



CANADA DIGITAL ADOPTION PROGRAM AUTHORIZED DELEGATE APPLICATION PROCESS



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





Business Address

••

Personal banking information for identity verification



Government of Canada

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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.



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



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





CANADA DIGITAL ADOPTION PROGRAM INTRODUCTION : GRANT APPLICATION AUTHORIZED DELEGATE APPLICATION PROCESS





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. 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.

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



NEXT STEPS

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



CANADA DIGITAL ADOPTION PROGRAM ELIGIBILITY CRITERIA* AUTHORIZED DELEGATE APPLICATION PROCESS







\$500,000 to \$100M of annual Meet all requirements to be deemed a Canadianrevenues in one of the controlled Private previous three years **Corporation (CCPC)**

* 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.







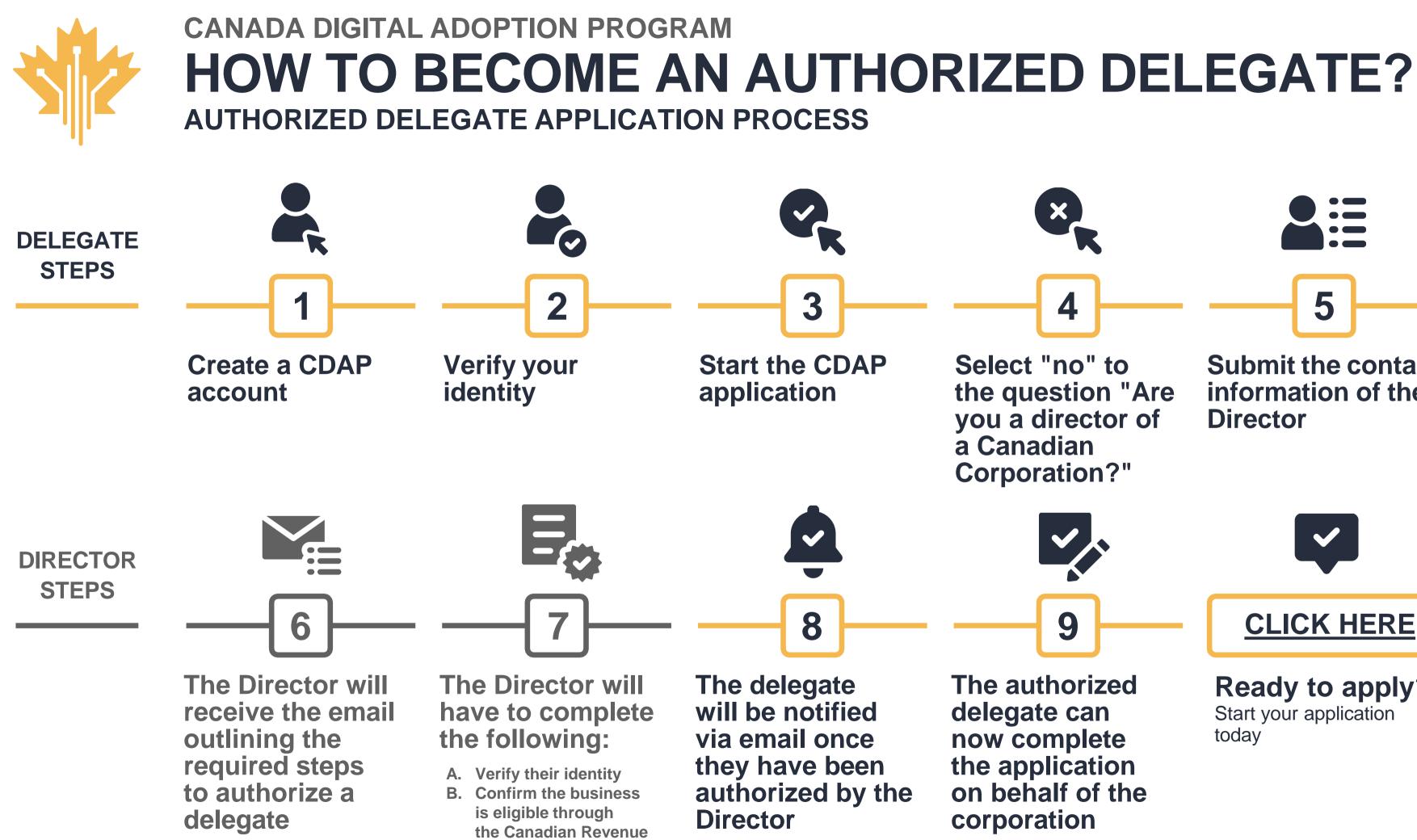
CANADA DIGITAL ADOPTION PROGRAM **AUTHORIZED DELEGATE REQUIREMENTS AUTHORIZED DELEGATE APPLICATION PROCESS**

