

User Guide:

External Portal

Regional Connectivity Envelope
Funding Application Submission

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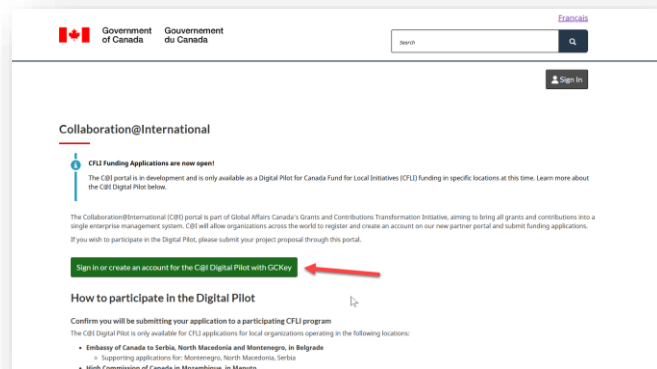
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GC Key Account Creation

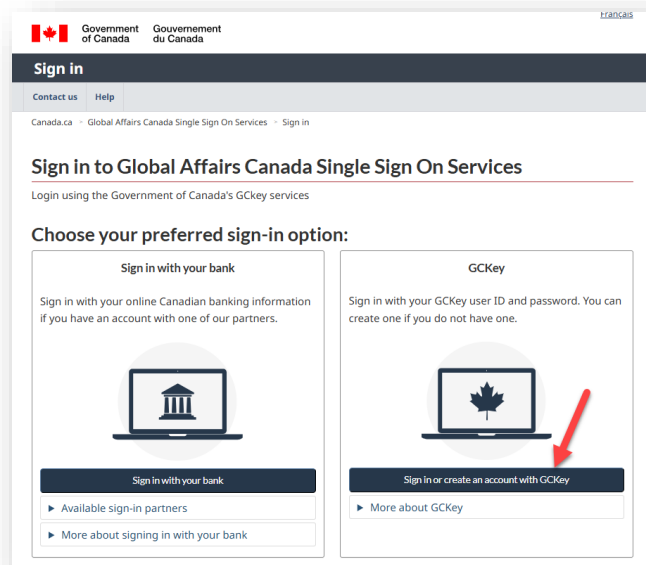
Step

Image

1. Click on the “Sign in or create an account with the C@I Digital Pilot with GCKey” button.

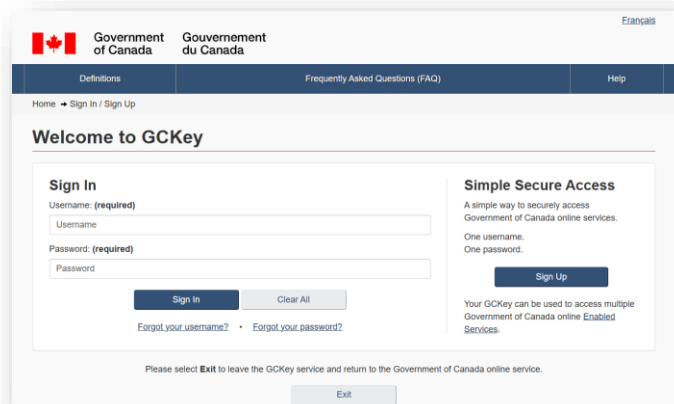


2. Click on the “Sign in or create an account with GCKey” button.



3. Click on the “Sign Up” button if you are a new user and need to create your GCKey profile.

If you are a returning user, **enter your username and password**, then **click on “Sign in”**.



4. Accept the Terms and Conditions of Use by **clicking the “I accept”** button.

Government of Canada / Gouvernement du Canada

Definitions | Frequently Asked Questions (FAQ) | Help

Home → GCKey Sign Up Step 1 of 5

Terms and Conditions | Username | Password | Questions and Answers | Email

Terms and Conditions of Use

In return for the Government of Canada providing you with a GCKey, you agree to abide by the [GCKey Terms and Conditions of Use](#) which includes the [Privacy Notice](#).

By selecting the **I accept** button, you have read and agree to the [GCKey Terms and Conditions of Use](#) which includes the [Privacy Notice](#). You can choose to not sign up for a GCKey by selecting **I decline** to end this process.

I accept | **I decline**

5. **Create your unique username** following the username checklist provided, then **click on “Continue”**.

