

# GETTING READY TO APPLY FOR EMPLOYMENT BENEFITS ONLINE

Before you start, have the following information ready:

- Your banking information (cheque or savings details including bank and branch)
- Your annual salary
- Employer information and dates of work

Note that all employers submit record of employment (ROE) electronically to Service Canada and usually do not send copies to employees. Allow sufficient time for the employer to provide this information to Service Canada but ensure that you apply for EI as soon as possible following your last day worked or last day for which paid (or after having baby).

You do not need to wait for a copy of the ROE. File as soon as possible.

Log onto: [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)

Click on → English

→ Under “On-Line Services”, click on “Application for Employment Insurance Benefits On-Line.”

Read the privacy notice statement and click on **Start Application** at the bottom of the screen.

The system will assign you a “Temporary Password Identification” number. Record this number. If you need to exit the system at any time during the application process, you can continue from where you left off by entering the confirmation number (as long as it is within 24 hours of leaving the system).

For your information, the following are screen shots of what you will see in the first four screens of the application. See the “Tip Sheet” for general information regarding your Application.

## SCREEN ONE

The screenshot shows a web browser window with the URL <https://srv270.hrhc-drhc.gc.ca/AppWeb/IS>. The page title is "Start application". The main content area is titled "Application for Employment Insurance benefits online" and features the Canada logo. Below the header, there is a navigation menu with "Exit" and "Services > Application for EI benefits". The main heading is "Start application".

You have chosen to complete your application in English. You will not be able to change to French once you start your online session. If you wish to [change language](#), you must do so before you begin.

Answers to fields and questions with an asterisk ( \* ) are mandatory

**Only use the buttons provided at the bottom of the screens to navigate through the application.**

\* Are you trying to retrieve an application you began within the last 24 hours but did not complete?

Yes  No

Continue

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The taskbar at the bottom shows the system clock as 09:55 on 2014-09-03.

## SCREEN TWO

The screenshot shows the same web browser window, now on the "Type of Employment Insurance Application" page. The URL is <https://srv270.hrhc-drhc.gc.ca/AppWeb/IS>. The page title is "Type of Employment Insurance Application".

Services > Application for EI benefits

**Type of Employment Insurance Application**

► Help for this page

Answers to fields and questions with an asterisk ( \* ) are mandatory

\* What type of Employment Insurance benefits would you like to claim?

Benefits for employees:

You can apply for benefits for employees if you worked in insurable employment as an employee, including if you are a fisher. These benefits provide temporary financial assistance if you have lost your job (through no fault of your own), if you are sick, pregnant, caring for a newborn or adopted child, caring for a family member who is seriously ill with a significant risk of death or providing care or support to a critically ill child.

Benefits for self-employed people:

As a self-employed person, you can apply for benefits if you have voluntarily registered into the EI program. These benefits provide temporary financial assistance if you are sick, pregnant, caring for a newborn or adopted child, caring for a family member who is seriously ill with a significant risk of death or providing care or support to a critically ill child.

Continue

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The taskbar at the bottom shows the system clock as 09:56 on 2014-09-03.

## SCREEN THREE

Application for Employment Insurance benefits online

Canada

Exit  
Services > Application for EI benefits

### Reference Code

► Help for this page

Answers to fields and questions with an asterisk ( \* ) are mandatory

\* Are you part of a group of employees in

- an Apprenticeship program,
- a Work-sharing program,
- a group layoff situation, or
- the automotive industry, and

were you given a reference code to submit with this application?

Yes  No

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## SCREEN FOUR

Application for Employment Insurance benefits online

Canada

Exit  
Services > Application for EI benefits

### Benefit Type

► Help for this page

Answers to fields and questions with an asterisk ( \* ) are mandatory

\* What type of benefits are you applying for?

**Regular benefits:** you have lost your job (through no fault of your own) and you are available for and able to work, but can't find a job.

**Fishing benefits:** you are a self-employed person engaged in fishing.

**Sickness benefits:** you are unable to work due to illness, injury or quarantine. This option also allows you to receive sickness benefits prior to maternity benefits.

**Maternity benefits:** you are pregnant or have recently given birth. This option also allows you to receive maternity followed by parental benefits.

**Parental benefits:** you are caring for a newborn or newly adopted child.

**Compassionate Care benefits:** you are caring or supporting a family member who is gravely ill with a significant risk of death within 26 weeks.

**Benefits for Parents of Critically Ill Children:** you are providing care or support to your critically ill child.

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https://sn270.hrdc-drhc.gc.ca/AppWeb/(Sx2zvmgfyzyesy5z5pylu0r)/BTL\_RGP.aspx?lang=eng

09:57 2014-09-03