



LAMPSS USER GUIDE

Labour Market Program Support System (LaMPSS)

Immigration, Population Growth and Skills



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Introduction

LaMPSS is an acronym for the Labour Market Programs Support System. LaMPSS is an online IT solution that is used by the Department of Immigration, Population Growth and Skills (IPGS), and also by our service providers, for the delivery of labour market programs. It has been designed as a comprehensive support system that will enable increased efficiency and effectiveness in government's role in managing the labour market in Newfoundland and Labrador.

The first phase of LaMPSS was implemented in November 2013. This release introduced a new tool for use in the administration of funding agreements. The second phase of LaMPSS implementation introduced additional self-serve functionality.

The Government of Newfoundland and Labrador, through IPGS, has embarked on an initiative to improve how organizations apply for funding and manage agreements using a new online portal. This portal will allow LaMPSS to continue to be available for organizations to view their agreements, update their organization information, and complete their service registration.

What's New?

- **Interactive Forms** – LaMPSS Online uses the latest technology to support the interactive forms used by organizations (e.g., application forms, activity reports and financial reports).
- **Features** of the new forms:
 - No longer requires Adobe Reader,
 - Interactive, integrated and saved within LaMPSS (no need to download forms),
 - User-friendly,
 - Responsive design (adapts to different devices),
 - More ways to quickly start a form,
 - Sends e-mail notifications when starting a form or gaining access to a form, and
 - Enables multi-users to complete a form.
- **View In-Progress Forms** – LaMPSS Online has a screen for organizations to view and access their in-progress forms.
- **Form Access** – LaMPSS Online has a screen for organizations to manage access to their forms.

LaMPSS Online will support the delivery of the following programs:

- Apprenticeship Wage Subsidy
- Canada-NL Job Grant
- Employment Assistance Services
- Employment Enhancement Program
- Job Creation Partnerships
- Jobs NL 28
- Jobs NL 42
- Labour Market Integration for Newcomers
- Labour Market Partnerships
- School to Work Transitions
- Self-Employment Assistance
- Service Agreements for Youth and Students
- Student Summer Employment – High School
- Student Summer Employment – Post Secondary
- Supported Employment
- Transitional Support Program
- Community Partnerships
- Wage Subsidy Community Coordinator

How to Log into LaMPSS

To access LAMPSS Organization Self-Serve for the first time users will require a User- ID. User-IDs are able to be obtained by completing an online form at the following link [Employer Registration Form](#) or sending an on-line fillable [LaMPSS Organization Registration Form](#) and emailing it to extorghelp@gov.nl.ca. Once processed the user will receive an email with login credentials, which includes User-ID, password and Organization ID.

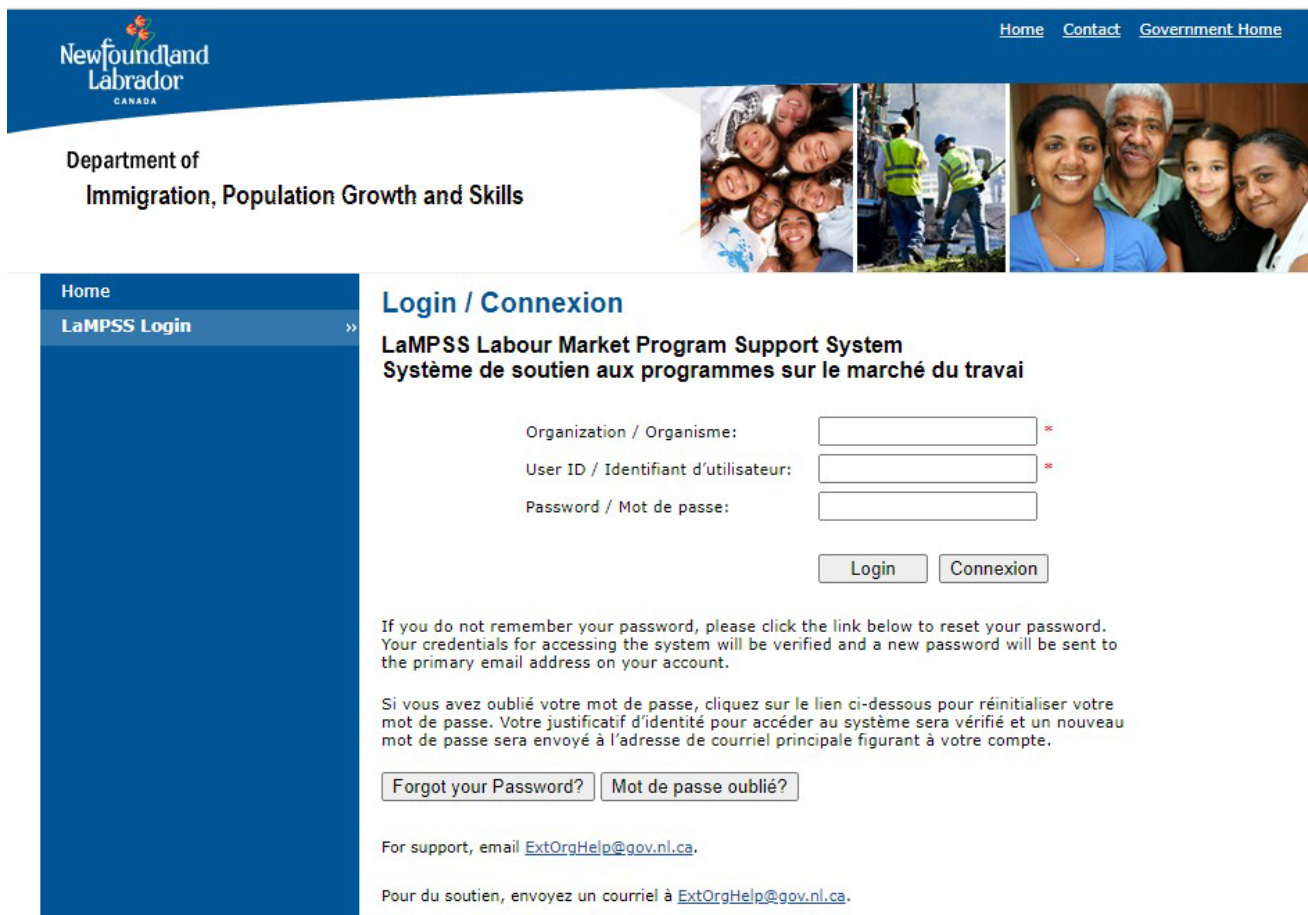
Once the user receives login credentials, click the following link: [LaMPSS Login](#). LaMPSS Self-Serve login page will open in a new tab. Using the primary contact login information users received from LaMPSS Support they will enter their login information on this page.

Enter the:

- Organization ID
- User ID
- Password

Once this information has been entered, click the login button to continue. Each organization is identified by a unique, six-digit ID. All the organization contacts who use LaMPSS will also be associated with that organization ID. The User ID for each organization contact will be a unique combination of letters from their first name and last name. LaMPSS will suggest a User ID but the primary contact can customize the

appearance of the User ID if desired. LaMPSS will initially assign each user a temporary password which can be changed at any time after the first login.



The screenshot shows the LaMPSS Login / Connexion page. At the top, there is a blue header with the Newfoundland Labrador logo and the text "Department of Immigration, Population Growth and Skills". To the right of the header are three small images: a group of people, a construction worker, and a family. Below the header, there is a navigation menu with "Home" and "LaMPSS Login" (which is highlighted with a double arrow). The main content area is titled "Login / Connexion" and "LaMPSS Labour Market Program Support System / Système de soutien aux programmes sur le marché du travail". It contains three input fields: "Organization / Organisme:", "User ID / Identifiant d'utilisateur:", and "Password / Mot de passe:". Below these fields are two buttons: "Login" and "Connexion". There is also a link to "Forgot your Password?" and "Mot de passe oublié?". At the bottom, there is a note about support, email ExtOrgHelp@gov.nl.ca, and a French version of the same note.

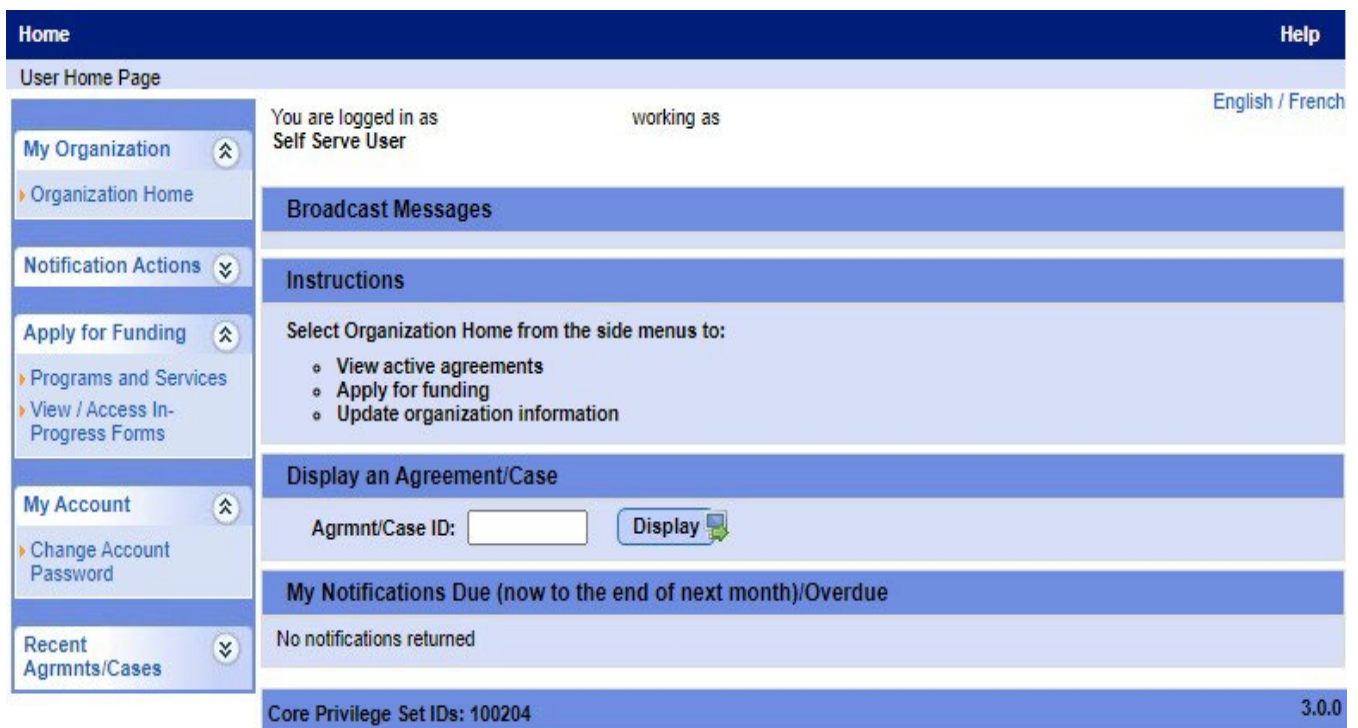
Password Reset

If the password has been forgotten, it can be reset by clicking **Forgot your password?** on the LaMPSS login page. After five failed attempts, the account will be locked. To have the account unlocked, contact LAMPSS Support at ExtOrgHelp@gov.nl.ca or 1-844-252-6777.

Only the most recent login credentials are valid. Once the new log in credentials are received, please dispose of any previous log in information. There is also an option to change passwords under **My Account** select change account password.





Once logged in, users are taken to their User Homepage. Everyone with access to LaMPSS has an individual User Homepage. Each Organization also has an Organization Homepage. All self-serve users for an organization have access to the Organization Homepage.



How to Start a Funding Application

To view a list of all the programs and services available via the self-serve option, click on **Programs and Services** under the Apply for Funding section in the left navigation menu of LaMPSS. To begin an application for funding, click on **Apply** to the right of the program name, to be directed to LaMPSS Online.

For information on individual programs, click on the program name and a display window will open with a brief description. From this window users are able to view the program information and navigate to the program website.

