

funding for futures



Help
Guide

for Employers

Introduction to the new website

Create an Account

- Set up organization information
- Account credentials
- Direct deposit information
- Signing authorities and admins
- Navigating the dashboard

Apply for Funding

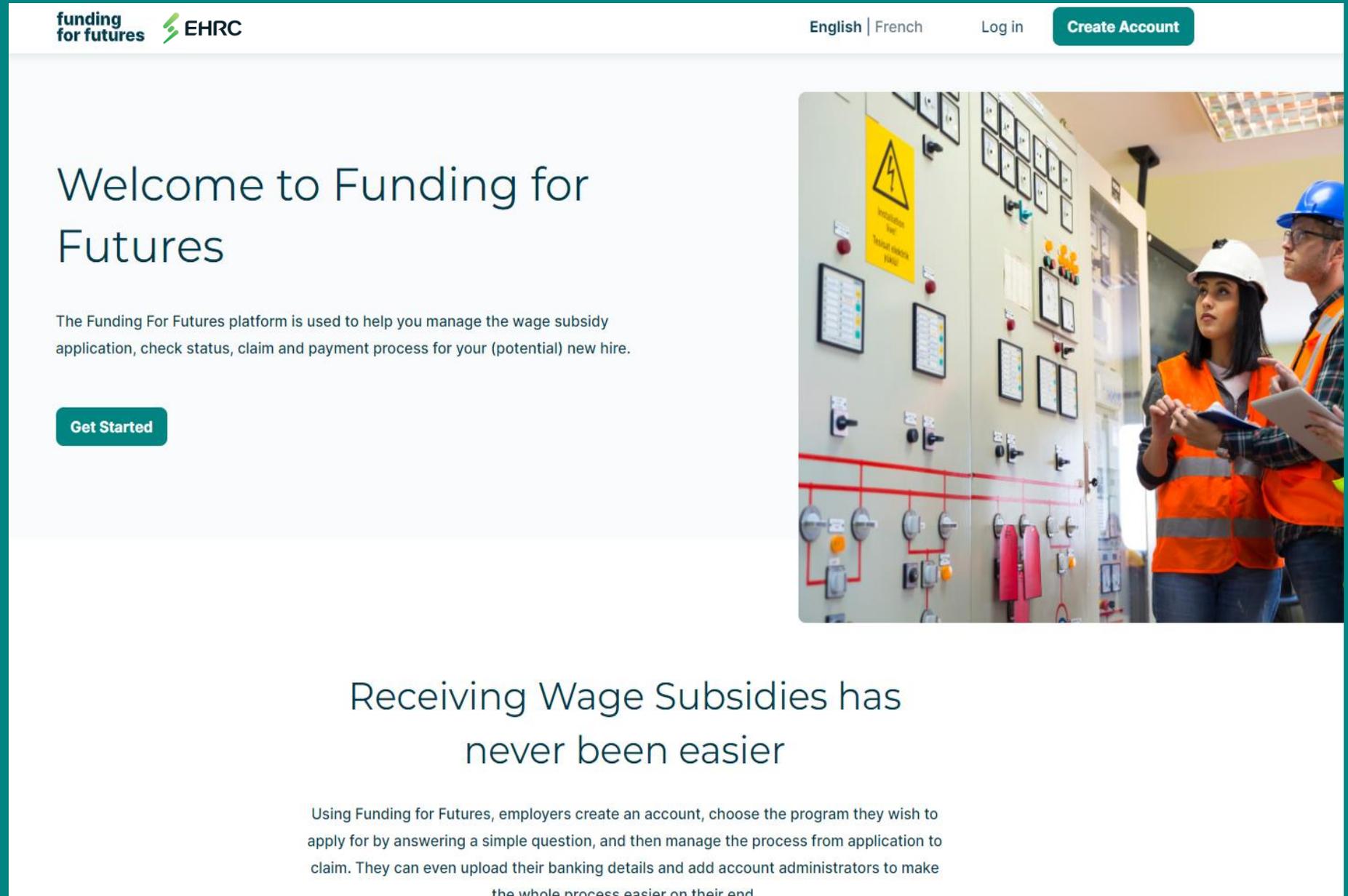
- Easy application process changes
- Applying for multiple positions
- Participant information

Submitting Claims

- Status of applications and placements
- Monthly claim submissions
- Remittance statements and edits

End of Placement

- Placement survey



The screenshot shows the homepage of the 'funding for futures' website. At the top left is the logo for 'funding for futures' and 'EHRC'. At the top right are links for 'English | French', 'Log in', and a 'Create Account' button. The main heading is 'Welcome to Funding for Futures'. Below this is a paragraph: 'The Funding For Futures platform is used to help you manage the wage subsidy application, check status, claim and payment process for your (potential) new hire.' A 'Get Started' button is positioned below the paragraph. To the right of the text is a photograph of two construction workers in safety vests and hard hats looking at a tablet. Below the photograph is the heading 'Receiving Wage Subsidies has never been easier' and a paragraph: 'Using Funding for Futures, employers create an account, choose the program they wish to apply for by answering a simple question, and then manage the process from application to claim. They can even upload their banking details and add account administrators to make the whole process easier on their end.'

