

Temporary Foreign Worker Program

LMIA Online Portal : Applicant Guide

November 2022

*The content of this document is subject to change
following LMIA Online System improvements.*





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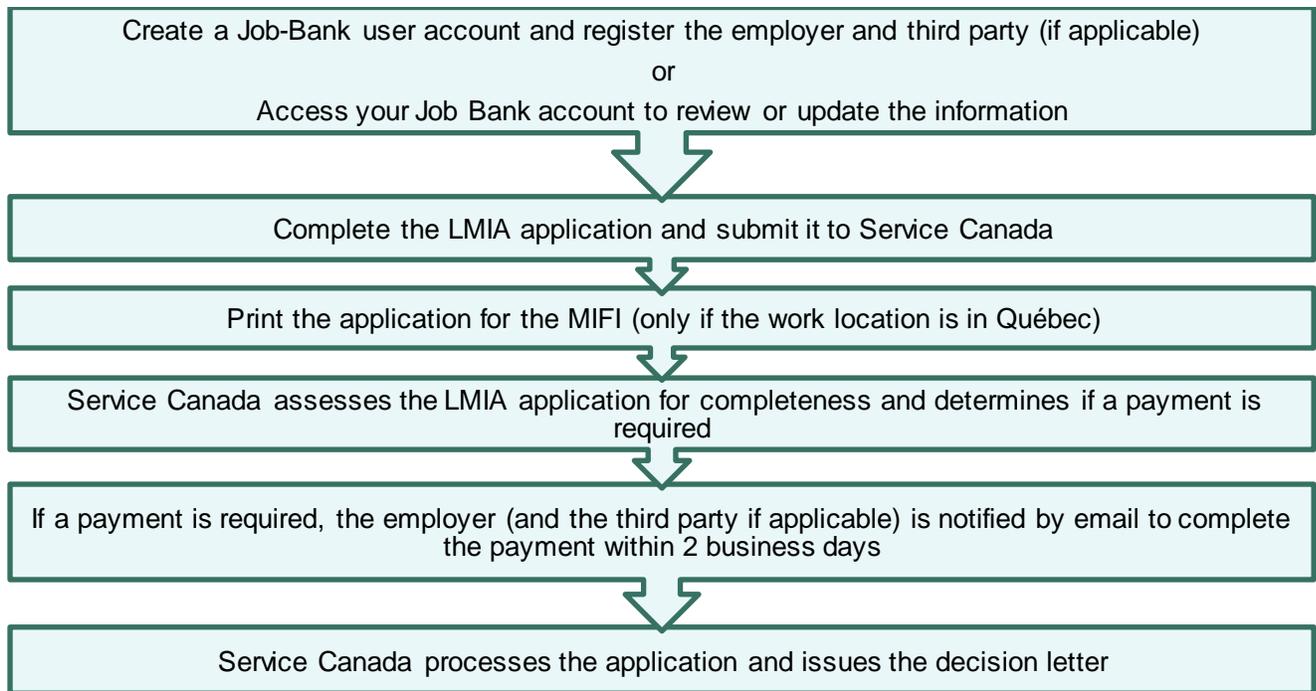
The LMIA Online Application Process

To be able to use the LMIA Online Portal, **the employer and the third party representative (if applicable) must have a Job Bank user account.** If other individuals require access to the employer file, they will have to create their own Job Bank user account.

Once the registration has been approved by Job Bank, the employer and the third party representative will be able to access the LMIA Online Portal to apply for an LMIA and manage their LMIA applications.

There are two distinct ways of submitting an online application, depending on your situation:

1. The employer completes and submits an LMIA online application;
2. The third party representative completes an LMIA online application on behalf of the employer. **NOTE: the employer remains responsible and accountable for the LMIA application.**



Important information

Security and confidentiality: You **cannot** create a user account for another individual (example: your boss, colleagues or anyone else).

Web browser: Job Bank and LMIA Online services are compatible with any Web browsers. However, we recommend using Microsoft Edge.

Document Upload limit: The maximum size of a document to upload is 6 Megabytes (MB). However, there is no limit on the number of documents that can be uploaded.

Contact us: Technical questions can be sent directly to the LMIA Systems team by clicking “Contact us” at the bottom of each page of the online application.

Automated correspondence: Following submission of an LMIA application, Service Canada may contact you via email or telephone. It is your responsibility to ensure that the contact information is accurately identified in Job Bank and to verify your emails (inbox and junk) for any Service Canada messages.

Terms and definitions

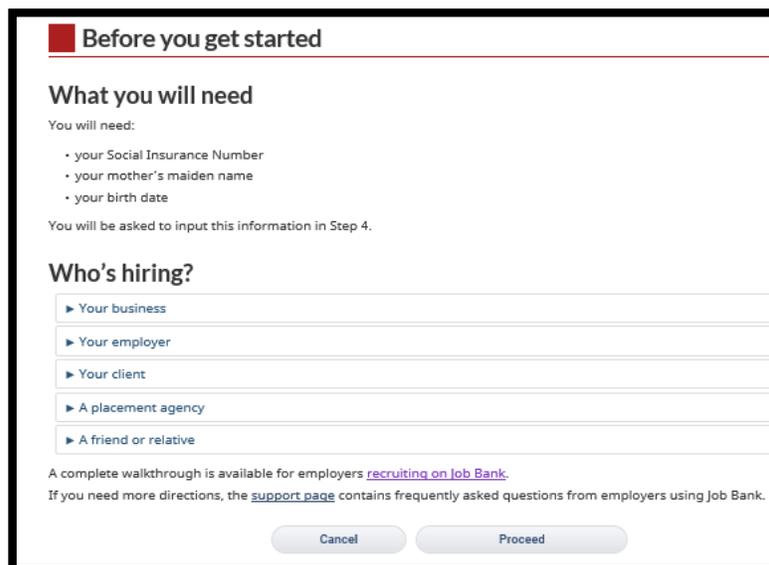
Employer: an employer is a person, company or organization that employs foreign workers and pays them a wage.

Employer Contact: This person must be the employer or be an employee of the employer. This person is someone who is familiar with the day-to-day employment activities of the foreign worker and who can answer questions or provide information about this worker’s wages, occupation and working conditions.

Step 1: Create a Job Bank account

To submit an LMIA online application you must have a Job Bank User account. Once your account is active, you must ensure that the information about your business, such as your mailing address, email and contact information, is up to date.

1. Access [Job Bank](#).
2. Read the section **Before you get started** and click on **Proceed**.



The screenshot shows a web page titled "Before you get started" with a red header bar. Below the title, there is a section "What you will need" which lists three items: "your Social Insurance Number", "your mother's maiden name", and "your birth date". A note states "You will be asked to input this information in Step 4." Below this is a section "Who's hiring?" with five radio button options: "Your business", "Your employer", "Your client", "A placement agency", and "A friend or relative". At the bottom, there is a note: "A complete walkthrough is available for employers [recruiting on Job Bank](#). If you need more directions, the [support page](#) contains frequently asked questions from employers using Job Bank." At the very bottom of the page are two buttons: "Cancel" and "Proceed".

