed in as Account Management Logout

Certification - Authority to Sign

Your organization's Primary Officer has indicated that (1) signatory 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 (ies) the following

I certify that I have all the necessary authorities, permissions and approvals to submit this application on behalf of my organization.

By clicking 'Next' you

- acknowledge having read the above declarations and being in agreement with their content.
- are hereby signing the Application for Funding that will be submitted to ESDC

Next

Screen Identifier: CSJApplication-CSJApplicationSummary-Declaration



Figure 22 – Certification – Authority to Sign screen (multiple signatories required)

Signed in as Account Management Logout

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 (ies) the following

I certify that I have all the necessary authorities, permissions and approvals to submit this application on behalf of my organization.

By clicking 'Next' you

- acknowledge having read the above declarations and being in agreement with their content.
- are hereby signing the Application for Funding that will be submitted to [ESDC](#).

Advise the following signatories that an action is required:

Signatories	Advise Signatories by e-mail
Julie	<input checked="" type="radio"/> Yes <input type="radio"/> No
Anik	<input checked="" type="radio"/> Yes <input type="radio"/> No
Kitiya	<input checked="" type="radio"/> Yes <input type="radio"/> No
Polly	<input checked="" type="radio"/> Yes <input type="radio"/> No
Steven	<input checked="" type="radio"/> Yes <input type="radio"/> No

Next


1.9.1 ONE SIGNATORY REQUIRED

- Check the box to certify your authority.
- Click the "*Next*" button.
- Answer the security question.
- Click the "*Submit*" button.
- Once your application has been successfully submitted, a confirmation number will be displayed. That confirmation number will also be sent to the signatories email address.

1.9.2 MULTIPLE SIGNATORIES REQUIRED

- Check the box to certify your authority.
- A table of the representative(s) that have been delegated the right to submit an application will be displayed. You will have the option to notify them by email¹.

¹ Representatives will receive an email advising them that an action is required. The project will have a "*Pending Signatories*" status. They will need to click the "*Action*" link (in the "*Functions*" column), review the application and submit it. The last representative to sign the application will obtain a confirmation number and it will be sent to him by email.

- 
- Click the "*Next*" button.
 - Answer the security question.
 - Click the "*Submit*" button.

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.

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*).

2.1 ACCESS THE AGREEMENT

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

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

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*" 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. 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. 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.

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. 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.



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. 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.

The "*Security Question/Acceptance of Agreement*" screen 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.

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.

When the other signatories access the "*Review & Sign*" screen, they can view who has already signed the agreement by expanding the "*Signatories*" section.

The confirmation message will provide a confirmation number for reference 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.

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.

3.2 HOW TO ADD AN EMPLOYER EMPLOYEE DECLARATION

The "Employer Employee Declaration" screen 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 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" 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.

Once the information has been saved, you will be directed back to the "Employer Employee Declaration" summary screen where the status of the employee will be set to "Draft". In order to submit the information to the Department, you will be required to use the "Edit" function and access the "Review and Submit" screen from the left side menu. If you log out of GCOS, when you return, you will be able to use the function "Edit" to continue editing and submit the employee information into the Department.

3.5 HOW TO SUBMIT EMPLOYEE INFORMATION

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

The "Confirmation" screen will provide you with a tracking number for reference that will also be available on the "Employer Employee Declaration" screen.



3.6 HOW TO VIEW EMPLOYEE INFORMATION

The "View" function on the main "Employer Employee Declaration" screen 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.

4. FREQUENTLY ASKED QUESTIONS

1. I already have a GCOS account. Can I use my GCOS account to submit my CSJ application?

Yes. You can use your GCOS account to submit your CSJ application. You can also save your application while creating it, track the status, submit your Employer Employee declarations and payment claims and activity reports. Please refer to section 1.1 of the "User Guide: Canada Summer Jobs" for steps to submit your application.

2. I already have a GCOS account, but I forgot my password or username. Can I regain access to my account?

Yes. You can regain access to your account by following the steps below:

If you are using GCKey:

- Go to the [GCOS web page](#) and click the "Continue to GCKey" button.
- If you forgot your password, select the "Forgot Your Password?" link.
- If you forgot your username, please refer to [section 1.1.5](#) of the "User Guide: Account Registration" for steps to recover access to an existing profile.

If you are using Sign-in Partner:

- Go to the [GCOS web page](#) and select the "Continue to Sign-in Partner" button.
- If you do not remember your password or username, follow the instructions from your Sign-In Partner or financial institution.

3. Is it possible to copy the content of last year's CSJ application into my new application?

Yes. If you used GCOS to submit last year's CSJ application, it is possible to use the content from last year's application to fill out your new application. Please refer to section 1.1.2 of the "User Guide: Canada Summer Jobs" for steps to copy an old application.