Grants and Contributions Enterprise Management System (GCEMS)

Technical Assistance

Environnement et Changement climatique Canada
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Environment and Climate Change Canada
Public Inquiries Centre
12th Floor, Fontaine Building
200 Sacré-Coeur Boulevard
Gatineau QC K1A 0H3
Telephone: 819-938-3860
Toll Free: 1-800-668-6767 (in Canada only)
Email: ec.enviroinfo.ec@canada.ca

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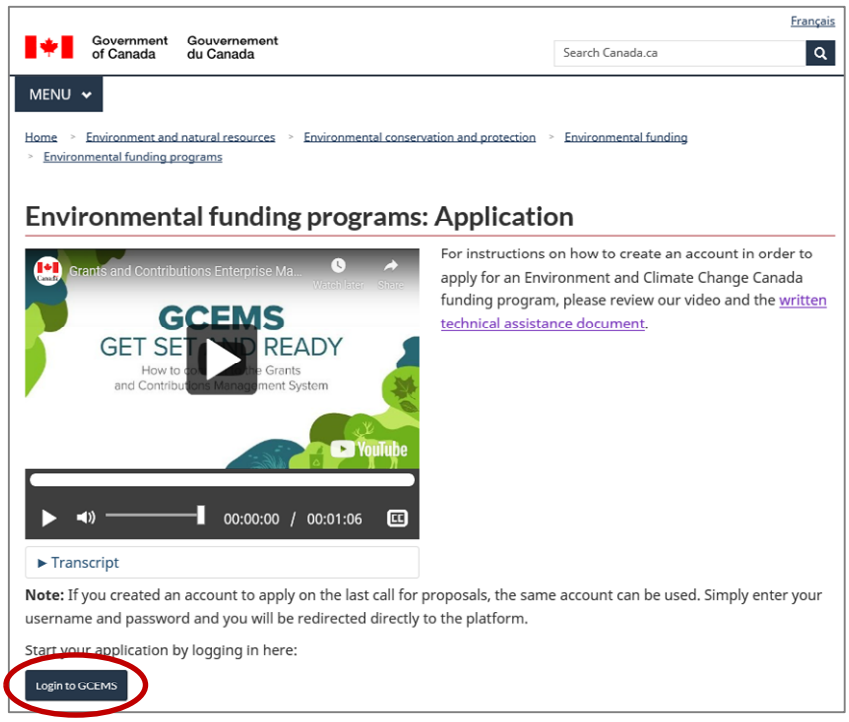
Grants and Contributions Enterprise Management System (GCEMS)

