Data Gateway Guide
For Work-Sharing

Version 9.5

User Guide
1. **Contents**

1. Contents ........................................................................................................................................2
2. Target Audience .............................................................................................................................4
3. Important Security Notes ..............................................................................................................5
   3.1. Who can use the data gateway public web site? .................................................................5
   3.2. Your user id and password ....................................................................................................6
   3.3. The Utilization Report .........................................................................................................6
4. File Upload Walkthrough ................................................................................................................8
   4.1. Access to the data gateway public web site ..........................................................................8
   4.2. Welcome ..................................................................................................................................8
   4.3. Login .....................................................................................................................................9
   4.4. Home page ..........................................................................................................................10
   4.5. Upload Profile Step ..............................................................................................................11
   4.6. Upload Step ..........................................................................................................................12
   4.7. Upload Results Page ............................................................................................................14
   4.8. Logout ...................................................................................................................................14
5. Features and other pages ...............................................................................................................16
   5.1. Terms of use .........................................................................................................................16
   5.2. Change password ..................................................................................................................17
   5.3. Invalid user id and/or password ...........................................................................................22
   5.4. Account disabled ..................................................................................................................23
5.5.  Forgot your User ID and or Password.......................................................... 23
5.6.  My Account (-New-) .................................................................................. 26
5.7.  Upload History .......................................................................................... 30
5.8.  Upload History Details .............................................................................. 32
      5.8.1.  Upload Information section: ................................................................. 33
      5.8.2.  Record Information section:................................................................. 34
      5.8.3.  Reference / Error Message section ....................................................... 34
5.9.  Contact Us ................................................................................................. 35
5.10. What’s New ............................................................................................... 36
5.11. Frequently Asked Questions ...................................................................... 37
5.12. Help ........................................................................................................... 38
5.13. Site Map ..................................................................................................... 39
6.   Government of Canada Links and Menus..................................................... 41
      6.1.  Top Menu (Black top banner)................................................................. 41
      6.2.  Bottom Menu (Lightgrey bottom block) ................................................. 41
      6.3.  Bottom Menu (Black bottom banner) .................................................... 43
7.   More Information .......................................................................................... 44
2. TARGET AUDIENCE

This user guide is a generic guide in order to use the Data Gateway public web site for Work-Sharing.

The following programs have specific sets of instructions in order to use the Data Gateway. Please visit the Contact Us page for more information:

- Automated Earning and Reporting System (AERS)
- Report on Hirings (ROH)
- Employer’s Annual Hazardous Occurrence Report (EAHOR)
- Hazardous Occurrence Investigation Report (HOIR)
- Worksharing
3. **IMPORTANT SECURITY NOTES**

Ensure that you are connected to the Data Gateway Public Web site at [https://srv115.services.gc.ca](https://srv115.services.gc.ca) by reviewing the information contained in this document. In particular, verify that the site you are connected to:

- displays screens as shown in this document;
- operates consistently with what is described in this document.

### 3.1. **WHO CAN USE THE DATA GATEWAY PUBLIC WEB SITE?**

The Data Gateway Public Web site can only be used by employers, provinces, territories and other external partners who are entitled to submit files under specific Government of Canada programs or information exchanges listed below:

- Labour Market Development Agreement (LMDA)
- Aboriginal Labour Market Program (ALMP)
- Canada Job Grant (CJG)
- Automated Earning and Reporting System (AERS)
- Report on Hirings (ROH)
- Employer’s Annual Hazardous Occurrence Report (EAHOR)
- Hazardous Occurrence Investigation Report (HOIR)
- National Integrity Investigation System (NIIS)
- Records of Employment – 2nd Copy (ROE)
- Records of Employment Web (ROE)
• Worksharing

• Social Assistance Recipients (SAR)

3.2. **YOUR USER ID AND PASSWORD**

- Your user ID and Password play a critical part in securing the Data Gateway Public Website.
- Your user ID and Password must not be disclosed to anyone under any circumstances. Should the security and/or integrity of the user ID and/or password be compromised or if you suspect that the security and/or integrity of either might be compromised, the user ID and Password must be changed immediately.
- Your user ID and Password are monitored regularly and a record of the user’s name, date of login and review, duration of login as well as files viewed is kept.
- Your User ID and Password are required to access your account as referred to in the “Authorized Users Only” statement on the Login Page.

