

EI APPLICATION & REPORTING GUIDE

APPLYING ONLINE

BE ADVISED: You will need to apply for EI benefits ONLINE promptly following your last day of work.

REFERENCE CODE: 3529043195092019

THIS REFERENCE CODE CAN NOT BE USED UNTIL SATURDAY 21, SEPTEMBER 2019

TO BEGIN APPLICATION, GO TO: canada.ca

1. Click → **English**
2. Scroll down and click → **Employment Insurance**
3. Select → **Regular Benefits**
4. In center of page, click → **#5 Apply**
5. Scroll to bottom of page and click → **Ready to Start** then **Start Application**
6. You will be prompted with a screen asking if you are trying to retrieve an application you started earlier. If you have not already started an application, select → **No** then click → **Continue**
7. Select → **Benefits for Employees**
8. You will be asked if a reference code was supplied, click → **Yes**
9. Click → **Regular Benefits** then **Continue**
10. Read this page carefully then Select **Continue**
11. Enter personal information:
SOCIAL INSURANCE NUMBER, LAST NAME, FIRST NAME, LAST NAME AT BIRTH, GENDER AND MOTHER'S MAIDEN NAME click **Continue** then **Validate**.
12. You will be given a temporary password identification number. Write this number down and click → **Continue**
13. Fill in personal information → **Continue** (Questions marked by * must be answered)
14. **Programs and Services** section is voluntary please click continue.
15. Next would you like your tax slip electronically? If you want to continue to receive your T4E by mail, answer → **Please Send Me a Paper Copy** and whether you claim your taxes by yourself (basic) or with your spouse
16. You are then asked if you have a direct deposit account set up and if you want to continue to use it. If you do not have direct deposit, you can set it up using your banking information.
17. Please input your highest completed level of education.
18. You will then be asked if you are part of a Union → **Yes** input **Unifor Local 199**
19. Next the screen will prompt you to input employer's name and phone number → **General Motors 905-641-6345**
20. You do not have to enter your first day of work; **HOWEVER**, you must enter your last day worked and if you will be returning to work with this employer.
21. You will be asked the employer address information → **570 GLENDALE AVE., ST. CATHARINES, ON, L2P 0B2**
22. Reason for layoff → **Shortage of work**
23. Earnings section is voluntary click → **Continue**
24. Enter your job title **Auto Assembly** if you are production or your Trade if you are a Tradesman → **Search** then select appropriate title.

Over →

25. Records of Employment (ROE) are submitted electronically by GM.
26. You will be asked a series of questions → Answer per your personal situation
27. Variable best weeks question. Did your earnings vary over the last 52 weeks? → **No**
28. You will be asked if you are receiving a pension within the next 52 weeks. If collecting CPP you must enter the date you started collecting and the gross monthly amount.
29. After answering another series of questions, you will be asked if someone is helping you with your application, click **no** then click → **Continue**
30. You are then given several pages of rights and responsibilities. Read and click → **I accept**
31. You will be asked if you accept the above attestation and want to submit application. Click → **I accept**
32. Print confirmation page or write confirmation number. Retain for your records.
33. You will then be waiting to receive a 4-digit access code in the mail which you will use to report your weeks of layoff.

REPORTING INSTRUCTIONS

TO RECEIVE EI BENEFITS, YOU MUST COMPLETE AND SUBMIT REPORTS THAT COVER 2 CALENDAR WEEKS, FROM SUNDAY TO SATURDAY

- Login to: canada.ca
- Select → **English**
- Click → **Employment Insurance**
- In right hand column under **Most Requested**, click → **Send your report by Internet**
- Scroll to bottom of page and click → **Continue**
- Enter the following information:
 - 1) **Social Insurance Number**
 - 2) **Access Code**
 - 3) **Province of Residence**
- Click → **Continue**
- Complete the report and when finished click → **Printable Version**
- Right click on the screen and click → **Print**
- Retain for your records

To use the Teledec for filing your reports call –
1-800-531-7555 and answer the questions.

Call Service Canada for all information on your claim **-1-800-206-7218**
Monday to Friday, 8a.m.– 4 p.m.

If you have any problems completing your report or think you have made a mistake while reporting;
please call your SUB/EI Rep immediately.

IF YOU REQUIRE ASSISTANCE COMPLETING THE APPLICATION, YOU CAN RECEIVE ASSISTANCE BEGINNING MONDAY SEPTEMBER 23, 2019 AT THE UNION HALL FROM 9AM TO 12PM.

**RORY DE MARCO
ALT: VINCENT FILICE**

UNIFOR LOCAL 199 SUB/EI REPRESENTATIVES
In plant: 905-641-6419 Cell Phone: 905-658-7781