Welcome to Funding for Futures

The Funding For Futures platform is used to help you manage the wage subsidy application, check status, claim and payment process for your (potential) new hire.

Get Started



Receiving Wage Subsidies has never been easier

Using Funding for Futures, employers create an account, choose the program they wish to apply for by answering a simple question, and then manage the process from application to claim. They can even upload their banking details and add account administrators to make the whole process easier on their end.



Organization's Information

Please fill in the information below to create an account for your organization. Please create separate accounts for each organization identity (i.e. if your organization has multiple companies with different bank accounts it would be better to have separate organizational accounts with Funding for Futures). Note that additional administrators can be added to one organizational account after you've finished the registration process.

* Operating name of organization

* Legal name of organization

* Business number of organization

* Organization website



Your Information

We are collecting this information to set you up as an administrator on the organization's account. You can add more admins later if needed.

* First name

* Last name

* Phone number

* Position at organization

* Language preference



Account Credentials

Provide the email address and password you will use to login to your account. Additional admins will have their own credentials to the same account and for account tracking purposes this is the recommended approach to account management.

* Email address

* Password

Please use a minimum of 8 characters.

Create an Account

- Everything marked with an asterisk is mandatory information.
- Please input your information as an admin on the account.
- You will be able to add more administrators from your organization to give them access to the account once the account set up is complete.
- You can set yourself, or a fellow admin as the primary admin for your organization.
- When you add multiple admins, the platform will automatically send them an email notification.
- Make sure that you use your email address associated with your organization.

if your organization has multiple financial entities, you will need to create multiple accounts with separate email addresses.



Direct Deposit

We are collecting this information so that when claims are received we can issue payment to your organization via electronic funds transfer (EFT).

You can skip and do later.

* Branch address

* City

* Province

* Postal code

* Transit number

* Institution number

* Account number

* Void cheque or letter from bank with direct deposit info

Create an Account

- The system will prompt you to input your organization's direct deposit information at the account creation stage. You have the option to skip this step until later.
You will not be able to receive reimbursement without submitting this information.
- Signing authority refers to those individuals at your organization that can validate the contract between you, the participant, and EHRC. You can add multiple signing authorities to your organization's account. Please ensure you add them in the order you want them to sign.



Signing Authority

Please provide the contact details for those with signing authority at your organization. If your placement application is approved, the contract will be sent through DocuSign to the individual(s) indicated below. This is a legally binding agreement between your organization, the participant, and EHRC.

Please add the individuals with signing authority from your organization in the correct signing order. This includes your own information if you have signing authority. Do not add the placement participant's information.

* First name

* Last name

* Phone number

* Email address

Create an Account

- Once you have successfully created your account you will be taken to your organization’s dashboard.
- This is what you will see when you do not have any active placements or applications submitted.
- From here you can view “My Settings” to change organization information, set up direct deposit information, add admins, and apply for funding.
- You will also be able to adjust your own account settings, such as your contact email address or first and last name.
- This is also where you can adjust the primary contact admin for your organization.

The screenshot shows the user interface for 'funding for futures' by EHRC. The user is Jane, an Organization Admin for Energy and Electricity Company, with a contact number of 555-555-5555. The dashboard features three main action cards: 'Direct Deposit', 'Apply for Funding', and 'Add Admins'. The 'Direct Deposit' card explains that claims require a direct deposit and includes a 'Set up Direct Deposit' button. The 'Apply for Funding' card encourages users to apply for various funding programs and includes an 'Apply for Funding' button. The 'Add Admins' card notes that only one account is needed for funding and includes a 'Manage Admins' button. A left sidebar menu contains links for 'My Settings', 'Account Settings', 'Organization Admins', and 'Direct Deposit'. The top navigation bar includes 'Dashboard', 'Placements', 'Claims', and 'My Account'.

Apply for Funding

- Clicking the “Apply for Funding” button on your dashboard will take you to this page.
- You can apply for up to 20 positions that have the same position title and position type; you will need to submit a new application for each position title.

