Power Automate Exit/Entry dates into CIC portal

Link to Portal - [Apply for Canadian citizenship online (cic.gc.ca)](#)

Instructions

- **Step 1:** To simplify script-level changes in the Power Automate flow, create an Excel file with all the necessary dates for entry using the information from the i94 website. Make sure to format the Excel file to match the format shown below. Note: You may want to maintain data validation on Country and Month columns based on the website drop down options.

	A	B	C	D	E	F	G	H
	Country	Exit Date	Exit Month	Exit Year	Entry Date	Entry Month	Entry Year	Purpose
	United States of America	14	April	2023	14	April	2023	Commute to work
	United States of America	13	April	2023	13	April	2023	Commute to work

- **Step 2:** Save and store the excel anywhere on your local machine

- **Step 3:** Download and install Power Automate Desktop (Free version would do the job)

- **Step 4:** Create a new flow with the steps defined below, remember you'd need a Microsoft live account to use this application. Here are some important points to remember.

  - Flow Step 1 - You'd want to document the complete path to the file on your local machine.
  - Flow Step 3 - Make note of all rows you'd like to be entered as a record in your application. From my example snippet above if it was just those two rows I'd say A1 through H3. Don't forget to check mark Advance option, first row being column names. See [Flow Step Details](#) for details.
  - Before text can be inputted (For Each Step 13 onwards), obtain UI views and create UI element variables from their XPaths. You can achieve this by inspecting the webpage element by right-clicking and selecting "Inspect" on the webpage.
    - Note: You may rename those elements as I did, or replace the element names yourself in appropriate places.

1   {x} **Set variable**
Assign to variable ExcelFileWithPath the value 'C:\Users'___\Downloads___.xlsx'

2   ↗ **Launch Excel**
Launch Excel and open document ExcelFileWithPath using an existing Excel process and store it into Excel instance ExcelInstance

3   🗗 **Read from Excel worksheet**
Read the values of the cells ranging from column 'A' row 1 to column 'H' row 195 and store it into ExcelData

4   ↙ **Close Excel**
Close the Excel instance stored into ExcelInstance

5   🌐 **Launch new Microsoft Edge**
Launch Microsoft Edge, navigate to 'https://citapply-citdemande.apps.cic.gc.ca/en/sign-in' and store the instance into Browser

6   ⬜ **Press button on web page**
Press web page button Button 'Sign in'

7   ⏳ **Wait for web page content**
Wait for UI element Button 'Continue' to appear on web page

8   ⬜ **Press button on web page**
Press web page button Button 'Continue'

9   ⏳ **Wait for web page content**
Wait for UI element spanPhysicalPresenceBtn to appear on web page

10   ⬜ **Press button on web page**
Press web page button spanPhysicalPresenceBtn

11 ∨ ⟳ **For each** CurrentItem in ExcelData

12 [Abc] **Focus text field on web page**
Focus on Input text 'country'

13 Abc **Populate text field on web page**
Populate text field Input text 'country' with CurrentItem ['Country'] using emulated typing

14 Abc **Populate text field on web page**
Populate text field tvExitYear with CurrentItem ['Exit Year'] using emulated typing

15 Abc **Populate text field on web page**
Populate text field ddExitMonth with CurrentItem ['Exit Month'] using emulated typing

16 Abc **Populate text field on web page**
Populate text field tvExitDate with CurrentItem ['Exit Date'] using emulated typing

17 Abc **Populate text field on web page**
Populate text field tvReturnYear with CurrentItem ['Entry Year'] using emulated typing ⋮

18 Abc **Populate text field on web page**
Populate text field ddReturnMonth with CurrentItem ['Entry Month'] using emulated typing

19 Abc **Populate text field on web page**
Populate text field tvReturnDate with CurrentItem ['Entry Date'] using emulated typing

20 Abc **Populate text field on web page**
Populate text field ddTravelReason with 'Other' using emulated typing

21 Abc **Populate text field on web page**
Populate text field tvAbsenseReason with CurrentItem ['Purpose'] using emulated typing

22 ▭ **Press button on web page**
Press web page button Button 'Save' ⋮

23 ⚑ **End**

Flow Step Details

Read from Excel worksheet   ✕

📰 Reads the value of a cell or a range of cells from the active worksheet of an Excel instance More info

Excel instance:	%ExcelInstance% ⌄ ⓘ
Retrieve:	Values from a range of cells ⌄ ⓘ
Start column:	A {x} ⓘ
Start row:	1 {x} ⓘ
End column:	H {x} ⓘ
End row:	195 {x} ⓘ

⌄ Advanced

Get cell contents as text:	🔵 ⓘ
First line of range contains column names:	🔵 ⓘ

Populate text field on web page   ✕

🔤 Fill a text field in a web page with the specified text More info

Select parameters

Web browser instance:	%Browser% ⌄ ⓘ
UI element:	Local computer > Web Page 'h ... 6fa82caa32' 2 > Input t ⌄ 🗍 ⓘ
Text:	🔲 ⌄ Input as text, variable or expression {x} ⓘ
	%CurrentItem[`Country`]%

› Advanced