

Grants and Contributions Enterprise Management System (GCEMS)

Technical Assistance



Environnement et
Changement climatique Canada

Environment and
Climate Change Canada

Canada

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Aussi disponible en français

Grants and Contributions Enterprise Management System (GCEMS)

GCKey Authentication Process

Technical Assistance

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

The screenshot shows the Government of Canada website. The breadcrumb trail is: Home > Environment and natural resources > Environmental conservation and protection > Environmental funding > Environmental funding programs. The main heading is "Environmental funding programs: Application". Below this is a video player with the title "GCEMS GET SET READY" and a play button. To the right of the video, there is text: "For instructions on how to create an account in order to apply for an Environment and Climate Change Canada funding program, please review our video and the [written technical assistance document](#)." Below the video player, there is a "Transcript" link. A "Note" states: "If you created an account to apply on the last call for proposals, the same account can be used. Simply enter your username and password and you will be redirected directly to the platform." Below the note, it says "Start your application by logging in here:" and a button labeled "Login to GCEMS" is circled in red.

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

The screenshot shows the "Choose a secure sign in method" page. It states: "You must sign in to access the Environment and Climate Change Canada ("ECCC") service you requested." There are two main sections: "Use a Sign-In Partner" and "Use a GCKey". The "Use a Sign-In Partner" section includes a "Continue to Sign-In Partner" button and a list of partners: BMO Financial Group, CIBC, NATIONAL BANK, RBC, Scotiabank, Desjardins, Affinity, uni, ATB Financial, and Tangerine. A link "View the full list of Sign-In Partners" is also present. The "Use a GCKey" section includes a "Continue to GCKey" button, which is circled in red, and text: "Sign in with a GCKey user ID and password if you do not use one of the Sign-In Partners." and "Register for a GCKey user ID and password if you do not have one."

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**).

A screenshot of the "Welcome to GCKey" page. At the top is the Government of Canada logo and navigation links for "Definitions", "Frequently Asked Questions (FAQ)", and "Help". Below the navigation is a breadcrumb trail: "Home -> Sign In / Sign Up". The main heading is "Welcome to GCKey". On the left, under "Sign In", there are input fields for "Username: (required)" and "Password: (required)", a "Forgot your password?" link, and "Sign In" and "Clear All" buttons. On the right, under "Simple Secure Access", there is a description of the service and a "Sign Up" button circled in red. Below the "Sign Up" button, there is a note: "Your GCKey can be used to access multiple Government of Canada online Enabled Services."

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

A screenshot of the "Terms and Conditions of Use" page. At the top is the Government of Canada logo and navigation links for "Definitions", "Frequently Asked Questions (FAQ)", and "Help". Below the navigation is a breadcrumb trail: "Home -> GCKey Sign Up Step 1 of 4". A progress bar shows four steps: "Terms and Conditions" (highlighted), "Username", "Password", and "Questions and Answers". The main heading is "Terms and Conditions of Use". Below the heading, there is a paragraph: "In return for the Government of Canada providing you with a GCKey, you agree to abide by the following Terms and Conditions of Use:". This is followed by a bulleted list of terms and conditions. Below the list, there is a paragraph: "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." At the bottom, there are two buttons: "I accept" (circled in red) and "I decline".

6. 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

7. Create and Confirm 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

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**.

The screenshot shows the 'Create Your Recovery Questions, Answers and Hints' form. At the top, there is a navigation bar with 'Definitions', 'Frequently Asked Questions (FAQ)', and 'Help'. Below this, a breadcrumb trail reads 'Home → GCKey Sign Up Step 4 of 4'. A progress indicator shows 'Terms and Conditions', 'Username', 'Password', and 'Questions and Answers', with 'Questions and Answers' being the current step. The main heading is 'Create Your Recovery Questions, Answers and Hints'. Below this, a sub-heading states: 'Your Recovery Question, Answers and Hints are used to help you if you forget your Password. Please complete all the required fields below to continue the Sign Up process.' The form contains several input fields: 'Select a Recovery Question: (required)' with a dropdown menu, 'My Recovery Answer: (required)', 'My Memorable Person: (required)', 'My Memorable Person Hint:', 'My Memorable Date (YYYY-MM-DD): (required)', and 'My Memorable Date Hint:'. To the right, there is a 'Privacy' section with text: 'Please keep your Recovery Question, Answers and Hints secure. For more information on how your privacy is protected, please refer to our [Personal Information Collection Statement](#).' Below the form, there is a message: 'Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.' The 'Continue' button is circled in red.

