



Regulatory Reporting System

# **Regulatory Reporting System (RRS) Manage Financial Returns User Guide for Insurance Companies and Private Pension Plans**

January 2021



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## **Version History**

| <b>Version</b> | <b>Changes</b>                                                                                                                                                       | <b>Date</b> |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 0.1            | Draft document                                                                                                                                                       | 27/01/2014  |
| 1.0            | Initial release                                                                                                                                                      | 21/03/2014  |
| 2.0            | Product Upgrade                                                                                                                                                      | 07/11/2019  |
| 2.1            | <ul style="list-style-type: none"><li>• Reference update on connection – replaced “Secure Site” for BoC Connect</li><li>• Update on Technical Requirements</li></ul> | 07/01/2021  |

## 1.0 Introduction

The RRS Portal application (referred to as RRS or the RRS application from this point) provides access for Federally Regulated Financial Institutions (FRFIs) and Federally Regulated Private Pension Plans to submit regulatory return information. With RRS you can complete and submit returns, request a return submission, view documents and manage your user details.

To access RRS you will need a Bank of Canada's BoC Connect User account.

The first time you access RRS, you will set up your account, which involves setting your password and preferred language.

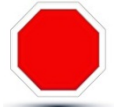
This guide details how to use RRS to complete and submit financial returns. To complete and submit corporate returns refer to the Manage Corporate Returns User Guide.

### 1.1 Using this Document

This document uses the following conventions to increase clarity:

- **Bold text** indicates a selection or data field to be filled in.
- *Italics* indicate a reference to a section within this document or a page within the BoC Connect.

In addition, there are three types of sidebars, each identified by an icon:

|                                                                                     |                                                                                                                                                         |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <u>Information</u> – These sidebars contain extra detail, or describe optional steps.                                                                   |
|  | <u>Caution</u> – These sidebars point out a possibility that may cause unexpected behaviour and tell you how to correct the issue, if you encounter it. |
|  | <u>Warning</u> – These sidebars alert you to something important that can affect your ability to use RRS.                                               |

### 1.2 Technical Requirements

For best performance, the following technical requirements are recommended:

- Google Chrome 58
- Microsoft Internet Explorer version 11 or Edge
- Firefox ESR52
- Cookies enabled

- JavaScript enabled, and
- Microsoft Excel 2003 or higher (to download information into Excel format)

Note that the BoC Connect and RRS application have been tested and certified with the specified web browser.

### **1.3 Support**

If you encounter an issue or problem with the RRS application that isn't covered by this Guide, you can:

- Contact your organization's LRA
- Contact the Bank of Canada at 1-855-865-8636
- Contact the Returns Administration group at OSFI at (613) 991-0609 for issues related to corporate returns

## 2.0 **Logging into RRS**

To log into RRS, you need to be logged into the Bank of Canada's BoC Connect. Once logged into the BoC Connect the RRS login page displays.

- If you are logging into RRS for the first time, see 2.2: *Logging in for the First Time*.
- If you have forgotten your RRS password, see 2.3: *Resetting Your RRS Password*.



Refer to the BoC Connect User Guide for information on logging into the Bank of Canada's BoC Connect.

### 2.1 **Log into RRS**

To log into RRS:

Begin at the RRS Login page.

Not logged in

English/Anglais +

## Welcome to Regulatory Reporting System (RRS) Portal

RRS Portal is an on-line application that manages all of your formal communications with your regulator. Using RRS Portal, you will be able to complete and submit all required returns on-line. In addition, you will be able to see your organization's profile – the current information held by the regulator about your organization – and keep it up to date.

To access RRS Portal, enter your username and password below (password is case sensitive):

Username:  \*

Password:  \*

Login

[Forgotten Password](#)

**Figure 2-1: Login Page**

1. In the **Username** field, enter your RRS Username.
2. In the **Password** field, enter your RRS Password.
3. Click **Login** to continue.

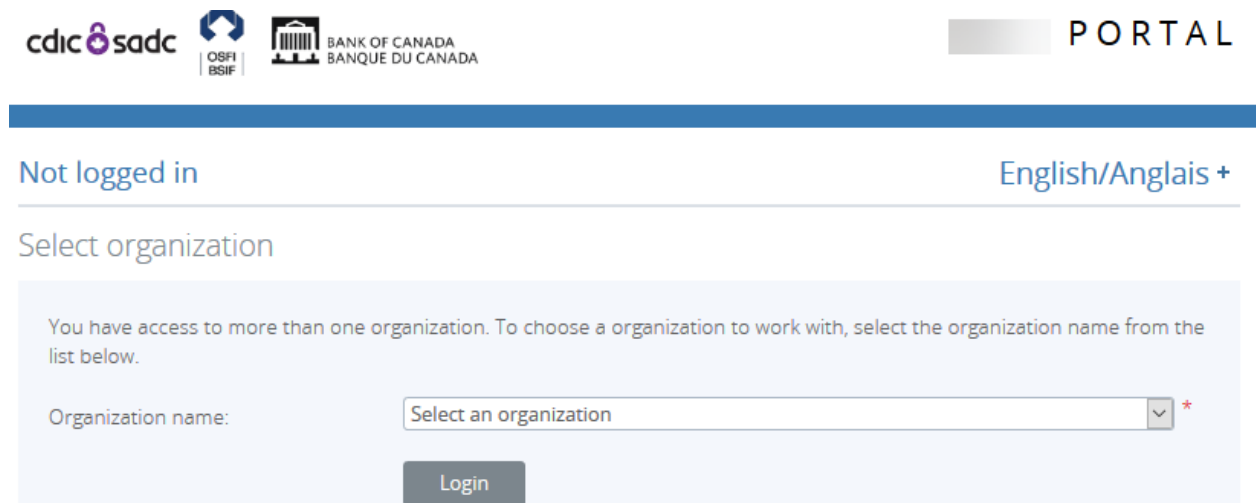
|  |                                                                                                                                                                                                                                                                          |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>Incorrect Login Attempts:</b></p> <p>After five incorrect login attempts, your account will be locked out. If this happens, you can click the Forgotten Password link to reset your account. See <i>2.3: Resetting Your RRS Password</i> for more information.</p> |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|  |                                                                                                                                                 |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Organization Selection:</b>                                                                                                                  |
|  | You can be associated with more than one organization in RRS. Follow the steps below to select the organization that you would like to work on. |

