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Archived: June 2, 2025 10:04:26 AM
From: Immigration Representatives / Représentants immigration (IRCC)
Sent: Tue, 7 Jan 2025 14:02:23
To:
Cc: Immigration Representatives / Représentants immigration (IRCC)
Subject: TR: Urgent - IRCC Portal for Reps Portal Enrollment Application - Typo in Governing Body ID - REP-2025-0001 - Due 31-Jan-25
Importance: Normal
Sensitivity: None
Attachments:

Good Day,

You must submit a new IMM5661 enrolment request and indicate that you have an existing Portal account. This allows our technical team to merge the new account with the existing one and does not impact any of the files contained within your portal account. Please follow the steps below to re-enrol:

1. Create a new GCKey. Do not use your existing GCKey credentials.
2. Submit a new portal enrolment request (find out how using the enrolment guide) with your updated business information.
3. When you complete the enrolment form, select "yes" for the question that asks if you had a previous successful enrolment in the Authorized Representative portal that resulted from a past application.

This will transfer your applications that were previously linked to your Portal account.

[redacted]

The Immigration Representatives Mailbox

De :
Envoyé : 3 janvier 2025 16:32
[redacted]: Immigration Representatives [redacted] Représentants immigration [redacted]
Representantsimmigration.IRCC[redacted]
Cc :
Objet : Re: Urgent - IRCC Portal for Reps Portal Enrollment Application - Typo in Governing Body ID

Dear Sir/Madam,

Happy New Year! I hope you are well.

I am writing with regards to my enrollment application with the IRCC Portal for Reps. I noted following submission of the [redacted] lication that there was [redacted] governing [redacted] ID with the [redacted] submission stated but it should reac (see Law Society of Ontario Directory attached to this email, and a screenshot of the enrollment application). I attempted to amend the application, but could not change this information after the application was submitted, and if a new application was started it states that I already have a registered portal in the [redacted]

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Could you please kindly assist me in making this correction or provide guidance on how to proceed? We have an application that we need to submit on behalf of a client via this portal.

I appreciate your guidance on this matter. Thank you in advance for your consideration and assistance.

Best,