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PRE-REGISTRATION AND REGISTRATION HELP DOCUMENT

**Brookfield** Français [Pre-Registration](#) [Secure Website Login](#)

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**Pre-Registration**  
 If your employer has authorized you for the Integrated Relocation Program, please Pre-register to obtain a username and password for the Secure website and complete the registration process. Please note that it may take up to 5 days for your employer to authorize your file.  
[Pre-Registration >>](#)

**Secure Website Login**  
 If you have already registered and have started the relocation process, please login to access your personalized Secure Website. You will find a wide variety of resources to ensure that your relocation goes smoothly, including on-line Advance Request, on-line Itemized Expenditure Summary, forms, publications and financial details related to your relocation.  
[Secure Website Login >>](#)

**The Integrated Relocation Program**  
 The Federal Government Integrated Relocation Program is a unique program that provides government entities which include the Government of Canada, the Canadian Forces and the Royal Canadian Mounted Police with increased flexibility and assistance to relocation Members/Employees to new work locations.  
[Learn more >>](#)

**If you are a Supplier,**  
[Click here >>](#)

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## INTRODUCTION

In order to serve you, the transferee, in a more efficient and effective manner, Brookfield Global Relocation Services (Brookfield GRS) has developed the online self-registration process. This tool is available 24 hours a day, 7 days a week.

There are four basic steps to registering online with the IRP. They are:

1. Pre-Register at [www.irp-pri.com](http://www.irp-pri.com) to verify that Brookfield GRS has received your relocation authorization from your employer.
2. Receive a confirmation email containing your Personal ID AND a separate email containing your secret password
3. Login to the Secure Website at [www.irp-pri.com](http://www.irp-pri.com) and login with your new credentials. You will be required to change your password.
4. Fill in your personal information profile to register.

**Once you have completed both your pre-registration and your registration through your on-line profile, your Advisor will contact you within two (2) business days to book your 1<sup>st</sup> Relocation Planning Session. Your Advisor will notify you of the documents and required reading for a successful first planning session.**

## PRE-REGISTRATION

Transferees who have received their posting message or relocation authorization must register online. It is important to note that Brookfield GRS must have received your authorization before you can successfully register online. It is advisable to wait five business days before contacting your department if an initial attempt to register is unsuccessful.

Transferees can self-register at [www.irp-pri.com](http://www.irp-pri.com) by clicking on the Pre-Registration button at the top of every page.

Figure 1 depicts the pre-registration form. Please make a special note of the three key fields:

1. Last Name;
2. E-mail address; and,
3. COS or Transfer date.

These fields must match your posting message or authorization exactly. If there are differences, errors or typos, the system may not match your file and your pre-registration will be incomplete. No spaces are permitted in the service number/employee ID field and the date field must be in the format mm/dd/yyyy.

If you would prefer to use a different e-mail address, or correct the spelling of your name, you may do so during the registration process, and Brookfield will use this new information going forward.

## PRE-REGISTRATION FORM

**Brookfield GRS Pre-registration Form**

Please complete the information below and press submit. This information will allow Brookfield Global Relocation Services to provide you with a user ID and temporary password upon a successful match to the authorization completed by your Employer. Please verify your email account; you should receive a system-generated email shortly.

**Personal Information**

First Name\*

Last Name\*  Please enter the last name exactly as it appears on your posting message.

Language of Correspondence\*

Email Address\*

Re-type Email Address\*

**Other Information to help us identify you and your move**

Your Employer\*

Service No. (without spaces)

COS Date (mm/dd/yyyy)  Release member: date at which your IPR must be completed as indicated on your release message.

**Additional Security Information**

Select a secret question\*

Answer to your secret question\*

Preferred User ID (subject to availability) (minimum 4 and maximum 15 characters)

Once you have been provided a User ID to the secure website you will be able to reset your password for security purposes. If you have forgotten your password or locked yourself out, you will be able to use the secret question and answer, you have chosen to proceed.

\* - required/invalid fields

## UNSUCCESSFUL PRE-REGISTRATION

If you receive an email stating that your registration was unsuccessful, it either means that Brookfield GRS does not yet have your relocation authorization, or that information you submitted in the three key fields does not match our electronic records as submitted by your employer.

