



Grants and Contributions Enterprise Management System (GCEMS)

Technical Assistance



Environment and
Climate Change Canada

Environnement et
Changement climatique Canada

Canada

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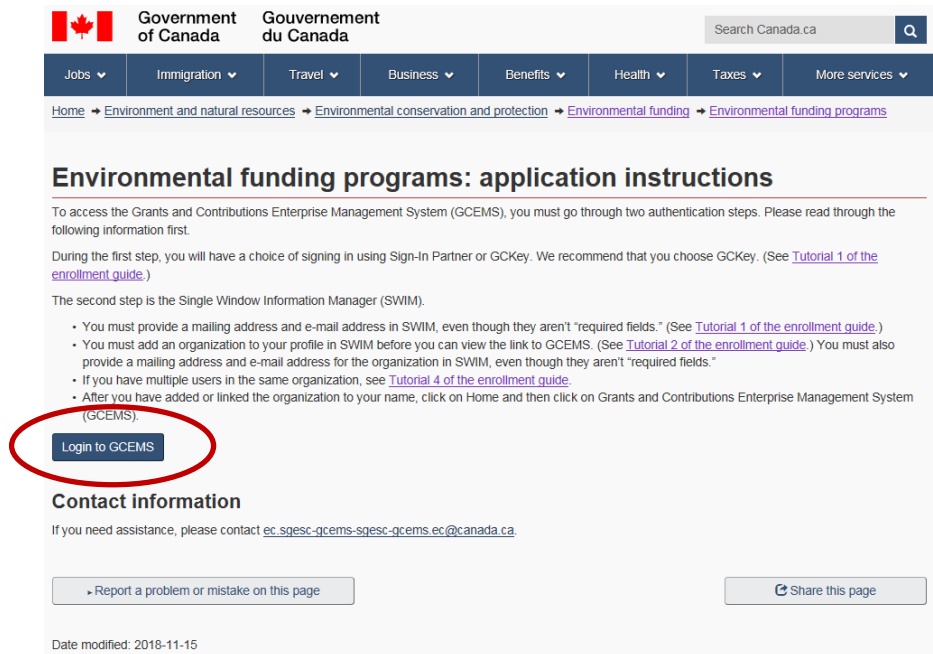
Aussi disponible en français

Grants and Contributions Enterprise Management System (GCEMS)

Authentication Process

Technical Assistance

1. Click on Login to GCEMS.



The screenshot shows the Government of Canada website with the following navigation path: Home → Environment and natural resources → Environmental conservation and protection → Environmental funding → Environmental funding programs. The page title is "Environmental funding programs: application instructions". The text explains the authentication process for GCEMS, mentioning the Sign-In Partner or GCKey and the Single Window Information Manager (SWIM). A list of requirements for SWIM is provided, including providing a mailing address and e-mail address, adding an organization, and linking multiple users. The "Login to GCEMS" button is circled in red.

Environmental funding programs: application instructions

To access the Grants and Contributions Enterprise Management System (GCEMS), you must go through two authentication steps. Please read through the following information first.

During the first step, you will have a choice of signing in using Sign-In Partner or GCKey. We recommend that you choose GCKey. (See [Tutorial 1 of the enrollment guide](#).)

The second step is the Single Window Information Manager (SWIM).

- You must provide a mailing address and e-mail address in SWIM, even though they aren't "required fields." (See [Tutorial 1 of the enrollment guide](#).)
- You must add an organization to your profile in SWIM before you can view the link to GCEMS. (See [Tutorial 2 of the enrollment guide](#).) You must also provide a mailing address and e-mail address for the organization in SWIM, even though they aren't "required fields."
- If you have multiple users in the same organization, see [Tutorial 4 of the enrollment guide](#).
- After you have added or linked the organization to your name, click on Home and then click on Grants and Contributions Enterprise Management System (GCEMS).