3. Create your Job Bank User account. New users will receive a confirmation code by email. The code will be sent to the email address they provided when they created their account. Users must enter the confirmation code they received to continue.

Good to know

Job Bank safeguards confidentiality of users. Social Insurance Numbers (SINs) are not kept on file. This information is strictly used for the purpose of validating user accounts.

4. Create your security questions.
5. Once the employer user account has been created, you must select your relationship with the business (ex: employee, third party representative, owner of business). In the drop-down menu, select the situation that applies to you.

Create an employer file

1. Enter the business details. You will be required to provide your 15-digit business number issued by the Canada Revenue Agency (e.g. 123456789RP0001).
2. Once the user clicks on **Complete Registration**, Job Bank will review the employer file within five business days. If a Job Bank agent requires clarification, the user on file will be contacted.
3. When the employer file is approved, the Job Bank system transfers the information into the LMIA Online Portal.

Good to know

-If you have any issues during the process, contact the Job Bank toll-free number at **1-855-852-8317** (Monday to Thursday, from 8 am to 4 pm ET) for assistance.

-For more information on registering the business, please read the [frequently asked questions](#) (Subject (jobbank.gc.ca)) and visit step-by-step introduction videos at: [Recruit and hire](#).

4. If you need to modify your Job Bank account information, please follow the steps below:
 - A. Login to [Job Bank](#).
 - B. Click on **Employer files** from the left-hand menu on your Dashboard.
 - C. Select the employer file you want to modify.
 - D. Select the appropriate tab to change, add or modify your business information:
 - Employer's information
 - Users
 - Locations
 - Emails
 - Documents
 - E. Click on Save

IMPORTANT

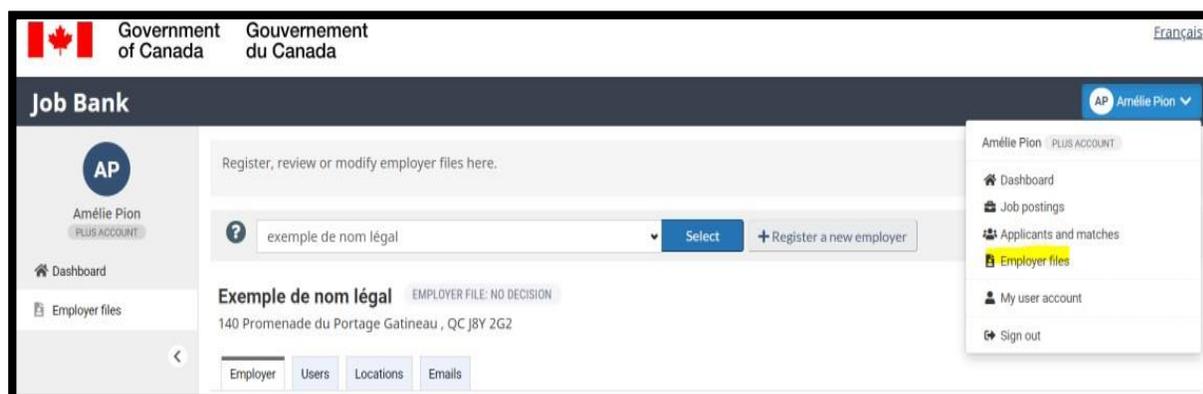
When a third party representative is planning to submit a LMIA on behalf of an employer, both the third party representative and the employer must have their own Job Bank user account and be registered in the employer file. Otherwise, the third party representative will be unable to submit the LMIA application.

Example: *Immigration Lajoie* wants to submit an application on behalf of the employer, *Les Serres Vertes*. *Immigration Lajoie* and *Les Serres Vertes* must both create their own Job Bank accounts.

Then, *Les Serres Vertes* must add *Immigration Lajoie* as the **Administrator** to the employer file in Job Bank by following the steps below:

Add a third party representative to an employer file

1. Login to [Job Bank](#).
2. Click on your name located at the top right corner of your **Dashboard**.
3. Click on **Employer files** from the drop-down list.



4. Click on the **Users** tab, and then click on **Add a new user**.
5. Search for the user email address (*Immigration Lajoie*) you would like to add to the employer file.
6. Select the user access type and the user relationship and click on **Save**

Step 2: Create an LMIA application

IMPORTANT

Before you start the LMIA online application, ensure that the following information is up to date in Job Bank:

-Employer and third party representative information (email addresses and contact information, business information, etc.)

1. Access the [LMIA Online](#).
2. Enter your email and password information (same information you used to register with Job Bank).

Good to know

-If you do not remember your password, use the option **Forgot my password**. You will be redirected to Job Bank to update your user information.

-You can modify your preferences (email, password and security questions) by clicking on **My user account** in Job Bank.

3. Answer the **Security Question**.

Good to know

-If you do not remember the answer to your security question, use the option **Get a different question**.

-If you are unable to answer any of your security questions, contact Job Bank toll-free number: **1-855-852-8317** (Monday to Thursday, from 8 am to 4 pm ET).

4. The **Privacy Statement and Terms of Use** page will appear. By clicking **Agree**, you agree to the terms and conditions of use of the LMIA Online Portal.
5. The main page of the Portal, the **LMIA Online User Dashboard** appears. The list of employers you have registered on Job Bank is displayed on this page.

Employers

Your user account is associated to the following employer files.

Filter items Showing 1 to 1 of 1 entries | Show entries

Employer Name 	Business Number 	Role 	Status 
Tiffany's Diner	121491807RP9022	Third Party - Consultant	NO DECISION



From this page, select the employer you wish to create/view/copy an LMIA for. This will bring you to the **Employer Dashboard**.

From the **Employer Dashboard**, you will be able to:

Create LMIA Application

- Create and complete an LMIA application, save it or submit it to Service Canada.

View/Copy LMIA Application(s)

- Retrieve or delete an LMIA application already started, continue to complete the application and submit it to Service Canada.
- Start a new application from the “copy” of a previously submitted application.
- Attest and submit an application if you are an employer or a third party representative.
- View the status of an LMIA application.
- Make a payment (if applicable).

Documents

- Upload required documents to support your LMIA application.
 - View uploaded documents.
6. Click on the **Create LMIA Application** link for the business for which you want to create a LMIA application. Alternatively, you can click on the **View/Copy LMIA Application(s)** if you wish to start with a copy of a previously submitted LMIA application.
 7. At the **Stream Determination** page, make sure you select the stream you are applying for. If you do not know, select **Unsure? Let us guide you**.
 8. Answer the questions on the LMIA online application until you reach the **Document Upload** page.

Upload Documents

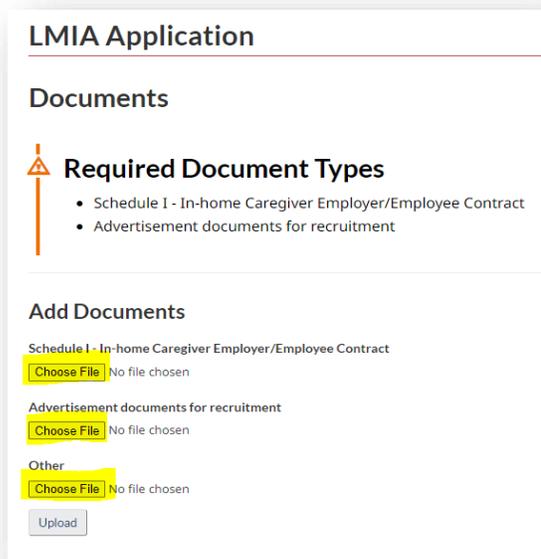
The Document Upload page allows you to upload documents to support your LMIA application.

