

### LaMPSS External Access

The first step to apply for funding with the Province of Nova Scotia for Labour Market Programs is to request your LaMPSS access. This is a one-time process, completed the first time you want to apply for funding using LaMPSS. Once your LaMPSS access is entered into LaMPSS, your information will then be stored and shared by departments managing labour market funding agreements within LaMPSS.

If you have not completed the “LaMPSS External Access” form, contact the program area that you have been communicating with and they can 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>.

### Program Area Contact Information

#### Labour, Skills and Immigration (LSI)

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
	<a href="mailto:YEPINFO@novascotia.ca">YEPINFO@novascotia.ca</a>

#### Department of Community Services (DCS)

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](mailto: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 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](mailto: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 email from [lampss@novascotia.ca](mailto:lampss@novascotia.ca) containing your LaMPSS Organization ID, User ID, password and link to the LaMPSS website. **Once you receive this information you can then apply for program funding.**

The primary contact can also create additional LaMPSS User ID's 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](mailto:lampss@novascotia.ca)