3.3. **THE UTILIZATION REPORT**

The Utilization Report must be completed weekly beginning the first week of your Work-Sharing Agreement. The Work-Sharing Data Gateway application is used to send the Utilization Reports to Service Canada. The Utilization Report is an excel format document which tracks the percentage of time that Work-Sharing is utilized and enables Service Canada to determine the benefits payable to your employees. To download a copy and to see instructions for completion of the Utilization Report, please refer to the following link:

http://www.servicecanada.gc.ca/eng/work_sharing/ws_applicantguide.pdf

Please ensure that you have properly filled out and saved your Utilization Report in an easily retrievable location on your computer prior to using the Work-Sharing application in the Data Gateway.
**Service Canada**

**Worksharing Utilization Report**

**Agreement Number:** [ ]

**Employer:** [ ]

**Week starting date (if blank):**

<table>
<thead>
<tr>
<th>This column is no longer in use</th>
<th>SIN</th>
<th>First Name</th>
<th>Last Name</th>
<th>Normal Weekly Hours</th>
<th>Hours Worked</th>
<th>Days not available (excluding sick)</th>
<th>Days paid due to sick</th>
<th>Paid sick leave amount</th>
<th>All other paid amounts</th>
<th>Hours Worked or paid</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**% of utilization:** [ ]

**Certified by:** [ ]

**Position:** [ ]

**Date:** [ ]

**Version:** 2.0
4. File Upload Walkthrough

Navigation in the browser (i.e. Next, Previous, etc.) is entirely functional in this version. However, it is strongly recommended to use the links in the web site to navigate instead.

4.1. Access to the Data Gateway Public Web Site

Launch your internet browser (Internet Explorer, Mozilla Firefox, Google Chrome, etc.).

Enter the URL address https://srv115.services.gc.ca. URL is the acronym for Universal Resource Locator. The URL is used to locate an Internet site.

4.2. Welcome

This is the first page of the Data Gateway Public Web site.

1. Select the language you want to use to navigate in the site using the “English” or “Français” buttons. You will be redirected to the Login page.
4.3. **LOGIN**

This page will allow you to authenticate using your User ID and password.

![Login Page](image)

1. Enter your User ID in the **User ID** section. Note that lowercase and uppercase letters are not considered in the user ID.

2. Enter your password in the **Password** section. Note that for the password, lowercase and uppercase letters must be taken into account.

3. Select the **SUBMIT AUTHORIZATION** button to validate your user ID and password and to log into the system.

**NOTE:**

If you have forgotten your User ID and/or Password, you can select the **Forgot your User ID and or Password** link.
4. Upon successful login, if it is the first time you are connecting with your User ID in the Data Gateway, you will first be prompted to agree to the Terms Of Use.

5. If one of the program you are uploading files for is requesting that you update your account contact information upon your next login, you will automatically be redirected to the My Account page in order to proceed. You will then need to verify and update your contact information before you get the authorization to proceed with your next file upload. Once completed, you will no longer be prompted to update your contact information.

6. As well, if it is the first time you are connecting with your User ID in the Data Gateway or if your password has just been reset, you will also automatically be required to Change Password to a permanent one after you agreed to the Terms Of Use (if required) and after you updated your contact information via the My Account page (if required).

7. Upon successful login and after taking action on the steps above (if required), You will be redirected to the Home Page in order to start uploading files.

4.4. Home Page

The Home page is the starting point to upload your files.
1. To Upload one or more files, verify the selected organization from the drop-down list or select another one (only available if you are entitled as a user to upload files for more than one organization).

2. Select the **Upload File** button.

3. You will be redirected to the **Upload Profile Step** step.

4. A **Change your password** link may appear on the page depending if one the program you are uploading files for is allowing you access to the **My Account** page in order to change your contact information. Otherwise, the link will be located under the **My Account** page. Select the **Change Password** link if required should you need to change it (if it appears).

### 4.5. **Upload Profile Step**

This is where you will select the program (application) to upload the file to and the number of file(s) you would like to upload for it.

![Image of the upload profile step](image)

1. Select the appropriate program (**application**) from the drop-down list:

2. Type in the number of files to upload if more than 1. You can upload up to 50 files at once for the same program (application).
3. Select the **Continue** button.

### 4.6. **Upload Step**

This is where you will find and select the file(s) from your local computer in order to import it inside the Data Gateway:

![Data Gateway](image)

1. Select the **Browse** button in order to locate the file from your computer. A new window will appear to help you locate and select the file:
2. Select your file and then click the **Open** button.

