

## Retrieving your EI Reference Code

1. You will receive an email or text message to the account that you used when you completed your application for **WorkBC Apprentices Services Financial Supports** online.

- The email “Subject” will read: **Apprentice Training Supports - Pre-Approved**
- The email text will say the following:

**“Your application for additional Financial Supports for Apprentices has been received. Please visit <http://apply.workbc.ca> to learn about any additional information and requirements related to your application.”**

2. Click on <http://apply.workbc.ca> to go to the login page. Select the *Sign in* option.

The screenshot shows the WorkBC Online Employment Services login page. At the top left is the WorkBC logo with the British Columbia flag. At the top right is a 'Français' link. The main heading is 'Welcome to Online Employment Services'. Below this, there is a paragraph explaining that the service provides online access to WorkBC for residents of British Columbia. A second paragraph states that if you are currently receiving services through WorkBC, Online Employment Services will allow you to securely access your current information online. A third paragraph explains that signing in will help you find employment opportunities and discover specific services and supports that may be available to you. To the right of this text is a login box with two options: 'Yes, I have an OES account' with a 'Sign in' button, and 'No, I do not have an OES account' with a 'Create an account' button. Below the main text is a section titled 'Links to other resources:' with a list of links: WorkBC, WorkBC Apprentices Services, WorkBC Employment Services, WorkBC Self-Serve Services, WorkBC Assistive Technology Services, and My Self Serve. At the bottom of the page is a footer with links for Home, Disclaimer, Privacy, Terms of Use, Accessibility, and Copyright, and a statement that the program is funded by the Government of Canada and the Province of British Columbia.

Once you have clicked on *Sign in* you will be directed to login with either your BC Services Card or your Basic BCeID. Please ensure you are using the same login information you entered when you registered for WorkBC Online Employment Services.

After entering your login information, you will be directed to your Logon History. Click *Next*.

- Your Messages inbox will be displayed with the Pre-Approved message bolded in the list of messages. Select the Pre-Approved message in the Message list to view information on applying for Employment Insurance. Additionally, if you navigate to the Applications menu item, your Pre-Approved Apprentices Application will display your **EI reference code** as shown below.

The screenshot shows the WorkBC Messages interface. On the left is a navigation menu with options: Messages, Applications, Service Requests, Case Details, Employment History, Account Info, and Support. The main area displays a list of messages from 'Portal Administrator'. The message 'Apprentices Training Supports - Pre-Approved' is highlighted in bold. Below the list, the full content of this message is shown. It includes a 'Delete' button, the sender information (Portal Administrator, Tuesday March 12, 2019), and the message body. The message body contains instructions on how to file for EI benefits, including a list of required information (Social Insurance Number, base salary, and EI Reference Code) and a note about the EI Reference Code (5986022012002002).

This screenshot shows the 'WorkBC Apprentices Services' application page. The status is 'Pending'. The application details include: ID APR24920, reviewed on Mar 05, 2019, and a note 'Awaiting training institution confirmation'. The EI Reference Code is 5907022011002012, with a red arrow pointing to it. On the right side, there are buttons for 'Edit', 'Delete', 'View', and 'Terms of Service'.

If you have questions about this process you can click on the **Support** menu link to contact your WorkBC Centre.



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