

How to apply online for the **Saskatchewan Employment Incentive (SEI)**

You can apply using any computer or other electronic device with an internet connection.

You will need:

1. A computer or other electronic device with internet or Wi-Fi connection.
2. An active e-mail address (if you do not have one, instructions to create one are available on page 6 of this guide).
3. The ability to scan or take pictures and to submit documents electronically.
4. Social Insurance Numbers for you and your spouse or partner (if applicable).
5. Health Card Numbers for you, your spouse or partner (if applicable) and any dependent children.
6. Other documents, such as last month's pay stubs, notice of assessment and direct deposit information.

How to apply:

1. Log in to the computer or other electronic device with internet or Wi-Fi connection.
2. Use either of the Internet browsers and click or double click to open:



If using a computer at one of our service centres, skip to step 5.

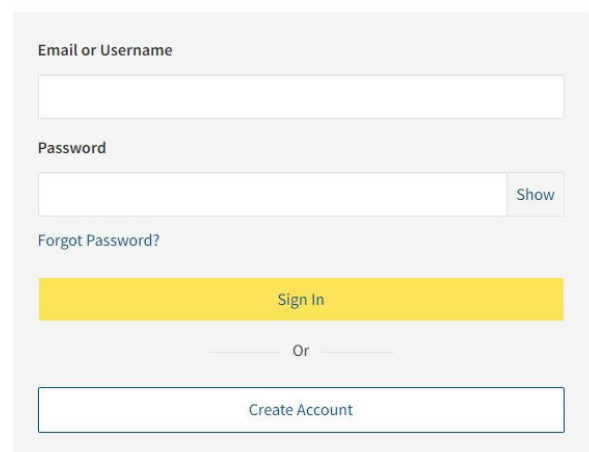
3. Type "Saskatchewan Account Login" in the search window and press the Enter key.
4. The computer will show you the search results. Find and click the following link from the search results.



Protect your identity - After you are finished, always remember to use the sign out function from your **saskatchewan.ca** account, clear history/cookies and close the browser completely.

5. The system will take you to the "Saskatchewan Account Login" page. (Figure 1)
6. If you don't have an account, click "Create Account" and then click "Create Individual Account" to create your account. You must have an active email address to apply online. (If you do not have one, instructions are available on [page 6](#) of this guide).

Saskatchewan Account Login

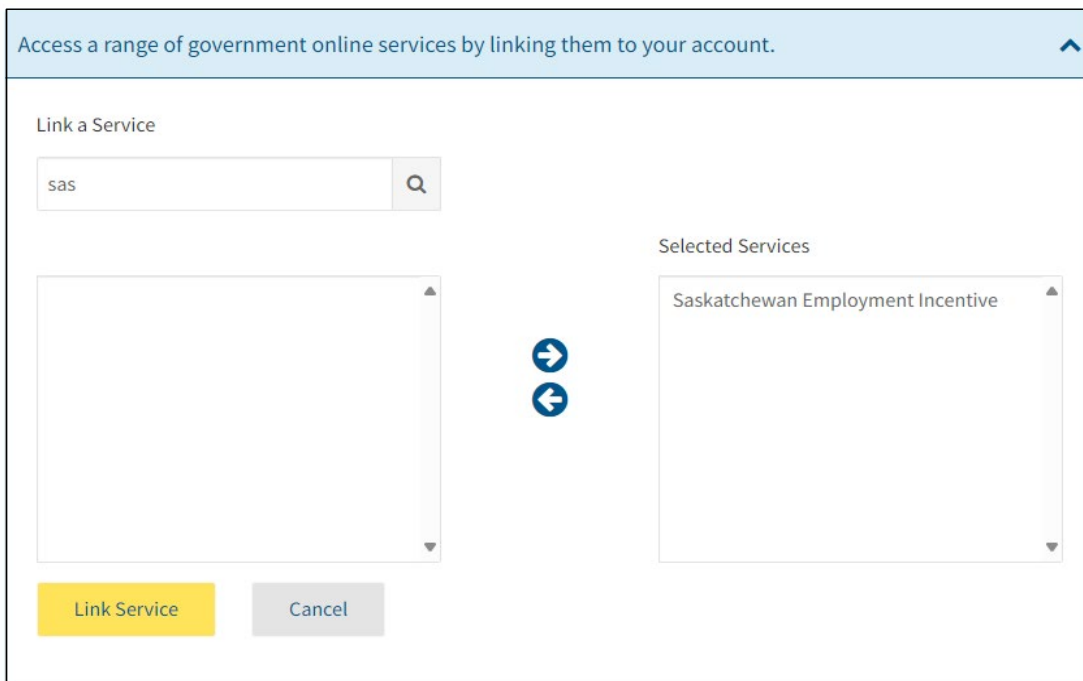


The screenshot shows the Saskatchewan Account Login page. It features a form with the following elements: a text input field for "Email or Username", a text input field for "Password" with a "Show" button, a link for "Forgot Password?", a yellow "Sign In" button, an "Or" separator, and a "Create Account" button.

