

LaMPSS External Access

This is a one-time process completed the first time you apply for funding using the Labour Market Program Support System (LaMPSS). If you are a new organization and have been provided a link to apply for a program or have selected the “Start Now” button on a program webpage, you can complete your request for External Access, register your Organization and apply for the program at the same time.

Another option to receive access in LaMPSS is to complete the “LaMPSS External Access” form, contact the program area that you have been communicating with and they will supply you with the LaMPSS External Access and Direct Deposit forms or the forms are available on the LSI Internet site at <http://novascotia.ca/lae/LaMPSS/LaMPSS.asp>.

Once your LaMPSS access is entered into LaMPSS, your information will be stored and shared by departments managing labour market funding agreements within LaMPSS.

Program Area Contact Information

Labour, Skills and Immigration (LSI)

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|------------------------------|--|
| Employment Nova Scotia (ENS) | 1-(877)-223-0888 |
| Workplace Initiatives (WI) | 1-(866)-562-0100 |
| Adult Education (AE) | 1-(877)-466-7725 |
| Youth Initiatives (YI) | 1-(800)-424-5418 |
| | YEPINFO@novascotia.ca |

Department of Community Services (DCS)

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|-----------------------------------|------------------|
| Employment Support Services (ESS) | 1-(877)-404-7074 |
| Disability Support Program (DSP) | 1-(902)-424-0932 |

Nova Scotia Office of Immigration and Population Growth (NSIPG) (902)-424-5230

Nova Scotia Apprenticeship Agency (NSAA) 1-(800)-494-5651
apprenticeship@novascotia.ca

LaMPSS External Access forms

In the “**LaMPSS External Access**” section of this website there is a link to the

- “**LaMPSS External Access**” form, and the
- “**Electronic Funds Transfer**” (EFT) form (direct deposit form).

Download the two documents and complete the forms with your organizations’ information.

It is a requirement of the provincial government to have payments issued by direct deposit; therefore, the EFT form must be submitted with a bank teller’s stamp, a copy of your direct deposit information from your bank or a void cheque, along with your LaMPSS External Access form.

Ensure the information you have captured on your LaMPSS access form meets the following criteria:

- The organization name on the Joint Stock Registry must match the legal name provided on the LaMPSS External Access form.
- The organization name and address on the void cheque must match the name/address supplied on the LaMPSS External Access form.
- The organization address on the LaMPSS External Access form must be the address of the organization (not an accountant or your home address).

Summary: Name and address of your organization must match joint stocks and the banking information provided (void cheque and EFT form).

Complete the forms and return to LaMPSS Operations Support by email, fax, or mail to:

LaMPSS Operations Support
Po Box 383
Halifax, Nova Scotia B3J 2P8
Email: lampss@novascotia.ca

Toll Free: 1-877-404-7074
Metro: (902) 424-1075
Fax: (902) 424-0804

Once your LaMPSS access has been created, the primary contact (identified on your access form) will receive an invitation from lampss@novascotia.ca. The link will direct you to My NS Account where you can create an account or log in with your current My NS Account. Once logged in, you will be redirected to LaMPSS, and you can then apply for program funding.

The primary contact can also create additional LaMPSS Users for your organization.

If you have any questions regarding the completion of the LaMPSS External Access form or using the LaMPSS self-serve application process, please contact lampss@novascotia.ca