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GCSurplus Client Interface Help Guide

Register in GCSci



Language selection

Visit the GCSurplus Client Interface website at https://www.gcsurplus.ca/ic-ci/ and select your desired language:



Register

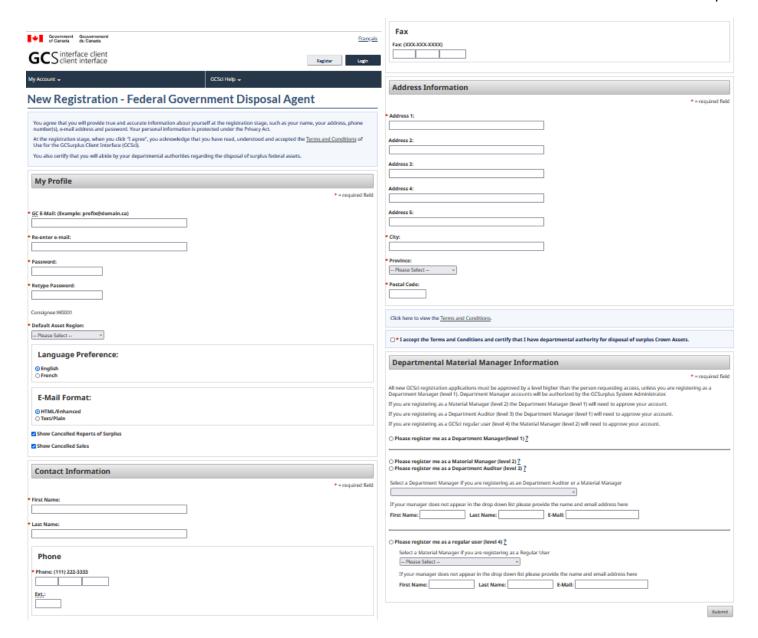
From the **Client Interface** main page, click **Register** at the top right of the screen and then enter your **consignee code**. A consignee code is a specific financial code provided by your finance department:



Complete your profile

Populate the required fields and select your desired preferences. Fields marked with an asterisk are mandatory:

GCSurplus



Please note, you will not have access to your account until your request is approved by your material manager or department manager, depending on your selection in the **Departmental Material Manager Information** section. After reviewing and accepting the **Terms and Conditions**, click **Submit** at the bottom right of the page.