[Login to GCEMS](#)

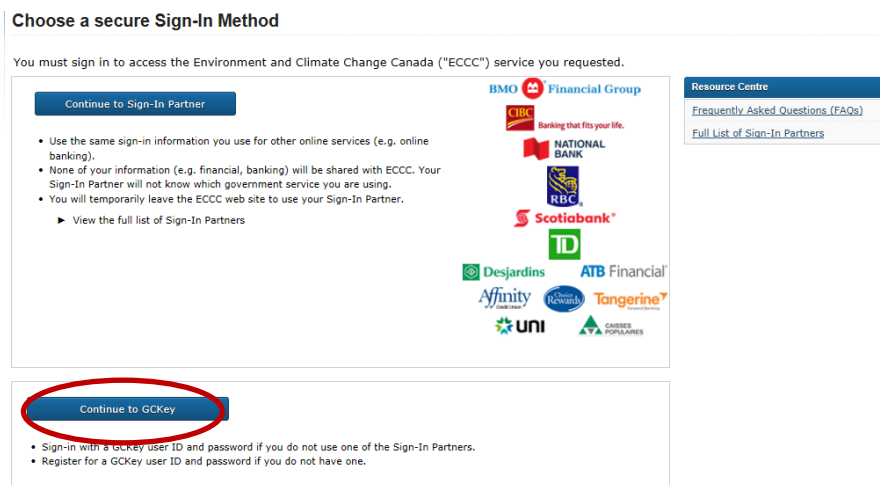
Contact information

If you need assistance, please contact ec.sqesc-qcems-sqesc-qcems.ec@canada.ca.

[Report a problem or mistake on this page](#) [Share this page](#)

Date modified: 2018-11-15

2. Click on Continue to GCKey.



The screenshot shows the "Choose a secure Sign-In Method" page. It instructs the user to sign in to access the Environment and Climate Change Canada ("ECCC") service. The page offers two options: "Continue to Sign-In Partner" and "Continue to GCKey". The "Continue to GCKey" button is circled in red. Below the buttons, there is a list of Sign-In Partners and a list of frequently asked questions.

Choose a secure Sign-In Method

You must sign in to access the Environment and Climate Change Canada ("ECCC") service you requested.

[Continue to Sign-In Partner](#)

- Use the same sign-in information you use for other online services (e.g. online banking).
- None of your information (e.g. financial, banking) will be shared with ECCC. Your Sign-In Partner will not know which government service you are using.
- You will temporarily leave the ECCC web site to use your Sign-In Partner.
 - ▶ [View the full list of Sign-In Partners](#)

[Continue to GCKey](#)

- Sign-in with a GCKey user ID and password if you do not use one of the Sign-In Partners.
- Register for a GCKey user ID and password if you do not have one.

Resource Centre

- [Frequently Asked Questions \(FAQs\)](#)
- [Full List of Sign-In Partners](#)

Sign-In Partners: BMO Financial Group, CIBC, National Bank, RBC, Scotiabank, TD, Desjardins, Affinity, uni, ATB Financial, Tangerine, CIBC World Bank, CIBC World Bank, CIBC World Bank.

3. Click on Sign Up.

Government of Canada / Gouvernement du Canada

Definitions | Frequently Asked Questions (FAQ) | Help

Home > Sign In / Sign Up

Welcome to GCKey

Sign In

Username: **(required)**

Password: **(required)**

[Forgot your password?](#)

Simple Secure Access

A simple way to securely access Government of Canada online services.

One username.
One password.

Your GCKey can be used to access multiple Government of Canada online [Enabled Services](#).