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

The screenshot shows the 'GCKey Sign Up Complete' confirmation message. At the top, there is a navigation bar with 'Definitions', 'Frequently Asked Questions (FAQ)', and 'Help'. Below this, a breadcrumb trail reads 'Home → GCKey Sign Up Complete'. The main heading is 'GCKey Sign Up Complete'. Below this, a sub-heading states: 'You have successfully created your GCKey. Your Username is:'. Below this, there is a message: 'Please select **Continue** to leave the GCKey service and return to the Government of Canada online service.' The 'Continue' button is circled in red. To the right, there is a 'Privacy' section with text: 'Please keep your Username secure. For more information on how your privacy is protected, please refer to our [Personal Information Collection Statement](#).'

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

The screenshot shows the 'GCEMS - Single Window Information Manager' search form. At the top, there is a navigation bar with 'Definitions', 'Frequently Asked Questions (FAQ)', and 'Help'. Below this, a breadcrumb trail reads 'Home → GCKey Sign Up Complete'. The main heading is 'GCEMS - Single Window Information Manager'. Below this, a sub-heading states: '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. [More information on how the recover account process works](#)'. Below this, there is an input field for 'Email address' and a 'Search' button. The 'Search' button is circled in red.

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

Home

Single Window Information Manager

Guidance (opens in a new window)

GCEMS - Single Window Information Manager

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

[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.

Home > My Profile

Single Window Information Manager

Guidance (opens in a new window)

GCEMS - My Profile

Required fields are marked by an asterisk (*).

* Given name (required) Initials * Family name (required)

Telephone Ext. Fax

Alternate Phone Number Ext.

* Email address (required) Position

Language of correspondence
English

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

Single Window Information Manager

Home

My Profile

Redeem ECC Key

Request Access

Organizations

Logout

Guidance (opens in a new window)

GCEMS - Single Window Information Manager

Welcome username to Environment and Climate Change Canada's Single Window.

The reporting program(s) that you can access are listed below. Contact your SWIM Organization Lead to request access to additional programs.

[More information on getting access to programs and 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.

Home > Organizations

GCEMS - Organizations

The organizations listed below are the ones you can access. If your organization is not listed you need to either ask your SWIM Organization Lead for access or search for it by clicking on the Search for an organization button.

[More information on connecting to your organization\(s\).](#)

Filter items Showing 1 to 1 of 1 entries | Show 10 entries

Organization	Business Number
Name of your organization	888888888

[Search for an organization](#)

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).

Home > Organizations > Search

GCEMS - Search for an existing Organization

Please read the text on this page very carefully and follow instructions.

Creating duplicate organizations will cause issues in the future, make sure you don't create duplicates.

Before you add a new organization, make sure it does not already exist in the system. Only 1 organization should be created in SWIM and then people connect to it.

Enter your organization name OR business number and click Search.

Organization Business Number

[Search](#)



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 does not exist in our database (Scenario no 1). From this window, select **Add an organization**.

Organization Business Number

[Search](#)

Filter items Showing 0 to 0 of 0 entries | Show 10 entries

Business Legal Name	Business Number	Physical Address
No data is available in the table		

ONLY if you don't find the organization you are looking for you then click on Add an organization button to create an organization in our database.

[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**.

GCEMS - Organization

Required fields are marked by an asterisk (*).

* Business Legal Name (required)

English Trade Name French Trade Name

Organizations that fall into the following categories do not have to enter a business number:

- Indigenous organization
- charitable/non-profit organizations
- small businesses with less than \$30K in revenue
- located outside Canada

Does your organization fit into one of these categories?

Business Number

DUNS Number

Web Site

Note: If the answer to the previous question is "No", the business number will be a mandatory field (even if there is no red asterisk). Not all applicant will have a business number. For this reason, please enter 9 digits (Example: 123456789). ONLY NUMBERS ARE PERMITTED.

Mailing Address *

Mailing Address

Delivery Mode [2]

Unit Street Number Street Name *

Street Type City *

Prov/Terr/State *

Country *

Additional Information

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.

GCEMS - Organizations

The organizations listed below are the ones you can access. If your organization is not listed you need to either ask your SWIM Organization Lead for access or search for it by clicking on the Search for an organization button.

[More information on connecting to your organization\(s\).](#)

Filter items Showing 1 to 2 of 2 entries | Show **10** entries

Organization	Business Number
Testsupport GCEMS	888888888

[Search for an organization](#)

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

GCEMS - Single Window Information Manager

Welcome Nathalie Dupont, to Environment and Climate Change Canada's Single Window.

