

## Memorandum

**To:** Employment Ontario (EO) Transfer Payment Recipients

**From:** David Cronin, Director  
Program Delivery Support Branch

**Date:** December 29, 2020

**Subject:** Using the Enterprise Attachment Transfer Service to Share  
Information with the Ministry

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The ministry continues to make efforts to ensure that Transfer Payment Recipients have the tools they need to operate in the current environment. As such, I'd like to share with you that the Ontario Public Service (OPS) has a public [Enterprise Attachment Transfer Service](#) (EATS) that can be used to send and receive large files (e.g., program applications for approval, client files to support monitoring, etc.) between recipients both inside and outside of the OPS. Using EATS is just like sending a regular email message with the added benefit of securing the documents being shared.

Please note that while EATS is not a responsive/mobile-friendly website, it can be used on a mobile device to view documents that have been sent to you or to send files that have been previously uploaded to your File Manager. In order to upload documents, you must be logged in on a computer.

When using digital resources, Recipients must ensure that they are complying with the privacy requirements outlined in their transfer payment agreements, including the security and protection of shared information. With this in mind, the ministry encourages the use of EATS to share information when possible.

In order to use EATS, organizations are required to register for an account; the registration process is initiated by OPS staff. If your organization is interested in using EATS to share documents with the Ministry of Labour, Training and Skills Development, please contact your Employment and Training Consultant to start the registration process.

Thank you,

David Cronin  
Director

cc: Heather Cross, Western Region – A/Regional Director  
Daniel Dubois, Eastern Region – A/Regional Director  
Tariq Ismati, Central Region – Regional Director  
Sherril Marsh, Northern Region – A/Regional Director