Government of Canada / Gouvernement du Canada

Definitions | Frequently Asked Questions (FAQ) | Help

Home → GCKey Sign Up Step 2 of 5

Terms and Conditions | Username | Password | Questions and Answers | Email

Create Your Username

Your username must contain at least eight characters and be unique to you. 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 [Privacy Notice](#).

Username Checklist

- Minimum 8 characters
- May contain:
 - Upper case letter(s)
 - Lower case letter(s)
 - French character(s)
 - Digit(s)
 - Special character(s)

6. **Create your password** following the password checklist provided, then, **click on “Continue”**.

Government of Canada / Gouvernement du Canada

Definitions | Frequently Asked Questions (FAQ) | Help

Home → GCKey Sign Up Step 3 of 5

Terms and Conditions | Username | Password | Questions and Answers | Email

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 [Privacy Notice](#).

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

7. Create your recovery questions, answers and hints, then, **click on “Continue”**.

Government of Canada / Gouvernement du Canada

Definitions | Frequently Asked Questions (FAQ) | Help

Home → GCKey Sign Up Step 4 of 5

Terms and Conditions | Username | Password | Questions and Answers | Email

Create Your Recovery Questions, Answers and Hints

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.

Select a Recovery Question: (required)
Please select a question...

My Recovery Answer: (required)

My Memorable Person: (required)

My Memorable Person Hint:

My Memorable Date (YYYY-MM-DD): (required)

My Memorable Date Hint:

Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.

Continue | Clear All | Cancel

Privacy: Please keep your Recovery Question, Answers and Hints secure. For more information on how your privacy is protected, please refer to our [Privacy Notice](#).

Your answers must contain at least three characters and contain no special characters (for example: %, #, @). Your hints must contain at least three characters and may contain letters, numbers and the following punctuation characters: apostrophe ('), comma (,), dash (-), period (.) and question mark (?).

8. Enter your optional account recovery email address in the provided field, confirm it by re-entering it again, then **click on “Continue”**.

Government of Canada / Gouvernement du Canada

Definitions | Frequently Asked Questions (FAQ) | Help

Home → GCKey Sign Up Step 5 of 5

Terms and Conditions | Username | Password | Questions and Answers | Email

Optional Account Recovery

To recover your username and password, you have the option to recover via email. If you do not wish to provide an email address at this time, you may skip this step. Email can be added later.

We will use your email to

- Confirm your email address
- Recover your username and/or password
- Notify you of account changes

A verification email will be sent to the address you provide.

Email Address: (required)

Confirm Email Address: (required)

Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.

Continue | Clear All | Cancel

Select **Skip** to proceed without adding an email.

Skip

Email Checklist

- Be valid
- Match the "Confirm Email Address"
- Be unique

You'll need to **click “Continue”** again at the “GCKey Sign Up Complete” page.

Government of Canada / Gouvernement du Canada

Definitions | Frequently Asked Questions (FAQ) | Help

Home → GCKey Sign Up Complete

GCKey Sign Up Complete

You have successfully created your GCKey.

Your Username is: []

Please select **Continue** to verify your email address.

Continue

Privacy: Please keep your Username secure. For more information on how your privacy is protected, please refer to our [Privacy Notice](#).

9. Enter the confirmation code received in the inbox of the provided email address, then, **click** on “**Continue**”.

Government of Canada / Gouvernement du Canada

Definitions | Frequently Asked Questions (FAQ)

Home → Confirm your Email Address

Confirm your Email Address

We have sent a confirmation code to **jeanfrancois.pauze@gmail.com**. Enter the code below to confirm your email address. The code will expire in 12 hours.

Confirmation Code: **(required)**

Please select **Continue** to proceed or **Cancel** to end this process.

[Continue](#) [Clear All](#) [Cancel](#)

If you did not receive an email with the confirmation code:

- Check your Junk or Spam email folder
- Try re-sending the email again
- Use a different email address

[Re-send](#) [Use a different email address](#)

You’ll need to click on “**Continue**” again at the “Email Recovery Complete” page.

Government of Canada / Gouvernement du Canada

Definitions | Frequently Asked Questions (FAQ) | Help

Home → Email Recovery Complete

Email Recovery Complete

You have successfully added the email recovery option.

Please select **Continue** to return to your GCKey account home page.

[Continue](#)

Privacy

Please keep your Email secure. For more information on how your privacy is protected, please refer to our [Privacy Notice](#).

