



GRANTS AND CONTRIBUTIONS ONLINE SERVICES:

USER GUIDE (AGREEMENT E-SIGNATURE)

AUGUST 2015





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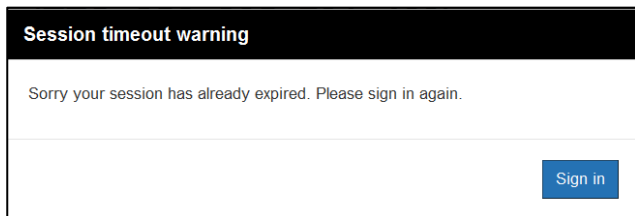
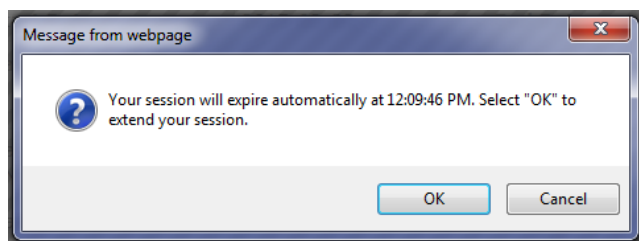
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Important Things to Remember

A. TIME OUT FEATURE

GCOS has a timeout feature. After 20 minutes of account inactivity, GCOS will prompt you with a "Message from webpage" (see *Figure 1*) warning you that the session is about to expire. If the "OK" button is not clicked by the time indicated in the message, your GCOS account session will be terminated and you will need to log back into GCOS to continue.

Figure 1 – Time Out Warning Message



B. SAVING

GCOS does not automatically save information. It is important to remember to save often throughout each session.

C. REQUIRED FIELDS

While using GCOS, if you do not enter information into a "required field" and attempt to save or submit the item, an error message will appear (e.g. "Error 1: Must have one "Main Application Contact" "). An incomplete "required field" will prohibit your ability to submit until you have entered information into this field.

D. QUESTIONS

Technical and non-technical questions can be submitted directly to the GCOS team using the "Contact Us" feature located at the top of the screen available from the business list (see *Figure 2*). Once you select your business, the "Contact Us" function will remain available at the top of each screen.



Figure 2 – Contact Us

Organization Admin Useful Links **Contact Us** Logout

GCOS

Business List

Business Legal Name	Business Number	Business Name
Organization 123 – Organisme 123	100000009RP0001	Organization 123 – Organisme 123

Screen Identifier: GCOS-MSCBA-LOGON

1. Agreement

1.1 Notice of Agreement Ready for Signature

All representatives that have been granted the "Submit" responsibility for "Agreement" will be advised by e-mail when a funding agreement is ready for signature.

To view or modify representative responsibilities, you must access the "GCOS" menu available at the top of the screen and select the "Representatives" sub-menu (see Figure 3).

Figure 3 – Agreement Signatories

Organization Admin | **GCOS** | Useful Links | Contact Us | Logout

GCOS > Welcome Anik Gou... View List of Applications and Projects

Welcome Name 1

- View List of Application
- Add an Application for Funding
- Add a Claim
- Add a Forecast of Project Expenditure
- Add an Activity Report

Open Call for Propo...

GCOS - Main page

CFP Identifier / App...	Program	CFP Closing Date	CFP Time remaining	Functions	
CFP for Reports	CFP Jeffrey	Youth - Skills Link	13-07-2015 12:00 EDT	127d 9h 18m	Apply

Screen Identifier: GCOS-MSCBA-BUSINESSINDEX-41443

Representative Details – Responsibilities

Please be aware as you complete this screen for the identified representative that delegating "Create" and "Submit" responsibilities authorizes the designated representative to act on behalf of your organization. "Submit" rights should be granted only to those representatives that would typically have the authority to approve and sign the specific item in a paper process.

