



CANADA DIGITAL ADOPTION PROGRAM AUTHORIZED DELEGATE APPLICATION PROCESS



**BEFORE STARTING THE APPLICATION PROCESS,
PLEASE HAVE THE FOLLOWING ITEMS IN HAND:**



Business number



Business Address



**Personal banking
information for
identity verification**



**Number of full-time
employees (FTEs) of
your business**



**My Business Account
credentials to log in to
the Canada Revenue
Agency (CRA)**

New Delegation Process

Directors of a Canadian Corporation may now authorize a delegate to apply for the Boost Your Business Technology Grant and other program components on their behalf, allowing them to spend more time on core business needs and resulting in a more positive and streamlined experience for applicants.





CANADA DIGITAL ADOPTION PROGRAM

INTRODUCTION : GRANT APPLICATION

AUTHORIZED DELEGATE APPLICATION PROCESS



PREVIOUSLY

Only Directors of a Canadian Corporation or Sole Proprietors could apply for CDAP. If you are a Director or Sole Proprietor, you can continue to apply for CDAP as normal.



NOW

A new feature has been added to benefit Directors: the ability to authorize a delegate to complete the application and manage the grant agreement on your behalf.



NEXT STEPS

This document will outline the step-by-step instructions for a delegate to become authorized and eligible to complete the application process.

FOR MORE INFORMATION | 1800.328.6189 | WWW.CANADA.CA/DIGITAL-ADOPTION



CANADA DIGITAL ADOPTION PROGRAM
ELIGIBILITY CRITERIA*
AUTHORIZED DELEGATE APPLICATION PROCESS



For-profit



Full time equivalent (FTE)
employees between 1 – 499**



Sole proprietors or businesses incorporated under the laws of Canada or a province/territory



Meet all requirements to be deemed a Canadian-controlled Private Corporation (CCPC)



\$500,000 to \$100M of annual revenues in one of the previous three years

* Please review the [Program Guide](#) for the full eligibility criteria.

** A full-time equivalent (FTE) employee is defined as receiving a T4 Statement of Remuneration Paid slip from the business.
One FTE is defined as at least 30 hours/week of paid labor.



CANADA DIGITAL ADOPTION PROGRAM

AUTHORIZED DELEGATE REQUIREMENTS

AUTHORIZED DELEGATE APPLICATION PROCESS

WHO CAN APPLY TO BE AN AUTHORIZED DELEGATE?

An individual who has approval from a Director of a Canadian Corporation*, except for Registered CDAP Digital Advisors who are NOT eligible to be authorized as delegates.

*Being a Director of a Canadian Corporation is distinct from an individual who has 'Director' in their title, such as a 'Director of Finance' or a 'Director of Marketing'. The authorizing individual must be an official member of the business' Board of Directors with the authority to share and access business details from the Canada Revenue Agency (CRA).

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HOW TO BECOME AN AUTHORIZED DELEGATE?

AUTHORIZED DELEGATE APPLICATION PROCESS

DELEGATE STEPS



1

Create a CDAP account



2

Verify your identity



3

Start the CDAP application



4

Select "no" to the question "Are you a director of a Canadian Corporation?"



5

Submit the contact information of the Director

DIRECTOR STEPS



6

The Director will receive the email outlining the required steps to authorize a delegate



7

The Director will have to complete the following:

- A. Verify their identity
- B. Confirm the business is eligible through the Canadian Revenue Agency (CRA)
- C. Authorize the delegate



8

The delegate will be notified via email once they have been authorized by the Director



9

The authorized delegate can now complete the application on behalf of the corporation



[CLICK HERE](#)

