



Greener Homes Portal Sign-up steps

This is a guide that will help you step by step through the grant and loan application process

1. Go to the Natural Resources Canada (NRCAN) website

[How the grant process works \(canada.ca\)](https://canada.ca)

2. Scroll down the page until you see the 'Start your application' button and then click

Check your eligibility

Find out which retrofits are eligible

Start your application

3. Click ‘Continue with your application’

Before you apply ×

- Check your [eligibility](#): find out if the initiative is right for you.
- Get a valid piece of government-issued ID with your primary address on it (like a driver’s license).
- Have your tax roll number handy (you can find it on a property tax bill).
- Look into available [service organizations](#) in your area.



To apply, you’ll need to create a GCKey or use a banking sign-in partner on the next page.

If you choose GCKey, make sure to keep your username and password somewhere safe because usernames can’t be recovered later.

Continue with your application

Close

4. Select ‘Option 2: GCKey’

Option 1: Sign-In Partner

Sign in with your online Canadian banking information if you have an existing account with one of our partners.

Sign in with Sign-in Partner

Option 2: GCKey

Sign in with your GCKey username and password.

Sign in with GCKey



5. To register account: Click Sign up under 'Simple Secure Access' and create your GCKey

 Government of Canada / Gouvernement du Canada

Definitions | Frequently Asked Questions (FAQ) | Help

Home → Sign In / Sign Up

Welcome to GCKey

Sign In

Username: **(required)**

Password: **(required)**

[Forgot your username?](#) • [Forgot your password?](#)

Simple Secure Access

A simple way to securely access Government of Canada online services.

One username.
One password.

Your GCKey can be used to access multiple Government of Canada online [Enabled Services](#).



6. Accept the terms and conditions

Government of Canada / Gouvernement du Canada

Definitions | Frequently Asked Questions (FAQ) | Help

Home → GCKey Sign Up Step 1 of 5

Terms and Conditions | Username | Password | Questions and Answers | Email

Terms and Conditions of Use

In return for the Government of Canada providing you with a GCKey, you agree to abide by the [GCKey Terms and Conditions of Use which includes the Privacy Notice](#).

By selecting the **I accept** button, you have read and agree to the [GCKey Terms and Conditions of Use which includes the Privacy Notice](#). Please do not sign up for a GCKey by selecting **I decline** to end this process.

7. Create your username then click Continue

Remember these to Log-in later

Government of Canada / Gouvernement du Canada

Definitions | Frequently Asked Questions (FAQ) | Help

Home → GCKey Sign Up Step 2 of 5

Terms and Conditions | Username | Password | Questions and Answers | Email

Create Your Username

Your username must contain at least eight characters and be unique to you. When creating your Username, we recommend that you:

- make your Username easy for you to remember and hard for others to guess,
- avoid using personal information such as your name, Social Insurance Number (SIN), mailing address or email address,
- always keep your Username secure and do not share it with anyone.

Create Your Username:

Please **Continue** to proceed or **Cancel** to end the Sign Up process.

Privacy
Please keep your Username secure. For more information on how your privacy is protected, please refer to our [Privacy Notice](#).

Username Checklist

- ✓ Minimum 8 characters
- ✓ May contain:
 - Upper case letter(s)
 - Lower case letter(s)
 - French character(s)
 - Digit(s)
 - Special character(s)



8. Create a unique password and click continue

The screenshot shows the 'Create Your Password' step of the GCKey Sign Up process. The page is titled 'Government of Canada / Gouvernement du Canada' and includes navigation links for 'Definitions', 'Frequently Asked Questions (FAQ)', and 'Help'. The progress bar indicates the current step is 'Password'. The main heading is 'Create Your Password' with a 'Back' link. Below the heading, there is a note: 'Your Password must be between eight and sixteen characters, contain at least one upper case letter, one lower case letter and one digit, and must not contain 3 or more consecutive characters from your Username.' There are two input fields: 'Create Your Password (required)' and 'Confirm Your Password (required)'. A password strength indicator shows 'Strength: Medium'. Below the fields, there are three buttons: 'Continue', 'Clear All', and 'Cancel'. The 'Continue' button is circled in green. To the right, there are two sidebars: 'Privacy' with a note about keeping passwords secure, and a 'Password Checklist' with the following items: 8-16 Characters, Does not contain 3 consecutive characters from Username, Valid characters, Lower case letter(s), Upper case letter(s), Digit(s), and Passwords match.