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).

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



Agency (CRA) C. Authorize the delegate



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

Submit the contact information of the Director



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





Ready to apply?

Start your application today

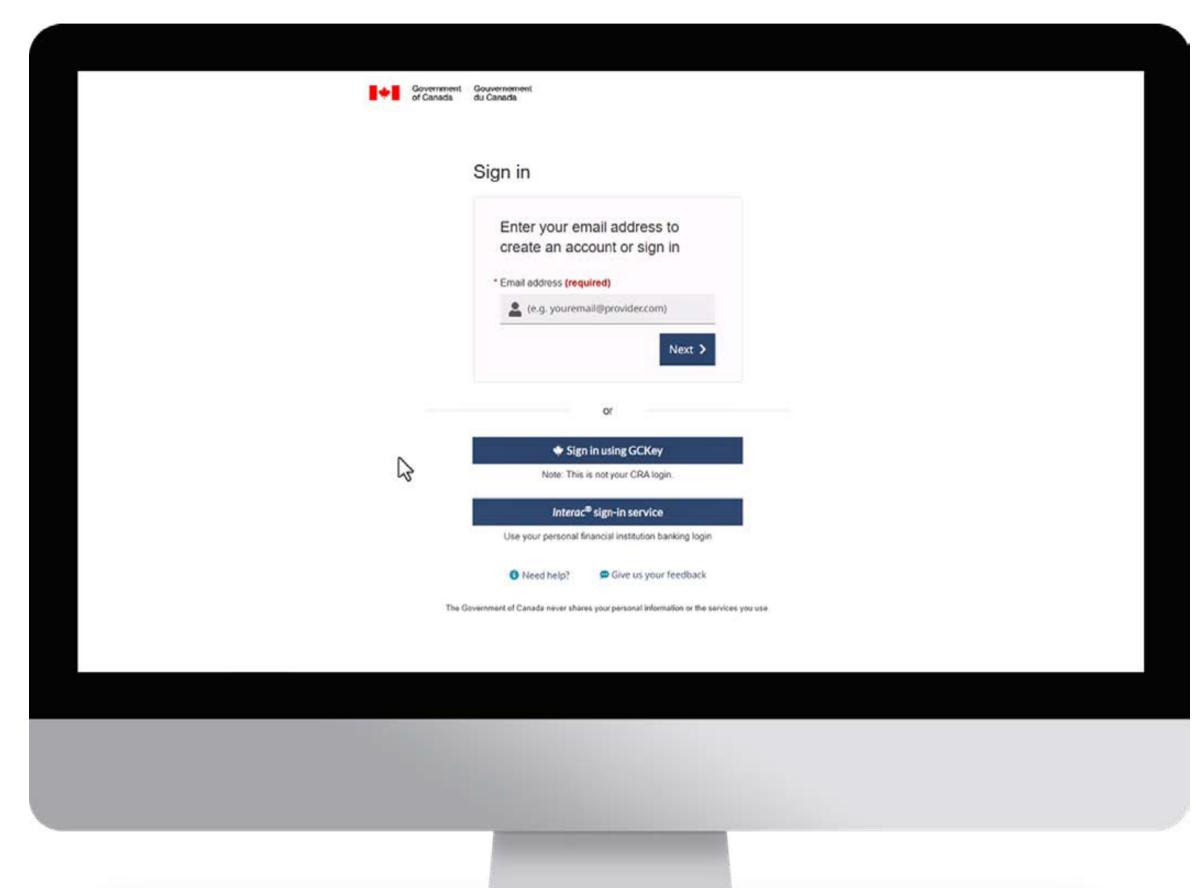


CANADA DIGITAL ADOPTION PROGRAM **STEP 1** CREATE ACCOUNT STEP FOR DELEGATE



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.)