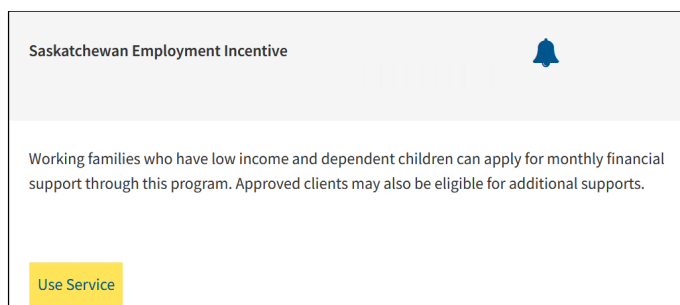
(Figure 1)

If you already have an account, skip to step 9.

7. Follow the instructions to create a Saskatchewan account and click “submit”.
8. Check your email inbox for a verification email and click the link to activate your account. If you don’t see the email, check your junk or spam folders. If you still not have a link after checking your spam and junk contact onlineservices@gov.sk.ca.
9. Sign in to your account by entering your email or username and password.
10. Under “Link a Service,” click “Saskatchewan Employment Incentive”. Select the arrow to add Saskatchewan Employment Incentive” to the Selected Services column. Then click “Link Service”. (Figure 2)
11. Once you have linked the service, the box below will show up. Click the “Use Service” button. (Figure 3)

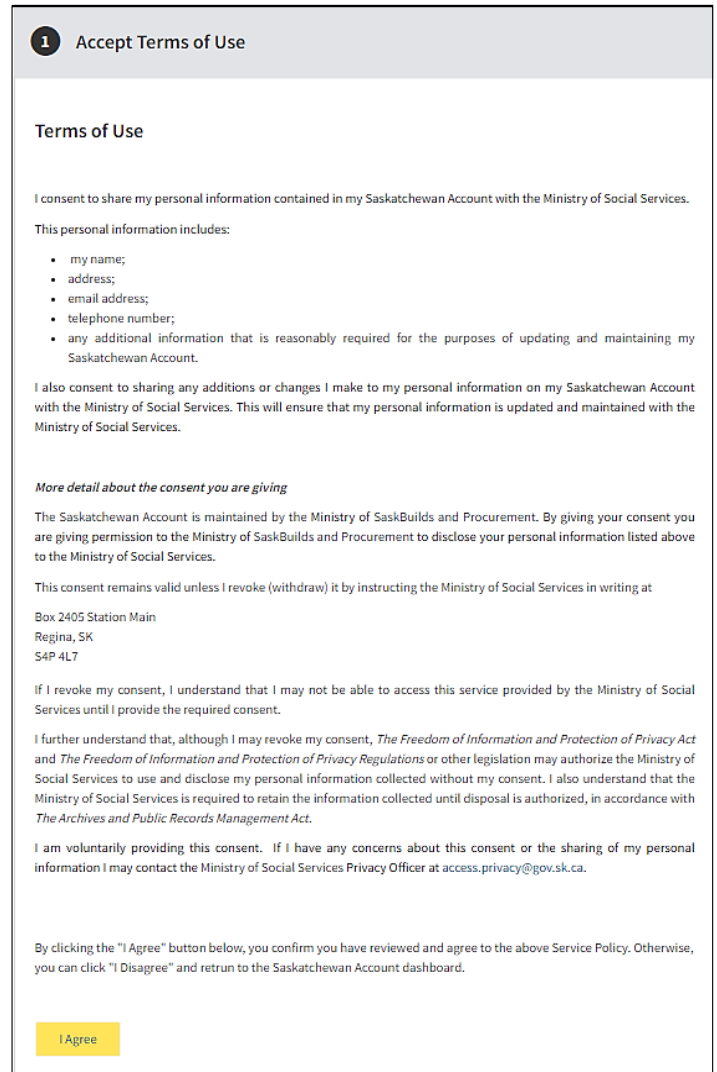


(Figure 2)

