

Poultry and Egg On-Farm Investment Program Online System: User guide (with screenshots)

Purpose of this guide

This guide will provide instructions and explanations to help you use the Poultry and Egg On-Farm Investment Program Online System (PEFIPOS) to:

- register with the program
- complete a project application

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- the system won't let me allocate project funds; and/or
- I've received the "Total License Allocation (L) must be greater than zero" error message.

What should I do?

1.0 About the Poultry and Egg On-Farm Investment Program Online System

The PEFIPOS (<https://pefip-pifvo.agr.gc.ca/PEFIP/public/welcome.jsf?lang=en>):

- is the primary method for applicants to register and to submit Project Applications and claims
- simplifies these processes for applicants, making it faster for information to get to the program
- expedites processing of registrations and Project Applications
- validates your license information, to confirm your maximum funding amount under the program

1.1 General tips

In the PEFIPOS:

- System notifications and error messages will typically display in the top left corner of a page in the PEFIPOS
- Error messages will display in red text

Poultry and Egg On-Farm Investment Program Online System

Welcome, [User Name] (Last seen on 2021-06-02 10:48:23 EDT)

Accessibility Mode is Disabled | Contact Us

Project Start Date must be equal to or after 2019-03-19.

Create Application - Step 2 - Project Activities

Legal Name of Organization: Chicken ...

Participant Type: Business - Corporation

Issuing Province/Territory: Sector: Hatching Eggs

Licensed Farm Number: 0000

* Required fields are marked with an asterisk.

Application

1 2 3 4 5 6 7 8 9

Previous Page Next Page

- Read the application questions and instructions carefully
- If you cannot navigate to the next page:
 - Check for error messages in the top left corner
 - Check that all required fields marked with an asterisk (*) are completed
 - Check that the correct information has been entered
 - Check the PEFIP Applicant guide for more information or clarification on the required information for relevant fields.
 - If you encounter a problem and the required fields are completed and the information is correct, please email the program for assistance.
 - Please provide screenshots and additional details on the problem so program staff can help you resolve the issue

2.0 Register with the program using PEFIPOS

In the PEFIPOS, registration involves:

- signing up to access Government of Canada and/or Agriculture and Agri-Food Canada services online (if you have not done so before)
- creating a “User” profile for yourself
- creating a program “Participant” profile for the entity (that is, the individual, business, partnership or trust) that holds the license (quota) and that will apply for project funding

2.1 Create a User profile

1. Go to the PEFIPOS:

- Select the ‘Login or Register’ link



2. The **Choose a Secure Sign in Method** page will be displayed

- You must select a secure method to sign in to access Government of Canada online services
- Select either the ‘Continue to Sign-In Partner’ button or the ‘Continue to GCKey’ button
- If you choose to sign-in using GCKey, but you have not yet registered for a GCKey user ID and password, you may wish to review this GCKey tutorial: Passport to Government of Canada online services video (<https://www.agr.gc.ca/eng/agricultural-programs-and-services/gckey-tutorial-passport-to-government-of-canada-online-services-video/?id=1543506024566>)

Agriculture and Agri-Food Canada

Home → Secure Online Services

Choose a secure Sign-In Method

You must sign in to access the Agriculture and Agri-Food Canada (AAFC) service you requested.

Continue to Sign-In Partner

- Use the same sign-in information you use for other online services (e.g. online banking).
- None of your information (e.g. financial, banking) will be shared with AAFC. Your Sign-In Partner will not know which government service you are using.
- You will temporarily leave the AAFC web site to use your Sign-In Partner.

▶ View the full list of Sign-In Partners

Continue to GCKey

- Sign-in with a GCKey user ID and password if you do not use one of the Sign-In Partners.
- Register for a GCKey user ID and password if you do not have one.
- If you lost your GCKey password, you can create a new password. Select "Continue to GCKey", then, on the next page, click the "Forgot your password" link and you'll be able to create a new password after you answer the password recovery questions you previously set up while registering for a GCKey.

Resource Centre

- [Frequently Asked Questions \(FAQs\)](#)
- [Full List of Sign-In Partners](#)
- [Terms of Use](#)

Date Modified: 2019-03-12

3. Once you have completed the Secure Sign In **and if** this is your first visit to an AAFC online service, you must register with AAFC and create an AAFC profile. In such cases, the **Agriculture and Agri-Food Canada registration** page will be displayed.

- Select the 'Register with AAFC' button and follow the steps to review the Terms of Use and to create a profile with AAFC.

Final step: Agriculture and Agri-Food Canada (AAFC) registration

You have completed the anonymous GCKey/Sign-In Partner registration step, and if this is your first visit to an AAFC service and you can now register with AAFC.

[Register with AAFC](#) **1**

[Select Register with AAFC](#)

If this is a return visit to an AAFC service but you are using a different GCKey/Sign-In Partner than you used for your previous visit, you should [cancel this process](#) and contact your AAFC representative to get a one-time activation code; this will allow you to connect to your existing AAFC registration.

[Cancel Process](#)

OR

You have been provided with a **One-time activation code** by your AAFC representative; enter the one-time activation code below.

One-time activation code: [Validate](#)

OR

[Cancel this process](#) if you do not want to use an online AAFC service at this time.

[Cancel Process](#)

Date Modified: 2019-03-12

4. The **Poultry and Egg On-Farm Investment Program Online System – Terms of Use** page will be displayed

- Review the Terms of Use
- Select the 'Accept' button

Poultry and Egg On-Farm Investment Program Online System



Terms of Use

May 25, 2021 version

Agriculture and Agri-Food Canada
Poultry and Egg On-Farm Investment Program Online System - Terms of Use

Effective as of May 25, 2021

1. Introduction

Agriculture Agri-Food Canada (AAFC) allows registered users who have been verified and authenticated to access the Poultry and Egg On-Farm Investment Program Online System (PEFIPOS) as part of the Poultry and Egg On-Farm Investment Program.

These Terms of Use are an agreement between you and Her Majesty the Queen in Right of Canada, as represented by the Minister of Agriculture Agri-Food for the benefit of the Government of Canada ("Canada"). "You" means the individual who registers and otherwise uses the PEFIPOS.

By accessing, browsing, downloading or otherwise using the PEFIPOS, its information, content and related Poultry and Egg On-Farm Investment Program documentation and guidelines, you are indicating your acceptance, without limitation or qualification, to be bound by these Terms of Use. This is further confirmed once you click on the "Accept" button at the bottom of this page.

In addition to these Terms of Use, and unless otherwise stated, you must comply with AAFC's standard Terms of Use, which you will find at the bottom of this webpage: www.agr.gc.ca.

These Terms of Use may be modified from time to time. The effective date will be updated when the terms change, and these revised Terms of Use will replace the Terms of Use that you had previously accepted.

You may want to print these Terms of Use for future reference.

2. Acceptable Uses

Your access and use of the PEFIPOS is provided solely to:

- Allow you to participate in the Poultry and Egg On-Farm Investment Program online application process.
- Permit you to complete your application and submit it online to AAFC.
- Permit you, as a duly authorized representative for other applicant(s), to complete applications on their behalf and submit them online to AAFC.

You are permitted to access and use the PEFIPOS only for the purposes mentioned above.

3. Prohibited Uses

By way of example, and not as a limitation, you will not:

- Reproduce or collect content or information from the PEFIPOS other than any content or information explicitly offered to you for download.
- Use the PEFIPOS on behalf of anyone else, such as an advisor or other third party, unless authorized as a representative by the third party.

1 Select Accept button

5. The PEFIP Registration – Profile Details page will be displayed

- Fill in any required fields to create your User profile with PEFIPOS
 - Some information may be prepopulated from your AAFC profile and in such cases, review and confirm the information is accurate
- Once all required fields are completed, select the 'Save' button

Poultry and Egg On-Farm Investment Program Online System

PEFIP Registration - Profile Details

*Required fields are marked with an asterisk

My Preferences

Language: English
 Check this box if you use accessibility software such as a screen reader: ☐

My Information

Last Name:
 First Name:
 Middle Name:
 Email Address: (yourname@domain.com)
 Confirm Email Address:
 Phone Number: - Ext # (5 digits)

6. The **PEFIP Registration – Confirm Profile Details** page will be displayed

- Review and confirm that the displayed information is correct
 - If the information is not correct:
 - Select the 'Back' button
 - Enter the correct information
- Select the 'confirm' button

Poultry and Egg On-Farm Investment Program Online System

PEFIP Registration - Confirm Profile Details

My Preferences

Language: English
 Check this box if you use accessibility software such as a screen reader: ☐

My Information

Last Name:
 First Name:
 Middle Name:
 Email Address: (yourname@domain.com)
 Confirm Email Address:
 Phone Number: - Ext # (5 digits)

Review and confirm Profile Details then select 'Save' to continue

7. The **User Profile Created** page will be displayed, confirming the User profile was created



8. You will then receive an **Authorization Email** from the PEFIPOS containing your authorization code

Participants will receive an email with their authorization code.



- You will need to log back in to the PEFIPOS to complete your User profile registration
- Select the link provided in the email to go to the PEFIPOS landing page
- On the PEFIPOS system page, select the 'Login or Register' link



9. The **Choose a Secure Sign in Method** page will again be displayed

- Select either the 'Continue to Sign-In Partner' button or the 'Continue to GCKey' button
- **Note:** You must use the same Sign-In Partner/GCKey from your User profile creation, to complete the User profile registration

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Canada

Home → Secure Online Services

Choose a secure Sign-In Method

You must sign in to access the Agriculture and Agri-Food Canada (AAFC) service you requested.

