Chapter 7: Employer Management
Table of Contents

Chapter 7: Employer Management .................................................................................................................. 1

Document History .............................................................................................................................................. 4

7.1 Employer Management ................................................................................................................................. 5

7.2 Roles and Responsibilities .............................................................................................................................. 6

7.3 View Corporate Entity ...................................................................................................................................... 7

7.4 View Employer ............................................................................................................................................... 10

7.5 Registering a Non-COJG Employer .............................................................................................................. 12

7.5.1 Create New Corporate Entity and New Employer .................................................................................. 13

7.5.2 Create New Corporate Entity and Select Existing Employer ................................................................. 20

7.5.3 Select Existing Corporate Entity and Create New Employer ................................................................. 24

7.5.4 Select Existing Corporate Entity and Existing Employer ......................................................................... 28

7.6 Registering a COJG Employer ........................................................................................................................ 32

7.6.1 Create New Corporate Entity and New Employer .................................................................................. 33

7.6.2 Create New Corporate Entity and Select Existing Employer ................................................................. 38

7.6.3 Select Existing Corporate Entity and Create New Employer .................................................................. 40

7.6.4 Select Existing Corporate Entity and Existing Employer ....................................................................... 44

7.7 Creating an EO Case for Employer ............................................................................................................... 47

7.8 Modifying and Maintaining Employer Profile ............................................................................................ 49

7.8.1 Modifying an Employer ............................................................................................................................. 49

7.8.2 Adding Contacts ....................................................................................................................................... 52

7.8.3 Alternative IDs .......................................................................................................................................... 54

7.9 Cases and Service Plans for Employers ....................................................................................................... 55

7.9.1 Viewing ES, YJC and YJL Service Plans ................................................................................................. 55

7.9.2 Viewing EO Case and COJG Service Plans ............................................................................................ 56

7.10 Modifying a Corporate Entity ..................................................................................................................... 57

7.10.1 Adding Contacts ....................................................................................................................................... 59

7.10.2 Alternative IDs ......................................................................................................................................... 60

7.10.3 Associated Branches ............................................................................................................................... 62
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.11</td>
<td>Closing (Liquidating) an Employer</td>
<td>63</td>
</tr>
<tr>
<td>7.12</td>
<td>Closing (Liquidating) a Corporate Entity</td>
<td>64</td>
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## Document History

<table>
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<tr>
<th>Version #</th>
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<th>Description</th>
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<tr>
<td>1.0</td>
<td>July 2010</td>
<td>Initial version released prior to the launch of the system on August 4, 2010.</td>
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<tr>
<td>1.01</td>
<td>May 2011</td>
<td>Minor updates</td>
</tr>
<tr>
<td>2.0</td>
<td>January 2012</td>
<td>Review and edit for Release 3.0</td>
</tr>
<tr>
<td>2.1</td>
<td>April 2013</td>
<td>Minor updates</td>
</tr>
<tr>
<td>2.2</td>
<td>July 2014</td>
<td>Updates to reflect new Release 4.0 user interface</td>
</tr>
<tr>
<td>2.3</td>
<td>November 2014</td>
<td>Updates to reflect major changes to employer management as a result of new Canada-Ontario Job Grant Functionality in EOIS-CaMS Release 4.2.</td>
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<tr>
<td>3.0</td>
<td>May 2015</td>
<td>Updates to reflect the transition to a corporate-branch structure for COJG employers.</td>
</tr>
<tr>
<td>3.0</td>
<td>May 2015</td>
<td>Updates to reflect changes to closing (liquidating) an employer and change whereby Business Information Number no longer mandatory or required for COJG Employment Ontario Case creation.</td>
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<tr>
<td>3.1</td>
<td>December 2015</td>
<td>Updated to include changes related to EOIS-CaMS Release 5.2</td>
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<td></td>
<td></td>
<td>Update to format and readability</td>
</tr>
<tr>
<td>3.2</td>
<td>May 2016</td>
<td>Updates to reflect Release 6.0</td>
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<tr>
<td>3.3</td>
<td>November 2016</td>
<td>Updates to reflect Release 6.3</td>
</tr>
<tr>
<td>3.4</td>
<td>June 2017</td>
<td>Updates to reflect Release 17.2</td>
</tr>
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</table>
| 3.5       | September 2017 | Updates to reflect Release 17.3:  
- Increased search functionality                                                                 |
| 3.6       | December 2017 | Updates to reflect Release 17.4                                                                   |
| 3.7       | November 2018 | Update screenshots re Curam v7 Upgrade                                                               |

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7.1 Employer Management

This chapter covers the following aspects of managing Employer information in the EOIS Case Management System:

- Registering a Corporate Entity and an Employer
- Creating Employment Ontario Case
- Modifying a Corporate Entity and an Employer
- Viewing Service Plans tied to Employer

The corporate entity and employer participant types are used to capture employer profile information for various Employment Ontario programs. The corporate entity captures corporate-level information tied to a CRA business number and the employer profile captures local branch-level information. Multiple employers (branches) can be associated to one corporate entity and every employer must be associated to a corporate entity, even if it is an employer with a single location. Employers participating in placements or service plans must be registered in the system and associated at the employer (branch) level.
7.2 Roles and Responsibilities

The creation and management of employers is the responsibility of service providers. The following table lists the actions that each system user role can perform.