Ready to apply?
Start your application today



CANADA DIGITAL ADOPTION PROGRAM

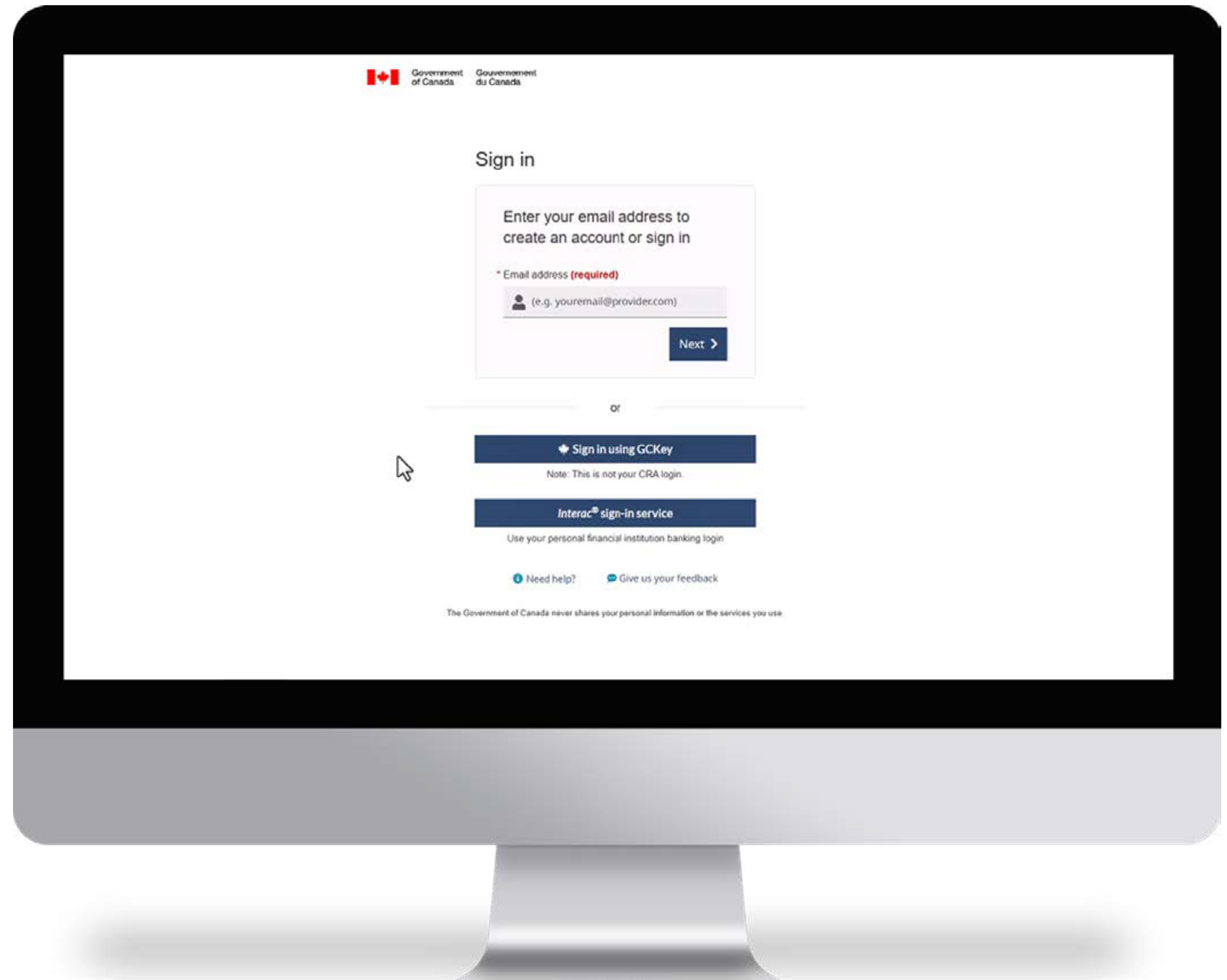
STEP 1 | CREATE ACCOUNT

STEP FOR DELEGATE



Create a CDAP account using one of three options :

1. Using your email address. (Recommended).
2. Using the GCKey Sign In feature.
3. Using the Interac Sign In service. (To use this service, you must provide your personal financial institution banking login to verify your identity. You cannot use your business banking login or joint bank account login.)





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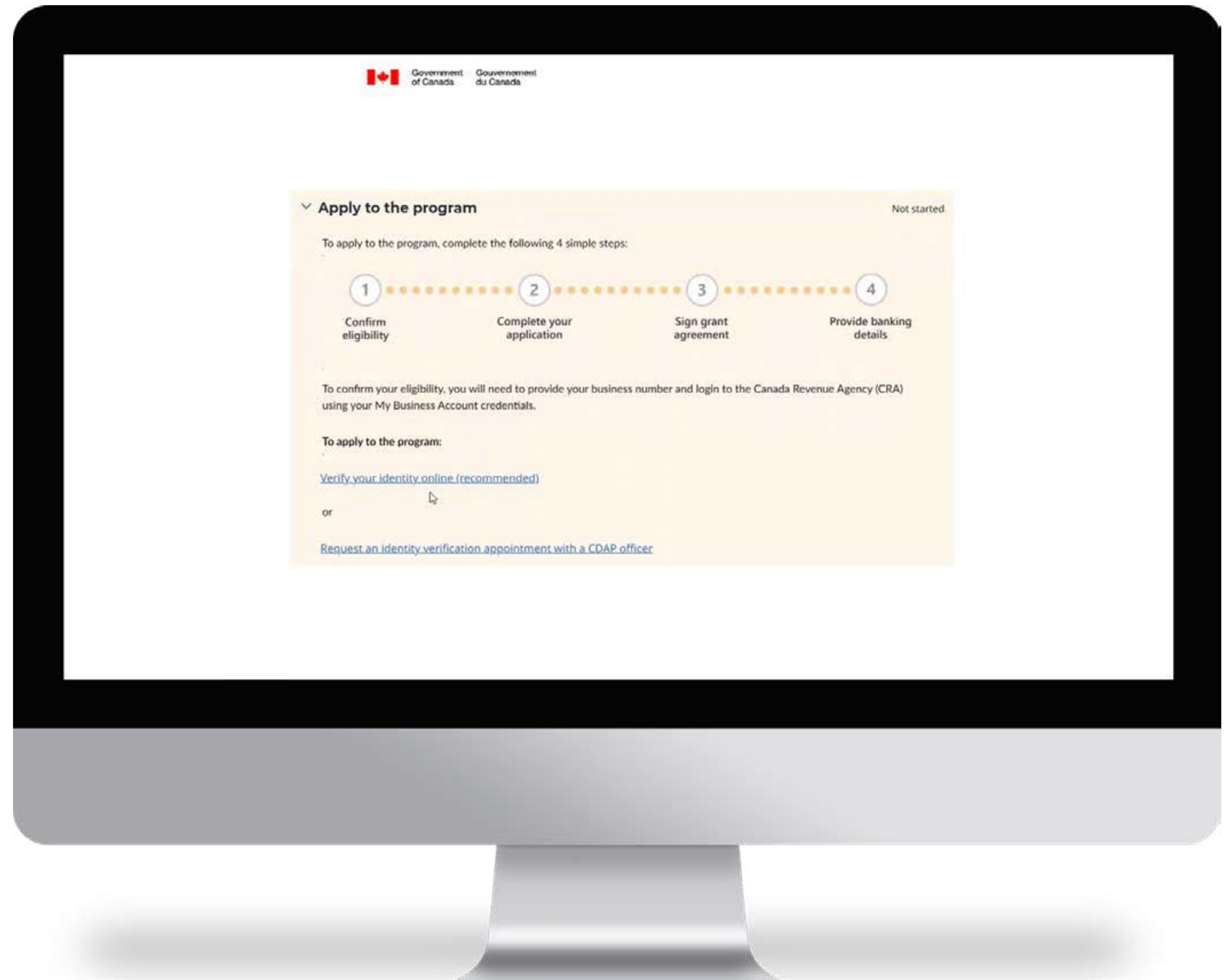
STEP 2 | VERIFY YOUR IDENTITY

STEP FOR DELEGATE



Verify your identity online using one of four options :

1. Using your personal banking login (Recommended).
2. Using Interac Document Verification Service
3. In person visit to a Canada Post outlet near you
4. Requesting an identity verification appointment with a CDAP officer. If you request an identity verification appointment, it may delay your application process.