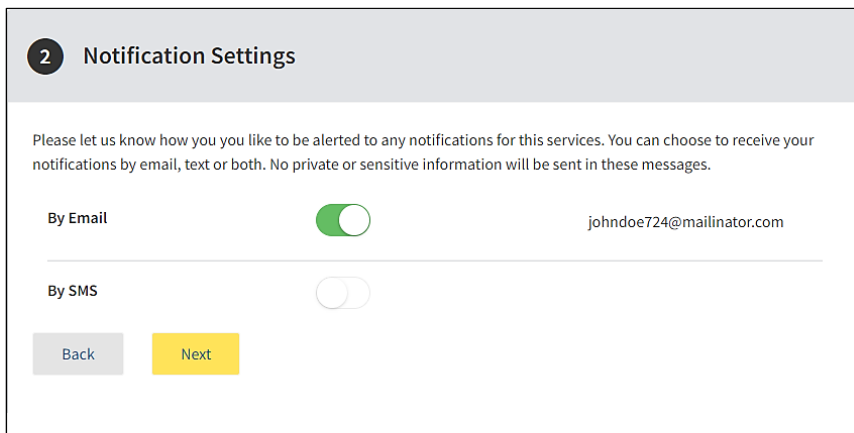


(Figure 3)

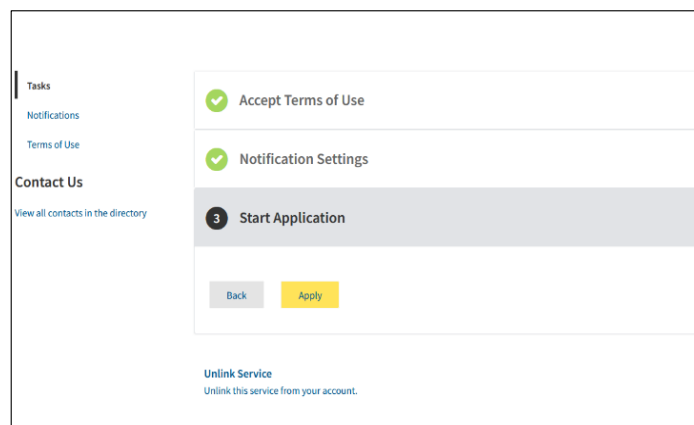
12. Please read through the Terms of Use and click "I Agree" to proceed. (Figure 4)
13. You will be asked to complete your preferred notification setting. If you would like to receive text messages, click the button beside "By SMS" to turn on these notifications. (Figure 5)
14. Then, start your application by clicking "Apply." (Figure 6)
15. Allow 25 minutes or more to answer all the questions. Scan or take a photo of documents that verify your information such as pay stubs, Notice of Assessments and direct deposit information and attach them to your application.
16. You can access your online application anytime. You are also able to save and return to your application later. Your application date will be the date you submit your completed application.
17. If you are using a public computer, sign out and delete your browser history once you have submitted your application. For step-by-step instructions on how to delete your history, see the next page.



(Figure 4)



(Figure 5)