If you have permission to access more than one organization:

1. Follow the steps above to log in.

The Select organization page displays.



**Figure 2-2: Select Organization Page**

2. Click the drop-down menu.
3. Select the name of the organization you want to access.
4. Click **Login**.

The Welcome page displays with the word "Change" beside your username indicating that you belong to more than one organization.

To change the organization selection:

1. Click the **Change** link at the end of your username.



Menu

John Doe , ABC Bank ([Change](#))English/Anglais +   

## Welcome to Regulatory Reporting System (RRS) Portal

You have successfully logged in. You can now use RRS Portal to complete and submit all required returns on-line.

You should regularly check that your organization profile is up to date by clicking on "Organization Profile" on the menu above. Please file the appropriate corporate return to submit an update.

Draft returns that are ready for completion can be found by clicking on "Draft returns" on the menu above.

When your returns have been completed, you must use the "Submission" functionality to finally submit them.

With RRS Portal, you are also able to:

- Print submitted returns where signed hard-copies are required.
- View and print previous submissions.
- Partially complete returns and return to them at a later date.
- Request a resubmission of returns where you become aware of mistakes.

For further information on how to use RRS Portal, click on the help link in the top right-hand corner of your screen.

## Notifications

**Figure 2-3: Change Organization Page**

Follow the steps above to change the organization.

## 2.2 Logging in for the First Time

The first time you log into RRS, you'll be asked to update your temporary password. This process involves entering a new password and setting your language preference.

To log into RRS for the first time:

Begin at the RRS Login page.

Not logged in

English/Anglais +

## Welcome to Regulatory Reporting System (RRS) Portal

RRS Portal is an on-line application that manages all of your formal communications with your regulator. Using RRS Portal, you will be able to complete and submit all required returns on-line. In addition, you will be able to see your organization's profile – the current information held by the regulator about your organization – and keep it up to date.

To access RRS Portal, enter your username and password below (password is case sensitive):

Username:  \*Password:  \*[Forgotten Password](#)**Figure 2-4: Login Page**

1. In the **Username** field, enter your RRS Username.
2. In the **Password** field, enter the temporary RRS Password given to you in an email entitled "New Portal User Account".
3. Click **Login**.

Not logged in

English/Anglais +

## Update My Password

You must update your password before continuing.

Valid passwords contain 1 capital letter, 1 small letter, 1 number and 1 special character (e.g. #&\*!\$). It must be at least 8 characters and not more than 30 characters with no blank spaces.

Current password:

New password:

Confirm new password:

**Figure 2-5: Update My Password Page**

4. In the **Current password** field, enter your temporary RRS Password.
5. In the **New password** field, enter a new RRS Password.

|  |                                                                                                                                                                                                                                             |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>Passwords:</b></p> <p>Ensure your new password meets the following valid password criteria: passwords must be between 8 and 30 characters and contain 1 uppercase letter, 1 lowercase letter, 1 number and one special character.</p> |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

6. In the **Confirm new password** field, re-enter your new RRS Password.
7. Click **Save** to set your RRS Password.

The My User Details page displays. From here you can set your preferred language.

Menu



R B , ABC Bank (change)

English/Anglais +



## My User Details

Review your user account details below. To update, enter new details and click the update button.

First name:  Locked Due to Permission Settings

Surname:  Locked Due to Permission Settings

Email address:  Locked Due to Permission Settings

Telephone number:    Locked Due to Permission Settings

International Area code Number

Language of preference:  ▼

Assigned permissions / roles:

| Assigned to | Type         | Roles                                                                                                                                                                                                              |
|-------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ABC Bank    | Organization | <a href="#">Filer - Corporate - Pension Plans</a> , <a href="#">Filer - Corporate - Scheduled Returns</a> , <a href="#">Filer - Financial Returns</a> , <a href="#">Filer - Local Registration Authority (LRA)</a> |
| DTI         | Group        | <a href="#">Filer - Corporate - Pension Plans</a> , <a href="#">Filer - Corporate - Scheduled Returns</a> , <a href="#">Filer - Financial Returns</a> , <a href="#">Filer - Local Registration Authority (LRA)</a> |

Figure 2-6: Update My Password Page

- Click the drop-down menu in the **Language of preference** field.
- Select your preferred language.
- Click **Update**.