Home
Help

User Home Page > Organization Home > Self Serve Programs

You are logged in as **Self Serve User** 4 working

LaMPSS Organization #:
Name:

Programs

Department/Area		
IPGS - Employment and Training Division		
	Apprenticeship Wage Subsidy Program-OFA	Apply
	Canada-NL Job Grant-OFA	Apply
	Community Partnerships	Apply
	Employment Assistance Services	Apply
	Employment Enhancement Program (OFA)	Apply
	Job Creation Partnerships - OFA	Apply
	JobsNL	Apply
	JobsNL 28 (OFA)	Apply
	JobsNL 42 (OFA)	Apply
	Wage Subsidy - Community Coordinator	Apply

Displaying records 22 of 22

My Organization

- Organization Home
- Organization Details
- Organization Contacts

Apply for Funding

- Programs and Services**
- View / Access In-Progress Forms

My Account

- Change Account Password

Get ADOBE® READER®

Self Serve Program Popup

Program Information

Department/Area: IPGS - Employment and Training Division

Program: Wage Subsidy - Community Coordinator

Program Description/Objectives:
A Wage Subsidy Community Coordinator receives a contribution to support the costs of a project designed to encourage employers to hire insured participants by offering incentives, such as temporary wage subsidies, to the employers.

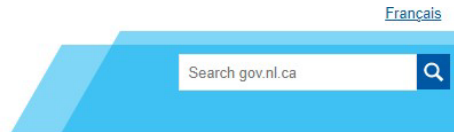
Applicants must comply with the Wage Subsidy Community Coordinator Program Guidelines which may be found at:
http://www.aes.gov.nl.ca/lmda/forms_and_resources.html.

Bilingual Program: Yes

[Click here to see program website](#)

Cancel

After an application form is launched, an email is automatically generated with a link to the newly created form. Users can click this link to return to the form without navigating through LaMPSS. Users will need to log in to LaMPSS Online.



LaMPSS Login

Labour Market Program Support System

Already have an account?

Organization ID #

Username

[Continue](#)

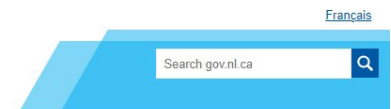
Don't have an account or having trouble logging in?

If you require a LaMPSS login, please visit [LaMPSS Public](#) or contact the program area that you have been communicating with.

LaMPSS Support Contact Information

📞 [1-844-252-6777](tel:1-844-252-6777)

✉️ ExtOrgHelp@gov.nl.ca



LaMPSS Login

Labour Market Program Support System

Enter Password

Password

[Forgot Password?](#)

[Log In](#)

[Cancel](#)

The first page of a LaMPSS Online application is the landing page for that program and will display key information, including:

- Before you Begin – which contains information and instructions regarding the application form and program requirements;
- Required Documents – listing any documents that are required as part of the application;
- Important Links – including the program website and other relevant websites or resources;
- The application deadline for the program (if applicable); the example below has no deadline which means applications are accepted on a continuous basis; and,
- If available, the average application completion time.



Canada-NL Job Grant-OFA Org Program Application Form

[Exit to LaMPSS](#)

Employment and Training Division Immigration, Population Growth and Skills



Average Completion Time
15 Minutes



Applications are accepted on a continuous basis.

Before You Begin

Please visit the program's home page and download the Program Guidelines document. Review the Guidelines document carefully and prepare or gather any supplementary documents required to submit along with the application.

Required Documents

- Detailed Project Description

Important Links

- [Program Website](#)

[Start Now →](#)

At the top of the landing page there is an option to exit LaMPSS Online and return to LaMPSS. To start the application, click **Start Now** at the bottom of the page.

Completing the Application Form

At the top of the page, there are options including **Important Links**, **Manage Access**, **Return to Overview** and **Exit to LaMPSS**. The **Important links** will list the same links that were on the landing page, so users are able to reference documents while completing their application. To return to the LaMPSS Online landing page select **Return to Overview**, and to exit the application and move directly to LaMPSS, click on **Exit to LaMPSS**.

To provide access to other users see the **Manage Form Access** guide.



Canada-NL Job Grant-OFA

Org Program Application Form



Employment and Training Division

Immigration, Population Growth and Skills

The following sections of this form can be completed in the order listed or any section can be selected from the list below. Sections can be skipped and completed at a later date. All sections will be available to review before the completed form is submitted. Select the Summary and Submission section to submit your form.



The form name for an application is automatically generated, a generic name. Users are able to keep that name or update it with a unique name. A unique name is useful when looking for specific applications under **View/Access In-Progress Forms**, especially if the organization has applied, or plans to apply, for multiple programs in LaMPSS. Once the form name is updated, select **Save and Continue** to save the update.

The start of the application lists all form sections required to be completed for the specific application requested. While some sections are able to be skipped and be completed later, others must be completed before the user can proceed further. To skip a section, click on the **Skip for Now** button at the bottom of the page. If a form section requires that a previous section be completed, a message will be displayed.

All form sections must be completed to submit the application.

Form Name

You can enter a unique name here for this form that can help you find it again later.

CNLJG Org Program Application Form

	Form Section	Last Updated	Last Updated By	Status
1	Agreement Detail			
2	Contact Information			
3	Location			
4	Participants			
5	Activities			
6	Project Budget			
7	Project Cash Flow			
8	Legal Signing Officers			
9	Supporting Documents			
10	Summary and Submission			

Save and Continue

The title of each form section provides a link to that section. To begin the application process, click on **Save and Continue** at the bottom of the page or use the **Return to Section List** at the top of the page to jump directly to a specific screen. Users are able to navigate around the steps of the application by selecting the drop-down menu on the step count, and also select another form section to complete.



Canada-NL Job Grant-OFA Org Program Application Form

[Important Links](#)
[Return to Section List](#)
[Exit to LaMPSS](#)


Status
 In Progress

Step 3 of 10
Location

Identify the location(s) where the Program, Activities or Work will take place. If the default information loaded is correct, please click the Save and Continue button.

Location	Description
<input type="text"/>	<input type="text"/> Edit

[+ Add Location](#)

[Save and Continue](#)
[Skip for Now](#)

If a user started to answer the fields on a specific page and navigated away from that page without saving, they will receive the following pop-up to notify that any unsaved changes will be lost.

Are You Sure?
 ×

There are unsaved changes. All changes will be lost unless a save is performed.

Are you sure you want to navigate away from this page?

[Save & Continue](#)
[Continue](#)
[Cancel](#)

There is a 40-minute timeout on each section of the form. If the user pauses for more than 40 minutes within a section of the form, any information entered will be lost.

Once a section has been saved the information will not be lost.

Once form sections are complete, the **Form Section List** will be updated stating when the section was last updated, who updated the section, and the status on the specific section. If a section is showing as **Locked**, another organization user is currently working on that section.




Canada-NL Job Grant-OFA Org Program Application Form

[Important Links](#) [Manage Access](#) [Return to Overview](#) [Exit to LaMPSS](#)

Employment and Training Division Immigration, Population Growth and Skills

The following sections of this form can be completed in the order listed or any section can be selected from the list below. Sections can be skipped and completed at a later date. All sections will be available to review before the completed form is submitted. Select the Summary and Submission section to submit your form.

 **Status**
In Progress

Form Name

You can enter a unique name here for this form that can help you find it again later.

CNLJG Org Program Application Form

	Form Section	Last Updated	Last Updated By	Status
1	Agreement Detail	May 03, 2023		✓ Saved
2	Contact Information	May 03, 2023		✓ Saved
3	Location	May 03, 2023		✓ Saved
4	Participants			
5	Activities			
6	Project Budget			
7	Project Cash Flow			
8	Legal Signing Officers			
9	Supporting Documents			
10	Summary and Submission			

[Save and Continue](#)

On every application there is a section for supporting documents, even if none are required for the submission of the application. This enables users to provide any documentation in support of the application. If no documents are required, users can submit additional documents under the additional documents section. An **Add** link will appear under the additional document section once the document is selected to be uploaded.

The screenshot shows the 'Canada-NL Job Grant-OFA Org Program Application Form' at Step 9 of 10, 'Supporting Documents'. The 'Additional Documents' section is circled in red. Below it, there is a table with columns 'Document', 'Document(s) Attached', and 'Size'. The 'Document' column has a dropdown menu with 'Select' as the only option. At the bottom, there are two buttons: 'Save and Continue' and 'Skip for Now'.

Franglais

Search gov.nl.ca

Logout

Canada-NL Job Grant-OFA Org Program Application Form

[Important Links](#) [Return to Section List](#) [Exit to LaMPSS](#)

Status
In Progress

Step 9 of 10 ▾

Supporting Documents

Additional Documents

To submit additional documentation in support of this application, select the type of document below and click Add to select and attach the file.

Document	Document(s) Attached	Size
<div>Select ▾</div>		

[Save and Continue](#) [Skip for Now](#)

If supporting documentation is mandatory for the submission of the application, this will be listed under Mandatory Documents in the Supporting Documents section. To add documents here, click on the **Add** link that appears to the right of the document name.

The screenshot shows the 'Canada-NL Job Grant-OFA Org Program Application Form' at Step 9 of 10, 'Supporting Documents'. The page header includes the Newfoundland and Labrador Canada logo, a search bar, and a 'Français' link. A 'Logout' button is in the top left. Navigation links include 'Important Links', 'Return to Section List', and 'Exit to LaMPSS'. A status indicator shows 'Status In Progress'. The 'Mandatory Documents' section lists 'Detailed Project Description' with an 'Add' link. The 'Additional Documents' section has a 'Select' dropdown menu. At the bottom are 'Save and Continue' and 'Skip for Now' buttons.

Canada-NL Job Grant-OFA
Org Program Application Form

[Important Links](#) [Return to Section List](#) [Exit to LaMPSS](#)

Status
In Progress

Step 9 of 10

Supporting Documents

Mandatory Documents

The following documents are mandatory and must be submitted with this application.

Document	Document(s) Attached	Size
Detailed Project Description		Add

Additional Documents

To submit additional documentation in support of this application, select the type of document below and click Add to select and attach the file.

Document	Document(s) Attached	Size
<div>Select</div>		

[Save and Continue](#) [Skip for Now](#)

Once the **Add** link is clicked, the following pop up will appear. Users can either drag and drop the document in this box or select **Click to Browse** and navigate to the file on their computer.

Each mandatory or additional document must have a unique filename. Individual files cannot exceed 1MB, and will generate an error message as follows:

The error message box is titled 'Error Uploading File(s)'. It states: 'The following file(s) could not be uploaded:'. A list item shows 'Attachment too large.jpg exceeds maximum file size limit of 1.00 MB.' An 'Ok' button is at the bottom right.

Error Uploading File(s)

The following file(s) could not be uploaded:

- Attachment **too large.jpg** exceeds maximum file size limit of 1.00 MB.

[Ok](#)

The overall submission, including all attachments, cannot exceed 5MB.

If no documents are required and there are no additional documents, click **Save and Continue** to save this step. If users navigate to the next step to submit, it will notify them that there are sections not completed, but if documents are not required, it will still allow the user to submit the application.

Submitting the Application Form

The final step on every application is the form summary. Here application summaries can be viewed and downloaded, and applications can be submitted. To view or download an application summary, click the 'View/Download Summary' button at the bottom of the screen.

If all sections have not been completed for the application, a message will appear under the Summary and Submission section, which directs users to return to the Form Section List to identify which section(s) needs to be completed.

The screenshot shows the 'Canada-NL Job Grant-OFA Org Program Application Form' at 'Step 10 of 10'. The page header includes the Newfoundland & Labrador Canada logo, a search bar, and a 'Logout' link. Navigation links include 'Important Links', 'Return to Section List', and 'Exit to LaMPSS'. A status indicator shows 'In Progress'. A light blue message box states: 'There are still sections that have been not been completed on this form. The form cannot be submitted until all sections are completed.' Below this, instructions direct the user to return to the 'Form Section List' and provide a link. At the bottom, there are two buttons: 'View/Download Summary' and 'Submit'.