9. Create your personal recovery questions/answers and click continue

The screenshot shows the 'Create Your Recovery Questions, Answers and Hints' step of the GCKey Sign Up process. The page is titled 'Government of Canada / Gouvernement du Canada' and includes navigation links for 'Definitions', 'Frequently Asked Questions (FAQ)', and 'Help'. The progress bar indicates the current step is 'Questions and Answers'. The main heading is 'Create Your Recovery Questions, Answers and Hints' with a 'Back' link. Below the heading, there is a note: 'Your Recovery Question, Answers and Hints are used to help you if you forget your Password. Please complete all the required fields below to continue the Sign Up process.' There are several input fields: 'Select a Recovery Question (required)' (a dropdown menu), 'My Recovery Answer (required)', 'My Memorable Person (required)', 'My Memorable Person Hint', 'My Memorable Date (YYYY-MM-DD) (required)', and 'My Memorable Date Hint'. Below the fields, there are three buttons: 'Continue', 'Clear All', and 'Cancel'. The 'Continue' button is circled in green. To the right, there are two sidebars: 'Privacy' with a note about keeping recovery questions secure, and a note about answer requirements: 'Your answers must contain at least three characters and contain no special characters (for example: %, #, @). Your hints must contain at least three characters and may contain letters, numbers and the following punctuation characters: apostrophe ('), comma (,), dash (-), period (.) and question mark (?).'



10. GCKey creation complete. Click continue

The screenshot shows the "GCKey Sign Up Complete" page. At the top, there is a navigation bar with "Definitions", "Frequently Asked Questions (FAQ)", and "Help". Below the navigation bar, the page title is "GCKey Sign Up Complete". The main content area contains the text: "You have successfully created your GCKey. Your Username is: demonstration process. Please select **Continue** to verify your email address." A blue button labeled "Continue" is highlighted with a green circle. To the right, there is a "Privacy" section with the text: "Please keep your Username secure. For more information on how your privacy is protected, please refer to our [Privacy Notice](#)". At the bottom left, it says "Date modified: 2022-05-01".

11. Add your email information for account recovery

The screenshot shows the "Optional Account Recovery" page. At the top, there is a navigation bar with "Definitions", "Frequently Asked Questions (FAQ)", and "Help". Below the navigation bar, the page title is "Optional Account Recovery". The main content area contains the text: "To recover your username and password, you have the option to recover via email. If you do not wish to provide an email address at this time, you may skip this step. Email can be added later. We will use your email to: Confirm your email address, Recover your username and/or password, Notify you of account changes. A verification email will be sent to the address you provide." Below this text, there are two input fields: "Email Address: (required)" and "Confirm Email Address: (required)". At the bottom, there are three buttons: "Continue", "Clear All", and "Cancel". The "Continue" button is highlighted with a green circle. To the right, there is an "Email Checklist" section with the following items: "Be valid", "Match the 'Confirm Email Address'", and "Be unique".



12. Email recovery complete. Click continue

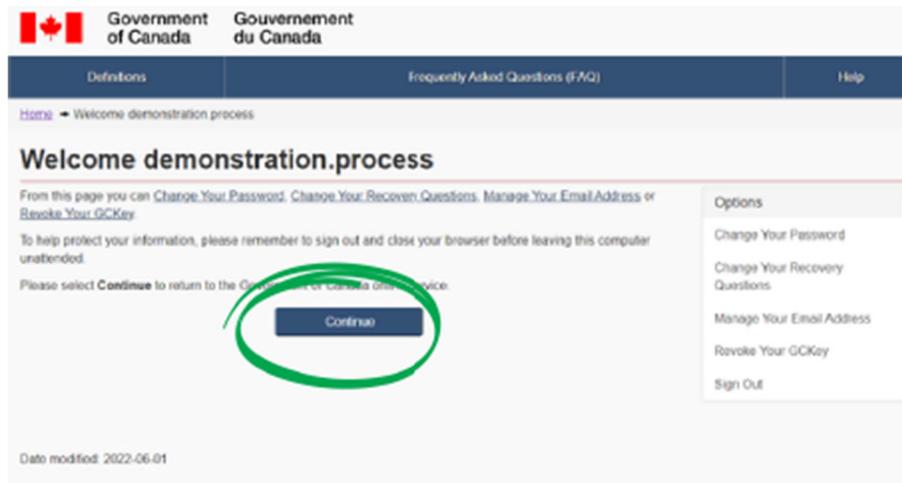
The screenshot shows the "Email Recovery Complete" page on the Government of Canada website. The page header includes the Government of Canada logo and navigation links for "Definitions", "Frequently Asked Questions (FAQ)", and "Help". The main heading is "Email Recovery Complete". Below the heading, the text reads: "You have successfully added the email recovery code to your account home page. Please select **Continue** to return to your account home page." A green circle highlights the "Continue" button. To the right, there is a "Privacy" notice: "Please keep your Email secure. For more information on how your privacy is protected, please refer to our [Privacy Notice](#)". At the bottom left, it says "Date modified: 2022-05-01".