4. The following window will appear. Click on I accept.

Government of Canada / Gouvernement du Canada

Definitions | Frequently Asked Questions (FAQ) | Help

Home > GCKey Sign Up Step 1 of 4

Terms and Conditions | Username | Password | Questions and Answers

Terms and Conditions of Use

In return for the Government of Canada providing you with a GCKey, you agree to abide by the following Terms and Conditions of Use:

- You understand and accept that you are at all times responsible for your GCKey Username, Password and Recovery Questions, Answers and Hints. If you suspect that others have obtained them, you are responsible for revoking your GCKey and obtaining a new one with a new Username and Password.
- You understand and accept that the Government of Canada can revoke your GCKey for security or administrative reasons.
- You understand and accept that the Government of Canada disclaims all liability (except in cases of gross negligence or willful misconduct) in relation to the use of, delivery of or reliance upon the GCKey service. More details can be found in our [Disclaimers](#).

By selecting the **I accept** button, you are accepting the GCKey Terms and Conditions as stated above. You can choose to not sign up for a GCKey by selecting **I decline** to end this process.

5. Create your username and click on Continue.

Government of Canada / Gouvernement du Canada

Definitions | Frequently Asked Questions (FAQ) | Help

Home → GCKey Sign Up Step 2 of 4

Terms and Conditions | **Username** | Password | Questions and Answers

Create Your Username

Your Username must contain between eight and sixteen characters, no special characters (for example: %, #, @) and may contain up to seven digits. When creating your Username, we recommend that you:

- make your Username easy for you to remember and hard for others to guess;
- avoid using personal information such as your name, Social Insurance Number (SIN), mailing address or email address;
- always keep your Username secure and do not share it with anyone.

Create Your Username: **(required)**

Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.

Continue | Clear All | Cancel

Privacy

Please keep your Username secure. For more information on how your privacy is protected, please refer to our [Personal Information Collection Statement](#).

Username Checklist

- 8-16 Characters
- No Special Character(s)
- No more than 7 digits

6. Create your password and click on Continue.

Government of Canada / Gouvernement du Canada

Definitions | Frequently Asked Questions (FAQ) | Help

Home → GCKey Sign Up Step 3 of 4

Terms and Conditions | Username | **Password** | Questions and Answers

Create Your Password

Your Password must be between eight and sixteen characters, contain at least one upper case letter, one lower case letter and one digit, and must not contain 3 or more consecutive characters from your Username.

Create Your Password: **(required)**

Confirm Your Password: **(required)**

Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.

Continue | Clear All | Cancel

Privacy

Please keep your Password secure. For more information on how your privacy is protected, please refer to our [Personal Information Collection Statement](#).

Password Checklist

- 8-16 Characters
- Does not contain 3 consecutive characters from Username
- Valid characters
 - Lower case letter(s)
 - Upper case letter(s)
 - Digit(s)
- Passwords match

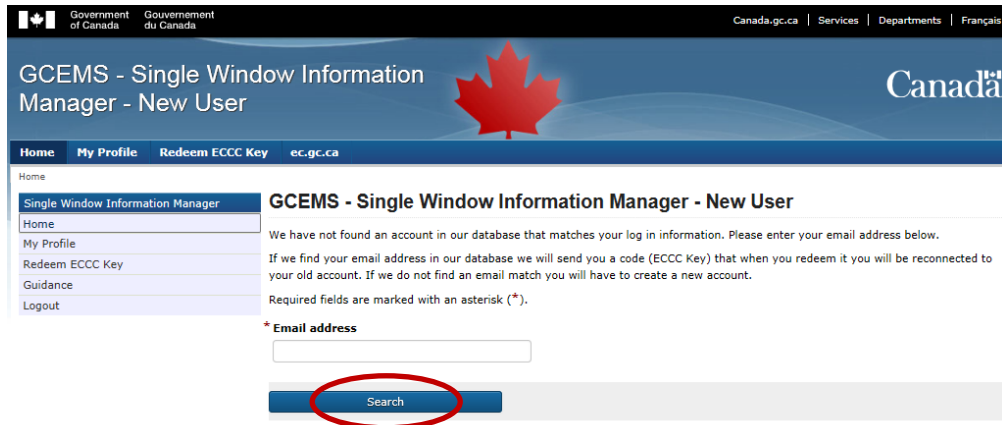
7. Create your recovery questions answers and hint in case you forget your password. Click on Continue.