Canada-NL Job Grant-OFA

Org Program Application Form

Immigration, Population Growth and Skills

Employment and Training Division

Form Name CNLJG Org Program Application Form

Agreement Detail

Agreement Title New Canada Job Grant Application for Training
 Agreement Start Date 08/05/2023
 Agreement End Date 31/08/2023
 Previous Agreement Renewal No
 Previous Agreement Not Provided
 Project Description
 Completing Application to prepare training material

Contact Information

Title President

First name
 Last name
 Telephone
 Mobile
 Email

Location

Location 1

Download PDF Close

Once all sections have been completed, the **Submit** button will be visible.

The screenshot shows the 'Canada-NL Job Grant-OFA Org Program Application Form' submission page. At the top left is the 'Newfoundland & Labrador CANADA' logo. At the top right is a search bar with the text 'Search gov.nl.ca' and a magnifying glass icon. Below the logo is a 'Logout' link. The main heading is 'Canada-NL Job Grant-OFA Org Program Application Form'. Below this are three links: 'Important Links', 'Return to Section List', and 'Exit to LaMPSS'. A status icon (a square with a pencil) is labeled 'Status In Progress'. Below this is 'Step 10 of 10' with a dropdown arrow. The section title is 'Summary and Submission'. The text states: 'Your form appears to be ready for submission. It is recommended that all information be reviewed carefully prior to submission to ensure the required information has been provided. To view / print a copy, please click View / Download Summary below. If you feel ready to submit, please click Submit.' At the bottom are two buttons: 'View/Download Summary' and 'Submit'. The 'Submit' button is highlighted with a red circle.


Franglais

Search gov.nl.ca

Logout

Canada-NL Job Grant-OFA Org Program Application Form

[Important Links](#) [Return to Section List](#) [Exit to LaMPSS](#)

 Status
In Progress

Step 10 of 10 ▾

Summary and Submission

Your form appears to be ready for submission.

It is recommended that all information be reviewed carefully prior to submission to ensure the required information has been provided.

To view / print a copy, please click [View / Download Summary](#) below.

If you feel ready to submit, please click [Submit](#).

[View/Download Summary](#) [Submit](#)

Once the application is successfully submitted, users will receive the following message with a unique agreement number.

Government staff can only view the application once submitted.

The screenshot shows the top of a web page for the 'Newfoundland Labrador CANADA' government. It includes a 'Logout' button, a search bar with 'Search gov.nl.ca', and a 'Français' link. The main heading is 'Canada-NL Job Grant-OFA Org Program Application Form'. Below this is a link 'Exit to LaMPSS'. The status is 'Submission Successful'. A message states: 'Thank you, the submission was received. It is now pending review and approval. For reference, the Agreement ID is 298697. Please refer to the LaMPSS self-service website for information on the status of the submission.' The 'Agreement ID' is circled in red. At the bottom is a 'View/Download Summary' button.

Manage Form Access

When starting an application, form access for the creator of the application will be classified as Owner/Submit. Only the creator can configure access for that specific form. The creator has the authority to add or remove contacts for anyone associated with their organization. Changes to form access will only be applied to forms which are **In Progress** and the form access page will be read only for any forms that are **Submitted**.

There are two ways to navigate to the Form Access page in LaMPSS. If the user has started the process of applying for an application or completing an activity or financial report and requires another member of their organization to complete specific sections, the user must select the **Manage Access** link at the top of the page.

The screenshot shows the same page as above, but with the 'Manage Access' link circled in red. The link is located in the 'Important Links' section, which also includes 'Return to Overview' and 'Exit to LaMPSS'.

Selecting **Manage Access** will automatically direct users to LaMPSS. This is where users can provide access to another user to assist in the completion of the application or reports.

The dropdown list (located next to **Add Form Access**) will provide all active contacts for the organization. Once an individual is selected, their form access

will need to be selected. The following access can be selected:

- **Owner/Submit** – This indicates that the contact is an owner/submitter which allows them to delete **In Progress** forms, manage form security, and view, complete, edit, and submit the form. To be granted this access the contact must have either a self-serve partial or full security role in LaMPSS. This access can be provided to more than one contact within the organization.
- **Editor** – This indicates that the contact is an editor who can view, complete, and edit a form. To be granted this access the contact must have at least one of the external security roles in LaMPSS.
- **View Only** – This indicates that the contact can view a form only. To be granted this access the contact must have at least one of the external security roles in LaMPSS.
- **No Access** – For individuals who have previously been provided one of the above access options, and they no longer require access of any kind. Users can change their form access to **No Access**. If required, this access can be changed back.

At least one individual in the organization must have the Owner/Submit authority for the application.

You are logged in as Self Serve User working as

Save Cancel

LaMPSS Organization #:
Name:

Type: Private Vendor Inactive: No Inactive Organization: No
FMS Vendor #:

Org Program Application Form for WS-CC Org Program Application Form

Form Type: Org Program Application Form Form Status: In Progress
Program: Wage Subsidy - Community Coordinator Agreement Id:
Last Modified: May 03, 2023 Due Date:

Edit View Form
Copy Link

Organization Form Access

Name	Title	Form Access	Date Updated
	President	Owner / Submit	May 03, 2023

Displaying records 1 of 1

Add Form Access - select -

Save Cancel

Core Privilege Set IDs: 100210 3.0.0

If users attempt to add an individual who does not have access to the LaMPSS system, the following pop-up will be displayed:

The selected person does not currently have access to the LaMPSS system.

To provide them access to the LaMPSS system, the authorized representative from your organization must navigate to the Organization Contact screen and select at least one LaMPSS security role for this person.

Contact LaMPSS Support if you need additional assistance.

OK

Once all individuals are added and saved, each user will receive an automated email advising that they have been provided access to the form or report. The email will provide a direct link to the form.

To return to the current form, click **Edit View Form**. To share the link with others in the organization. Click **Copy Link** button  to copy the form URL. Government staff are unable to view the details of a form or report until it has been submitted through LaMPSS Online.

Form Search

All applications that are currently **In Progress**, **Submitted** or **Requires More Info** are listed in LaMPSS. To navigate to this page, select **View/Access In-Progress Forms** under the Apply for Funding section on the left navigation menu.

My Organization

Organization Home

Apply for Funding

Programs and Services

View / Access In-Progress Forms

My Account

Change Account Password

Recent Agrmnts/Cases

Get ADOBE READER

You are logged in as Self Serve User working as

Cancel

LaMPSS Organization #:

Name:

Type: Private Vendor Inactive: No Inactive Organization: No

FMS Vendor #:

Organization Forms Search

Form Type: - select - Form Status: Requires More Info; In Progress

Program: - select -

Agreement Id: - select -

Date Range: - select - From: (dd/mm/yyyy) To: (dd/mm/yyyy)

Name: Owner: Johnson, Mark(34385)

Search Clear

Organization Forms Results

Name	Type / Program	Form Status / Agrmnt Id	Date Updated / Due Date
<input type="checkbox"/> AWSOA Org Program Application Form	Org Program Application Form	In Progress	Mar 01, 2023
<input type="checkbox"/> JNL28 Agrmnt #291183 Agrmnt Financial Reporting Form Dec 01, 2021 - Mar 31, 2022	Apprenticeship Wage Subsidy Program-OFA Agrmnt Financial Reporting Form JobsNL 28 (OFA)	In Progress 291183	Apr 13, 2023
<input type="checkbox"/> WS-CC Org Program Application Form	Org Program Application Form Wage Subsidy - Community Coordinator	In Progress	May 03, 2023

Displaying Forms 1 - 3 of 3

Delete Form

Cancel

By default, the information under the Organization Forms Results section will display the forms that the user is the **Creator/Owner** of. Form status will be listed as either **In Progress** or **Requires More Info**. Users can use the search parameters under the Organization Forms Search section to expand or narrow the results. For example, to search for:

- A specific form, use the **Form Type** dropdown;
- A specific program associated with a form, use the **Program** dropdown; or
- The name of the form, enter the text of the form under the 'Name' field.

Once users have selected their desired parameters or entered search criteria, click the **Search** button to update the Organization Forms Results section. To clear the search and start over, click the **Clear** button.

Organization Forms Results Section

The forms search results will display all forms that match the search criteria. Displayed will be the Name, Type/Program, Form Status/Agreement ID, and Date Updated/Due Date headers.

Application forms will only have an agreement number once the form is successfully submitted. Due dates will be displayed for activity reports, financial reports, and for application forms that have an application deadline.

The results are sorted by form status: **In Progress**, **Requires More Info** and/or **Submitted**.

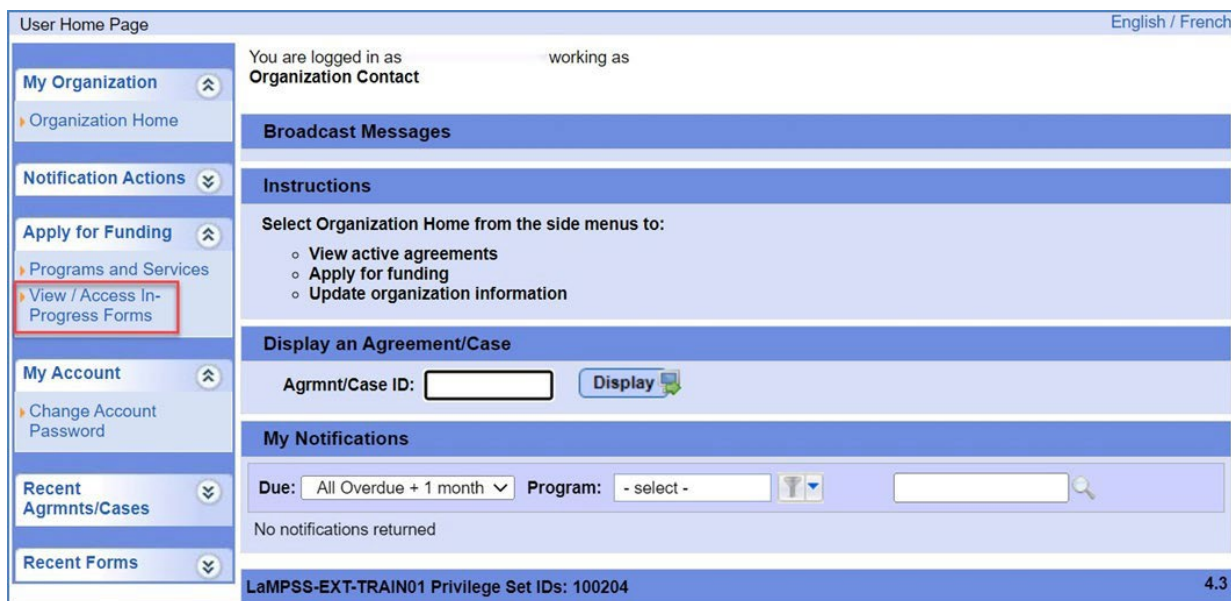
If a user clicks on a form name in the search results and is not authorized to access the form, a warning message will be sent advising that access is not authorized. The warning message will provide the name of the creator/owner on the form. The creator/owner can be contacted to grant access, if necessary.

A checkbox will only be displayed to the left of the form name when a form status is showing **In Progress** and the user is the current owner. To delete the form, select the box and click **Delete Form**.