Example: You are hiring 5 marketing co-op students. You are to apply for those 5 students within the same application. If you are hiring 5 marketing co-op students and 3 powerline technicians, you will need to apply for those 5 marketing co-ops on one application and the 3 powerline technicians on a different application.

- If you have applied for wage subsidy funding through EHRC before, this application process will be a little bit different. Instead of searching for the program that matches your new hire’s position and circumstance, you will select one of the three options in the image to the right and *Funding for Futures* will determine the program of eligibility for you.

EHRC

Dashboard Placements Claims

● ○ ○ ○

Apply for Funding

Get started here by applying to Empowering Futures, Discovering Potential, or Welcoming Newcomers.

You can apply for up to 20 positions that have the same position title and position type. Please submit a new application per position title.

• Which response below best describes the participant(s) that will fill the position(s) you are applying for? If you have participants that fit different criteria below then a separate application is required.

- Has moved to Canada within the last 10 years and identifies as a newcomer or immigrant to Canada. (Welcoming Newcomers)
- Registered as a full-time or part-time student at a Canadian post-secondary institution OR is a first-year apprentice in a Red Seal trade. (Empowering Futures)
- Is between 15 and 30 years of age inclusive, and not currently enrolled in secondary or post-secondary studies. (Discovering Potential)



Position Details

You can apply for up to 20 positions that have the same position title and position type. Please submit a new application per position title.

*** Position title**

*** Position type**

Please select one
▼

Position 1 ✖ Remove

*** Anticipated start date**

📅

*** Anticipated end date**

📅

*** Hourly wage** *** Hours per week**

\$

Dashboard

*** Will this position be work from home?**

Yes

No

Hybrid

*** Does this placement include training from a third party contractor to improve skills of your candidate (you may be eligible for additional funding for this training from certain EHRC funding programs)?**

Yes

No

*** Do you have a participant for this position yet?**

Yes

No

*** Participant first name** *** Participant last name**

*** Participant personal email address**

This email will be used to send an eligibility form to the participant. We recommend using the participant's personal email address for this correspondence.

+ Add a position

Apply for Funding

- This is where you will indicate the position title and position type of your placement(s).
- Once you have indicated the title and type, you will only be able to add new positions under the same position title and type.
- Everything with a red asterisk is mandatory information.
- If you have not yet selected your participant, but want to get approval for the placement, you can select no to “Do you have a participant for this position yet?”
- Once you have selected your participant, you will be able to add their first name, last name, and email address in the placement dashboard for your organization.

Jane

Energy and Electricity Company

Organization Admin

555-555-5555

-  My Settings
-  Account Settings
-  Organization Admins
-  Direct Deposit



Placements

Click here to view your placements, and the status of your applications.

[View Placements](#)



Direct Deposit

Before submitting claims for active placements, you will need to set up direct deposit.

[Set up Direct Deposit](#)



Apply for Funding

Get started here by applying to Empowering Futures, Discovering Potential, or Welcoming Newcomers.

[Apply for Funding](#)



Add Admins

The organization only needs one account to apply for funding. Add more admins to have access to the account.

[Manage Admins](#)

Apply for Funding

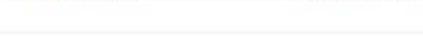
- Your dashboard will have some changes once you've applied for wage subsidy funding.
- The "View Placements" button will take you to a page where you can view how many applications and placements you have under each of our three wage subsidy programs, you can see the status of the application, and if there is any information needed from your organization or the participant before claims can be processed.

Empowering Futures Placements

Search Participant Name

Status



Status	Position	Participant	Start & End Date	Current Step	Action
Complete			06.13.2022 - 07.25.2022	Complete	View
Active			07.19.2022 - 07.25.2022	Evaluation Survey	View
Archived			07.01.2022 - 08.01.2022	Contract	View

Discovering Potential Placements

Search Participant Name

Status



Status	Position	Participant	Start & End Date	Current Step	Action
Declined			07.17.2022 - 11.28.2022	Contract	View

Apply for Funding

- This is what your placements page will look like.
- Your dashboard will have some changes once you've applied for funding.
- Here is where you can see the status of your placements broken down by program.
- You can also see the current step, whether the placement was approved or declined, active or completed.
- If you click on the "View" button underneath the "Action" tab, you will be able to see the current step the placement is at, as well as where that step falls in the overall placement pipeline.
- Once a placement is active and a contract has been signed

Submitting Claims

- This is the dashboard view of a placement application.
- There is a current step bar at the top to indicate where in the subsidy pipeline this specific placement is at. It lets you know if the action is required on your end, that of the participant, or that of *Funding for Futures*.
- There is also a breakdown below of what is coming up and therefore left to be completed before claims can be processed.
- Additionally, on the left side of the webpage, you will see the status of the placement, in this case it is pending, the position title, start and end dates, as well as how much funding is available for reimbursement.