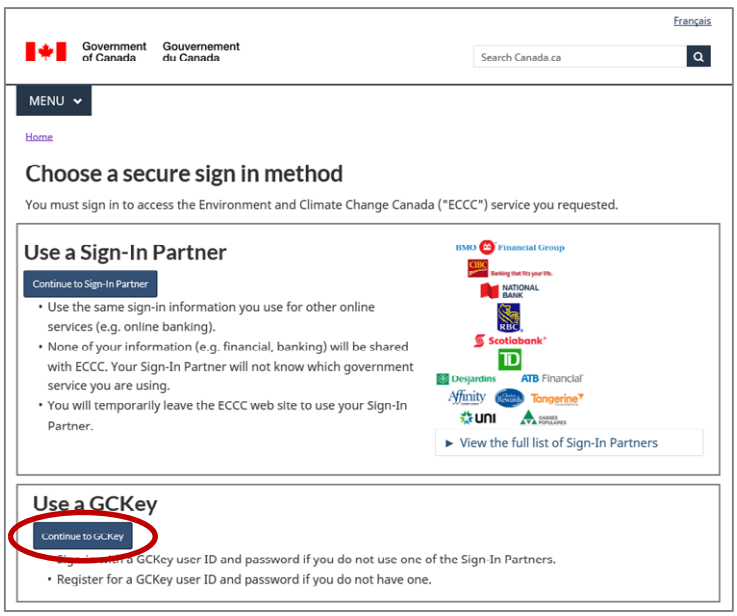
GCKey Authentication Process

Technical Assistance

1. Click on **Login to GCEMS**.

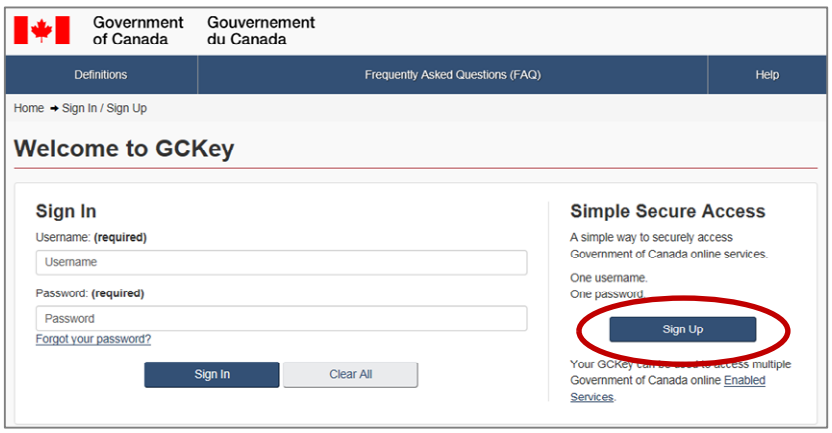


2. Click on **Continue to GCKey**.

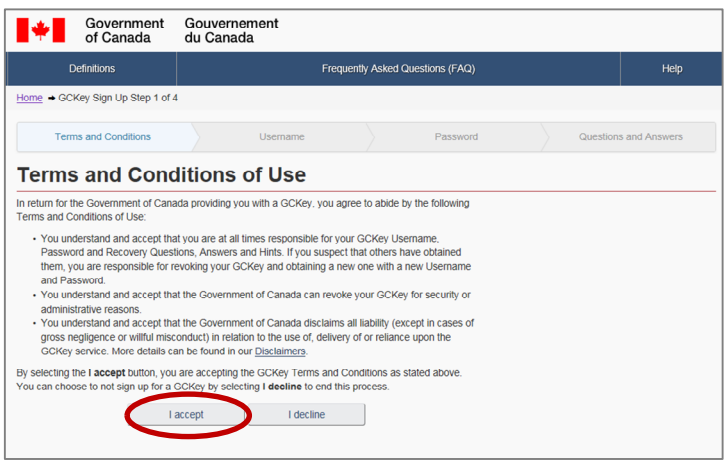


3. The following window will appear *(does not appear using some browsers. The language selection will be triggered by your computer personal settings)*. From this window, select the language of your choice.

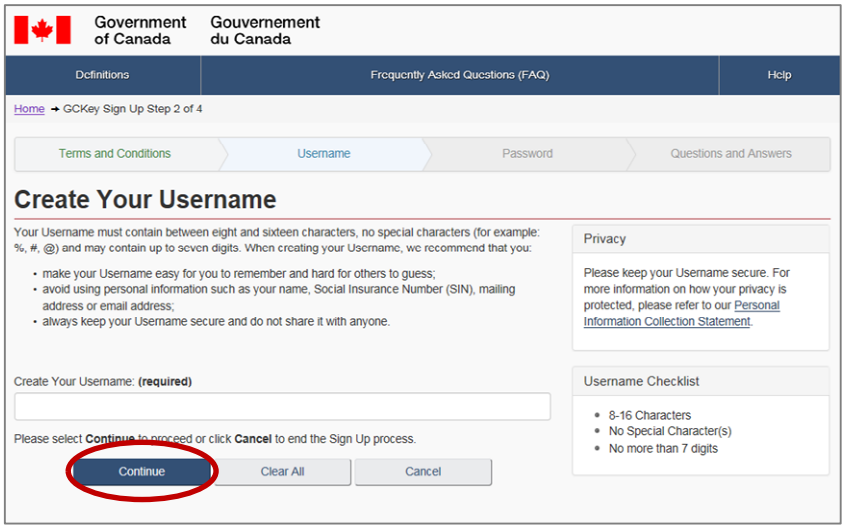
4. The **Welcome to GCKey** Window will appear. From this window, select **Sign Up** to create a secure access account. (If you already have a user name and password, enter the information in the required field and select **Sign In**).



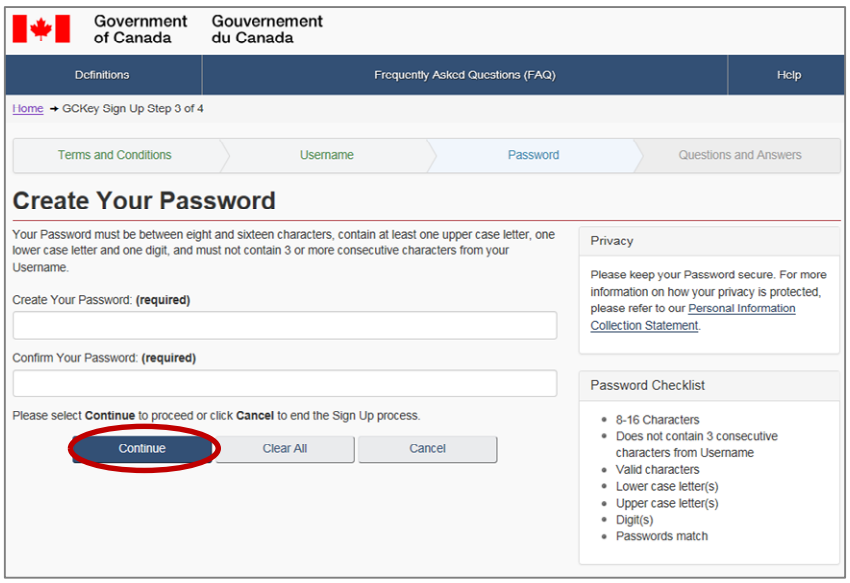
5. The following window will appear. Click on **I accept**.



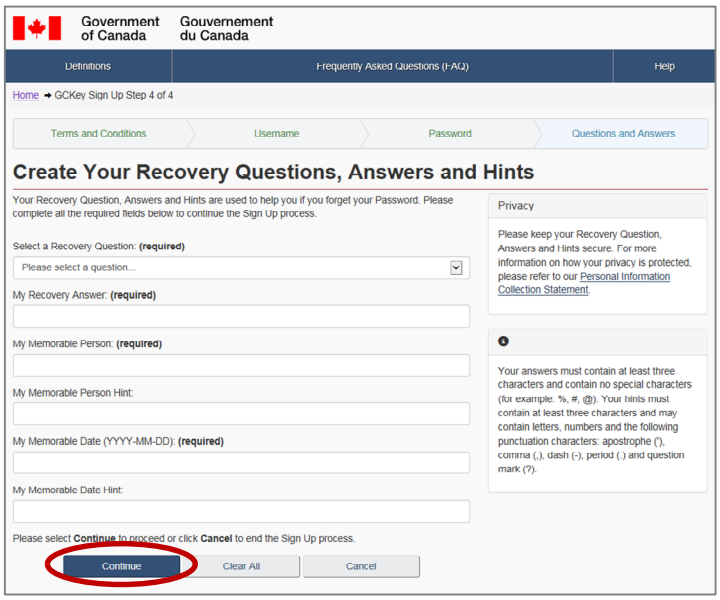
6. Create your username and click on **Continue**.



