



# Electronic petitions

## TECHNICAL GUIDE FOR E-PETITIONERS



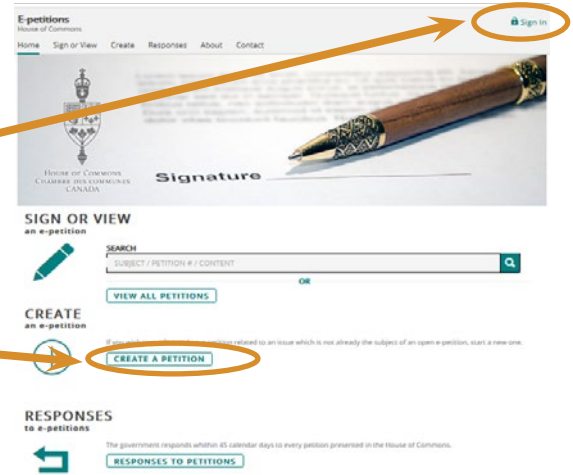
### ▶ **A** HOW TO **CREATE AN ACCOUNT\*** (STEPS 1 TO 5)

\* Skip this section if you already have an account and go to section **B**

**1** Open the House of Commons e-petitions website (<https://petitions.parl.gc.ca>)

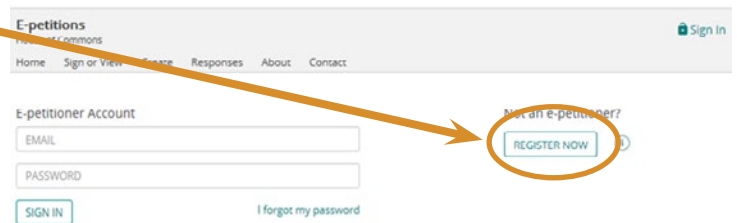
CLICK ON **SIGN IN**

OR  
CLICK ON **CREATE A PETITION**



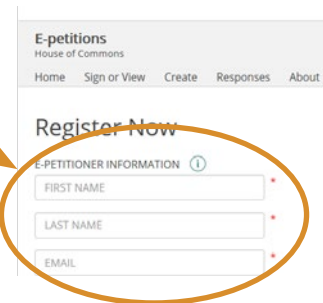
**2** Register to create an account

CLICK ON **REGISTER NOW**



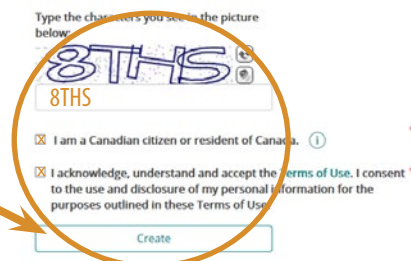
**3** Provide the requested information

FILL OUT **ALL THE FIELDS** (they are all required)



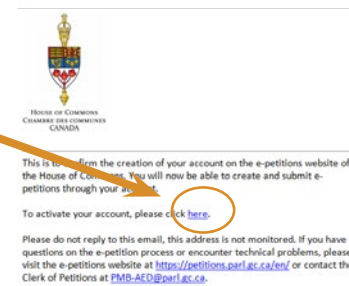
**4** Confirm your eligibility and create an account

FILL OUT **ALL THE FIELDS**  
CLICK ON **CREATE**



**5** Check your e-mail and activate your account

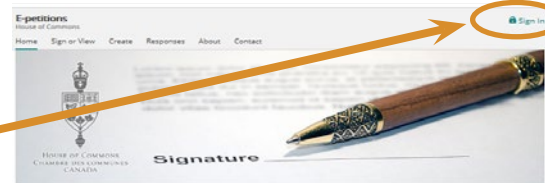
CLICK ON **THE CONFIRMATION LINK SENT BY E-MAIL**



# ▶ **B** HOW TO SUBMIT AN E-PETITION (STEPS 1 TO 7)

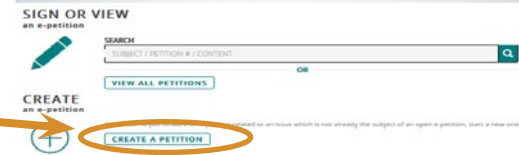
**1** Open the House of Commons e-petitions website  
(<https://petitions.parl.gc.ca>)

