

Retrieving your El Reference Code

- 1. You will receive an email or text message to the account that you used when you completed your application for **WorkBC Apprentice 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.

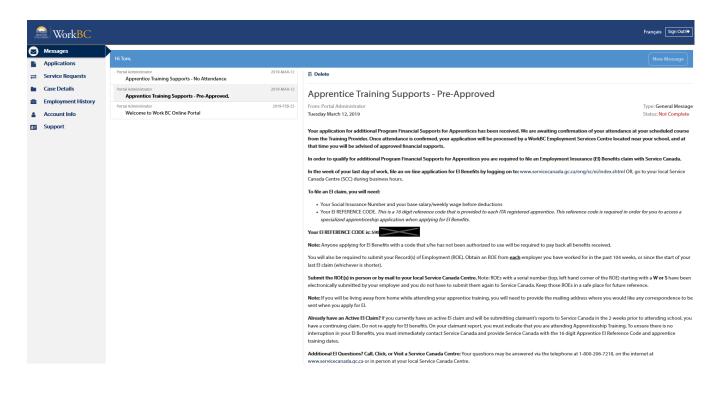
| BETTY WorkBC | | Français |
|--|---|---|
| | If you are currently receiving services through WorkBC, Online Employment Services will allow you to securely access your current information online. You will be able to communicate | nave an OES account Sign in ● Ot have an OES account Create an account |
| | Links to other resources: WorkBC WorkBC Apprentice Services WorkBC Employment Services WorkBC Assistive Technology Services My Self Serve | |
| Home Disclaimer Privacy Terms of Use Accessibility | Copyright | This program is funded by the Government of Canada and the Province of British Columbia |

One 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.



3. 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 Apprentice Application will display your **EI reference code** as shown below.



| WorkBC Apprentice Services | Pending |
|--|------------------|
| APR24920 | 🕑 Edit |
| Reviewed: Mar 05, 2019 | 0.5.1. |
| Awaiting training institution confirmation | Ø Delete |
| El Reference Code: 590 | View |
| | 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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