

Getting Foundry Centres IPS staff access to Service Canada's database GCOS to upload and submit PIT forms

Hello,

Welcome to the Foundry Works program! You will be responsible for creating, completing and submitting Foundry Works participants Personal Information Template (PIT) on Service Canada's database once an initial result is achieved.

In order to do that, FCO program manager, Diana Al-Qutub, will need to grant you access to GCOS (Service Canada's database).

Please follow the instructions below:

Step 1: Creating a profile

Click on this link: <https://www.canada.ca/en/employment-social-development/services/funding/gcos.html>

You can sign up using one of the below options on the screen

Sign-In Partner – You will need to provide your personal debit card information

GCKey user ID GCKey- No need for banking information but will take longer to get your profile approved

***Please choose the option you are most comfortable with.*

Option 1: Click on Sign-In Partner

- You will need your debit card info if you choose this option
- Read the terms of agreement and click "I AGREE"
- Click on Register for Grants and Contribution Online Services
- Create your profile
- Please use your work contact information and work address
- Confirm your profile and click "submit"
- You will get a Thank you message with your **User Reference Number (URN)** – ***Guard it with your life.*** You will need to share this with Diaan Al-Qutub in order to get an invitation to the program
- click continue
- Please send your URN to dalqutub@foundry.bc.ca . Once the invitation is sent to you, Diana will email you to notify you. (Skip option 2 and follow Step 2)

Option 2: Click on GCKey user ID GCKey

I did not use this option, so if you run into any issues, please use the link below to guide you through the process

<https://www.canada.ca/en/employment-social-development/services/funding/gcos/userguide/register-account.html#s1>

- You will get a Thank you message with your **User Reference Number (URN)** – Guard it with your life. You will need to share this with Diaan AlQutub in order to invite you to the program

- click continue
- Please send your URN to dalqutub@foundry.bc.ca . Once the invitation is sent to you, Diana will email you to notify you.

Step 2: Getting authorization to submit PITs

- Once you receive an email from Diana notifying you that she sent you an invite, you will need to sign in again to this link: <https://www.canada.ca/en/employment-social-development/services/funding/gcos.html>
- You should see listed “St Paul’s Foundation”; click on that and scroll to the bottom of the page where there is the option to accept.
- Click accept.

Let me know if you have any questions.

Thanks,