The reporting program(s) that you can access are listed below. Contact your SWIM Organization Lead to request access to additional programs.

[More information on getting access to programs and organizations](#)

[Chemicals Management Plan](#)
Jointly delivered by Environment Canada and Health Canada, the Chemicals Management Plan identifies and addresses environmental and health risks under various federal laws.

[Climate Change Funding Programs](#)
The Climate Action Incentive Fund (CAIF) and the Low Carbon Economy Fund (LCEF).

[ePCB](#)
This database allows regulatees to submit their PCB reports online as required by the PCB Regulations.

[Grants and Contributions Enterprise Management System](#)
Grants and Contributions Enterprise Management System (GCEMS) is a web based portal to manage applications of G&C Funding

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.

My applications

List of application(s): 0 application(s)

No data!

[View funding opportunities](#)

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

Organization Business Number

Filter items Showing 1 to 1 of 1 entries | Show entries

Organizations

Business Legal Name <input type="button" value="↑"/> <input type="button" value="↓"/>	Business Number <input type="button" value="↑"/> <input type="button" value="↓"/>	Physical Address <input type="button" value="↑"/> <input type="button" value="↓"/>
Manzo	123456987	

ONLY if you don't find the organization you are looking for you then click on Add an organization button to create an organization in our database.

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

Government of Canada / Gouvernement du Canada

Home > [Request Access](#)

GCEMS - Request Access

You will automatically get access to some programs when you create your profile and/or connect to an organization. For other programs, you have to request access to them before you can report.

To get access either:

- Ask your SWIM Organization Lead or
- Request access by clicking on the program to begin the process

If you request access through SWIM, it can take up to 3 business days.

[More information on how to request access to an organization or program.](#)

[Grants and Contributions Enterprise Management System](#)

Grants and Contributions Enterprise Management System (GCEMS) is a web based portal to manage applications of G&C Funding

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

GCEMS - Request Access

Select the role that you require.

[GCEMS Submitter](#)

Create and approve submissions to the Grants and Contributions Enterprise Management System.

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

GCEMS - Request Access


Your request has been sent to the applicable reporting program. The program processes requests on a first-come, first-served basis. You will receive a confirmation email shortly and then once the request has been processed you will receive another email. If approved, the email will contain a code (ECCC Key) that you will redeem to complete this process.

Role **GCEMS Submitter**

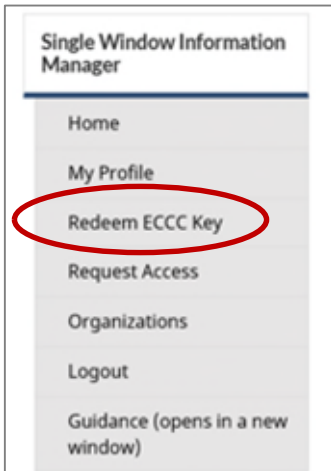
Program **Grants and Contributions Enterprise Management System**

Organization **Manzo**

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).

 Guichet unique d'Environnement et Changement climatique Canada	Environment and Climate Change Canada's Single Window
Accès autorisé	Access Granted
<small>Votre demande d'accès à l'application : Système de gestion d'entreprise de subventions et contributions en tant que Soumissionnaire SGSC pour Manzo et ses installations a été approuvée.</small>	<small>Your request for access to the application: Grants and Contributions Enterprise Management System as a GCEMS Submitter for Manzo and its facilities has been approved.</small>
<small>Pour compléter cette demande d'accès, veuillez ouvrir une session sur le site du Guichet unique d'Environnement et Changement climatique Canada (https://ec.gc.ca) avec le nom d'utilisateur et le mot de passe que vous avez utilisés pour demander l'accès, puis cliquez sur l'onglet « Soumettre votre clé d'accès ECCC », dans le menu à gauche de l'écran.</small>	<small>To complete the access request, log in to Environment and Climate Change Canada's Single Window (https://ec.gc.ca) with the username and password you used to request access, and click on the "Redeem ECCC Key" tab on the left side of the screen.</small>
<small>Saisissez ou copiez-collez le code unique ci-dessous (y compris les tirets [-]) dans la case intitulée « Veuillez entrer votre clé d'ECCC ».</small>	<small>Enter or copy and paste the following unique code (including dashes [-]) into the box labelled "Please input your ECCC Key".</small>
<small>Prière de ne pas répondre à ce courriel.</small>	<small>Please do not reply to this email</small>
<input type="text"/>	<input type="text" value="496444f4-5204-442a-8462-8dd05dc468ac"/>
<small>Guichet unique d'Environnement et Changement climatique Canada ec.gcu-swim.ec@canada.ca 351 boul. St-Joseph Gatineau (Québec) K1A 0H3 Environnement et Changement climatique Canada</small>	<small>Environment and Climate Change Canada's Single Window ec.gcu-swim.ec@canada.ca 351 St-Joseph Boulevard Gatineau QC K1A 0H3 Environment and Climate Change Canada</small>

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**.