7. **Create** and **Confirm** your password and click on **Continue**.

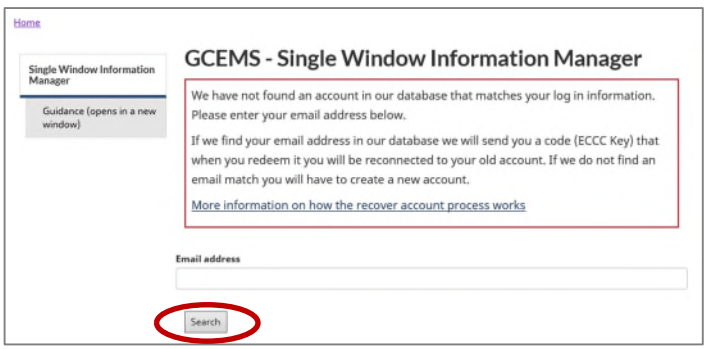


8. The **Create Your Recovery Questions, Answers and Hints** window will appear. Complete the required fields. These questions are useful in a situation where you forget your password. Click on **Continue**.

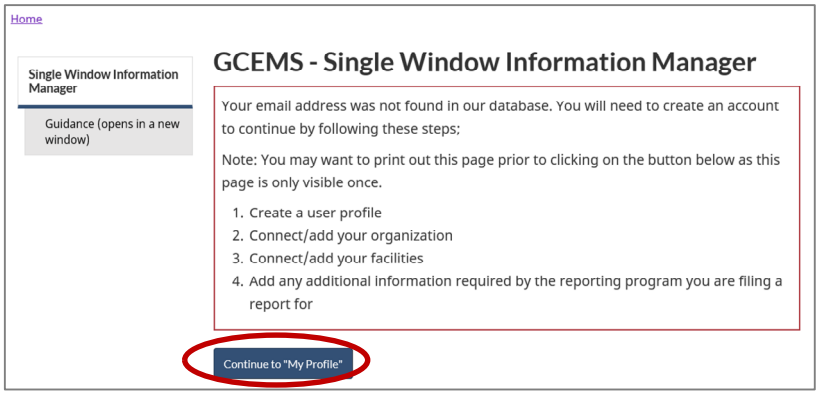


9. The system will generate a confirmation message containing your username. Click on **Continue** to go on to the next phase of the authentication.

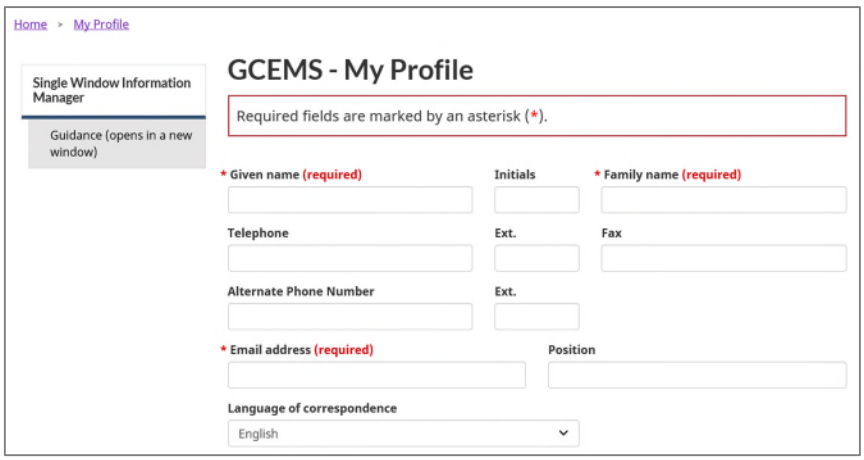
10. The following window will appear. In the field **Email address**, enter the information and select **Search**.



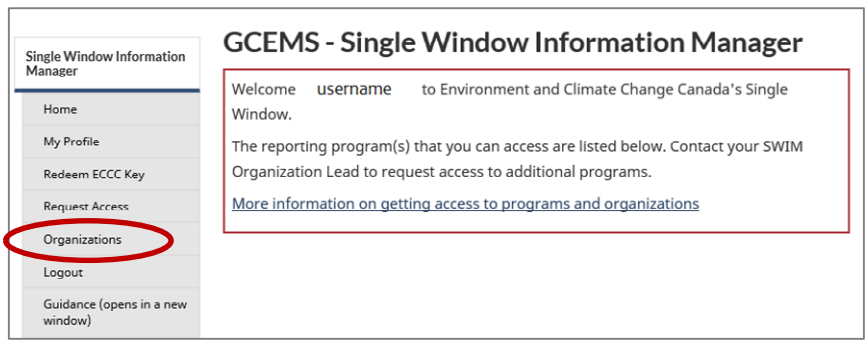
11. The following window will appear. From this window, select **Continue to "My Profile"**.