Note: Corporate entities can only be closed through the EOIS Service Desk.

<table>
<thead>
<tr>
<th>Roles</th>
<th>View Corporate Entity/Employer Profile</th>
<th>Create/Modify Corporate Entity/Employer</th>
<th>Create EO Case</th>
<th>Close Corporate Entity</th>
<th>Close Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Provider Manager</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Service Provider Manager Non-Case</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Service Provider Caseworker</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Service Provider Administrator</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Ministry Manager</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Ministry Regional Administrator</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Ministry Caseworker</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
7.3 View Corporate Entity

The EOIS Case Management System (the system) enables users to view the information of corporate entities that have been registered.

System Steps

✦ Step 1: Workspace Page
Click SEARCH FOR A CORPORATE ENTITY.

✦ Step 2: Corporate Entity Search Page
Complete all necessary fields, and click SEARCH. Click the REFERENCE NUMBER next to the employer to view its home page.

✦ Step 3: Corporate Entity Home Page
Basic corporate entity information will appear on the home page.
To view employers associated to this corporate entity, select the Associated Branches tab.

Step 4: Associated Branches

A list of employers associated to the corporate entity is displayed. Select the EMPLOYER REFERENCE NUMBER to view an associated employer profile.
### List of Associated Branches

<table>
<thead>
<tr>
<th>Case Reference</th>
<th>Employer Reference Number</th>
<th>Trading / Business Name</th>
<th>Registered / Legal Name</th>
<th>Business City</th>
<th>Last Updated</th>
<th>Trading Status</th>
</tr>
</thead>
</table>
7.4 View Employer

The EOIS Case Management System (the system) enables users to view the information of employers that have been registered.

System Steps

✦ Step 1: Workspace Page
Click SEARCH FOR AN EMPLOYER.

✦ Step 2: Employer Search Page
Complete all necessary fields, and click SEARCH. Click the REFERENCE NUMBER next to the employer to view its home page.
Step 3: Employer Home Page

Basic employer information will appear on the employer’s home page. The associated Corporate Entity is shown on this page. To view the associated corporate entity profile, click the name of the CORPORATE ENTITY.

---

**Employer Home:**

<table>
<thead>
<tr>
<th>Name</th>
<th>ABC Inc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trading / Business</td>
<td>ABC Inc</td>
</tr>
<tr>
<td>Name</td>
<td>607363454</td>
</tr>
<tr>
<td>Business Identification Number</td>
<td>02/09/2011</td>
</tr>
<tr>
<td>Registration Date</td>
<td>02/09/2011</td>
</tr>
<tr>
<td>Sensitivity</td>
<td>1</td>
</tr>
<tr>
<td>Registered / Local</td>
<td>ABC Inc</td>
</tr>
<tr>
<td>Name</td>
<td>English</td>
</tr>
<tr>
<td>Preferred Language</td>
<td>Phone</td>
</tr>
<tr>
<td>Preferred Communication</td>
<td></td>
</tr>
<tr>
<td>Corporate Entity</td>
<td>Active</td>
</tr>
<tr>
<td>Corporate ID Number</td>
<td>600670596</td>
</tr>
<tr>
<td>Total Number of Employees in Corporation</td>
<td>22</td>
</tr>
<tr>
<td>Status</td>
<td></td>
</tr>
</tbody>
</table>

**Further Details**

| Total Number of Employees in Branch | 22 |
| Employer Business Size             | 11 - 50 |
7.5 Registering a Non-COJG Employer

Registering an employer is a two-step process: both a corporate entity and an employer profile must exist and be associated before the employer can be linked to a service plan. The corporate entity captures all of the information relevant to the overall corporation, such as its CRA number and corporate address. Information relating to branch location(s) is collected under the employer profile. There can be many employers (branches) associated to one corporate entity.

Historical employer information in EOIS-CaMS has been captured at the employer (branch) level; therefore, many existing employers may not be associated to corporate entities. As outlined in the steps that follow, there will be four scenarios that can be encountered when registering an employer:

- Neither the corporate entity nor the employer (branch) exists and both must be registered.
- The branch (employer) exists but its corporate entity must be created and the branch must be associated to it.
- The corporate entity exists but a new employer (branch) needs to be created and associated to it.
- Both the corporate entity and employer (branch) already exist.

