



GC Surplus 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:

Government of Canada / Gouvernement du Canada [Français](#)

GCS interface client / client interface

[Register](#) [Login](#)

My Account [GCSd Help](#)

New Registration - Federal Government Disposal Agent

You agree that you will provide true and accurate information about yourself at the registration stage, such as your name, your address, phone number(s), e-mail address and password. Your personal information is protected under the Privacy Act.

At the registration stage, when you click "I agree", you acknowledge that you have read, understood and accepted the [Terms and Conditions of Use](#) for the GCSurplus Client Interface (GCSi).

You also certify that you will abide by your departmental authorities regarding the disposal of surplus federal assets.

My Profile * = required field

* GC E-Mail: (Example: prefix@domain.ca)

* Re-enter e-mail:

* Password:

* Retype Password:

Consigne: W0001

* Default Asset Region:

Language Preference:

English
 French

E-Mail Format:

HTML/Enhanced
 Text/Plain

Show Cancelled Reports of Surplus
 Show Cancelled Sales

Contact Information * = required field

* First Name:

* Last Name:

Phone

* Phone: (111) 222-3333

Ext.:

Fax

Fax: (000-XXX-XXXX)

Address Information * = required field

* Address 1:

Address 2:

Address 3:

Address 4:

Address 5:

* City:

* Province:

* Postal Code:

[Click here to view the Terms and Conditions.](#)

* I accept the Terms and Conditions and certify that I have departmental authority for disposal of surplus Crown Assets.

Departmental Material Manager Information * = required field

All new GCSi registration applications must be approved by a level higher than the person requesting access, unless you are registering as a Department Manager (level 1). Department Manager accounts will be authorized by the GCSurplus System Administrator.

If you are registering as a Material Manager (level 2) the Department Manager (level 1) will need to approve your account.

If you are registering as a Department Auditor (level 3) the Department Manager (level 1) will need to approve your account.

If you are registering as a GCSi regular user (level 4) the Material Manager (level 2) will need to approve your account.

Please register me as a Department Manager (level 1) ?

Please register me as a Material Manager (level 2) ?
 Please register me as a Department Auditor (level 3) ?

Select a Department Manager if you are registering as an Department Auditor or a Material Manager

If your manager does not appear in the drop down list please provide the name and email address here

First Name: Last Name: E-Mail:

Please register me as a regular user (level 4) ?

Select a Material Manager if you are registering as a Regular User

If your manager does not appear in the drop down list please provide the name and email address here

First Name: Last Name: E-Mail:

[Submit](#)

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.