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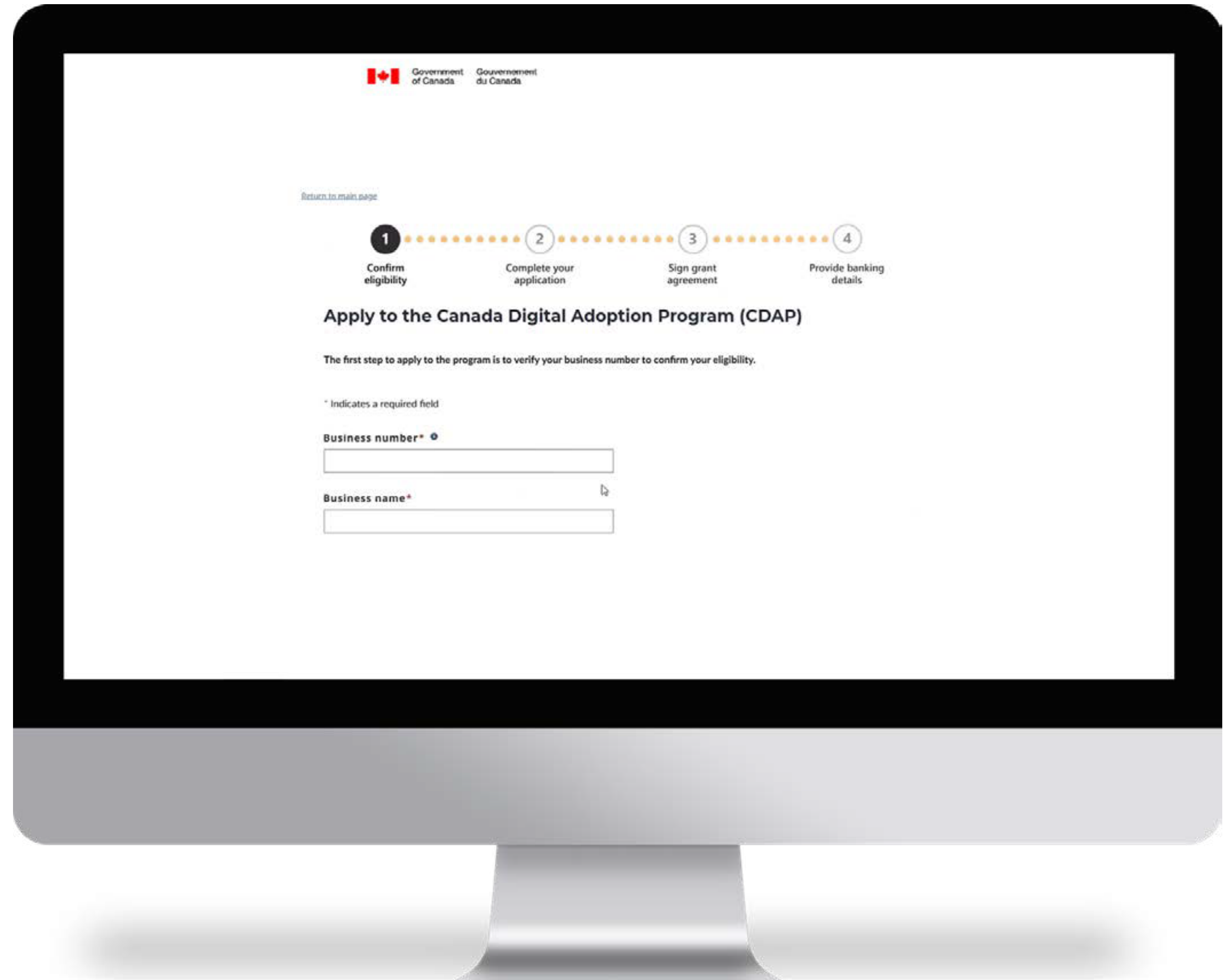
STEP 3 | START THE APPLICATION

STEP FOR DELEGATE



Ensure you have following information handy :

- The business name
- The business number





CANADA DIGITAL ADOPTION PROGRAM

STEP 4 | SELECTS "NO" TO BEING A DIRECTOR

STEP FOR DELEGATE



The delegate selects "no" to being a director of a Canadian Corporation.

- Selecting 'no' will allow the ability to proceed with the delegate authorization process.
- The director must have already been informed and aware that a delegate will be requesting authorization.

The screenshot shows a web form for the Canada Digital Adoption Program. At the top, it says "Government of Canada / Gouvernement du Canada". Below that, a heading reads "The first step to apply to the program is to verify your business number to confirm your eligibility." A note indicates that an asterisk (*) denotes a required field. The form contains the following fields and options:

- Business number***: A text input field containing "154386213".
- Business name***: A text input field containing "Best Food Enterprises".
- Are you a director of a Canadian corporation? ***: Radio button options for "Yes" and "No". The "No" option is selected.

