

INTRODUCTION TO THE FPSLREB'S E-DOCS PORTAL

Federal Public Sector
Labour Relations and
Employment Board



Commission des relations
de travail et de l'emploi
dans le secteur public fédéral

eDocuments Portal



INTRODUCTION TO THE FPSLREB'S E-DOCS PORTAL

As part of the modernization of its information management processes, the Federal Public Sector Labour Relations and Employment Board (FPSLREB) has developed an eDocs Portal to facilitate the exchange of information for its processes.

The eDocs Portal allows you to share large documents without having to split them into multiple submissions and to share electronic documents in real time during a hearing.



E-DOCS
PORTAL

REGISTRATION
PROCESS

REGISTER TO THE e-Docs Portal

To register, click on the link below and select your language of choice:



<https://edocsportal-portaildoc.fpslreb-crtespf.gc.ca/>



E-DOCS
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REGISTRATION
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REGISTER TO THE E-DOCS PORTAL (continued)

LOGIN PAGE

- Once at the Login Page, click on **Register**

The screenshot shows a login form with the following elements:

- Logo: A padlock icon next to the word "Login".
- Help link: A red "Help" link in the top right corner.
- Email address field: A text input field with the label "Email address * ⓘ".
- Password field: A text input field with the label "Password * (Case Sensitive) ⓘ".
- Privacy agreement: A checkbox followed by the text "* By logging in to the system, I agree to the privacy conditions as described on the [Privacy](#) page."
- Log In button: A button labeled "Log In".
- Links: "No credentials? [Register](#)" and "Forgot password? [Recover](#)".

A blue arrow points from the right side of the slide to the "Register" link in the bottom right corner of the login form.

(Fields marked with * are mandatory.)

Note: The registration process is done only once. If you are already registered, go to slide 9.



REGISTER TO THE e-Docs Portal (continued)

- Complete the mandatory fields marked by red asterisks.

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The screenshot shows a registration form titled "Register" with a "Help" link in the top right corner. The form contains the following fields:

- Salutation (with an information icon)
- First Name * (with an information icon)
- Last Name * (with an information icon)
- Email Address * (with an information icon)
- Confirm Email Address * (with an information icon)
- Address * (with an information icon)
- City * (with an information icon)
- Province / State * (dropdown menu with "Please Select a Province")
- Country * (dropdown menu with "Please Select a Country")
- Postal/Zip Code * (with an information icon)
- Preferred Language (radio buttons for English, French, Bilingual)
- Phone (Office) * (with an information icon)
- Phone (Other) (with an information icon)
- Fax (with an information icon)

Blue arrows point to the red asterisks on the following fields: First Name, Last Name, Email Address, Confirm Email Address, Address, City, Province / State, Country, Postal/Zip Code, Phone (Office), and Fax.



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REGISTRATION
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REGISTER TO THE e-Docs Portal (continued)

- Complete the mandatory fields marked by red asterisks.
- Click on **Register** once all the information is completed.

Recovery Question *

Recovery Answer *

Enter your Organisation Name: *

What event or Board file number are you registering for: *

Password *

Confirm Password *

346786

Enter the characters shown in the picture *

Already got credentials? [Log in](#)
Forgot password? [Recover](#)

Password must be between 8 and 15 characters with at least one upper case character (A-Z), at least one lower case character (a-z), at least one numerical character (0-9), must contain at least one special character (~!\$%^*,-/;.:<=>?_@#) and no resemblance to your email address.

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REGISTER TO THE E-DOCS PORTAL (continued)

CONFIRMATION PAGE

- A confirmation page informing you that the registration request is being processed will be displayed and an e-mail will be sent to you.

The screenshot shows the eDocuments Portal confirmation page. At the top, there is a header with the logo and name of the Federal Public Sector Labour Relations and Employment Board in both English and French, and the text 'eDocuments Portal'. Below the header is a navigation bar with links for 'Contact Us', 'Help', 'FAQs', and 'Français'. The main content area contains a thank you message, a confirmation of the registration request, and instructions on how to contact the board for more information. At the bottom, there is a button for 'eDocuments Portal Login' and the footer text 'The Federal Public Sector Labour Relations and Employment Board'.

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eDocuments Portal

Contact Us Help FAQs Français

**Thank you for registering your eDocuments Portal profile with the
Federal Public Sector Labour Relations and Employment Board.**

We have received your request and it is now being processed. We will contact you via email within two (2) business days to confirm your eDocuments Portal profile and access to our eDocuments Portal web site.

Please take note that all new user profile registrations are reviewed and completed during FPSLREB regular business hours. Please consult the **Contact Us** section of our public web site for more details.