Your preferred language is now set. Each time you log in RRS will display in your preferred language.

|  |                                                                                                                                                                                                                                                                                                                             |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>Language:</b></p> <p>Although your preferred language is set, you can change the language during a session by clicking the drop-down menu on the language field below the <b>Logout</b> link on the top right of each page in the application. The language reverts back to the original setting when you logout.</p> |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 2.3 Resetting Your RRS Password

The RRS Password reset functionality allows you to reset your forgotten password.

To reset your password:

Begin at the Login page.






PORTAL

---

Not logged in

English/Anglais +

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Update My Password

You must update your password before continuing.

Valid passwords contain 1 capital letter, 1 small letter, 1 number and 1 special character (e.g. #&\*!\$). It must be at least 8 characters and not more than 30 characters with no blank spaces.

Current password:

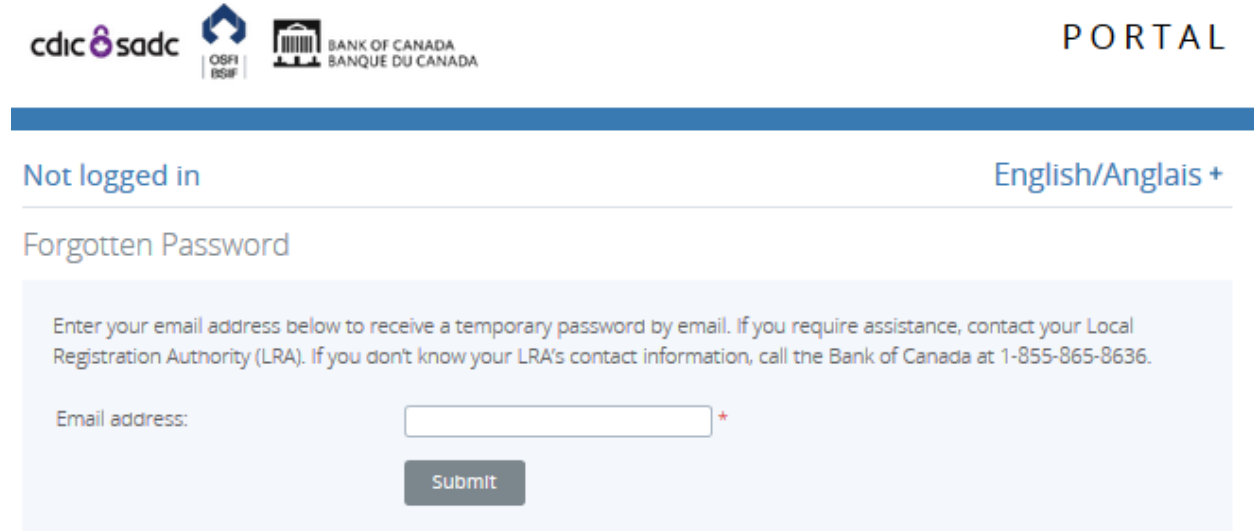
New password:

Confirm new password:

Save

**Figure 2-7: Login Page**

1. From the Login page, click the **Forgotten Password** link.



cdic sadc OSFI BANK OF CANADA BANQUE DU CANADA PORTAL

Not logged in English/Anglais +

### Forgotten Password

Enter your email address below to receive a temporary password by email. If you require assistance, contact your Local Registration Authority (LRA). If you don't know your LRA's contact information, call the Bank of Canada at 1-855-865-8636.

Email address:  \*

**Submit**

**Figure 2-8: Forgotten Password Page**

2. In the **Email address** field, enter your email address registered in RRS.
3. Click **Submit**. The Forgotten Password page informs you that a temporary password has been emailed to you.
4. Navigate to your email and search for an email entitled "Account Reactivation".
5. Copy the new password and navigate back to RRS.
6. Click the **Home** menu item.

Not logged in

English/Anglais +

## Welcome to Regulatory Reporting System (RRS) Portal

RRS Portal is an on-line application that manages all of your formal communications with your regulator. Using RRS Portal, you will be able to complete and submit all required returns on-line. In addition, you will be able to see your organization's profile – the current information held by the regulator about your organization – and keep it up to date.

To access RRS Portal, enter your username and password below (password is case sensitive):

Username:  \*

Password:  \*

[Forgotten Password](#)

**Figure 2-9: Login Page**

7. Enter your username.
8. Enter your temporary password.
9. Click **Login**.

Not logged in

English/Anglais +

## Update My Password

You must update your password before continuing.

Valid passwords contain 1 capital letter, 1 small letter, 1 number and 1 special character (e.g. #&\*!\$). It must be at least 8 characters and not more than 30 characters with no blank spaces.

Current password:  \*

New password:  \*

Confirm new password:  \*

Save

**Figure 2-10: Update My Password Page**

10. Enter your temporary password in the **Current password** field.
11. Enter your new password in the **New password** field. Ensure your new password meets the following valid password criteria: passwords must be between 8 and 30 characters and contain 1 uppercase letter, 1 lowercase letter, 1 number and one special character.
12. Re-enter your new password in the **Confirm new password** field.
13. Click **Save**.
14. If necessary, you can update your telephone number or language of preference.
15. Click **Update**.



## 3.0 Managing Financial Returns

RRS provides functionality to complete and submit financial returns to the Bank of Canada (BoC), the Office of the Superintendent of Financial Institutions (OSFI) and/or the Canada Deposit Insurance Corporation (CDIC). This section covers how to complete and submit returns, how to view returns, and how to view and correct errors in a return.