Continue to Sign-In Partner

- Use the same sign-in information you use for other online services (e.g. online banking).
- None of your information (e.g. financial, banking) will be shared with AAFC. Your Sign-In Partner will not know which government service you are using.
- You will temporarily leave the AAFC web site to use your Sign-In Partner.

► View the full list of Sign-In Partners

Continue to GCKey

- Sign-in with a GCKey user ID and password if you do not use one of the Sign-In Partners.
- Register for a GCKey user ID and password if you do not have one.
- If you lost your GCKey password, you can create a new password. Select "Continue to GCKey", then, on the next page, click the "Forgot your password" link and you'll be able to create a new password after you answer the password recovery questions you previously set up while registering for a GCKey.

Resource Centre

- [Frequently Asked Questions \(FAQs\)](#)
- [Full List of Sign-In Partners](#)
- [Terms of Use](#)

Date Modified: 2019-03-12

10. A **Poultry and Egg On-Farm Investment Program Online System (PEFIPOS)** page will be displayed

- At the bottom of the page there will be 2 fields where you enter your email and the authorization code provided in the Authorization Email
- Select the 'Complete Registration' button

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Poultry and Egg On-Farm Investment Program Online System (PEFIPOS) / Système en ligne - Programme d'investissement pour fermes laitières (SLPIFVO)

This system is intended for authorized users and must be used for approved government business only in accordance with Government of Canada and Agriculture and Agri-Food Canada (AAFC) policies.

Please note that to access your PEFIPOS account, you need your email address and your PEFIPOS authorization code. Your email address was the email address you provided when you registered in PEFIPOS and your PEFIPOS authorization code was sent to you by email by AAFC when you created your PEFIPOS profile.

* Required fields are marked with an asterisk.

Email Address *

Authorization Code *

[Complete Registration](#)

[Forgot your password?](#)

[Cancel registration](#)

[Help](#)

User's email address and authorization code provided in the email is entered. Select Complete Registration button.

11. The **Home – User Landing Page** will be displayed, and your User profile registration will be complete



- This is the home page for your User profile
 - The home page for your User profile will list the Participants that you have successfully gained access to (using the 'Link to Enrolled Participant' link, see Section 4.2 of this User guide for more details) or any Participants that you create

After you register: future log ins to the PEFIPOS

Once your User profile registration is complete, when logging into PEFIPOS in the future you will only need to:

- Go to the PEFIPOS
- Select the 'Login or Register' link
- Sign in using the secure method for your User Profile
- Review and accept the PEFIPOS Terms of Use

The authorization code, or your AAFC Profile details, will not be required for future logins.

Note: You must use the same Sign-In Partner/GCKey each time you login to the PEFIPOS. If you wish to access the PEFIPOS using a different Sign-In Partner/GCKey, it will be considered as a first visit, and you will need to repeat Step 3 above (the AAFC profile registration).

2.2 Create a Participant profile

Note: Participants are created in the PEFIPOS using license numbers issued by the provincial/territorial organizations who represent the poultry and egg sectors. A license number may only be registered once, and in one Participant profile, in the PEFIPOS.

Create a new Participant profile if:

- your operation only has one poultry or egg license, and it has not been registered yet
- your operation, or group of related operations, holds multiple poultry and egg licenses, and you:
 - have not registered any of your license numbers; and/or
 - have decided not to register your licenses together in one Participant profile (see Annex A of the Application guide for more details)

If your license number has already been registered under a Participant and you are seeking to access that Participant profile, please see Section 4.2 of this User guide.

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***For the purposes of this program, note that the license number is defined as the quota/quota number.

1. After logging into your User profile on the PEFIPOS, your **Home - User Landing Page** will be displayed
 - Select the 'Create a New Participant' link



2. The **Create Participant** page will be displayed



- Select the appropriate Participant Type (Business, Individual, Partnership, or Trust) from the drop down menu, for the entity that holds the license and that will apply for project funding
- Select the 'Continue' button
 - A 'Participant Sub-type' drop down menu will appear
- Select the appropriate Participant Sub-Type



- Select the 'Continue' button

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3. The **Create Participant – {Participant Type}** will be displayed

Create Participant - Corporation

Example: * Required fields are marked with an asterisk.

PARTICIPANT NAME & ADDRESS *

Last Name:
First Name:
Middle Name:
Operating As (if used):
Country:
Address 1:
Address 2:
Town/City:
Province:
Postal Code:
(e.g. R5T 3P8) *
Telephone (Day): Ext: (5 digits)
(starting with area code)
Telephone (Alternative): Ext: (5 digits)
(starting with area code)
Fax:
(starting with area code)
Email (yourname@domain.com):
Language of Correspondence:

CONTACT PERSON *

☐ Same as for Participant
Name:
Legal Name of Organization:
Title/Role:
Country:
Address 1:
Address 2:
Town/City:
Province:
Postal Code:
(e.g. R5T 3P8) *
Telephone (Day): Ext: (5 digits)
(starting with area code)
Fax:
(starting with area code)
No Email Address: ☐
Email (yourname@domain.com):
Language of Correspondence:

PARTICIPANT IDENTIFICATION *

CRA Business Number:
(e.g. 123456789 RC 1234)
Trust Number:
Sector:
Issuing Province/Territory:
Licensed Farm Number:
License Certificate Attachment:

YOUNG PRODUCERS' COST SHARE *

The program may provide an additional cost share (of up to 85% of eligible project costs) for Young Producers who were 35 years old or younger on January 1, 2021. See the Applicant Guide for more details.

Is the Participant majority owned or led by Young Producer(s)?

☐ No, Participant is neither majority owned or led by one or more Young Producers.
☐ Yes, Participant is Majority Owned by Young Producer(s), as defined in the Guide.
☐ Yes, Participant is Led by Young Producer(s), as defined in the Guide.

FARM LICENSE NAMES *

☐ Same as for Participant
FARM LICENSE NAMES:
characters remaining 500

FARM LICENSE ADDRESS *

☐ Same as for Participant
Address 1:
Address 2:
Town/City:
Province:
Postal Code:
(e.g. R5T 3P8) *

ADDITIONAL LICENSES *

If you have additional licenses numbers that are related to your main operation, you may list them below to register them under this Participant.

Under PEFIP, individuals or entities with multiple licenses may register them together under a single Participant, in order to combine the maximum funding amount(s) from multiple licenses in project applications. See Guide for more details.

Note:

- Licenses may only be registered with the program once.
- PEFIP may follow-up as part of the registration validation process.
- You may register licenses from multiple provinces under one Participant, but only maximum funding amounts stemming from licenses from the same province can be combined in a project application.

☐ No Additional Licenses

Index	Sector	Issuing Province/Territory	Licensed Farm Number	License Certificate Attachment	Action
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- Enter all required fields
- Upload a copy of your license document(s) under the 'Participant Identification' section:
 - Select the 'Upload' link
 - This will display a 'Choose File to Upload' pop-up
 - Select the file you would like to upload (please ensure that the file you upload is less than 20 megabytes)
 - Select the 'Open' button
 - A notification with the file name will display at the top left corner of the **Create Participant – {Participant Type}** page, confirming a successful upload
- Enter your license number(s) (quota number)
 - For information on where to find your license number and related documentation, by province and sector, please refer to Annex C of the Applicant guide <https://www.agr.gc.ca/eng/agricultural-programs->

[and-services/poultry-and-egg-on-farm-investment-program/poultry-and-egg-on-farm-investment-program-applicant-guide/?id=1620678474631#annexC](https://www.agr.gc.ca/eng/agricultural-programs-and-services/poultry-and-egg-on-farm-investment-program-applicant-guide/?id=1620678474631#annexC)

- You have the option to enter any other license numbers you have that are related to your main operation
 - For information on registering multiple licenses, please refer to Annex A of the Applicant guide <https://www.agr.gc.ca/eng/agricultural-programs-and-services/poultry-and-egg-on-farm-investment-program/poultry-and-egg-on-farm-investment-program-applicant-guide/?id=1620678474631#annexA>
 - Select the 'Add Additional License' link and fill out the required fields

ADDITIONAL LICENSES *

If you have additional license numbers that are related to your main operation, you may list them below to register them under this Participant.

Under PEFIP, individuals or entities with multiple licenses may register them together under a single Participant, in order to combine the maximum funding amount(s) from multiple licenses in project applications. See Guide for more details.

Note:

- Licenses may only be registered with the program once.
- PEFIP may follow-up as part of the registration validation process.
- You may register licenses from multiple provinces under one Participant, but only maximum funding amounts stemming from licenses from the same province can be combined in a project application.