Good to Know

- Documents must be in PDF, RTF, TXT or in JPG format.
- Document size must be 6 MB or less. If a document is bigger than 6 MB, separate the content into multiple, smaller documents.
- Documents submitted to Service Canada cannot be deleted.
- Once the LMIA application is submitted to Service Canada, it is possible to upload additional documents in the Portal if needed.

1. Click on **Choose File**.
2. Locate the document to be uploaded and click Upload. The page will refresh itself and confirm that the document was successfully uploaded.

Please note that depending on the type of application being submitted and answers provided in the questionnaire that mandatory documents may need to be uploaded to your application in addition to other documents uploaded. These will display as Required Documents on the document upload page. To upload those documents, click on Choose File below each of the required document types, and upload the specified document. It is important to do this as it will not be possible to submit the application if those required documents were not uploaded this way.



The screenshot shows the 'LMIA Application' interface. Under the 'Documents' section, there is a 'Required Document Types' list with two items: 'Schedule I - In-home Caregiver Employer/Employee Contract' and 'Advertisement documents for recruitment'. Below this is the 'Add Documents' section, which has three rows, each with a 'Choose File' button and the text 'No file chosen'. The rows correspond to the required document types. At the bottom of the 'Add Documents' section is an 'Upload' button.

IMPORTANT

- Do not upload documents with credit card/banking information.
- Do not upload a completed paper LMIA application (PDF).
- Do not upload any documents containing personal identification information such as passports, visas, social insurance number and driver's licenses.

Attesting and Submitting an Application

I am an employer

1. At the end of the application, complete the attestation by re-entering your password. By checking and signing the attestation, you confirm to be **responsible and accountable for the LMIA application being submitted to Service Canada.**

The screenshot shows the 'LMIA Online' interface. At the top, there is a dark header with the text 'LMIA Online'. Below the header, there are navigation links: 'Online Dashboard > Employer Dashboard > Attestation'. The user's information is displayed: 'Employer: 121491807RP9022 - Tiffany's Diner' and 'LMIA: 8964420 - Application Initiated'. On the right side, there is a user profile dropdown menu showing 'April Curtis'. The main heading is 'Attestation and Submission Confirmation'. Below this, there is a checkbox that is checked, with the text: 'By submitting this Labour Market Impact Assessment application, I attest that I have read and understood the Privacy Notice Statement found at the beginning of this application; that the information provided in this Labour Market Impact Assessment application is true, accurate and complete; and the employer will comply with all [Temporary Foreign Worker Program requirements](#), the [Immigration and Refugee Protection Act](#), and the [Immigration and Refugee Protection Regulations](#). (required)'. Below the attestation text, there is a prompt: 'Please re-enter your email and password. This will be used as your digital signature.' There are two input fields: '* Email (required)' and '* Enter your password (required)'. At the bottom left, there is a 'Submit' button.

2. The LMIA application is then sent to Service Canada electronically. The status of the application changes to **Application Received by Service Canada.**

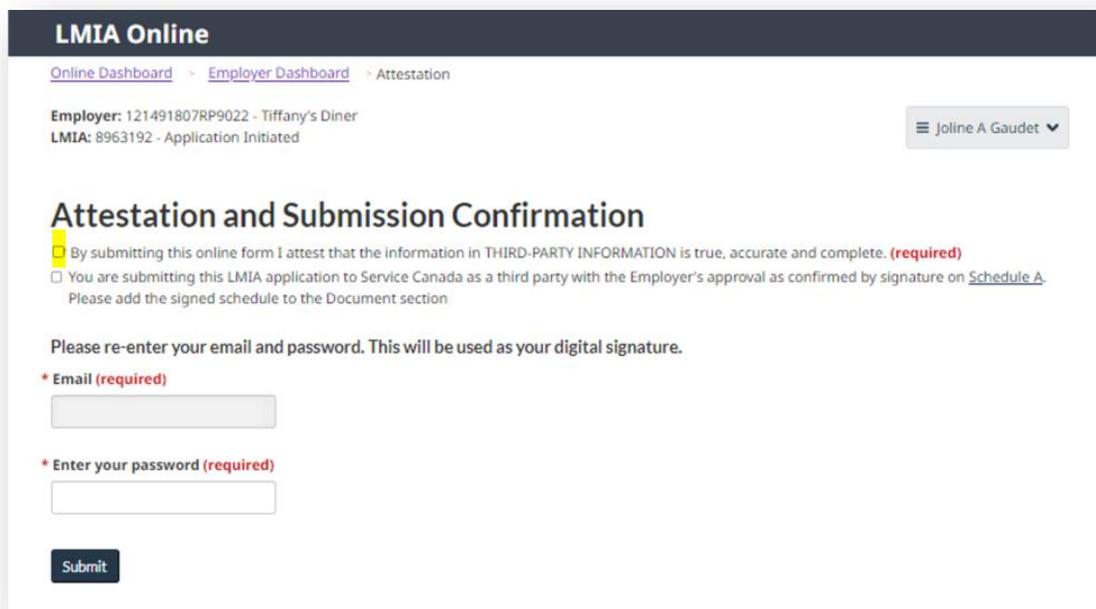
The screenshot shows the 'LMIA Online' interface. At the top, there is a dark header with the text 'LMIA Online'. Below the header, there are navigation links: 'Online Dashboard > Employer Dashboard > Summary'. The user's information is displayed: 'Employer: 121491807RP9022 - Tiffany's Diner' and 'LMIA: 8964420 - Application Received by Service Canada'. The status 'Application Received by Service Canada' is highlighted in yellow.

I am a third-party representative

If you are a third party representative completing an LMIA application on behalf of an employer, you must fill out the Attestation and Submission Confirmation section. There are two options:

Option 1: Sending a copy of the LMIA application to the employer for review prior submission to Service Canada

1. At the end of the application, complete the attestation section by checking the first box only and re-entering your e-mail and password.



The screenshot shows the 'LMIA Online' interface. At the top, there is a navigation bar with 'Online Dashboard', 'Employer Dashboard', and 'Attestation'. Below this, the employer information is displayed: 'Employer: 121491807RP9022 - Tiffany's Diner' and 'LMIA: 8963192 - Application Initiated'. A user profile dropdown for 'Joline A Gaudet' is visible in the top right. The main heading is 'Attestation and Submission Confirmation'. There are two radio button options: the first is selected and states 'By submitting this online form I attest that the information in THIRD-PARTY INFORMATION is true, accurate and complete. (required)'; the second is unselected and states 'You are submitting this LMIA application to Service Canada as a third party with the Employer's approval as confirmed by signature on [Schedule A](#). Please add the signed schedule to the Document section'. Below the options, a prompt asks to 'Please re-enter your email and password. This will be used as your digital signature.' There are two input fields: '* Email (required)' and '* Enter your password (required)'. A 'Submit' button is located at the bottom left of the form area.