Below the form, there is an orange information box with the following text:

If you are an eligible Canadian corporation: a director will need to provide authorization to participate in CDAP on behalf of the business. In the next step, you will be asked for a director's contact information. An automated email will be sent with instructions on how to delegate authority for you to represent the organization.

If you are a sole proprietor of an eligible Canadian business: After your Business Number is verified, you will be able to complete an application form to apply to the program.

At the bottom of the form, there are two buttons: "Continue" (highlighted in orange) and "Cancel".



STEP 5 | SUBMIT THE CONTACT INFORMATION

STEP FOR DELEGATE



The delegate submits the contact information for the director of the business.

- The delegate will be prompted to fill out the contact information for the director so that they can complete the necessary steps to authorize a delegate on their behalf.
- This contact information must be for the official director of the business. A director is considered someone on the Board of directors for the business and has authorization to share and access business details from the Canada Revenue Agency.

Government of Canada / Gouvernement du Canada

Director contact information

First name*
John

Last name*
Doe

Email address*
tdaprest0987+director@gmail.com

Business number:
134286213

By submitting this request, an automated email with your name and email will be sent to the director requesting they create an account to start the delegation process. You will be sent a copy of the email.

Once they have provided the necessary information, you will receive a confirmation email indicating that you will be able to continue with your application.

Request authorization



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STEP 6 | AUTHORIZE DELEGATE EMAIL

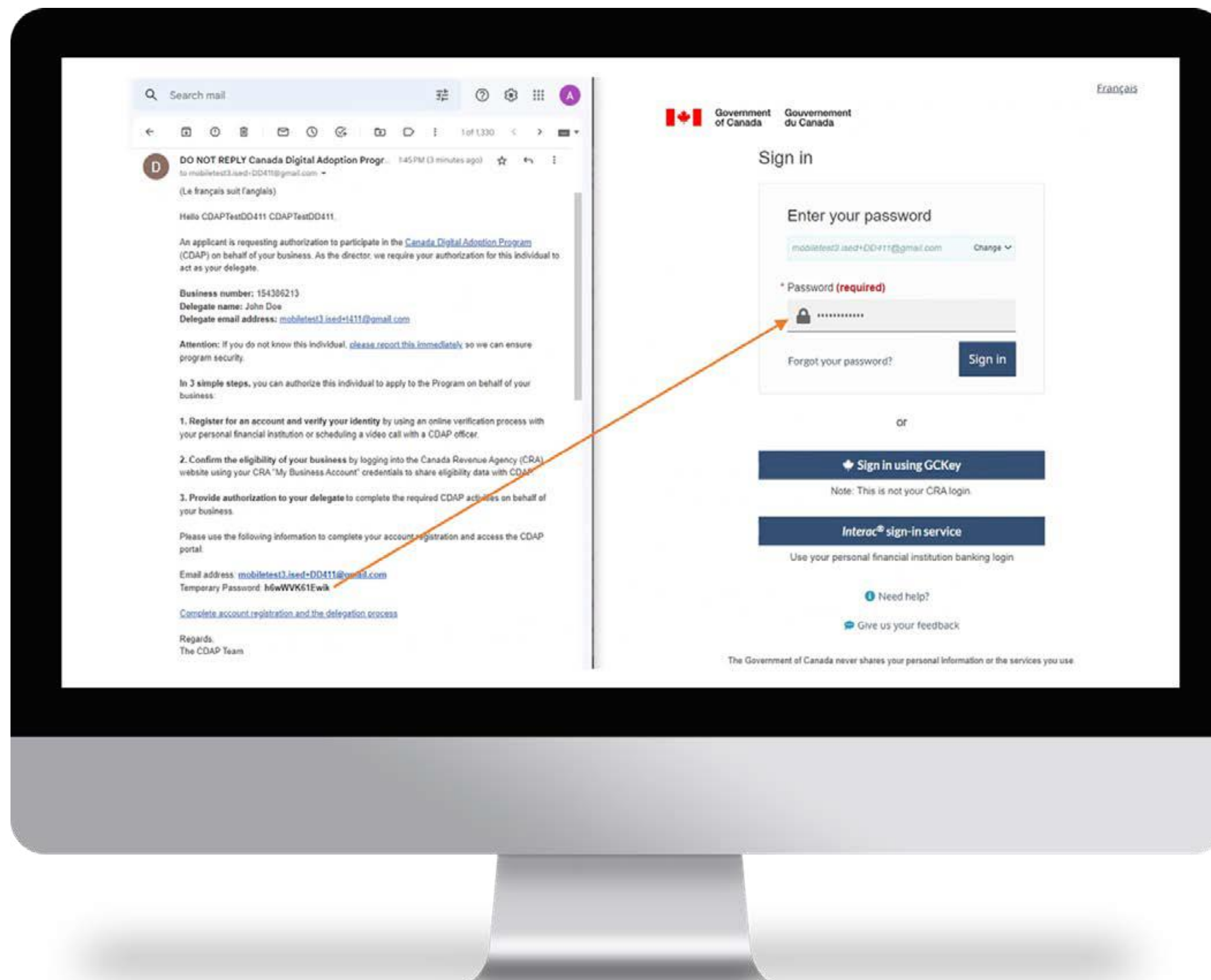
STEP FOR DIRECTOR



The director will receive an email that outlines the required steps to authorize a delegate

- The identified director will receive an email that contains their username (their email address), temporary password and a link to access and login to the CDAP portal.