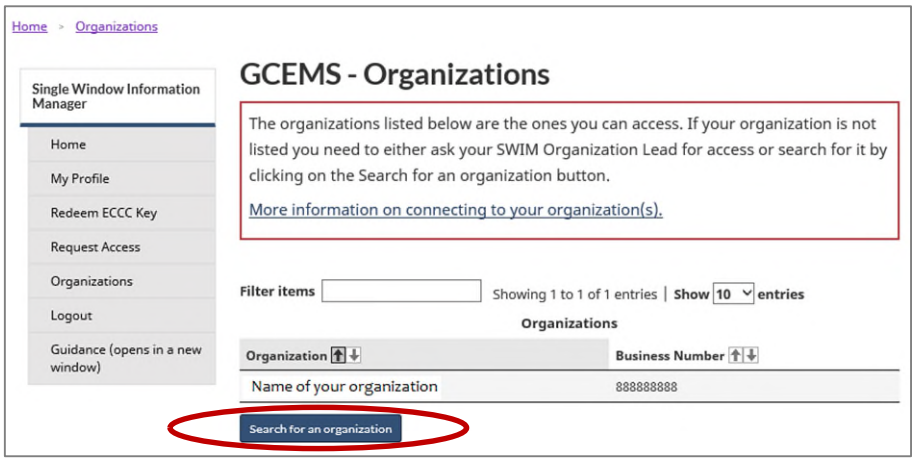
12. The **GCEMS – My Profile** page will open. Complete all mandatory * fields (top portion of the screen only). Confirm the information by selecting **Save** at the bottom of the screen.



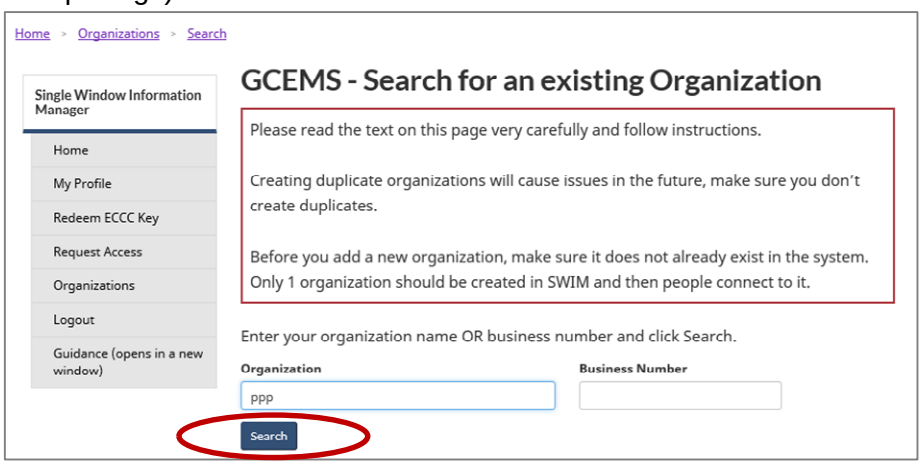
13. The **GCEMS – Single Window Information Manager** will appear. From the left side menu, select **Organizations**.



14. The organization(s) listed in the **Organization column** are the ones you have access to. If the organization is not listed, select the **Search for an organization** action button.

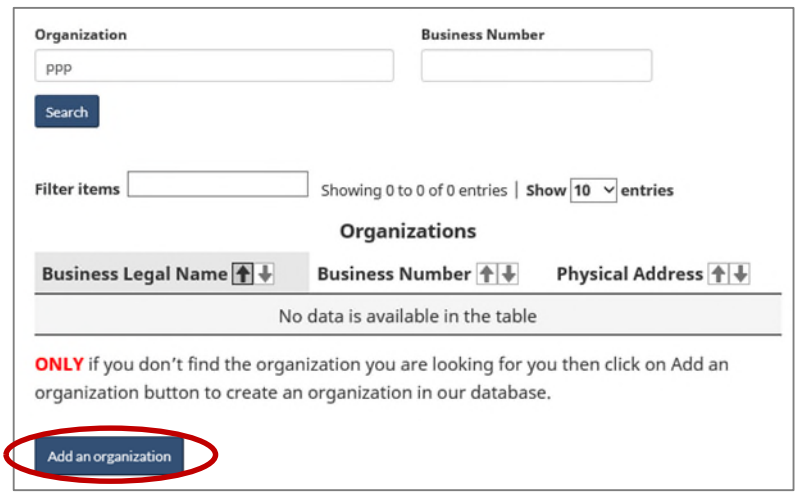


15. The **GCEMS – Search for an existing Organization** window will appear. In the **Organization** field, enter the name of the organization and click on **Search**. (Try multiple spellings).