10. You’ll be redirected to your GCKey homepage where you can manage your GCKey information’s, password, manage your email address and revoke your GCKey.

Click on “**Continue**”.

Government of Canada / Gouvernement du Canada

Definitions | Frequently Asked Questions (FAQ) | Help

Home → Welcome [redacted]

Welcome [redacted]

From this page you can [Change Your Password](#), [Change Your Recovery Questions](#), [Manage Your Email Address](#) or [Revoke Your GCKey](#).

To help protect your information, please remember to sign out and close your browser before leaving this computer unattended.

Please select **Continue** to return to the Government of Canada online service.

[Continue](#)

Options

- Change Your Password
- Change Your Recovery Questions
- Manage Your Email Address
- Revoke Your GCKey
- Sign Out

11. When accessing the Collaboration@International website again and attempting to sign in, you’ll be asked to register your external account by **providing your email address** and then **clicking** on “**Continue**”.

Government of Canada / Gouvernement du Canada

Search [input field]

[Sign In](#)

Register your external account

• The Email field is required.

Email address

Confirm your email address and continue

[Continue](#)

12. Validate the terms of use by accepting the agreement.
To do so, read through it and **click on the square** provided confirming that you have read and agree to the terms of use.
Then, **click on the “I Accept”** which will become clickable.

Government of Canada / Gouvernement du Canada

Search

Sign In

Terms of Use

Notes:

Your access to the Global Affairs Canada ("GAC") Collaboration@International web application system is subject to your acceptance of the following legally binding Terms of Use. Clicking the checkbox below is the equivalent of your signature and indicates that you accept the Terms of Use and you intend to be legally bound by them.

Collaboration@International Agreement

This is an agreement between you ("you") and the Department of Foreign Affairs, Trade and Development, thereafter designated as "Global Affairs Canada" ("GAC"). This Agreement outlines the terms and conditions for your use of the Collaboration@International web application system.

Entire Agreement

This Agreement and any and all notices on this web site constitute the entire agreement between you and GAC with respect to the use of this web site, the Collaboration@International web application and its documentation. No supplement, modification or amendment to this Agreement and no waiver of any provision of this Agreement shall be binding on GAC unless executed by GAC, in writing.

To proceed with the registration process, please select the check box. All fields are mandatory unless otherwise specified.

I have read and agree to the Terms of Use.

I Accept

13. Complete your user profile, then, **click on “Save and complete”**.

Note: Ensure you complete your user profile before verifying your email. If an error occurs while verifying your email, please complete your user profile and re-click the verification link sent to your email

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Search

Collaboration@International /

User profile

Email address not verified.

We've sent a confirmation email to the address you provided. Click the link in that message to verify your email and activate your access to the system. If you don't see the email, check your spam or junk folder.

Full name (required)

Provide your full name.

Name of the organization or group (required)

Indicate the name of the organization or group. For a registered organization, indicate the name as it appears on the proof of legal status document.

Position title

Provide your position.

Example: Program Manager

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Resend validation email

Save and complete

14. You'll be asked to go in the provided email inbox again to confirm your email.
Click on the link provided in the email to confirm it.

Collaboration@International

Email address not verified.

We've sent a confirmation email to the address you provided. Click the link in that message to verify your email and activate your access to the system. If you don't see the email, check your spam or junk folder.

Write the confirmation code provided in the field and **click on “Verify Email Address”**.

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Search

Collaboration@International /

Verify Email

Welcome, Jean-François Pauzé

Your email address: jeanfrancois.pauze@gmail.com

Email Verification Code

36 / 100

Verify Email Address

15. You'll see your Collaboration@International homepage where you can:
- Complete your organisation profile (required to submit an application in the system),
 - Manage your organization profile (once created)
 - Manager your user profile.

Government of Canada / Gouvernement du Canada

Franglais

Search

Collaboration@International

Important information about the C@I portal

- Please note that the individual that prepares and submits the online application must have the authority to do so on behalf of the organization.
- We are offering support sessions to answer technical questions about this portal. [Click here to register for a session](#)
- These [Application.docx](#) and [Budget.xlsx](#) templates may help you prepare for your submission.
- For further assistance, please visit our [support page](#)

Organization profile incomplete

Please [complete your organization profile](#) before starting a CFLI funding application. This information will be included with any applications you submit.