How to Re-Submit an Application

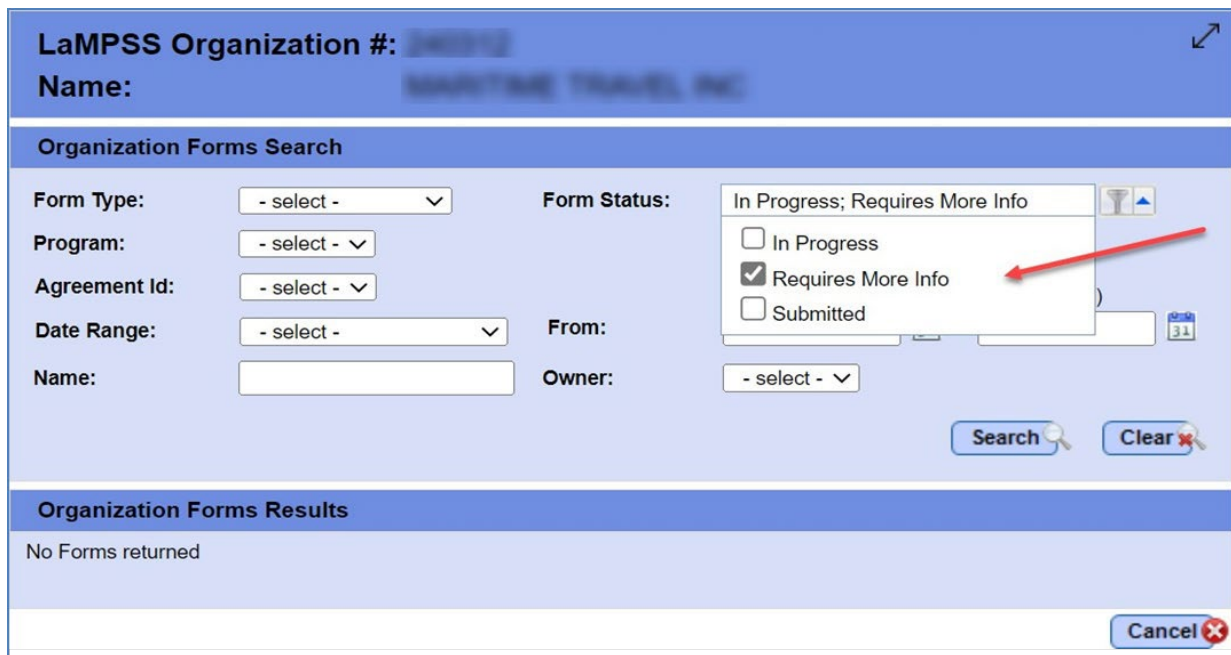
All applications are required to be verified to ensure they are complete. This process is required to advance the application. If additional information is required for the application, users will be contacted to advise what information is missing. Once the information has been resubmitted, the verification process can re-start.

Users are also able to navigate to the form from the user homepage. Select **View/Access In-Progress Forms** under the Apply for Funding section in the left navigation menu.



The screenshot shows the 'User Home Page' with a sidebar on the left containing navigation links: 'My Organization', 'Notification Actions', 'Apply for Funding', 'My Account', 'Recent Agrmnts/Cases', and 'Recent Forms'. The 'View / Access In-Progress Forms' link is highlighted with a red box. The main content area includes sections for 'Broadcast Messages', 'Instructions' (with a list of actions: 'View active agreements', 'Apply for funding', 'Update organization information'), 'Display an Agreement/Case' (with a text input for 'Agrmnt/Case ID' and a 'Display' button), and 'My Notifications' (with filters for 'Due' and 'Program'). The footer shows 'LaMPSS-EXT-TRAIN01 Privilege Set IDs: 100204' and a version number '4.3'.

On the organization forms page, select **Requires More Info** under **Form Status** and click the **Search** button.



The screenshot shows the 'LaMPSS Organization #' and 'Name' fields at the top. Below is the 'Organization Forms Search' section with various filters: 'Form Type', 'Program', 'Agreement Id', 'Date Range', 'Name', 'Form Status', 'From', and 'Owner'. The 'Form Status' dropdown is open, showing options: 'In Progress; Requires More Info' (selected), 'In Progress', 'Requires More Info' (checked with a red arrow), and 'Submitted'. Below the search filters are 'Search' and 'Clear' buttons. The 'Organization Forms Results' section shows 'No Forms returned'. A 'Cancel' button is at the bottom right.

Under the Organization Forms Results section, all applications that have been submitted and require additional information are listed. Only the user with Owner/Submit form access can resubmit the application for the organization.

LaMPSS Organization #: [REDACTED]
 Name: [REDACTED]

Organization Forms Search

Form Type: - select -
 Program: - select -
 Agreement Id: - select -
 Date Range: - select -
 Name: [REDACTED]
 Form Status: In Progress; Requires More Info
☐ In Progress
☒ Requires More Info
☐ Submitted
 From: [REDACTED]
 Owner: [REDACTED]
 Search Clear

Organization Forms Results

Name	Type / Program	Form Status / Agrmnt Id	Date Updated / Due Date
[REDACTED] Application Form	Application Form	Requires More Info	Dec 21, 2022 Jan 31, 2023

Displaying Forms 1 of 1



To amend who has access to a particular form, review the **How to Manage Form Access** guide.


Click on the application form to be resubmitted. Users will then be navigated back to LaMPSS Online to make necessary changes.

To view or download a summary of the application, to ensure all updates have been completed, navigate to the form summary section of the form and click the **View/Download Summary** button. To submit the application, click **Submit**.

Application Form

[Important Links](#) [Return to Section List](#) [Exit to LaMPSS](#)

 Agreement ID 

 Status
Requires More Info

Step 6 of 6 ▾

Form Summary

Your form appears to be ready for submission.

It is recommended that all information be reviewed carefully prior to submission to ensure the required information has been provided.

To view / print a copy, please click View / Download Summary below.



If you feel ready to submit, please click Submit.

[View/Download Summary](#) [Submit](#)

Once the application has been submitted, the user will receive a message that the submission was successful.

How to Complete and Submit Financial and Activity Reports

Notifications for Due and Overdue Financial and Activity reports are displayed on the Organization Homepage upon login to LAMPSS.

[Home](#)
[Help](#)

[User Home Page](#) > [Organization Home](#)

You are logged in as [Self Serve User](#) working as [Self Serve User](#)

LaMPSS Organization #:
Name:

Type: **Vendor Inactive:** No **Inactive Organization:** No
FMS Vendor #:

Active Agreements

Agreement ID	Start Date	End Date	Status	Program	Agreement Manager
101419	Jun 01, 2023	Dec 20, 2024	Application	ABC(ISL-ET)	
101420	Apr 01, 2024	Mar 06, 2025	Application	ABC(ISL-ET)	
101395	Nov 11, 2022	Mar 31, 2023	Active	EAS(ISL-ET)	
101400	Jan 01, 2023	Mar 03, 2023	Application	EAS(ISL-ET)	
101399	Feb 15, 2023	Mar 31, 2023	Application	EAS(ISL-ET)	
101416	May 31, 2023	Aug 21, 2023	Application	EAS(ISL-ET)	
101417	Jun 01, 2023	Mar 31, 2024	Application	EAS(ISL-ET)	
101333	Sep 01, 2013	Mar 31, 2014	Assessed	JbNL(ISL-ET)	
101398	Feb 15, 2023	Feb 28, 2023	Application	JbNL(ISL-ET)	
101401	Feb 21, 2023	Mar 31, 2023	Application	JbNL(ISL-ET)	

Displaying records 1 - 10 of 18

[Show History](#)

Notifications

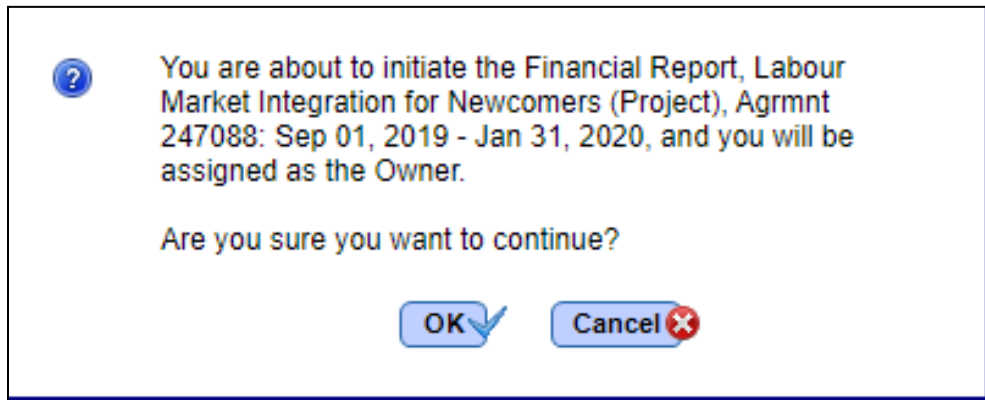
p	Type	Agmnt/ Case ID	Program	Assigned To	Created By	Due Date
<input type="checkbox"/>	Info	101395	EAS (ISL-ET)		View Details	Feb 06, 2023
Application was verified and is now being assessed						
<input type="checkbox"/>	Action Required	101395	EAS (ISL-ET)			Mar 15, 2023
Activity Report covering Feb 01, 2023 to Feb 28, 2023 - download form after Feb 28, 2023 and submit before Mar 15, 2023.						
<input type="checkbox"/>	Action Required	101395	EAS (ISL-ET)		MARK JOHNSON	Mar 15, 2023
Financial Report covering Feb 01, 2023 to Feb 28, 2023 - download form after Feb 28, 2023 and submit before Mar 15, 2023.						


☐ [Select All](#)

To initiate an Activity or Financial report, click on the **Action Required** link in the notifications. The link will launch LaMPSS Online and the overview page for the selected form type.

The notification will automatically be cleared after the form is submitted.


LaMPSS will prompt with the following confirmation once a new report is initiated:



After selecting  the user will be redirected to LaMPSS Online. An email will be sent to the user with a link to the form that has been initiated for future reference.

The first page of a LaMPSS Online form is the landing page for the Activity or Financial Report. It will display key information about the form being completed:

- Before you Begin section which contains information and instructions regarding the Activity or Financial report and form requirements.
- Links to the program website and any other relevant websites or resources.
- The estimated average time to complete the application may also be displayed if there is one provided

At the top of landing page there is an option to exit LaMPSS Online and return to LaMPSS. To start the form, click the  button.

The screenshot shows the LaMPSS web application interface. At the top, there is a header with the Newfoundland and Labrador logo, a search bar, and a 'Logout' button. The main content area displays the title 'Labour Market Integration for Newcomers (Project) Agrmnt Financial Reporting Form' and the period 'Period: Sep 01, 2019 - Jan 31, 2020'. Below this, there is a link to 'Exit to LaMPSS'. The section 'Employment and Training Division Immigration, Population Growth and Skills' contains a table with four rows: 'Agreement ID' (247088), 'Average Completion Time' (15 Minutes), 'Due Date' (Feb 10, 2020), and 'Status' (In Progress). Below the table, there is a section 'Before you Begin' with a paragraph of text. Underneath, there is a section 'Important Links' with a link to 'Program Website'. At the bottom, there is a green button labeled 'Continue' with a right arrow, which is circled in red.

Fransais

Search gov.nl.ca

Logout

Labour Market Integration for Newcomers (Project)
Agrmnt Financial Reporting Form
Period: Sep 01, 2019 - Jan 31, 2020

[Exit to LaMPSS](#)

Employment and Training Division
Immigration, Population Growth and Skills

Agreement ID	Average Completion Time	Due Date	Status
247088	15 Minutes	Feb 10, 2020	In Progress

Before you Begin
Please visit the program's website below and review the Program Guidelines. The guidelines will provide information on how to complete the Financial Report. Prepare or gather any documents required to submit with your report.

