

Dairy Direct Payment Program

To receive a payment, your farm must register for the Dairy Direct Payment Program (DDPP). Eligible producers must register every year of the Program in order to receive a payment.

This pamphlet details the steps needed to register online.

All the steps can be done on a smart phone, tablet, or computer. If you do not have access to a computer with an internet connection, you can still register to receive your payment. Call the Contact Centre by phone at 1-866-367-8506 for instructions on how to proceed. You will need your **PARTICIPANT ID** at the time of the call.



Registrations must be signed using your SIGNING KEY and submitted no later than March 31, 2027.

Receiving your payment



Canadian Dairy
Commission

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Canada



STEP 1: ANTI-PHISHING CONTROLS

- 1 Visit the DDPP portal
<https://ddpp-prod.cdc-ccl.ca>
- 2 Enter the 9-character **PARTICIPANT ID** provided in the accompanying letter.
- 3 The system will generate a 5-digit **ANTI-PHISHING VERIFICATION NUMBER**. The **ANTI-PHISHING VERIFICATION NUMBER** lets you know that you are on the DDPP secure web site and that the information that you enter will not be used to steal your identity.

The number generated by the system must match the one provided in the accompanying letter. If it matches, click on the **Submit** button. You will then be re-directed to the Government of Canada Secure Online Services page. Continue to **Step 2**.

If the **ANTI-PHISHING VERIFICATION NUMBER** does not match the one provided in the accompanying letter, **STOP**, and call the AAFC Contact Centre at 1-866-367-8506 to report that your **ANTI-PHISHING VERIFICATION NUMBER** does not match.



IMPORTANT: You must complete the anti-phishing step every time you access the portal.

Please make sure to keep your letter with the codes in a safe place.



STEP 2: GOVERNMENT OF CANADA SECURE ONLINE SERVICES - GCAccounts (GCKEY OR SIGN-IN PARTNER)

Once you have completed **STEP 1**, you will be directed to the Government of Canada Secure Online Services page. This step requires you to log in to your GCAccount using a GCKey username and password or through one of the Sign-In Partners.

A GCAccount (GCKey or Sign-in Partner) lets you securely access the Government of Canada's online services. If you already have a GCAccount, other than a Canada Revenue Agency account, you can use your username and password to sign into the program portal. If you have not already registered for a GCAccount, follow the steps below.

CHOOSING A METHOD TO SIGN-IN

You must sign in using one of the following:

- A Sign-In Partner;
- A GCKey that has already been created; or
- By creating a GCKey specifically for this purpose. Each person who will need access to the DDPP portal must have their own GCKey.

Here is some basic information on each method.

Sign-In Partner

Sign-In Partners are usually banks, and each will have its own method for providing you with sign-in information. You must have an online banking account with one of the financial institutions listed on the registration page to use this option.

GCKey

A GCKey includes a username and a password chosen by you and recognized by the Government of Canada. When you create a GCKey, you also create security questions. This keeps your data secure and lets you recover your account.

INSTRUCTIONAL VIDEO ON REGISTERING FOR A GCKEY

GCKeys are provided through an online process. Visit the following link for an instructional video on how to register: <https://rb.gy/0kvq0p>



STEP 3: ACCESSING THE PROGRAM PORTAL

Once you have successfully logged into the Government of Canada Secure Online Services, you will be taken back to the DDPP portal where

you must complete Step 3 of the registration process by entering your milk deliveries (in litres) for the specific month requested in the portal.



STEP 4: PROVIDING AND VERIFYING YOUR INFORMATION IN THE PROGRAM PORTAL

Only a duly authorized representative of the farm can proceed with the following steps.

1. For tax purposes, enter your 9-digit Canada Revenue Agency Business Number. If you do not have one, you will be asked to provide your Social Insurance Number (SIN).
2. You then must confirm the information (farm name and address) provided by your provincial board*. These will be used to mail tax slips and payments requested by cheque. You must also certify that you are authorized to register on behalf of the farm.
3. Provide your bank account information if you choose to receive your payment by direct deposit or check off that you want to receive your payment by cheque.

Cheque Option

If you choose the cheque option, you will need to agree to the **Terms and Conditions** of the program and click the **Next** button. You will then be asked to enter the **Signing Key**, as provided in the accompanying letter, in the space provided and click the **Next** button. This concludes the registration process for the cheque option.

Direct Deposit Option

If you choose to receive your payment by direct deposit, you will be asked to enter the **Signing Key**, as provided in the accompanying letter, in the space provided. You will then need to agree to the **Terms and Conditions** of the Program and click the **Next** button. You will move on to **Step 5**.

*An error in the company name may create issues with the administration of the payment. If any of the profile details are not correct, contact your provincial milk marketing board to have your information updated. Note that this will interrupt your registration process. Once the board has updated your information, you will need to log in again using your **PARTICIPANT ID** to finish the registration process.



Step 5: Verification of banking information

STEP 5 only applies to payments made by direct deposit.

If you received a payment last year and your bank account information hasn't changed, the CDC will issue payment to the same account. Your registration is complete.

If you did not receive a payment last year, or if you are using a different bank account number, the CDC will validate this new account by doing a test payment to make sure that your payment is deposited into the correct account. Within approximately 15 days of registering using the DDPP portal, you will receive a small deposit (under \$3) in the bank account that you provided. You will receive an email notification a few days before the deposit is made. This step is to verify the banking information that you provided and ensures that the payment will be made in the right bank account.

Once you have received the test deposit from the Government of Canada:

1. Log in to the DDPP portal with the **PARTICIPANT ID** provided in the accompanying letter and your GCKey username and password or a Sign-In Partner.
2. Enter the amount that you received to confirm receipt of the test payment, confirm it by entering your **SIGNING KEY**, as provided in the accompanying letter, and click the Next button.
3. The CDC will then proceed with depositing the balance of your payment.

This concludes the registration process for the direct deposit option.



Important: The direct deposit of your DDPP payment can only be done after **Step 5** has been completed.

Questions?

Toll-free: 1-866-367-8506

Email: info.direct.p@cdc-ccl.gc.ca

Hours of service: 8 am to 5 pm (CST)
Monday to Friday