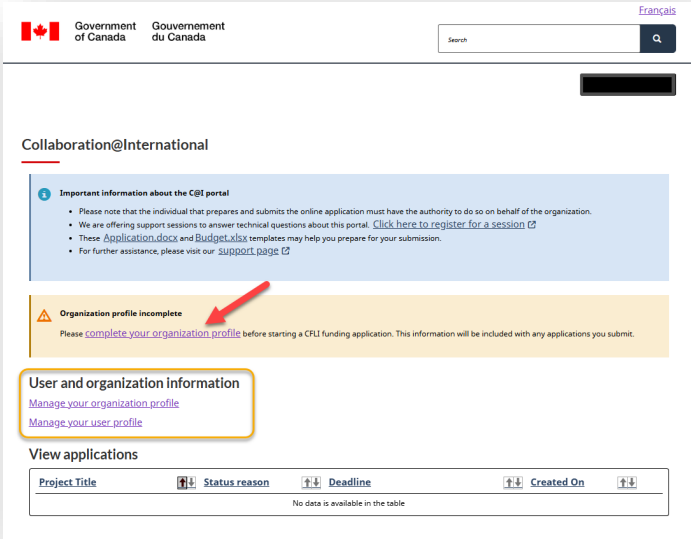
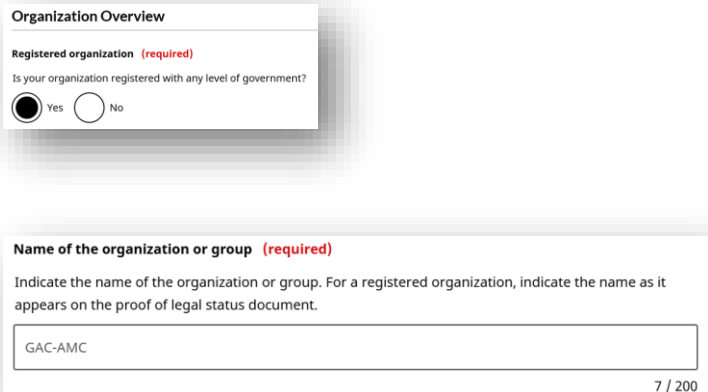
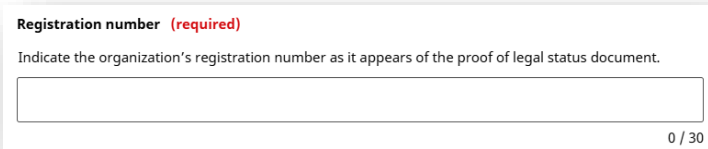
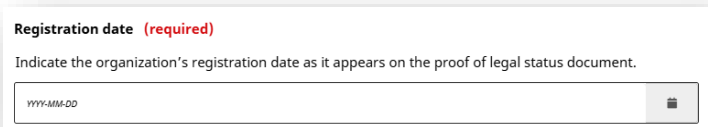
User and organization information

- [Manage your organization profile](#)
- [Manage your user profile](#)

View applications

Project Title	Status reason	Deadline	Created On
No data is available in the table			

Organizational Profile Creation

Step	Image
<p>- When you are logged in on the Collaboration@International homepage, click on “complete your organization profile” link.</p> <p>Once completed, it can be updated from the “Manage your organization profile” link of the User and organization information section.</p>	 <p>The screenshot shows the top navigation bar with the Government of Canada logo and a search bar. Below the navigation, there is a section titled 'Collaboration@International'. A blue information box contains details about the CBI portal. A yellow warning box with a triangle icon states 'Organization profile incomplete' and includes a red arrow pointing to the 'Manage your organization profile' link. Below this, there is a section for 'User and organization information' with two links: 'Manage your organization profile' and 'Manage your user profile'. At the bottom, there is a table header for 'View applications' with columns for Project Title, Status reason, Deadline, and Created On, and a note that no data is available in the table.</p>
<p>- For the organization overview, you first need to identify if your organization is registered with any level of government.</p> <p>You can validate the name of the organization or group. For a registered organization, indicate the name as it appears on the proof of legal status document.</p>	 <p>The screenshot shows the 'Organization Overview' section. It includes a question: 'Registered organization (required)' with radio buttons for 'Yes' (selected) and 'No'. Below this is another question: 'Name of the organization or group (required)' with a text input field containing 'GAC-AMC'. The page number '7 / 200' is visible in the bottom right corner.</p>
<p>Selecting “Yes” to the question on the registered organization will trigger the requirement to add:</p> <p>- the organization registration number as it appears of the proof of legal status document.</p>	 <p>The screenshot shows the 'Registration number (required)' section with a text input field for the organization's registration number. The page number '0 / 30' is visible in the bottom right corner.</p>
<p>- the registration date as well as indicating.</p>	 <p>The screenshot shows the 'Registration date (required)' section with a date input field in the format 'YYYY-MM-DD'. The page number '0 / 30' is visible in the bottom right corner.</p>