Important Links

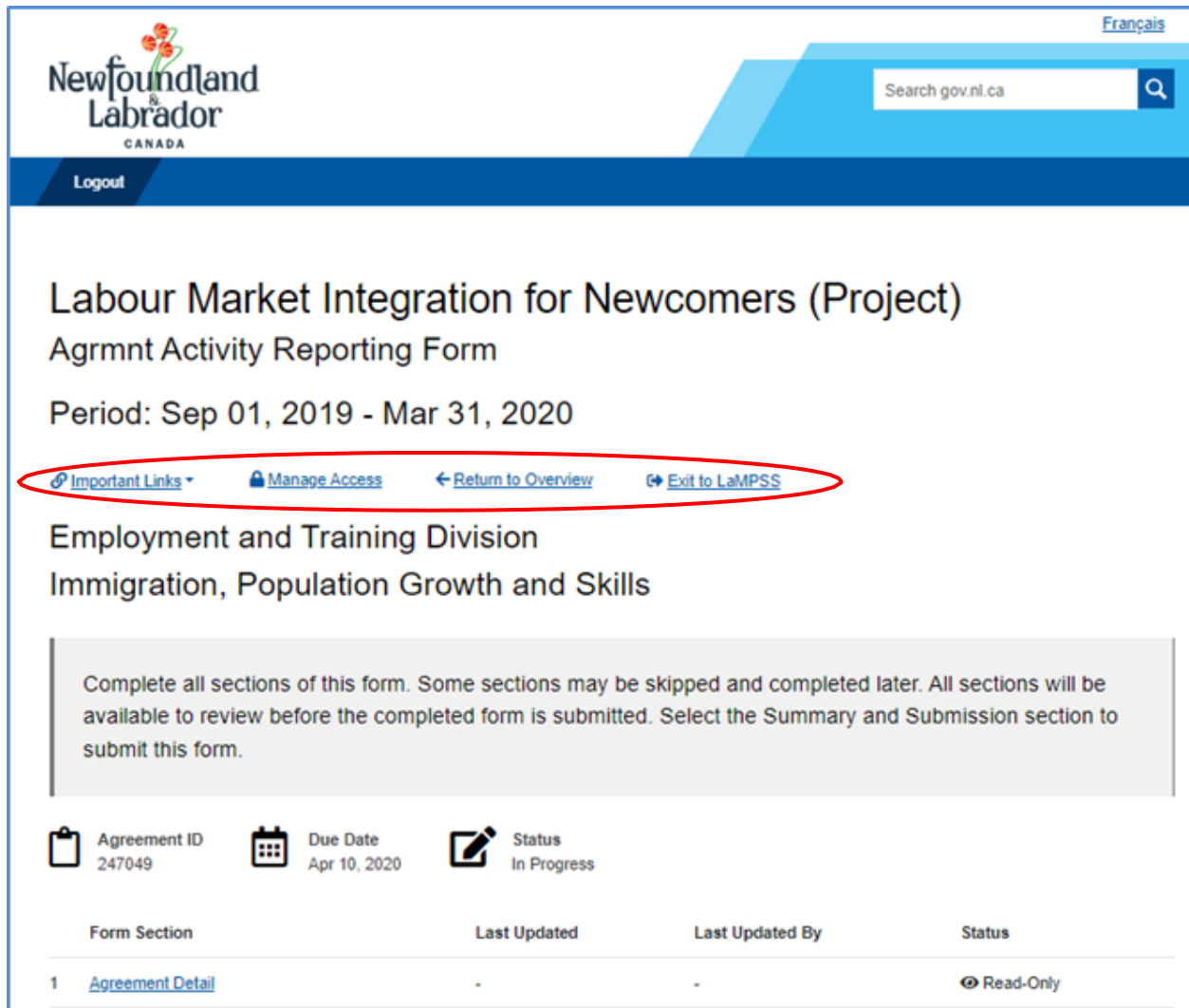
- [Program Website](#)

[Continue](#)

Completing the Activity or Financial Report

When the user clicks on the [Start Now](#) button they are navigated to the start of the form. At the top of the page, the following information will be displayed, **Important Links**, **Manage Access**, **Return to Overview** and **Exit to LaMPSS**. The Important links are the same links that were on the landing page, so users can reference the documents to complete their form.

To provide access to other users see the **Manage Form Access** guide.



Newfoundland & Labrador
CANADA

Logout

Franglais

Search gov.nl.ca

Labour Market Integration for Newcomers (Project)

Agrmnt Activity Reporting Form


Period: Sep 01, 2019 - Mar 31, 2020


[Important Links](#) [Manage Access](#) [Return to Overview](#) [Exit to LaMPSS](#)


Employment and Training Division


Immigration, Population Growth and Skills

Complete all sections of this form. Some sections may be skipped and completed later. All sections will be available to review before the completed form is submitted. Select the Summary and Submission section to submit this form.

 Agreement ID
247049

 Due Date
Apr 10, 2020

 Status
In Progress

Form Section	Last Updated	Last Updated By	Status
1 Agreement Detail	-	-	 Read-Only

The start of the form will list all form sections required to be completed. These sections can be completed in the order provided or they can be skipped and be completed later. Some sections must be completed in a specific order, if users navigate to a form section that requires a previous section be completed, a message will be displayed.

All form sections must be completed to submit the application.

The title of each form section provides a link to that section. Once the user selects any one of the form sections or 'Save and Continue', they will be directed to a step. Each step will list all questions under that specific section.


A typical Activity Report listing list looks like this:


[Important Links](#) [Manage Access](#) [Return to Overview](#) [Exit to LaMPSS](#)


Employment and Training Division

Immigration, Population Growth and Skills

Complete all sections of this form. Some sections may be skipped and completed later. All sections will be available to review before the completed form is submitted. Select the Summary and Submission section to submit this form.

 Agreement ID
247049

 Due Date
Apr 10, 2020

 Status
In Progress

	Form Section	Last Updated	Last Updated By	Status
1	Agreement Detail	-	-	🔒 Read-Only
2	Agreement Activity Update			
3	Participants Update			
4	Reporting Notes			
5	Supporting Documents			
6	Summary and Submission			

Continue


A typical Financial Report listing looks like this:


[Important Links](#) [Manage Access](#) [Return to Overview](#) [Exit to LaMPSS](#)


Employment and Training Division


Immigration, Population Growth and Skills

Complete all sections of this form. Some sections may be skipped and completed later. All sections will be available to review before the completed form is submitted. Select the Summary and Submission section to submit this form.

 Agreement ID
247088

 Due Date
Feb 10, 2020


 Status
In Progress

	Form Section	Last Updated	Last Updated By	Status
1	Agreement Detail	-	-	 Read-Only
2	Agreement Budget Update			
3	Project Cash Flow Update			
4	Reporting Notes			
5	Supporting Documents			
6	Summary and Submission			

Continue

To skip a section, click on the **Skip for Now** button at the bottom of the page. If answers have been provided to all questions, select **Save and Continue** to save the answers.

To navigate to another section, return to the list of sections, by clicking on 'Return to Section List' at the top of the page. Users are able to navigate around the steps of the form by selecting the drop-down menu on the step count, and, also select another form section to be completed.


[Français](#)


Logout


Labour Market Integration for Newcomers (Project)


Agmmt Financial Reporting Form

Period: Sep 01, 2019 - Jan 31, 2020

[Important Links](#)
[Return to Section List](#)
[Exit to LaMPSS](#)


 Agreement ID
247088


 Due Date
Feb 10, 2020


 Status
In Progress

[Step 2 of 6](#)

Agreement Budget Update

In the space provided below please report the Organizations' eligible expenses per budget item for this reporting period. If the Organization is reporting amounts over the remaining budget please provide details in the Report Notes section at the end of this form.

Program Delivery

Salaries and Benefits

Cost Item	Approved Budget	Reported and Approved to Date	Reported Amount this Period	Balance
Salaries	\$ 504.00	\$ 0.00	<input type="text" value="\$ 0.00"/>	\$ 504.00
MERC	\$ 0.00	\$ 0.00	<input type="text" value="\$ 0.00"/>	\$ 0.00
Workers Compensation	\$ 0.00	\$ 0.00	<input type="text" value="\$ 0.00"/>	\$ 0.00
Subtotal	\$ 504.00	\$ 0.00	\$ 0.00	\$ 504.00

Operational / Project

If answers are provided in the fields on a specific page and the user attempts to navigate away from the page, the following pop-up will be displayed to notify the user that any unsaved changes will be lost.

Are You Sure?

×

There are unsaved changes. All changes will be lost unless a save is performed.

Are you sure you want to navigate away from this page?

Save & Continue

Continue

Cancel

There is a 40-minute timeout on each section of the form. If the user pauses for more than 40 minutes within a section of the form, any information entered will be lost.

Once a section has been saved the information will not be lost.



Labour Market Integration for Newcomers (Project)

Agmmt Financial Reporting Form

Period: Sep 01, 2019 - Jan 31, 2020

[Important Links](#)

[Manage Access](#)

[Return to Overview](#)

[Exit to LaMPSS](#)

Employment and Training Division

Immigration, Population Growth and Skills

Complete all sections of this form. Some sections may be skipped and completed later. All sections will be available to review before the completed form is submitted. Select the Summary and Submission section to submit this form.

Agreement ID 247088

Due Date Feb 10, 2020

Status In Progress

Form Section	Last Updated	Last Updated By	Status
1 Agreement Detail	-	-	Read-Only
2 Agreement Budget Update	Jun 14, 2023		Saved
3 Project Cash Flow Update	Jun 14, 2023		Saved
4 Reporting Notes	Jun 14, 2023		Saved
5 Supporting Documents			
6 Summary and Submission			

[Continue](#)

Once the form sections is completed, click 'Return to Section List' to see the updated form sections stating when the section was last updated, who updated the section and the status on the specific section. If a section is showing 'Locked', that means another organization contact that has access, is currently working on that section.

On every Activity or Financial Report there is a section for Supporting Documents, even if none are required for the submission of the form. This provides organizations the opportunity to provide any documentation in support of the report. If no documents are required, the section Additional Documents is able to be used to provide the documentation.

The screenshot displays the LaMPSS web application interface. At the top, there is a header with the Newfoundland & Labrador Canada logo on the left, a search bar with the text 'Search gov.nl.ca' in the center, and a 'Français' link on the right. Below the header is a blue navigation bar with a 'Logout' link. The main content area is titled 'Labour Market Integration for Newcomers (Project)' and 'Agrmnt Financial Reporting Form'. It shows the reporting period as 'Sep 01, 2019 - Jan 31, 2020'. There are three links: 'Important Links', 'Return to Section List', and 'Exit to LaMPSS'. Below these are three icons representing 'Agreement ID' (247088), 'Due Date' (Feb 10, 2020), and 'Status' (In Progress). A red circle highlights the 'Supporting Documents' section, which is labeled 'Step 5 of 6'. Below this is the 'Additional Documents' section, which includes instructions: 'To submit additional documentation in support of this application, select the type of document below and click Add to select and attach the file.' There is a table with columns 'Document', 'Document(s) Attached', and 'Size'. The 'Document' column has a dropdown menu with 'Select' as the current selection. At the bottom, there are two buttons: 'Save and Continue' and 'Skip for Now'.

Logout

Search gov.nl.ca

Fransais

Labour Market Integration for Newcomers (Project)
Agrmnt Financial Reporting Form
Period: Sep 01, 2019 - Jan 31, 2020

[Important Links](#) [Return to Section List](#) [Exit to LaMPSS](#)

Agreement ID: 247088 Due Date: Feb 10, 2020 Status: In Progress

Step 5 of 6

Supporting Documents

Additional Documents


To submit additional documentation in support of this application, select the type of document below and click Add to select and attach the file.

Document	Document(s) Attached	Size
Select		

Save and Continue Skip for Now

If documentation is mandatory to be provided for the submission of the application, the documents required will be listed under Mandatory Documents and there will also be a section to provide additional documents.

To add a document under mandatory documents, click on the **Add** link that appears to the right of the document name. An **Add** link will appear under the additional document section once the document has been selected to upload.


[Français](#)

Logout

Labour Market Integration for Newcomers (Project)

Agrmnt Financial Reporting Form

Period: Sep 01, 2019 - Jan 31, 2020

[Important Links](#)
[Return to Section List](#)
[Exit to LaMPSS](#)

Agreement ID
247088

Due Date
Feb 10, 2020

Status
In Progress

Step 5 of 6

Supporting Documents

Mandatory Documents

The following documents are mandatory and must be submitted with this application.

Document	Document(s) Attached	Size
Financial Statement		Add

Additional Documents

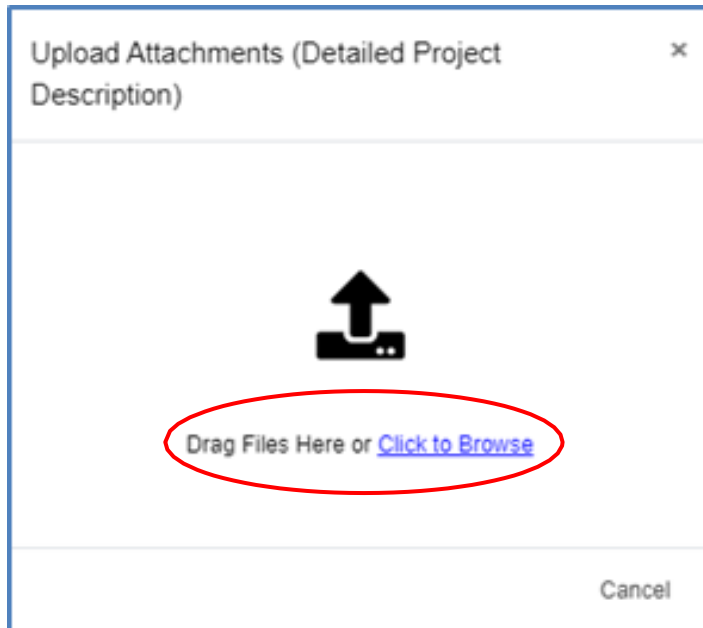
To submit additional documentation in support of this application, select the type of document below and click Add to select and attach the file.

