

Instructions

The information collected in this application is used for providing access to the Employment Ontario Information System (EOIS) Case Management System (CaMS) and Employment Ontario Reporting and Analytics (EORA).

You are required to register your Broader Public Service (BPS) Secure account and have the one-time authentication completed before you can obtain access to EOIS applications. Please ensure you have a valid email address to complete the set up. The First Name, Last Name, and email address on this form must exactly match with the user's BPS Secure Profile information page.

In order to authenticate your identity, you must provide two (2) pieces of identification to your Service Provider Registration Authority (SPRA) at the time of your face-to-face meeting. S.I.N. and Ontario health cards will not be accepted as authentication of identity.

Note: If the applicant already has a CaMS role with the same service provider, the form is not necessary.

Fields marked with an asterisk (*) are mandatory.

1. Application Details

Type of application *

☐ New User ☐ Update Existing User (for name change only)

Please select your preferred language from the choices below: *

☐ English ☐ French

Last Name *		First Name *	Middle Name
Position/Title		Service Provider Organization Name	
Work Telephone Number	ext.	Work Email Address (You must be the only one with access to this e-mail) *	

Work Address

Unit Number	Street Number *	Street Name *	PO Box
City/Town *		Province *	Postal Code *

EOIS-CaMS Application User Role: *

☐ SDF-SP Case Worker ☐ EOIS-CaMS Application role not required

EORA Role: *

☐ External consumer ☐ EORA Reporting role not required

2. Terms and Conditions

Security

I will take all reasonable measures to:

- protect my BPS Secure account including, but not limited to, refraining from sharing my BPS Secure email login and/or password;
- prevent the loss, disclosure, modification, and unauthorized use of my BPS Secure account; and
- control access to computers or devices containing my BPS Secure account.

Use and Reliance

1. I will use my BPS Secure account to access EOIS-CaMS for the sole purpose of providing services to clients in accordance with the Service Provider's agreement with the Ministry of Labour, Immigration, Training and Skills Development (Ministry) and the system rights granted to me according to my assigned EOIS-CaMS user role(s).
2. I will only access EOIS-CaMS if it is necessary and proper in my employment duties and in accordance with the Service Provider's agreement with the Ministry and the system rights granted to me according to my assigned EOIS-CaMS user role(s).
3. I will take all reasonable measures to ensure that accurate information is recorded in EOIS-CaMS.
4. I will not:
 - a. interfere with or disrupt EOIS-CaMS;
 - b. attempt to gain unauthorized access to BPS Secure accounts of others; or
 - c. use EOIS-CaMS in any manner whatsoever that could disrupt the normal flow of Ministry business.
5. I will immediately cease accessing EOIS-CaMS if no longer required for my employment duties or if I cease employment with the Service Provider.

Protection of Client Privacy

1. I will protect the privacy of the Service Provider's clients in accordance with the Service Provider's privacy policy and its agreement with the Ministry.
2. Before accessing the EOIS-CaMS, I will:
 - a. participate in the privacy training that the Service Provider is obligated to provide; and
 - b. sign a confidentiality agreement with the Service Provider to protect client privacy in accordance with the Service Provider's privacy policy and its agreement with the Ministry.
3. I will take all reasonable measures to ensure that I do not collect, use, disclose or dispose of personal information contained in the EOIS-CaMS for any purposes other than those set out in these Terms and Conditions.

Obligation to Provide Notice

I will notify the SPRA immediately if:

- a. I have any reason to believe that my BPS Secure account is or may have been compromised or considered insecure; or
- b. I have any reason to believe that there has been unauthorized collection, use, disclosure or disposal of personal information contained in the EOIS-CaMS;
- c. any of my identification and authentication information, or my contact information set out in Section 1, has changed or becomes otherwise incomplete or inaccurate; or
- d. I cease employment with the Service Provider or my job changes such that access to the EOIS CaMS is no longer necessary and proper.

Monitoring and Auditing

The Ministry may monitor and audit my use of EOIS-CaMS, including all transactions made on client and user files, my use of Ministry forms and my retrieval of Service Provider reports.

Breach of Terms and Conditions

I will cooperate with the Ministry and its contractors or auditors in any investigation into a breach of these Terms and Conditions and the privacy and security provisions of the Service Provider's agreement with the Ministry.

Revocation of Access to EOIS-CaMS

The Ministry may revoke my access to either EOIS-CaMS for any reason, including a breach of these Terms and Conditions, without notice to me and without liability to me.

Modification of Terms and Conditions

These terms and conditions may be amended from time to time by the Ministry upon notice to me and the Service Provider and such changes will be posted at [myEOIS](#).

Notice of Collection

The personal information you provide on this form is necessary for the purpose of authorizing you as an EOIS-CaMS Service Provider Staff User. The information will be used to verify your identity and ensure that the BPS Secure account correctly identifies you and no one else. The personal information on the form will not be used or disclosed for any other purpose, unless authorized or required by law and will be retained by the Service Provider for seven (7) years from the date the user's account is closed.

The personal information is collected in compliance with s. 38(2) of the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31, as amended. If you have any questions about the collection and use of your personal information, please contact the Service Delivery Manager at your local Ministry office.

I (the Applicant) declare that I have read and understood the "Terms and Conditions" in Section 2 of this form and agree to be bound by it. I declare that I have provided my original identifying documents and that all information contained in the documents and in the form is true.

Applicant Signature (must be signed in the presence of the Authenticating SPRA)	Date (yyyy/mm/dd)
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3. Authentication of Applicant's Identity (to be completed by the Authenticating SPRA) *

The Applicant must provide at least two (2) pieces of identification including one (1) Primary document and at least one (1) Secondary document. If the Primary document does not contain a photograph, then the Applicant must provide two (2) pieces of Secondary documents and one of the secondary documents must contain a photograph. All identification documents must be originals (no copies).

Note: S.I.N. and Ontario Health cards will not be accepted as authentication of identity.

Document	Document Description	Full Name of Applicant on Document (if different from Section 1)	SPRA Initials
Primary Document			
1st Secondary Document			
2nd Secondary Document (required if Primary does not contain photo)			

4. Declaration of the Authenticating SPRA *

I confirm that I currently have the SPRA designation in EOIS-CaMS. I have met with the individual who is requesting access to EOIS-CaMS, was present when the Applicant signed this form, have viewed his/her identification documents including a document with a photo of the Applicant, and provided the Applicant with a copy of this completed form.

I am satisfied that the true identity of the Applicant is reflected in the identification documents that I have recorded in Section 3 of this form.

Full Name of SPRA *	Work Email Address *
Signature *	Date (yyyy/mm/dd) *
X	

Description of Service Provider EOIS-CaMS Application User Roles

Caseworker

- Create, view and update client profiles.
 - Create, view, update and close SDF Service Plans.
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Description of Service Provider EOIS-CaMS Reporting User Roles

External consumer

- Access program reports on Employment Ontario Reporting and Analytics (EORA).