

Requesting access to Transfer Payment Ontario

Contents

Introduction	1
Before you begin	1
Types of access.....	2
Submit a request	2
View the status of your request	3
Contact us	4

Introduction

Depending on the funding program, you may be asked by the funding ministry to request non-standard access to Transfer Payment Ontario.

Learn how to submit an access request in Transfer Payment Ontario and how to view the status of your request.

Before you begin

Standard access is given to all new users. If you have already registered or joined an organization, you do not need to submit a request for standard access. Access can take up to five business days to process.

The funding ministry will notify you if you require non-standard access.

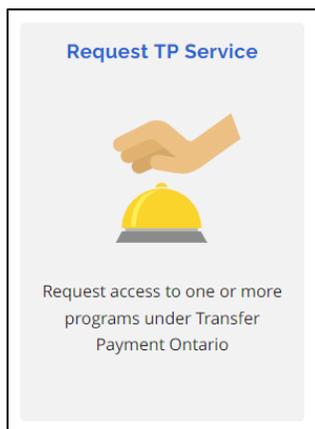
Types of access

Depending on your program, you may be asked to request non-standard access.

Access type	Description
Standard Access	Default access for all Transfer Payment Ontario users.
ASP Single Site Access	Used by After School (ASP) programs only.
ASP Multi-site Access	Used by After School (ASP) programs only.
EYCC Access	Used by EDU childcare programs only.
OMAFRA Access	Used by OMAFA only.

Submit a request

1. Sign in to Transfer Payment Ontario.
2. Select **Request TP Service**.

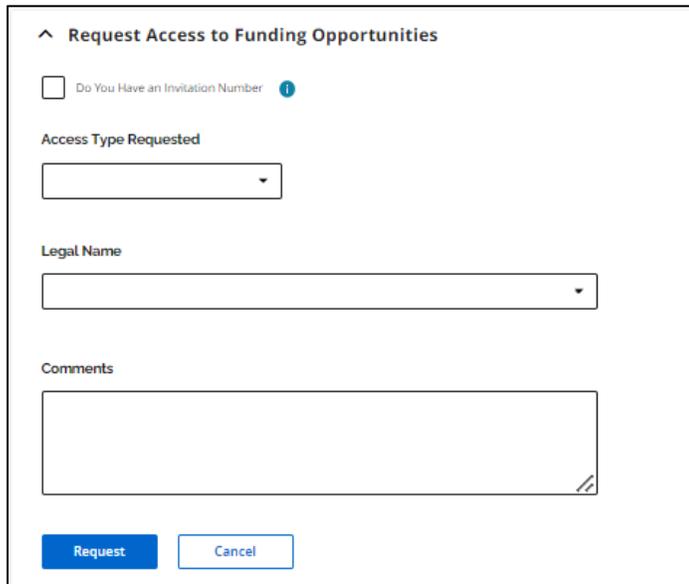


3. Select **Request Access to Funding Opportunities**.



Note: If you have an invitation from the funding ministry, select the checkbox **Do You Have an Invitation Number** and enter the number.

4. Select the **Access Type Requested** dropdown and choose the access type.



The screenshot shows a form titled "Request Access to Funding Opportunities". At the top, there is a checkbox labeled "Do You Have an Invitation Number" with an information icon. Below this is a dropdown menu labeled "Access Type Requested". Underneath is another dropdown menu labeled "Legal Name". A large text area labeled "Comments" is provided for optional input. At the bottom of the form are two buttons: "Request" (in blue) and "Cancel" (in white with a blue border).

5. Select your organization from the **Legal Name** dropdown.
6. Enter **Comments**, optional.
7. Select **Request** to submit.

View the status of your request

1. Sign in to Transfer Payment Ontario.
2. Select **Request TP Service**.



3. Select the **Current Requests** dropdown.



Request Access to Funding Opportunities

▼ Request Access to Funding Opportunities

▼ Current Requests

4. View your request details.

^ Current Requests								
Status	Organization Legal Name	Operating Name	TP Service	Access Type	Request ID	Request Date	Notes	Reason
Approved	SAMPLE	SAMPLE	Transfer Payment Ontario	Standard Access	1-1464492172	07/12/2022 14:29		

Note: For further information on your request, please contact the Transfer Payment Ontario Client Care team with your **Request ID**.

Contact us

If you need assistance, please contact Transfer Payment Ontario Client Care from Monday to Friday 8:30 a.m. to 5:00 p.m. except for government and statutory holidays, at:

Toll-free: 1-855-216-3090
TTY: 416-325-3408
Toll-free TTY: 1-800-268-7095
Email: TPONCC@ontario.ca

There are more Transfer Payment Ontario reference guides and videos available online. Visit [Get funding from the Ontario government](#) to learn more.