The screenshot shows the 'Create Your Recovery Questions, Answers and Hints' page. At the top, there's a header with the Government of Canada logo and navigation links: Definitions, Frequently Asked Questions (FAQ), and Help. Below the header, a breadcrumb trail shows 'Home → GCKey Sign Up Step 4 of 4'. A progress bar indicates the current step is 'Questions and Answers'. The main heading is 'Create Your Recovery Questions, Answers and Hints'. A subheading explains that these are used for password recovery. The form includes fields for: 'Select a Recovery Question: (required)' (a dropdown menu), 'My Recovery Answer: (required)' (a text input), 'My Memorable Person: (required)' (a text input), 'My Memorable Person Hint:' (a text input), 'My Memorable Date (YYYY-MM-DD): (required)' (a text input), and 'My Memorable Date Hint:' (a text input). A 'Privacy' sidebar on the right provides instructions on keeping information secure. At the bottom, a message asks the user to select 'Continue' to proceed or 'Cancel' to end the process. The 'Continue' button is circled in red.

8. Click on Continue to go on to the next phase of authentication.

The screenshot shows the 'GCKey Sign Up Complete' page. The header is identical to the previous page. The breadcrumb trail shows 'Home → GCKey Sign Up Complete'. The main heading is 'GCKey Sign Up Complete'. A message states 'You have successfully created your GCKey.' and displays the 'Your Username is:' followed by a masked name. Below this, a message asks the user to select 'Continue' to leave the GCKey service and return to the Government of Canada online service. A 'Privacy' sidebar on the right provides instructions on keeping the username secure. The 'Continue' button is circled in red.

9. Enter your e-mail and click on Search.



Government of Canada / Gouvernement du Canada | Canada.gc.ca | Services | Departments | Français

GCEMS - Single Window Information Manager - New User

Home | My Profile | Redeem ECCC Key | ec.gc.ca

Home

- Single Window Information Manager
- Home
- My Profile
- Redeem ECCC Key
- Guidance
- Logout

GCEMS - Single Window Information Manager - New User

We have not found an account in our database that matches your log in information. Please enter your email address below.

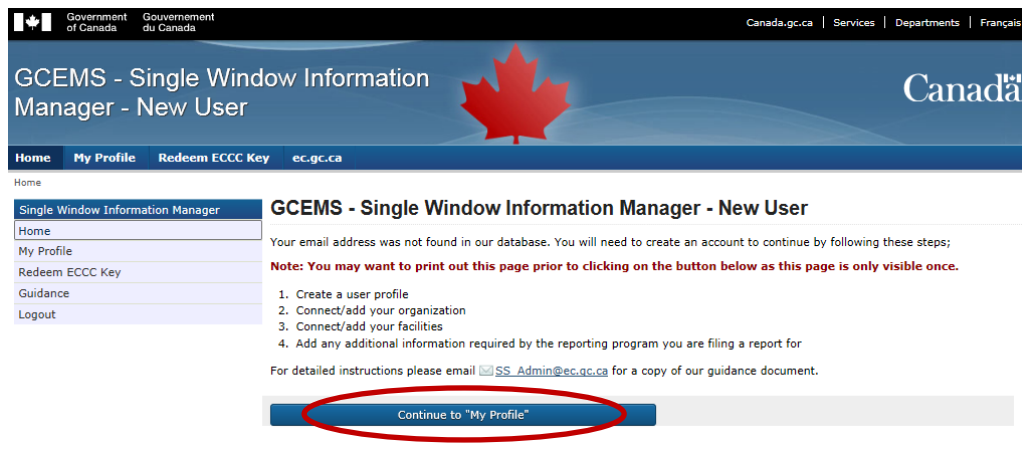
If we find your email address in our database we will send you a code (ECCC Key) that when you redeem it you will be reconnected to your old account. If we do not find an email match you will have to create a new account.

Required fields are marked with an asterisk (*).