2. The application status will then change to **Pending the employer's acceptance and submission**. The application **will not be sent** to Service Canada until the employer's final approval is obtained.



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du Canada

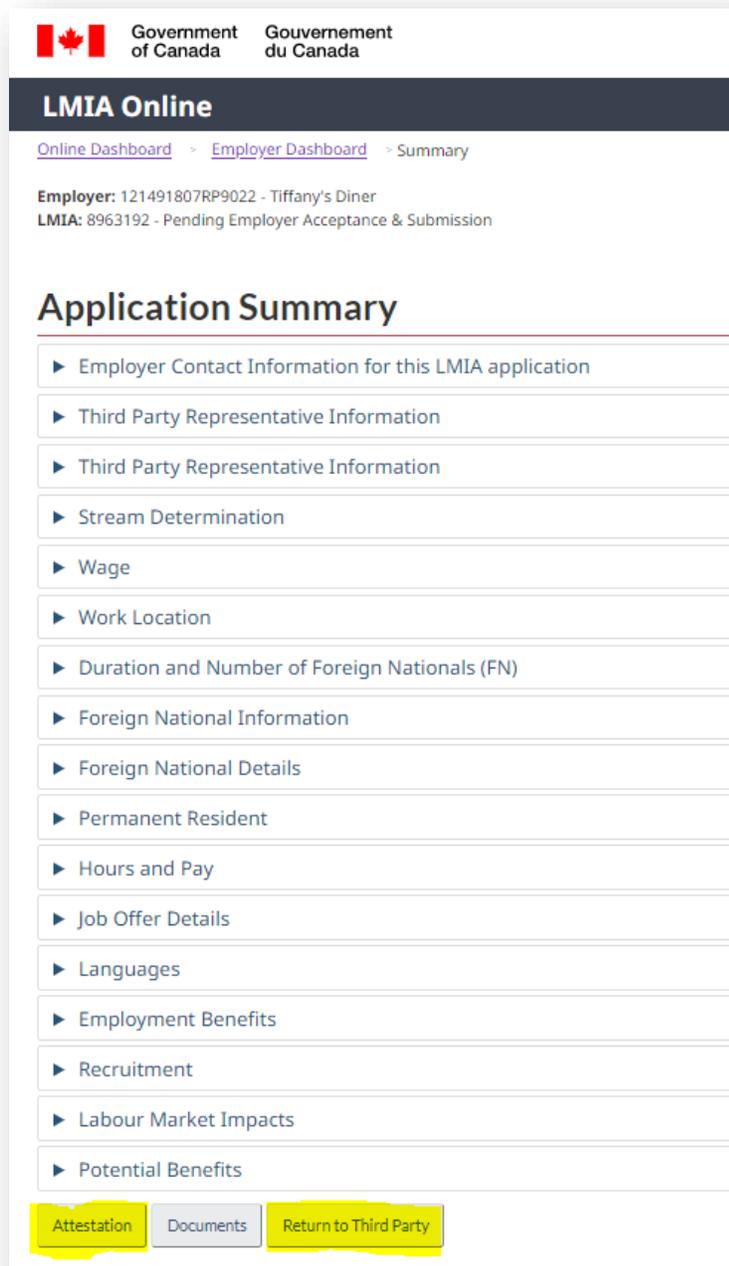
LMIA Online

[Online Dashboard](#) > [Employer Dashboard](#) > Summary

Employer: 121491807RP9022 - Tiffany's Diner

LMIA: 8961933 - Pending Employer Acceptance & Submission

3. The individual identified as the employer contact will receive an email notification informing them that an LMIA application has been completed by the third party representative assigned in the employer's file and is ready for review.
4. Following the email, the employer must:
 - A. Login to [LMIA Online](#).
 - B. Click on "Approve" to review the LMIA application.
 - C. After reviewing the application, the employer has two options:
 - Return the application to the third party representative for final review and submission, or;
 - Click on "Attestation" to submit the application directly to Service Canada.



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LMIA Online

[Online Dashboard](#) > [Employer Dashboard](#) > Summary

Employer: 121491807RP9022 - Tiffany's Diner
LMIA: 8963192 - Pending Employer Acceptance & Submission

Application Summary

- ▶ Employer Contact Information for this LMIA application
- ▶ Third Party Representative Information
- ▶ Third Party Representative Information
- ▶ Stream Determination
- ▶ Wage
- ▶ Work Location
- ▶ Duration and Number of Foreign Nationals (FN)
- ▶ Foreign National Information
- ▶ Foreign National Details
- ▶ Permanent Resident
- ▶ Hours and Pay
- ▶ Job Offer Details
- ▶ Languages
- ▶ Employment Benefits
- ▶ Recruitment
- ▶ Labour Market Impacts
- ▶ Potential Benefits

Attestation Documents Return to Third Party

- D. To return the application the third party representative for final review and submission, the employer must click on the “Return to Third Party” button.

To submit the application to Service Canada directly, the employer can select the first check box only and re-enter their password to submit.

It is really important for the employer to do this because the LMIA application **will not** be submitted until the attestation is confirmed.

LMIA Online

[Online Dashboard](#) > [Employer Dashboard](#) > Attestation

Employer: 121491807RP9022 - Tiffany's Diner
 LMIA: 8964404 - Pending Employer Acceptance & Submission

April Curtis

Attestation and Submission Confirmation

By submitting this Labour Market Impact Assessment application, I attest that I have read and understood the Privacy Notice Statement found at the beginning of this application; that the information provided in this Labour Market Impact Assessment application is true, accurate and complete; and the employer will comply with all [Temporary Foreign Worker Program requirements](#), the [Immigration and Refugee Protection Act](#), and the [Immigration and Refugee Protection Regulations](#). **(required)**

By checking this box, the Employer agrees to send this LMIA application to the Third Party representative selected for their review. **In accordance with the Employer's authorisation with this same the third party representative user will have the authority to submit the LMIA application to Service Canada.**

Please re-enter your email and password. This will be used as your digital signature.

* Email **(required)**

* Enter your password **(required)**

Submit

- The LMIA application is then sent to Service Canada electronically and the application status changes from **Initiated** to **Application Received by Service Canada**.

LMIA Online

[Online Dashboard](#) > [Employer Dashboard](#) > Summary

Employer: 121491807RP9022 - Tiffany's Diner
 LMIA: 8964420 - **Application Received by Service Canada**

IMPORTANT

By checking and signing the attestation section, you are confirming that, **as an employer**, you are **responsible and accountable for the LMIA application and you comply the Act, regulations and requirements of the Temporary Foreign Worker Program.**

Option 2: Submit LMIA application to Service Canada without employer review

- If the employer does not need to review the LMIA application, select both check boxes at the attestation section and enter your password. The *Schedule A form-Appointment of a third-party representative* must be uploaded in the documents section to support the LMIA application. This document is signed by the employer

to confirm that the third party is representing the employer. This form can be found here: [Form Detail](#).