☐ No Additional Licenses

[Add Additional License](#)

Index	Sector	Issuing Province/Territory	Licensed Farm Number	License Certificate Attachment	Action
1	Turkey	QC	200	200	

Save As Draft Next Back

- Select the 'Next' button

4. The Review Participant – {Participant Type} page will be displayed

Review Participant - Corporation

PARTICIPANT NAME & ADDRESS
Legal Name of Organization: (req)
Operating As (if used):
Country: CANADA
Address 1: 801 Main Street
Address 2:
Town/City:
Province:
Postal Code: R4A 1G8
Telephone (Day): (including area code) Ext: (3 digits)
Telephone (Afternoon): (including area code) Ext: (3 digits)
Fax: (including area code) Ext: (3 digits)
Email: youname@domain.com
Language of Correspondence: English

CONTACT PERSON
☐ Same as for Participant
Name:
Legal Name of Organization:
Title/Role:
Country: CANADA
Address 1: 801 Main Street
Address 2:
Town/City: West Hill
Province:
Postal Code: R4A 1G8
Telephone (Day): (including area code) Ext: (3 digits)
Telephone (Afternoon): (including area code) Ext: (3 digits)
Fax: (including area code) Ext: (3 digits)
No Email Address:
Email: youname@domain.com, jdoe@yourcompany.ca
Language of Correspondence: English

PARTICIPANT IDENTIFICATION
CRA Business Number: (R.S. 12345678901234)
Sector: Turkey
Issuing Province/Territory: QC
Licensed Farm Number: 200
License Certificate Attachment: [View](#)

YOUNG PRODUCERS' COST SHARE
The program may provide an additional cost share (up to 80% of eligible project costs) for Young Producers, who were 30 years old or younger on January 1, 2021. See the Applicant Guide for more details.
Is the Participant majority owned or led by Young Producer(s)?
Yes, I am/one of the majority owners or led by one or more Young Producers.
Yes, Participant is majority owned by Young Producer(s), as defined in the Guide.
Yes, Participant is led by Young Producer(s), as defined in the Guide.

FARM LICENSE NAMES
☐ Same as for Participant
FARM LICENSE NAMES:
Sandwich Maker of Manitoba

FARM LICENSE ADDRESS
☐ Same as for Participant
Address 1: 200 Main Street
Address 2:
Town/City:
Province:
Postal Code: R4A 1G8

ADDITIONAL LICENSES
If you have additional license numbers that are related to your main operation, you may list them below to register them under this Participant.
Under PEFIP, individuals or entities with multiple licenses may register them together under a single Participant, in order to combine the maximum funding amount(s) from multiple licenses in project applications. See Guide for more details.
Note:
• Licenses may only be registered with the program once.
• PEFIP may follow-up as part of the registration validation process.
• You may register licenses from multiple provinces under one Participant, but only maximum funding amounts stemming from licenses from the same province can be combined in a project application.

☐ No Additional Licenses

Index	Sector	Issuing Province/Territory	Licensed Farm Number	License Certificate Attachment
1	Turkey	QC	200	200

Submit Back

- Review and confirm that the displayed information is correct
 - Select the 'Submit' button
 - If the information is not correct, select the 'Back' button and enter the correct information

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5. The **Participant Dashboard** page will be displayed

Poultry and Egg On-Farm Investment Program Online System

Welcome, [User Name] (Last seen on 2021-06-03 14:47:48 EDT)

Participant Dashboard

Legal Name of Organization: Poultry
Participant Type: Business - Corporation
Issuing Province/Territory: Ontario Sector: Chicken
Licensed Farm Number: 000
Participant Actions: [Dropdown]

Participant Status
Participant Status: Pending License Validation
Participant Status Date: 2021-06-03 17:40:36 EDT
Creation Notification Sent: Yes
Creation Notification Date: 2021-06-03 17:40:36 EDT
Participant Access Code: [Link]

Participant Profile
Profile Actions: [Edit Profile] [View]

Participant Licenses

Index	License Type	Sector	Issuing Province/Territory	Licensed Farm Number	License Certificate Attachment	Funding Limit Associated to License #	Already Allocated to a Project	Remaining Funding for License
1	Primary	Chicken	Ontario	000				
2	Additional	Egg	Ontario	000				
3	Additional	Turkey	Quebec	000				

Participant Projects
[Create Application](#)

- Upon successful submission, a notification will display at the top of the page confirming that a notification email was sent and that the Participant was created
- The notification email is sent to both the email of the logged in user and the Participant's email (and including the email of the Participant's Contact Person, if different)

From: Do Not Reply / Ne Pas Répondre (AAFC/AAC) <AAFC.DoNotReply-NePasRepondre.AAC@ctst.canada.ca>

Sent: Thursday, June 3, 2021 4:41 PM

To:

Subject: [PEFIPOS Test Environment: UAT] Participant creation process complete / Le processus de création du participant est terminé

WARNING: This is a TEST MESSAGE for TESTING PURPOSES ONLY. If you have received this email in error, please disregard and delete it.

AVERTISSEMENT: Ceci est un MESSAGE de TEST SEULEMENT. Si vous avez reçu ce message par erreur, s'il vous plaît ignorez et supprimez-le. La version française suit...

PLEASE DO NOT REPLY TO THIS EMAIL.

Please be advised that the Participant/Application profile for Poultry was successfully created in the Poultry and Egg On-Farm Investment Program Online System (PEFIPOS).

PEFIPOS allows you and your Managing Users to provide additional users with access to a Participant profile so they can help contribute to the Participant application and claims process. Additional users must have a PEFIPOS user profile and will need to use the following information to request access to the Participant profile:

- Sector
- License number of the farm
- Issuing Province/Territory
- Current application information: total project cost or project number

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Your Managing User will be notified of a request to confirm and authorize access of the new user.

It is recommended to only share the above information with individuals that you wish to give access to the Participant/Application profile.

For more information about the Poultry and Egg On-Farm Investment Program, please visit us at www.agr.gc.ca/.

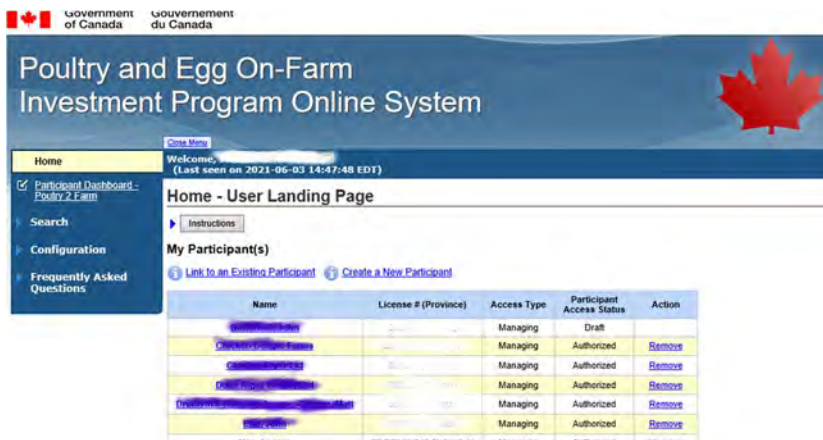
Sincerely,

The Poultry and Egg On-Farm Investment Program

This is an automated message. This e-mail address does not accept replies.

3.0 Create and submit a project application using the PEFIPOS

1. After logging into your User profile on the PEFIPOS, your **Home - User Landing Page** will be displayed
 - Select the Name of the Participant that you wish to create a project application for



2. The **Participant Dashboard** will be displayed



- Review the 'Participant Status' line in the 'Participant Status' section
 - If the 'Participant Status' line is 'Confirmed':
 - the license(s) you included in your Participant profile have all been validated
 - your maximum funding amount(s) will appear in the 'Participant Licenses' table, in the 'Funding Limit Associated to License #' column
 - you may now create a project application
 - If the 'Participant Status' line is 'Pending License Validation':
 - at least one of the license(s) you included in your Participant profile has not been validated and does not match the information in the PEFIP registry
 - your maximum funding amount(s) will appear in the 'Participant Licenses' table, in the 'Funding Limit Associated to License #' column, **but only for license(s) that have been validated**

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- you can go forward and create project application, **but you will only have access to the maximum funding amount(s) from license(s) that have been validated**
 - If you do not have any licenses that have been validated, you can create a project application but you will be limited up to Step 3 of the application form
- program staff will contact you, with a target service standard of 5 business days, at the email or phone number provided in the Participant profile, to resolve the license validation(s)
- Select the “Create Application” link at the bottom of the Participant Dashboard

3. The **Create Application – Step 1 – Application Information** page will be displayed

- Review applicant information
- Select the ‘Next Page’ button

The screenshot shows the 'Create Application - Step 1 - Application Information' page. At the top, there's a header with the Government of Canada logo and a red maple leaf. Below the header, a navigation menu on the left includes links like 'Home', 'Participant Dashboard', 'Participant Profile', 'Search', 'Configuration', and 'Frequently Asked Questions'. The main content area has a title 'Create Application - Step 1 - Application Information' and a sub-header 'Application Information'. It contains a progress bar with steps 1 through 9, where step 1 is highlighted. Below the progress bar, there's a 'Next Page >' button. The main text area provides details about the program, including its end date (March 31, 2021) and funding distribution rules. At the bottom, there's a 'CONTACT INFORMATION' section with website, email, toll-free, fax, and TDD/TTY numbers, as well as a mailing address. At the very bottom, there are buttons for 'Save As Draft', 'Refresh With Latest Participant Data', 'Cancel Application', 'Close', and another 'Next Page >' button.

