Immigration, Refugees and Citizenship Canada / Immigration, Réfugiés et Citoyenneté Canada
Information disclosed under the Access to Information Act
L'information divulguée en vertu de la loi sur l'accès à l'information

Archived: June 3, 2025 9:16:21 AM
From: Immigration Representatives / Représentants immigration (IRCC)
Sent: Tue, 8 Apr 2025 14:42:16
To: [redacted]
Cc: Immigration Representatives / Représentants immigration (IRCC)
Subject: FW: Online Portal Representative- Request to Update Email Address and Business Information - REP-B-2025-0216 - 1-May-25
Importance: Normal
Sensitivity: None

Hello,

For existing applications you will need to submit and update the mailing address through IMM5476 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:

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

From:
Sent: [redacted] 26, 2025 1:33 PM
To: Immigration Representatives / Représentants immigration (IRCC) <IRCC.ImmigrationRepresentatives-Representantsimmigration.[redacted].gc.ca>
Subject: Online Portal Representative- Request to Update Email Address and Business Information

> **CAUTION:** This email originated from outside the Government of Canada. Do not click on links or open attachments unless you recognize the sender and know the content is safe.
> **ATTENTION:** Ce courriel provient de l'extérieur du gouvernement du Canada. Ne cliquez pas sur les liens et n'ouvrez pas les pièces jointes sauf si vous reconnaissez l'expéditeur et sachez que le contenu est sûr.

[redacted] Refugees and Citizenship Canada (IRCC),

[redacted] to request an update to [redacted] information with [redacted] email address has changed, and I would like to update it to my new email address. Additionally, I require assistance in updating my business name and address in my records.

Previous email Previous Company:
Please omit thesis information and update with the following information:
Current email:
Business name:

Immigration, Refugees and Citizenship Canada | Immigration, Réfugiés et Citoyenneté Canada
Information disclosed under the Access to Information Act
L'information divulguée en vertu de la loi sur l'accès à l'information

Address:

Kindly advise me on the necessary steps to complete these updates. If any forms or additional documents are required, please let me know how to proceed.I need to submit document for my client as soon as possible.

[redacted] and assistance. I look forward to your response.

Best regards,