

## 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 Online Employment Services provides online access to WorkBC for residents of British Columbia. Another 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 Apprentices Services 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 message inbox with three entries. The second entry, 'Apprentices Training Supports - Pre-Approved', is bolded. Below the inbox is a detailed view of this message, titled 'Apprentices Training Supports - Pre-Approved'. The message content includes instructions on how to file for Employment Insurance (EI) benefits, mentioning the need for an EI Reference Code and a Record of Employment (ROE). A red arrow in the bottom-left corner of the screenshot points to the EI Reference Code field in the 'WorkBC Apprentices Services' summary card, which is currently redacted with a black box.

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



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