4. The **Create Application – Step 2 – Facility & Project Information** page will be displayed

- This will display the ‘Project Information’, ‘Project Activities’, and ‘Project Description’ questions
 - You will only have access in this application to the maximum funding amounts from licenses that are issued by the same province/territory, as the province/territory you identify for the ‘Primary Location of Project’
 - Ensure your project description provides a complete overview of the current state of your operations and outlines clearly the upgrades or changes you propose to make as part of the project
 - If relevant, please specify in the project description what equipment is being purchased and in what quantities
- Fill in all required fields
- Select the ‘Next Page’ button

5. The **Create Application – Step 3 – Project Costs & Budget Summary** page will be displayed

2021/06/11

Poultry and Egg On-Farm Investment Program Online System



Home | Participant Dashboard - Poultry | Search | Configuration | Frequently Asked Questions

Welcome, [User Name] (Last seen on 2021-06-03 14:47:46 EDT)

Create Application - Step 3 - Project Costs & Budget Summary

Legal Name of Organization: Poultry
 Participant Type: Business - Corporation
 Issuing Province/Territory: [Province] Sector: Chicken
 Licensed Farm Number: [Number]

* Required fields are marked with an asterisk.

Application

1 2 3 4 5 6 7 8 9

Previous Page Next Page

Project Costs & Budget Summary

Explanation of Project Costs:

- Costs of Capital Assets including:
 - planning, design and construction of new infrastructure
 - architectural and engineering plans of new infrastructure and retrofits
 - construction permits/licenses
 - the acquisition of commercial off-the-shelf software that pertains to poultry and/or egg production
 - equipment and accessories pertaining to poultry and/or egg production
 - utility provider fees related to set up of new infrastructure

Note: Used equipment purchased through private sale is ineligible. The program will accept used or refurbished equipment purchased from commercial retailers and/or authorized resellers.
- Contracted Services, for example:
 - Consulting fees for the planning and redesign of current facilities (Note: Consultant fees are only eligible if the application also includes the implementation of some or all the consultant's report/recommendations)
 - Labour, tools rental, machinery rental and material pertaining to:
 - new infrastructure and retrofits
 - transportation and installation of eligible assets/materials
 - Transportation and installation costs of the eligible assets/materials
 - Required training to properly operate the eligible equipment, accessories and commercial off-the-shelf software
- Salaries and benefits that pertain to:
 - transportation and installation of eligible assets/materials
 - new infrastructure and retrofits
- Non-recurring costs that modernize operations, increase efficiency, biosecurity, environmental sustainability, and/or meet changing consumer demands.

Add Project Cost

PROJECT COSTS

List the assets that will be purchased and/or reference the installations, retrofits, construction or training that the cost is related to.

ID	Project Cost Type *	Description *	Cost Incurred? *	Planned / Actual Amount (\$ CAD) *	Planned / Actual Date Cost Incurred (YYYY-MM-DD) *	Planned / Actual Date Paid In Full (YYYY-MM-DD) *	Action
1	Costs of Capital Assets	Barn	No	800,000.00	2021-06-30	2025-06-30	Remove
		characters remaining 488					
TOTAL PROJECT COSTS:				800,000.00			

Date Cost Incurred is the date the product is received or the service is rendered

BUDGET SUMMARY

Cost Share Calculation

	Amount(\$)	Code	Formula
Total Project Costs	\$800,000.00	A	
Standard PEFIP Cost Share	\$560,000.00	B	(A x 70%)
Additional PEFIP Cost Share (if previously self-identified as a young farmer)	\$0.00	C	
Maximum PEFIP Cost Share	\$560,000.00	D	(B + C)

Funding Detail

	Amount(\$)	Code	Formula
Maximum Total Government Funding Allowed for Project (All sources: federal/provincial/municipal)	\$680,000.00	E	(A x 85%)
Total Other Government Funding Received/Approved for this Project * (all federal, provincial or municipal)	0.00	F	
Maximum PEFIP Funding for Project	\$560,000.00	G	min(D, max(0, E - F))
Applicant's Maximum PEFIP Funding	\$942,268.80	H	
Applicant's Previous PEFIP Funding	\$0.00	I	
Applicant's Available PEFIP Funding Balance	\$942,268.80	J	(H - I)
Available PEFIP Funding for Project	\$560,000.00	K	min(G, J)

License Funding

Please enter your requested Project Funding Allocations per license for this project (i.e. identify how much of the available funding amount(s) from your license(s) you are requesting PEFIP allocate towards this project)

Note:

- Allocation from a license cannot exceed the available funding for that license.
- You may allocate available funding from more than one license towards this project in the table below. However, you may only allocate available funding towards this project from licenses that are from the same province as that of the Primary Location of Project.
- The Total project funding allocation from all licenses (code L) cannot exceed the Available PEFIP Funding for Project (code K).
- Any unallocated funding (code L less than code K) will remain available for future projects.

Index	Sector	Issuing Province/Territory	Licensed Farm Number	Available Funding	Project Funding Allocation
1	Egg		000	214,896.00	214,896.00
2	Chicken		000	727,372.80	345,104.00
Total:				942,268.80	560,000.00 L

Sources of Funding

	Amount(\$)	Code	Formula
Maximum PEFIP Funding Request	\$560,000.00	M	(L)
Applicant's Contribution	\$240,000.00	N	(A - F - M)

Applicant's Funding Source

Please detail the source of Applicant's Contribution - i.e. cash, loan, etc. The Applicant's contribution cannot include rebates, discounts, credits or other incentives.

test - Not young farmer led

characters remaining 473

	Amount(\$)	Code	Formula
Total Project Funding From All Sources	\$800,000.00	O	(F + L + N)

Save As Draft Refresh With Latest Participant Data Cancel Application Close

Previous Page Next Page

For the 'Project Costs' table:

- Select the 'Show' link to see a full explanation of eligible types of project costs
- Select the 'Add Project Cost' button to identify a cost associated with your project
 - To add more project costs, select the 'Add Project Cost' button again
- Fill in the required fields for each project cost
 - Be sure to include accurate and detailed descriptions of the specific costs under each cost category, as this will have a direct impact on the program's ability to assess your application
 - You must have supporting documentation (such as quotes, invoices, receipts, and proof of payment) to substantiate each cost you identify in the 'Project Costs' table
 - Note: you will be required to upload copies of the supporting documentation on the 'Create Application – Step 8 – Attachments' page
 - See Section 2.2.1 of the Applicant guide for more details on supporting documentation for eligible costs

For the Budget Summary:

- Identify any other government funding received or approved for your project in Line F
- For the License Funding section:
 - Of all the licenses that you sought to register under this Participant, only those that are validated will be displayed in this section
 - The 'Available Funding' column displays the available balance of the maximum funding amount associated with each license
 - The available balance takes into account any previous project funding requests you have made
 - Enter the Project Funding Allocation amount(s) that will be taken from your Available Funding amount(s) to make up your funding request for this project

2021/06/11

- If there are no amounts available to allocate towards the project, you will not be able to proceed further in the application
- You will only be able to allocate project funding from licenses that are issued by the same province/territory, as the province/territory you identified for the 'Primary Location of Project' (on the **Create Application – Step 2 – Facility & Project Information** page)
- Fill in all required fields
- Select the 'Next Page' button

6. The **Create Application – Step 4 – Environmental Considerations** page will be displayed

- Answer the 'Environmental Considerations' questions
- Select the 'Next Page' button

Home

Welcome, [Name] (Last seen on 2021-06-03 14:47:48 EDT)

Participant Dashboard - Poultry

Create Application - Step 4 - Environmental Considerations

Legal Name of Organization: Poultry

Participant Type: Business - Commercial

Issuing Province/Territory: [Province]

Licensed Farm Number: [Number] Sector: Chicken

* Required fields are marked with an asterisk.

Application

1 2 3 4 5 6 7 8 9

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Environmental Considerations

Please answer the questions below to the best of your knowledge to help AAFC staff determine if a more detailed environmental analysis might be required as part of this project. AAFC staff will follow-up with the Applicant during the application assessment, as required.

A) Is your project on Federal Land? *

Federal Land includes: "Crown land", and that belongs to Her Majesty, waters on those lands, and reserve lands. Please see the definition of Federal Land under the [Impact Assessment Act \(opens in new window\)](#).

☐ No

☐ Yes

If no, please select the type:

☐ Private

☐ Other

B) Does the project pose any risks or could it result in any negative effects to the surrounding environment? *

Environmental effects could be related to air emissions, noise, effluent, waste water, solid waste, odour, soil erosion, impacts on rare species and/or habitat, nearby water bodies, or any public interest.

☐ No

☐ Yes

☐ I acknowledge that it is my responsibility to ensure that I am in compliance with all local, provincial / territorial and federal environmental laws and regulations. This includes obtaining any permits, or approvals before any project construction begins. I acknowledge that this project is not in contravention of any local, provincial / territorial and/or federal environmental laws and regulations.