Prerequisites:

All requirements outlined in relevant program or service guidelines must be met. Be sure that all employer information is captured prior to registration.
7.5.1 Create New Corporate Entity and New Employer

System Steps

❖ Step 1: Workspace Page

Click CREATE A NEW EMPLOYER or CORPORATE ENTITY from the My Shortcuts list.

❖ Step 2: Confirm Employer Not Already Registered Page

This step is to confirm whether the employer already exists in the system. The CRA Number also searches the Business Identification Number field within employer records as this field has historically captured the CRA Number.

In order to retrieve the most accurate search results, it is recommended that users first search using only the CRA Number since this field should produce the most accurate results. If this search does not retrieve a relevant employer (branch) or corporate entity, next use the Business Name only. Note the system performs partial searches and more search results should appear if a shortened version of the name is used. For example, when trying to find “Bob Jones Automotive,” search using “Bob Jones” or “Jones Automotive.” These results can be further refined using the Legal Name and Postal Code fields.
Complete all necessary fields, and click SEARCH. **Registered/Legal Name** is the legal name and the **Trading/Business Name** is the operating name.

In the **Search Results** table, the **Corporate/Branch** field indicates if the employer is associated to a corporate entity (“Corporate”) or not (“Unassociated Branch”). Records appearing with “Corporate” should be toggled to view the associated branches or to add a new branch to the corporate entity.

In this scenario, the employer was not found. Click **REGISTER CORPORATE ENTITY**.

**Step 3: Register Corporate Entity Page**

The system will display the Register Corporate Entity page pre-populating data fields that were entered by the user as search criteria. The user has the ability to modify these pre-populated fields. Enter as much information as possible into the available fields. Fields marked with an asterisk are mandatory.

Complete all necessary fields.
An Address Details page will load for the postal code where users will enter the street number, unit or suite number and any other relevant information.

If the address cannot be found in the Address Details page, verify the address on Canada Post’s website.

Ensure the Same as Registered/Corporate Address checkbox is selected if this is the case. The Contact Type for the initial registration must have a value of “Primary.”

Click REGISTER to complete.
**Step 4: Corporate Entity Registration Completed Page**

Now that the corporate entity has been created, the next step in this scenario is to create the employer (branch) under this corporate entity. Click CREATE NEW EMPLOYER FOR THIS CORPORATE ENTITY.

**Step 5: Confirm Employer Not Already Registered Page**

Upon confirming employer is not already registered, click CONTINUE.
Step 6: Register Employer Page

The system will display the Register Employer page pre-populating data fields that were entered by the user as search criteria. The user has the ability to modify these pre-populated fields. Enter as much information as possible into the available fields. Fields marked with an asterisk are mandatory.

Complete all required fields.

An Address Details page will load for the postal code where users will enter the street number, unit or suite number and any other relevant information.

Click the CONTINUE button to return to the Register Employer page. The address fields on the page will populate with the information.
If the address cannot be found in the Address Details page, verify the address on Canada Post’s website.

Ensure the **Same as Business Address** checkbox is selected if this is the case.

The six-digit **NAICS Code** is the North American Industry Classification System code. The system will not search for the **NAICS Code**; it must be retrieved manually from the Internet. The system validates the code and will produce an error if it is not a valid code. The **Contact Type** for the initial registration must have a value of “Primary.”
Click REGISTER to complete.

✦ Step 7: Employer Registration Completed Page

A page confirms successful registration. A system generated Reference Number will appear. This page provides a link to the employer’s home page as well as a link to register additional employers. Select CLICK HERE TO OPEN THE EMPLOYER HOME PAGE.

Employer Registration Completed

The employer registration process has been successfully completed.

The employer’s reference number is 10240809988

Click here to open the employer home page.

Click here to register another employer.

✦ Step 8: Employer Home Page

Note that the employer is now linked to the Corporate Entity.
7.5.2 Create New Corporate Entity and Select Existing Employer

System Steps

 Step 1: Workspace Page

Click CREATE A NEW EMPLOYER or CORPORATE ENTITY from the My Shortcuts list.

 Step 2: Confirm Employer Not Already Registered Page

This step is to confirm whether the employer already exists in the system. The CRA Number also searches the Business Identification Number field within employer records as this field has historically captured the CRA Number. Complete all necessary fields, and click SEARCH.

In the Search Results table, the Corporate/Branch field indicates if the employer is associated to a corporate entity (“Corporate”) or not (“Unassociated Branch”). Records appearing with “Corporate” should be toggled to view the associated branches or to add a new branch to the corporate entity.

