

# Employment Insurance Information

Apply for Employment Insurance online:

- Google search and type in Apply for EI online or
- <https://www.canada.ca/en/services/benefits/ei/ei-apply-online.html>

Free computer access and assistance to apply online is available at  
Community Futures Boundary – WorkBC Service Centres:

**1647 Central Avenue, Grand Forks**  
**245 Copper Street, Greenwood**

**Monday - Friday 8:00 am - 4:30 pm**  
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If you have had an open claim within the last 52 weeks and did not use all eligible hours, it may be possible to re-start that claim.

**For all other enquiries please call, 1-800-206-7218.**

Every 3<sup>rd</sup> Friday of the month, Service Canada has a representative on site at Service BC, currently re-located at Gallery 2, 524 Central Ave., Grand Forks.

## **Employment Insurance Reporting, Go to Google search and type in:**

El Reporting. You will see a login screen that asks for your Social Insurance Number, Access Code (you received in the mail) and Province of Residence. Follow instructions.

If you need to use our computers to report your Employment Insurance, please come to either of our Community Futures Boundary - WorkBC locations and we will help you with this process.

You can also choose to complete your Employment Insurance reporting on the phone. You are welcome to use our resource phone to access this service as well.

### **To Access the Telephone Reporting Service**

Shortly after you apply for benefits, Service Canada will mail you an EI benefit statement. The statement includes your **access code—a 4-digit number** (printed on the shaded area at the top of the benefit statement). You need the access code and your Social Insurance Number (SIN) to submit reports and obtain information about your claim.

Keep your access code private and store it separately from your SIN.

### **Follow these steps to complete your report by telephone:**

1. Dial **1-800-531-7555**.
2. Select option 2 to file your EI report.
3. Enter your Social Insurance Number (SIN) and access code.
4. Follow the instructions to complete your report. The system will ask you to confirm your answer to each question.
5. Hang up when you hear: "You have successfully input your report." The system will also tell you when you can input your next report. **Mark this date on your calendar.**