Save As Draft Refresh With Latest Participant Data Cancel Application Close

Previous Page Next Page

7. The **Create Application – Step 5 – Project Risks** page will be displayed

- Fill in other project risks, or check the 'Not Applicable' checkbox
- Select the 'Next Page' button

2021/06/11

The screenshot shows the 'Poultry and Egg On-Farm Investment Program Online System' interface. The header includes the Government of Canada logo and the title. A navigation menu on the left lists 'Home', 'Participant Dashboard - Poultry', 'Participant Project Dashboard - 217', 'Search', 'Configuration', and 'Frequently Asked Questions'. The main content area is titled 'Create Application - Step 5 - Project Risks'. It displays a progress bar with steps 1 through 9, where step 5 is highlighted. Below the progress bar are 'Previous Page' and 'Next Page' buttons. The 'Project Risks' section contains a text area for describing risks, with a 'Not Applicable' checkbox and a character count of 2000. At the bottom, there are buttons for 'Save As Draft', 'Refresh With Latest Participant Data', 'Cancel Application', and 'Close'.

8. The **Create Application – Step 6 – Results and Benefits** page will be displayed

- In Part A, select the objective(s) that your project is trying to achieve, and then fill in what percentage of the funding is being allocated to each selected objective.
 - A broad estimate is sufficient for this purpose
 - Please note that all percentages must add up to a total of 100%
- In Part B, select all outcomes that are anticipated for the project
- Select the 'Next Page' button

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2021/06/11 14:47:48 EDT

Participant Dashboard - Poultry

Participant Project Dashboard - 412

Search

Configuration

Frequently Asked Questions

Create Application - Step 6 - Results and Benefits

Legal Name of Organization: Priority
Participant Type: Business - Corporation
Issuing Province/Territory: Sector: Chicken
Licensed Farm Number: 000

* Required fields are marked with an asterisk

Application

1 2 3 4 5 6 7 8 9

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Results and Benefits

A) On-farm Improvement / Modernization *

Select the on-farm improvement / modernization objectives of your project (select all that apply).
If more than one objective is selected, identify the percentage of project funding allocation (PEFP's share) to attribute to each selected objective. The total of all percentages of fund allocation must be 100%.

<input type="checkbox"/> Increase efficiency or productivity	0.00	% Fund Allocation
<input type="checkbox"/> Responding to consumer preferences (e.g. improve animal welfare, cage-free, meet organic standards)	0.00	% Fund Allocation
<input type="checkbox"/> Improve on-farm food safety/biosecurity	0.00	% Fund Allocation
<input type="checkbox"/> Improve environmental sustainability	0.00	% Fund Allocation

B) Outcomes *

Select outcomes anticipated for the project:

- ☐ Increased productivity and/or capacity
- ☐ Reduction of labor requirements
- ☐ Reduction of production costs
- ☐ Better able to respond to future market challenges including changing consumer preferences
- ☐ Adoption of new housing system
- ☐ Meeting changing requirements for production practices
- ☐ Improved feed delivery
- ☐ Improved waste management system
- ☐ Increased energy efficiency
- ☐ Increased use of renewable energy
- ☐ Improved IT infrastructure / software
- ☐ Employees / staff trained
- ☐ Other

Other (Please Specify):

Save As Draft Refresh With Latest Participant Data Cancel Application Close

Previous Page Next Page

9. The **Create Application – Step 7 – Declarations** page will be displayed

- Fill in the required fields
- Select the 'Next Page' button

2021/06/11

Home

Participant Dashboard - Poultry

Participant Project Customizer - P.U.

Search

Configuration

Frequently Asked Questions

Walcottville, NB
(Last seen on 2021-06-03 14:57:46 EDT)

Create Application - Step 7 - Declarations

Legal Name of Organization: Poultry

Participant Type: Business - Declaration

Issuing Province/Territory: Sector: Chicken

Licensed Farm Number: 000

* Required fields are marked with an asterisk

Application

123456789

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Declarations

OFFICIAL LANGUAGE CONSIDERATIONS

AAFC is committed to enhancing the vitality of the official language minority communities (French-speaking people outside Quebec or English-speaking people in Quebec), supporting and assisting their development, and promoting the full recognition and use of both English and French in Canadian society.

Please note that the information requested in this section is voluntary. Please note that answering "no" to the following questions will not influence the outcome of your application. However, AAFC will validate and/or discuss this information with you to determine if linguistic commitments should be included in agreements.

A) If approved, would your project activities reach an audience of BOTH English-speaking and French-speaking individuals or groups?

☐ Yes

☐ No

B) Are you a member of an official language minority community?

☐ Yes

☐ No

If yes, please choose one of the following:

☐ English-speaking

☐ French-speaking

UNPAID DEBTS TO THE GOVERNMENT OF CANADA

The recipient of AAFC funds must declare any amounts owing to the Government of Canada. Any amounts due to the recipient under AAFC programs may be set off against any such amounts owing to the Government of Canada under any agreement or any legislation with the Government of Canada.

Does this Applicant have any amounts owing to the Government of Canada? ☐ Yes ☐ No

Add unpaid debt to Government of Canada

More information on the obligations in the Lobbying Act can be found on the website of the [Commissioner of Lobbying of Canada \(opens in new window\)](#).

Are there any paid Lobbyists working on the Applicant's behalf? *

☐ Yes ☐ No

Name of Lobbyist: *

Registration Number:

Is the Lobbyist working on your behalf in compliance with the Act?

☐ In Compliance ☐ Not In Compliance

CONFLICT OF INTEREST, INFORMATION, PRIVACY AND COPYRIGHT

By submitting and signing this Application Form, you acknowledge and agree to the following:

Conflict of Interest

Current or former public servants or public office holders are required to avoid conflict of interest situations while employed by the federal government, and for a period of time following their service. The Applicant acknowledges that any individuals who are subject to the provisions of the Conflict of Interest Act, the Values and Ethics Code for the Public Sector, the Conflict of Interest Code for Members of the House of Commons, any applicable federal values and ethics code or any applicable federal policy on conflict of interest and post-employment shall not derive any direct benefit resulting from this application unless the provision or receipt of such benefit is permitted in such legislation, policy or codes.

Use and/or Disclosure

The personal and/or business information in this application is being collected under the authority of the [Department of Agriculture and Agri-Food Act \(opens in new window\)](#) and may be used by AAFC, or disclosed to relevant provincial entity/entities, to:

- Assess and review the eligibility of the Applicant and the Project under the applicable AAFC program;
- Verify the accuracy of the information provided in or with the Application Form;
- Determine eligibility for other AAFC, Government of Canada or provincial programs from which the Applicant might benefit; and
- Evaluate the scope, direction and effectiveness of agricultural programming and research in Canada.

Information Sharing

The Applicant acknowledges that the Poultry and Egg On-Farm Investment Program's assessment and review of the eligibility of the Applicant and the Project under the Program will include but will not be limited to verifying the Applicant's right to produce chicken, turkey, eggs and/or hatching eggs and the authorized production capacity of the Applicant. The information provided by the relevant provincial entity/entities will not be used for any other purpose than validating the information provided by the applicant and establishing the program funding limits.

The Applicant consents that the Poultry and Egg On-Farm Investment Program officers collect, use and disclose personal information about the Applicant in the context of the Program, which includes but is not limited to the information related to the Applicant from the relevant provincial entity/entities for the purposes of assessing and reviewing the eligibility of the Applicant and the Project under the Program.

The Applicant consents that the information provided by the Applicant may be shared with other AAFC programs and other government departments to assist AAFC in the collection of debts owed to the Government of Canada by the Applicant. The personal information will be treated and disclosed in accordance with the Privacy Act.

For more information about AAFC's privacy practices, you may refer to the following Personal Information Banks: Public Communications PSU 014; Outreach Activities PSU 038 and AAFC-specific Personal Information Bank not yet assigned (please contact Program officers for details).

The business information will be treated and disclosed in accordance with the Access to Information Act.

Information on the Privacy Act and the Access to Information Act is available at the following website: <http://laws.justice.gc.ca>. For further information about these Acts please contact the Access to Information and Privacy Director at aaic-aiip-scip.aac@canada.ca.

Copyright Permission

AAFC may reproduce and distribute any part of or the whole of the documentation provided in or with this Application Form, within AAFC and with its authorized third parties, for purposes consistent with the receipt, assessment and subsequent treatment of the Application.

Applicant Declaration and Signature: *

☐ I declare that the information provided in or with this Project Application Form is, to the best of my knowledge, true, complete and accurate.*

Save As Draft

Refresh With Latest Participant Data

Cancel Application

Close

Previous Page

Next Page

10. The Create Application – Step 8 – Attachments page will be displayed

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- Select the 'Upload File' link to upload the requested information
 - a 'Browse for file' pop-up will be displayed
- Select the 'Upload File' link again
- Select the file you would like to upload
- Select the 'Open' button
 - The file name should now be displayed in the top left corner of the pop-up
- Provide a description of the file
- Select the 'Upload' button
 - Please ensure that the file you are uploading is less than 20 megabytes, or split files that are greater than 20 megabytes and upload separately.
- When all of your documents are uploaded, select the 'Next Page' button

2021/06/11

MINISTER OF AGRICULTURE
of Canada

PROTECTED A

Poultry and Egg On-Farm
Investment Program Online System

Home
Participant Dashboard
Poultry
Create Application - Step 8 - Attachments

Application

Attachments

Quotations, Estimates, Contracts

Receipts and Invoices

Proof of Payment

Where applicable, applicants are required to provide:

Proof of Activity

Project Plans, pictures and diagrams

Back as Draft Refresh With Latest Participant Data Cancel Application Close

Previous Page Next Page

11. The **Create Application – Step 9 – Review and Submit** page will be displayed. This page will allow you to navigate and review the entries that were entered in each previous step of the application.