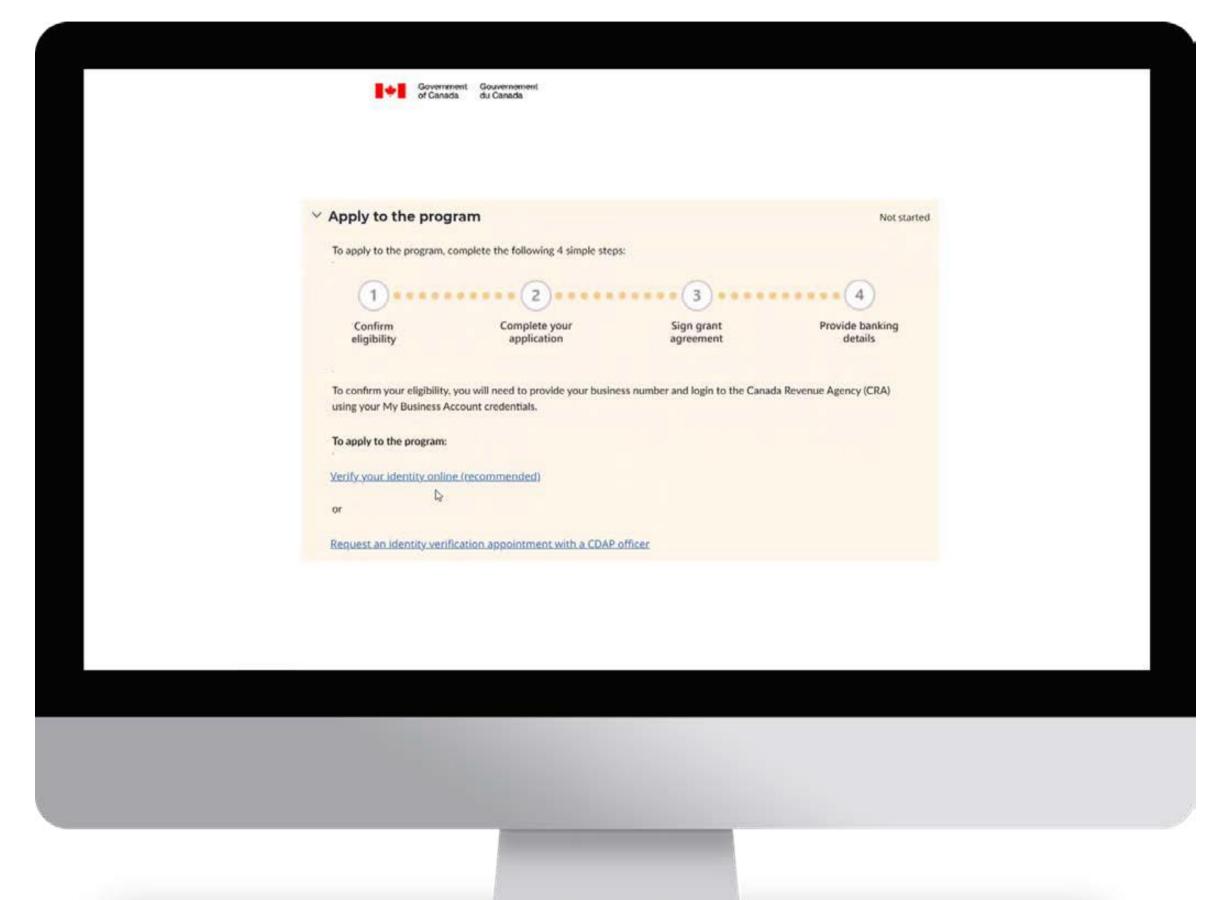


CANADA DIGITAL ADOPTION PROGRAM STEP 2 VERIFY YOUR IDENTITY STEP FOR DELEGATE



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.





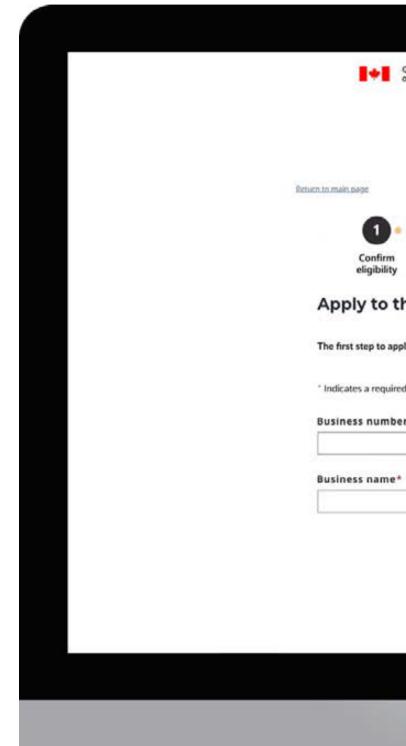


CANADA DIGITAL ADOPTION PROGRAM **STEP 50 START THE APPLICATION** STEP FOR DELEGATE



Ensure you have following information handy :

- The business name
- The business number



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	application	agreement	details		
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CANADA DIGITAL ADOPTION PROGRAM 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.



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CANADA DIGITAL ADOPTION PROGRAM **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 du Canada	
Director contact information	
First name*	
john	
Last name*	
Doe	