3. The window will close and the path of the file will be indicated accordingly and the file will be ready to be imported into the Data Gateway:
4. If you have more than one file to import (more File boxes appear), repeat the same steps for File 2, File 3 and select the appropriate file(s) from your computer by using the **Browse** button associated with each File box.

5. Select the **Upload Now** button. You will be redirected to the **Upload Results Page**.

### 4.7. **Upload Results Page**

This page will let you know if your file(s) were successfully uploaded or not.

1. To upload other files, click the **Click here to upload other file(s)** link. This will redirect you to the **Upload Profile Step**.

2. Select the **Home** link to go back to the **Home Page**.

### 4.8. **Logout**

1. It is important to logout of the web site once you are done by selecting the **Logout** link from the left menu:
5. FEATURES AND OTHER PAGES

5.1. TERMS OF USE

Agreeing to comply with the “Terms of Use” is a condition of using the Data Gateway. Please read it carefully.

This window appears the first time a connection is attempted for a User ID and Password that has not previously agreed to this version of the Terms of Use. Should the Terms of Use be amended you will be required to agree to the amended version prior to using the Data Gateway.
1. To continue, select *I Agree* and click on the *Continue* button. If you select *I disagree*, you will automatically be logged out of the web site and you will be presented once again with this page at your next login.

### 5.2. CHANGE PASSWORD
You can change your password at any time using one of the two (2) methods below depending on your program's method availability:

1. **Method 1:** If the link is available, select the **Change Your Password** link from the **Home Page** menu:

![Data Gateway Home Page](image1)

2. **Method 2:** If the above link is not available on the **Home Page**, it means your program is authorized to use the new **My Account** page in order to update your account contact information and therefore, you can change your password directly from the **My Account** page.

3. First, select the **My Account** link from the left menu. You will be redirected to the **My Account** page:

![Data Gateway Home Page](image2)

4. Select the Change Password button located at the bottom of the **My Account** page:
If your account was recently created or if your password was reset, you will have been provided with a temporary password and you will be automatically redirected to this page.

Follow the steps below to successfully change your password:

<table>
<thead>
<tr>
<th>First Name (Required):</th>
<th>[Field]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name (Required):</td>
<td>[Field]</td>
</tr>
<tr>
<td>Phone Number (Required):</td>
<td>[Field]</td>
</tr>
<tr>
<td>Email Address (Required):</td>
<td>[Field]</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>[Details]</td>
</tr>
</tbody>
</table>

![Image of Data Gateway login page]

Change Password
Change your password frequently to ensure the highest level of security.

[Change Password button]
1. In the “Current Password” section, enter the password you logged in with. Please follow the lowercase and uppercase rules and do not forget the special character ($, %, ?, &, etc.). Also ensure that there are no space characters at the beginning, in the middle or at the end of the password or your password will be deemed invalid.

2. Before entering your new password, please review the password rules by clicking on this link: “To show or hide the password rules, click here” :
By clicking again on this link, the section will be hidden again.

The rules to follow are:

- The password should have a minimum length of 8 characters
- The password must have at least 1 uppercase character
- The password must have at least 1 lowercase character
- The password must have at least 1 numeric character
- The password must have at least 1 special character or punctuation character (e.g. !$%&/()=?*#-@:)
- The password must be different than your username
- The password must not contain any whitespace
- The password cannot be the same as the current or previous user's passwords

3. In the “New Password” section, please enter your new password by following the above-mentioned rules.
4. In the “Confirm New Password” section, you must enter the exact same password again.

5. Select the “Change Password” button.

6. If your password was successfully changed, the following window will appear:

![Message from webpage]

And you will automatically be redirected to the Home Page.

### 5.3. INVALID USER ID AND/OR PASSWORD

If you enter an invalid user ID and/or password, the following error will be displayed:

![Login]

- Try again and ensure that the user ID is actually yours and also that you entered lowercase and uppercase letters as required, particularly in the password.
- If you try logging in using a non-existing user ID more than 15 times, your account will automatically be Disabled. You will not be able to login again for another 30 minutes.
• If you try logging in using a valid user ID, but an invalid password more than 3 times, your account will automatically be Disabled for a period of 30 minutes. You can then wait for the 30 minutes to expire to try logging in again, or refer to the Contact Us page of the web site for more information in regards to the authorized procedure for your program in order to have your account unlocked and/or your password reset.