Note: the director must not use an already existing GCKey. They MUST use the simplified login option for the username and temporary password to work





CANADA DIGITAL ADOPTION PROGRAM

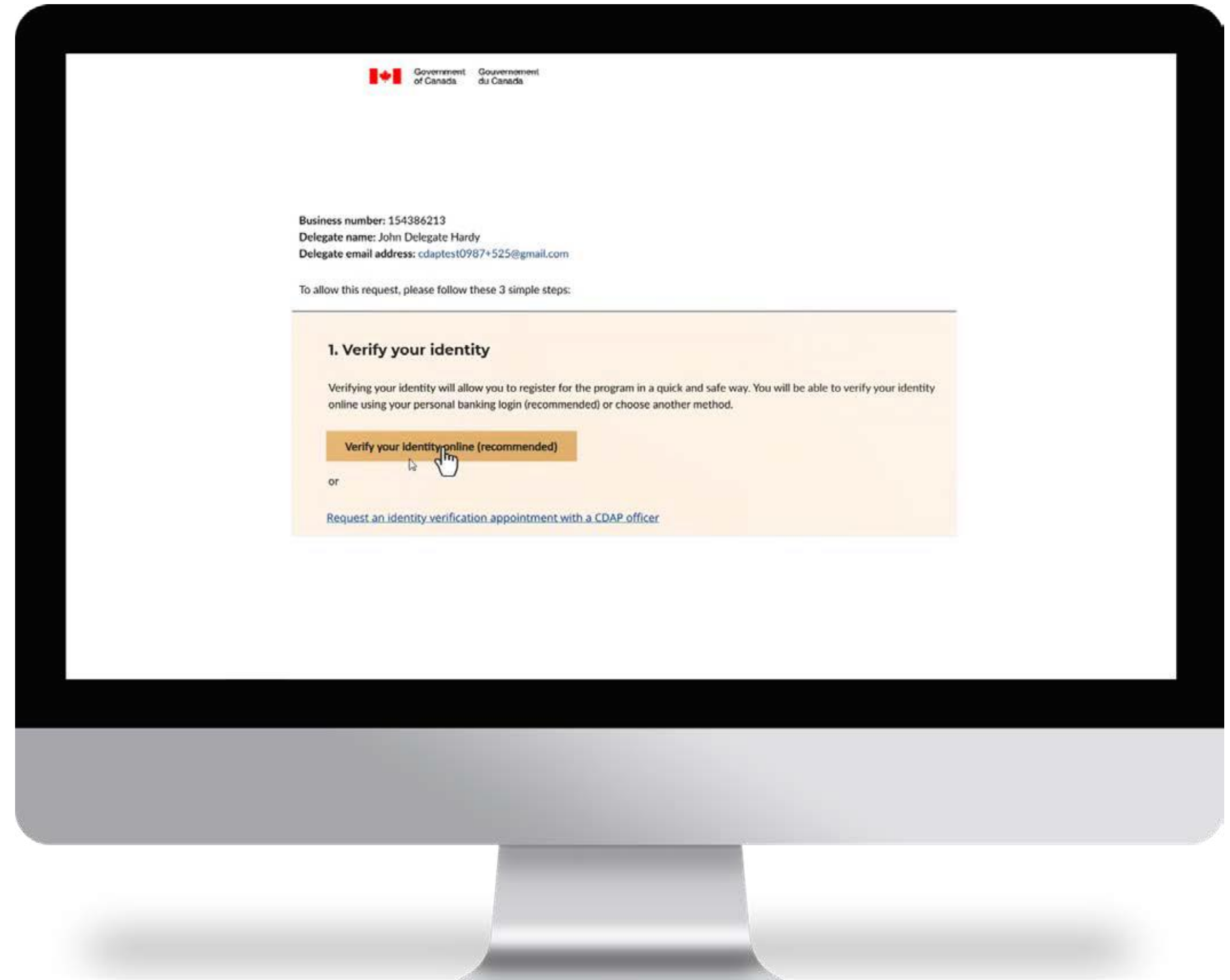
STEP 7 | A | DIRECTOR IDENTITY VERIFICATION

STEP FOR DIRECTOR



Verify your identity online using one of four options :

1. Using your personal banking login (recommended)
2. Using Interac Document Verification Service
3. In person visit to a Canada Post outlet near you
4. Requesting an identity verification appointment with a CDAP officer. If you request an identity verification appointment, it may delay your application process.