13. Confirm your email address by entering the

The screenshot shows the "Confirm your Email Address" page on the Government of Canada website. The page header includes the Government of Canada logo and navigation links for "Definitions", "Frequently Asked Questions (FAQ)", and "Help". The main heading is "Confirm your Email Address". Below the heading, the text reads: "We have sent a confirmation code to info@buildingexpert.ca. Enter the code below to confirm your email address. The code will expire in 12 hours." There is a text input field for the "Confirmation Code: (required)". Below the input field, the text reads: "Please select **Continue** to proceed or **Cancel** to end this process." A green circle highlights the "Continue" button. To the right of the "Continue" button are "Clear All" and "Cancel" buttons. Below the input field, there is a section for "If you did not receive an email with the confirmation code:" with a list of instructions: "Check your Junk or Spam email folder", "Try re-sending the email again", and "Use a different email address". At the bottom of this section are "Re-send" and "Use a different email address" buttons. At the bottom left, it says "Date modified: 2022-06-01".



14. On the welcome page, click continue



15. Provide your information. Make sure your name matches what is on your Municipal Taxes Statement.



Please provide the following information to complete the registration process for the Greener Homes program.

Register

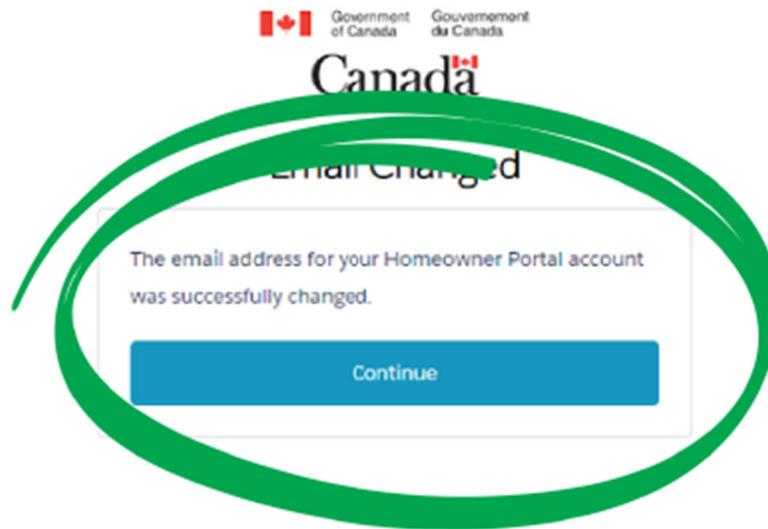
First Name
Last Name
Email
Phone
Mobile

Register

By clicking the Register button, you are confirming that you are in agreement to this and will be giving us a consent to store your personal details by going through the Signing Up.



16. Email has been changed, click 'continue'



17. Completing the registration process. Go to your email account and click on the link.



Thank you. We have sent you an email to complete the registration process. Please check your inbox.

Please provide the following information to start the registration process for the Greener Homes program.



18. Click 'Option 2' to sign in with the GCKey you just created

Funding, Grants and Incentives

Login to the Greener Homes program

Register or Login to the Greener Homes program by logging in to your GCKey or Sign In Partner account.

Important! Always use the same login option and credentials to access the Greener Homes program. If you use different credentials, you will be treated as a different user.

Keep your personal information secure

Safety Tips

- Be aware of your surroundings when you enter passwords and PINs in public.
- Don't give out or share passwords or PINs online or over the phone, even with family.
- Log off or sign out of accounts and websites when you are finished; don't leave your computer unattended.