The dashboard features the following components:

- Header:** 'funding for futures' and 'EHRC' logos on the left; 'Dashboard', 'Placements', 'Claims', and 'My Account' (with a dropdown arrow) on the right.
- Left Panel (Placement Summary):**
 - Status: Pending
 - Name: Jane Roe, Marketing Student
 - Application Submitted: 07.21.2022
 - Start Date: 07.10.2022
 - End Date: 08.28.2022
 - Used Funding: \$0.00 / \$0.00
- Current Step:** 'Participant Eligibility'. Description: 'The participant has been sent an eligibility form. Once the form is submitted, we will review the participant's information. Our service standard is 5-10 business days.' A 'No Action Required' button is present.
- Forms & Documents:** A checklist of items with 'Coming up' buttons:
 - Application (checked) with a 'View' button.
 - Participant Eligibility
 - Contract
 - Learning Plan
 - Evaluation Survey
- Submitted Claims:** A table with columns: Status, Month, Amount, Subsidy %, Subsidy Paid, Action. The table currently shows 'No Claims found'.

Submitting Claims

- This is the dashboard view of all claims submitted by your organization. It is broken down by participant, by month.
- You can see the status of the claim, the amount paid out, the date it was deposited into your organization's account, and the gross amount claimed.
- You have the opportunity to download the remittance statement of the claim for your own internal financial records.
- You will also see if any adjustments were made to the gross amount claimed, to clarify why the subsidy paid amount may be different than what you expected.

The screenshot displays the 'Empowering Futures Claims' dashboard. At the top, there are navigation links for 'Dashboard', 'Placements', 'Claims', and 'My Account'. The main heading is 'Empowering Futures Claims'. Below this, there are search filters for 'Search Participant Name', 'Status' (set to 'All Statuses'), and 'Month' (set to 'All Months'). A 'Submit a Claim' button is located on the right. The main content is a table with the following data:

Status	Participant	Month	Date	Amount	Date Paid	Subsidy %	Subsidy Paid	Action
Paid	[REDACTED]	July 2022	Jul 05, 2022	\$200.00		50%	\$100.00	Download
Paid	[REDACTED]	July 2022	Jul 05, 2022	\$4,200.00 \$4,100.00		50%	\$2,050.00	Download

Below the table, there is a section titled 'Discovering Potential Claims' with identical search filters and a 'Submit a Claim' button. The table below this section shows 'No Claims found'.

Participant Assessment

Now that the work placement you have provided is coming to an end, we would like to know your thoughts about your experience. This form is a reflection of the skills required for the position to be completed successfully, as well as how the participant did during this placement. This information will be kept confidential and will not be shared with the placement participant. This information may be used anonymously in aggregate to inform improvements to EHRC programming and the Government of Canada.

*** What is the employment status of your participant after the conclusion of the placement?**

- Employed Full-Time with Host Organization
- Employed Part-Time with Host Organization
- Employed Full-Time with Another Organization in the Natural Resources Sector
- Employed Full-Time with Another Organization not in the Natural Resources Sector
- Employed Part-Time with Another Organization in the Natural Resources Sector
- Employed Part-Time with Another Organization not in the Natural Resources Sector
- Returned to school
- Self-employed
- Not employed

If your participant terminated the placement early, please indicate the end date of the placement below.

yyyy-mm-dd 

End of Placement

- At the end of each placement there is the requirement for both the employer and participant to complete the evaluation survey.
- This survey gets automatically prompted by the system two weeks before the end of the placement, notifying the primary admin on your organization's account and the participant through the email you provided for them, that they must complete it.
- Each survey is placement specific and varies between wage subsidy programs.
- The placement will not be marked as complete until both the employer and participant have successfully completed their individual survey links.

The information provided on the surveys are not shared between participant and employer

Contact Us

- As always, please contact us if you have any questions about our *Funding for Futures* program.
- We know that navigating a new platform can come with its challenges, so we've included a link to this help guide at the bottom of each web page and an email address for you to reach out should you want support.

Contact us if you have questions

The whole thing is pretty easy but if you do have any questions about Funding For Futures or any of our programs, our support team is always happy to help - feel free to fill in the form below and we'll be back to you in a couple of business days.

* First name

Last name

* Email address

Phone number

* Name of organization

* Question