Should you require additional information or wish to follow up with respect to profile registration, please send an email to edocsportal.portaildoc@fpslreb-crtespf.gc.ca

eDocuments Portal Login

The Federal Public Sector Labour Relations and Employment Board

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REGISTER TO THE E-DOCS PORTAL (continued)

CONFIRMATION EMAIL

- Once your registration is processed, you will be notified by e-mail (see below), and you will have full access to the e-Documents Portal.
- You can now login and begin uploading documents.

Subject FW: eDocuments Portal profile approval / Inscription au Portail de documents électroniques approuvée

From: <edocsportal.portaildoc@fpslreb-crtespf.gc.ca>

Date: Sat, Mar 18, 2023, 8:01 p.m.

Subject: [eDocuments Portal profile approval / Inscription au Portail de documents électroniques approuvée](#)

(La version française suit.)

Your eDocuments Portal profile has been approved by The Federal Public Sector Labour Relations and Employment Board.

You can now access our secure eDocuments Portal web site, using the credentials you provided when you registered, by clicking the link below:

[Login to eDocuments Portal](#)





E-DOCS
PORTAL

DOCUMENT
UPLOAD

HOW TO UPLOAD DOCUMENTS

You can submit documents by clicking the “**UPLOAD documents**” button on the eDocuments Portal home page.



Note:

- Support can be provided during regular business hours, Monday to Friday from 8:00 a.m. to 4:00 p.m. (Eastern Time) except statutory holidays. You can contact us at edocsportal.portaildoc@fpslreb-crtespf.gc.ca
- Documents received will only be processed during regular business hours, Monday to Friday from 8:00 a.m. to 4:00 p.m. (Eastern Time) except statutory holidays.



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HOW TO UPLOAD DOCUMENTS (continued)

- Select the Event for which you wish to upload documents.

 Upload a document

(Fields marked with * are mandatory.)

1 - Select an Event from the list below.

Please make a selection...



566-02-38456 - (Hearing) Robert Tripp & Canada Border Services



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DOCUMENT
UPLOAD

HOW TO UPLOAD DOCUMENTS (continued)

- Click on **Choose File** to browse through the files you wish to submit - **select your files one at a time**.
- Select the appropriate **Document Type** from the drop down menu
- Click on **Attach**.

2. Click the **Choose File** button. Select your file (one at a time). Click the **Attach** button to add it to the table below.

[Document Naming Convention](#)
Examples: 771-02-00000_Complainant_Book of Documents
569-02-00000_Bargaining Agent_Book of Authorities_Vol. 1 of 2

566-02-38456_Complainant_Book of Documents.pdf

Document Type *

(You can submit more than one document. Repeat this process as many times as needed.)



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HOW TO UPLOAD DOCUMENTS (continued)

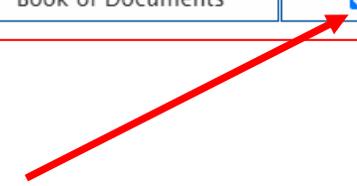
Review the list of your documents.

- You can remove unwanted documents by “deselecting” the “**Selection**” check box located to the right of the document.

3 - Review the list of your documents.

You can remove unwanted documents by “deselecting” the «**Selection**» check box located to the right of the document. Consequently, the document will not be transmitted to the FPSLREB.

Name	Document Type	Selection
566-02-38456_Complainant_Book_of_Documents.pdf	Book of Documents	<input checked="" type="checkbox"/>





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HOW TO UPLOAD DOCUMENTS (continued)

A content box is provided to enter a message, should you deem it necessary.

Entering a message is optional.

4 - Enter an optional message in the text area below.



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HOW TO UPLOAD DOCUMENTS (continued)

- Check the box confirming that you have read the Terms of use.
- Click **Upload** to upload your document(s) to the e-Docs Portal.

Terms of Use

- For the purpose of the eDocuments Portal, documents include, but are not limited to, letters, emails, notes, photos, videos, audio recordings, charts, notices, work descriptions, jurisprudence, briefs, legislation, collective agreements, or policies.
- Documents can be provided in the following formats: PDF, Word, Excel, or PowerPoint as well as any image, audio, or video format compatible with the Microsoft Windows 10 operating system.
- Uploaded documents ought to be identified in accordance with the naming convention. [Show document naming convention](#)
- When you upload a document to an Event, all other parties that have been granted access to documents related to the Event will receive a notice advising them that a new document was added to the Event in the portal.
- You will receive a notice advising you that a new document was added to the Event in the portal each time another party that was granted access to the Event uploads a document.
- For hearings:
 - All information uploaded by the parties to the eDocuments Portal for the purpose of a hearing is transitory.

I confirm that I have read and accept the Terms of Use

6 - Click the **Upload** button to send your document(s) to Secure Repository System for the selected users.

