

Introduction

The INB Representatives' portal allows authorized representatives to complete, pay for, and submit online applications on behalf of their clients.

Representative Registration

New representatives are granted access to the INB Portal when the Population Growth Division (PGD) receives a representative form that can be found <https://www.welcomenb.ca> Once the form has been completed please return it to immigration@gnb.ca.

The Population Growth Division (PGD) will then issue an email to the representative. This email will contain the new INB user ID and a temporary password which the representative can then use to access the system. You must then go to the INB log in page <https://inb.gnb.ca> and enter your log in and password.

English Register Log in

New Brunswick
CANADA

Welcome, Please Sign In!

New Candidate

Note:

- Creating an account on our website will allow you to keep track of your information and be up to date on your application status.
- Employers please do not register yourself as a new candidate.
- The INB system performs best in the latest version of Chrome or Internet Explorer in desktop devices.
- [COVID-19 message to employers using provincial immigration programs](#)

Log in for Employers and returning Candidates

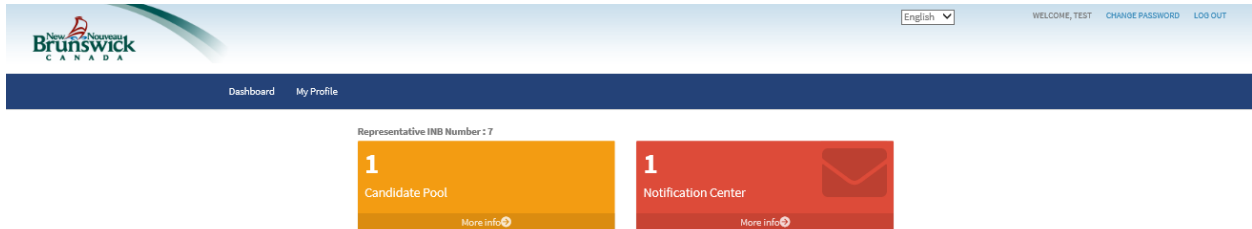
Email:

Password:

[Forgot password?](#)

Representative INB Number (Note)

Your Representative INB Number is important because you will need to provide this number to each of your applicants so that their applications can become connected to your Representative Profile. The representative number will appear above your candidate pool.

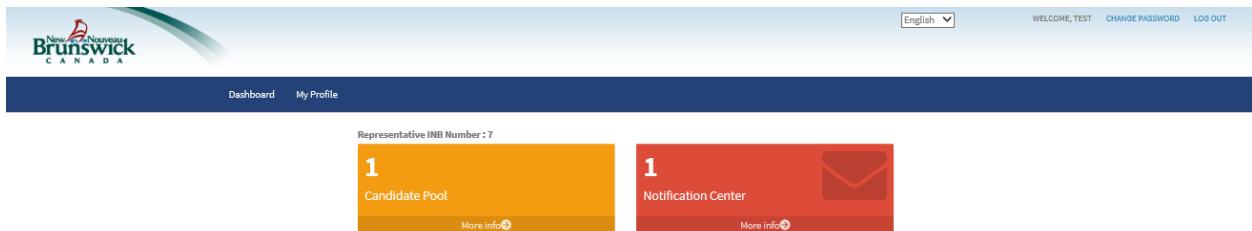


Navigating the INB Portal


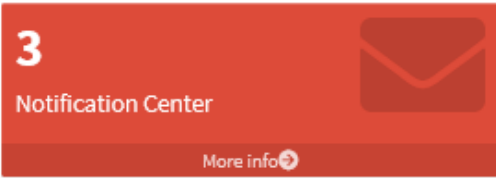
The following section of this guide will walk you through the different sections of the INB Portal, including the Representative Dashboard, Candidate Pool, and Notification Centre.

Representative Screens

The Representative dashboard appears as follows:



A brief description of each section is provided below:

	<p>This section allows the Representative complete EOIs or applications on behalf of the candidates that have appointed them as a representative.</p> <p>The number in the top left corner refers to the number of candidates currently in the inventory.</p>
	<p>This section contains any notifications of appointment or removal of your services.</p> <p>The number in the top left corner refers to the number of unread notifications.</p>

Candidate Pool

For the Representative to receive the candidate's registration information in their Candidate Pool, the candidate must appoint the representative using the Representative INB number to make the connection between the applicant and the representative.

From the dashboard, click <Candidate Pool>. Doing so will produce a grid containing a list of all current candidates who have appointed you as their representative.