In this scenario, the employer was found as an Unassociated Branch. Since the employer exists but the corporate entity needs to be created, click REGISTER CORPORATE ENTITY.
Step 3: Register Corporate Entity Page
Complete all necessary fields. An Address Details page will load for the postal code where users will enter the street number, unit or suite number and any other relevant information. Remember that this information relates to the employer’s corporate head office. Click REGISTER.

Step 4: Corporate Entity Registration Completed Page
Now that the corporate entity has been created, the next step in this scenario is to associate the employer (branch) under this corporate entity.
Corporate Entity Registration Completed

The Corporate Entity registration process has been successfully completed.

The Corporate Entity’s reference number is 10240809990

Create New Employer for this Corporate Entity

Click here to open the Corporate Entity home page.

Click here to register another Corporate Entity.

✦ Step 5: Employer Home Page

Return to the home page of the employer you wish to associate to the corporate entity, and click LINK TO CORPORATE ENTITY.

✦ Step 6: Set Corporate Entity Page

Select a New Corporate Entity and click SAVE.

Set Corporate Entity: D’s Candy Co

Change Corporate Entity

New Corporate Entity *

D’s Candy Co

Save Cancel
Step 7: Employer Home Page

Note that the employer is now linked to the Corporate Entity.
7.5.3 Select Existing Corporate Entity and Create New Employer

System Steps

✦ Step 1: Workspace Page
Click CREATE A NEW EMPLOYER or CORPORATE ENTITY from the My Shortcuts list.

✦ Step 2: Confirm Employer Not Already Registered Page
This step is to confirm whether the corporate entity/employer already exists in the system. The CRA Number also searches the Business Identification Number field within employer records as this field has historically captured the CRA Number. Complete all necessary fields, and click SEARCH.

In the Search Results table, the Corporate/Branch field indicates if the employer is associated to a corporate entity (“Corporate”) or not (“Unassociated Branch”). Records appearing with “Corporate” should be toggled to view the associated branches or to add a new branch to the corporate entity.
In this scenario, the correct corporate entity was found but not the correct employer (branch). Click ADD NEW BRANCH next to the appropriate corporate entity.

**Step 3: Confirm Employer Not Already Registered**

Complete all necessary fields, and click SEARCH. If employer is not found, click CONTINUE.
Step 4: Register Employer Page

The system will display the Register Employer page pre-populating data fields that were entered by the user as search criteria. The user has the ability to modify these pre-populated fields. Enter as much information as possible into the available fields. Fields marked with an asterisk are mandatory.

Complete all remaining required fields.

An Address Details page will load for the postal code where users will enter the street number, unit or suite number and any other relevant information.

Click the CONTINUE button to return to the Register Employer page. The address fields on the page will populate with the information.
If the address cannot be found in the Address Details page, verify the address on Canada Post's website.

Ensure the **Same as Business Address** checkbox is selected if this is the case.

The six-digit **NAICS Code** is the North American Industry Classification System code. The system will not search for the **NAICS Code**; it must be retrieved manually from the Internet. The system validates the code and will produce an error if it is not a valid code. The **Contact Type** for the initial registration must have a value of “Primary.”

Click REGISTER to complete.

**Step 5: Employer Registration Completed Page**

A page confirms successful registration. A system generated **Reference Number** will appear. This page provides a link to the employer’s home page as well as a link to register additional employers. Select **CLICK HERE TO OPEN THE EMPLOYER HOME PAGE**.

Employer Registration Completed

The employer registration process has been successfully completed.

The employer’s reference number is 10240809991

**Click here to open the employer home page.**

**Click here to register another employer.**
Step 6: Employer Home Page

Note that the employer is now linked to the **Corporate Entity**.

7.5.4 Select Existing Corporate Entity and Existing Employer

System Steps

- **Step 1: Workspace Page**
  
  Click **CREATE A NEW EMPLOYER** or **CORPORATE ENTITY** from the **My Shortcuts** list.

- **Step 2: Confirm Employer Not Already Registered Page**
  
  Complete all necessary fields and click **SEARCH**.
Step 3A: Confirm Employer Not Already Registered Page

If the employer (branch) exists under the correct corporate entity, select the Branch Reference Number. (Steps 3B-6 do not apply under this scenario)

Step 3B: Confirm Employer Not Already Registered Page

If both the corporate entity and employer (branch) exist, but are not associated, there are two scenarios for creating this association:

1. If they share a CRA Number, the employer will appear in the Branches list under the corporate employer. In this case, click ASSOCIATE next to the relevant employer.
2. If the corporate entity and the employer (branch) both appear in the search results but are not grouped together, due to the fact that the employer does not have a CRA Number or has a number that does not match that of the corporate entity, complete the following steps:

**System Steps**

**usaha Step 4: Confirm Employer Not Already Registered Page**

Click the REFERENCE NUMBER next to the appropriate Unassigned Branch.

