

## **A few tips to help with your YCW account**

Based on previous years' experience, here are some tips to help you with the creation/management of your YCW employer profile.

### Creation of a new account

- When creating your password, please ensure that it includes the following: one upper case character, one lower case character, one number and one special character (such as “!” or “?”).
- When inserting your federal business number, please ensure that you use the “-”.
- When confirming your email address, please ensure to visit your junk mail folder to verify if the confirmation email generated by the YCW website has not arrived in it by mistake.

### Existing account – getting ready for the upcoming application cycle

You do not need to create an account if you already have one.

- Your profile has been changed to “**Incomplete**”, so the last step of the profile - *Review and submit* - will indicate **Incomplete**. Please review your information, update it if needed, and resubmit your profile to activate the account for the upcoming federal fiscal year.
- Your applications and jobs are saved by year. To access jobs in a specific year, please select the desired year in the *Change year* field at the top of your dashboard. This will allow you to have access to your projects of previous years, either for consultation or to continue the management process of an ongoing project.
- Please ensure, on your dashboard, to be in the correct federal fiscal year to submit a new application.