Employment and Social Development Canada / Emploi et Développement social Canada

PROTECTED WHEN COMPLETED - B

SCHEDULE A APPOINTMENT OF A THIRD-PARTY REPRESENTATIVE

Privacy Notice Statement

The information you provide on this form is collected by Employment and Social Development Canada (ESDC) under the authority of the *Immigration and Refugee Protection Act (IRPA)* and *Immigration and Refugee Protection Regulations (IRPR)*, for the purpose of administering and enforcing the Temporary Foreign Worker (TFW) Program.

The information that you provide may be shared with: Immigration, Refugees and Citizenship Canada and the Canada Border Services Agency for the administration and enforcement of the TFW Program and IRPA/IRPR; the Canada Revenue Agency for the administration and enforcement of the TFW Program; and, provincial/territorial governments for the administration and enforcement of provincial/territorial legislation and programs. The information may also be used by ESDC for research and evaluation purposes and to support the administration or enforcement of other programs in ESDC, including Service Canada and the Labour Program.

This information may also be shared with any Party identified by the employer on the LMIA application form or in the employment agreement.

Your personal information is administered in accordance with the IRPA, IRPR, the Privacy Act, the Department of Employment and Social Development Act (DESDA) and other applicable laws. You have the right to the protection of, access to, and correction of your personal information, which is described in Personal Information Banks: TFWP ESDC PPU 440 and TFW Program Employer Compliance Reviews and Inspections ESDC PPU 715. Instructions for obtaining this information are outlined on the Treasury Board of Canada Secretariat [website](#).

This website may also be accessed on-line at any Service Canada Centre. You have the right to file a complaint with the Privacy Commissioner of Canada regarding the institution's handling of your personal information on the Office of the Privacy Commissioner of Canada [website](#).

THIRD-PARTY BUSINESS INFORMATION				
1. Business Operating Name of Third-Party:		2. Canada Revenue Agency Payroll deductions program account number (15 digits):		
3. Business Legal Name (as registered with CRA):		4. Business Operating Name (if different from Legal Name):		
5. Business Address:				
6. City:	7. Province/State:	8. Country:	9. Postal/Zip Code:	
THIRD-PARTY CONTACT INFORMATION (Authorized representative acting on behalf of the employer)				
1. First name		Middle name	Last Name:	2. Job title:
3. Telephone Number		Ext:	4. Other Telephone number	Ext:
5. Fax Number:			7. Email Preference: Do not contact via email <input type="checkbox"/>	
8. Preferred Official Language of Correspondence: <input type="checkbox"/> English <input type="checkbox"/> French				

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Page 1 of 3



- The LMIA application is then sent to Service Canada electronically and the application status changes from **Initiated** to **Application Received by Service Canada**.

Make a Payment (if required)

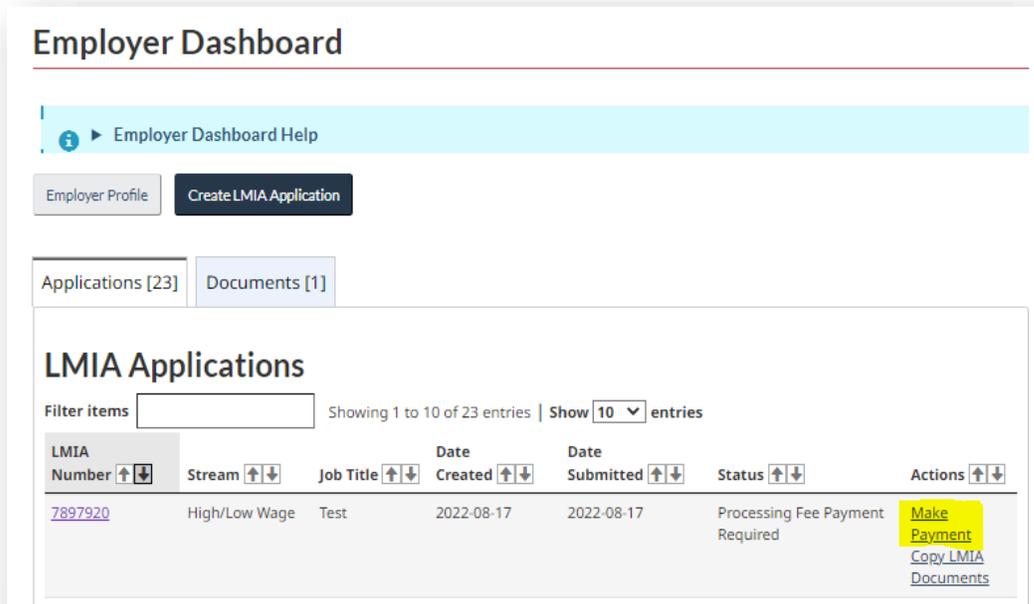
Following a review of the LMIA application by a Service Canada agent, it will be determined if a fee is required. If a payment is required, the employer and the third party representative (if applicable) will receive an email notification to complete the payment in the LMIA Online Portal.

The employer or the third party representative can make the payment.

IMPORTANT

- Do not use a cell phone or tablet.
- Complete the payment within two business days of the email notification.
- Do not have more than one LMIA Online internet browser tab open

1. Login to [LMIA Online](#) and locate the LMIA application. The **Make Payment** link appears on the **Employer Dashboard**, in the “Actions” column.



The screenshot shows the 'Employer Dashboard' interface. At the top, there is a navigation bar with 'Employer Dashboard Help'. Below this are buttons for 'Employer Profile' and 'Create LMIA Application'. The main content area is titled 'LMIA Applications' and includes a filter input, a 'Showing 1 to 10 of 23 entries' indicator, and a 'Show 10 entries' dropdown. A table lists the applications with columns for 'LMIA Number', 'Stream', 'Job Title', 'Date Created', 'Date Submitted', 'Status', and 'Actions'. The first entry has the LMIA Number '7897920', Stream 'High/Low Wage', Job Title 'Test', Date Created '2022-08-17', Date Submitted '2022-08-17', and Status 'Processing Fee Payment Required'. The 'Actions' column for this entry contains three links: 'Make Payment' (highlighted in yellow), 'Copy LMIA', and 'Documents'.

LMIA Number	Stream	Job Title	Date Created	Date Submitted	Status	Actions
7897920	High/Low Wage	Test	2022-08-17	2022-08-17	Processing Fee Payment Required	Make Payment Copy LMIA Documents

2. Click on **Make Payment**. This will bring you to the User Fees page.

User Fees

It is the policy of the Government of Canada, that under no circumstances, can employers and third-party representatives recover the LMIA processing fees from temporary foreign workers.

By clicking 'Pay', you are implying consent to process your payment for your purchase on this government Web site. Your credit card number and expiry date as well as your name and email address will be collected in order to process your payment.

Application Information

Employer Name:	Testing
LMIA Number:	7897081
Program:	High/Low Wage
Application Status:	Processing Fee Payment Required

All prices are in Canadian dollars.