- the legislation under which your organization was registered.

Registration legislation (required)

Indicate the legislation under which your organization was registered.

0 / 500

- uploading a copy of the proof of legal status document. To do so you click on “Edit” and then fill the box called “Document upload”.

Uploaded documents (required)

Upload a copy of the proof of legal status document.

Name	File Document	Edit
Proof of legal status	Proof of legal status.docx	Edit

Once in the “Document upload” box, you need to click on **“Choose File”** and select the file from your system. Once selected you then need to indicate if this is an initial upload or an updated version, and describe the purpose or changes made.

Then click on **“Submit”**

Document upload

Document type

Proof of legal status

Document upload

Choose File No file selected

Document version comment (required)

Indicate if this is an initial upload or an updated version, and describe the purpose or changes made.

0 / 100

Submit

If you need to modify any of the provided information once submitted, you can **click** back on **“Edit”** to do so.



- For the Organization description, you need to provide a brief description of your organization.

Organization description (required)

Provide a brief description of your organization.

Example: Sustainable Futures Network is dedicated to promoting sustainable development and environmental conservation. Our mission is to empower communities through education, innovative projects, and collaborative efforts to create a greener, more sustainable future for all. We are proud members of various local groups and networks that share our commitment to sustainability.

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- Then, click on **“Save and continue”**.

Save and continue

Processing...

- Then, for the Contact Information, you need to indicate the street address of the organization's main office.

Organization address

Street address (required)

Indicate the street address of the organization's main office.

0 / 250

- You'll need to indicate the city of the organization's main office.

City (required)


Indicate the city of the organization's main office.

0 / 80

- Then, indicate the country of the organization's main office.

Country (required)

Indicate the country of the organization's main office.

Select 

- Validate your organization's primary contact. It can't be changed yet at this point.

Organization primary contact

Firstname Lastname

- In the web and social media presence section, if available, provide your organization's website address.

Web and social media presence


Organization website

If available, provide the organization's website address.


Example: <https://www.sustainablefuturesnetwork.org>

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- Then, if available, provide the web address for your organization's social media account(s). To do so, click on **"+ Add account"** and fill the required field.

Social media  **+ Add account**

If available, provide the web address for the organization's social media account(s).

Social media account 

No data is available in the table


Once filled, click on **"Submit"**.

Social media account (required)

Provide the web address for the organization's social media account(s).

Example: <https://www.youtube.com/channel/UC1234567890abcdef>

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 **Submit**

- Then, **click** on **“Save and continue”**.

Save and continue

Processing...

- For the organization profile, you first need to select the organization type by selecting the description that best describes your organization.

Organization type (required)

Select the description that best describes your organization.

- Canadian organization (non-governmental or not-for-profit) that is working on local development activities
- Intergovernmental or multilateral institution, organization or agency working on local development activities
- International or regional organization (non-governmental or not-for-profit) that is working on local development activities
- Local academic institution
- Local municipal, regional or national government institution or agency of the recipient country
- Local, national or community-based organization (non-governmental and not-for-profit)

- For the women's right organization, you'll need to indicate if your organization is a civil society organization active at the grassroots, national, regional or international level, with a primary focus on gender equality and women/girls' rights advanced through a variety of activities, including advocacy and policy dialogue, awareness-raising, service provision, research, and networking?

Women's right organization (required)

Is the organization a civil society organization active at the grassroots, national, regional or international level, with a primary focus on gender equality and women/girls' rights advanced through a variety of activities, including advocacy and policy dialogue, awareness-raising, service provision, research, and networking?

- Yes No

The information in this section is gathered for statistical purposes only. It will not affect funding application eligibility.