Returns can be either conventional or unstructured in type, and this information determines how they are entered in RRS. Sections 3.1 and 3.2 detail how conventional returns are entered. Section 3.6 details how unstructured returns are entered. For information on specific return types, view the List of Returns for your sector on the RRS Training page.

There are two ways to complete and submit a return in RRS. One way is to upload a data file which is detailed in *3.1: Complete and Submit a Return via Data Upload*. The other way is to enter data manually into the system which is detailed in *3.2: Complete and Submit a Return Manually*.

### Rules and Errors

Whether you are entering information manually into a return or uploading data, the data is validated against rules that are set up within each return. Two separate sets of rules are used to validate returns: structural and validation. **Structural rules** validate the format and structure of the data being reported, such as entering numeric versus textual information as appropriate. **Validation rules** validate the accuracy of the data being reported, such as a set of data points summing to a total correctly. Depending on how a return is completed in the application, structural validation occurs when the Validate and Save button is clicked or when a file is uploaded. When you attempt to submit a return, validation rules are applied. If a return fails validation you are presented with an error message. Returns with errors, display with a white exclamation mark in a red circle on the Draft Returns page. In the event of an error, you will need to correct the information to continue.

Validation rules can be applied to specific sections of a return, but if any section fails validation, the return cannot be processed as the entire return needs to be valid before it can be submitted. Validation rules are documented in the Return Rules report specific to each return type. Return Rules reports can be found in the RRS Documents menu item.

## Draft Return Key Icons

The Draft Return page displays icons that are used to depict specific return information. The key icons are described as follows:

| KEY                                                                               |                                                                                   |                                                                                   |                                                                                   |                                                                                   |                                                                                     |                                                                                     |                                                                                     |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |  |  |  |  |  |  |
| Form set                                                                          | Folder                                                                            | Repeatable Folder                                                                 | Form                                                                              | Add Section                                                                       | Ready to Submit                                                                     | In Draft                                                                            | No Data - Mandatory                                                                 |

**Figure 3-1: Draft Return Key**

**Form Set:** a double set of folders represents an entire return which could consist of one or many forms, also known as sections.

**Folder:** a single folder represents a structural grouping of forms, also known as sections.

**Repeatable Folder:** a single folder with blue arrows indicates a folder that has repeatable sections.

**Form:** a page symbol indicates a section within a return.

**Add Section:** a page with a green plus sign allows forms, also known as sections, to be added to a return where applicable.

**Ready to Submit:** the white check mark in a green circle symbol indicates the return has been validated, meaning that it has passed structural rules and is ready to submit.

**In Draft:** the pencil symbol indicates this return has been saved as a draft and not yet validated

**No Data – Mandatory:** the red star symbol indicates there is no data in this return and that mandatory fields exist.

Note: the absence of a red star on a return or return section indicates there are no mandatory fields.

### 3.1 Completing and Submitting a Conventional Return via Data Upload

Conventional returns can be completed and submitted using the Upload Data feature in RRS.

|  | File Formats                                                                                           |
|--|--------------------------------------------------------------------------------------------------------|
|  | The acceptable file formats for uploading data to conventional returns in RRS include: .xml and .osfi. |

To upload a conventional return:

Begin at the Welcome page.





PORTAL

---

Menu



R B , ABC Bank (change)

English/Anglais +   

---

Welcome to Regulatory Reporting System (RRS) Portal

You have successfully logged in. You can now use RRS Portal to complete and submit all required returns on-line.

You should regularly check that your organization profile is up to date by clicking on "Organization Profile" on the menu above. Please file the appropriate corporate return to submit an update.

Draft returns that are ready for completion can be found by clicking on "Draft returns" on the menu above.

When your returns have been completed, you must use the "Submission" functionality to finally submit them.

With RRS Portal, you are also able to:

- Print submitted returns where signed hard-copies are required.
- View and print previous submissions.
- Partially complete returns and return to them at a later date.
- Request a resubmission of returns where you become aware of mistakes.

For further information on how to use RRS Portal, click on the help link in the top right-hand corner of your screen.

Notifications

| Dismiss                  | Received              | Subject                                                                                       |
|--------------------------|-----------------------|-----------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 2019-09-12 2:30:18 PM | Annual Corporate Certification (OSFI49973534) is available for completion via 'Draft Returns' |

**Figure 3-2: Welcome Page**

1. Click the **Draft Returns** menu item.





PORTAL

John Doe , ABC Bank (Change)

English/Anglais +   

Menu

Draft Returns

The returns listed below are in draft and can be completed prior to submission to your Regulator.

To create new returns, please use the "Create Return" functionality.

| Return name                             | Reference | Revision            | Status  | Return end date | Due date   | PDF                                                                                 |
|-----------------------------------------|-----------|---------------------|---------|-----------------|------------|-------------------------------------------------------------------------------------|
| <a href="#">Insurance Annual Return</a> | 101031289 | <a href="#">0.1</a> | No Data | 2018-12-31      | 2019-02-28 |  |

**Figure 3-3: Draft Returns Page**

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>Return Revision</b></p> <p>The revision column of the Draft Returns page displays the current revision number of the return. Draft returns are displayed at 0.1 for the first draft and each subsequent revision increases by a whole number such as 1.1, 2.1, etc.</p> <p>The revision column of the Submission History page displays the current revision number of the return. Submitted returns display on the Submission History page as revision 1.0 for the first submission and each subsequent submission increases by a whole number such as 2.0, 3.0, etc.</p> |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- Click the return name to be completed.