**usaha Step 5: Employer Home Page**

Click LINK TO CORPORATE ENTITY.
Step 6: Set Corporate Entity Page

Select a **New Corporate Entity**, and click SAVE.

Set Corporate Entity: blue crayon

Change Corporate Entity

New Corporate Entity *

Crayons Inc

Save  Cancel
7.6 Registering a COJG Employer

Employers participating in COJG must be registered using a corporate-branch structure. The corporate entity captures all of the information relevant to the overall corporation, such as its CRA number and corporate address. Information relating to branch locations will be collected under the employer profile, just as they are for programs such as the Employment Service. There can be many employers (branches) associated to one corporate entity.

Historical employer information in EOIS-CaMS has been captured at the employer (branch) level; therefore, many existing employers may not be associated to corporate entities. As outlined in the steps that follow, there will be four scenarios that can be encountered when registering a COJG employer:

- Neither the corporate entity nor the employer (branch) exists and both must be registered.
- The branch (employer) exists but its corporate entity must be created and the branch must be associated to it.
- The corporate entity exists but a new employer (branch) needs to be created and associated to it.
- Both the corporate entity and employer (branch) already exist and the user can proceed with creating a COJG service plan.

Prerequisites:

For employers being registered for Canada-Ontario Job Grant (COJG) service plans, registration must begin from an approved COJG application.

Note: COJG applications are discussed in Chapter 12.
7.6.1 Create New Corporate Entity and New Employer

System Steps

♫ Step 1: COJG Application Home Page
From the Action Button, click PROCESS CASE.

♫ Step 2: Confirm Employer Not Already Registered Page
This step is to confirm whether the employer already exists in the system. The four search criteria are prepoppedulated from the COJG application but can be further refined as required. The CRA Number also searches the Business Identification Number field within employer records as this field has historically captured the CRA Number.

In order to retrieve the most accurate search results, it is recommended that users first search using only the CRA Number since this field should produce the most accurate results. If this search does not retrieve a relevant employer (branch) or corporate entity, next use the Business Name only. Note the system performs partial searches and more search results should appear if a shortened version of the name is used. For example, when trying to find “Bob Jones Automotive,” search using “Bob Jones” or “Jones Automotive.” These results can be further refined using the Legal Name and Postal Code fields.

Complete all necessary fields, and click SEARCH. In the Search Results table, the Corporate/Branch field indicates if the employer is associated to a corporate entity (“Corporate”) or not (“Unassociated Branch”). Records appearing with “Corporate” should be toggled to view the associated branches or to add a new branch to the corporate entity.
In this scenario, the employer was not found. Click REGISTER CORPORATE ENTITY.

📝 Step 3: Register Corporate Entity Page

The data from the COJG application continues to prepopulate on this page. For the address, however, only the postal code will prepopulate; the address(es) must still be retrieved using the postal code look-up functionality. Remember that this information relates to the employer’s corporate head office. Complete the required fields and click REGISTER.

📝 Step 4: Corporate Entity Registration Completed Page

Now that the corporate entity has been created, the next step in this scenario is to create the employer (branch) under this corporate entity. Click CREATE NEW EMPLOYER FOR THIS CORPORATE ENTITY.
Step 5: Confirm Employer Not Already Registered Page
The relevant fields will be prepopulated from the application. Upon confirming employer is not already registered, click CONTINUE.

Step 6: Register Employer Page
Relevant fields will be prepopulated from the application. Complete all remaining required fields.
An Address Details page will load for the postal code where users will enter the street number, unit or suite number and any other relevant information.

Click the CONTINUE button to return to the Register Employer page. The address fields on the page will populate with the information.

If the address cannot be found in the Address Details page, verify the address on Canada Post’s website.

Ensure the **Same as Business Address** checkbox is selected if this is the case.

The six-digit **NAICS Code** is the North American Industry Classification System code. The system will not search for the **NAICS Code**; it must be retrieved manually from the Internet. The system validates the code and will produce an error if it is not a valid code. The **Contact Type** for the initial registration must have a value of “Primary.”
Click REGISTER to complete.

**Step 7: Employer Registration Completed Page**

A page confirms successful registration. A system generated Reference Number will appear. This page provides a link to the employer’s home page as well as a link to register additional employers. Select CLICK HERE TO OPEN THE EMPLOYER HOME PAGE.

Employer Registration Completed

The employer registration process has been successfully completed.

The employer’s reference number is 10240809993

**Step 8: Employer Home Page**
Note that the employer is now linked to the **Corporate Entity**. An Employment Ontario Case can now be created for the employer (refer to Section 7.5) in order to create a COJG Employer Service Plan (refer to Chapter 8C).

