

Employment Insurance Application- without Reference Code

*For those that apply on or after **May 11th, 2024**,*

Note: See attached link for EI applications with reference code prior to May 11th, 2024

[EI-regular-benefits-and-reference-code until May 10th](#)

Start to Finish Step by Step Instructions

Go to the Service Canada website and begin your application:

www.canada.ca/en/employment-social-development/corporate/portfolio/service-canada.html

All answers should be based on your personal circumstances. The following is intended as a guide only. Questions may vary based on your region but typically, the questions should be as follows:

Introduction

If you had attempted an application within the last 72 hours you will be given an opportunity to retrieve any information you had previously inputted by entering your personal information as well as the temporary password which was presented when you started that application. If you are not retrieving a previous application

Select: **No**

“Click” Continue.....

Type of Employment Insurance Application

When asked what type of Employment Insurance benefits would you like to claim?

Select: **Benefits for employees**

“Click” Continue.....

Reference Code

Unfortunately, currently, Service Canada has suspended the use of Reference Codes.

The question asking if you are part of a group lay off situation and "**were you given a reference code to submit this application?**"

Select: **No**

“Click” Continue.....

Benefit Type

Select: **Regular benefits ...**

“Click” Continue...

Read the disclaimer Regarding Regular benefits, that you are ready, willing and capable of working and would accept temporary employment in the same type of work and wages....

“Click” Continue....

Identity Information

Input you're Social Insurance Number, your Birthday, Last Name, First Name, Last Name at Birth, Gender, and the last name of 1 of your parents at their birth. (this question used to ask Mother's Maiden Name so to input what you have always input in the past).

“Click” Continue...

Identity validation

Review Identity information to ensure you have provided the correct information.

If correct “Click” Continue....

Temporary Password Identification Number

After inputting your personal information, you will be given a temporary password identification number. **Write this down.** This is the number they will ask for if, for any reason, you are unable to complete this application and are required to retrieve it for completion within 72 hours.

“Click” Continue....

Personal Information

Enter which language you would prefer to speak or have written correspondence English or French, your Area Code and Home Phone Number, your Postal Code, Home Address and whether your Home Address is different from your Mailing Address.

“Click” Continue.....

Programs and Services

This section is Voluntary. If you wish to include this information, indicate the appropriate box or leave blank.

“Click” Continue....

Income Tax information

Your Employment Insurance tax slip (T4E). Choose which method you prefer. If you have a My Service Canada account setup then you can receive electronically or you can choose paper copy by mail.

Personal tax credit. Choose basic or basic with spouse (suggestion is to choose ‘basic’)

“Click” Continue....

Direct Deposit

If you had previously set up direct deposit, for which no information has changed, and answer **YES** to the questions and any benefit you are to receive will be directly deposited into your account. If you have not previously elected the direct deposit option or wish to change the information currently on file at Service Canada, you should have a cheque on hand to reference the banking information needed.

“Click” Continue...

Other Personal Information

Indicate highest level of education completed. Use the drop-down menu to choose. Answer **YES** to the question “are you a member of a Union or Professional Association”. Name the Union by typing **UNIFOR**. Then **Local 707**.

“Click” Continue....

Reactivating Existing Claim

There may be information about reactivating your claim. If so, read the information and

“Click” Continue....

Other employment since establishing your last claim

If asked “have you worked since your last application” you should answer **YES**

“Click” Continue....

Last Employer Information

Provide the Business name of your most recent Employer: **Ford Motor Company**. Phone number is **(905) 845-2511**.

First day worked is an optional question that is not required to be answered, but you may enter your **Seniority Date** if you wish.

Last Day Worked: Enter the last day for which you worked **or were paid** (vacation pay) before you were laid-off.

Will you be returning to work with this employer: **YES**

Do you know the date of your return: **NO**

“Click” Continue....

Reason for Separation

Why are you no longer working – Select **“There was a shortage of work”**. (This should be the first response)
 “Click” Continue....

Rate of Pay

Enter you rate of pay and select per **“HOOR”** from the drop down menu.
 (There may be other questions about how many hours and how many days you work.
 Use the drop down menu to select 40 hours per week 5 days per week)
 “Click” Continue....

Job Title Information

Enter job title as **“Assembler”**. “Click” Search Job Titles...Scroll down menu and click **“assembler, automobiles (94200)”**. “Click” Continue....