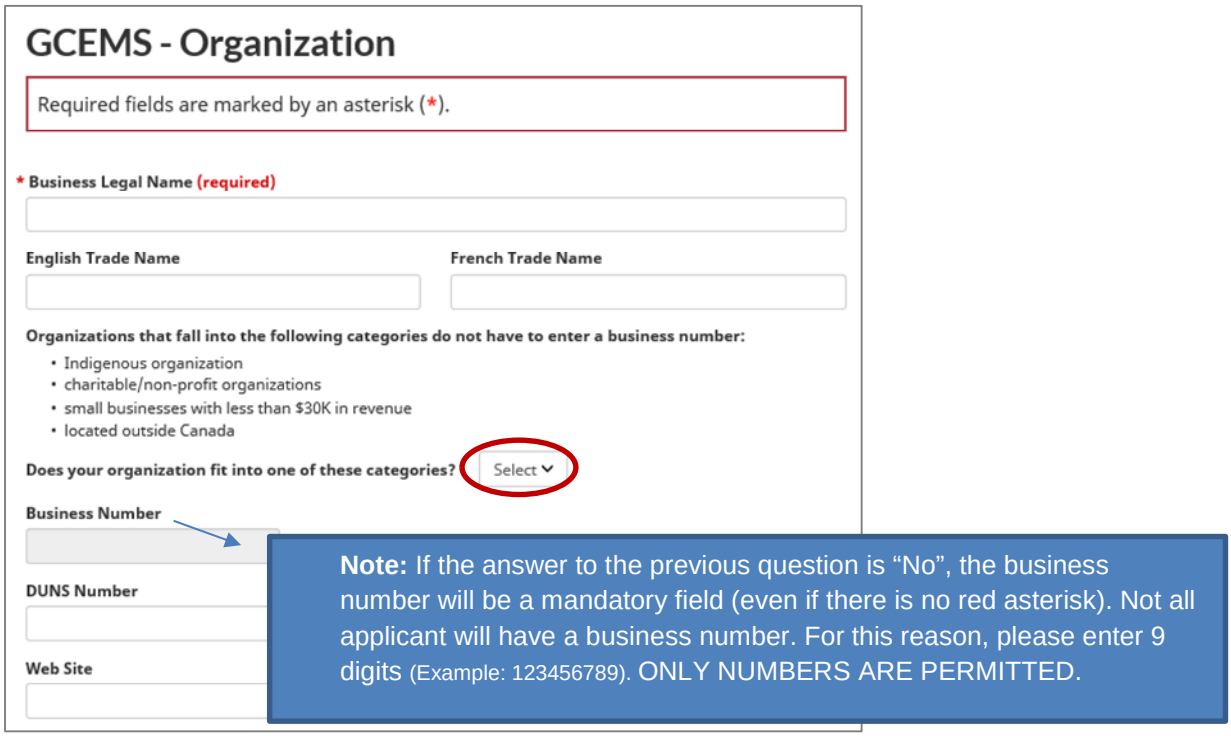


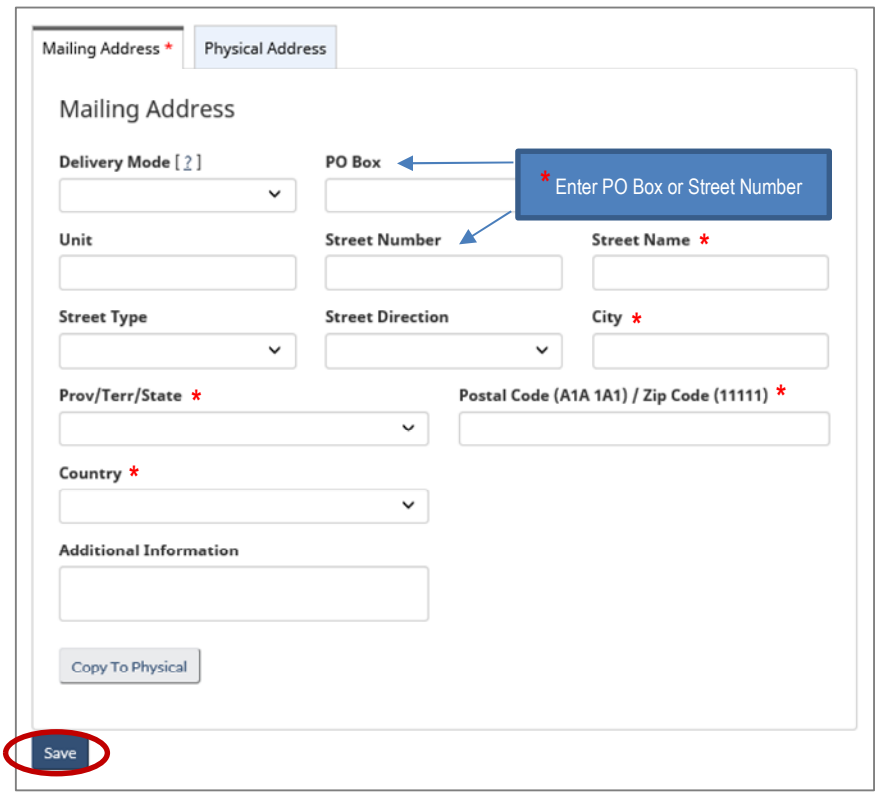
If your organization does not exist in our database, it will need to be created. If this is the situation, continue to Step 16. If your organization exists in our database, please go to step 21.

16. Below is an example of when the organization <u>does not exist</u> in our database <u>(Scenario no 1)</u>. From this window, select **Add an organization**.

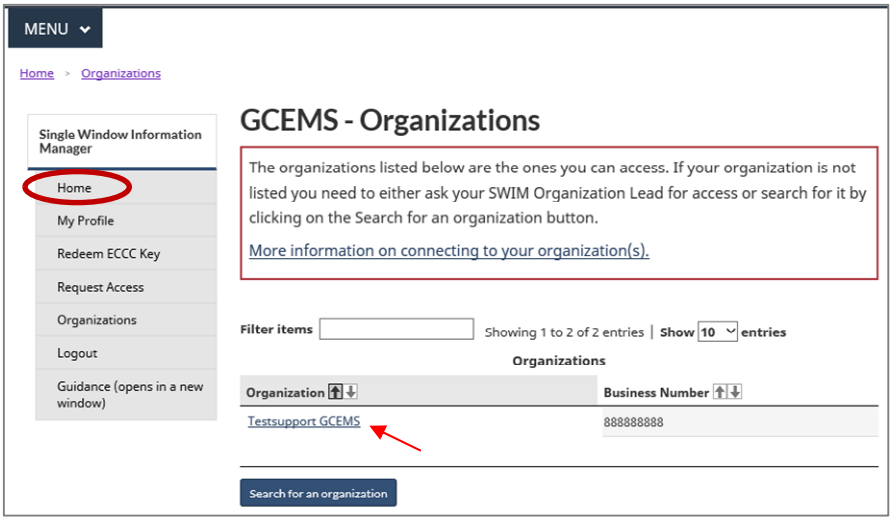


17. Fill in the mandatory field (marked with a red star), including the website (if applicable) and the postal address. Click on **Save**.