Note: If you click the “Cancel” button on the “Upload a Document” page, all information entered on this page will be erased and you will return to your eDocuments Portal main page.



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HOW TO UPLOAD DOCUMENTS (continued)

CONFIRMATION PAGE

- Once your document(s) are uploaded, a confirmation page listing the uploaded documents will be displayed, along with the date and time of your submission.

eDocuments Portal – Submit Document Confirmation / Confirmation du dépôt de documents

You have successfully submitted the following documents
Vous avez soumis avec succès les documents suivants

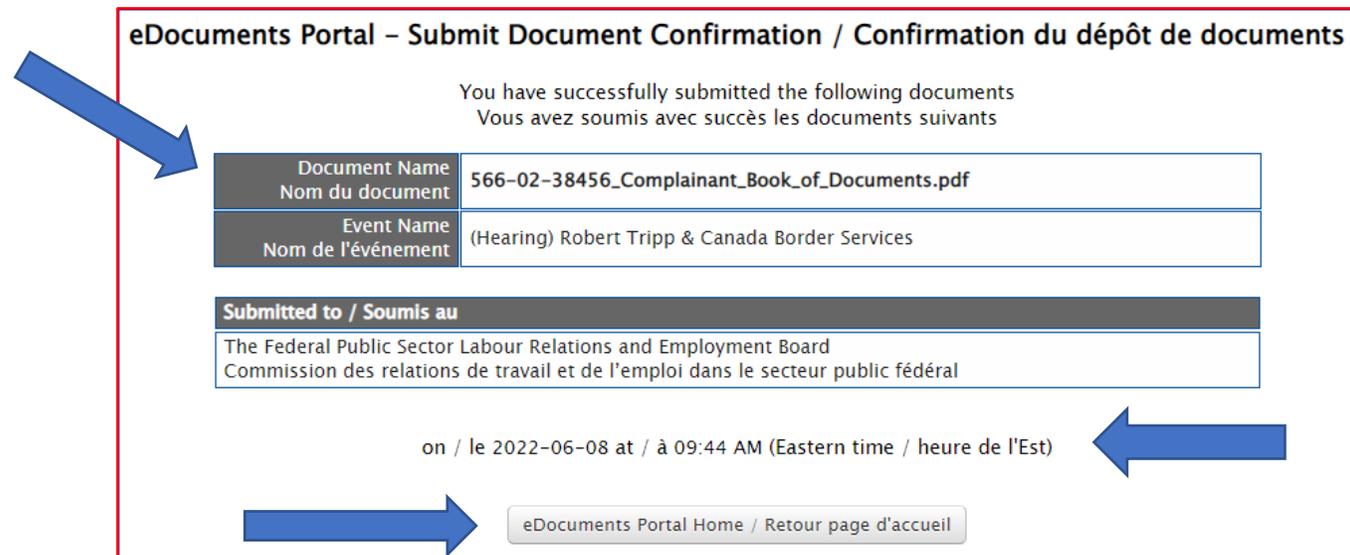
Document Name Nom du document	566-02-38456_Complainant_Book_of_Documents.pdf
Event Name Nom de l'événement	(Hearing) Robert Tripp & Canada Border Services

Submitted to / Soumis au

The Federal Public Sector Labour Relations and Employment Board
Commission des relations de travail et de l'emploi dans le secteur public fédéral

on / le 2022-06-08 at / à 09:44 AM (Eastern time / heure de l'Est)

[eDocuments Portal Home / Retour page d'accueil](#)





HOW TO UPLOAD DOCUMENTS (continued)

CONFIRMATION EMAIL

- A confirmation email will be sent to you once the documents have been received.

 Wed 2022-06-08 9:45 AM
edocsportal.portaildoc@fpslreb-crtespf.gc.ca
566-02-38456 - (Hearing) Robert Tripp & Canada Border Services / (Audience) Robert Tripp & Services frontalier du Canada TEST TEST TEST

To bonnie.findlay@rogers.com

(La version française suit.)

Your document(s) was/were received by The Federal Public Sector Labour Relations and Employment Board.

Document(s):
566-02-38456_Complainant_Book_of_Documents.pdf

Message:

Date & Time submitted: 2022-06-08, 09:44:50 (EST)

Submitted to:
The Federal Public Sector Labour Relations and Employment Board

La Commission des relations de travail et de l'emploi dans le secteur public fédéral a reçu votre / vos document(s).

Nom du / des document(s) :
566-02-38456_Complainant_Book_of_Documents.pdf

Message :

Date et heure de la soumission : 2022-06-08, 09:44:50 (HNE)

Soumis à :
La Commission des relations de travail et de l'emploi dans le secteur public fédéral

E-DOCS
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PORTAL

HOW TO
RETRIEVE A
DOCUMENT

HOW TO RETRIEVE DOCUMENTS

RETRIEVE documents

- This function allows registered users to retrieve documents submitted by the parties of an event in which they are participating.
- Only users who have an approved registered profile and have been associated to a specific event can retrieve documents.