PORTAL

John Doe , ABC Bank (Change)

English/Anglais +  ? 

Menu

Draft Return

Select a section to complete. You can partially complete a section and save it in draft for completion later. You can also view sections in PDF format.

Once all sections are completed and validated, the return can be submitted using the "Submit return" functionality under the "Submission" menu.

| KEY                                                                                   |                                                                                       |
|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|    |    |
| Form set                                                                              | Folder                                                                                |
|    |    |
| Repeatable Folder                                                                     | Form                                                                                  |
|    |  |
| Add Section                                                                           | Ready to Submit                                                                       |
|  |  |
| In Draft                                                                              | No Data - Mandatory                                                                   |

| Insurance Annual Return                                                             |                                                                                                                        | Status: No Data                                                                                     |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
|  | 10 - Life 1                                                                                                            | Upload Data    |
|  |  20 - Financial Statements          |                                                                                                     |
|  |  21 - Assets                        |                                                                                                     |
|  |  23 - Income and Expenses           |                                                                                                     |
|  |  35 - Analyses by Lines of Business |                                                                                                     |
|  |  60 - Segregated Funds              |                                                                                                     |
|  |  95 - Provincial Exhibits           |                                                                                                     |

**Figure 3-4: Draft Return Page**

3. Click the **Upload Data** link.

cdic sadc

 OSFI  
BSIF

 BANK OF CANADA  
BANQUE DU CANADA

PORTAL

John Doe , ABC Bank ([Change](#))

English/Anglais +   

Menu

Upload Data

Select a file which contains the data that you wish to upload into '10 - Life 1'. Allowed file types are: .n, .c, .dat, .tape, .osfi, .txt, .xml

The file you select will be processed immediately and any validation issues will be displayed below.

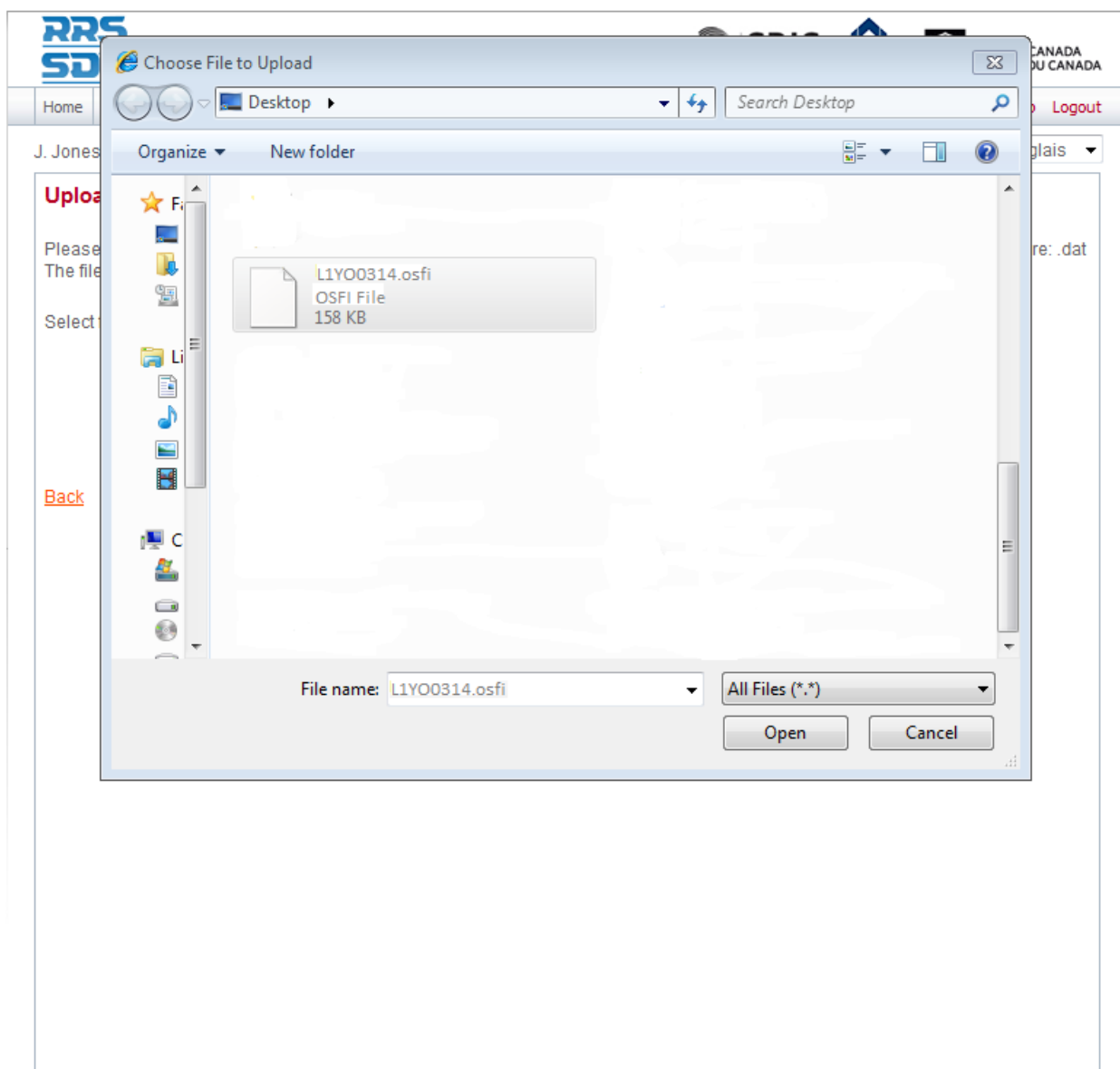
To validate an XML file prior to upload, you can [download the definition file](#). To see how the data on the form should be represented in XML, you can [view XML specs](#).