5.4. ACCOUNT DISABLED

If you tried logging in using a non existing user ID more than 15 times, your access will be automatically locked and you will be redirected to this page. You will not be able to login again for another 30 minutes.

Moreover, if you tried logging in using a valid user ID, but an invalid password more than 3 times, your account will automatically be locked for a period of 30 minutes and will also direct you to this page. You can then wait for the 30 minutes to expire before trying to log in again, or refer to the Contact Us page of the web site for more information in regards to the authorized procedure for your program in order to have your account unlocked and/or your password reset.

5.5. FORGOT YOUR USER ID AND OR PASSWORD

NOTE:

You can only reset your password. You cannot retrieve your User ID.
In order to reset your password, you will need the following:

1. Your **User ID**

2. Your **e-mail** address registered for your account

If you have forgotten your **User ID** and/or **E-mail** address registered for your account, please refer to the [Contact Us](#) for more information in regards to the authorized procedure in order to get help in retrieving your User ID or with your password reset.

1. If you have forgotten your **Password**, you can select the *Forgot User ID and or Password* link directly from the [Login](#) page.

1. Selecting the link will bring you to the page below:
2. Select the **second link Participant of other programs**.

3. Type in your User ID in the “**User ID**” field.

4. Type in the email address registered for your account in the “**E-mail**” field.

5. Select the **Submit** button.

6. If the User ID and E-mail address provided are valid for your account, the system will indicate that you will receive an automated e-mail from the system at the e-mail address provided above.
7. Please allow a few minutes for the e-mail message to come into your inbox. This automated e-mail message will contain your new temporary password. If you did not receive the automated e-mail message, verify in your Spam folder. If you can still not find any e-mail from the Data Gateway system, refer to the Contact Us page for more information in regards to the authorized procedure to contact your program administrator. The e-mail message will come from the sender nc-sys-data_gateway-passerelle_donnees-gd@hrsdc-rhsc.gc.ca (DO NOT reply to the sender) and will look like the following:

```
Please do not respond to this automated E-mail.
As per your request, your new temporary Password is as follow:
Password (Required): 95XHGS1x
Please immediately change your Password once you have logged into the application.
```

8. If the User ID and/or E-mail address provided above are found invalid for your account, you will get the following message. Refer to the Contact Us page for more information in regards to the authorized procedure to contact your program administrator

```
Forgot Password

We are unable to action your request. Please contact us for assistance.

Click the "Contact Us" link at the top of the page for contact details.
```

5.6. **My Account (-New-)**
This page is only available to users authorized to upload files under the programs who have requested access to this feature which allows you to update your contact information directly inside the Data Gateway.

The access to the My Account page is determined by the My Account link located in the left menu once you are logged in. If the link does not appear after your login, then you are not authorized to use this page:

1. Select the My Account link from the left menu. You will be redirected to the My Account page:
2. Verify and update your contact information. The following fields are mandatory. If they are currently missing, you will need to provide it before saving the form:

   - First Name
   - Last Name
   - Phone Number (including Area Code)
   - Email Address

3. Once your contact information is verified and updated, select the **Update** button to save your changes or to confirm the existing information.

4. Selecting the **Cancel** button will dismiss any change made to your contact information and redirect you back to the **Home Page**. If you are required by one of your programs to update your contact information before navigating any further in the web site, selecting
the Cancel button will refresh the page and will again, request you to verify and update your contact information before you continue.

**IMPORTANT:** It is possible that one of the programs you are uploading files under has requested that you verify and update your contact information at your next login (only once). In this case, at your next login you will automatically be redirected to the My Account page in order to proceed. You will then need to verify and/or update your contact information and confirm it before you are authorized to navigate any further in the website. A warning message will appear at the top of the My Account page:
You can also change your password from this page by selecting the *Change Password* button at the bottom of the page. This will redirect you to the *Change Password* page.

### 5.7. *Upload History*

This page is available once logged in.

1. To view this page: From the *Home Page*, select your organization from the list and then select the *View History* button:

2. You will be redirected to the Upload History of the organization you have selected:
3. Click on any reference number to view the detailed description of a specific file upload. This will redirect you to the Upload History Details page.

4. If an organization has a long history of uploaded files, the history will be spread on multiple pages. You can access those pages by clicking on the page number on top or bottom of the upload history table. Also, a scrollbar will be displayed at the bottom of the upload history table if its content is too wide for the screen.