Job Title	Number of positions	Total Fees
Test	1	1.00

TotalFeesRequired

1.00

Pay Cancel

3. Click on **Pay**.
4. From the Checkout page enter your payment information and click on **Process**.

Please note: The email address entered in the "Email" field will be the one used by Moneris to send a copy of the "Merchant Receipt".

IMPORTANT

-To avoid duplicated transaction fees or technical errors, **do not refresh or close the payment page** until receiving confirmation that the payment has been successfully completed (this may take a few minutes).

-Should you encounter any issues when completing payment, please contact us by email at NC-TFWP-PTET-LMIAONLINE-EIMTENLIGNE-GD@hrsdcc-rhdcc.gc.ca.

5. Once the payment is completed, your transaction results will appear on the screen (approved or declined). To view your receipt, click on "Receipt".

Payment

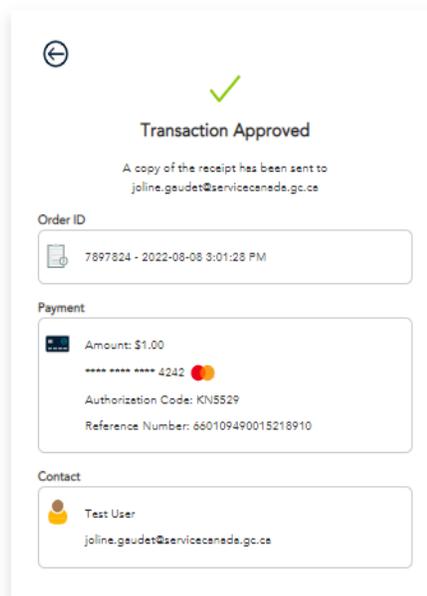
IMPORTANT - NEW!

Please ensure that you only have 1 LMIA Online Portal internet tab open when processing your online payment. Should you encounter any technical issues, such as an error page while completing payment, please do not make a second payment attempt and report the issue to: NC-TFWP-PTET-LMIAONLINE-EIMTENLIGNE-GD@hrsdc-rhdcc.gc.ca.

Important

[Back to Application](#)

[Receipt](#)



6. A copy of your payment receipt will be sent by email to:
 - The person who logged in to the LMIA Online Portal to make payment (payer) and;
 - To the email address entered on the checkout page (Merchant Receipt)

A copy of your receipt can also be found in the LMIA Online Portal, in the **Employer Dashboard's "Actions"** column.

Employer Dashboard

Employer Dashboard Help

Employer Profile **Create LMIA Application**

Applications [17] Documents [1]

LMIA Applications

Filter items Showing 1 to 10 of 17 entries | Show 10 entries

LMIA Number	Stream	Job Title	Date Created	Date Submitted	Status	Actions
7897824	Permanent Resident	Test	2022-08-08	2022-08-08	Queued for Assessment	Receipt Copy LMIA Documents

7. The LMIA application status will change to **Queued for Assessment** (see Employer Dashboard’s “Status” column for the status of your LMIA application).

LMIA Online

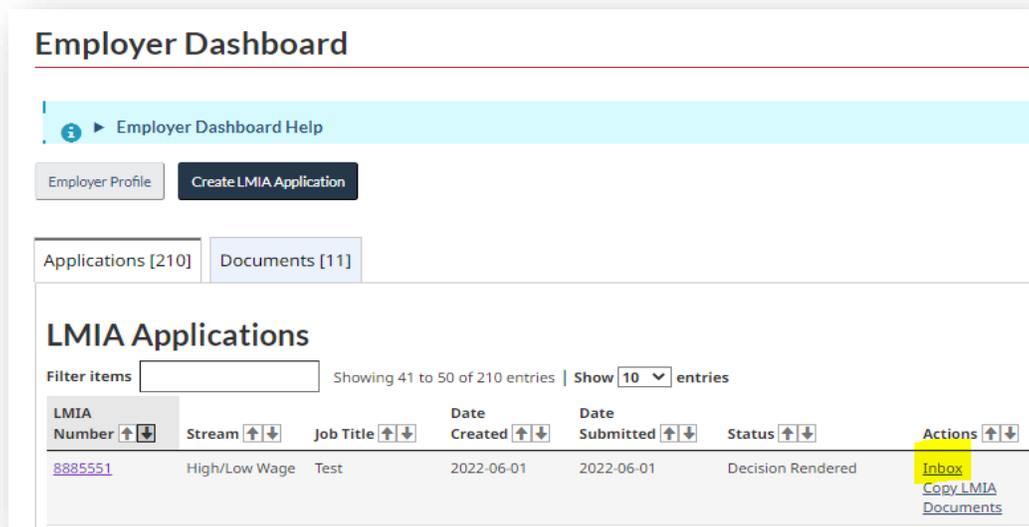
[Online Dashboard](#) > [Employer Dashboard](#) > Summary

Employer: 121491807RP9022 - Tiffany's Diner
LMIA: 8964420 - Queued for Assessment

View a Decision Letter

When the LMIA application assessment is completed, the employer contact and the third party representative contact (if applicable) will receive an email informing that a decision has been rendered by Service Canada. A decision letter is available in the LMIA Online Portal.

1. Login to [LMIA Online](#).
2. From the **Employer Dashboard**, click “**Inbox**” corresponding to the LMIA application number for which you want to view the decision letter.



The screenshot shows the Employer Dashboard interface. At the top, there is a header with the title "Employer Dashboard" and a navigation bar containing "Employer Profile" and "Create LMIA Application". Below this, there are tabs for "Applications [210]" and "Documents [11]". The main section is titled "LMIA Applications" and includes a filter input field, a status indicator "Showing 41 to 50 of 210 entries", and a "Show 10 entries" dropdown. A table lists application details with columns for "LMIA Number", "Stream", "Job Title", "Date Created", "Date Submitted", "Status", and "Actions". The "Inbox" link in the Actions column for application 8885551 is highlighted in yellow.

LMIA Number	Stream	Job Title	Date Created	Date Submitted	Status	Actions
8885551	High/Low Wage	Test	2022-06-01	2022-06-01	Decision Rendered	Inbox Copy LMIA Documents

3. The **Inbox** will contain communications generated by Service Canada relating to that specific LMIA application.

Inbox

Inbox Documents

Communications currently on file:

Filter items Showing 1 to 1 of 1 entries | Show entries

ReportType <input type="text"/>	Date Created <input type="text"/>	Date Received <input type="text"/>	Date Viewed <input type="text"/>
LMIA confirmation	2022-07-26	2022-07-26	

[Report a problem on this page](#)

[Terms and conditions](#) • [Privacy](#)

Canada

4. Click on the link to view the letter.
5. Follow the same steps to view other communication issued by Service Canada

Submit an LMIA Application in Québec

If the position you are hiring for has a **duration of more than 30 days** and is located in the province of Quebec, the LMIA application must be submitted jointly to Service Canada and to the [Ministère de l'Immigration, de la Francisation, et de l'Intégration \(MIFI\)](#). Failure to do so may delay the processing of applications.