### 7.6.2 Create New Corporate Entity and Select Existing Employer

**System Steps**

1. **Step 1: COJG Application Home Page**
   
   From the **Action Button**, click **PROCESS CASE**.

2. **Step 2: Confirm Employer Not Already Registered Page**
   
   This step is to confirm whether the employer already exists in the system. The four search criteria are prepopulated from the COJG application but can be further refined as required. The **CRA Number** also searches the **Business Identification Number** field within employer records as this field has historically captured the CRA Number. Click **SEARCH**.

   In the **Search Results** table, the **Corporate/Branch** field indicates if the employer is associated to a corporate entity (“Corporate”) or not (“Unassociated Branch”). Records appearing with “Corporate” should be toggled to view the associated branches or to add a new branch to the corporate entity.

   In this scenario, the employer was found as an Unassociated Branch. Since the employer exists but the corporate entity needs to be created, click **REGISTER CORPORATE ENTITY**.
⇒ Step 3: Register Corporate Entity Page
The data from the COJG application continues to prepopulate on this page. For the address, however, only the postal code will prepopulate; the address(es) must still be retrieved using the postal code look-up functionality. Remember that this information relates to the employer’s corporate head office. Complete the required fields and click REGISTER.

⇒ Step 4: Corporate Entity Registration Completed Page
Now that the corporate entity has been created, the next step in this scenario is to associate the employer (branch) under this corporate entity.

Corporate Entity Registration Completed

The Corporate Entity registration process has been successfully completed.

The Corporate Entity’s reference number is 10240809994

Create New Employer for this Corporate Entity

Click here to open the Corporate Entity home page.

Click here to register another Corporate Entity.

⇒ Step 5: Employer Home Page
Return to the home page of the employer you wish to associate to the corporate entity, and click LINK TO CORPORATE ENTITY.
**Step 6: Set Corporate Entity Page**

Select a **New Corporate Entity** and click SAVE.

**Set Corporate Entity: Scoopers**

* required field

Change Corporate Entity

New Corporate Entity *

Cooper & Associates

![Save Cancel](Image)

**Step 7: Employer Home Page**

Note that the employer is now linked to the **Corporate Entity**. An Employment Ontario Case can now be created for the employer (refer to Section 7.5) in order to create a COJG Employer Service Plan (refer to Chapter 8C).

### 7.6.3 Select Existing Corporate Entity and Create New Employer

**System Steps**

**Step 1: COJG Application Home Page**

From the **Action Button**, click **PROCESS CASE**.
**Step 2: Confirm Employer Not Already Registered Page**

This step is to confirm whether the employer already exists in the system. The four search criteria are prepopulated from the COJG application but can be further refined as required. The **CRA Number** also searches the **Business Identification Number** field within employer records as this field has historically captured the CRA Number. Click SEARCH.

In the **Search Results** table, the **Corporate/Branch** field indicates if the employer is associated to a corporate entity (“Corporate”) or not (“Unassociated Branch”). Records appearing with “Corporate” should be toggled to view the associated branches or to add a new branch to the corporate entity.

<table>
<thead>
<tr>
<th>Corporate/Branch</th>
<th>Reference Number</th>
<th>CRA Number</th>
<th>Trading/Business Name</th>
<th>Registered/Legal Name</th>
<th>Business City</th>
<th>Registration Date</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate</td>
<td>102408039955</td>
<td>223456789</td>
<td>Cooper &amp; Associates</td>
<td>Cooper &amp; Associates</td>
<td>TORONTO</td>
<td>15/10/2018</td>
<td>15/10/2018 13:32</td>
</tr>
</tbody>
</table>

In this scenario, the correct corporate entity was found but not the correct employer (branch). Click **ADD NEW BRANCH** next to the appropriate corporate entity.

**Step 3: Confirm Employer Not Already Registered**

Complete all necessary fields, and click **CONTINUE**.
Step 4: Register Employer Page

Relevant fields will be prepopulated from the application. Complete all remaining required fields.

An Address Details page will load for the postal code where users will enter the street number, unit or suite number and any other relevant information.

Click the CONTINUE button to return to the Register Employer page. The address fields on the page will populate with the information.
If the address cannot be found in the Address Details page, verify the address on Canada Post’s website.

Ensure the **Same as Business Address** checkbox is selected if this is the case.

Registered / Corporate Address

![Registered / Corporate Address](image)

The six-digit **NAICS Code** is the North American Industry Classification System code. The system will not search for the NAICS Code; it must be retrieved manually from the Internet. The system validates the code and will produce an error if it is not a valid code. The **Contact Type** for the initial registration must have a value of “Primary”.

Click REGISTER to complete.

![Register Corporate Entity](image)

.Fatalf: Employer Registration Completed Page

A page confirms successful registration. A system generated **Reference Number** will appear. This page provides a link to the employer’s home page as well as a link to register additional employers. Select CLICK HERE TO OPEN THE EMPLOYER HOME PAGE.