Note that the following information is displayed for each entry:

- Candidate ID
- Stream
- First name
- Last name
- Email address
- Phone number
- Appointed Date

Representatives can search for a specific candidate by clicking <Advanced Search>':

Candidate Pool

Advanced search Export

Candidate ID	Stream	Family Name	Given Name	Email Address	Phone Number	Appointed Date	Details
64212		Test	Test	test02@test.ca	11111111111111	2020-08-31	

1 15 items per page 1 - 1 of 1 items

Doing so will prompt the 'Search Criteria' section to appear:

Candidate Pool

Advanced search Export

Candidate ID:

Given Name:

Family Name:

Email Address:

Stream:

Date of Birth:

Date Period: Date Range Date Period

Date From:

Date To:

Candidate ID	Stream	Family Name	Given Name	Email Address	Phone Number	Appointed Date	Details
64212		Test	Test	test02@test.ca	11111111111111	2020-08-31	

Note that representatives can search for a candidate using any of the following criteria:

- Candidate ID
- First name
- Last name
- Email address
- Stream
- Date of birth
- Date range
- Date period

To complete a candidate's application, click on the <Details> button.

Candidate Pool

Advanced search Export

Candidate ID	Stream	Family Name	Given Name	Email Address	Phone Number	Appointed Date	Details
64212		Test	Test	test02@test.ca	111111111111111	2020-08-31	

15 items per page 1 - 1 of 1 items

Doing so will display the candidate's dashboard. From here the representative can proceed with the candidate's application by clicking on the Start or the Continue button.

Dashboard

Welcome, Test!

Candidate ID: 64212

My Progress Status

1 Started — 2 EOI Submitted — 3 In Process — 4 ITA Sent

My Notification Center

(1) unread notifications

My Registration

Start

Note that all notifications will go to the candidate's notification center. To view all notifications for the candidate please click on the <My Notification Center > on their dashboard.

