



PERIODIC REPORT FOR EMPLOYMENT (PRE) CONTACTS

June 2025

CLBC Employment Service Provider	CLBC Liaison Analyst
	Provincial Employment Team: CLBC.employmentHELP@gov.bc.ca
	CLBC Service Center
	Secure File Transfer System

Liaison Analyst:

Your Analyst is your first point of contact for all questions regarding your employment contract(s) and PRE reporting requirements. If you are unsure about the process, how to enter information, where to find resources, or reporting timelines, please talk to your Liaison Analyst. If your Analyst is not available please reach out to the Provincial Employment Team.

Provincial Employment Team: CLBC.employmentHELP@gov.bc.ca

This email address is where service providers, or CLBC staff, can submit their questions regarding Periodic Reports for Employment (General questions, completion, submission, issues, concerns, etc.)

Secure File Transfer Service (SFTS):

The Secure File Transfer Service is the information management system CLBC employment service providers use each quarter to safely and securely submit Periodic Reports for Employment to CLBC. This is the process:

1. Each reporting period, CLBC will send an invitation to each service provider's dedicated employment email (For example: InclusionCommunity_PREReport@Community.org) from the SFTS.
2. This invitation will provide your organization with access to the SFTS through a link in the body of the email. Once received:
 - ✓ You will have 7 days to log into the SFTS (note: after 14 days you are locked out and will need to request a reset through the CLBC Service Center)
 - ✓ You will need to create a new password, and, provided you have logged into SFTS within the 7-day period, you will then have 35 days to access your SFTS account for the quarter
 - ✓ This process is repeated for each quarter SFTS.

For more information on how to use the SFTS, see the SFTS Guide and FAQs: [PRE Toolkit](#)



CLBC Service Center:

The CLBC Service Center is where employment service providers submit their questions about or account requests for SFTS only. If a service provider is struggling with getting into the SFTS, then they would direct their SFTS question to the CLBC Service Centre at:

604-733-2655, toll free at 1-866-780-2655 or by e-mail at CLBCServiceCentre@gov.bc.ca.

- ✓ The SFTS link must be opened within 7 days or it will expire. The service provider would need to request a new link by sending an email to the CLBC Service Center or calling them directly.

The Provincial Employment Team send SFTS request links to service providers, quarterly. The Service Center staff trouble shoot issues within the SFTS