Employer Registration Completed

The employer registration process has been successfully completed.

The employer’s reference number is 1024080993

[Click here to open the employer home page.](image)

Step 6: Employer Home Page
Note that the employer is now linked to the **Corporate Entity**. An Employment Ontario Case can now be created for the employer (refer to Section 7.5) in order to create a COJG Employer Service Plan (refer to Chapter 8C).

### 7.6.4 Select Existing Corporate Entity and Existing Employer

**System Steps**

**Step 1: COJG Application Home Page**

From the **Action Button**, click **PROCESS CASE**.

**Step 2: Confirm Employer Not Already Registered Page**

Complete all necessary fields and click **SEARCH**. Two fields are pre-populated: the **Trading/Business Name** is the operating name and **Registered Name/Legal** is the legal name.
Step 3A: Confirm Employer Not Already Registered Page

If the employer (branch) exists under the correct corporate entity, select the Branch Reference Number. An Employment Ontario Case can now be created for the employer (refer to Section 7.5) in order to create a COJG Employer Service Plan (refer to Chapter 8C). Steps 3B-6 do not apply under this scenario.

Step 3B: Confirm Employer Not Already Registered Page

If both the corporate entity and employer (branch) exist, but are not associated, there are two scenarios for creating this association:

1. If they share a CRA Number, the employer will appear in the Branches list under the corporate employer. In this case, click ASSOCIATE next to the relevant employer. Once the association is complete, click on the employer (branch) reference number to continue with EO Case Creation (refer to Section 7.5) and COJG employer service plan setup (refer to Chapter 8C).

2. If the corporate entity and the employer (branch) both appear in the search results but are not grouped together, due to the fact that the employer does not have a CRA
Number or has a number that does not match that of the corporate entity, complete the following steps:

System Steps

› Step 4: Confirm Employer Not Already Registered Page

Click the REFERENCE NUMBER next to the appropriate Unassigned Branch.

› Step 5: Employer Home Page

Click LINK TO CORPORATE ENTITY.

› Step 6: Set Corporate Entity Page

Select a New Corporate Entity, and click SAVE.

An Employment Ontario Case can now be created for the employer (refer to Section 7.5) in order to create a COJG Employer Service Plan (refer to Chapter 8C).
7.7 Creating an EO Case for Employer

Prerequisites:
Employer profile must exist.

System Steps

⇒ Step 1: Employer Home Page
Click CREATE EMPLOYMENT ONTARIO CASE.

⇒ Step 2: Create Employment Ontario Case Page
Click SUBMIT.
These fields can be found on the COJG Application for Employers/Consortia.

❖ Step 3: Employment Ontario Home Page
The Employment Ontario Home page for the employer is displayed.

The creation of the COJG Employer Service Plan can now commence (refer to Chapter 8C).
7.8 Modifying and Maintaining Employer Profile

7.8.1 Modifying an Employer

System Steps

❖ Step 1: Workspace Page
Click SEARCH FOR AN EMPLOYER.

❖ Step 2: Employer Search Page
Complete all necessary fields, and click SEARCH. Click the REFERENCE NUMBER next to the employer to view its home page.
Step 3: Employer Home Page
Click EDIT.

Step 4: Modify Employer Page
Modify fields as necessary, and click SAVE. Additional information such as addresses and phone numbers can also be modified in the Contact tab. For more detail, refer to Chapter 3.
Modify Employer: Pen Paperclip Co - 10240809988

Details

Trading / Business Name *
Registered / Legal Name *
Preferred Language *
Registration Date *
Preferred Communication
Status
Active

Further Details

Total Number of Employees in Branch *
23
Business Description

Trading Details

Type of Sector *
Private
NAICS Code *
23610

Comments

Save  Cancel
7.8.2 Adding Contacts

If an employer has been previously registered by another user and the contact associated to that employer is not affiliated, additional contacts must be added. All additional contacts must have a Contact Type of “Alternate.”

Do not edit or enter a To date for a contact that has previously been created.

System Steps

✦ Step 1: Employer Home Page
Click the Contact tab and select Contacts in the Tab Content Bar.

✦ Step 2: Contacts Page
Click NEW.

✦ Step 3: Create Contact Page
Complete all necessary fields. The Type must have a value of “Alternate.” The From date defaults to the current date. The Address is entered in an Address Details page through the Postal Code Lookup. Click SAVE.
Step 4: Contacts Page

The contact can now be viewed in the list on the Contacts page.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>From</th>
<th>To</th>
<th>Status</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Dowe</td>
<td>Primary</td>
<td>15/10/2018</td>
<td></td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Mister Blue</td>
<td>Alternate</td>
<td>15/10/2018</td>
<td></td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>
7.8.3. Alternative IDs

The system captures alternative IDs for employers. The alternative ID that is captured at the branch level is the employer’s **Business Identification Number**.

