

## Express to Success Program

### *Mandatory Participant Forms Instructions*

Congratulations on being selected for the ETS Program!

There is one final step to make your participation in the program official. We need you to complete the following documents and submit them to us. These forms are required to attend the program in week one.

### Step By Step Instructions:

1. Unzip the folder and save the documents in an easy to find location.
2. Complete each document and save the completed document to an easy to find location. All forms are mandatory except “**WDA Section 25 (EI RECIPIENTS ONLY)**” which only needs to be completed if you are currently in receipt of Employment Insurance Benefits.  
**NOTE: Open the files using ADOBE ACROBAT or another PDF software – YOU MAY NOT BE ABLE TO COMPLETE THE FORMS WHEN OPENING THEM IN A WEB BROWSER (Chrome/Safari/etc.)**
3. Add your first and last name to each of the file names so we can easily tell who they belong to.  
For example: “**Jane Doe - ETS 6 – MCSCS Direct Deposit Form**”
4. Open the completed documents to make sure your information was saved.
5. Once all forms are completed, email them back to the program.  
**Email forms to:** [ets-langley@missionscs.org](mailto:ets-langley@missionscs.org)
6. Check back for an email from program staff that will confirm they received your documents. If you do not receive a confirmation within 48 hours, send us an email to confirm we received your documents.