Given Name	Prénom - First Name
Surname	Nom - Last Name
E-mail Address	nom.name@hotmail.com
Telephone Number	819-555-5555
Representative Role	Representative
Application for Funding	<input checked="" type="checkbox"/> Create <input checked="" type="checkbox"/> Submit
Claim	<input checked="" type="checkbox"/> Create <input type="checkbox"/> Submit
Forecast of Project Expenditures	<input checked="" type="checkbox"/> Create <input type="checkbox"/> Submit
Activity Report	<input checked="" type="checkbox"/> Create <input type="checkbox"/> Submit
Supporting Documents	<input checked="" type="checkbox"/> Create <input type="checkbox"/> Submit
Agreement	<input checked="" type="checkbox"/> Create <input checked="" type="checkbox"/> Submit
Participants	<input checked="" type="checkbox"/> Create <input type="checkbox"/> Submit <input checked="" type="checkbox"/> View

As an authorized representative for my organization, I certify the following:

- Acting on my own behalf, and in this capacity I have validated the identity of this representative and have delegated access to this individual with his/her full knowledge and consent
- The individual named as a representative is aware of his/her responsibilities pertaining to acting as a representative of your organization in line with Employment and Social Development Canada policy and legislative requirements
- If the representative has been given "Submit" rights to any of the transactions above, he/she is authorized to act in a legally-binding capacity on behalf of your organization in accordance with the organization's incorporating documents, by-laws, or other relevant documents
- The rights delegated to this representative will remain in place until such a time as an authorized representative takes steps to revoke or modify their standing, as is their responsibility

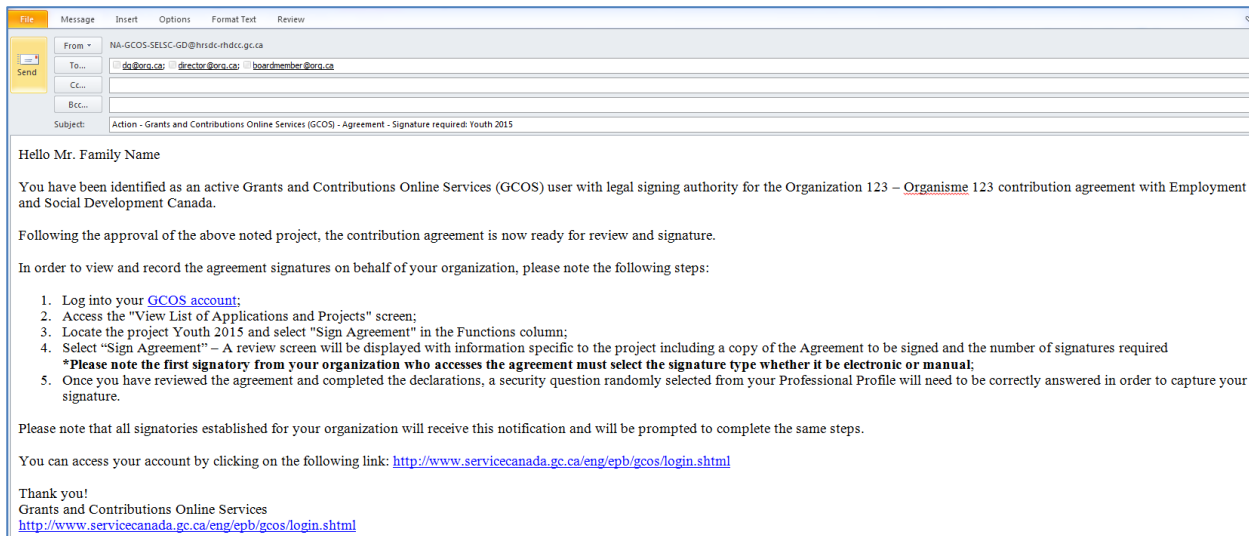
I agree
 I do not agree

Cancel Save

Screen Identifier: GCOS-MSCBA-EDITREP-REP

Following the approval of the submitted application through your GCOS account, an Employment and Social Development Canada (ESDC) representative will contact you to discuss the details of your project. Once finalized, each representative that has been assigned the "Submit" responsibilities for "Agreement" will receive an email including instructions on how to electronically sign the agreement (see *Figure 4*).

Figure 4 – Email sent to Signatories



1.2 Access the Agreement

Once you have selected your business (see *Figure 2*), you must click the "View List of Applications" link available on the "Welcome" screen (see *Figure 5A*) which will bring you to the "Applications and Projects" (see *Figure 5B*). To access the "Agreement" in GCOS, you must locate the project that has a "Ready to Sign" status (see *Figure 5B*) and click on the function "Sign Agreement". Once you have reached the "Agreements" screen, two options will be available to you (see *Figure 5C*):

- 1- View: allows you to view a draft version of the agreement
- 2- Sign: initiate the e-signature process

The "Agreement" screen provides a summary of all the agreements that have been signed for that specific project. The first column provides you with an "Identifier" (see *Figure 5C*) which is a digital number that can also be viewed on the top right corner of the agreement and referred to as the Agreement ID. This number will ensure that the agreement you sign is also the one that was sent by your assigned Program Delivery Staff at ESDC. Each agreement has its own identifier. If the identifier in the table on the "Agreement" screen is different than the one on the .pdf version of the agreement, please contact your ESDC Program Delivery Staff.

