

EI APPLICATION & REPORTING INSTRUCTION

DUE TO THE CURRENT COVID-19 SITUATION YOUR WE ASK THAT MEMBERS ATTEMPT THEIR APPLICATIONS AT HOME USING A COMPUTER, TABLET, OR SMARTPHONE.

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

IF YOU COLLECT CPP OR PENSION YOU MUST INPUT THE DATE YOU STARTED COLLECTING AND THE GROSS AMOUNT INTO THE APPLICATION.

YOU WILL NEED 700 HOURS OF INSURABLE EMPLOYMENT IN THE PAST 52 WEEKS TO BE ENTITLED TO LAYOFF REGULAR BENEFITS.

Service Canada reserves the right to change the following questions without notice

TO BEGIN APPLICATION, GO TO: canada.ca

1. Click → **English**
2. Scroll down and click → **Employment Insurance**
3. Select → **Regular Benefits**
4. Read through numbers 1 to 7 then 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 → **No**
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 → **Name of Employer & Employers Phone Number**
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 → **Enter Employers address**
22. **OVER** →

23. Reason for layoff → **Shortage of work**
24. Enter your earnings information. Hourly rate of pay and per hour → **Continue**
25. Did you or will you receive vacation pay? → **Unknown** → **Continue**
26. Have you received, or will you receive any following monies? → If entitled to SUB click supplemental unemployment benefit
27. You will be asked a series of questions → Answer per your personal situation
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. Call 1-800-277-9914 if you do not know this info.
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.
34. Once you have this information Report online as below.

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 Service Canada at 1-800-206-7218 and press 0

Or call the Union Hall for assistance.

GREG BRADY 905-682-2611 (225) **STEVE MCMULLEN** 905-682-2611 (227)