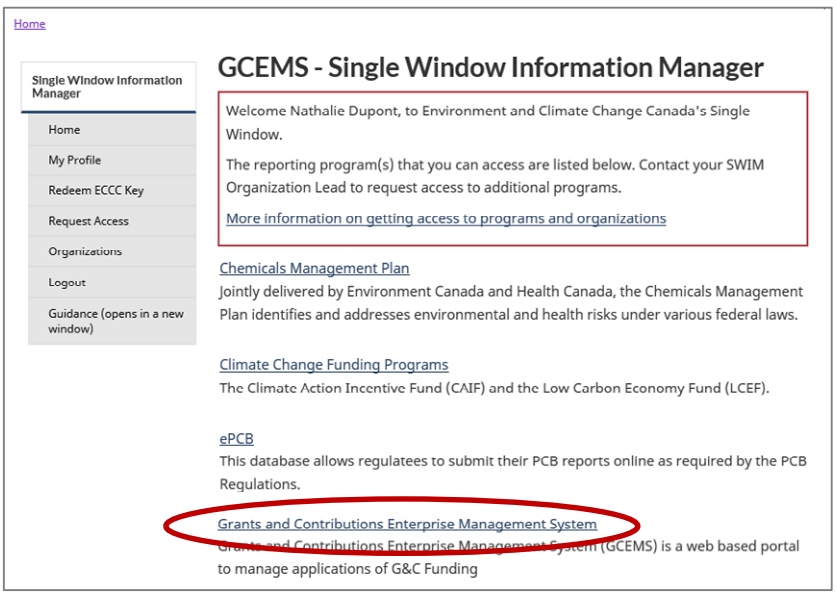




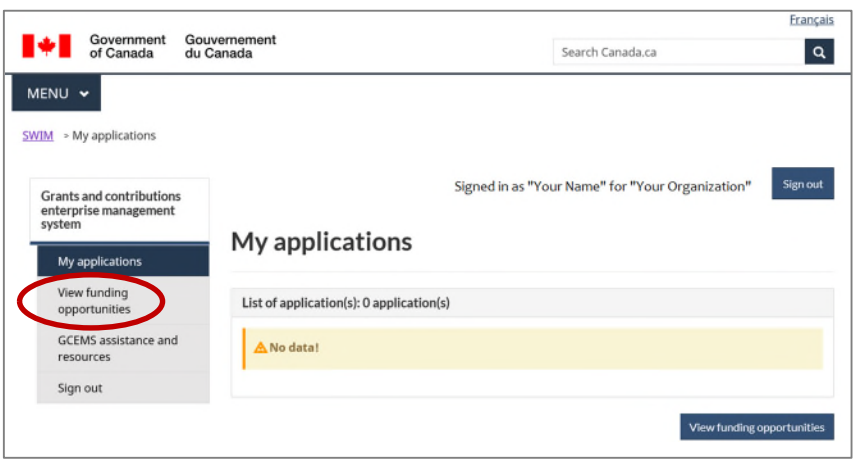
18. After saving the information, the organization is created. The name of the organization will be listed as per example below. Click on **Home** on the left side menu.



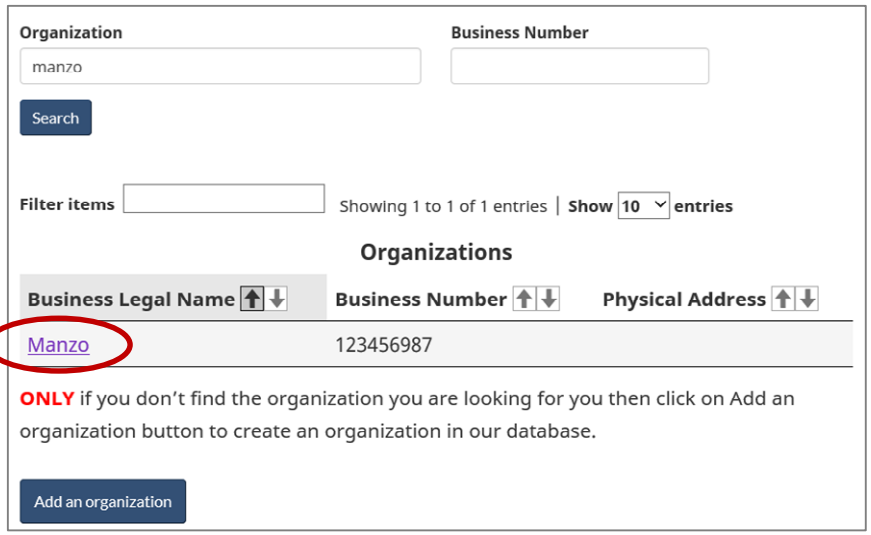
19. The **GCEMS – Single Window Information Manager** window will appear. Select **Grants and Contribution Enterprise Management System.**