Figure 5 – Welcome screen – Applications and Projects

A

Organization Admin | GCOS | Useful Links | Contact Us | Logout
 Welcome Anik Goudie
 Welcome Name 1
 View List of Applications and Projects
 Add an Application for Funding
 Add a Claim
 Add a Forecast of Project Expenditure
 Add an Activity Report
 Open Call for Proposal

B

Project Title	Status	Tracking Number	Created By	Modified By	CFP Identifier	CFP Time remaining	Date Updated	Functions
Signature électronique - Electronic Signature	ReadyToSign	A000004959	Name 1				2015-07-27 10:58:03 AM	<ul style="list-style-type: none"> View Application Sign Agreement Supporting Document Copy and Edit
Projet Fonds d'intégration - Opportunities Funds Project	Active	A000003286	Name 1				2015-07-27 10:02:12 AM	<ul style="list-style-type: none"> View Application Manage Add Supporting Document Copy and Edit Manage Agreements

C

Identifier	Version	Status	Tracking Number	Date Updated	Functions
10345		ReadyToSign		2015-06-15 2:30:20 PM	<ul style="list-style-type: none"> View Sign Agreement

1.3 Signature Process

There are only two functions available on the "Agreements" screen (see Figure 5C). You can generate a .pdf version of the agreement by using the function "View" prior signing the agreement or after you have signed the agreement. You can initiate the signature process by using the "Sign Agreement" function (see Figure 5C). Once you are ready to initiate the signature process, you must first select a signature method. The signature method chosen will be applied to all other signatories of the account. You will have two options to choose from (see Figure 6):

- Electronic Signature
- Manual Signature

Figure 6 – Review & Sign - Signature Method

Review & Sign

Information for Agreement Number: 10438

Project Title	Projet Jeunesse Objectif Carriere - Career Focus Youth Project
Identifier	10438

Signature Method

Information
As the first signatory, you must select whether you wish to proceed with an electronic or manual signature. Please note that once a signature method has been selected and saved, subsequent signatories will be required to use the same method of signature. Should you need to change your method of signature, please contact your assigned Program Delivery Staff.

Please indicate the way you will be signing the agreement

Signature Method (Required) Select Help
Electronic Signature
Manual Signature Save

Link to Document: 287180.pdf
Adobe PDF (1812905 bytes)

Signatories

Number of signatures required:	1	
Signatures To Date:	0	
Name	Signed	Signed Date
Name 1	No	
Name 2	No	
Name 3	No	

Screen Identifier: GCOS-AGREEMENT-EDIT-822

The first signatory accessing this screen will be provided instructions in the Information box regarding the selection of the signature method. Once the method has been selected, this message will no longer be displayed.

The section entitled "Link to Document" provides the user with the option to generate a .pdf version of the agreement. When a signature method hasn't been selected and saved, the link to the agreement is for viewing purposes only and will have the watermark "Draft" embedded in the document. Once the signature method has been selected, the corresponding watermark will be inserted when required.

The link "Signatories" can be expanded to display the number of signatures required to sign an agreement as identified by your organization in the "GCOS Organization Identification" screen (see Figure 7). The signature

process will be completed the number of signatories identified has been met. Each signatory will be displayed as well as the date they signed the agreement.

Figure 7 – Number of Signatories

Organization Admin | GCOS | Useful Links | Contact Us | Logout

GCOS > Welcome Anik Gaudet

Welcome Name 1

- View List of Applications and Projects
- Add an Application for Funding
- Add a Claim
- Add a Forecast of Project Expenditure
- Add an Activity Report
- GCOS Organization Identification**
- Representatives

Open Call for Proposals

CFP Identifier / Application	Program	CFP Closing Date	CFP Time remaining	Functions
CFP for Reports	CFP Jeffrey Youth - Skills Link	13-07-2015 12:00 EDT	127d 9h 18m	Apply

Screen Identifier: GCOS-MSCBA-BUSINESSINDEX-41443

Organization Admin | GCOS | Useful Links | Contact Us | Logout

GCOS > Welcome > Organization Identification

Organization Identification

In order to add an application, the following mandatory fields must be completed. ESDC uses the information you provide in this section to establish your organization's identity.