Email address* tdagtest0987+director@gmail.com	
Complexity for Contraction in glassic contractions	
Business number	
154236213	
Ep 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.	
Requirement auxiliary scattering	



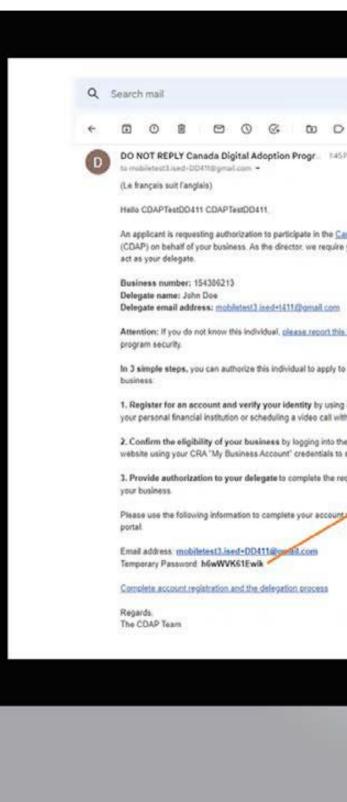
CANADA DIGITAL ADOPTION PROGRAM STEP 6 AUTHORIZE DELEGATE EMAIL STEP FOR DIRECTOR



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



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h a CDAP officer.	5	
e Canada Revenue Agency (CRA) share eligibility data with CDAR	Sign in using GCKey	
quired CDAP activities on behalf of	Note: This is not your CRA login.	
registration and access the CDAP	Interac [®] sign-in service	
	Use your personal financial institution banking login	
	O Need help?	
	🗭 Give us your feedback	
	The Government of Canada never shares your personal information or the services you use	