-
- For the human Rights/Inclusive Governance Organization, you'll need to indicate if your organization is a civil society organization active at the grassroots, national, regional or international level that advocates for the promotion and protection of human rights, equitable access to a functioning justice system, enhanced participation in public life, and/or public services that work for everyone?

Human Rights/Inclusive Governance Organization (required)

Is the organization a civil society organization active at the grassroots, national, regional or international level that advocates for the promotion and protection of human rights, equitable access to a functioning justice system, enhanced participation in public life, and/or public services that work for everyone?

Yes No

The information in this section is gathered for statistical purposes only and will also not affect funding application eligibility.

-
- Then, **click** on **“Save and complete”**.

Save and complete

Processing...

Funding Application Submission

- In the main page, click on “Apply for funding”

Start an application

[Apply for funding](#)



The list will show the Missions, their associated countries, the deadline to submit the application, and a button to start the application, called “Start application”

- ➔ Click on the appropriate “Start application” button.

Funding opportunities



Important Notice: Application Limit Per Organization

Each organization may submit a maximum of four funding applications. Please plan your submissions accordingly.

Funding Opportunity	Location	Deadline	
(Official) CFLI - Maputo	Angola	2025-07-25 8:00 AM	Start application
(Official) Regional Connectivity Envelope	Indo-Pacific region	2025-09-19 8:00 AM	Start application

- ➔ Click on the “Start application” button

Basic Application

To submit a funding application, ensure all required information is provided and all questions are answered. Additionally, upload all necessary documents for your organization or confirm that previously uploaded documents are still current.



Note the following.

This is NOT a procurement process and does not constitute a contract, a promise to contract, or a commitment of any kind on the part of Global Affairs Canada or the Government of Canada. Applications will be assessed on their merit and their relevance to Global Affairs Canada’s programs, plans, priorities, and budgetary considerations. No payment will be made for costs incurred for the preparation and submission of an application. Global Affairs Canada may cancel this process at any time. Applicants should be aware that all information in their applications (including supporting material) is subject to release upon request under the *Access to Information Act* or the *Privacy Act*.

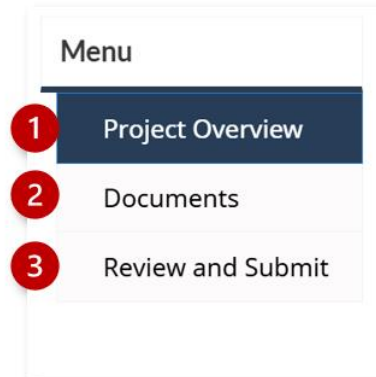
At anytime, you may choose to submit a funding application by email using PDF or MS Word form instead of through this web form.

[Start Application](#)

Application Interface



The application window is comprised of a three-step process: the Project Overview, Documents, and Review and Submit as seen in the Menu, on the left side of the screen



1. Project Overview

1.1. Document Download



Download the documents and save local copies. You will need to fill and upload them in the next step of the process

➔ **Download the documents** by clicking each of the links listed on the page:

Regional Connectivity Envelope (RCE) Funding Application - Project Overview



To complete your RCE application download and complete the following documents:

- [Indo-Pacific Regional Connectivity Envelope application form](#)
- [RCE project attestation of collaboration](#)
- [Preliminary budget](#)
- [Anti-Corruption Declaration \(2521\)](#)
- [Declaration regarding outstanding debts due to His Majesty \(2555\)](#)
- Two (2) financial statements for the last two fiscal years

Once complete, upload these documents in the "Documents" section of this application.

1.2. Application ID



The application ID is auto filled and grayed out. You don't need to write anything here.

Application ID

A001451

1.3. Project Title



Provide a project name. Keep the name clear, concise, and reflective of the project's purpose. Avoid jargon and acronyms. Please note the character limit.

→ **Type in** your project name

Project title **(required)**

Provide a project name. Keep the name clear, concise, and reflective of the project's purpose. Avoid jargon and acronyms.

Examples: EmpowerHer Initiative, Green Future Project, Peace Builders Network.

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1.4. Project start and end dates



Select the date from the calendar option for both the project's start and the end date.

→ **Click** the calendar icon for the project start date

Project start date **(required)**

YYYY-MM-DD



Project end date **(required)**

YYYY-MM-DD



- **Select a date** from the calendar. Use the arrows to move across the months/years, if necessary.