Organization

- GCOS Organization Identification
- Address
- Mailing Address
- Supporting Documents

Legal Name: Organization 123 - Organisme 123
 Operating (Common) Name (if different from legal name): Organization 123 - Organisme 123
 Business or Registration Number: 100000009RP0001
 Organization Type (Required): School Board/Other Educational Institution not classif
 Year Established: 1925
 E-mail Address: nom.name@hotmail.com
 Telephone Number: Area Code (Required): 819, Telephone Number (Required): 555-5555, Extension:
 Organization's Mandate (Required): Aider les jeunes à intégrer le marché du travail / Help Youth access the labour market

Signatories

The information in this section will identify the number of representatives that must agree to an item before it can be submitted to Employment and Social Development Canada and as such, the online system will prohibit the submission of items until these concurrences have been recorded. It is important to ensure that the equivalent number of representatives is granted "submit" access for the corresponding items as the number of required signatories identified in this section.

How many signatures are required to submit an application for Funding to ESDC? (Required): 1
 How many signatures are required to submit a claim to ESDC? (Required): 1
 How many signatures are required to submit a Forecast of Project Expenditures to ESDC? (Required): 1
 How many signatures are required to submit an activity Report to ESDC? (Required): 1
 How many signatures are required to submit Supporting Documents to ESDC? (Required): 1
 How many signatures are required to submit an Agreement to ESDC? (Required): 1

Screen Identifier: GCOS-MSCBA-GCOSORGINFO

1.3.1 Select a Signature Method

Electronic Signature

The option “*Electronic Signature*” will enable the agreement to be signed electronically through GCOS. This option reduces the time it takes to obtain all the required signatures from your organization as well as ESDC’s. This environmentally friendly method reduces the amount of paper required to manage a project.

The agreement signature is considered completed and will be sent to the Department once the numbers of required signatories have completed the signature process.

Manual Signature

The option “*Manual Signature*” will allow you to print a copy of the agreement and obtain the number of required signatures before sending it to ESDC for signature. A draft version of the agreement without signatures will be available in your GCOS account at all times.

1.3.2 Confirmation of Signature Method

Once you have saved your signature method, you will be asked to confirm your choice. This is the last chance you have to change the signature method (see *Figure 8*). Following the confirmation, you will be required to contact ESDC to change the signature method.

Figure 8 – Confirmation of Signature Method

Home Account Management Useful Links Contact Us Logout

Home > Confirm Signature Method

Confirm Signature Method

Are you sure you want to set the signature method to **Electronic Signature**.
This decision is final and will apply for all other signatures. You will need to contact EDSC to change the signature method.

No Yes

Screen Identifier: GCOS-AGREEMENT-ELECTRONICMETHODCONFIRMATION

When you select “*No*”, you will be brought back to the “*Review & Sign*” screen (see *Figure 6*) with the possibility to change the selected option.

When you select “*Yes*”, the screen will refresh and you will now have the option to attest that you have reviewed the agreement and continue with the signature process (see *Figure 9*).



Figure 9 – Review and Sign - Certification

- Applications and Projects
- Application
- Agreement Information
- Review & Sign

Review & Sign

Information for Agreement Number: 10438

Project Title	Projet Jeunesse Objectif Carriere - Career Focus Youth Project
Identifier	10438

Signature Method

Information
The method of signature has been selected for this Agreement. Please open the link below to review the Agreement before signing.

Please indicate the way you will be signing the agreement.

Signature Method
(Required)

▶ Help

[Save](#)

Link to Document

Adobe PDF (1812905 bytes)

I certify that I have read and understood the entire Agreement.
 I acknowledge that I have full opportunity to seek independent legal advice prior to signing the Agreement.

[Sign Agreement](#)

Signatories

Number of signatures required:	1
Signatures To Date:	0

Name	Signed	Signed Date
Name 1 <input type="text"/>	No	
Name 2 <input type="text"/>	No	
Name 3 <input type="text"/>	No	

Screen Identifier: GCOS-AGREEMENT-EDIT-822

1.3.3 Revision of Agreement

In order to be able to certify that you have reviewed the agreement, you will be forced to click on the .pdf version of the agreement. To generate the agreement, you must have the free downloadable software Adobe Acrobat Reader. The .pdf document will be accessible at any time in your GCOS account.