Document	Document(s) Attached	Size
<input type="text" value="Select"/>		

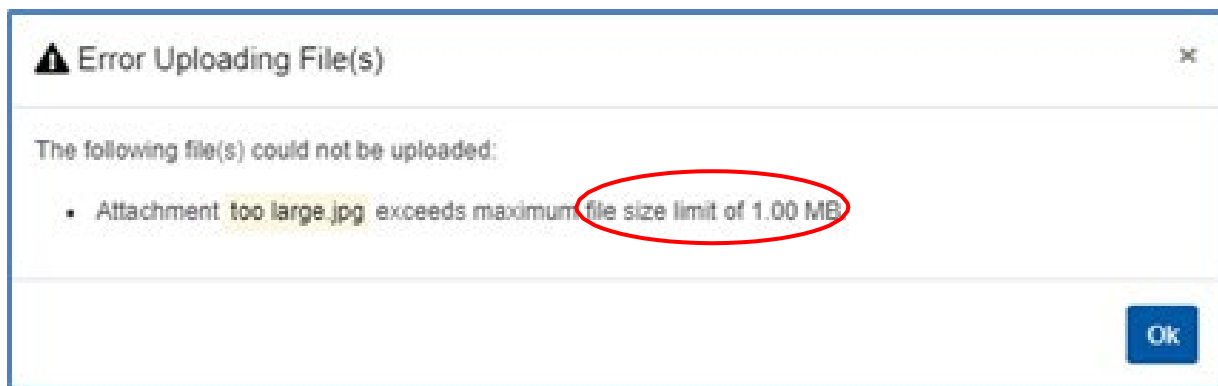
Save and Continue

Skip for Now

When the user clicks on the 'Add' link the following pop up will appear. Documents can either be dragged and dropped in this box or 'Click to Browse' and navigate to the file on their computer.



Each mandatory or additional document must have a unique filename. Individual files cannot exceed 1MB, and will generate an error message as follows:



The overall submission, including all attachments, cannot exceed 5MB.

Submission of an Activity or Financial Report

The final step on every submission is the form summary. This is where summaries can be viewed and downloaded, and forms can be submitted. To view or download a form, click **View/Download Summary** button at the bottom of the screen.

If all sections have not been completed for the form, under the Summary and Submission section, users will be directed to return to the Form Section List to identify the sections that need to be completed.

Franglais

Search gov.nl.ca

Logout

Labour Market Integration for Newcomers (Project)

Agmmt Financial Reporting Form

Period: Sep 01, 2019 - Jan 31, 2020

[Important Links](#) [Return to Section List](#) [Exit to LaMPSS](#)

Agreement ID 247088 Due Date Feb 10, 2020 Status In Progress

Step 6 of 6 ▾

Summary and Submission

There are still sections that have been not been completed on this form. The form cannot be submitted until all sections are completed.

Please return to the [Form Section List](#) to identify those sections.

To view / print a copy, please click View / Download Summary below.

[View/Download Summary](#)

After clicking the **View/Download Summary** button, a new window appears that has a **Download PDF**, this will generate a PDF summary. Users are able to navigate to any section that may need to be updated by selecting the **Edit** link to the right of the form section name. Clicking on the 'Edit' link will take users to that section of the form.

Updates can be made to any information, as required.

Labour Market Integration for Newcomers (Project)
Agmmt Financial Reporting Form
Period: Sep 01, 2019 - Jan 31, 2020
Immigration, Population Growth and Skills
Employment and Training Division
Agreement ID: 247088

Form Name LMIN Agmmt #247088 Agmmt Financial Reporting Form Sep 01, 2019 - Jan 31, 2020

Agreement Detail [View](#)

Agreement Title Career Connection Initiative for Newcomers
Agreement Start Date 01/09/2019
Agreement End Date 31/03/2021

Agreement Budget Update [Edit](#)

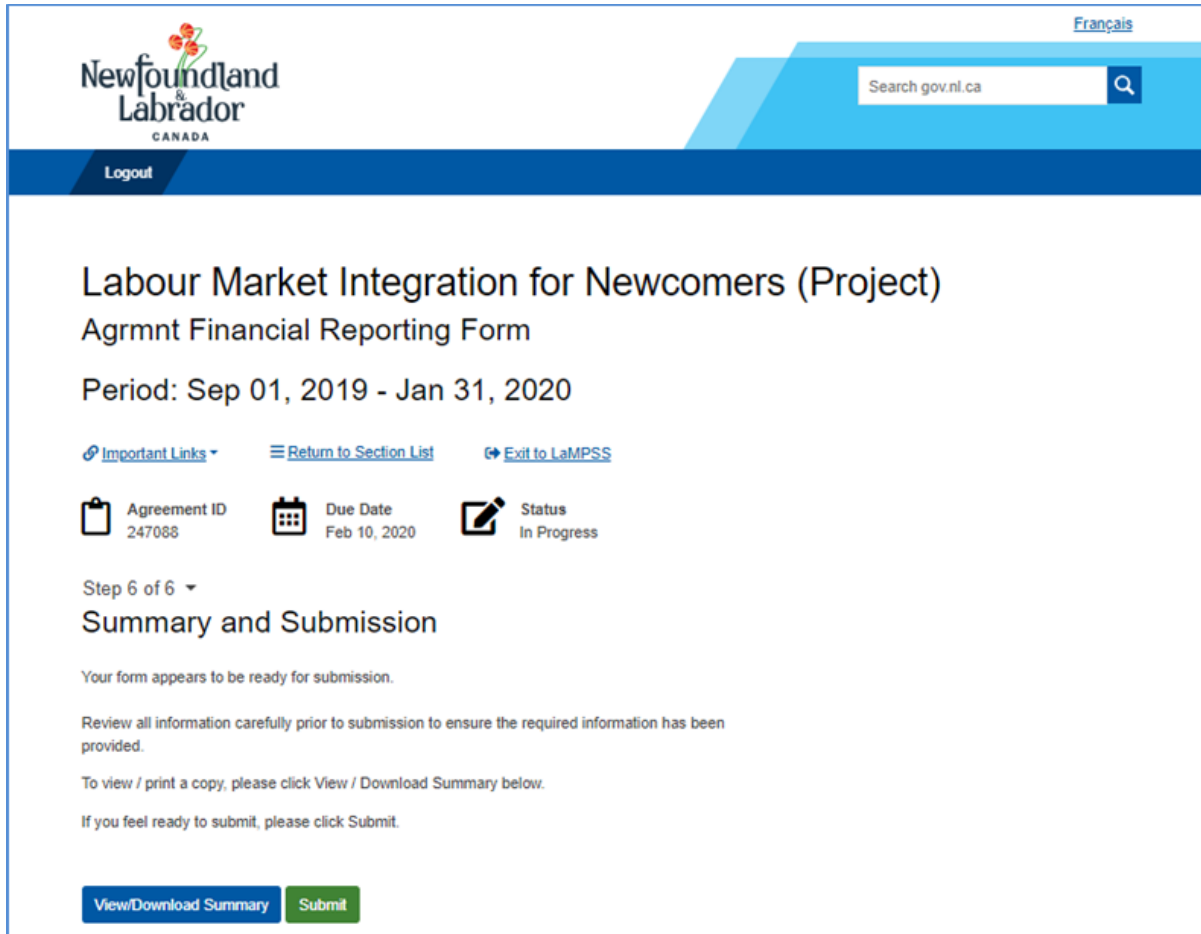
Program Delivery

Salaries and Benefits

Cost Item	Approved Budget	Reported and Approved to Date	Reported Amount this Period	Balance
Salaries	\$504.00	\$0.00	\$250.00	\$254.00
MERC	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$504.00	\$0.00	\$250.00	\$254.00

[Download PDF](#) [Close](#)

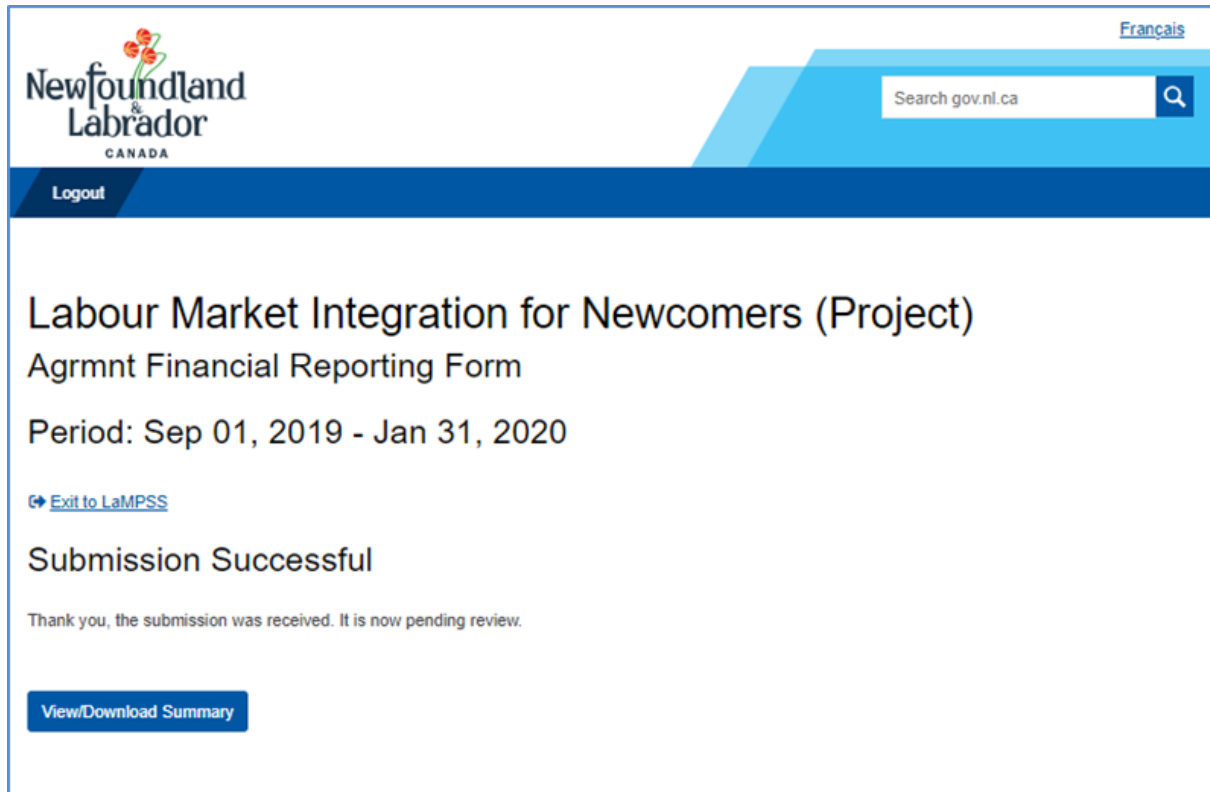
Once all sections have been completed, the **Submit** button will be visible to submit the form.