CLICK ON **SIGN IN OR**



**2** Enter your information to sign in

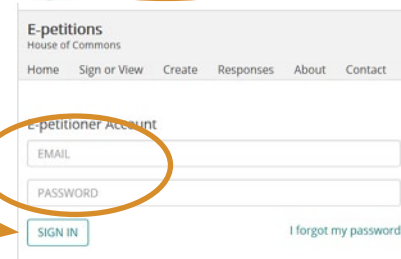
CLICK ON **CREATE A PETITION**



**3** Go to the e-petition form

FILL OUT **YOUR E-MAIL ADDRESS AND PASSWORD**

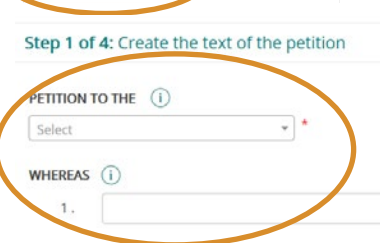
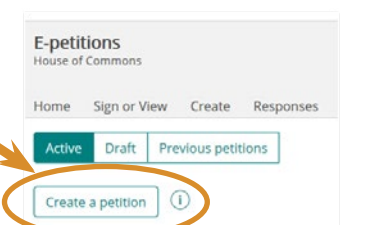
CLICK ON **SIGN IN**



**4** Create the text of the petition

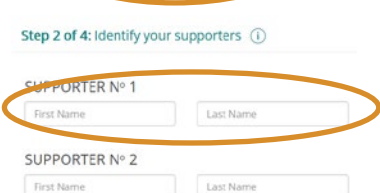
CLICK ON **CREATE A PETITION**

FILL OUT **THE FIELDS**  
(fields marked with a red asterisk are required)



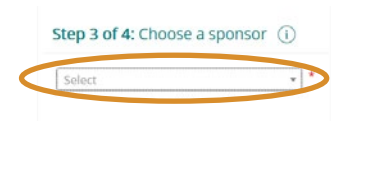
**5** Identify your potential supporters  
(minimum 5, maximum 10)

FILL OUT **THE FIELDS, ENTERING THEIR FIRST NAME, LAST NAME AND E-MAIL ADDRESS**



**6** Choose a sponsor

SCROLL THROUGH **THE LIST**  
CLICK ON **THE NAME OF A MEMBER**

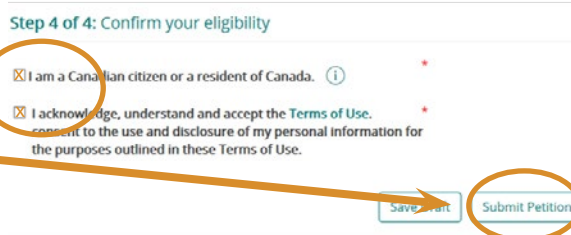


**7** Confirm your eligibility and create the petition

FILL OUT **ALL THE FIELDS**

CLICK ON **SUBMIT PETITION**

(or click on Save Draft at any time to come back to it later)



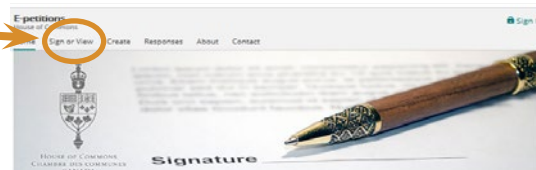
Your potential supporters will receive an automated email containing your petition. Five of them must confirm their support before the petition is sent to the selected sponsor. You will receive automated e-mails informing you about each step of the process, including an e-mail asking you to choose a new potential sponsor should the initial sponsor refuse or not reply. At any given time, you can consult your account which will be updated after each new step.

# ▶ HOW TO SHARE YOUR PETITION (STEPS 1 TO 4)

There are many ways to publicize and share your petition.

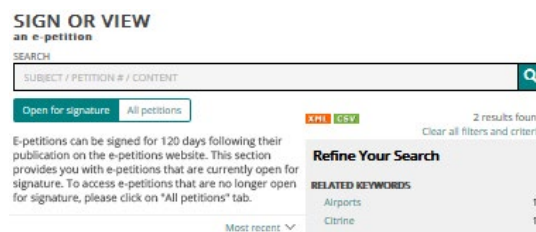
**1** Open the House of Commons e-petitions website (<https://petitions.parl.gc.ca>)

CLICK ON SIGN OR VIEW



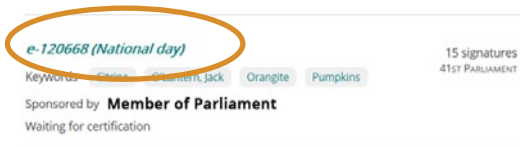
**2** View your petition

FIND YOUR PETITION USING THE SEARCH TOOLS (for example by petition number, subject or sponsor)



**3** Go to the specific webpage of the petition

CLICK ON THE PETITION NUMBER OR ITS SUBJECT



**4** Share your petition

CLICK ON SHARE THIS PAGE (upper-right corner) CHOOSE ONE OF THE SHARING OPTIONS