Select file to upload:

[Back](#)

Figure 3-5: Upload Data Page

4. Click **Browse** to navigate to where your return data file is stored, and select the file.

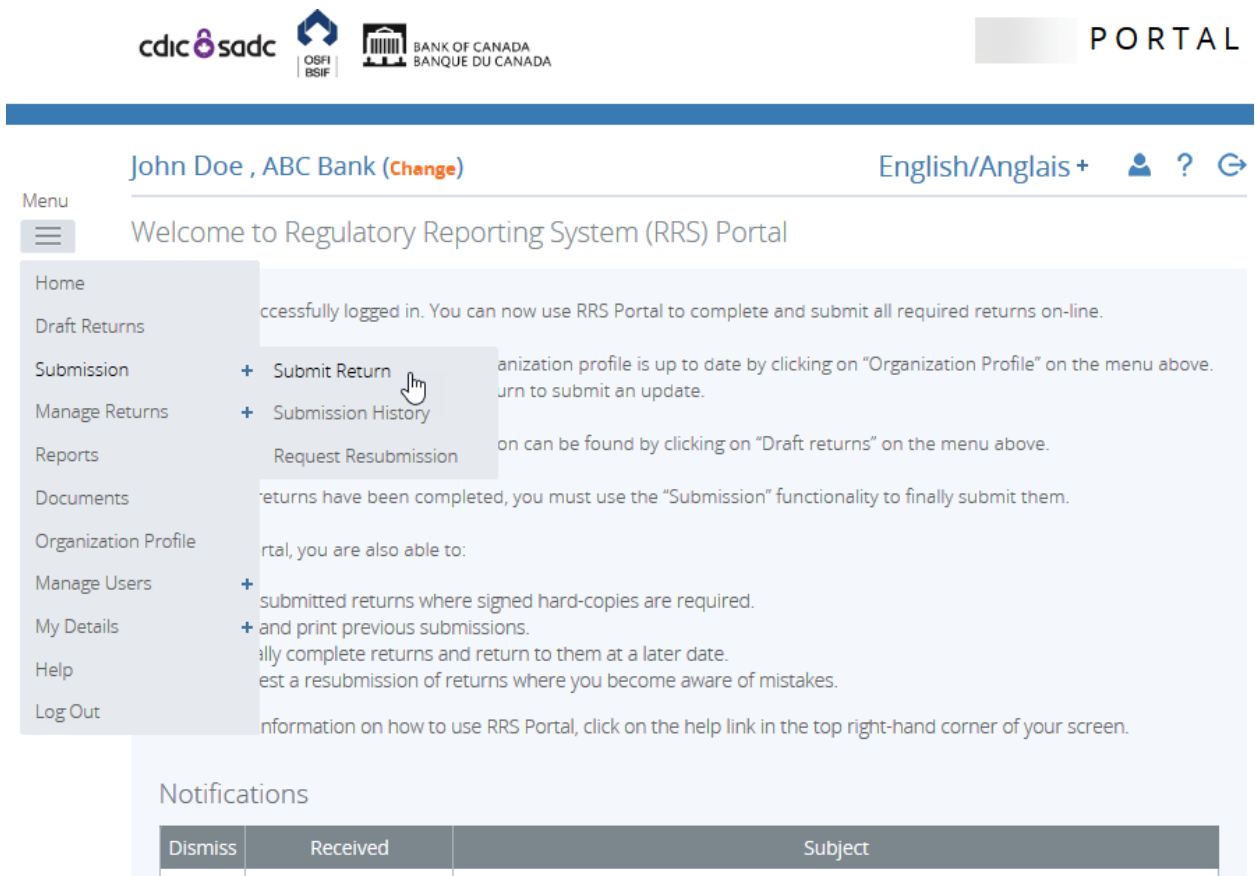


**Figure 3-6: Windows Explorer Upload File Page**

5. Click **Open**.

|  |                                                                                                                                                                                      |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>Incorrect File Format</b></p> <p>Using an incorrect file format for uploading data will cause an error in RRS. Be sure to use the acceptable file formats as listed above.</p> |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

6. Hover your mouse over Menu and select the **Submission** item.



**Figure 3-7: Submission Menu Drop-Down Page**

7. Click the **Submit Return** sub-menu item. The Submit Return page displays a list of returns that are ready to be submitted.



Menu



John Doe , ABC Bank ([Change](#))

English/Anglais +   

## Submit Return

The returns that are ready for submission are listed below.

Select the return that you wish to submit. Additional validation will then be carried out on the return prior to submission. If the return passes this validation, you will then be asked to confirm your submission.

| Return name                             | Reference | Revision            | Categories | Return end date | Due date   | Action                 |
|-----------------------------------------|-----------|---------------------|------------|-----------------|------------|------------------------|
| <a href="#">Insurance Annual Return</a> | 2A1031290 | <a href="#">0.1</a> |            | 2018-12-31      | 2019-02-28 | <a href="#">Submit</a> |

**Figure 3-8: Submit Return Page**

- In the Action column, click the **Submit** link of the return to be submitted.