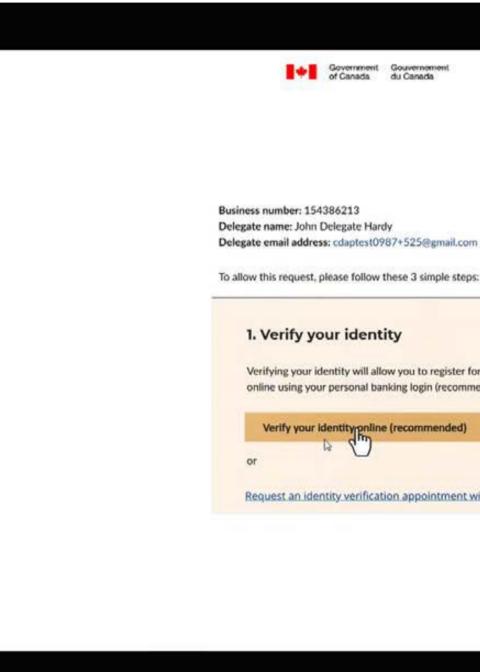


CANADA DIGITAL ADOPTION PROGRAM STEP 7 A DIRECTOR IDENTITY VERIFICATION STEP FOR DIRECTOR



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.



Government Gouvernement du Canada

Delegate email address: cdaptest0987+525@gmail.com

Verifying your identity will allow you to register for the program in a quick and safe way. You will be able to verify your identity online using your personal banking login (recommended) or choose another method.

Verify your identity poline (recommended)

Request an identity verification appointment with a CDAP officer

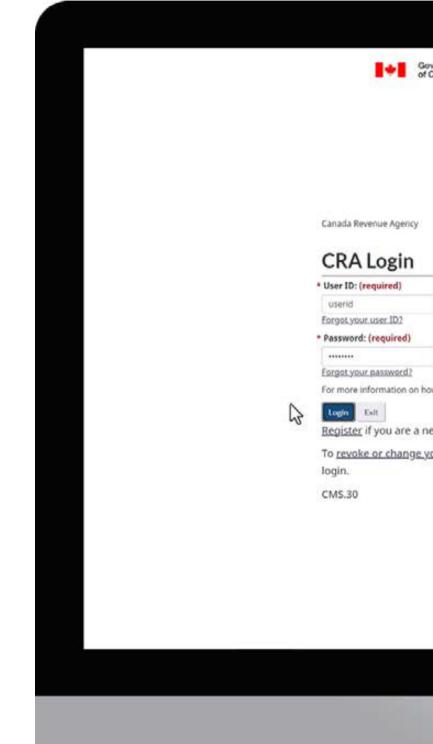


CANADA DIGITAL ADOPTION PROGRAM STEP FOR DIRECTOR



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.



Government of Canada	Gouvernement du Canada		
у			
n how your pri	ivacy is protected, refer to our Personal Information Collection Statement.		
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e your CRA	user ID or password, or to manage your security questions and answers, you must first		
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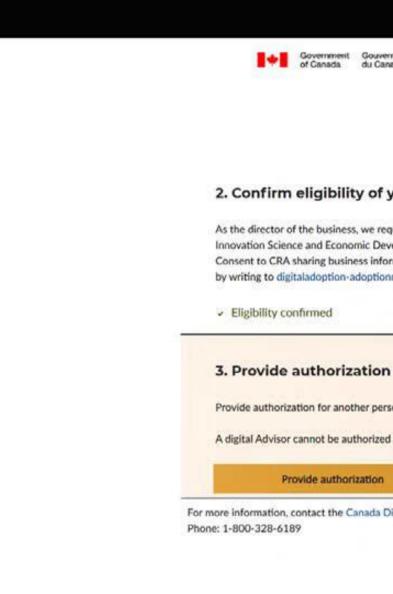


CANADA DIGITAL ADOPTION PROGRAM STEP 7 C DELEGATE AUTHORIZATION STEP FOR DIRECTOR



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.