- Select the 'Submit Detailed Application' button when you have reviewed that the information is correct
 - A pop-up will be displayed to allow you to confirm your decision to submit the application
- Select the 'OK' button to submit, or select the 'Cancel' button if the you need more time to review the application

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Government of Canada / Gouvernement du Canada

Poultry and Egg On-Farm Investment Program Online System

Home | Participant Dashboard - Poultry | Participant Project Dashboard - 212 | Search | Configuration | Frequently Asked Questions

Welcome (Last seen on 2021-06-03 14:54:30 EDT)

Create Application - Step 9 - Review and Submit

Legal Name of Organization: Poultry
Participant Type: Business - Corporation
Issuing Province/Territory: Sector: Chicken
Licensed Farm Number: 0000

Application: 1 2 3 4 5 6 7 8 9

Review and Submit

- Step 1: Application Information
- Step 2: Project Activities
- Step 3: Project Costs & Budget Summary
- Step 4: Environmental Considerations
- Step 5: Project Safety
- Step 6: Results and Benefits
- Step 7: Declarations
- Step 8: Attachments

SUBMIT DETAILED APPLICATION

Message from webpage

Warning! You are about to submit your Detailed Application. Once you click on Submit, you can no longer make changes to your Detailed Application.

OK Cancel

12. You will be returned to the **Participant Dashboard** page. Upon successful submission, there will be a message at the top of the 'Participant Dashboard' confirming that the detailed application was saved and submitted successfully.

Government of Canada / Gouvernement du Canada

Poultry and Egg On-Farm Investment Program Online System

Home | Participant Dashboard - Poultry | Participant Project Dashboard - 212 | Search | Configuration | Frequently Asked Questions

Welcome (Last seen on 2021-06-03 14:54:30 EDT)

Detailed Application saved.
Detailed Application submitted successfully for project 212.

Participant Dashboard

Legal Name of Organization: Poultry
Participant Type: Business - Corporation
Issuing Province/Territory: Sector: Chicken
Licensed Farm Number: 0000
Participant Action: [Dropdown]

Participant Status

Participant Status: Confirmed
Participant Status Date: 2021-06-03 19:16:42 EDT
Creation Notification Sent: Yes
Creation Notification Date: 2021-06-03 17:40:38 EDT
Participant Access Code: [Link]

Participant Profile

Profile Actions: [Edit Profile] [View]

Participant Licenses

Index	License Type	Sector	Issuing Province/Territory	Licensed Farm Number	License Certificate Attachment	Funding Limit Associated to License #	Already Allocated to a Project	Remaining Funding for License
1	Primary	Chicken		0000		727,372.80	345,104.00	382,268.80
2	Additional	Egg		0000		214,896.00	214,896.00	0.00
3	Additional	Turkey		0000				

Participant Projects

Create Application

Project Number	Application Status	Contribution Agreement Status	CA Approved Amount	Claim Status	Project Costs Paid to Date	Project Costs Remaining
212	Under Review	N/A		N/A		

4.0 Grant or gain access to an existing Participant profile

4.1 Managing Users and Supporting Users

Multiple users may have access to a Participant profile to work together on an application or claim. There are 2 types of User access for a Participant: Managing and Supporting.

Managing Users can:

- submit application and claim forms
- grant access to the Participant profile to other users
- change the access type of other users linked to the Participant.

Supporting Users can only create and draft application and claim forms. Final submission of applications and claims is a task that is exclusive to Managing Users.

The User who creates the Participant profile is given Managing User access by default. This can be changed, once another Managing User is identified – see Section 4.4 of this User guide.

Each Participant profile can have a maximum of 2 Managing Users.

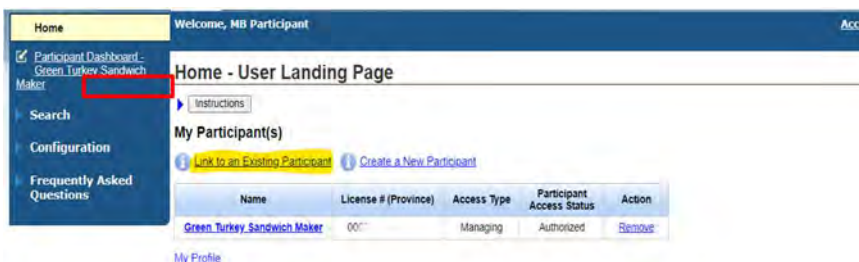
4.2 Gain access to an existing Participant profile

To gain access (“link”) to an existing Participant profile from your User profile, you will require the following information:

- The Participant’s Licensed Farm Number, the issuing province/territory and sector
- The Participant Access Code or, if applicable, the Project Number

The Participant Access Code and/or the Project Number will need to be provided to you by a User who already has access to the Participant (see Section 4.3 of this User guide).

1. After logging into your User profile on the PEFIPOS, your **Home - User Landing Page** will be displayed
 - Select the ‘Link to an Existing Participant’ link



2. The **Link to a created participant** page will be displayed

Link to a created participant

* Required fields are marked with an asterisk

Participant Profile

Sector: *

Issuing Province/Territory: *

Licensed Farm Number: *

Access Code / Application Information

*(If you have participated previously in PEFIP, please enter one of the following:)

Participant Access Code:

Project Number:

- Fill in the required fields
 - For the Access Code requirement, only one of either the Participant Access Code or a Project Number is required
- Select the 'Link' button

An error message in red text will be displayed if the entered information has no matching Participant in the PEFIPOS. In such cases, please confirm you have the correct information before contacting the program.

3. The **Home- User Landing Page** will be displayed

Welcome,
 (Last seen on 2021-04-22 17:24:35 EDT)

You are now authorized to access Participant

Home - User Landing Page

[Instructions](#)

My Participant(s)

[Link to an Existing Participant](#) [Create a New Participant](#)

Name	License # (Province)	Access Type	Participant Access Status	Action
Link to an Existing Participant	00000	Managing	Authorized	Remove
Link to an Existing Participant	00000	Managing	Authorized	Remove

- A system notification in green text will be displayed confirming that you are now authorized to access the linked Participant
- The linked Participant will also be displayed under My Participant(s)
- You will be granted Supporting User access by default and your Participant Access Status will be 'Pending Authorization' until it is authorized, in the PEFIPOS, by an existing Managing User for the Participant (the Managing User will be prompted by email to login to the PEFIPOS to authorize your access)
- Should you wish to submit project and claims for the Participant, the Managing User has to change your Access Type to 'Managing'

4. You will receive an email, confirming whether your access to the Participant profile has been authorized

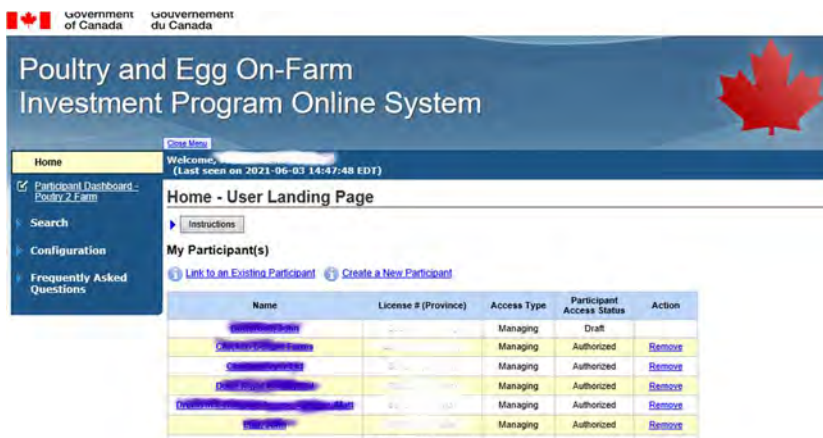
4.3 Grant access to an existing Participant profile

2021/06/11

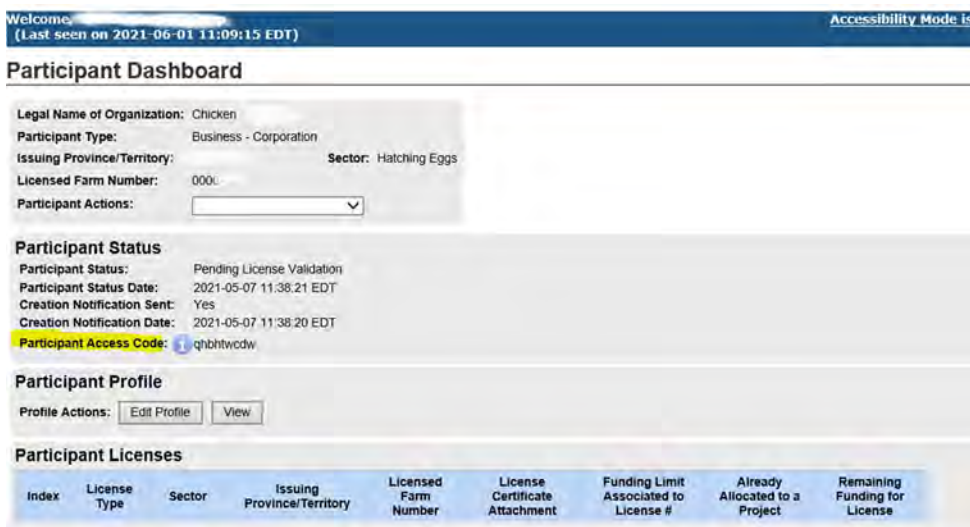
You must be a Managing User (that is, have Managing User access) to authorize another User's access to the Participant. To confirm your access type, log into your User profile on the PEFIPOS. Your **Home - User Landing Page** will be displayed.

