

EI REPORTING DURING LAYOFF – NO EARNINGS

This is just a guide. All answers are subject to your personal situation and should be answered accordingly.

Step by Step Guide

ACCEPTANCE STATEMENT

Read over the statement and choose **“I ACCEPT”**

ADDRESS AND DIRECT DEPOSIT

Have you moved, changed mailing address, or changed your banking information?

Answer NO or YES as it applies to you (Most will say NO)

ADDRESS AND DIRECT DEPOSIT CONFIRMATION

If the answers you provided are correct – choose **“I ACCEPT”**

OUTSIDE CANADA

Were you outside of Canada during the period of this 2-week report?

Answer NO if you did not leave the country (most will state NO)

Answer YES if you did leave the country (see the “reporting vacation or out of country” guide)

OUTSIDE CANADA CONFIRMATION

If the answers you provided are correct – choose **“I ACCEPT”**

WORK and WAGES

Are you self-employed?

Answer NO or YES as it applies to you (most will answer NO)

Did you work or receive earnings during the period of this report?

****make sure to look at the dates of the 2-week block to be sure you had no earnings**

Answer **NO**

TRAINING

Did you attend school or a training course?

Answer NO or YES as it applies to you (most will answer **NO**)

TRAINING CONFIRMATION

If the answers you provided are correct – choose **“I ACCEPT”**

AVAILABILITY

Were you ready willing and able to work during the period of this report?

Answer NO or YES as it applies to you (most will answer **YES**)

AVAILABILITY CONFIRMATION

If the answers you provided are correct – choose **“I ACCEPT”**

OTHER MONEY

****This is another tricky question that some people have trouble with...**

Our records show you are part of a SUB program, is there any **other** money that you have not told us about? ****You are** part of a SUB plan. Service Canada is aware of this. You only need to report **other** income if you receive any. They know about SUB so do NOT report it.

Answer NO or YES as it applies to you

****The answer for most will be NO**

OTHER MONEY CONFIRMATION

If the answers you provided are correct – choose **“I ACCEPT”**

REPORT RECORD and ATTESTATION

Review your report and choose **“I ACCEPT”**

Print if you wish to retain a paper copy of your report

Your report is complete. Info on when you can next report will be given to you at this point.

Then **“SIGN OUT”**

NOTE:

***** Be sure to keep up to date with your reporting every two weeks *****