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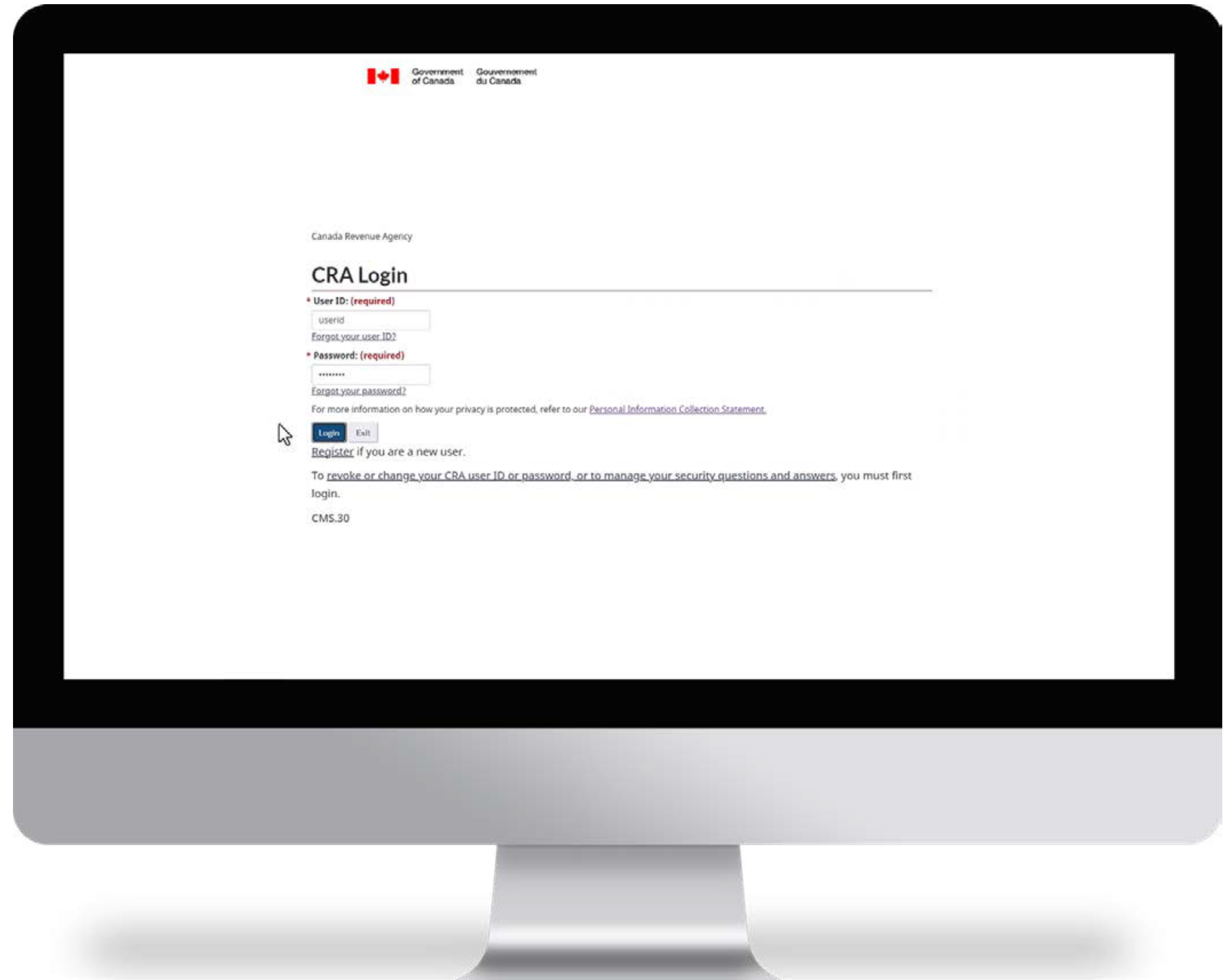
STEP 7 | B | BUSINESS ELIGIBILITY CONFORMATION

STEP FOR DIRECTOR



The director must confirm the eligibility of the business :

- To confirm your eligibility, you will need to provide your business number and login to the Canada Revenue Agency (CRA) using your My Business Account credentials.
- Make sure you are using your business CRA login and not your personal CRA login.





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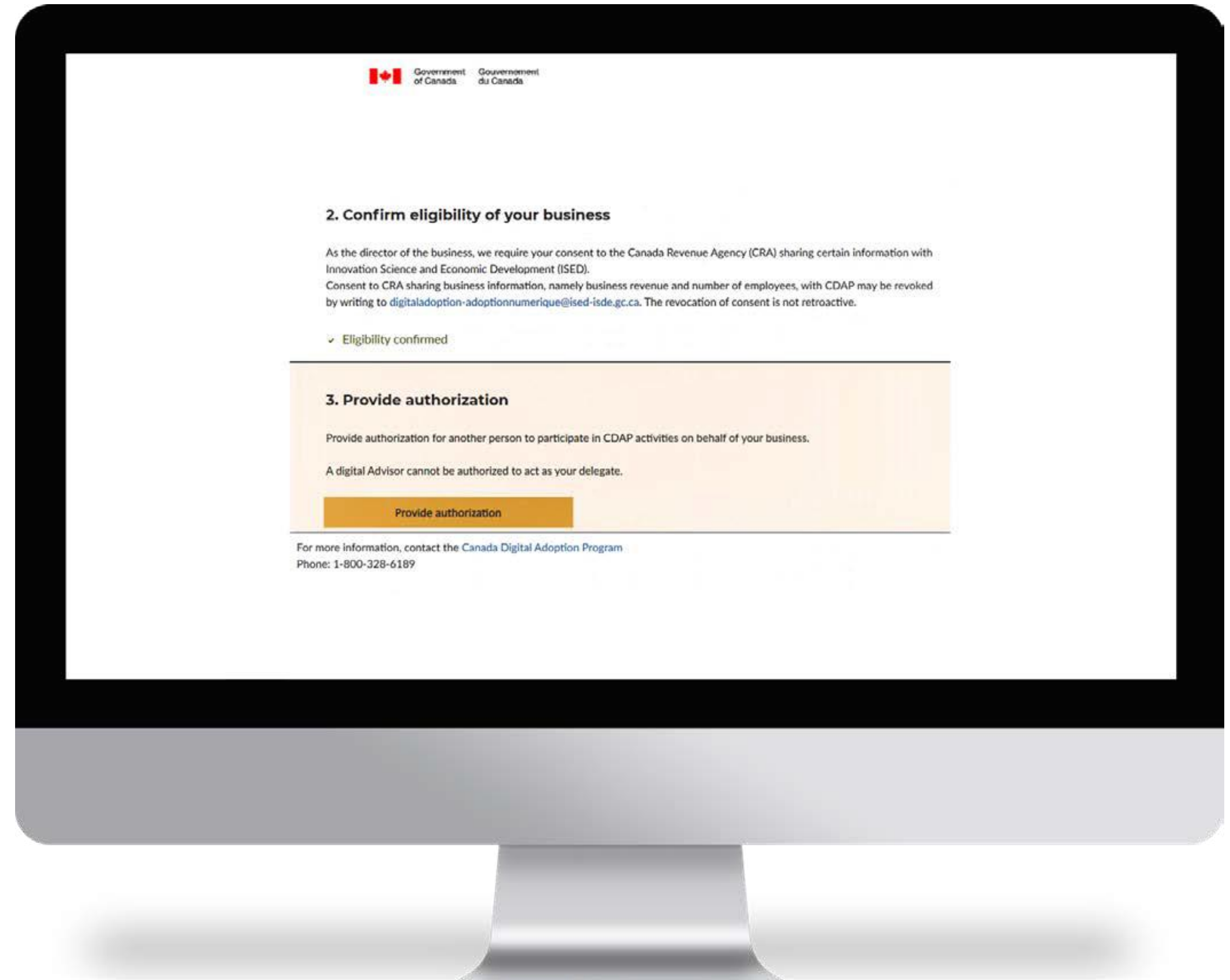
STEP 7 | C | DELEGATE AUTHORIZATION

