funding for futures

Help Guide
for Employers

EHRC
Welcome to Funding for Futures

The Funding For Futures platform is used to help you manage the wage subsidy application, check status, claim and payment process for your (potential) new hire.

Get Started

Receiving Wage Subsidies has never been easier

Using Funding for Futures, employers create an account, choose the program they wish to apply for by answering a simple question, and then manage the process from application to claim. They can even upload their banking details and add account administrators to make the whole process easier on their end.
Create an Account

- Everything marked with an asterisk is mandatory information.
- Please input your information as an admin on the account.
- You will be able to add more administrators from your organization to give them access to the account once the account set up is complete.
- You can set yourself, or a fellow admin as the primary admin for your organization.
- When you add multiple admins, the platform will automatically send them an email notification.
- Make sure that you use your email address associated with your organization.

*If your organization has multiple financial entities, you will need to create multiple accounts with separate email addresses.*
Create an Account

- The system will prompt you to input your organization’s direct deposit information at the account creation stage. You have the option to skip this step until later.
  *You will not be able to receive reimbursement without submitting this information.*

- Signing authority refers to those individuals at your organization that can validate the contract between you, the participant, and EHRC. You can add multiple signing authorities to your organization’s account. Please ensure you add them in the order you want them to sign.
Create an Account

• Once you have successfully created your account you will be taken to your organization’s dashboard.
• This is what you will see when you do not have any active placements or applications submitted.
• From here you can view “My Settings” to change organization information, set up direct deposit information, add admins, and apply for funding.
• You will also be able to adjust your own account settings, such as your contact email address or first and last name.
• This is also where you can adjust the primary contact admin for your organization.
Apply for Funding

- Clicking the “Apply for Funding” button on your dashboard will take you to this page.
- You can apply for up to 20 positions that have the same position title and position type; you will need to submit a new application for each position title.
  *Example: You are hiring 5 marketing co-op students. You are to apply for those 5 students within the same application. If you are hiring 5 marketing co-op students and 3 powerline technicians, you will need to apply for those 5 marketing co-ops on one application and the 3 powerline technicians on a different application.*

- If you have applied for wage subsidy funding through EHRC before, this application process will be a little bit different. Instead of searching for the program that matches your new hire’s position and circumstance, you will select one of the three options in the image to the right and Funding for Futures will determine the program of eligibility for you.
Apply for Funding

- This is where you will indicate the position title and position type of your placement(s).
- Once you have indicated the title and type, you will only be able to add new positions under the same position title and type.
- Everything with a red asterisk is mandatory information.
- If you have not yet selected your participant, but want to get approval for the placement, you can select no to “Do you have a participant for this position yet?”
- Once you have selected your participant, you will be able to add their first name, last name, and email address in the placement dashboard for your organization.
Apply for Funding

• Your dashboard will have some changes once you’ve applied for wage subsidy funding.
• The “View Placements” button will take you to a page where you can view how many applications and placements you have under each of our three wage subsidy programs, you can see the status of the application, and if there is any information needed from your organization or the participant before claims can be processed.
Apply for Funding

- This is what your placements page will look like.
- Your dashboard will have some changes once you've applied for funding.
- Here is where you can see the status of your placements broken down by program.
- You can also see the current step, whether the placement was approved or declined, active or completed.
- If you click on the “View” button underneath the “Action” tab, you will be able to see the current step the placement is at, as well as where that step falls in the overall placement pipeline.
- Once a placement is active and a contract has been signed

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### Empowering Futures Placements

<table>
<thead>
<tr>
<th>Status</th>
<th>Position</th>
<th>Participant</th>
<th>Start &amp; End Date</th>
<th>Current Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
<td></td>
<td></td>
<td>06.13.2022 - 07.25.2022</td>
<td>Complete</td>
<td>View</td>
</tr>
<tr>
<td>Active</td>
<td></td>
<td></td>
<td>07.10.2022 - 07.25.2022</td>
<td>Evaluation Survey</td>
<td>View</td>
</tr>
<tr>
<td>Archived</td>
<td></td>
<td></td>
<td>07.01.2022 - 08.01.2022</td>
<td>Contract</td>
<td>View</td>
</tr>
</tbody>
</table>

### Discovering Potential Placements

<table>
<thead>
<tr>
<th>Status</th>
<th>Position</th>
<th>Participant</th>
<th>Start &amp; End Date</th>
<th>Current Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Declined</td>
<td></td>
<td></td>
<td>07.17.2022 - 11.28.2022</td>
<td>Contract</td>
<td>View</td>
</tr>
</tbody>
</table>
Submitting Claims

- This is the dashboard view of a placement application.
- There is a current step bar at the top to indicate where in the subsidy pipeline this specific placement is at. It lets you know if the action is required on your end, that of the participant, or that of Funding for Futures.
- There is also a breakdown below of what is coming up and therefore left to be completed before claims can be processed.
- Additionally, on the left side of the webpage, you will see the status of the placement, in this case it is pending, the position title, start and end dates, as well as how much funding is available for reimbursement.
Submitting Claims

- This is the dashboard view of all claims submitted by your organization. It is broken down by participant, by month.
- You can see the status of the claim, the amount paid out, the date it was deposited into your organization’s account, and the gross amount claimed.
- You have the opportunity to download the remittance statement of the claim for your own internal financial records.
- You will also see if any adjustments were made to the gross amount claimed, to clarify why the subsidy paid amount may be different than what you expected.
End of Placement

- At the end of each placement there is the requirement for both the employer and participant to complete the evaluation survey.
- This survey gets automatically prompted by the system two weeks before the end of the placement, notifying the primary admin on your organization’s account and the participant through the email you provided for them, that they must complete it.
- Each survey is placement specific and varies between wage subsidy programs.
- The placement will not be marked as complete until both the employer and participant have successfully completed their individual survey links.

*The information provided on the surveys are not shared between participant and employer*
Contact Us

• As always, please contact us if you have any questions about our Funding for Futures program.
• We know that navigating a new platform can come with its challenges, so we’ve included a link to this help guide at the bottom of each web page and an email address for you to reach out should you want support.