Option 1: Sign-In Partner

Sign in with your online Canadian banking information if you have an existing account with 1 of our partners.

Sign in with Sign in Partner

Option 2: GCKey

Sign in with your GCKey user ID and password.

Sign in with GCKey

19. Enter your GCKey username and password you created, sign in.

Government of Canada / Gouvernement du Canada

Defilement / Frequently Asked Questions (FAQ) / Help

Welcome to GCKey

Sign In

Username: (required)

Password: (required)

Sign In Clear All

[Forgot your username?](#) • [Forgot your password?](#)

Simple Secure Access

Simple way to securely access Government of Canada online services.

Username
Password

Sign Up

Your GCKey can be used to access multiple Government of Canada online [Enabled Services](#).



20. Click 'New Application'

The screenshot shows the Government of Canada website for the Canada Greener Homes Initiative. At the top, there are logos for the Government of Canada and the initiative, along with a 'Français' link. Below the header is a navigation bar with 'Home' and a user profile icon. The main content area features a banner with a woman looking at her phone. Below the banner is a section titled 'Grants' with a sub-header 'Canada Greener Homes Grant'. A paragraph of text explains the process, and a 'New Application' button is highlighted with a green circle.

21. Click 'Continue'

The screenshot shows the 'Welcome demonstration.process' page on the Government of Canada website. The page includes a header with the Government of Canada logo and navigation links for 'Definitions', 'Frequently Asked Questions (FAQ)', and 'Help'. The main content area displays a welcome message and a 'Continue' button, which is circled in green. A sidebar on the right contains a list of options: 'Change Your Password', 'Change Your Recovery Questions', 'Manage Your Email Address', 'Revoke Your GCKey', and 'Sign Out'.



22. Enter your exact address information as it appears on

Please provide the following information about your home to continue your registration in the Canada Greener Homes Grant initiative.

Primary Residence / Property Address

* Street Number and Name

* City

Quebec and Nova Scotia applicants please see the note below.

* Province

* Postal Code (Enter a valid postal code and in format ABA BAA)

* Property Type

* Do you have a different mailing address?
 Yes
 No

Do you pay property taxes?
 Yes
 No

I confirm this property is older than 6 months

I confirm that this is my primary residence

Residents of **Ontario, Quebec and Nova Scotia** must apply directly through their provincial programs to book their EnerGuide evaluation and register.

Ontario homeowners - please apply through the [Ontario Greener Homes Energy Rebate Plus program](#).

Quebec homeowners - please apply through [Quebec's program](#).

Nova Scotia homeowners - please apply through Nova Scotia's [Home Energy Assessment program](#).

I have completed a pre-retrofit EnerGuide evaluation dated after April 1, 2020.
Note: Please do not tick this box if your EnerGuide evaluation was completed before April 1, 2020. Evaluations completed before this date are not considered recent. You will need to get a new pre-retrofit evaluation.

Preferred method of communication

Previous Next

22

- is over 6 months old
- is your primary residence
- you pay property taxes on it

• Click that your evaluation is being completed after April 2020



23. Read all and select 'Agree' and 'Yes' then hit

Sharing EnerGuide Evaluation Data with Partners: I Agree
In the event that another federal department, provincial/territorial or municipal government, or a utility company that has an agreement with NRCan offers a homeowner benefit based on the NRCan assessment, I authorize NRCan to provide my personal information directly to this party.

Natural Resources Canada's Use of Data for Statistical Analysis and Quality Assurance: I Agree
The data collected in the electronic file will be provided to NRCan for the purpose of statistical analysis and quality assurance.

Consent to be Contacted by Natural Resources Canada
I give permission to be contacted by Natural Resources Canada or its representatives by phone, email, or other electronic means with respect to my experience with the Canada Greener Homes Grant to inform future programs and policies related to energy efficiency. I acknowledge that I may withdraw my consent at any time by providing the required notice by sending an email to: nrcan.canadagreenerhomesgrant-subventionmaisonvertes.nrcan@canada.ca
 Yes
 No

Public disclosure of data:
You are asked to complete this section whereby you chose whether or not you consent to publically disclose information about your EnerGuide evaluation. Your written consent allows NRCan to share and disclose your information on a publically accessible website that would provide information on your home's energy use.
 I Disagree
 I Agree
My consent continues until NRCan receives notice from me that I have updated or withdrawn my consent to disclosure.