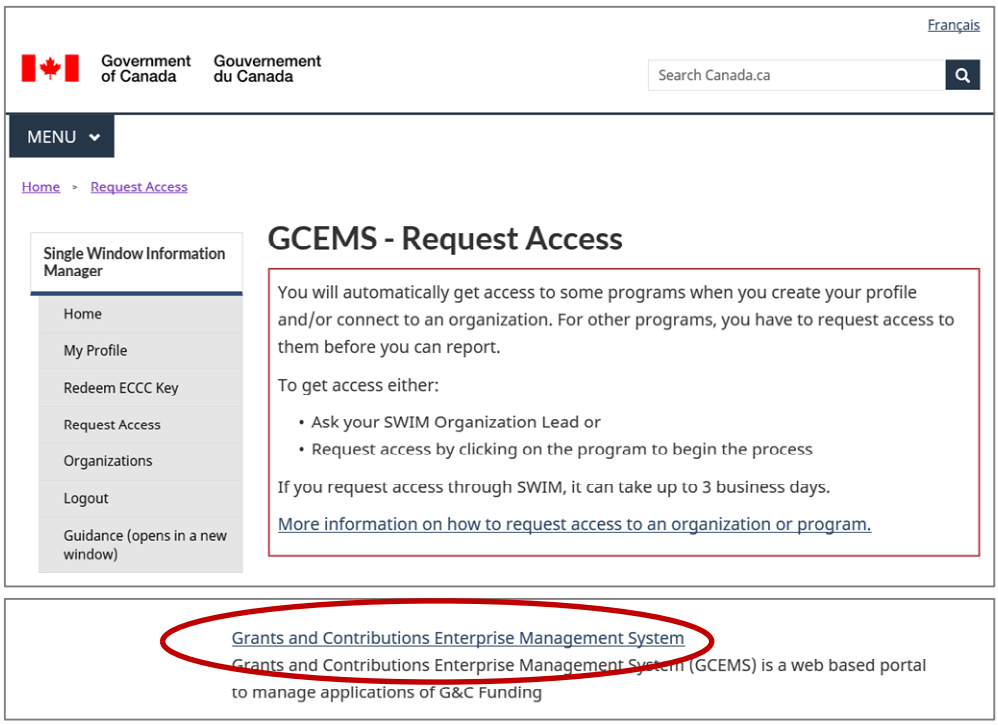
20. You are now connected to GCEMS and you are representing your organization. You are ready. Select **View Funding Opportunities** on the left side menu and select the opportunity.



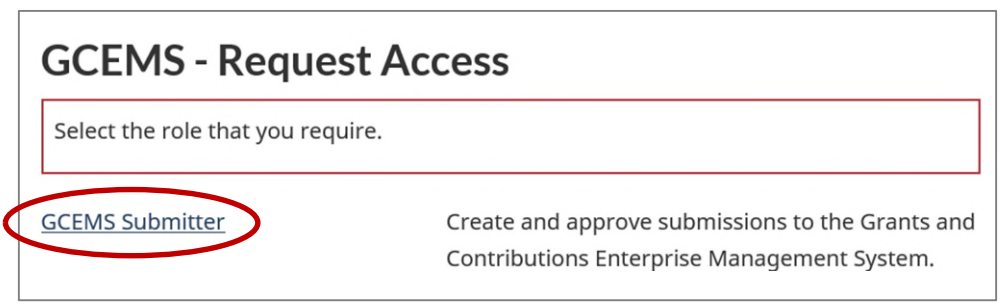
21. Your organization exists in the system (Scenario no 2) **…** Select your organization. If your organization does not appear, refer to Step 16.



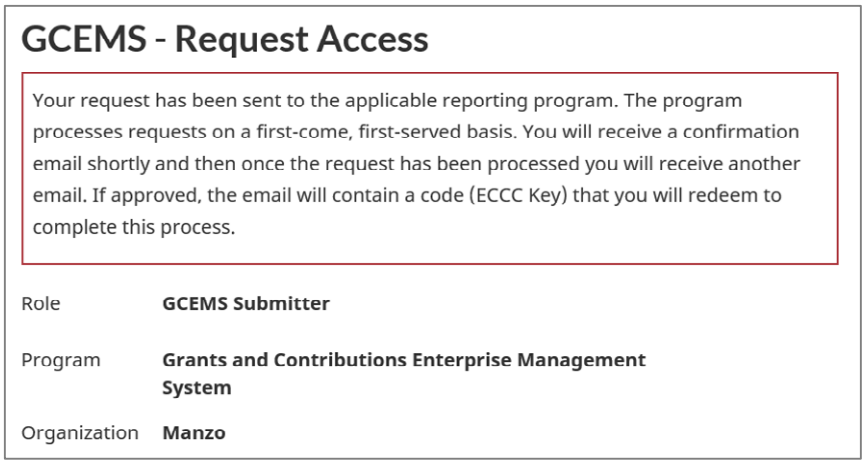
22. The **GCEMS – Request Access** window will appear. Scroll down to select the Grants and Contributions Enterprise Management System.



23. In the following window, select **GCEMS Submitter**.

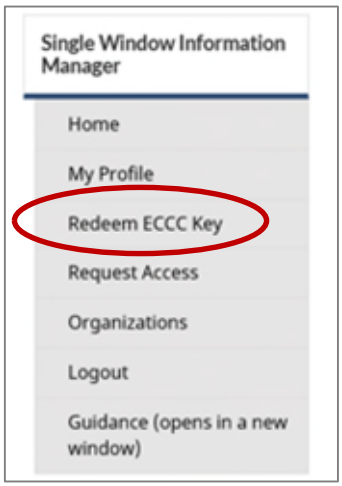


24. After selecting **GCEMS Submitter**, the system will confirm that your request has been successfully sent for system access.

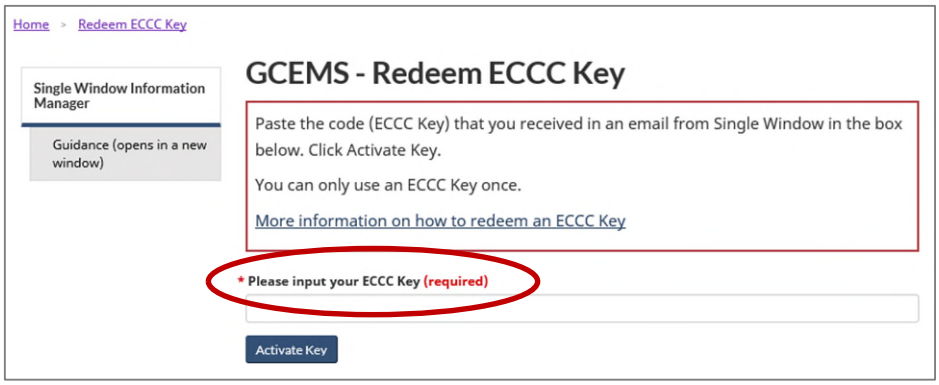


25. You have successfully requested access to an organization. You will receive a **Request Access** email. When access has been granted to the organization, you will receive an email confirmation including your **ECCC Key** (as per below).