Once you have had the opportunity to review the .pdf version of the agreement, the "Sign Agreement" button will now be enabled (see *Figure 10*).

Figure 10 – Review and Sign – Sign Agreement button

Applications and Projects

Application

Agreement Information

Review & Sign

Review & Sign

Information for Agreement Number: 10438

Project Title	Projet Jeunesse Objectif Carriere - Career Focus Youth Project
Identifier	10438

Signature Method

Information

The method of signature has been selected for this Agreement. Please open the link below to review the Agreement before signing.

Please indicate the way you will be signing the agreement.

Signature Method (Required) ▼ Help

[Save](#)

Link to Document 287180.pdf
Adobe PDF (1812905 bytes)

I certify that I have read and understood the entire Agreement.

I acknowledge that I have full opportunity to seek independent legal advice prior to signing the Agreement.

[Sign Agreement](#)

▼ Signatories

Number of signatures required:	1
Signatures To Date:	0

Name	Signed	Signed Date
Name 1	No	
Name 2	No	
Name 3	No	

Screen Identifier: GCOS-AGREEMENT-EDIT-822

The “*Sign Agreement*” initiates the signature process specific for that user. To complete the process, each signatory will need to certify his authority to sign the agreement (see *Figure 11*) as well as answer a security question (see *Figure 12*). Once the required number of signatories has been reached, the other signatories are not required to confirm their authority to sign.

The “*Certification – Authority to Sign*” screen is only accessible for users that have the right to sign the agreement as identified in *Figure 3*.



Figure 11 – Certification - Authority to Sign

A screenshot of a web application interface. At the top is a navigation bar with links: "Organization Admin", "GCOS", "Useful Links", "Contact Us", and "Logout". Below the navigation bar is a breadcrumb trail: "GCOS > Welcome > Certification - Authority to Sign". The main heading is "Certification - Authority to Sign". The text below explains that the organization's Primary Officer has indicated that (1) signatory must agree to and sign the Agreement on behalf of the organization. It provides information on how to view and edit the number of required signatories. A checkbox is present with the text: "I certify that I have all the necessary authorities, permissions and approvals to enter into this Agreement on behalf of my organization." Below this is a "Next" button. At the bottom right, a red-bordered box contains the text "Screen Identifier: GCOS-AGREEMENTSUMMARY-DECLARATION".

The "Security Question/Acceptance of Agreement" screen (see Figure 12) provides an additional security step prior to finalizing the official legal signature of the agreement. As only the user knows the answers to the security questions created when the account was set up. By clicking "I Accept", you are signing the Agreement and are agreeing on behalf of your organization to be bound by the Agreement.

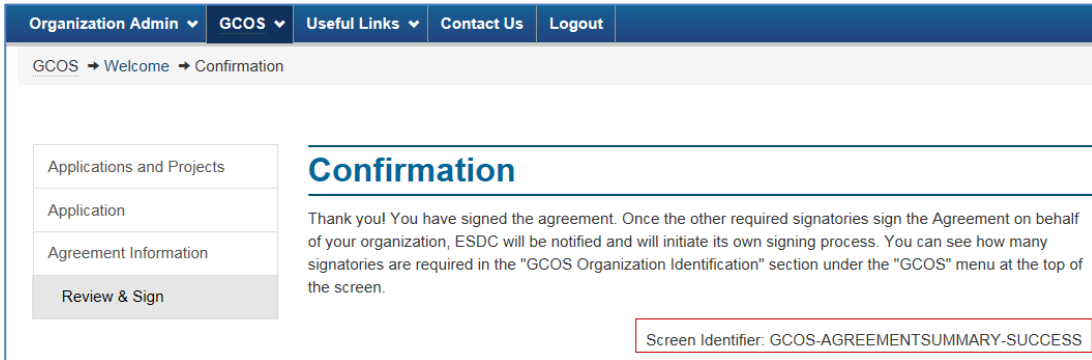
Figure 12 – Security Question / Acceptance of Agreement