Access rights are assigned to users on an event-by-event basis

Note: The list that will appear on the screen contains all the documents for all events. However, you will only have access to the documents associated with your event.



E-DOCS
PORTAL

HOW TO
RETRIEVE A
DOCUMENT

HOW TO RETRIEVE DOCUMENTS (continued)

- An email notification is sent whenever a document is available for retrieval (see below).

From: <edocsportal.portaildoc@fpslreb-crtespf.gc.ca>

Date: Sun, Mar 19, 2023, 12:44 p.m.

Subject: 12345 - (Hearing) UAT Testing / (Audience) Test UAT

(La version française suit.)

Federal Public Sector Labour Relations and Employment Board has made available the following documents in the eDocuments Portal:

Document(s):

Doc1.docx (Book of Documents)

Date & Time published: 2023-03-19, 12:44:17 (EST)

Message:

Connect to the [eDocuments Portal](#) system to retrieve the documents.



HOW TO RETRIEVE DOCUMENTS (continued)

- Click on **RETRIEVE** documents to retrieve documents.



- Select the Event for which you wish to retrieve documents
- Select the document(s) to retrieve.

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HOW TO
RETRIEVE A
DOCUMENT

Contact | (613) 990-2008 | edocsportal.portaildoc@fpslreb-crtespf.gc.ca

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eDocuments Portal

Home | Contact Us | Help | FAQs | Français | LOG OUT

Welcome, **Francine Charette**
(Active sessions expire after 30 minutes.)

Retrieve documents

Select an Event from the list below.

12345 - (Hearing) UAT Testing

12345 - (Hearing) UAT Testing

[Refresh List of Documents](#)

1 document

Action	Document Name	Document Type	Uploaded by	Uploaded on
New	Doc1.docx	Book of Documents	Charette, Francine	2023-03-19



HOW TO RETRIEVE DOCUMENTS (continued)

HOW TO VIEW DOCUMENTS

- To view a document the first time, click the “**New**” button located on the left side of the document name.

1 document

Action	Document Name	Document Type	Uploaded by	Uploaded on
New	Doc1.docx	Book of Documents	Charette, Francine	2023-03-19

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HOW TO VIEW DOCUMENTS (continued)

- The document will appear either on the top right corner or on the bottom left-hand side of your computer screen, depending on which system you are using. **Click on the document to open it.**

The screenshot shows the eDocuments Portal interface. At the top, there is a navigation bar with links for Home, Contact Us, Help, and FAQs. Below this, a section titled "Retrieve documents" prompts the user to "Select an Event from the list below." A dropdown menu shows "12345 - (Hearing) UAT Testing". Below the dropdown, the selected event is displayed as "12345 - (Hearing) UAT Testing" in purple text. A "Refresh List of Documents" button is located at the bottom right of the document list area. A Windows Downloads folder is open in the top right corner, showing a list of documents: "Doc1 (2).docx", "Doc1 (1).docx", and "Doc1.docx", each with an "Open file" link. A red arrow points from the text "Click on the document to open it." to the "Open file" link for "Doc1 (2).docx".



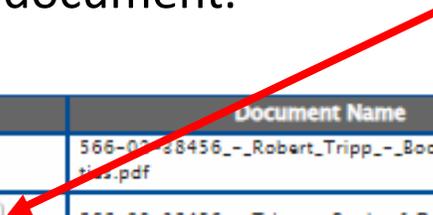
E-DOCS
PORTAL

HOW TO
RETRIEVE A
DOCUMENT

HOW TO RETRIEVE DOCUMENTS (continued)

HOW TO RETRIEVE PREVIOUSLY OPENED DOCUMENTS

- Click the **Retrieved** button located on the left side of the document name.
- Refer to the “**New**” steps on the previous slide to view and download the document.



Action	Document Name	Document Type	Uploaded by	Uploaded on
<input type="button" value="New"/>	566-02-38456_-_Robert_Tripp_-_Book_of_Authorities.pdf	Authority or Book of Authorities	Representative, TB	2021-12-10
<input type="button" value="Retrieved"/>	566-02-38456_-_Tripp_-_Book_of_Documents.pdf	Document or Book of Documents for Hearing	Findlay, Bonnie	2021-12-23

For troubleshooting, please contact us at
edocsportal.portaildoc@fpslreb-crtespf.gc.ca



END OF PRESENTATION

For troubleshooting, please contact us at

edocsportal.portaildoc@fpslreb-crtespf.gc.ca

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CONTACT US