- Select the Name of the Participant that you wish to provide access to
 - The **Participant Dashboard** will be displayed
- Select 'View Participant Users' from the Participant Actions drop down menu to view your Access Type

1. After logging into your User profile on the PEFIPOS, your **Home - User Landing Page** will be displayed
 - Select the Name of the Participant that you wish to provide access to



2. The **Participant Dashboard** will be displayed. Take note of the:
 - Participant Access Code (which can be found in the 'Participant Status' section)



- Project Number(s) (which can be found in the 'Participant Projects' section)

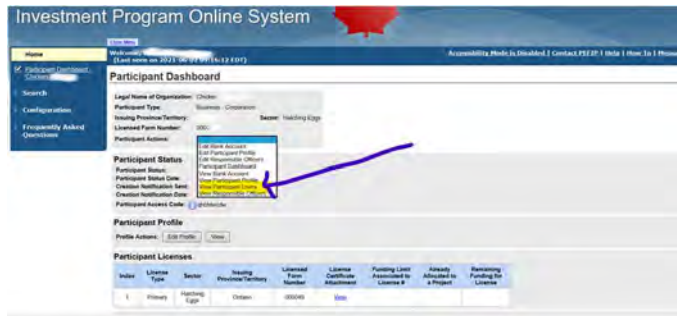
3. Provide the User who wishes to access the Participant with the:
 - Participant's Licensed Farm Number, the issuing province/territory and sector
 - Participant Access Code or, if applicable, the Project Number(s)

The User must now log on to the PEFIPOS to request to Link to the Participant (see Section 4.2 of this User guide).

2021/06/11

4. Once the User has successfully requested access to the Participant profile in the PEFIPOS, you will receive an email notification instructing you to log in the PEFIPOS to authorize their access.

- After logging into your User profile on the PEFIPOS, your **Home - User Landing Page** will be displayed
- Select the Name of the Participant that you wish to provide access to.
 - The **Participant Dashboard** will be displayed
- Select 'View Participant Users' from the Participant Actions drop down menu



- Select 'Authorized' from the 'Participant Authorization Confirmed?' drop down menu if you wish to provide the User with access to the Profile
 - If you wish to provide the User with access and the ability to submit applications or forms, select 'Managing' from the 'Access Type' drop down menu (Note: each Participant profile can have a maximum of 2 Managing Users)
- Select 'Invalid' from the 'Participant Authorization Confirmed?' drop down menu if you do not want the User to have access to the Participant profile

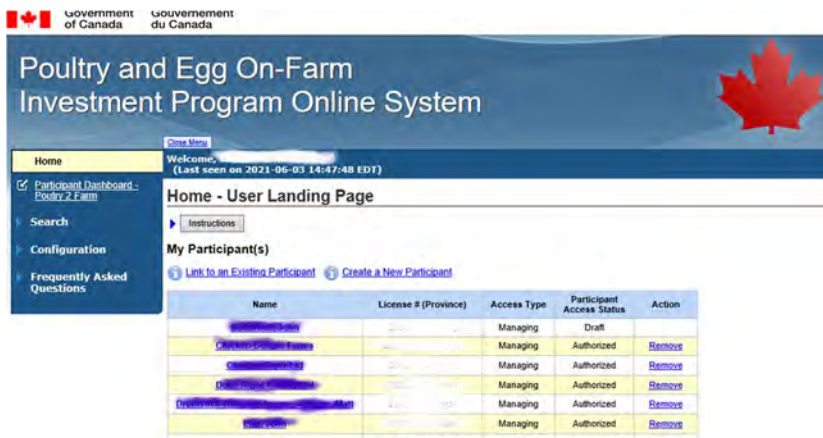
4.4 Change user access

Note

- You must be a Managing User to change the access type of another user
- Each Participant profile can have a maximum of 2 Managing Users

1. After logging into your User profile on the PEFIPOS, your **Home - User Landing Page** will be displayed

- Select the Name of the Participant that you wish to change user access to



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2. The **Participant Dashboard** page will be displayed

- Select 'View Participant Users' from the Participant Actions drop down

Investment Program Online System

Home

Participant Dashboard

Search

Configuration

Frequently Asked Questions

Welcome, [User Name]
(Last seen on 2021-06-02 09:16:12 EDT)

Accessibility Mode is Disabled | Contact PEEIP | Help | How To | Message

Participant Dashboard

Legal Name of Organization: Chicken
Participant Type: Business - Corporation
Issuing Province/Territory: [Province/Territory] Sector: Hatching Eggs
Licensed Farm Number: 0000
Participant Actions:

Participant Status

Participant Status:
Participant Status Date:
Creation Notification Sent:
Creation Notification Date:
Participant Access Code: [Access Code]

Participant Profile

Profile Actions: [Edit Profile] [View]

Participant Licenses

Index	License Type	Sector	Issuing Province/Territory	Licensed Farm Number	License Certificate Attachment	Funding Limit Associated to License #	Already Allocated to a Project	Remaining Funding for License
1	Primary	Hatching Eggs	Ontario	000049	View			

3. The **View Participant Users** page will be displayed

- In the table of authorized Users, under the 'Access Type' column:
 - Select the down arrow
 - Select the type of access you want to change to
- Select the "Save" button

A system notification will display at the top of the page confirming that the change has been made.

An email will be sent to the Participant email address (and the Participant Contact email address, if entered) to notify them of the change.

5.0 Troubleshooting

Q1. Where can I see how much I am eligible for/ the maximum funding amount associated with my license?

To see how much you are eligible for, known as your maximum funding amount, you must have registered with the program. Registration includes :

- creating a "User" profile for yourself
- creating a "Participant" profile, or gaining access to the existing "Participant" profile, for the entity that holds the license

See sections 1.0, 2.0, and 4.2 of this User guide for more details.

Once registered, to find your maximum funding amount:

1. After logging into your User profile on the PEFIPOS, your **Home - User Landing Page** will be displayed
 - Select the Name of the Participant that you wish to find the maximum funding amount for

Government of Canada / Gouvernement du Canada

Poultry and Egg On-Farm Investment Program Online System

Welcome,
(Last seen on 2021-06-03 14:47:48 EDT)

Home - User Landing Page

[Instructions](#)

My Participant(s)

[Link to an Existing Participant](#) [Create a New Participant](#)

Name	License # (Province)	Access Type	Participant Access Status	Action
Participant 1	123456789	Managing	Draft	
Participant 2	987654321	Managing	Authorized	Remove
Participant 3	111111111	Managing	Authorized	Remove
Participant 4	222222222	Managing	Authorized	Remove
Participant 5	333333333	Managing	Authorized	Remove
Participant 6	444444444	Managing	Authorized	Remove

2. The **Participant Dashboard** will be displayed. The maximum funding amount will appear, per license, in the 'Participant Licenses' table, in the 'Funding Limit Associated to License #' column.

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Home

Welcome, [redacted]
(Last seen on 2021-06-07 00:04:42 EDT)

Participant Dashboard

Last Name: [redacted] First Name: [redacted] Middle Name: [redacted]
Participant Type: Individual - Sole Proprietorship
Issuing Province/Territory: [redacted] Sector: [redacted]
Licensed Farm Number: [redacted]
Participant Actions: [dropdown]

Participant Status
Participant Status: Confirmed
Participant Status Date: 2021-06-09 23:21:08 EDT
Creation Notification Sent: Yes
Creation Notification Date: 2021-02-04 13:42:57 EST
Participant Access Code: [redacted]

Participant Profile
Profile Actions: [Edit Profile] [View]

Participant Licenses

Index	License Type	Sector	Issuing Province/Territory	Licensed Farm Number	License Certificate Attachment	Funding Limit Associated to License #	Already Allocated to a Project	Remaining Funding for License
1	Primary	[redacted]	[redacted]	[redacted]		1,454.10	1,454.10	0.00

Participant Projects
[Create Application](#)

Project Number	Application Status	Contribution Agreement Status	CA Approved Amount	Claim Status	Project Costs Paid to Date	Project Costs Remaining
112	Under Review	N/A		N/A		

Q2. I've logged into my Participant profile, why is nothing showing for my maximum funding amount / in the "Funding Limit Associated to License #" column?

If the "Funding Limit Associated to License #" (also known as the maximum funding amount) column is showing as a blank field on your participant dashboard (see below), then it likely means your registration is incomplete/not yet validated.