Menu

John Doe , ABC Bank (Change) English/Anglais + ? ↻

Submit Return

Your return has been validated and can now be submitted. Click the "Submit" button to confirm that you wish to submit this return.

If required, ensure that you have also provided the printed, signed version of the submitted return to your Regulator along with any relevant documents.

Once submitted, a return can no longer be edited, but can still be viewed in submission history. If an error is subsequently discovered you can apply to resubmit the return using the "Request Resubmission" functionality.

Submit Cancel

**Figure 3-9: Submit Return – Submit Button Page****9. Click Submit.**

|  |                                                                                               |
|--|-----------------------------------------------------------------------------------------------|
|  | <b>If a virus is detected during upload:</b>                                                  |
|  | Uploaded files are scanned for viruses. If a virus is detected the file will not be uploaded. |

|  |                                                                                                                   |
|--|-------------------------------------------------------------------------------------------------------------------|
|  | <b>If an error occurred:</b>                                                                                      |
|  | If your return has errors, they will be displayed on-screen and in the Notifications section on the Welcome page. |

### 3.2 Completing and Submitting a Conventional Return Manually

To manually enter a conventional return:

Begin at the RRS Welcome page.



PORTAL

R B , ABC Bank (change) English/Anglais +   

Menu

Welcome to Regulatory Reporting System (RRS) Portal

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- Print submitted returns where signed hard-copies are required.
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For further information on how to use RRS Portal, click on the help link in the top right-hand corner of your screen.

Notifications

| Dismiss                  | Received              | Subject                                                                                                       |
|--------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 2019-09-12 2:30:18 PM | <a href="#">Annual Corporate Certification (OSFI49973534) is available for completion via 'Draft Returns'</a> |

Figure 3-10: Welcome Page

1. Click the **Draft Returns** menu item.

Menu



John Doe , ABC Bank ([Change](#))

English/Anglais +   

## Draft Returns

The returns listed below are in draft and can be completed prior to submission to your Regulator.

To create new returns, please use the "Create Return" functionality.

| Return name            | Reference     | Revision            | Status  | Return end date | Due date   | PDF                                                                                 |
|------------------------|---------------|---------------------|---------|-----------------|------------|-------------------------------------------------------------------------------------|
| <a href="#">OSFI60</a> | OSFI601031291 | <a href="#">0.1</a> | No Data | 2019-08-30      | 2019-09-30 |  |
|                        |               |                     |         |                 |            |                                                                                     |

**Figure 3-11: Draft Returns Page**

- Click the return name to be completed.

John Doe , ABC Bank ([Change](#))English/Anglais +   

Menu



## Draft Return

Select a section to complete. You can partially complete a section and save it in draft for completion later. You can also view sections in PDF format.

Once all sections are completed and validated, the return can be submitted using the "Submit return" functionality under the "Submission" menu.

## KEY



Form set



Folder



Repeatable Folder



Form



Add Section



Ready to Submit



In Draft

No Data -  
Mandatory

## OSFI60

Status: No Data



OSFI60 - Certified Financial Statements

Upload Data | 

A30005 -

A30005 - A30035

Edit | View |  | 

A30035

**Figure 3-12: Draft Return Page**

- Click the **Edit** link next to the section to be completed.

John Doe , ABC Bank (Change)

English/Anglais +



Menu



## Form View

Return Name OSFI60 - Certified Financial Statements  
Section Name A30005 - A30035  
Organization Name ABC Bank  
Reporting Date 2019-08-30

For assistance with completing this form, please refer to the Instruction Guide for the Certified Financial Statements (OSFI 60) and Auditor's Report on the OSFI website.

Page 30.005

## REPORTING PERIOD

For Plan Year Ending(YYYY-MM-DD) (001)

Number of Months Covered (002)

 \*

Page 30.010

## STATEMENT OF CHANGES IN NET ASSETS

|                                                                  | Current Year           | Previous Year        |       |
|------------------------------------------------------------------|------------------------|----------------------|-------|
| INCREASE IN ASSETS                                               | (\$)                   | (\$)                 |       |
| Increase Due to Investments                                      | (001)                  | (002)                |       |
| Investment Income                                                | <input type="text"/>   | <input type="text"/> | (010) |
| Net Gains (or Losses) on Investments                             |                        |                      |       |
| Realized                                                         | <input type="text"/>   | <input type="text"/> | (015) |
| Unrealized                                                       | <input type="text"/>   | <input type="text"/> | (016) |
| <b>Total Increase Due to Investments (Lines 10+15+16)</b>        | <input type="text"/> * | <input type="text"/> | (019) |
| <b>Contributions</b>                                             |                        |                      |       |
| Member Contributions                                             | <input type="text"/>   | <input type="text"/> | (020) |
| Additional Voluntary Contributions                               | <input type="text"/>   | <input type="text"/> | (021) |
| Employer Contributions (current service, special payments, etc.) | <input type="text"/>   | <input type="text"/> | (025) |
| <b>Total Contributions (Lines 20+21+25)</b>                      | <input type="text"/> * | <input type="text"/> | (029) |

