## 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.
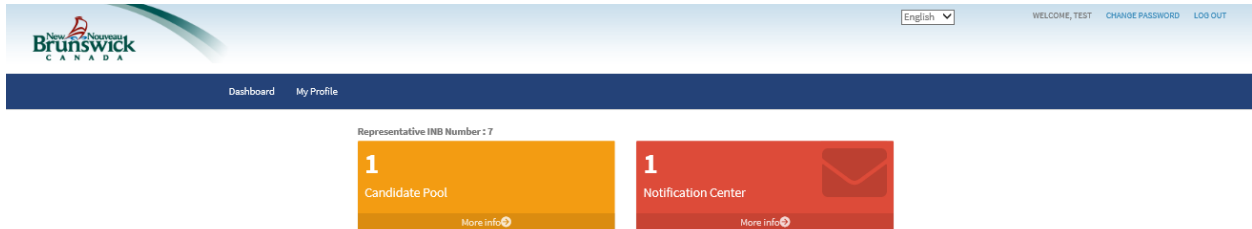
## Representative INB Number (Note)

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.
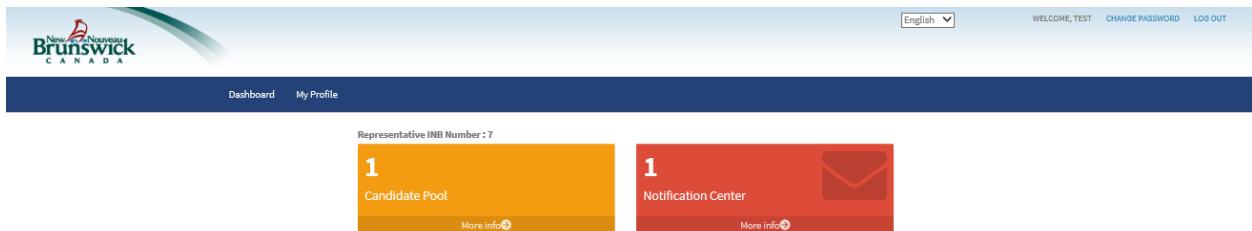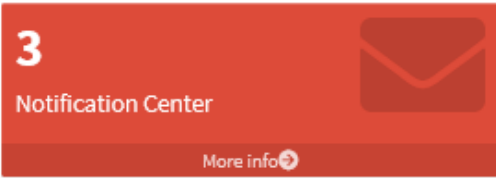


## Navigating the INB Portal

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:

| | |
|---|---|
| **7** Candidate Pool — More info | This section allows the Representative complete EOIs or applications on behalf of the candidates that have appointed them as a representative. The number in the top left corner refers to the number of candidates currently in the inventory. |
| **3** Notification Center — More info | This section contains any notifications of appointment or removal of your services. The number in the top left corner refers to the number of unread notifications. |

## 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>':



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



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.



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.



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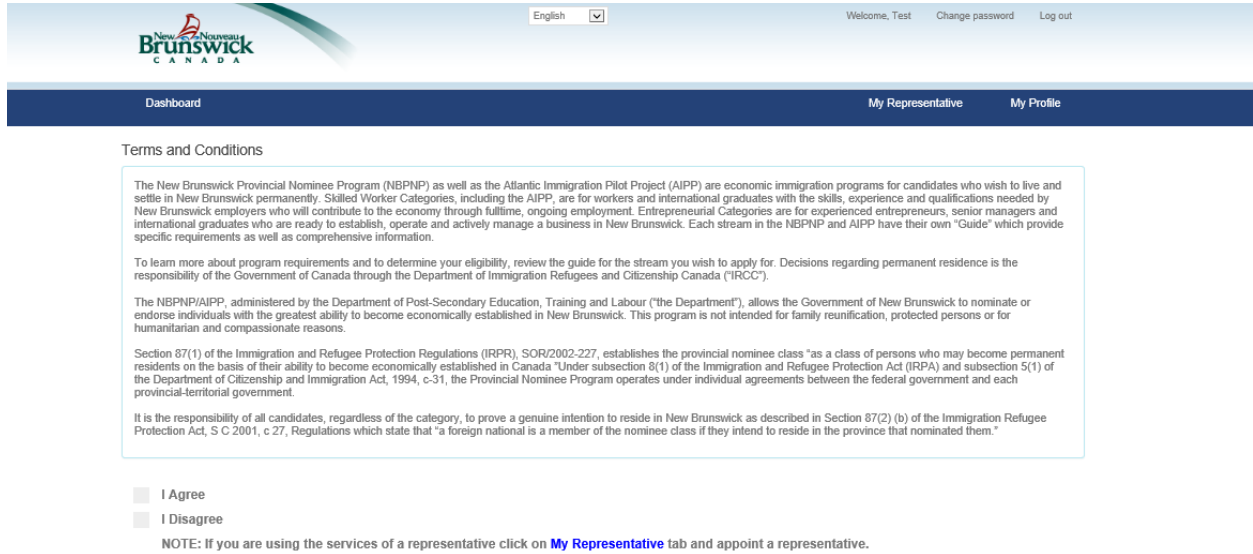
## How a candidate appoints a representative
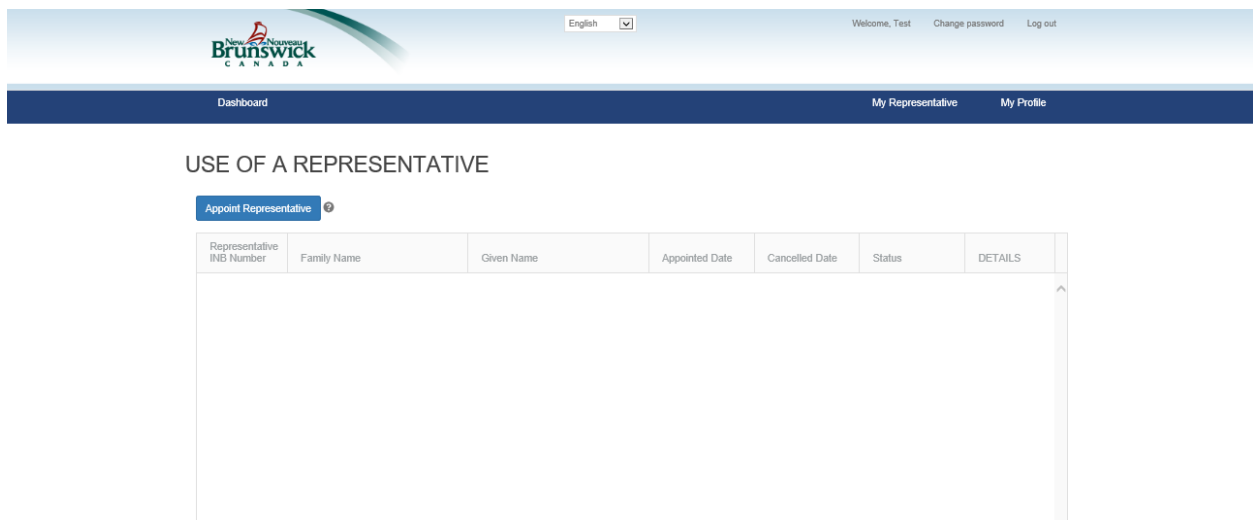
The candidate must register in INB and complete a candidate profile. Once the profile is completed they can then appoint a representative, even before completing an EOI.

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



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

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>



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