Next

24. Select your preferred Service Organization

If you can't find a service organization that services your area or if the wait time is longer than 90 days, please contact us at cgbgrural_remoteevaluation-evaluationrurale_eloigneescmvi@nrcan-rncan.gc.ca

	PHONE	EMAIL	SELECT SO
Buildingexpert	1-844-575-5123	info@buildingexpert.ca	<input type="button" value="Selected"/>
Green Home Solutions Inc. (Alberta)	1-855-489-5305	info@homeval.ca	<input type="button" value="Select"/>
Green Think Inc. (Alberta)	877-264-6585	info@greenthinkinc.com	<input type="button" value="Select"/>
Green Canada Home Advisors Inc.	416-800-4196	info@greencanadahome.com	<input type="button" value="Select"/>
EneHome Consulting Ltd. (Calgary & Edmonton)	587-480-5312	enerhomeevaluation@gmail.com	<input type="button" value="Select"/>



25. Upload a picture of your government issued ID

Proof of Primary Residence

Please provide a copy of a valid government-issued ID with matching address.
This document will be used as proof of primary residence.

Format PDF, JPG, JPEG, PNG.

Or drop files

Zero tolerance environment for the Canada Greener Homes Grant Initiative

Inappropriate language, images and other forms of communication or behaviour directed towards the program, its staff, third-party delivery partners or participants will not be tolerated and is grounds for dismissal of the application or the applicant from the program and its benefits.

Declaration - Application to the Canada Greener Homes Grant (the "Initiative")

As an eligible applicant to the Canada Greener Homes Grant, I declare and attest to the following:

- I am eligible for a grant under the Initiative;
- My application for the Canada Greener Homes Grant consists of: an eligibility application form, a request for reimbursement, and all documentation required to be submitted to Natural Resources Canada by myself, the Service Organization or the Energy Advisor(s) who carried out the pre- and post EnerGuide evaluation of my eligible residence ("Application"). I agree to provide any additional requested information and supporting documents needed to evaluate the Application;
- The information I am providing in the Application is true, accurate and complete. I acknowledge that it is an offence to knowingly make false or misleading statements;
- I acknowledge that incomplete Applications, including a failure to provide required information or render the Application ineligible for payment under the Canada Greener Homes Grant;
- I acknowledge that the maximum amount of funding under this Initiative is \$10,000 per household. I acknowledge my commitment on the part of Natural Resources Canada to award funding up to the maximum amount of funding available to me, and that no payment can be made under the Canada Greener Homes Grant if funding for the program is modified or terminated;
- I understand that grants will be processed and awarded on a first-come, first-served basis. I acknowledge that the maximum amount of funding available to me is \$10,000 per household. I acknowledge my commitment on the part of Natural Resources Canada to award funding up to the maximum amount of funding available to me, and that no payment can be made under the Canada Greener Homes Grant if funding for the program is modified or terminated;
- I understand that Service Organizations and Energy Advisors operate as independent businesses, and are not agents, partners, or employees of Natural Resources Canada;
- I acknowledge that Natural Resources Canada does not endorse the services of any contractor or builder; of any Service Organization or Energy Advisor; or any specific product, and accepts no liability in the selection of builders, materials, products, or performance of workmanship. I will indemnify Natural Resources Canada from any claim or cause of action arising from activities under the Canada Greener Homes Grant;
- I agree that this Declaration, together with my Application and Funding Approval Notice, form a binding agreement with His Majesty the King in right of Canada, as represented by the Minister of Natural Resources Canada.

I have read, understood and agree to the Declaration above.



Your registration is officially complete!



Government
of Canada

Gouvernement
du Canada

Home

Susan Ball ▾

Natural Resources Canada: Canada Greener Homes Initiative



Thank you for completing your registration.

You will receive an e-mail from the Canada Green Homes Grant Initiative within five days confirming the receipt of your application and outlining next steps. The sender will be Program Administrator/Administrateur du programme. Please check your spam or junk folder. If the email did end up in one of these folders, add the email to your trusted senders folder or mark the email as 'not junk'.

For more information or any questions please feel free to reach out to kevin@powertecsolar.ca