

Enrolment Instructions



Follow these simple steps to access your Compensation Web Applications (CWA).
These instructions are only for Online Profile Registration and Enrolment.

1 PREPARE Collect the following information before you enrol.

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- Pension Number (Superannuation Number) – found on your Pension and Benefits Statement*
- Total Deductions – found on your most recent regular pay stub
- Personal Record Identifier (PRI) – found on your pay stub
- Government E-mail Address
- Date of Birth (yyyy | mm | dd)

2 CREATE AN ONLINE PROFILE

Go to: www.tpsgc-pwgsc.gc.ca/remuneration-compensation
Select the **English** or **Français** button.
Select the **New Users** button.
Scroll down and select **Pay Applications** or **Pension Applications**.

Choose and Record

- User Name
- Password
- Recovery Secret

Check the box **I agree to Terms and Conditions of use**

Select the **Submit** button.

Record Identifier.

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Do not close the browser.

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Select **Click here** to log in.
Type your User Name and Password.
Select the **Log in** button.
Select the **Continue** button for the next 2 pages.

Type your Pension Number (Superannuation Number).*
Type your Total Deductions.
Type your PRI.
Type your Government e-mail address.
Type your Date of Birth.
Select the **Enrol** button.

You will receive an e-mail with an attachment and a link.

Open the attachment.
Copy the Enrolment Activation Number (EAN).
Open the link.

Paste the EAN in the field.
Select the **Continue** button.
The System returns to the Home Page of the Web application you selected.

HELP: 1-866-467-0337

* Not applicable for non-pension plan members.



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