A screenshot of a web application interface. At the top is a navigation bar with links: "Organization Admin", "GCOS", "Useful Links", "Contact Us", and "Logout". Below the navigation bar is a breadcrumb trail: "GCOS > Welcome > Security Question/Acceptance of Agreement". On the left side, there is a sidebar menu with items: "Applications and Projects", "Application", "Agreement Information", and "Review & Sign". The main heading is "Security Question/Acceptance of Agreement". The text below states: "Prior to submitting your signed Agreement to ESDC, you must successfully answer your security question in order to validate your identity." Below this is a text input field with the label "What is your favourite sport? (Required)". Below the input field is a paragraph: "By clicking 'I Accept', you are signing the Agreement and you are agreeing on behalf of your organization to be bound by the Agreement." At the bottom right is an "I Accept" button. At the bottom center, a red-bordered box contains the text "Screen Identifier: GCOS-AGREEMENTSUMMARY-QUESTIONANDANSWER".

1.3.4 Confirmation of Agreement Signature

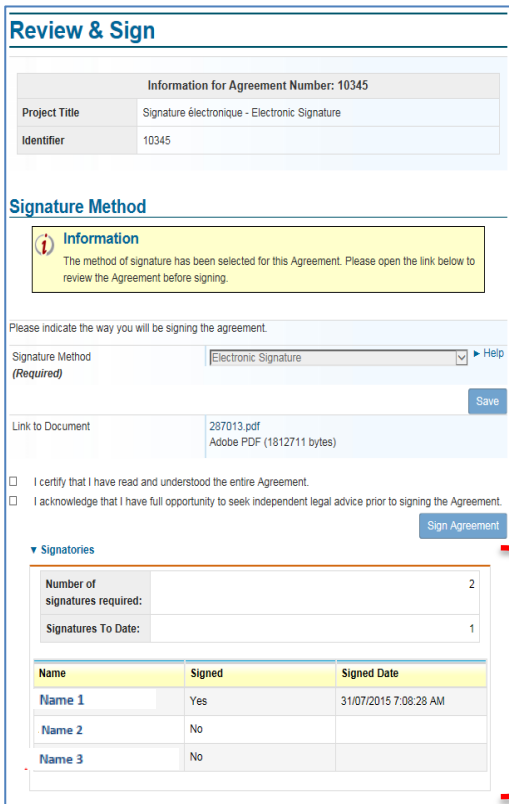
When more than one signature is required, the first signatory will receive a confirmation that his/her signature has been captured. He will also be informed that the agreement, signed by all required signatories, will be returned to the Department only once all the signatories have completed the required steps (see *Figure 13*).

Figure 13 – Confirmation – multiple signatures



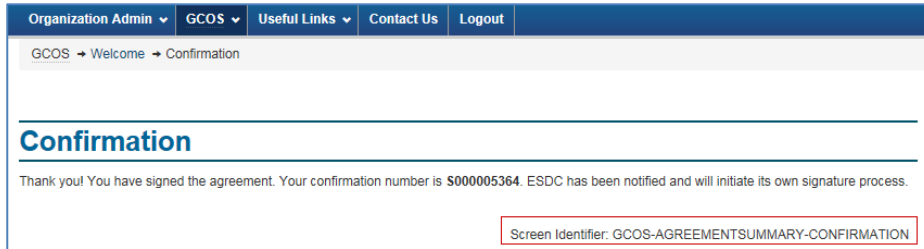
When the other signatories access the "Review & Sign" screen, they can view who has already signed the agreement by expanding the "Signatories" section (see *Figure 14*).

Figure 14 – Review & sign – viewing recorded signatures



The confirmation message will provide a confirmation number for reference (see *Figure 15*) to the last signatory or when only one signature is required. Once the tracking number is received, the agreement is successfully submitted to the Department to initiate its internal signature process.

Figure 15 – Confirmation and Tracking Number



Once the Department’s internal signature process is complete, an email will be sent to the agreement signatories.

1.4 Consulting the Agreement

In order to view a copy of **the signed agreement** the following steps must be completed:

- Log in your account;
- Access the "View Applications and Projects" screen;
- Locate your active project and select "Manage Agreement" under the Functions column (see *Figure 16*).

You will then be able to use the "View" function to generate a .pdf version of the agreement. The document will have the watermark "Copy only – electronic version" and will also allow you to view who signed the agreement on behalf of your organization and the delegate on behalf of the Department.

Figure 16– Consulting the Agreement