Government Gouvernom

2. Confirm eligibility of your business

As the director of the business, we require your consent to the Canada Revenue Agency (CRA) sharing certain information with Innovation Science and Economic Development (ISED).

Consent to CRA sharing business information, namely business revenue and number of employees, with CDAP may be revoked by writing to digitaladoption-adoptionnumerique@ised-isde.gc.ca. The revocation of consent is not retroactive.

Provide authorization for another person to participate in CDAP activities on behalf of your business.

A digital Advisor cannot be authorized to act as your delegate.

Provide authorization

For more information, contact the Canada Digital Adoption Program

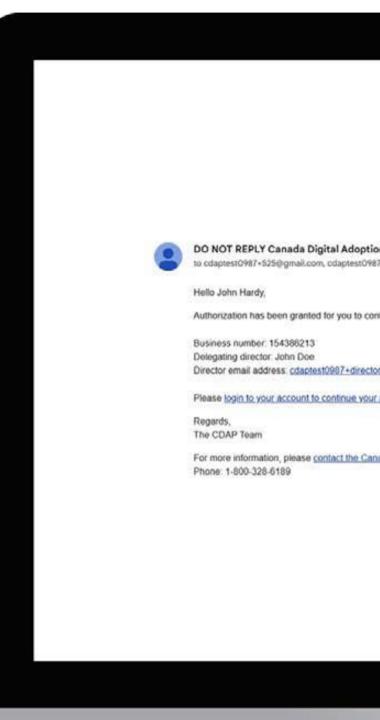


CANADA DIGITAL ADOPTION PROGRAM STEP FOR DELEGATE STEP FOR DELEGATE



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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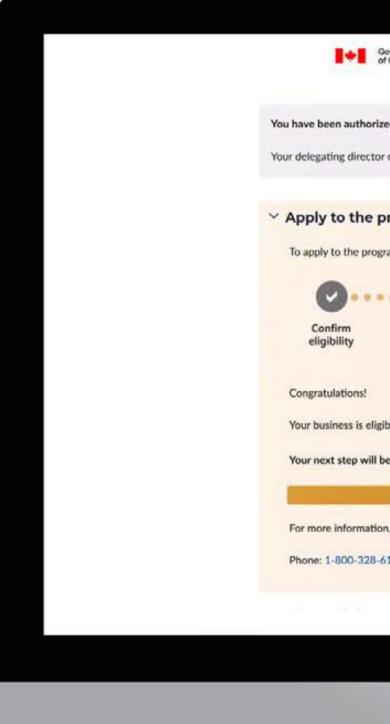


CANADA DIGITAL ADOPTION PROGRAM **STEP 9 AUTHORIZED DELEGATE APPLICATION** STEP FOR DELEGATE



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.



Government du Canada Successent du Canada riced to represent your business by John Doe (2023/5/25). to can view the status of your progress and revoke authorization at any time. oppogram In Progress ogram, complete the following 4 simple steps: In Program oppogram Sign grant agreement Oppogram ubble for the Canada Digital Adoption Program (CDAP) - Boost Your Business Technology stream. In Provide banking details the to complete your application. Intervent to plase contact the Canada Digital Adoption Program Export Atom Intervent to plase contact the Canada Digital Adoption Program Export Atom Intervent to plase contact the Canada Digital Adoption Program Export to plase contact the Canada Digital Adoption Program Export Atom Export Export				
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CANADA DIGITAL ADOPTION PROGRAM INTRODUCTION : GRANT APPLICATION AUTHORIZED DELEGATE APPLICATION PROCESS

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WHO CAN BE AN AUTHORIZED DELEGATE?

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 A

CAN A DIGITAL ADVISOR BE AN AUTHORIZED DELEGATE?

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 AUTHO-RIZE MORE THAN ONE DELE-GATE TO ACT ON MY BEHALF?

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

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

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.