Employers and third-party representatives can submit the LMIA application to Service Canada through the LMIA online Portal AND then send a printed copy of their application to MIFI. **Note that the MIFI requires French paper applications only.**

To help you print the application in French, follow the steps below:

1. Ensure **French** has been selected as the language before completing the LMIA application;

The image shows two screenshots from the LMIA Online portal. The left screenshot is the 'Application Summary' page for employer 121491807RP9022 - Tiffany's Diner, with an LMIA number of 8964420. It features a 'View Initial Summary' button and a 'Documents' button. The right screenshot is the 'Application Information' form, which includes fields for Employer, Third Party, Program, Date LMIA Received, and various checkboxes for third-party representation and designated referral partner status.

2. After submitting your application to Service Canada, click on **Summary** then **View Initial Summary to save and/or print a copy of your LMIA application.** This copy of your LMIA application must be sent to MIFI. Any future updates/modifications to your application must be sent to both Service Canada and MIFI.

To contact MIFI, please visit [Immigration Québec - Postal address \(gouv.qc.ca\)](#).

For more information about the joint decision between the MIFI and Service Canada, please visit [Hiring in the province of Quebec - Canada.ca](#)

LMIA Application Status Types

STATUS TYPES	DEFINITION
Application Initiated	<ul style="list-style-type: none"> • LMIA application started • Not yet submitted to Service Canada
Pending Third Party Acceptance & Submission	<ul style="list-style-type: none"> • LMIA application completed by Employer • The third party representative must login to the LMIA Online Portal to complete the attestation and submit the application to Service Canada
Pending Employer Acceptance & Submission	<ul style="list-style-type: none"> • LMIA application completed by a third party representative. • The employer must login to the LMIA Online Portal to complete the attestation and submit the application to Service Canada
Application Received by Service Canada	<ul style="list-style-type: none"> • LMIA application submitted to and received by Service Canada
Processing Fee Payment Required	<ul style="list-style-type: none"> • Service Canada has issued a payment notification email • Payment outstanding
Queued for Assessment	<ul style="list-style-type: none"> • Payment completed • LMIA application is ready for assessment by Service Canada
Assessment in Progress	<ul style="list-style-type: none"> • LMIA application is being processed by Service Canada • You may be contacted for additional information
Decision Rendered – Positive, Negative or Closed	<ul style="list-style-type: none"> • A decision was rendered; either positive, negative or closed • Service Canada issued a decision letter

Delete an LMIA Application

1. If the LMIA application has already been sent to Service Canada

It is not possible for the employer nor the third party representative to delete a LMIA application that **has already been submitted** to Service Canada via the Online Portal.

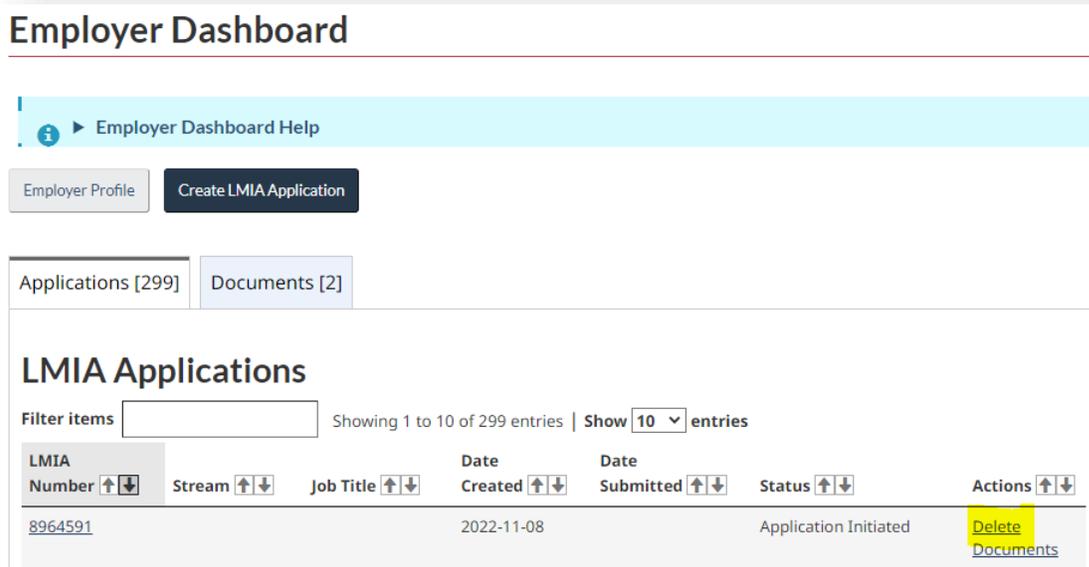
2. If the LMIA application has not been submitted to Service Canada

It is **only** possible to delete LMIA applications that have been initiated in the LMIA Online Portal, but not submitted to Service Canada.

Only the contacts named in the LMIA application can delete an LMIA application from the Portal; the employer or the third party representative (if applicable).

IMPORTANT

LMIA online applications no longer needed and not submitted to Service Canada must be deleted from the LMIA Online Portal.

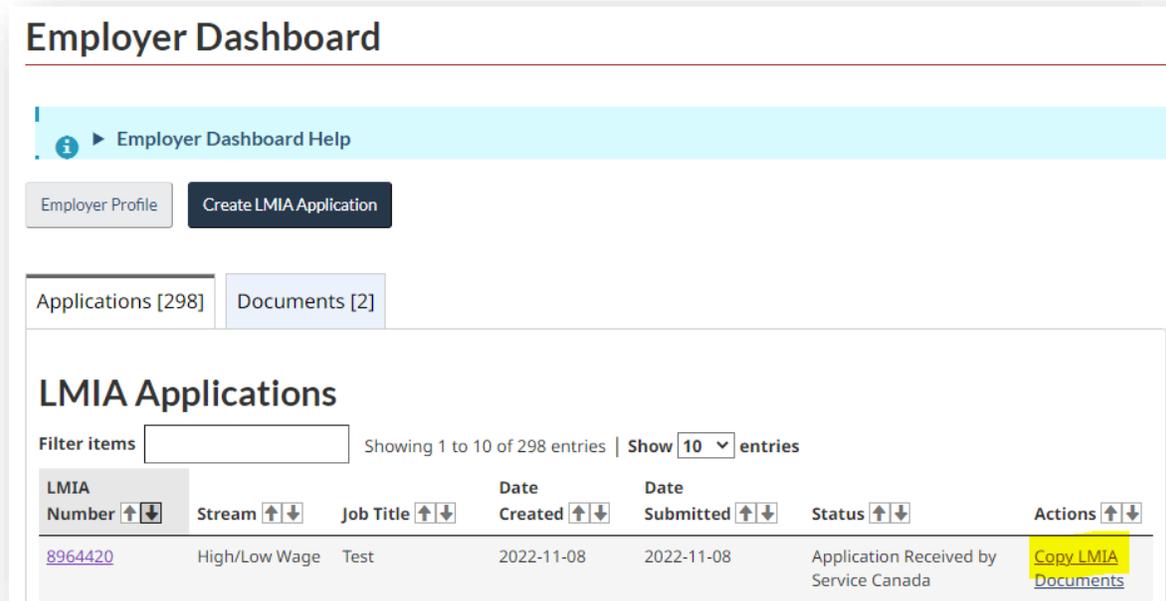


The screenshot shows the Employer Dashboard interface. At the top, there is a header with the title "Employer Dashboard" and a navigation bar containing "Employer Profile" and "Create LMIA Application". Below this, there are tabs for "Applications [299]" and "Documents [2]". The main section is titled "LMIA Applications" and includes a search filter, a pagination indicator "Showing 1 to 10 of 299 entries", and a "Show 10 entries" dropdown. A table lists the applications with columns for "LMIA Number", "Stream", "Job Title", "Date Created", "Date Submitted", "Status", and "Actions". The first entry has the LMIA Number 8964591, a date of 2022-11-08, and a status of "Application Initiated". The "Actions" column for this entry contains a yellow "Delete" button and a blue "Documents" link.