* Email address

Search

10. Click on Continue to « My Profile ».



Government of Canada / Gouvernement du Canada | Canada.gc.ca | Services | Departments | Français

GCEMS - Single Window Information Manager - New User

Home | My Profile | Redeem ECCC Key | ec.gc.ca

Home

- Single Window Information Manager
- Home
- My Profile
- Redeem ECCC Key
- Guidance
- Logout

GCEMS - Single Window Information Manager - New User

Your email address was not found in our database. You will need to create an account to continue by following these steps;

Note: You may want to print out this page prior to clicking on the button below as this page is only visible once.


1. Create a user profile
2. Connect/add your organization
3. Connect/add your facilities
4. Add any additional information required by the reporting program you are filing a report for

For detailed instructions please email SS_Admin@ec.gc.ca for a copy of our guidance document.

Continue to "My Profile"

11. Fill in the mandatory field (marked with a red star). Click on Save.

GCEMS - My Profile



[Home](#) [My Profile](#) [Redeem ECCC Key](#) [ec.gc.ca](#)

Home > My Profile

Single Window Information Manager

[Home](#)

[My Profile](#)

[Redeem ECCC Key](#)

[Guidance](#)

[Logout](#)

GCEMS - My Profile

Required fields are marked with an asterisk (*).

* Given name	Initials	* Family name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone	Ext.	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Email address		
<input type="text"/>		
Position		
<input type="text"/>		
Language of correspondence		
English <input type="button" value="v"/>		
Mailing Address Physical Address		
Delivery Mode	PO Box	Rural Route Number
<input type="text"/> <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
Unit	Street Number	Street Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Type	Street Direction	City
<input type="text"/> <input type="button" value="v"/>	<input type="text"/> <input type="button" value="v"/>	<input type="text"/>
Prov/Terr/State	Postal Code / Zip Code	
<input type="text"/> <input type="button" value="v"/>	<input type="text"/>	
Country		
<input type="text"/> <input type="button" value="v"/>		
Additional Information		
<input type="text"/>		
<input type="button" value="Copy To Physical"/>		

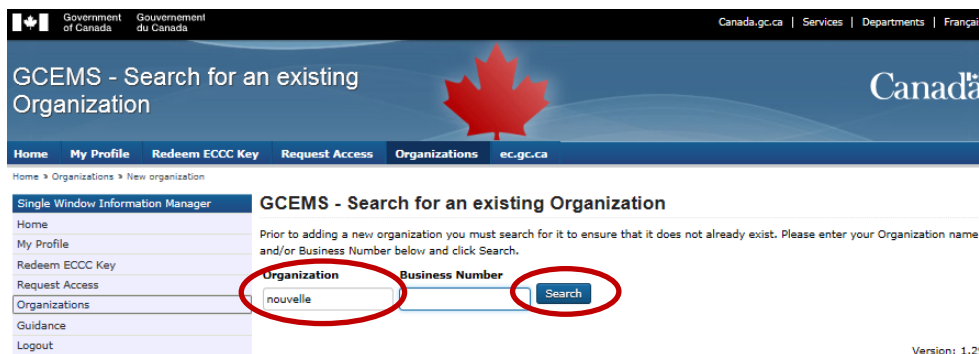
12. Click on Organizations.



13. Click on Add a New Organization.



14. Write the name of the organization in the field and click on Search. You can try multiple ways to write the name of the organization.



If your organization does not exist in our database, please continue at Step 15. If your organization do exist in our database, please go to step 20.

15. Click on Add a New Organization.

Government of Canada / Gouvernement du Canada Canada.gc.ca | Services | Departments | Français

GCEMS - Search Results

Home > Organizations > New organization

Single Window Information Manager

Home
My Profile
Redeem ECCC Key
Request Access
Organizations
Guidance
Logout

GCEMS - Search Results

Below is a table that contains the closest match(es) to your search results. If your organization has been found please click on it to proceed. If your organization has not been found please click on Add a New Organization.