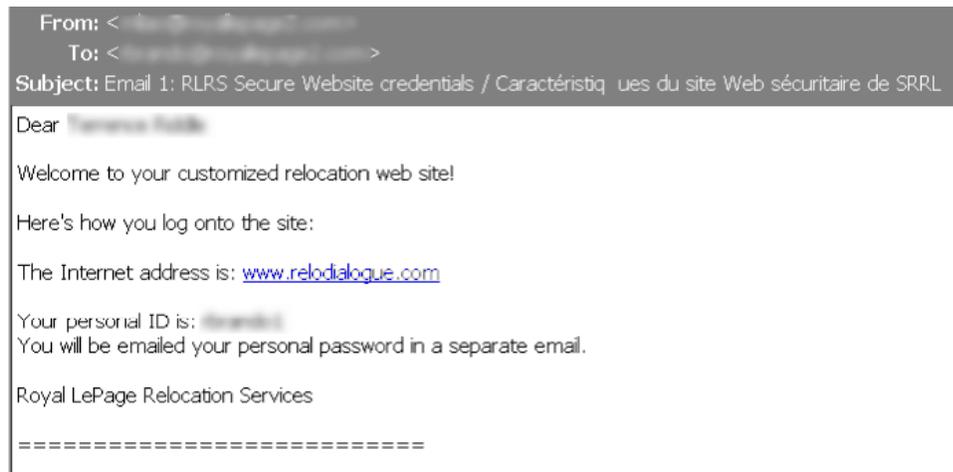
Please note that it can sometimes take a few days to affect the exchange of information from your employer, any intermediaries, and finally Brookfield GRS. This is normal. Brookfield GRS suggests that you verify your information in the three key fields and if correct, wait **five business days** to allow time for Brookfield GRS to receive your relocation information. The Brookfield GRS registration system will continue to automatically check for your authorization at regular intervals and will automatically contact you if the authorization is received.

## SUCCESSFUL REGISTRATION

If the system is successful in matching your information with a pending relocation authorization, you will receive two emails:

1. Confirmation Email containing your Personal ID (Figure 2)
2. Password Email containing your temporary secret password (Figure 3)

## CONFIRMATION EMAIL WITH PERSONAL ID



## TEMPORARY PASSWORD EMAIL

From: <[redacted]>  
 To: <[redacted]>  
 Subject: Email 2: RLRs Secure Website credentials / Caractéristiques du site Web sécuritaire de SRRL

Dear [redacted],

Here's how you log onto the site:

The Internet address is: [www.relodialogue.com](http://www.relodialogue.com)

Your personal ID is: emailed to you previously  
 Your personal password is: [redacted]

Royal LePage Relocation Services

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## INITIAL LOGIN & CHANGE PASSWORD SCREEN

Now that you have received your Personal ID and temporary password, it is time to login to the secure website for the first time. Go to [www.irp-pri.com](http://www.irp-pri.com) and click on Secure Website Login.

## SECURE WEBSITE LOGIN

We are pleased to announce the re-branding of Royal LePage Relocation Services to Brookfield Global Relocation Services. Nous sommes fiers d'annoncer la refonte de la marque Services de relogement Royal LePage à Services globaux de relogement Brookfield.

**Secure Website Login** / **Connexion au site Web protégé**

Please note that your User ID and password are case sensitive. SVP notez que le programme fait la distinction entre les minuscules/majuscules lors de l'inscription de votre nom d'utilisateur et de votre mot de passe.

User ID / Code d'utilisateur  
 Password / Mot de passe

[Login English](#) / [Connexion française](#)

If you forgot your User ID, please contact your Brookfield Global Relocation Services representative. If you forgot your password, or locked your account, [Click here](#). Si vous avez oublié votre identifiant, prière de contacter votre représentant des Service globaux de relogement Brookfield. Si vous avez oublié votre mot de passe, ou que votre compte est verrouillé, [Cliquez ici](#).

This site is strictly for authorized users. Ce site est strictement pour les utilisateurs autorisés.