The screenshot displays the LaMPSS web interface. At the top, there is a header with the Newfoundland & Labrador Canada logo on the left, a search bar with the text 'Search gov.nl.ca' in the center, and a 'Français' link on the right. Below the header is a dark blue navigation bar with a 'Logout' link. The main content area is white and contains the following information:

- Project Title:** Labour Market Integration for Newcomers (Project)
- Form Type:** Agrmnt Financial Reporting Form
- Period:** Sep 01, 2019 - Jan 31, 2020
- Navigation Links:**
 - [Important Links](#)
 - [Return to Section List](#)
 - [Exit to LaMPSS](#)
- Form Details:**
 - Agreement ID:** 247088
 - Due Date:** Feb 10, 2020
 - Status:** In Progress
- Step 6 of 6** (indicated by a dropdown arrow)
- Section Title:** Summary and Submission
- Message:** Your form appears to be ready for submission.
- Instructions:**
 - Review all information carefully prior to submission to ensure the required information has been provided.
 - To view / print a copy, please click View / Download Summary below.
 - If you feel ready to submit, please click Submit.
- Buttons:**
 - [View/Download Summary](#) (blue button)
 - [Submit](#) (green button)

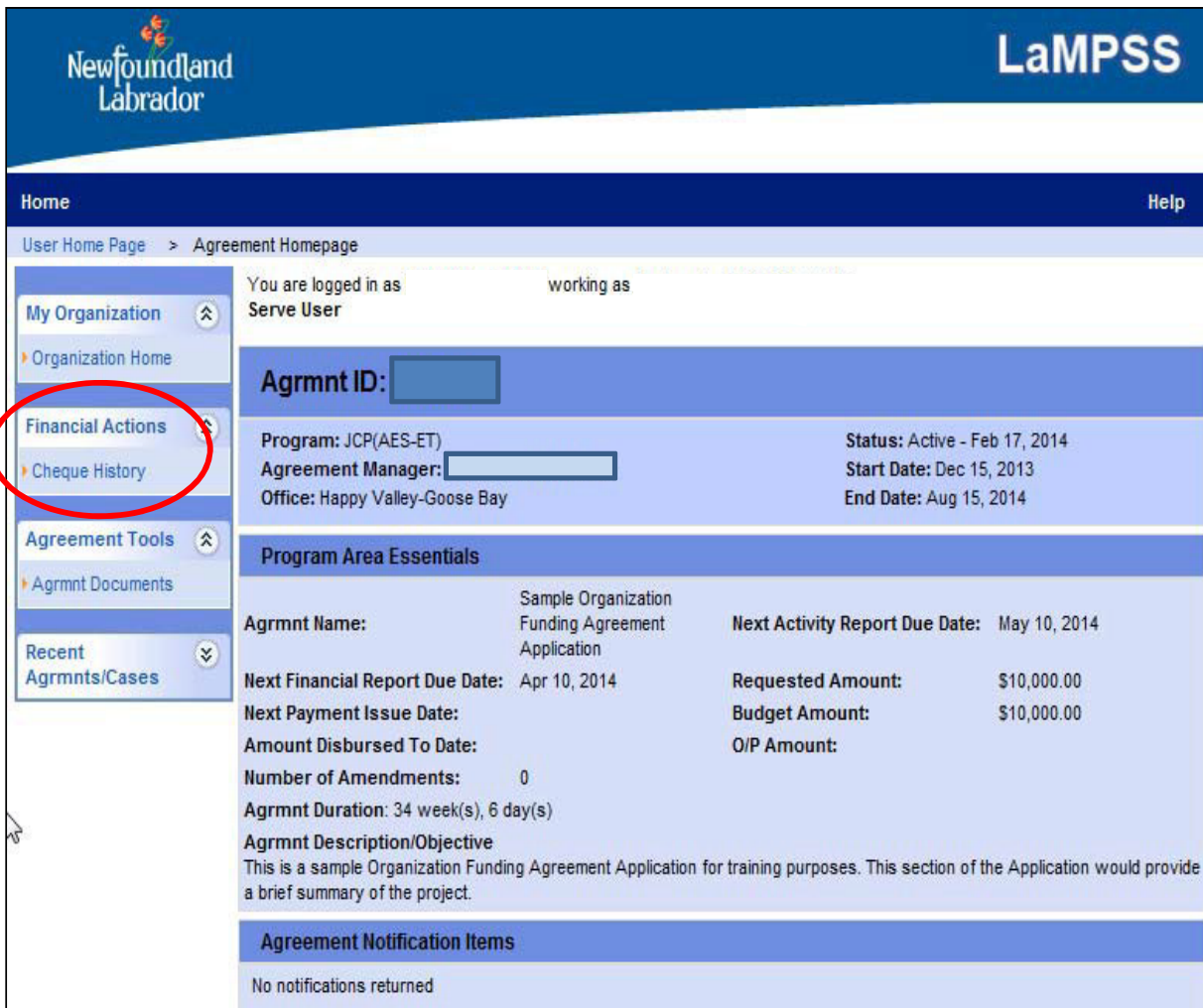
Once the form is successfully submitted, users will receive the following message.



The screenshot shows a web interface for the Government of Newfoundland and Labrador. At the top left is the logo for Newfoundland & Labrador Canada. To the right is a search bar with the text 'Search gov.nl.ca' and a magnifying glass icon. Below the logo is a 'Logout' link. The main heading is 'Labour Market Integration for Newcomers (Project)' followed by 'Agrmnt Financial Reporting Form' and 'Period: Sep 01, 2019 - Jan 31, 2020'. There is a link 'Exit to LaMPSS' with an external icon. The status 'Submission Successful' is displayed in a large font, followed by the message 'Thank you, the submission was received. It is now pending review.' At the bottom is a blue button labeled 'View/Download Summary'.

Payment / Cheque History

In the left navigation menu, users will have access to the Agreement and Cheque History. Users are able to navigate to the Agreement Homepage for each of their organization's funding agreements and the Cheque History screen for their organization's cheque (payment) history for their agreements.



Newfoundland Labrador **LaMPSS**

Home Help

User Home Page > Agreement Homepage

You are logged in as Serve User working as

Agrmnt ID:

Program: JCP(AES-ET) **Status:** Active - Feb 17, 2014
Agreement Manager: **Start Date:** Dec 15, 2013
Office: Happy Valley-Goose Bay **End Date:** Aug 15, 2014

Program Area Essentials

Agrmnt Name:	Sample Organization Funding Agreement Application	Next Activity Report Due Date:	May 10, 2014
Next Financial Report Due Date:	Apr 10, 2014	Requested Amount:	\$10,000.00
Next Payment Issue Date:		Budget Amount:	\$10,000.00
Amount Disbursed To Date:		O/P Amount:	
Number of Amendments:	0		
Agrmnt Duration:	34 week(s), 6 day(s)		

Agrmnt Description/Objective
This is a sample Organization Funding Agreement Application for training purposes. This section of the Application would provide a brief summary of the project.

Agreement Notification Items

No notifications returned

After selecting the Cheque History section, users will see payments that have been processed as well as be able to search for a specific payment based on certain key fields.

Newfoundland
Labrador

LaMPSS

Home Help

User Home Page > Agreement Homepage > Cheque Inquiry

You are logged in as working as **Self** Cancel

Financial Actions

- Cheque History
- Agreement Tools
- Recent Agrmnts/Cases

Agrmnt ID:

Program: JCP(AES-ET) Status: Active - Feb 17, 2014
Agreement Manager: Start Date: Dec 15, 2013
Office: Happy Valley-Goose Bay End Date: Aug 15, 2014

Cheque/Direct Deposit Search

Invoice Number: Payment Method:

Cheque Number:

Amount Range: To

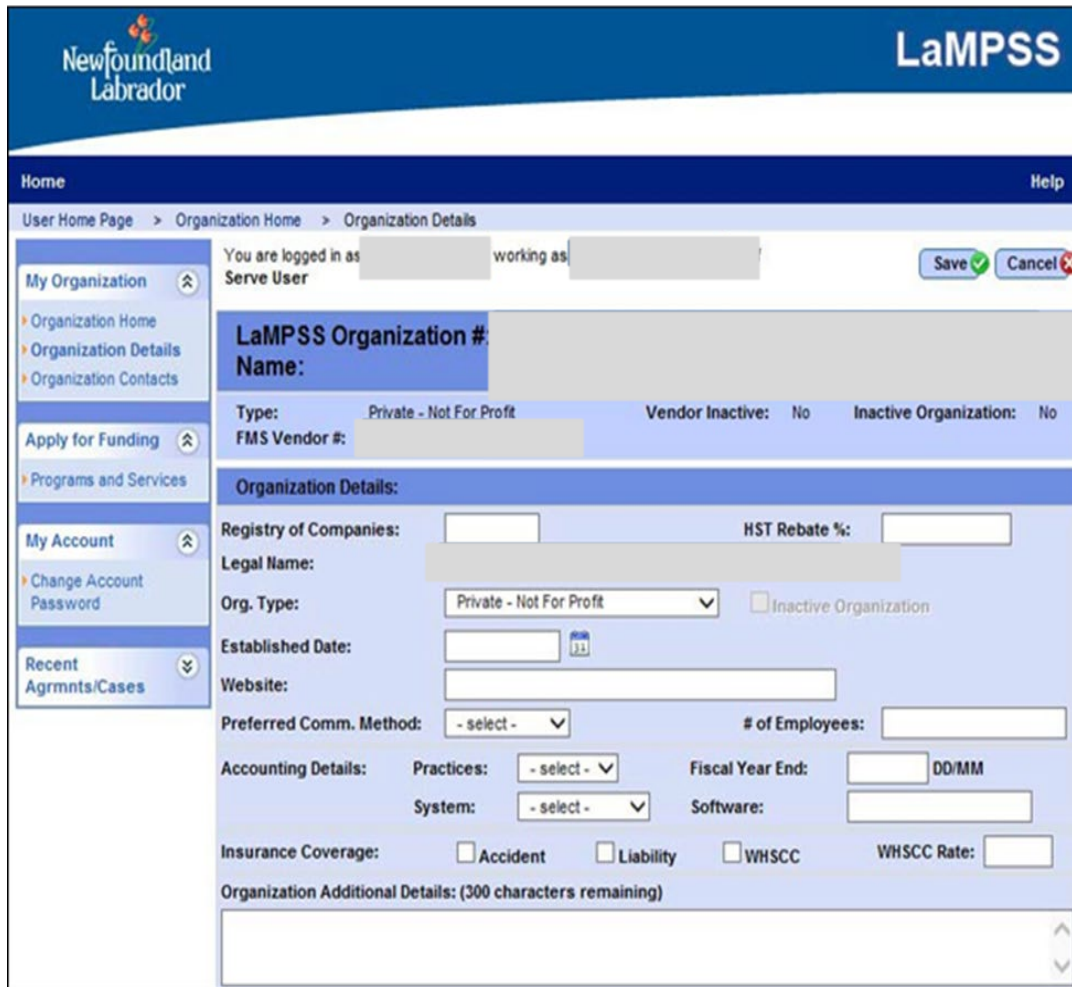
Date Range: To

Search Clear

Organization Management

Organization Details

From the left navigation menu of the Organization Homepage users have access to a section called Organization Details. This section includes the organization's website, preferred communication method and accounting details.



The screenshot shows the 'Organization Details' page in the LaMPSS system. The header includes the Newfoundland Labrador logo and the LaMPSS title. The breadcrumb trail indicates the user is in 'User Home Page > Organization Home > Organization Details'. A login status bar shows 'You are logged in as [redacted] working as [redacted]' with 'Save' and 'Cancel' buttons. The left sidebar contains navigation links for 'My Organization', 'Apply for Funding', 'My Account', and 'Recent Agreements/Cases'. The main content area is titled 'Organization Details' and contains various input fields and checkboxes for organization information. Fields like 'LaMPSS Organization #', 'Name', 'Registry of Companies', 'Legal Name', 'Website', and 'Organization Additional Details' are greyed out, indicating they are managed by support. Other fields like 'Type', 'FMS Vendor #', 'Org. Type', 'Established Date', 'Preferred Comm. Method', '# of Employees', 'Accounting Details', and 'Insurance Coverage' are active for user input.

Self-serve users with update privileges have the ability to maintain some of their own organization details, while other fields can only be maintained by LaMPSS Support. With the exception of the greyed out fields, users can update organization information as required.

In the Addresses section, one or multiple organization addresses may be listed. While users will not be able to update the default address for the organization, they can add a civic or alternate address on this page and update phone numbers.

