

# Enrolment Instructions



Follow these steps to sign up for myKEY and enrol to your Compensation Web Applications (CWA).

## 1 Prepare

You will need the following.

- Personal Record Identifier (PRI)
- Government E-mail address
- Date of Birth

**Already have a myKEY, department issued ID-based credential, secure token or smart card? Go to step 3 enrol in CWA**

## 2 Obtain myKEY

(commonly known as ID-Based Credential or PKI Profile)

**A** Go to: [www.tpsgc-pwgsc.gc.ca/remuneration-compensation](http://www.tpsgc-pwgsc.gc.ca/remuneration-compensation)

**B** Click [Compensation Web Applications](#)

**C** Click **New Users - Get your myKEY or Enrol today!**

**D** On the *New Users* page, click **No**

**E** On the *Registration* page, click the **Get your myKEY** button

**F** Click **myKEY Sign Up**

**G** Fill out the form, read and **Accept** the Terms of use, then click **Submit**

**H** Record the Authorization Code displayed on the screen

**I** Check your e-mail for the Reference Number (may take several hours to receive)

**J** Click **Create myKEY** link in the e-mail

**K** To create your **myKEY** profile, please **browse** and save your **myKEY** file to a secure location identified by your department. For ease of retrieval, it is recommended that you save it as **myKEY\_your name**. Enter the authorization code and the reference number in the space provided

**L** Choose a password for your profile (following the password rules) and click **Submit**

**M** On the *myKEY Success* page, click on **Enrol in the Compensation Web Applications** link, and continue with step 3 in the enrolment process.

## 3 Enrol to CWA

**1** Go to [www.tpsgc-pwgsc.gc.ca/remuneration-compensation](http://www.tpsgc-pwgsc.gc.ca/remuneration-compensation)

**2** Click [Compensation Web Applications](#)

**3** Click **New Users – Enrol today!**

**4** On the *New Users* page, click **Yes**

**5** On the *Enrolment* page, click the login method that applies to you. For Secure Token or Smart card users ensure your device is connected before clicking.

### myKEY users

**6** Browse for your **myKEY** file (ending with .epf), enter your password and click **Login**

**7** On the *Welcome* page, click **Continue**

**8** Enter your PRI and Date of Birth. Click **Enrol**

### Secure Token or Smart card Users

**6** Once the Certificate dialog box appears, select the certificate you wish to use and press **OK**.

**7** Enter your **PIN** in the next dialog box.

**8** On the *Welcome* page, click **Continue**

**9** Click **Continue**

**10** Enter your PRI and Date of Birth. Click **Enrol**

**You now have a myKEY**

**You are now enrolled in CWA**

It is recommended that you save [www.tpsgc-pwgsc.gc.ca/remuneration-compensation/txt/index-eng.html](http://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/txt/index-eng.html) as a favourite in your browser

**Need help? Contact your departmental Help Desk.**



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

Canada