Protecting the confidentiality of your personal information has always been fundamental to Brookfield Global Relocation Services, whether we do business with you through the internet, over the telephone or at our offices. Services globaux de relogement Brookfield reconnaissent la nature confidentielle de vos renseignements personnels et l'importance de leur protection, que ce soit dans internet, par téléphone ou à l'un de nos bureaux.

Privacy Policy | Protection des renseignements personnels

Please remember that the initial and subsequent passwords are case sensitive, and must have a minimum of eight characters with at least one numeric character.

## CHANGE PASSWORD SCREEN

Figure 4 shows the Change Password Screen. Once you have filled out all your appropriate information, click 'Save' and the system will record your new password. Your secret question and answer will be used to automatically validate your identity for password administration.

**For additional security, the system requires you to change your password.**  
**Par mesure de sécurité additionnelle, le système exige que vous modifiez votre mot de passe.**

Password requires minimum of 8 characters, one of which must be numeric.  
 Le mot de passe doit être composé de huit caractères dont au moins un numérique.

User ID / Code d'utilisateur: DND201000064

Current Password / Entrez votre ancien mot de passe:

New Password / Entrez un mot de passe:

Confirm New Password / Veuillez réentrer votre mot de passe pour le confirmer:

Secret Question / Choisir une question secrète:

Secret Answer / Réponse à la question secrète:

Privacy Policy | Protection des renseignements personnels

## ACKNOWLEDGEMENT & CONSENT TO COLLECT INFORMATION

Upon an initial successful password change, the first step in completing your personal information profile is agreeing to the collection of personal information. This is required by the Government of Canada's Privacy Legislation and PIPEDA. More information on Brookfield GRS' privacy policy may be found on our website by clicking the 'Privacy Policy' link on the top left corner of the page. Figure 4 depicts the electronic consent form. Please pay particular attention to part 1 of the form, Acknowledgement; it outlines your responsibilities under the IRP and the requirements you will need to be aware of and agree to. You may also give Brookfield GRS the authority to disclose information to your spouse.

## ACKNOWLEDGEMENT & CONSENT TO COLLECT INFORMATION AGREEMENT

Good Afternoon Sgt Chelsea McDonald

**Registration Progress**  
10%

**Registration**

**Acknowledgement & Consent to Collect Information**

Acknowledgement & Consent to Collect Information

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**PART I - Acknowledgement**

In order to be eligible to participate in the Integrated Relocation Program (IRP), I understand, acknowledge and agree to the terms and conditions of the IRP and the following provisions:

Your Employer will supply an allowance to Brookfield GRS with instructions to release these funds to me as reimbursement of relocation expenses in a tax efficient manner. Brookfield GRS will complete a Relocation Financial Worksheet that will outline the probable allocation of the funds; and will charge my financial envelopes for expenses incurred by Brookfield GRS on my behalf;

- I certify that I am a Canadian resident as defined by Canada's Income Tax Act, that expenses I submit to Brookfield GRS for reimbursement will be incurred by me, my spouse and dependants as a direct result of my transfer, and that I am moving to a new residence which is at least 40 kilometres closer to my new work location than my former residence was;

You consent to Brookfield GRS disclosing information to your spouse?  Yes  No

Your acceptance is required to proceed.

Note: Your acceptance is considered your verbal consent to collect the information in accordance with PIPEDA.

Privacy Policy

## REQUIRED INFORMATION

After accepting the acknowledgement and information collection agreement, you will be presented with a series of screens (depicted on ensuing pages) in which you are asked to fill out information pertaining to your relocation. This information can be entered all at once, or partially saved and entered in stages (click 'Save and Logout' button). It is also important to note that some screens will not be displayed if they are not relevant to your particular circumstances.

If at any time you encounter a red star, you must enter the information in the appropriate manner as this is a required field.