STEP FOR DIRECTOR



The director can authorize a delegate.

- Once a director has verified their identity and business eligibility through CRA, they will be able to authorize a delegate
- If the business is ineligible to apply for the CDAP application based on the Business Account information shared from CRA, the director will be unable to proceed with completing the application or authorizing a delegate.





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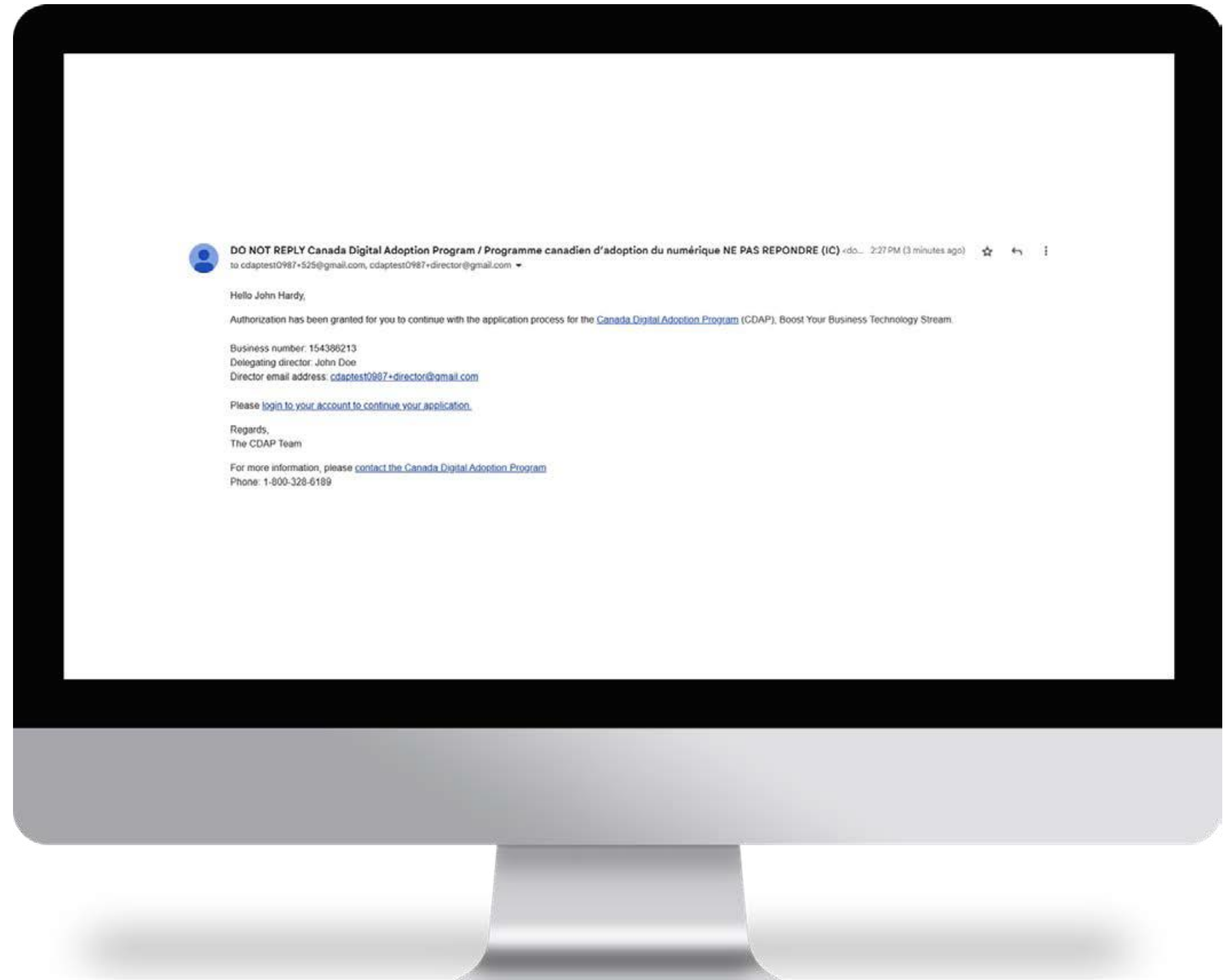
STEP 8 | DELEGATE EMAIL NOTIFICATION

STEP FOR DELEGATE



Once a delegate receives the authorization email, they can login using the link in the email to continue with the application process. The authorized delegate will now be able to:

- Review and complete the CDAP application form
- Provide or change business banking details
- Sign the grant agreement (if applicable) and submit the grant claim, up to \$15,000
- Communicate with CDAP representatives about the application
- Apply for other CDAP program components such as the BDC loan or funded work placement.