System Steps

✦ **Step 1: Employer Home Page**

Click the **Alternative IDs** tab.

✦ **Step 2: Alternative IDs Page**

Click NEW to add a new Alternative ID or EDIT from the **Action Button** next to the relevant record.

✦ **Step 3: Modify Alternative ID Page**

Modify necessary information, and click SAVE.

![Warning]

Alternative IDs cannot be entered with a **From** date in the future.
Step 4: Alternative IDs Page

The new or modified information from the previous page now appears.

7.9 Cases and Service Plans for Employers

7.9.1 Viewing ES, YJC and YJL Service Plans

System Steps

Step 1: Employer Home Page

Click the Service Plan Cases tab.

Step 2: Service Plan Cases Page
A list of all past and present service plans that are associated to the employer will appear. Click CASE REFERENCE next to the service plan to be viewed. This will open the Service Plan Home page for that service plan.

### 7.9.2 Viewing EO Case and COJG Service Plans

**System Steps**

- **Step 1:** Employer Home Page
  
  Click the **Cases** tab.

- **Step 2:** Cases Page
  
  A list of all past and present COJG service plans that are associated to the employer will appear as well as the Employment Ontario Case. Click CASE REFERENCE next to the record to be viewed. This will open the appropriate home page.
7.10 Modifying a Corporate Entity

System Steps

- Step 1: Workspace Page
Click SEARCH FOR A CORPORATE ENTITY.

- Step 2: Corporate Entity Search Page
Complete all necessary fields, and click SEARCH. Click on the appropriate CORPORATE ENTITY REFERENCE NUMBER to view its home page.

- Step 3: Corporate Entity Home Page
Click EDIT.

Step 4: Modify Corporate Entity Page

Modify fields as necessary, and click SAVE. Additional information such as addresses and phone numbers can also be modified in the Contact tab. For more detail, refer to Chapter 3.
7.10.1 Adding Contacts

Contacts added to the corporate entity should only be contacts at the corporate level. Branch-level contacts should be captured in the employer profile.

Do not edit or enter a To date for a contact that has previously been created.

System Steps

☞ Step 1: Corporate Entity Home Page
Click the Contact tab and select Contacts in the Tab Content Bar.

☞ Step 2: Contacts Page
Click NEW.

☞ Step 3: Create Contact Page
Complete all necessary fields. If a primary contact already exists, the Type must have a value of “Alternate.” The From date defaults to the current date. The Address is entered in an Address Details page through the Postal Code Lookup. Click SAVE.
Step 4: Contacts Page

The contact can now be viewed in the list on Contacts page.

7.10.2 Alternative IDs

The system captures the CRA Number for corporate entities.
System Steps

 Step 1: Corporate Entity Home Page
Click the Alternative IDs tab.

 Step 2: Alternative IDs Page
Click EDIT from the Action Button next to the relevant record.

 Step 3: Modify Alternative ID Page
Modify necessary information, and click SAVE.

Alternative IDs cannot be entered with a From date in the future.
Step 4: Alternative IDs Page
The modified information from the previous page now appears.

7.10.3. Associated Branches
The Associated Branches tab lists all the employers that are associated to the corporate entity.

System Steps

Step 1: Corporate Entity Home Page
Click the Associated Branches tab.

Step 2: Associated Branches Page
The associated branches are listed.
7.11 Closing (Liquidating) an Employer

Once an employer has been closed:

- an EO Case or a Service Plan can no longer be created for the employer;
- the employer will be excluded (by default) from search results; and,
- no generation of service plan reviews will occur.

An employer cannot be closed if it is associated to an active COJG service plan.

System Steps

Step 1: Employer Home Page

Click the Trading Status tab.

Step 2: Trading Status Page
The system uses **Trading Status** to close an employer record. Click NEW to add a **Trading Status** for the employer.

### Step 3: Create Trading Status Page

To close the employer, the **Trading Status** must have a value of “Liquidated,” the **From** date defaults to the current date, and the **To** date is the date of closure. Click SAVE.

[Image of Trading Status page]

To (un) Liquidate an employer or to change the status from Liquidated to a different status, you must contact the EOIS Help Desk for further assistance.

#### 7.12 Closing (Liquidating) a Corporate Entity

When a Corporate Entity needs to be closed in the system, the trading status must be changed to Liquidated. This system functionality is restricted to the EOIS Help Desk.

[Image of stop sign]

Once a corporate entity has been closed:
• employers cannot be associated to it; and,
• the corporate entity will be excluded (by default) from search results.

A corporate entity cannot be closed if is associated to an active employers (branches).