

## Online Application - Employer (Part B)

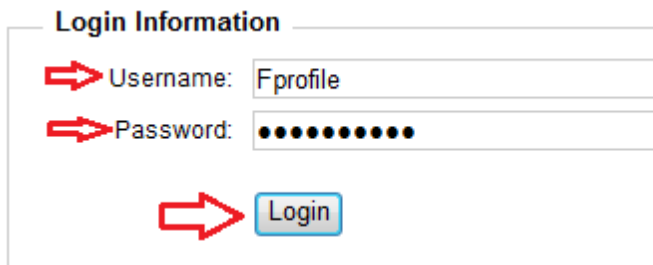
1. Your apprentice should have provided you with an email of instructions, an AccessManitoba Number, and Application reference number. (Sample below)

Dear \_\_\_\_\_,  
Application Reference Number:  
AccessManitoba Number:  
Apprenticeship Manitoba has received your Apprenticeship Application - Part A.

Please provide your employer with a copy of this email. Your employer requires the reference numbers above to access your Apprenticeship Application at [www.accessmanitoba.ca](http://www.accessmanitoba.ca). Your employer must have or create an AccessManitoba account to complete online the Apprenticeship Application - Part B (Employer).

2. Proceed to AccessManitoba's website. <https://web22.gov.mb.ca/Sso/Account/LogOn>
3. Enter your user name and password and select login.

4.



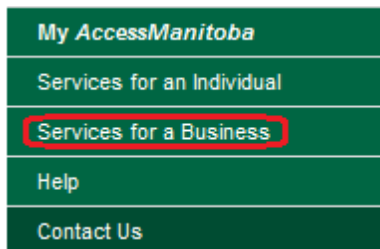
**Login Information**

➔ Username:

➔ Password:

➔

5. From the left hand navigation bar select "Services for a Business"



6. Select "By Organization"

By Category / **By Organization**


7. Under Apprenticeship Manitoba select "Hiring and Managing Skilled Tradespeople"

**Apprenticeship Manitoba**  
**Hiring and Managing Skilled Tradespeople**

8. Update your business information by selecting "Edit".

**Your business information**

To access Apprenticeship Manitoba programs and services, we require additional information from you. Click Edit to provide this now.



9. Under the Apprenticeship Application heading select "Find"

**Apprenticeship Application**

After you have received the Apprentice reference number and AccessManitoba reference number from your prospective apprentice, click Find to locate an Apprenticeship Application - Part B: Employer.

10. Change the drop down to the business that the Apprentice is working for and select "Next"

### Business Selection

To continue, you need to choose the business you want to use. Please select a business and click Next.

Business:

Marty's Mud Pies



11. Enter the Application reference number and the AccessManitoba number you received from your apprentice into the required fields, and select continue.

Application reference number   \*

AccessManitoba Number   \*

12. You have now been linked to the apprentice's application.

### APPRENTICE INFORMATION

First Name

Last Name

Trade

Fake

Profile

Carpenter

13. Fill out the required data that Part B of the application is asking for.

14. Read the disclaimer at the bottom of the page and select "submit".

15. You have now received completed confirmation.

## Apprenticeship Application Part B Complete

Thank you.