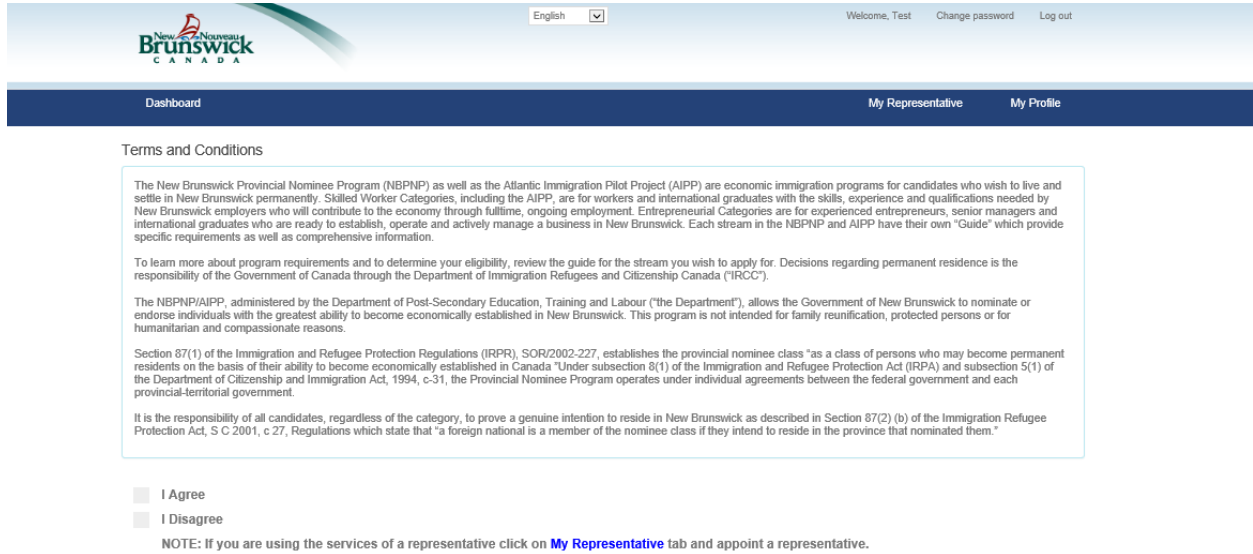
My Notification Center

(1) unread notifications

How a candidate appoints a representative

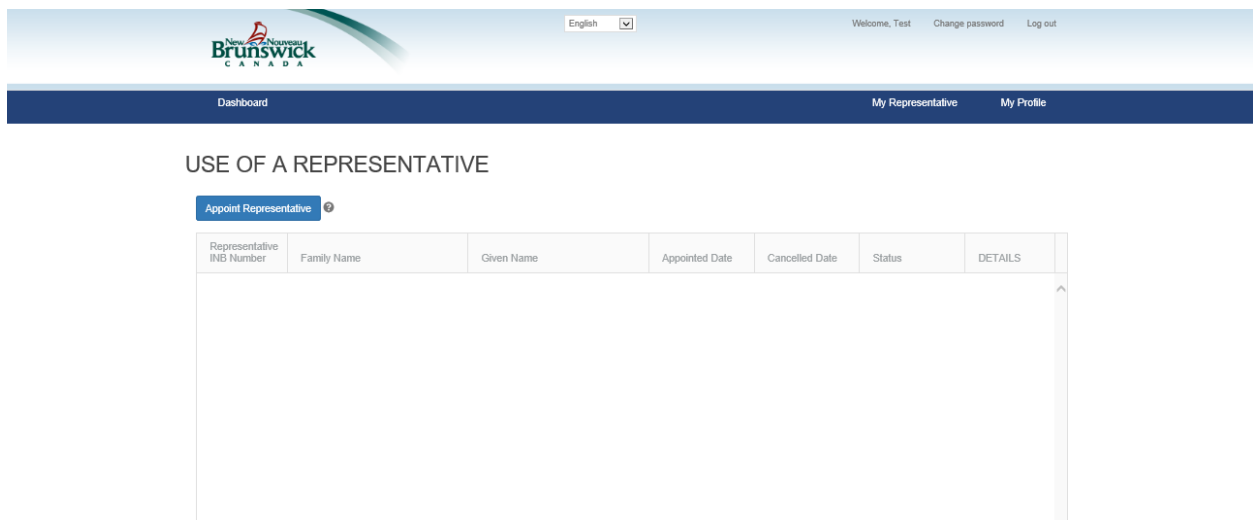
The candidate must register in INB and complete a candidate profile. Once the profile is completed they can then appoint a representative, even before completing an EOI.

To add a representative, candidates need to click on the <My Representative > tab



The screenshot shows the user interface of the New Brunswick Canada portal. At the top, there is a header with the logo, a language dropdown set to 'English', and user options: 'Welcome, Test', 'Change password', and 'Log out'. Below the header is a navigation bar with three tabs: 'Dashboard', 'My Representative', and 'My Profile'. The 'My Representative' tab is selected. The main content area is titled 'Terms and Conditions' and contains several paragraphs of text regarding the New Brunswick Provincial Nominee Program (NBPNP) and the Atlantic Immigration Pilot Project (AIPP). It details the requirements for candidates, including the need to prove a genuine intention to reside in New Brunswick. At the bottom of the terms, there are two radio buttons: 'I Agree' (which is selected) and 'I Disagree'. A note below the buttons states: 'NOTE: If you are using the services of a representative click on [My Representative](#) tab and appoint a representative.'

This will open the use of a representative page. The candidate must click on <Appoint Representative>



The screenshot shows the 'USE OF A REPRESENTATIVE' page. At the top, there is a header with the logo, a language dropdown set to 'English', and user options: 'Welcome, Test', 'Change password', and 'Log out'. Below the header is a navigation bar with three tabs: 'Dashboard', 'My Representative', and 'My Profile'. The 'My Representative' tab is selected. The main content area is titled 'USE OF A REPRESENTATIVE' and contains a button labeled 'Appoint Representative' with a plus icon. Below the button is a table with the following columns: 'Representative INB Number', 'Family Name', 'Given Name', 'Appointed Date', 'Cancelled Date', 'Status', and 'DETAILS'. The table is currently empty.

The candidate must enter the Representative INB number, and complete the NB-007 (Use of Representative Form) to appoint a representative and click <Appoint Representative>

English

Welcome, Test Change password Log out

Dashboard My Representative My Profile

Representative Details

Representative INB Number

Family Name

Given Name


Name of firm or organization

Your representative: (choose one):
 will be COMPENSATED is UNCOMPENSATED

Note: This representative will be verified during assessment

Declaration

1. Please Download, Read and Print the below Use of a representative form.



2. Fill out the printed Use of a representative form, sign (principal applicant, spouse and representative) and date your declaration form.

3. Upload the signed Use of a representative form

For Principal Applicant and Spouse

For Dependent Child over 13 years of age

This will generate a notification to the representative advising them that a candidate has appointed them to represent them. The applicant will appear in the candidate pool of the representative.

Please refer to the INB user guide to submit expressions of interest (EOI) and applications on the behalf of the applicant. The information can be found starting on page 6.

https://www.welcomenb.ca/content/dam/wel-bien/pdf/INB_guide_applicants-e.pdf