



EI APPLICATION GUIDELINE

DUE TO THE CURRENT COVID-19 SITUATION YOUR SUB REP ASKS THAT MEMBERS ATTEMPT THEIR APPLICATIONS AT HOME USING A COMPUTER, TABLET, OR SMARTPHONE. IF YOU REQUIRE ASSISTANCE YOUR SUB REP VINCENT FILICE AND HIS ALTERNATE ADAM NIE WILL BE OF ASSISTANCE BY PHONE, TEXT OR EMAIL. MEMBERS ARE **NOT** PERMITTED TO GO TO THE UNION HALL UNDER **ONTARIO'S PROVINCEWIDE LOCKDOWN REGULATIONS.**

EI CHECK LIST

THE FOLLOWING IS A CHECKLIST GUIDE OF INFORMATION YOU MAY BE ASKED TO HAVE PREPARED WHEN COMPLETING AN APPLICATION. PLEASE ANSWER PER YOUR PERSONAL SITUATION.

- Name (As indicated on SIN Card)
- SIN Number
- Date of Birth
- Mothers Maiden Name
- Postal Code
- Workers Comp Last 2 Yrs (Y/N)
- S&A Last 2 Yrs (Y/N)
- Job Title
- Rate of Pay (TOTAL)
- Last Day Worked
- How Many Hrs Last Week of Work (SUN-SAT)
- Street Name/Number
- Direct Deposit (Y/N)
- Same Banking info (Y/N)
- Same Mailing Address (Y/N)
- Other Employment Last 2 Yrs (Y/N)
- How Many Days Last week of Work (SUN-SAT)
- Collecting CPP? – (If so when did it start? (DAY/MONTH/YEAR) and how much do you receive monthly?) (Gross Amount)
- Collecting Survivor Pension?
- Eligible for SUB? (Y/N)

IF YOU COLLECT CPP OR A PENSION, YOU MUST INPUT THE DATE YOU STARTED COLLECTING AND THE GROSS AMOUNT ON THE APPLICATION. Call 1-800-277-9914 if you do not know this information.

IMPORTANT NOTICE

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

*****QUESTIONS MAY BE DIFFERENT, AND POSSIBLY IN DIFFERENT ORDER. PLEASE USE THIS AS A GUIDELINE AND ANSWER PER YOUR PERSONAL SITUATION.*****

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. 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** **(ONLY ANSWER QUESTIONS WITH THE *)**

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 (**basic and spouse**)
16. You are then asked if you have a direct deposit account registered and if you want to continue using the same bank information. If you do, **CLICK YES THEN YES**. If you do not have direct deposit, you can set it up following the guideline they provide.
17. Please input your highest level of education completed.
18. You will then be asked if you are part of a Union → **Yes** input **Unifor Local 199**

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- If you are reactivating an existing claim within the last 52 weeks, a message will appear stating that there are weeks still payable and it will automatically reactivate your existing claim **CLICK > CONTINUE**
- Existing claim continued: **Other employment since establishing your EI CLAIM:** Have you worked since you completed your last application for Employment Insurance Benefits > **YES**
- Last Employer information: **General Motors of Canada**. 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. **YES**, then **NO to return date**.
- You **MAY** be asked the employer address information→**570 GLENDALE AVE, ST. CATHARINES, ON, L2P 0B2**
- Next the screen **MAY** prompt you to input employer's name and phone number → **General Motors 905-641-6340**
- Reason for layoff → **Shortage of work**
- Enter your earnings information. Hourly rate of pay and per hour →**Continue**
- You **MAY** be asked: Did you or will you receive vacation pay? → **Unknown**→ **Continue**
- You **MAY** be asked about your Job Title information. **Answer per your personal situation**.
- You **MAY** be asked for ROE information – Last employer. Select option: **I have a paper ROE and will submit it to Service Canada OR my employer submitted the ROE electronically**.
- Next, you **MAY** be asked about **OTHER EMPLOYERS**. If you've only worked for GM within the last 52 weeks select: **NO**. If you've worked for other employers answer per **your personal situation**
- **IF ASKED THIS QUESTION:** Have you received, or will you receive any following monies? → **If entitled to SUB** click **supplemental unemployment benefit** → **General Motors** pays **SUB**
- You will be asked a **series of random questions** → ***Answer per your personal situation***
- 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 (**DAY/MONTH/YEAR**) and the **gross monthly amount**. **Call 1-800-277-9914 if you do not know this information**.
- After answering another **series of random questions** - (**Answer per your personal situation**) you will be asked if someone is helping you with your application, click **NO** then click → **Continue**
- You are then given several pages of rights and responsibilities. Read and click → **I accept**
- You will be asked if you accept the above attestation and want to submit application. Click → **I accept**
- Print confirmation page or write confirmation number. Retain for your records.
- 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.

Call Service Canada for all information on your claim **-1-800-206-7218**
Monday to Friday, 8:30a.m.– 4:30 p.m.

If you have any problems completing your application or think you have made a mistake; please call 1-800-206-7218 and press 0 **OR** call your SUB/EI REP Vincent Filice or his ALT. Adam Nie.

VINCENT FILICE
ALT: ADAM NIE

UNIFOR LOCAL 199 SUB/EI REPRESENTATIVES
IN PLANT: 905 641-6419 (MONDAY TO FRIDAY 6:30AM-2:30PM)
CELL PHONE: 905 658-7781 (7 Days a week (SATURDAY/SUNDAY UNTIL 3PM))