5. You can delete a file sent by clicking the Delete button appearing in front of the files that can be deleted. The files that can be deleted are files which haven’t been sent for processing, empty files or invalid files.

Note: Only the reference numbers corresponding to the selected organization can be seen from this screen.
5.8. **Upload History Details**

This screen provides you with the details of a specific upload and is essentially useful to programs validating the files uploaded (Accountability, ALMP, AERS and NIIS) in order to verify any rejected record and the reasons pertaining to rejections.

1. If you want to save the history details to a file, click on the *Save to file* button and follow the instructions. The history details will be saved in the comma delimited text file. The *Save to file* button does not download the actual file upload, it only downloads the report as seen on screen.
5.8.1. **Upload Information Section:**

This section contains information about the file uploaded:

**Upload Date**: The date the upload was done.

**Application**: The application (program) for which the file was sent

**Upload Profile**: Profile or type of file of the uploaded file.

**Upload Status**: Indicates where the file is in the whole upload process. The status can be as follow:

- An unexpected error occurred
- Fatal error file rejected
- File Accepted
- File Download Confirmed by user
- File Downloaded by user
- File Upload Initialized by user
- File has been copied to the application queue
- No valid record found
- Partial File Accepted
- Partial upload not allowed
- The file could not be copied to the application queue
- The file transfer failed
- The validation results couldn’t be inserted in the database
- The validation results were successfully inserted in the database

For the AERS participant only:
• Accepted
• Pending
• Pending with errors
• Rejected - Do not resubmit
• Rejected - Please correct and resubmit

Uploaded File: Name of the file uploaded.
User Name: Name of the user having uploaded the file.
Additional Information: Additional information or comments for the upload.
Additional Information URI: External link to additional information about this upload (for example: a link to a report built with the data of the uploaded file).

5.8.2. RECORD INFORMATION SECTION:

Processed: Number of record processed (read) by the backend application or program.
Rejected: Number of record rejected by the backend application or program.
Accepted: Number of record accepted (valid) by the backend application or program.

Number of error(s): Number of error found in the file. Since more than one error can be found in the same record, the total number of errors will not necessarily match the number of rejected records.

5.8.3. REFERENCE / ERROR MESSAGE SECTION

Reference: Contains a list of key values to uniquely identify a record in the uploaded file. The value used in this column will depend on the nature of the file uploaded. If more than one value is used as part of the identifier, they will be separated by a blank character.
5.9. **CONTACT Us**

Page offering instructions to contact a specific program.

1. You can access this page from the Contact Us link in the top menu (logged in or not). A list of program links will be displayed:

![Contact Us Page Screenshot]

2. Select the link pertaining to your program. You will be presented with the according instructions:
5.10. **What’s New**

Page listing the latest additions/fixes of the current version of the web site.

1. This page can be accessed by selecting the What’s New link in the left menu once logged in:
5.11. Frequently Asked Questions

Page offering frequently asked questions for a specific program.

1. You can access this page once logged in by selecting the Frequently Asked Questions link from the left menu. A list of program links will be displayed:

2. Select the link pertaining to your program. You will be presented with the according FAQ:
5.12. HELP

Page offering help for a specific program.

1. You can access this page by selecting the Help link from the top menu. If you are logged in, a list of program links will be displayed:

2. Select the link pertaining to your program. You will be presented with the according Help instructions:
3. If you are not yet logged in, you will get the general help page when selecting the Help link from the top menu:

![Help Link](image)

**5.13. Site Map**

Page listing the pages available on the web site for a specific user.

1. You can access this page by selecting the Site Map link from the left menu. A list of pages will be displayed according to what you are authorized to access if you are logged in:
2. Select any link to go directly to the required page. You may not be automatically redirected to the page requested if additional information is required in order to get to the page selected.
6. **GOVERNMENT OF CANADA LINKS AND MENUS**