Project start date (required)

YYYY-MM-DD

July 2025

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Project end date (required)

YYYY-MM-DD

Amount requested (required)

project.

Save and continue

- Repeat the same process for the process end date

1.5. Amount requested



Write down the funding amount requested, in Canadian dollars.

- **Type in** the funding request

Amount requested (CAD) (required)

Total funding requested for the project.

- **Click** the **“Save and Continue”** button at the bottom of the page

Save and continue

Once you click “Save and continue” the button turns into “Processing”.

Processing...

Please be patient while the page loads. Once the loading finishes, you will be directed to the next step in the process. You can verify this by observing that the “Project Overview” menu entry has turned green and has a check mark (✓) adjacent to it.

Menu

Project Overview ✓

Documents

Review and Submit

REMEMBER: You can always go back to the “Project Overview” page, by clicking on the “Project Overview” menu item.

2. Documents



Please attach the required documents in the respective field, by selecting “Edit”. Please note that one document is required for each entry.

→ Attach documents, by **clicking “Edit”**

Required Documents

Name	Modified by	Modified On	Document
Anti-Corruption Declaration		2025-07-22 4:51 PM	Edit
Attestation of Collaboration		2025-07-22 4:51 PM	Edit
Budget table		2025-07-22 4:51 PM	Edit
Completed application form		2025-07-22 4:51 PM	Edit
Declaration regarding outstanding debts due to Her Majesty		2025-07-22 4:51 PM	Edit
FY2023 - Financial Statement		2025-07-22 4:51 PM	Edit
FY2024 - Financial Statement		2025-07-22 4:51 PM	Edit

i

Once you click “Edit”, a new pop-up window opens. Note that “Name” is auto filled and grayed out. You can’t write in this field, so please make sure that you attach the document that corresponds to the “Name”.

Name

Anti-Corruption Declaration

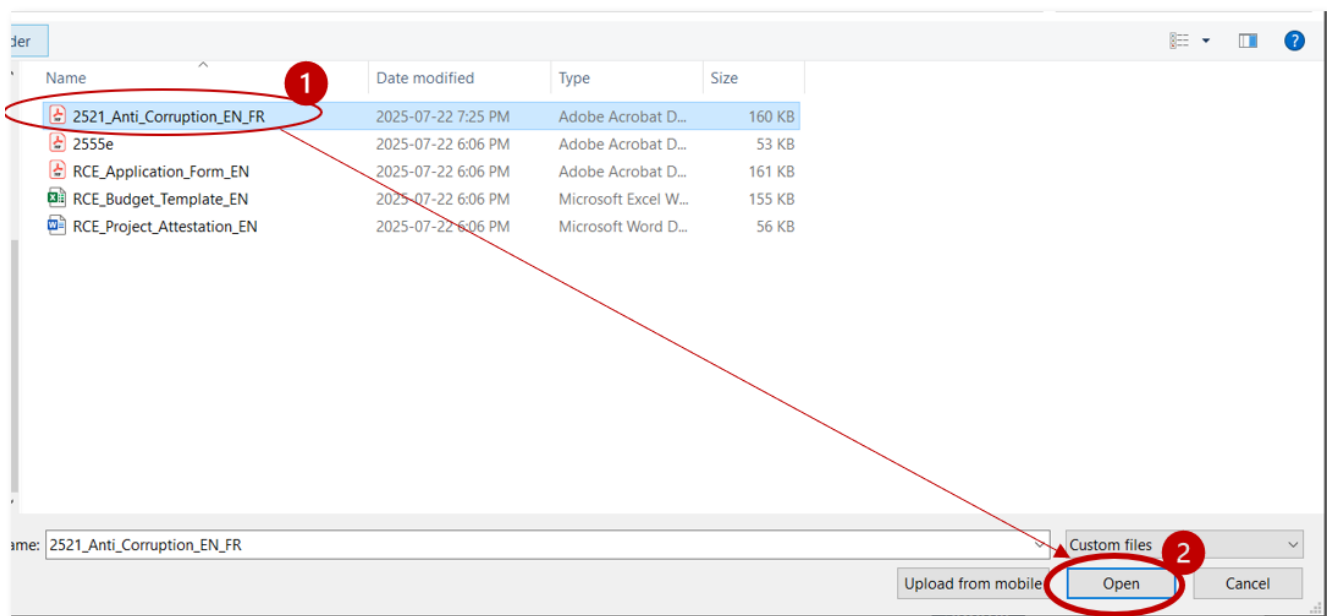
→ Click on “Choose File” button

Document

Choose File

No file selected

→ Select the appropriate file from your computer, and click open



→ Write the document version comment. If it is the initial upload, write “initial upload”

Document version comment (required)

Indicate if this is an initial upload or an updated version, and describe the purpose or changes made.