Organization Business Number Search

nouvelle

Show 10 entries Filter items:

Business Legal Name	Business Number	Physical Address
MRC de La Nouvelle-Beauce	882125123	Sainte-Marie Quebec, G6E2K9
Nouvelle Organisation	987654321	

Showing 1 to 2 of 2 entries

[Add a New Organization](#)

16. Fill in the mandatory field (marked with a red star), including the website and the postal address. Click on Save.

Home > Organizations > New organization

Single Window Information Manager

Home
My Profile
Redeem ECCC Key
Request Access
Organizations
Guidance
Logout

GCEMS - Organization

Required fields are marked with an asterisk (*).

* Business Legal Name

English Trade Name French Trade Name

* Business Number

Web Site

Mailing Address Physical Address

Delivery Mode PO Box Rural Route Number

Unit Street Number Street Name

Street Type Street Direction City

Prov/Terr/State Postal Code / Zip Code

Country

Additional Information

Copy To Physical

Save

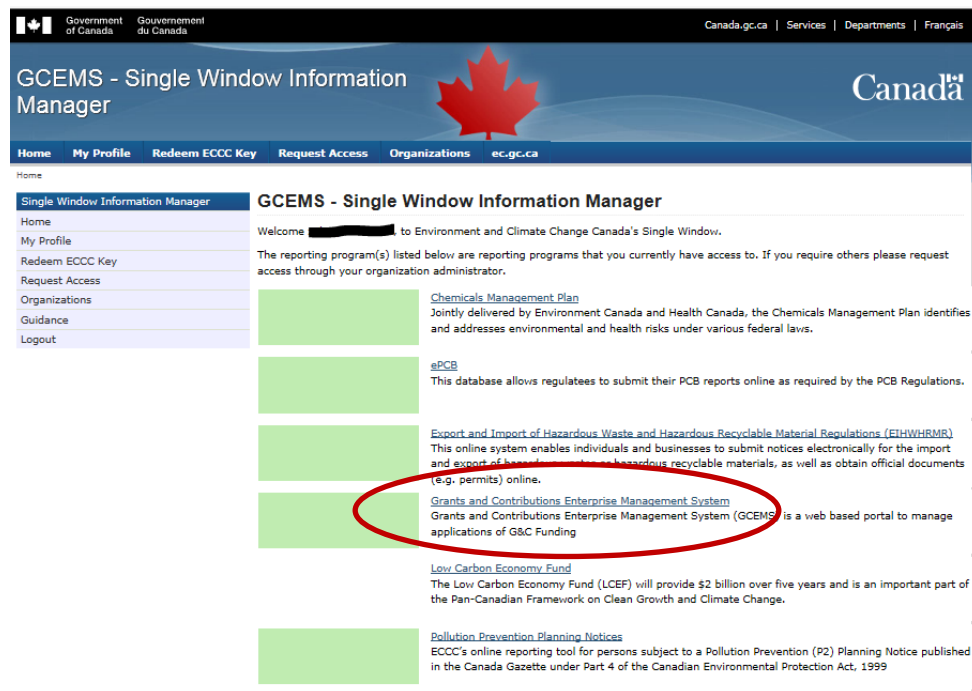
Note: The business number is mandatory. If you do not have a business number, please enter 9 digits (Example: 123456789).