Home

Welcome, [redacted]
(Last seen on 2021-06-07 00:04:42 EDT)

Participant Dashboard

Legal Name of Organization: test
Participant Type: Business - Corporation
Issuing Province/Territory: Nova Scotia Sector: Turkey
Licensed Farm Number: 000001
Participant Actions: [dropdown]

Participant Status
Participant Status: Pending License Validation
Participant Status Date: 2021-06-06 22:40:13 EDT
Creation Notification Sent: Yes
Creation Notification Date: 2021-06-06 22:40:13 EDT
Participant Access Code: [redacted]

Participant Profile
Profile Actions: [Edit Profile] [View]

Participant Licenses

Index	License Type	Sector	Issuing Province/Territory	Licensed Farm Number	License Certificate Attachment	Funding Limit Associated to License #	Already Allocated to a Project	Remaining Funding for License
1	Primary	Turkey	Nova Scotia	000001				

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To confirm the issue is that your registration is incomplete/not yet validated - review the 'Participant Status' line in the 'Participant Status' section:

The screenshot shows a web application interface for a participant dashboard. On the left is a navigation menu with links: Home, Participant Dashboard - test, Search, Configuration, and Frequently Asked Questions. The main content area is titled 'Participant Dashboard' and includes a welcome message. Below this, there's a section for 'Participant Status' which shows 'Pending License Validation' in yellow. Other details include 'Participant Status Date', 'Creation Notification Sent', 'Creation Notification Date', and 'Participant Access Code'. Below the status section is the 'Participant Profile' section with 'Edit Profile' and 'View' buttons. At the bottom is the 'Participant Licenses' section, which contains a table with columns: Index, License Type, Sector, Issuing Province/Territory, Licensed Farm Number, License Certificate Attachment, Funding Limit Associated to License #, Already Allocated to a Project, and Remaining Funding for License. The table has one row with data: Index 1, License Type Primary, Sector Turkey, Issuing Province/Territory Nova Scotia, Licensed Farm Number 000001, and empty cells for the remaining columns.

Home

Welcome, [redacted]
(Last seen on 2021-06-07 00:04:42 EDT)

Participant Dashboard

Legal Name of Organization: test

Participant Type: Business - Corporation

Issuing Province/Territory: Nova Scotia Sector: Turkey

Licensed Farm Number: 000001

Participant Actions: [dropdown]

Participant Status

Participant Status: Pending License Validation

Participant Status Date: 2021-06-06 22:40:13 EDT

Creation Notification Sent: Yes

Creation Notification Date: 2021-06-06 22:40:13 EDT

Participant Access Code: nbdxdhpbq

Participant Profile

Profile Actions: [Edit Profile] [View]

Participant Licenses

Index	License Type	Sector	Issuing Province/Territory	Licensed Farm Number	License Certificate Attachment	Funding Limit Associated to License #	Already Allocated to a Project	Remaining Funding for License
1	Primary	Turkey	Nova Scotia	000001				

If the 'Participant Status' line is 'Pending License Validation':

- at least one of the license(s) you included in your Participant profile has not been validated and does not match the information in the PEFIP registry
- your maximum funding amount(s) will appear in the 'Participant Licenses' table, in the 'Funding Limit Associated to License #' column, **but only for license(s) that have been validated**
- you can go forward and create project application, **but you will only have access to the maximum funding amount(s) from license(s) that have been validated**
 - If you do not have any licenses that have been validated, you can create a project application but you will be limited up to Step 3 of the application form

If your 'Participant Status' is 'Pending License Validation', program staff will contact you, with a target service standard of 5 business days, at the email or phone number provided in the Participant profile, to resolve the license validation(s).

If your 'Participant Status' is confirmed with no amounts showing in the "Funding Limit Associated to License #", then [contact the program](#).

Q3. I'm in the project application (on Step 3 - Project Costs & Budget Summary) and:

- the system won't let me allocate project funds; and/or
- I've received the "Total License Allocation (L) must be greater than zero" error message.

What should I do?

If you are unable to allocate project funds in the 'License Funding' section of the Budget Summary (its greyed out, inaccessible or no license info or amounts show – see below), then it likely means one of two errors:

- your registration is incomplete/not yet validated

2021/06/11

or

- you provided an address for the Primary location of project on Step 2 with a province/territory that differs from the issuing province/territory of your license

Project Costs & Budget Summary

Explanation of Project Costs:

[Show](#)

Add Project Cost

PROJECT COSTS

List the assets that will be purchased and/or reference the installations, retrofits, construction or training that the cost is related to:

ID	Project Cost Type *	Description *	Cost Incurred? *	Planned / Actual Amount (\$ CAD) *	Planned / Actual Date Cost Incurred (YYYY-MM-DD) *	Planned / Actual Date Paid In Full (YYYY-MM-DD) *
1	Other non-recurring costs	test	No	40,000	2021-06-01	2021-06-30
TOTAL PROJECT COSTS:				40,000.00		

Date Cost Incurred is the date the product is received or the service is rendered

BUDGET SUMMARY

	Amount(\$)	Code	Formula
Cost Share Calculation			
Total Project Costs	\$40,000.00	A	
Standard PEFIP Cost Share	\$28,000.00	B	(A * 70%)
Additional PEFIP Cost Share (if previously self-identified as a young farmer)	\$0.00	C	
Maximum PEFIP Cost Share	\$28,000.00	D	(B + C)
Funding Detail			
Maximum Total Government Funding Allowed for Project (all sources: federal/provincial/municipal)	\$34,000.00	E	(A * 85%)
Total Other Government Funding Received/Approved for this Project * (other federal, provincial or municipal)	0	F	
Maximum PEFIP Funding for Project	\$28,000.00	G	min(D, max(0, E - F))
Applicant's Maximum PEFIP Funding	\$0.00	H	
Applicant's Previous PEFIP Funding	\$0.00	I	
Applicant's Available PEFIP Funding Balance	\$0.00	J	(H - I)
Available PEFIP Funding for Project	\$0.00	K	min(G, J)

License Funding

Please enter your requested Project Funding Allocations per license for this project (i.e. identify how much of the available funding amount(s) from your license(s) you are requesting PEFIP allocate towards this project).

Note:

- Allocation from a license cannot exceed the available funding for that license.
- You may allocate available funding from more than one license towards this project in the table below. However, you may only allocate available funding towards this project from licenses that are from the same province as that of the Primary Location of Project.
- The Total project funding allocation from all licenses (code L) cannot exceed the Available PEFIP Funding for Project (code K).
- Any unallocated funding (code L less than code K) will remain available for future projects.

Index	Sector	Issuing Province/Territory	Licensed Farm Number	Available Funding	Project Funding Allocation
				0.00	0.00 L

To confirm the issue is that your registration is incomplete/not yet validated – return to the participant dashboard by selecting the 'Participant Dashboard' link in the upper left corner (see below) and follow the steps outlined in Q2 above.

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Home

Welcome, [redacted]
(Last seen on 2021-06-07 00:04:42 EDT)

Participant Dashboard - test

Participant Project Dashboard - 218

Search

Configuration

Frequently Asked Questions

Create Application - Step 3 - Project Costs & Budget Summary

Legal Name of Organization: test

Participant Type: Business - Corporation

Issuing Province/Territory: Nova Scotia Sector: Turkey

Licensed Farm Number: 000001

* Required fields are marked with an asterisk.

Application

1 2 3 4 5 6 7 8 9

Previous Page Next Page

Project Costs & Budget Summary

Explanation of Project Costs:
[Show](#)

Add Project Cost

PROJECT COSTS

List the assets that will be purchased and/or reference the installations, retrofits, construction or training that the cost is related to.

ID	Project Cost Type *	Description *	Cost Incurred? *	Planned / Actual (\$ CAD) *
1	Other non-recurring costs	test characters remaining 498	No	
TOTAL PROJECT COSTS:				40,0

Date Cost Incurred is the date the product is received or the service is rendered

To confirm the issue is that the province of your Primary Location of Project does not match the issuing province of your license – select the “Previous page” button (or click on bubble #2) to return to step 2:

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Home

Welcome, [User Name]
(Last seen on 2021-06-07 00:04:42 EDT)

Participant Dashboard - test

Participant Project Dashboard - 218

Search

Configuration

Frequently Asked Questions

Create Application - Step 3 - Project Costs & Budget Summary

Legal Name of Organization: test

Participant Type: Business - Corporation

Issuing Province/Territory: Nova Scotia Sector: Turkey

Licensed Farm Number: 000001

* Required fields are marked with an asterisk

Application

1 2 3 4 5 6 7 8 9

Previous Page Next Page

Project Costs & Budget Summary

Explanation of Project Costs:

[Hide](#)

Review the province/territory provided for the Primary location of Project. Only the validated licenses (and their associated maximum funding amounts) issued by the province/territory provided in Step 2's Primary Location of Project will appear and be accessible in Step 3's Budget Summary.

Home

Welcome, [User Name]
(Last seen on 2021-06-07 00:04:42 EDT)

Participant Dashboard - test

Participant Project Dashboard - 218

Search

Configuration

Frequently Asked Questions

Create Application - Step 2 - Project Activities

Legal Name of Organization: test

Participant Type: Business - Corporation

Issuing Province/Territory: Nova Scotia Sector: Turkey

Licensed Farm Number: 000001

* Required fields are marked with an asterisk

Application

1 2 3 4 5 6 7 8 9

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Project Activities

PROJECT INFORMATION

To edit the pre-populated fields in this section, please click on "Edit Participant" link below if corrections are needed.

[Edit Participant](#)

Primary Location of Project * Other

Note:
Only the maximum funding amounts from licenses from the same province as the Primary Location of Project can be considered as part of this project application.
If the project will take place in multiple locations, it should be noted in the Project Description below.

Address 1 / Address Description: * 1 test street

Address 2:

Town/City: * Ottawa

Province: * Ontario

Postal Code: * K1A0W5