Immigration, Refugees and Citizenship Canada / Immigration, Réfugiés et Citoyenneté Canada
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Archived: June 2, 2025 10:32:33 AM
From: Immigration Representatives / Représentants immigration (IRCC)
Sent: Fri, 21 Feb 2025 20:11:10
To:
Cc: mmigration Representatives / Représentants immigration (IRCC)
Subject: FW: IRCC Portal Enrolment Status - REP-2025-0393 - Due 6-Mar-25
Importance: Normal
Sensitivity: None

Good day,

Please note that your address has been updated in Your account in IRCC Portal

Sincerely,

The Immigration Representatives Mailbox

De :
Envoyé : 7 février 2025 14:23
À : Immigration Representatives / Représentants immigration (IRCC) <IRCC.ImmigrationRepresentatives-Representantsimmigration.IRCC[redacted]
Cc :
Objet : Re: IRCC Portal Enrolment Status - REP-2025-0393 - Due 6-Mar-25

Hello,

[redacted] The information is correct in the "APR Portal" and in the "Permanent Residence Portal" for representatives.

The [redacted] for the [redacted] Portal for Reps". [redacted] this portal, there [redacted] an [redacted] to update with an "Update Button"..but unable to change "mailing address" and telephone number.
My new Account Profile address is

The Phone Number: - and Email Address is:

Please update on behalf only for this portal and confirm.

Thanks & regards

On Fri, Feb 7, 2025 at 11:25 'a0AM Immigration Representatives / Représentants immigration (IRCC) [redacted] wrote:

> Hello,
>
> For existing applications you will need to submit and update the mailing address through IMM 5476 via web form.
>
> To update your address/information in the Authorized Paid Representative Portal, 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:

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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.

[redacted]

The Immigration Representatives Mailbox

De :
Envoyé : 5 février 2025 09:51
À : IRCC Portal - [redacted] IRCC [redacted] Representatives / Représentants immigration (IRCC) [redacted]
Objet : Re: IRCC Portal Enrolment Status

When I try to update online through the "update button", it is greyed out and not editable.
Request to update the address changes as below.

My new Account Profile address is

Phone Number: -
Email Address:

Many [redacted]

On Wed, 5 Feb 2025 at 08:52, [redacted] wrote:

> Dear Sir,
>
> I wanted to update my business address for my profile [redacted] There is NO CHANGE to my email ID and telephone contact number. Kindly do the needful.
>
> My new Profile address is
>
> Kindly do the needful and confirm.
>
> Many [redacted]
>
> On Wed, 8 Nov 2023 at 20:14, IRCC Portal - Portail IRCC [redacted] wrote:
>
> [redacted]
>
> Representative IRCC ID:

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Hello,

Your enrolment request to access the IRCC Portal is complete and your account is now active. You can login to your IRCC Portal account and start submitting online applications for your clients.

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Government of Canada | Gouvernement du Canada