



Canadian Association of
Professional Immigration Consultants
L'Association Canadienne des
Conseillers Professionnels en Immigration



Immigration, Refugees
and Citizenship Canada

Immigration, Réfugiés
et Citoyenneté Canada

Canada

Good day,

We are happy to share great news on the development of representative functionality in the IRCC portal.

On November 8, 2023 Immigration, Refugees and Citizenship Canada (IRCC) launched representative functionality within the IRCC Portal for Temporary and Asylum type applications. The IRCC Portal online tool will allow Representatives to apply online on behalf of their clients for temporary resident visas, study permits and in-Canada refugee claims. Additionally, you will be able to submit emergency and special measures temporary resident visas in the IRCC portal that is currently not available in the Authorized Representative Portal (APR).

For more clarity:

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/partners-service-providers/authorized-paid-representatives-portal.html>

Using the IRCC portal as an authorized representative

Authorized representatives can now use the [IRCC portal](#) to complete, pay for and submit in-Canada refugee claims, temporary resident visas, study permits, and emergency and special measure temporary resident visas (that are currently not available in the APR portal) on behalf of clients.

Immigration, Refugees and Citizenship Canada (IRCC) would like to inform you that a new IRCC portal tenant has been created for representatives and was launched on November 8, 2023. You can [access the IRCC portal here](#).

Advantages of having a representative account:

- Your contact information will be automatically populated into each application.
- The dashboard will allow you to see all your applications and you can filter the list using various criteria.
- You can easily identify which applications have unread correspondence.



What you need to know before enrolling (if you have never used the IRCC Portal):

- You can obtain your IRCC Representative ID through your Authorized Representative Portal Account (APR). If you are unable to locate your IRCC Representative ID, please follow the steps below.
- You will need two pieces of government-issued identification with picture in hand before you start your registration.
- You need to have access to your email account as you will receive a confirmation code that is essential to continue registration.
- Once you have registered, IRCC will review your request and validate your identity.
- For more information on how to enrol, please consult the user and enrolment guide under "[Using the IRCC Portal as an authorised representative](#)".

What if you already have an IRCC Portal client account:

- If you currently have a client account in the IRCC Portal, you can email us at IRCC.AsylumTechSupport-SupportTechAsile.IRCC@cic.gc.ca and obtain your GCMS Party I.D. This will expedite the account setup.
- You can also obtain your IRCC Representative ID through your Authorized Representative Portal Account (APR).
- If you enroll for a representative account using the same email address used for your client account, you can convert your client account into a representative account and all of your clients' applications will be transferred to this new representative account.
- Once you start the conversion, you **will not** have access to your client account anymore.
- You will receive a conversion code by email, which you must use to complete the conversion process.
- Conversion from a client account to a representative account should be quick. If you don't get your conversion code within 30 minutes, please [contact us by email](#).

Thank you for your continued collaboration.

Immigration, Refugees and Citizenship Canada