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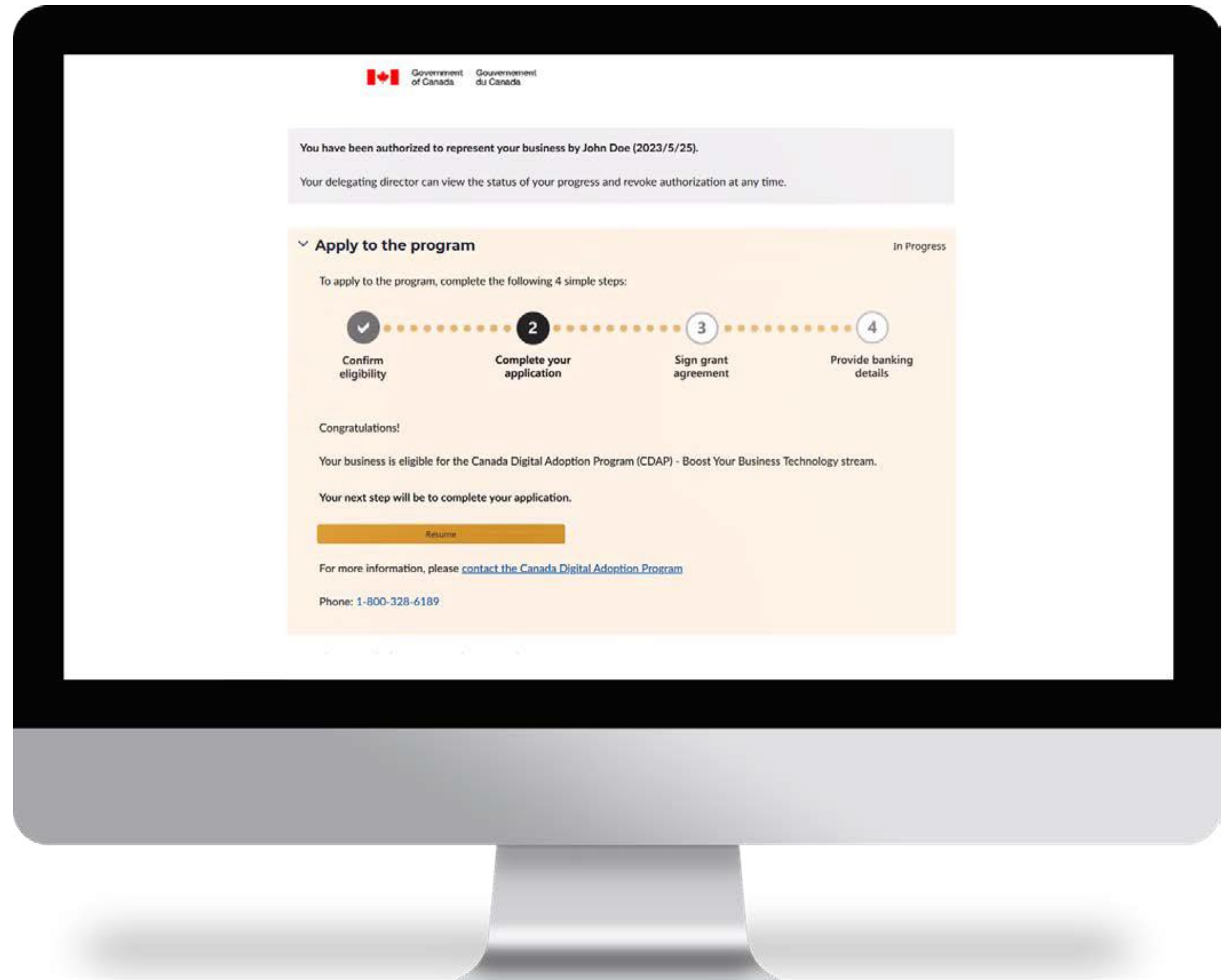
STEP 9 | AUTHORIZED DELEGATE APPLICATION

STEP FOR DELEGATE



The authorized delegate can now proceed to complete the CDAP Application on behalf of the business

- Congratulations, you are now an authorized delegate. You can now complete and submit a CDAP application.





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INTRODUCTION : GRANT APPLICATION

AUTHORIZED DELEGATE APPLICATION PROCESS

Q

WHO CAN BE AN AUTHORIZED DELEGATE?

A

Anyone can act as an authorized delegate, EXCEPT Registered Digital Advisors. However, please keep in mind authorized delegates will be able to:

- Review and complete the CDAP application form.
- Provide or change business banking details.
- Sign the grant agreement (if applicable) and submit the grant claim, up to \$15,000.
- Communicate with CDAP representatives about the application
- Apply for other CDAP program components such as the BDC loan or work placement.

Q

CAN A DIGITAL ADVISOR BE AN AUTHORIZED DELEGATE?

A

No, a registered Digital Advisor cannot serve as an authorized delegate

IS THIS THE ONLY WAY TO AUTHORIZE A DELEGATE?

Yes, this is the only way that a director can authorize a delegate to complete an application and manage the grant agreement on their behalf.

AS A DIRECTOR, CAN I AUTHORIZE MORE THAN ONE DELEGATE TO ACT ON MY BEHALF?

No, business directors may only authorize one delegate to act on their behalf and complete the CDAP application process

WHAT IF I HAVE STILL NOT BEEN AUTHORIZED AS A DELEGATE?

Please follow up with the director and refer them to step 7 and slides 12-14 of this document for details on how to complete the process. Unfortunately, a delegate cannot proceed with the application until they have officially been authorized by a director. The delegate will be notified via email when they have been officially authorized.

AS A DIRECTOR, CAN I REVOKE A DELEGATE'S AUTHORIZATION?

Yes, the director can revoke authorization from the delegate anytime by clicking on the link in their application status page. An email confirmation will be provided once access is withdrawn.

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