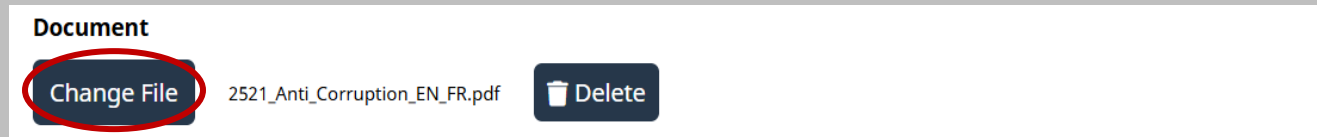
0 / 100



NOTE: If you have mistakenly uploaded the wrong file, or you have decided to update the file you have previously uploaded, you can do by either:

i. Changing the file

- Click **“Change File”** button (only visible after uploading a document)



- **Select** the correct, or updated **document** from your computer, and **click “Open”**
- **Write** in the “Document version comment” text box, describing the changes made

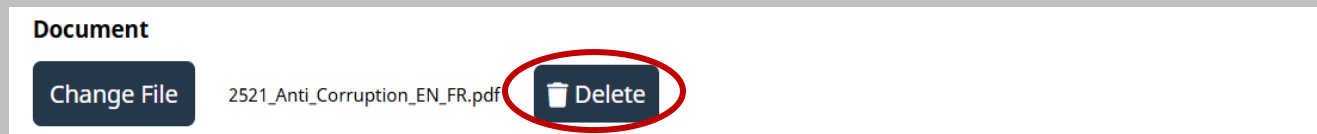
Document version comment (required)

Indicate if this is an initial upload or an updated version, and describe the purpose or changes made.

0 / 100

ii. Deleting the file

- Click **“Delete”** button (only visible after uploading a document)



- Click **“Choose File”** and select the correct document from your computer, and **click “Open”**
- **Write** the document version comment. Since this would technically be an initial upload, write **“initial upload”**



Click **“Submit”** and wait for the document to be uploaded. This will take you back to the document list

Submit



Repeat this process for each document

- Once you have uploaded all the required documents, **click “Save and continue”** at the bottom

Required Documents

Name	Modified by	Modified On	Document	
Anti-Corruption Declaration	John Smith	2025-07-22 7:51 PM	2521_Anti_Corruption_EN_FR.pdf	Edit
Attestation of Collaboration	John Smith	2025-07-22 7:49 PM	RCE_Project_Attestation_EN.docx	Edit
Budget table	John Smith	2025-07-22 7:50 PM	RCE_Budget_Template_EN.xlsx	Edit
Completed application form	John Smith	2025-07-22 7:50 PM	RCE_Application_Form_EN.pdf	Edit
Declaration regarding outstanding debts due to Her Majesty	John Smith	2025-07-22 7:51 PM	2555e.pdf	Edit
FY2023 - Financial Statement	John Smith	2025-07-22 7:52 PM	FY2023 - Financial Statement.pdf	Edit
FY2024 - Financial Statement	John Smith	2025-07-22 7:52 PM	FY2024 - Financial Statement.pdf	Edit

Save and continue

3. Review and Submit



REMINDER: Before you submit your application, please take a moment to use the section menu and navigate through your application to verify your content and review all the information you have provided.

You have an option to add further contact points to this proposal beside the person responsible who prepared it, you, to do so click on the “Import existing contact(s)” or “+Add contact” to create a new one, follow the steps to do so on these links.

Import existing contact(s)

+ Add contact

Once completed:

➔ Click the **"Submit"** button to finalize and send your application to Global Affairs Canada

Submit



The system will ask you one last time if you are ready to submit your proposal, as, once submitted, you won't be able to edit your answers.

➔ If you're ready to submit the application, click **"Submit Application"**

Submission Confirmation



Are you sure you want to submit your application?

Once you submit your application, you cannot edit your answers.

Cancel

Submit Application

The application process is complete.



Your application was submitted



Thank you!