Addresses	
<input checked="" type="checkbox"/> Default Address	<input checked="" type="checkbox"/> Pay Site
 Line 1: <input type="text"/>	
Line 2: <input type="text"/>	
Line 3: <input type="text"/>	
City: <input type="text"/>	Country: <input type="text" value="Canada"/>
Postal Code: <input type="text"/>	Province: <input type="text" value="Newfoundland Labrador"/>
<hr/>	
Phone Type: <input type="text" value="Primary"/>	Number: <input type="text"/>
Phone Type: <input type="text" value="Fax"/>	Number: <input type="text"/>
	<input checked="" type="checkbox"/> Default Phone

If one of the non-editable fields requires an update, the information to be updated would need to be emailed to LaMPSS Support. LaMPSS Support will advise of required steps or documentation required to change LaMPSS registration information. LaMPSS Support can be contacted at extorghelp@gov.nl.ca or 1-844-252-6777.

Note:

To change pay site address, organizational email address or banking information please contact LaMPSS Support.

Once the information is updated, click the 'Save' button. Once the information is saved, the screen will return to Organization Homepage.

User Management

When adding a new Self-Serve User, consider what kind of access that user will require and the functions that will be required. LaMPSS offers three (3) Self-Serve user access profiles:

- Self-Serve Full Update
- Self-Serve Partial Update
- Self-Serve View Only

Please note, the **Self Serve Full Update** user profile can only be assigned by the LaMPSS Operations Support team. This profile will not be available to assign to users. Please contact LaMPSS Support to change the Self Serve Full Update user. This type of user profile should be assigned to those individuals with the knowledge and responsibility for managing who can do what in the organization.

The **Self Serve Partial Update** user profile should be assigned to those individuals responsible for submitting electronic applications for funding and scheduled financial and activity reports. This would be the user who interact with the department during the agreement management lifecycle.

The **Self Serve View Only** user profile can be used for users in the organization that needs to be aware of the agreements but is not responsible for any of the actions required for those agreements.

From the Organization Homepage navigate to the Organization Contacts page in the left navigation menu to maintain self-serve users for the organization. Users must have the Self-Serve Full Update role to be able to make these changes. There is no limit to the number of users that can be created.

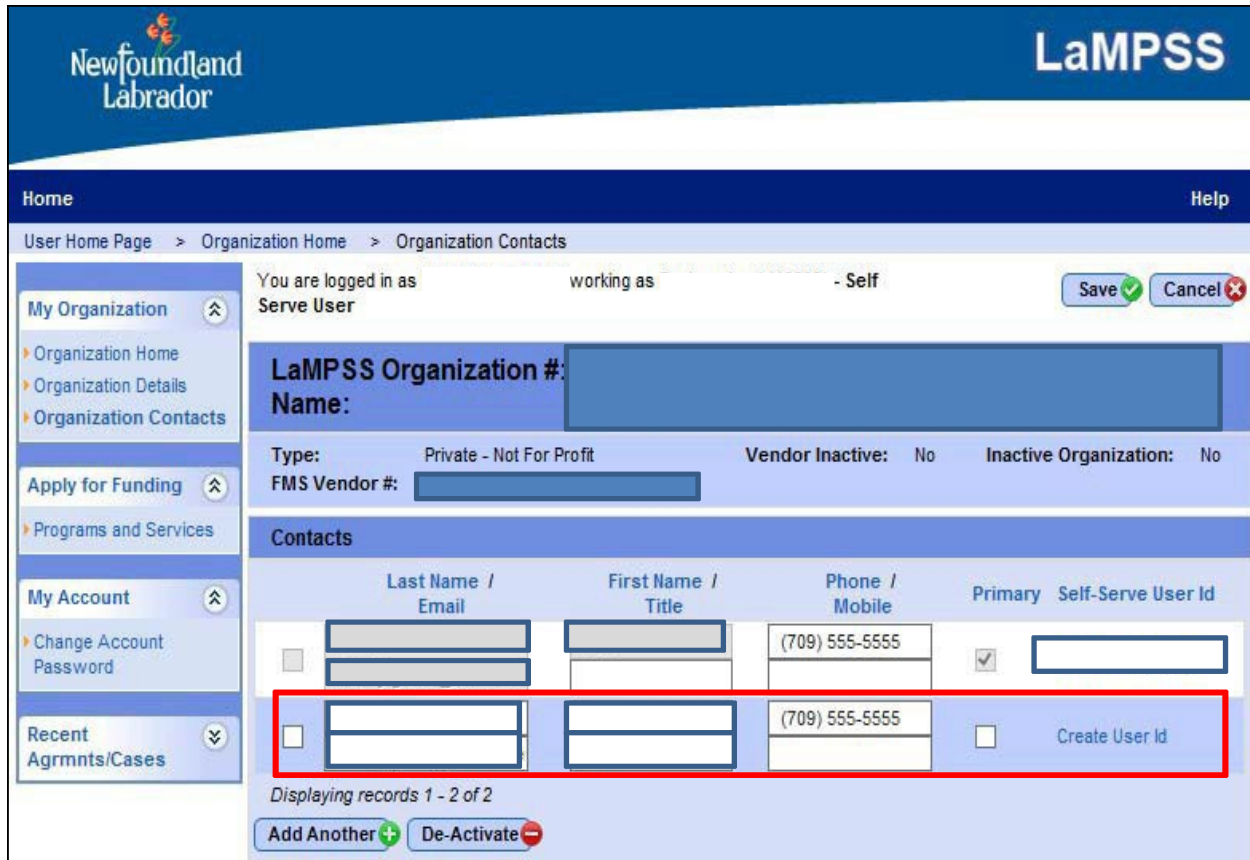
The only constraint is that only one user can be identified as the primary contact. If a new user is identified as the primary contact, the previous primary contact will be replaced. In this case, the previous primary contact would still be a valid LaMPSS user; but no longer the primary contact.

The Organization Contacts screen also allows the de-activation of User IDs.

If an individual leaves the organization the primary user should use this page to remove their LaMPSS access.

To setup a new self-serve user ID, click the **Add Another** button. This will create a new, blank row of information. Enter the basic details of the user being added including Last Name, First Name, Phone, Email, Title and Mobile.

After completing this information (only Last Name, First Name and Email are required) and saving the changes users will see a new **Create User ID** link next to the newly created user. Follow this link to complete the process of creating the self-serveuser.



Home Help

User Home Page > Organization Home > Organization Contacts

You are logged in as working as - Self Save Cancel

My Organization

- Organization Home
- Organization Details
- Organization Contacts

Apply for Funding

- Programs and Services

My Account

- Change Account Password

Recent Agreements/Cases

LaMPSS Organization #:

Name:

Type: Private - Not For Profit **Vendor Inactive:** No **Inactive Organization:** No

FMS Vendor #:

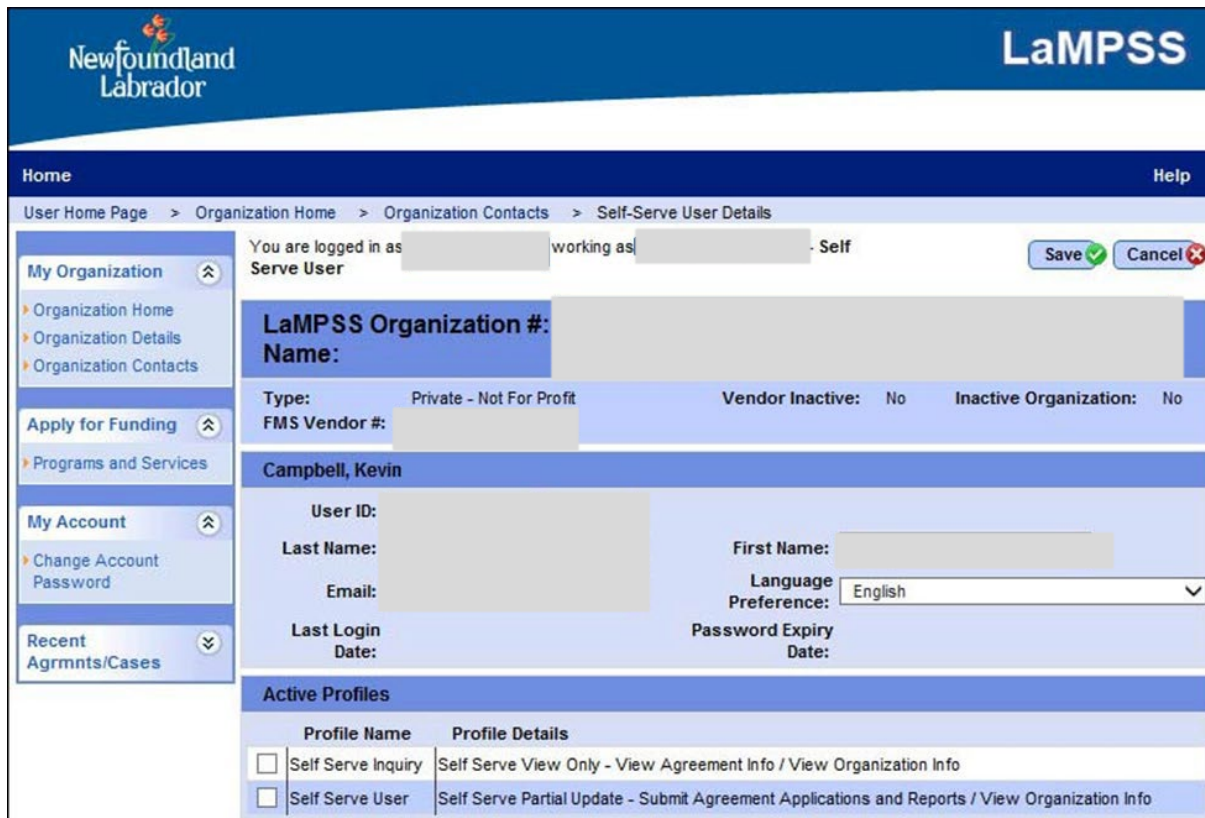
Contacts

	Last Name / Email	First Name / Title	Phone / Mobile	Primary	Self-Serve User Id
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	(709) 555-5555	<input checked="" type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	(709) 555-5555	<input type="checkbox"/>	Create User Id

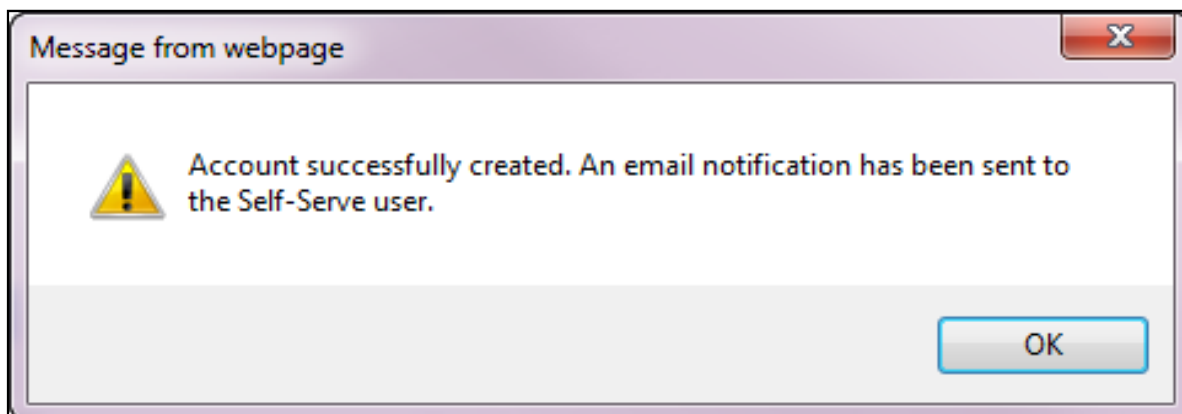
Displaying records 1 - 2 of 2

Add Another De-Activate

The Self-Serve User Details page allows the selection of the appropriate security profile (Active Profile) for the new user. The profiles listed here are Self-Serve Inquiry and Self-Serve User – Partial Update. Additionally, changes can be made to the user's first or last name, email, language preference and User ID from this page.



When saved, LaMPSS will display a message to advise that the account has been created successfully and an email notification has been sent to the self-serve user.



The email contains the user's login credentials and a temporary password that they will use to access LaMPSS for the first time. It is recommended that users change their temporary password when they first login to LaMPSS.

Contact

LaMPSS Support

Email address: extorghelp@gov.nl.ca

Telephone #: 1-844-252-6777