6.1. **TOP MENU (BLACK TOP BANNER)**

The Data Gateway uses the Government of Canada standard toolbars at the top of every page.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canada.gc.ca</td>
<td>This link brings to the Government of Canada website. (<a href="http://www.canada.gc.ca">http://www.canada.gc.ca</a>)</td>
</tr>
<tr>
<td>Services</td>
<td>This link brings to the Service Canada website. (<a href="http://www.servicecanada.gc.ca/eng/home.shtml">http://www.servicecanada.gc.ca/eng/home.shtml</a>)</td>
</tr>
<tr>
<td>Departments</td>
<td>This link brings to the Government of Canada’s list of departments (<a href="http://www.canada.gc.ca/depts/major/depind-eng.html">http://www.canada.gc.ca/depts/major/depind-eng.html</a>)</td>
</tr>
<tr>
<td>Français</td>
<td>This link changes the language of the Data Gateway to French.</td>
</tr>
</tbody>
</table>

6.2. **BOTTOM MENU (LIGHTGREY BOTTOM BLOCK)**
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terms and conditions</td>
<td>This link brings to the Service Canada Terms and Conditions Page (<a href="http://www.servicecanada.gc.ca/eng/common/notices.shtml">http://www.servicecanada.gc.ca/eng/common/notices.shtml</a>)</td>
</tr>
<tr>
<td>Transparency</td>
<td>This link brings to the Service Canada Transparency information Page (<a href="http://www.servicecanada.gc.ca/eng/common/disclosure.shtml">http://www.servicecanada.gc.ca/eng/common/disclosure.shtml</a>)</td>
</tr>
<tr>
<td>About Us</td>
<td>This link brings to the Service Canada Abous Us Page (<a href="http://www.servicecanada.gc.ca/eng/about/index.shtml">http://www.servicecanada.gc.ca/eng/about/index.shtml</a>)</td>
</tr>
<tr>
<td>Publications</td>
<td>This link brings to the Service Canada Publications Page (<a href="http://www.servicecanada.gc.ca/eng/about/publications.shtml">http://www.servicecanada.gc.ca/eng/about/publications.shtml</a>)</td>
</tr>
<tr>
<td>Funding Programs</td>
<td>This link brings to the Employment and Social Development Canada (ESDC) Funding Programs Page (<a href="http://www.hrsdc.gc.ca/eng/funding/index.shtml">http://www.hrsdc.gc.ca/eng/funding/index.shtml</a>)</td>
</tr>
<tr>
<td>Related Sites</td>
<td>This link brings to the Service Canada Related Sites Page (<a href="http://www.servicecanada.gc.ca/eng/common/links.shtml">http://www.servicecanada.gc.ca/eng/common/links.shtml</a>)</td>
</tr>
<tr>
<td>News</td>
<td>This link brings to the Canada News Centre Site (<a href="http://news.gc.ca/web/index-eng.do">http://news.gc.ca/web/index-eng.do</a>)</td>
</tr>
<tr>
<td>Contact Us</td>
<td>This link brings to the Data Gateway Contact Us Page (<a href="https://srv115.services.gc.ca/contactus-contacteznous.aspx?lang=eng">https://srv115.services.gc.ca/contactus-contacteznous.aspx?lang=eng</a>)</td>
</tr>
</tbody>
</table>
6.3. **BOTTOM MENU (BLACK BOTTOM BANNER)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEALTH</td>
<td>This link brings to the Health Site (<a href="http://healthycanadians.gc.ca/index-eng.php">http://healthycanadians.gc.ca/index-eng.php</a>)</td>
</tr>
<tr>
<td>TRAVEL</td>
<td>This link brings to the Travel Site (<a href="http://travel.gc.ca/">http://travel.gc.ca/</a>)</td>
</tr>
<tr>
<td>SERVICE CANADA</td>
<td>This link brings to the Service Canada Site (<a href="http://www.servicecanada.gc.ca/eng/home.shtml">http://www.servicecanada.gc.ca/eng/home.shtml</a>)</td>
</tr>
<tr>
<td>JOBS</td>
<td>This link brings to the Jobs Site (<a href="http://www.jobbank.gc.ca/intro-eng.aspx">http://www.jobbank.gc.ca/intro-eng.aspx</a>)</td>
</tr>
<tr>
<td>ECONOMY</td>
<td>This link brings to the Economy Site (<a href="http://actionplan.gc.ca/en">http://actionplan.gc.ca/en</a>)</td>
</tr>
<tr>
<td>Canada.gc.ca</td>
<td>This link brings to the Government of Canada Site (<a href="http://www.canada.gc.ca/home.html">http://www.canada.gc.ca/home.html</a>)</td>
</tr>
</tbody>
</table>
7. More Information

If you need more information, please refer to the Contact Us page of the Data Gateway.