LMIA Number	Stream	Job Title	Date Created	Date Submitted	Status	Actions
8964591			2022-11-08		Application Initiated	Delete Documents

Copy an LMIA Application

This feature enables the creation of a new application by copying the information from a previous LMIA application. This will save time by limiting data entry.



The screenshot shows the 'Employer Dashboard' interface. At the top, there is a navigation bar with 'Employer Dashboard Help'. Below this, there are two buttons: 'Employer Profile' and 'Create LMIA Application'. The main content area is divided into 'Applications [298]' and 'Documents [2]'. The 'Applications' section is titled 'LMIA Applications' and includes a search filter, a pagination indicator 'Showing 1 to 10 of 298 entries', and a 'Show 10 entries' dropdown. A table of applications is displayed with columns for 'LMIA Number', 'Stream', 'Job Title', 'Date Created', 'Date Submitted', 'Status', and 'Actions'. The 'Actions' column for the first entry (LMIA Number 8964420) has a yellow highlight over the 'Copy LMIA' button.

LMIA Number	Stream	Job Title	Date Created	Date Submitted	Status	Actions
8964420	High/Low Wage	Test	2022-11-08	2022-11-08	Application Received by Service Canada	Copy LMIA Documents

LMIA Application Processing Times

For more information on the processing times of LMIA applications, please visit the page [Labour Market Impact Assessment application processing delays](#).

Troubleshooting

PROBLEM	SOLUTION
I am unable to log into the LMIA Online Portal	<ul style="list-style-type: none"> To log in to the LMIA Online Portal, you must use the same credentials (email and password) as your Job Bank account. Still cannot login to the LMIA Online Portal, contact Job Bank for Employers at 1-855-852-8317 for assistance.
The employer contact name is not showing in the drop-down menu of the “Employer Contact Information”	<ul style="list-style-type: none"> The employer and the third party representative (if applicable), must have an active Job Bank account The employer contact name must be included in the employer and third party representative (if applicable) Job Bank account as a “user”. Review and update the employer contact information in your Job Bank account prior to accessing the LMIA Online Portal to complete the LMIA application
I am unable to add an employer contact and move to the next page of the LMIA Online questionnaire.	<ul style="list-style-type: none"> If the name you wish to add from the drop-down menu is missing, please ensure the employer/employee has a Job Bank account and has been added to the employer’s Job Bank Account as a “user”.
I completed the LMIA online application, but I do not see the “Attestation” button	<ul style="list-style-type: none"> Review the LMIA questionnaire to ensure you answered all the questions Ensure you uploaded the supporting documents to the application as per the recommended size and format (maximum of 6 MB per document and that file format PDF, RTF, TXT or JPEG) Still cannot attest or submit the online application, contact the LMIA Systems team at: NC-TFWP-PTET-LMIAONLINE-EIMTENLIGNE-GD@hrsdc-rhdcc.gc.ca
<p>I am a third party representative and I cannot submit the LMIA online application.</p> <p>I completed the LMIA online questionnaire and the application status is remaining" Pending Employer Acceptance & Submission’.</p>	<ul style="list-style-type: none"> The employer must login to the LMIA Online Portal to complete the attestation section and submit the application to Service Canada, otherwise the status will remain “Pending Employer Acceptance & Submission”.

<p>I cannot upload documents to my LMIA application.</p>	<ul style="list-style-type: none"> • Ensure the size of the document you are attempting to upload is 6 MB or less and that the file format is PDF, RTF, TXT or JPEG. • If you are still unable to upload from the “Finalize Application” page, try uploading from either one of the following pages of the questionnaire: Application Summary Page or Employer Dashboard (for this one, make sure you upload the documents to the “Application Documents” and not the “Employer Documents”). • Still cannot upload documents contact the LMIA Systems team at: NC-TFWP-PTET-LMIAONLINE-EIMTENLIGNE-GD@hrsdc-rhdcc.gc.ca
<p>I did not receive the payment email.</p>	<ul style="list-style-type: none"> • If your LMIA requires a payment, an email notification will be sent to the email provided in your application (employer and third party representative, if applicable) following the assessment of your LMIA application • Verify your email regularly (including your spams or junk folder) • Verify the status of your LMIA application in the LMIA Online Portal. An LMIA requiring a payment will show “Make payment” status.
<p>I forgot to upload some documents to the LMIA application I submitted to Service Canada via the LMIA Online Portal.</p>	<ul style="list-style-type: none"> • Once an LMIA application has been submitted to Service Canada, you can add documents to your LMIA application by clicking on the “Documents” link found in the Employer Dashboard, for the LMIA you wish to update. This link will bring you to the Document Upload page where you can upload the documents.
<p>While I complete the application, I get one of the following:</p> <ul style="list-style-type: none"> ○ An error message ○ The page freezes 	<ul style="list-style-type: none"> • Close the application and login again to the LMIA Online Portal • Re-locate the LMIA application you were completing and continue to answer the LMIA questionnaire • If the issue persists, contact the LMIA Systems team at NC-TFWP-PTET-LMIAONLINE-EIMTENLIGNE-GD@hrsdc-rhdcc.gc.ca.

Contacts

LMIA Systems Team

For questions or technical issues with the LMIA Online Portal, please email NC-TFWP-PTET-LMIAONLINE-EIMTENLIGNE-GD@hrsdc-rhdcc.gc.ca.

Employer Contact Centre

For information on the Temporary Foreign Worker Program, how to apply for an LMIA or the status of your LMIA application, contact the Employer Contact Centre at:

- Toll-free: 1-800-367-5693 (Monday to Friday, 7:00 am to 8:00 pm ET)
- TTY: 1-855-881-9874
- Visit the [Temporary Foreign Worker Program](#) Web page

Job Bank for Employers

For questions or issues on the Job Bank for Employers, please email NC-INFO-JOBBANK-GUICHETEMPLOIS@hrsdc-rhdcc.gc.ca

- Telephone : 1-855-852-8317 (Monday to Thursday, from 8:00 am to 4:00 pm ET)
- Online : [Contact us to request assistance - Job Bank](#)

Immigration, Refugees and Citizenship Canada (IRCC)

For information on work permits for temporary foreign workers, contact the IRCC Customer Service at 1-888-242-2100 (Monday to Friday, 9:00 am to 5:00 pm ET).