## PERSONAL INFORMATION

Good Afternoon Sgt Chelsea McDonald

**Registration Progress**  
20%

**Registration**  
**Personal Information**

First name  Middle name  Last name

**Principal Residence** - What is the address of your current principal residence?

#  Street

Apt  City  Province/State

Country  Postal/Zip Code

Principal residence is  Rented  Owned

Are you proceeding on Imposed Restriction/Unaccompanied?  Yes  No

**Mailing Address**

Address  City

Province/State  Country  Postal/Zip Code

**Contact Information**

Work:  ext.  Cellular:

Home:  Fax:

**Other Information**

Some relocation benefits are deemed taxable by Canada Revenue Agency (CRA) and Brookfield Global Relocation Services is required to issue you a T4 and a Relevé 1 (if applicable) as such your Social Insurance Number is mandatory for the administration of your file.

Your Social Insurance Number is subject to Personal Information Protection and Electronic Documents Act (PIPEDA) and will not be shared with any third parties.

Social Insurance Number (SIN):  Re-enter SIN to confirm:

What is your marital status?

**Spouse's name**

Salutation  First name

Middle names  Last name  Spouse Service #

Do you have dependants?  Yes  No

Privacy Policy

If you answer Rented on this screen, you will be required to complete the rental screen. If you answer Owned, you will be required to fill in the Homeowner screen(s)

Your SIN number MUST be valid and contain no spaces.

If you answer yes to this field, you will be required to fill out the Dependant Information Screen

## DEPENDANT INFORMATION

Please note that if you have indicated that you have dependents on the Personal Information Screen, you will be brought to a 'Dependent Details' area. If you instead select 'No', you will not be asked to fill out any 'Dependent Details'. Enter each dependant and then click save. You will be given the option to add additional dependants if required. You may also edit and delete after saving.

Good Afternoon Sgt Chelsea McDonald

**Registration Progress**

30%

**Registration**  
Dependant Details

You will be required to provide supporting documents or confirmation from your internal authorities for each dependant.

Name must be same as shown in legal document such as those used for travel (ie. passport, birth certificate)

First Name & Last Name	Relationship	Moving with you?	Gender	Date of Birth mm/dd/yyyy	Action	
Chelsea MacDonald Junior	Child/Dependant	Yes	Female	01/01/2000	<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Male <input type="radio"/> Female	<input type="text"/>	<a href="#">Save</a>	

Please note that by clicking on "**Next**" prior to clicking on "**Save**", any information you entered will not be saved and will therefore be lost.

<< Previous
Save and Logout
Next >>

Privacy Policy

## VEHICLES , PETS AND LONG TERM STORAGE

You will be asked to enter information on vehicles, pets and long term storage on this screen. If you do not have any vehicles or pets to ship, leave this information blank.





Good Afternoon Sgt Chelsea McDonald

**Registration Progress**  

40%

**Registration**  
 Please list the vehicle(s) you intend to ship and /or drive to destination.  
*(Vehicles must be owned by yourself or your spouse.)*

Type	Disposition	Plate Number / Province	15 years or older	Actions
Type <input type="text"/>	Disposition <input type="text"/>	Plate Number (e.g. AJED743) <input type="text"/> Province/State/Country (e.g. ON) <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<a href="#" style="color: #0056b3; text-decoration: none;">Save</a>

Please note that by clicking on **"Next"** prior to clicking on **"Save"**, any information you entered will not be saved and will therefore be lost.

**How many pets do you have?**

**Types of pets:**

**Do you have furniture and effects in long term storage paid for by your employer?**  Yes  No

**Where is it located?(City & Province):**

**How many years of regular service do you have?**

<< Previous
Save and Logout
Next >>

Privacy Policy

## PROPERTY DETAILS

If you selected Renter on the Personal Information Screen, your screen will look like below:

Good Afternoon Sgt Chelsea McDonald

**Registration Progress**  
50%

**Registration**  
**Property Details**  
**Origin**  
**What is your intention regarding your current home?**

Sublet    Terminate Current Lease    Other  
 Vacate SQ    Vacate MQ/Govt Housing

**Destination**  
**What is your intention regarding your residence at destination?**

Purchase Residence    Return to Previously Owned Residence / DHG&E    Apply for SQ  
 Designated Residence    Rent Property    Other  
 MQ/Govt Housing

Privacy Policy

If you selected Owner on the Personal Information Screen, your screen will look like below:

Good Afternoon Sgt Chelsea McDonald

**Registration Progress**  
50%

**Registration**  
**Property Details**  
**Origin**  
**What is your intention regarding your current home?**

Elect not to Sell    Sell Principal Residence

**Destination**  
**What is your intention regarding your residence at destination?**

Purchase Residence    Return to Previously Owned Residence / DHG&E    Apply for SQ  
 Designated Residence    Rent Property    Other  
 MQ/Govt Housing

Privacy Policy

If you selected Owner, you will also have the following 2 screens to complete:

Good Afternoon Sgt Chelsea McDonald

**Registration Progress**  
60%

**Registration**  
**Home owner**

**Original Purchase Price:**

**Year of Purchase:**

**Names of registered owner(s) as per the deed/title of property:**

**Is your principal residence income producing?**  
 Yes  No

**If Yes, what is the percentage occupied as principal residence?**

**Is your property larger than 1.25 acres?**  
 Yes  No

**If your property is greater than 1.25 acres, please specify number of acres:**

**Please tell us which of the following rooms are in your current principal residence (check all that apply):**

Kitchen  Family Room  Shed/outbuilding  
 Dining Room (separate from kitchen)  Basement  Recreation Room  
 Living Room  Garage  Storage Room (separate from apt)

**# of bedrooms (including any in basement):**  ▼

Total Room Count:

Privacy Policy

When you are selecting the qualifying rooms in your home, don't forget to use the pull-down menu to select the number of bedrooms that are in your home. You'll note that when you make a selection, the total number of qualifying rooms is adjusted.



Good Afternoon Sgt Chelsea McDonald

**Registration Progress**  
80%

**Registration**  
**Appraisal Information**

In order to calculate your funding, an appraisal is required on your home. Two choices are required in the event your first choice is unable to perform the appraisal. Please note that the appraiser will invoice Brookfield GRS directly for payment. To find your choice or supplier from the Brookfield GRS supplier directory, please click the "Select" button below and follow instructions.

First choice selection:

Appraisal Company:

Appraiser:

**If your appraiser is not in our directory, please enter the company, appraiser's name, and phone number below.**

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Second choice selection:

Appraisal Company:

Appraiser:

**If your appraiser is not in our directory, please enter the company, appraiser's name, and phone number below.**

Your Brookfield GRS consultant will requisition the appraisal on your behalf within one business day. The appraisal company has 48 hours to contact you thereafter to schedule the appointment. A copy of the appraisal will be provided to you by your appraiser.

**If you receive an offer on your home at any time during the appraisal process, please inform your Advisor immediately.**

Privacy Policy

Clicking 'Select' will bring up a directory of participating suppliers in a separate pop-up window.

Please note that transferees are free to select any appraiser, regardless of whether or not they appear on the Directory, provided they are at arms' length.

To find a supplier in your neighbourhood from the Brookfield GRS supplier directory, please complete at least one of the following:

- Location: e.g. Ottawa.
- Representative: e.g. John Smith.
- Company: e.g. ABC

Click "Search" and system will return a list of suppliers from Brookfield GRS directory.

Click "Select" against the name of your choice.

Location:

Representative:

Company:

Enter just the city if you wish to see all the participating appraisers in that city. If your location does not bring up any suppliers, check the spelling.

Firm Name	Firm ID	Representative	Representative ID	Street	City	Prov	
							Select
							Select
							Select
							Select
							Select
							Select
							Select
							Select
							Select
							Select

1 2

Clicking 'Select' in the row that corresponds with your choice will automatically copy relevant supplier information to the system.

## FINAL STEP

You are able to make special requests to your Advisor on the final screen. Click if you would like to go back and modify any of your personal information prior to submission. When you have finished entering in all information, click 'Submit' to complete your registration. You have successfully completed your pre-registration.

Good Afternoon Sgt Chelsea McDonald

**Registration Progress**  
90%

**Registration**  
Please enter any additional information that you wish to convey to your Brookfield GRS Relocation Advisor:

I, Chelsea McDonald, confirm that the information provided is true and accurate.

Privacy Policy

Once you hit the submit button, the information is sent to your Advisor and within **two (2) days**, he or she will contact you to set up your first relocation planning session.