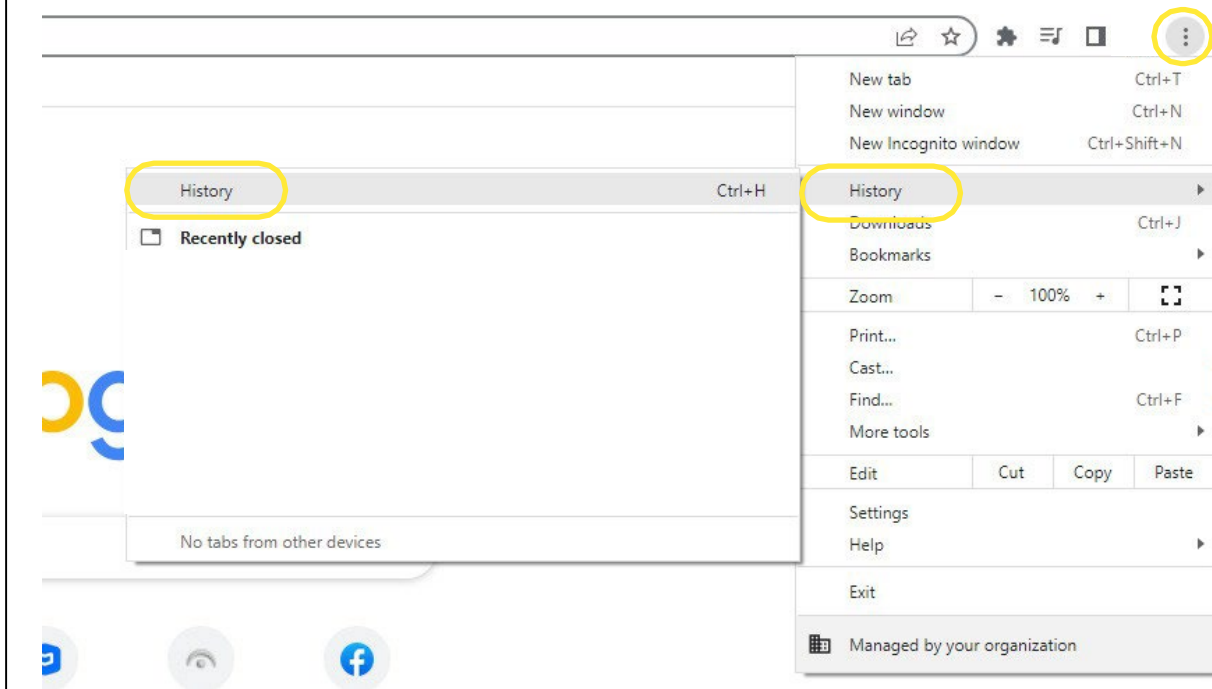


(Figure 6)

Google Chrome - Clearing browser history, cache and cookies

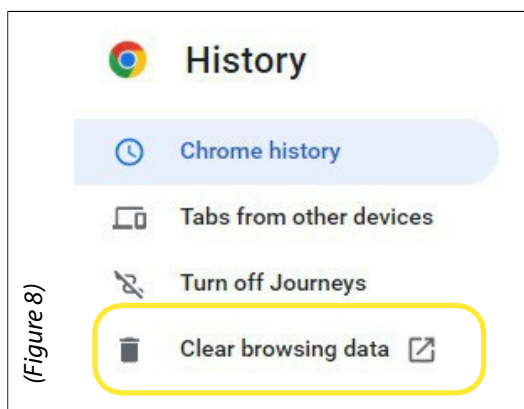
Make sure your personal information isn't stored in the computer's memory. You can clear this information in Google Chrome by following the steps below. The process is similar in other Internet browsers, listed on [page 2](#).

1. Select Tools (via the Three Dots Icon) > History > History. (Figure 7) (Note: You can also access this menu by holding Ctrl + H.)

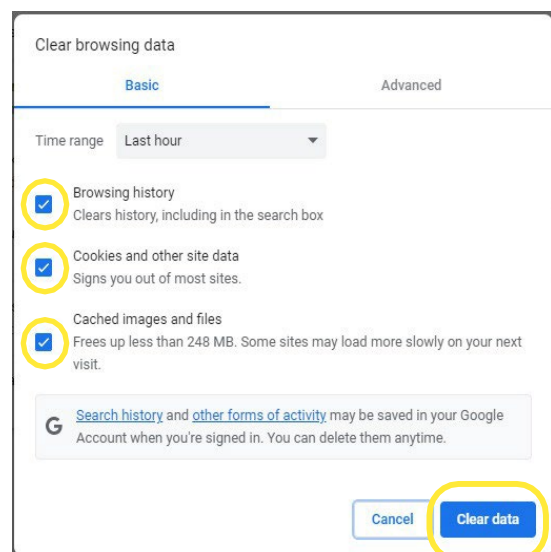


(Figure 7)

2. Click "Clear Browsing Data" from the left side of the screen. (Figure 8)
3. Check "Browsing History", "Cookies" and "Other Site Data" and "Caches Images and Files", then click "Clear Data". (Figure 9)



(Figure 8)



(Figure 9)

How to set up an email address

1. On your computer, tablet or phone, type one of the web addresses below in the address bar at the top of your Internet Browser and press Enter OR click one of the options below.

Some of the popular email service providers are:



<https://google.com/gmail>



<https://webmail.sasktel.net>



<https://outlook.live.com>



<https://icloud.com>



<https://mail.yahoo.com>



<https://login.aol.com>



<https://www.zoho.com/mail>



<https://www.gmx.com/mail>

2. Find and click any of these words on the screen: "Sign Up", "Create Account", "Create ID" or "Join" to open the next screen.
3. Enter the following information in the appropriate boxes.
 - First name
 - Last name
 - Username/email address that you want to use
 - Password that you will remember
 - Phone number
 - Date of Birth
4. Follow the instructions to finish creating your email account.
5. After creating the account, click the Login button.
6. Enter the username/email address and password you just created and Sign In.
7. You should be logged in to your email now. All the correspondence to this email address will be received in the mailbox/inbox. Click the email when you receive one in order to read it.