ARE YOU STILL ISSUING PAPER RECORDS OF EMPLOYMENT?

THERE'S A BETTER WAY

ROE WEB

REGISTER
SUBMIT
SAVE

Service Canada

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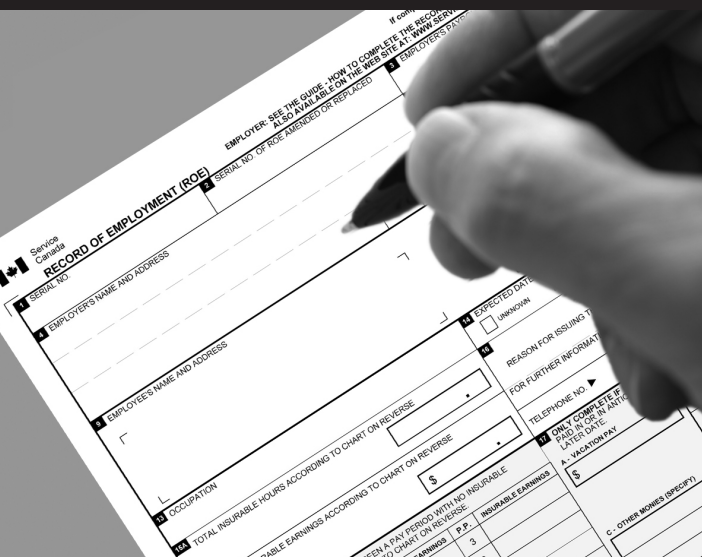
What is ROE Web?

The Record of Employment on the Web (ROE Web) is a secure, easy-to-use online application that allows you to create, submit, retrieve, and amend 53-week ROEs on the Internet.

Benefits for your business

- **Saves time, increases productivity** – Submit up to 1,200 ROEs at once by using compatible payroll software or your own data interface to exchange data with ROE Web.

- **Provides flexibility** – Align ROE issuance with your pay cycle.

- **Saves money in administration, storage, and postage** – No longer order or store paper ROE forms or have to send copies to Service Canada or your employees.

- **Improves the quality and accuracy of ROEs** – Instantly validate your data and receive fewer phone calls and requests for payroll information from Service Canada.

New! The ROE Web Assistant can guide you through the production of an electronic ROE, making the process even easier.

Benefits for your employees

- **Quicker payments** – An electronic ROE facilitates processing of EI claims, providing faster service for your employees when they need it most.
- **Always available online** – Employees with a My Service Canada Account can view and print copies of their ROEs, anytime.

Register online today!

1 **Sign-in** – The Primary Officer (PO), the person who will manage the ROE Web account on behalf of the organization, must create a profile and input the organization details including the Canada Revenue Agency (CRA) Business Number.

2 **Validate** – The PO must authenticate his/her identity. Online authentication is fast and easy using a CRA account. Authentication can also be done in person at a Service Canada Centre by providing two pieces of identification (one with a photo).

3 **Activate** – Enter the authorization code that Service Canada mailed to the business owner or chief executive officer, and start using ROE Web.

If you use a payroll service provider – Contact your provider to determine which electronic ROE service is available to you.

If you use a payroll software – Contact your software vendor to check if the version you are using is compatible with ROE Web.

If you issue a large number of ROEs – Enquire about the customized solution to electronically transfer ROEs in bulk.

For more information and to register for ROE Web:

Click	servicecanada.gc.ca/roeweb
Call	1-800-367-5693 (Employer Contact Centre) TTY: 1-855-881-9874
Visit	a Service Canada Centre