R.O.E. Information – Last Employer

Select **“I requested or will request the Record of Employment from my employer to be submitted promptly”**
(Option 2)
 “Click” Continue....

Record of Employment

Do you want to add a record of employment? – Select: **NO**.
 “Click” Continue....

Other employers

If you have had other employers in the last 52 weeks indicate **YES**.
 “Click” Continue....
 (if you have had other employers then follow the prompts on the next page in regard to previous employer)

If **Ford** is the **only** employer, you have had in the last 52 weeks then Select: **NO**.
 “Click” Continue....

Missing Record of Employment message

Read this disclaimer. “Click” Continue....

Information on Quebec Parental Insurance Plan benefits

Unless you are collecting benefits from QPIP, Select: **NO**.
 “Click” Continue....

Workers’ Compensation Payments

If you have not or will not receive WSIB during this timeframe, Select: **NO**.
 “Click” Continue....

Information on pensions

Unless you are collecting a pension, Select: **NO**.
 (If you are in receipt of **CPP**, this is where you would indicate this information.)
 “Click” Continue....

Business Relationship Information

Answer the question on this page. (Most people will answer **NO** for each question)

1.Are you related to your employer, 2.do you own more than 40% of the company, 3.are you sole owner of a business for which you worked?

“Click” Continue....

You MAY be asked.....**Variable Best Weeks**

In the last year did you work less than 14 weeks?

If the answer is **YES**. “Click” Continue....

If the answer is **NO**,

You will be asked, “Did your earnings vary over the last 52 weeks?” Select: **YES**

You will be asked” Were your average gross Weekly earnings (before deductions) in the last 52 weeks equal to or greater than \$1042.00?

If the answer is **YES**. “Click” Continue....

If the answer is **NO**,

You will then be asked “Would you like to provide the details for each week of your highest earnings?” Select: **NO**

“Click” Continue....

Workforce History

Answer the question on this page. (Most people will answer **NO** for each question)

In receipt of WSIB, unable to work for medical reasons, in receipt of group wage loss insurance, prevented from work due to labour dispute, on a training course, in jail, in receipt of wage earner protection program?

“Click” Continue....

Self-Employment Information

Unless you are self-employed, Select: **NO**.

“Click” Continue....

Farming Information

Unless you are declaring farming income, Select: **NO**.

“Click” Continue....

Course or training program

Unless you are in a course or training program, Select: **NO**.

“Click” Continue....

Third Party Assistance

Answer whether someone else completed the application on your behalf.

“Click” Continue....

Rights and Responsibilities

You will now be asked to review the **Rights and Responsibilities** section, consisting of 6 pages. Your responsibilities are outlined beginning page 3, including the necessity to report any prolonged absence from your normal place of residence or the country during this period. You must be ready, able and looking for work to satisfy the conditions of collecting an E.I benefit or establishing a waiting period.

To continue application, Select; **I accept Rights and Responsibilities**.

“Click” Continue....

Attestation

A statement in which you indicate you completed the application truthfully; you understand the Rights and Responsibilities while applying for Employment Insurance Regular Benefits and that you understand by knowing making a false statement you are subject to penalty or criminal proceedings.

Accept the Statement and complete the Application.

“Click” Continue...

Confirmation and Information

The application is now complete, and you will be given an opportunity to print out or write down a confirmation number.

If you have any questions or concerns regarding your E.I. claim or application, you can access your E.I. account online by signing up for My Service Canada Account. If it is necessary to call the **inquiry line at 1-800-206-7218**, be sure to provide the reference code above to ensure you receive the information that pertains to an Automotive Employment Insurance application.

You have now completed your EI application.

IMPORTANT

Shortly after you complete the application online you will receive a Personal Access Code # in the mail to use for completing your reports either by phone or online. It is best to **wait 48 hours** before attempting to report to allow Service Canada time to process and establish or re-open your claim, even if you already know your 4-Digit Access Code.

It is important to complete your reports accurately for all the time you were laid-off in a timely manner,

A step-by-step walk through on reporting can be found on our local website.

**In solidarity,
Paul Ivey
UNIFOR Local 707 Unit# 1
Benefit Representative**

**Tim Batke
Alternate Benefit Representative**