Single Window Information Manager

- Home
- My Profile
- Redeem ECCC Key**
- Request Access
- Organizations
- Logout
- Guidance (opens in a new window)

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**.

Home > Redeem ECCC Key

Single Window Information Manager

Guidance (opens in a new window)

GCEMS - Redeem ECCC Key

Paste the code (ECCC Key) that you received in an email from Single Window in the box below. Click Activate Key.

You can only use an ECCC Key once.

[More information on how to redeem an ECCC Key](#)

* Please input your ECCC Key (required)

Activate Key

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

Home > Redeem ECCC Key

Redeem ECCC Key

Your key has been redeemed successfully.

Version: 2.0

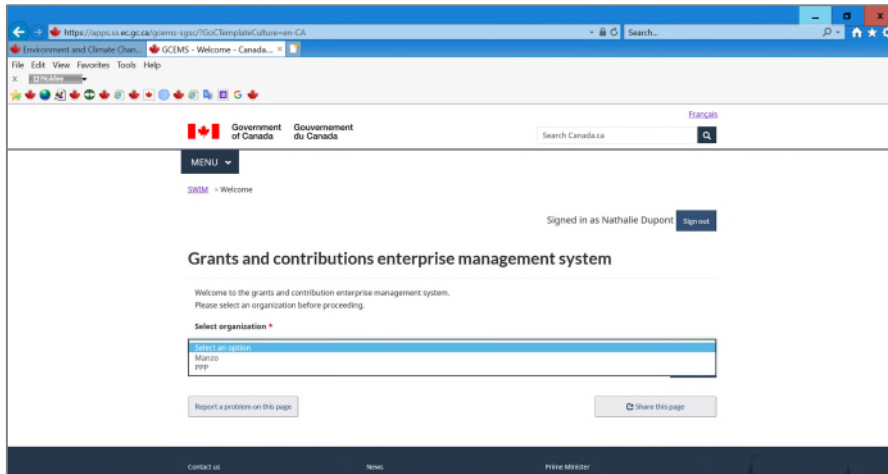
Single Window Information Manager

- Home
- My Profile
- Redeem ECCC Key
- Request Access
- Organizations
- Logout
- Guidance (opens in a new window)

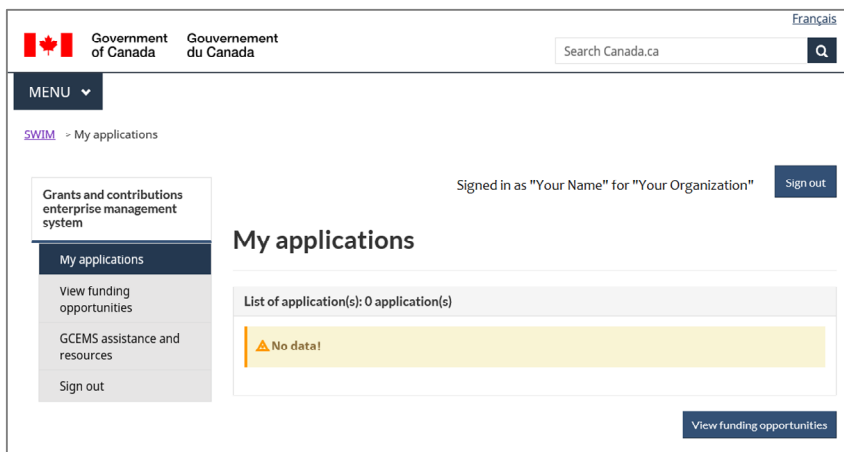
29. Select **Home**. From the **Single Window Information Manager** window, scroll down and select **Grants and Contributions Enterprise Management System**.

[Grants and Contributions Enterprise Management System](#)
Grants and Contributions Enterprise Management System (GCEMS) is a web based portal to manage applications of G&C Funding

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.



For assistance, please contact ec.sgesc-gcems-sgesc-gcems.ec@canada.ca