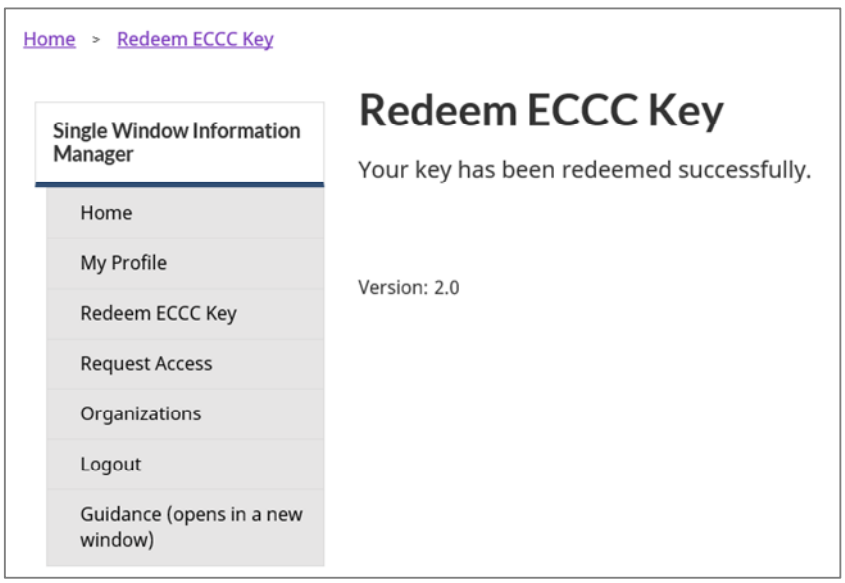
26. When you have received your confirmation email containing your ECCC Key, open GCEMS (using **GCKey)**. On the **Single Window Information Manager** page, select **Redeem ECCC Key**.



27. Enter or copy and paste the unique code (including dashes (–)) into the box labelled **Please input your ECCC Key**. Confirm by selecting **Activate Key**.

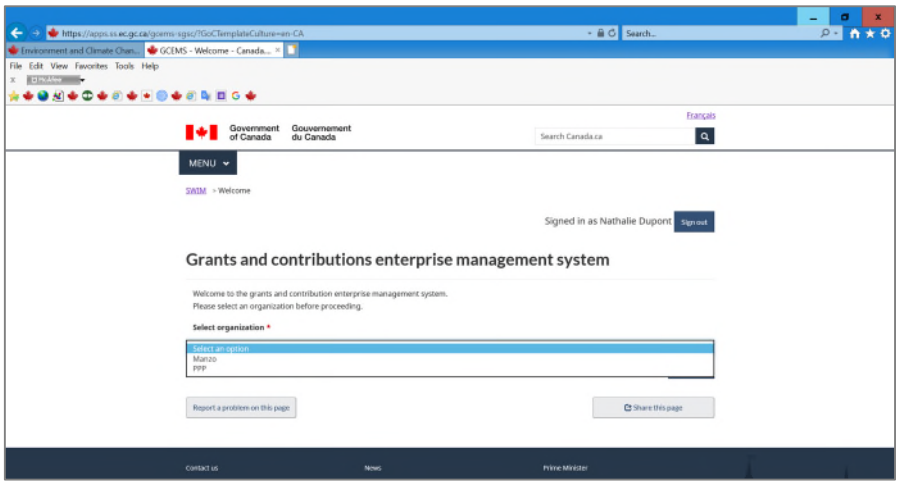


28. You have successfully redeemed your **ECCC Key**.

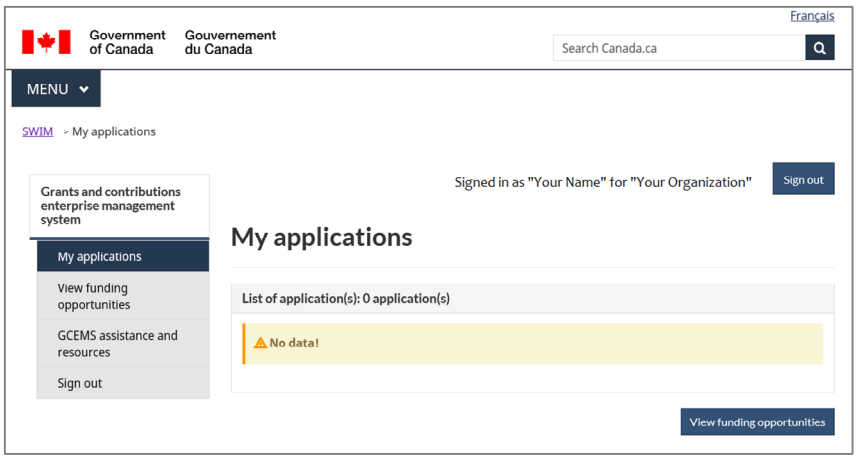


29. Select **Home.** From the **Single Window Information Manager** window, scroll down and select **Grants and Contributions Enterprise Management System**.

30. When users are representing more than one (1) organization, the system will display a drop down list to select the organization.



31. When users are representing only one (1) organization, **My applications** page will open automatically.



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