

Memorandum

To: Skills Development Fund (SDF) Transfer Payment Recipients

From: Annette Huton, Director
Program Delivery and Support Branch

Date: April 13, 2023

Subject: MyEOIS Registration for SDF Recipients

The ministry uses a web-based solution, called myEOIS, to provide and collect some of the Monitoring and Reporting documents found in Schedule “F” of your SDF Transfer Payment Agreement. This includes the:

- Activity Reports
- Estimate of Expenditure Reports (EERs)
- Statement of Revenue and Expenditure Report (SRER)
- Final Report

In order to do so, we ask that you provide your registration data for myEOIS by completing this [form](#) by Friday May 12, 2023. Please note that the user information provided on this form must be for the individual who will be completing the Reports in myEOIS on behalf of the SDF Recipient and only one representative will be registered per Recipient.

Ministry staff will use this information to register users in the system, at which time you will receive a confirmation email. This email will contain your unique account information, as well as a link to customize your password. Once you receive the confirmation email, instructions on how to login to myEOIS can be found [here](#).

If you have any questions, or face any technical difficulties, please contact your local Employment and Training Consultant.

Sincerely,

Annette Huton
Director

cc: Charles Bongomin, Regional Director, Central West Region

Laura Loveridge, Regional Director, Central East Region
Heather Cross, Regional Director, Western Region
Nicole Pereira, A/Regional Director, Northern Region
Jennifer Galloway, A/Regional Director, Eastern Region