How to Claim an Employee on the TBS Applications Portal

1. Log in to the [TBS Applications Portal (TAP)](https://portal-portail.tbs-sct.gc.ca/).
2. Select the application **myEmployees** on the top right.
3. Select the tab **My employees**.
4. Click on the button **Add employee** on the right of your employees’ list.
5. Search for the employee using their surname within your organization on the TAP.
	1. If your employee is associated to another organization than yours on the TAP, select the option of **All departments** and search the employee with their PRI/HRMIS and surname.
6. Click on the button **Claim employee** to send a claim request to the employee. The application will send an automatically generated email to the employee.
* If the mention **No** is displayed under the column **Registered**, please inform the employee that they must register to the TAP before you can send them a claim request.
* If the employee’s email address is inaccurate, please inform the employee that they are responsible to maintain their [TAP profile](https://portal-portail.tbs-sct.gc.ca/myprofile-eng.aspx).
* If the employee is still claimed by another manager, refer to the instructions.
1. Once you have confirmed to send a claim request, you will need to wait for the employee to accept or refuse your claim request.