17. Click on Home.



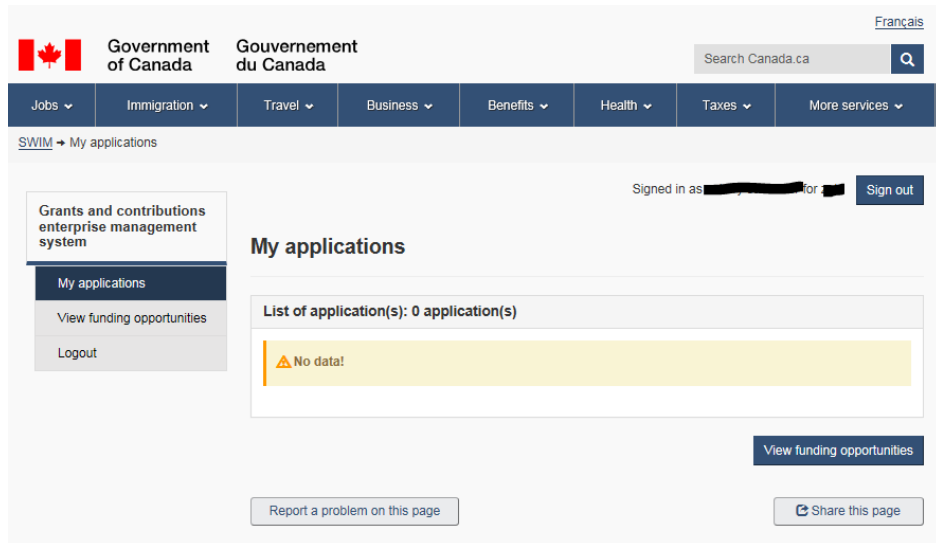
The screenshot shows the 'GCEMS - Organizations' page. The left sidebar contains a menu with the following items: Single Window Information Manager, Home, My Profile, Redeem ECCC Key, Request Access, Organizations, Guidance, and Logout. The 'Home' item is circled in red. The main content area is titled 'GCEMS - Organizations' and includes a welcome message, a list of organizations (currently showing one entry for 'zak' with business number '123456789'), and a button to 'Add a New Organization'.

18. Click on Grants and Contribution Enterprise Management System.



The screenshot shows the 'GCEMS - Single Window Information Manager' page. The left sidebar contains a menu with the following items: Single Window Information Manager, Home, My Profile, Redeem ECCC Key, Request Access, Organizations, Guidance, and Logout. The main content area is titled 'GCEMS - Single Window Information Manager' and includes a welcome message, a list of programs, and a button to 'Add a New Organization'. The 'Grants and Contributions Enterprise Management System' link in the list of programs is circled in red.

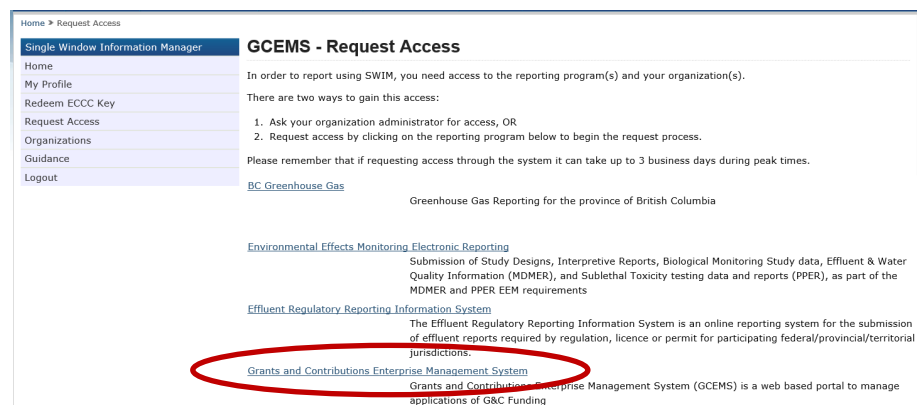
19. You are now connected to GCEMS. Please refer to the applicant user guide for more information on how to use GCEMS.



20. Select your organization. If your organization does not appear, refer to Step 15.



21. Click on Grants and Contributions Enterprise Management System.



22. Click on GCEMS Submitter. This is your request to access GCEMS as an organization representative.



23. You will then be redirected to this screen. A previously authorized representative within your organization will receive an e-mail notification with your request, and will grant you access to the platform.



If you need to know the name of your organization's authorized representative, you can contact us via email at [GCEMS](#).

Note: A [tutorial](#) is available for an organization's authorized representatives on how to grant GCEMS access using the Manage Access functionality from their account.