Figure 3-13: Display of Return Page

4. Enter data in the appropriate fields of the web form.
5. Scroll to the bottom right of the return.

|                                                                  |                      |                                                                                                 |
|------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------------------------|
| <b>DECREASE IN ASSETS Plan Expenses</b>                          |                      |                                                                                                 |
| Expenses Related to Managing Investments                         | <input type="text"/> | (060)                                                                                           |
| Administration Cost                                              |                      |                                                                                                 |
| Professional Fees                                                | <input type="text"/> | (070)                                                                                           |
| Other                                                            | <input type="text"/> | (075)                                                                                           |
| Total Plan Expenses (Lines 60+70+75)                             | <input type="text"/> | (079)                                                                                           |
| <b>Benefits and Transfers</b>                                    |                      |                                                                                                 |
| Benefits Paid Directly by the Plan (Defined Benefit/Combination) | <input type="text"/> | (080)                                                                                           |
| Transfers from the Pension Fund to:                              |                      |                                                                                                 |
| Other Registered Pension Plans                                   | <input type="text"/> | (085)                                                                                           |
| Others Transfers                                                 | <input type="text"/> | (087)                                                                                           |
| Total Benefits and Transfers (Lines 80+85+87)                    | <input type="text"/> | (089)                                                                                           |
| <b>Other Sources of Decrease</b>                                 | <input type="text"/> | (109)                                                                                           |
| TOTAL DECREASE IN ASSETS (Lines 79+89+109)                       | <input type="text"/> | (119)                                                                                           |
| CHANGE IN NET ASSETS (Lines 59-119)                              | <input type="text"/> | (129)                                                                                           |
| <b>NET ASSETS AT BEGINNING OF PLAN YEAR</b>                      | <input type="text"/> | (159)                                                                                           |
| NET ASSETS AT PLAN YEAR END (Lines 129+159)                      | <input type="text"/> | (199)                                                                                           |
|                                                                  |                      | <input type="button" value="Save as Draft"/> <input type="button" value="Validate &amp; Save"/> |
| <a href="#">Back</a>                                             |                      |                                                                                                 |

**Figure 3-14: Validate and Save Page**

At this point the return can be either saved as a draft or validated and saved. Saving a return as a draft leaves it on the Draft Returns page with a status of *In Draft* meaning it has not been validated. Validating and saving the return indicates that the return is complete and ready for attempted submission.

6. Click the **Validate & Save** button.

|  |                                                                                                                                                                                                                 |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>If your return fails structural rules:</b>                                                                                                                                                                   |
|  | A message would have been displayed on-screen informing you that there was an issue with the return that would need to be corrected prior to submission. See <i>Section 3.6</i> for more information on errors. |

7. Hover your mouse over Menu and select **Submission** item.

The screenshot displays the RRS SDR Portal interface. At the top, logos for CDIC SADC, OSFI BSIF, and the Bank of Canada are visible, along with the word "PORTAL". The user is logged in as "John Doe, ABC Bank (Change)" and the language is set to "English/Anglais". The "Menu" is open, showing options like Home, Draft Returns, Submission, Manage Returns, Reports, Documents, Organization Profile, Manage Users, My Details, Help, and Log Out. The "Submission" option is selected, revealing a sub-menu with "Submit Return", "Submission History", and "Request Resubmission". The "Submit Return" item is highlighted with a mouse cursor. Below the menu, a table shows the status of various returns. The first row is "SFI60 - Certified Financial Statements" with a status of "Ready to Submit". The second row shows "A30005 - A30035" with a status of "Ready to Submit".

cdic sadc OSFI BSIF BANK OF CANADA BANQUE DU CANADA PORTAL

John Doe , ABC Bank (Change) English/Anglais + ? ↻

Menu

Draft Return

Home  
Draft Returns  
Submission  
Manage Returns  
Reports  
Documents  
Organization Profile  
Manage Users  
My Details  
Help  
Log Out

Submit Return  
Submission History  
Request Resubmission

Folder Repeatabe Folder Form Add Section Ready to Submit In Draft No Data - Mandatory

Status: Ready to Submit

SFI60 - Certified Financial Statements Clear | Upload Data |

A30005 - A30035 Clear | Edit | View |

A30035

**Figure 3-15: Submission Menu Drop-Down Page**

8. Click the **Submit Return** sub-menu item.



The Submit Return page displays a list of returns that are ready to be submitted.



PORTAL

John Doe , ABC Bank ([Change](#))

English/Anglais +   

Menu

Submit Return

The returns that are ready for submission are listed below.

Select the return that you wish to submit. Additional validation will then be carried out on the return prior to submission. If the return passes this validation, you will then be asked to confirm your submission.

| Return name            | Reference     | Revision            | Categories | Return end date | Due date   | Action                 |
|------------------------|---------------|---------------------|------------|-----------------|------------|------------------------|
| <a href="#">OSFI60</a> | OSFI601031291 | <a href="#">0.1</a> |            | 2019-08-30      | 2019-09-30 | <a href="#">Submit</a> |

**Figure 3-16: Submit Return Page**

9. In the Action column, click the **Submit** link of the return to be submitted.

10. Click **Submit**.

cdic  sadc

 OSFI  
BSIF

 BANK OF CANADA  
BANQUE DU CANADA

PORTAL

John Doe , ABC Bank (Change)English/Anglais +  ? 

Menu

Submit Return

Your return has been validated and can now be submitted. Click the "Submit" button to confirm that you wish to submit this return.

If required, ensure that you have also provided the printed, signed version of the submitted return to your Regulator along with any relevant documents.

Once submitted, a return can no longer be edited, but can still be viewed in submission history. If an error is subsequently discovered you can apply to resubmit the return using the "Request Resubmission" functionality.

Submit

Cancel

**Figure 3-17: Submit Return - Submit Button Page**

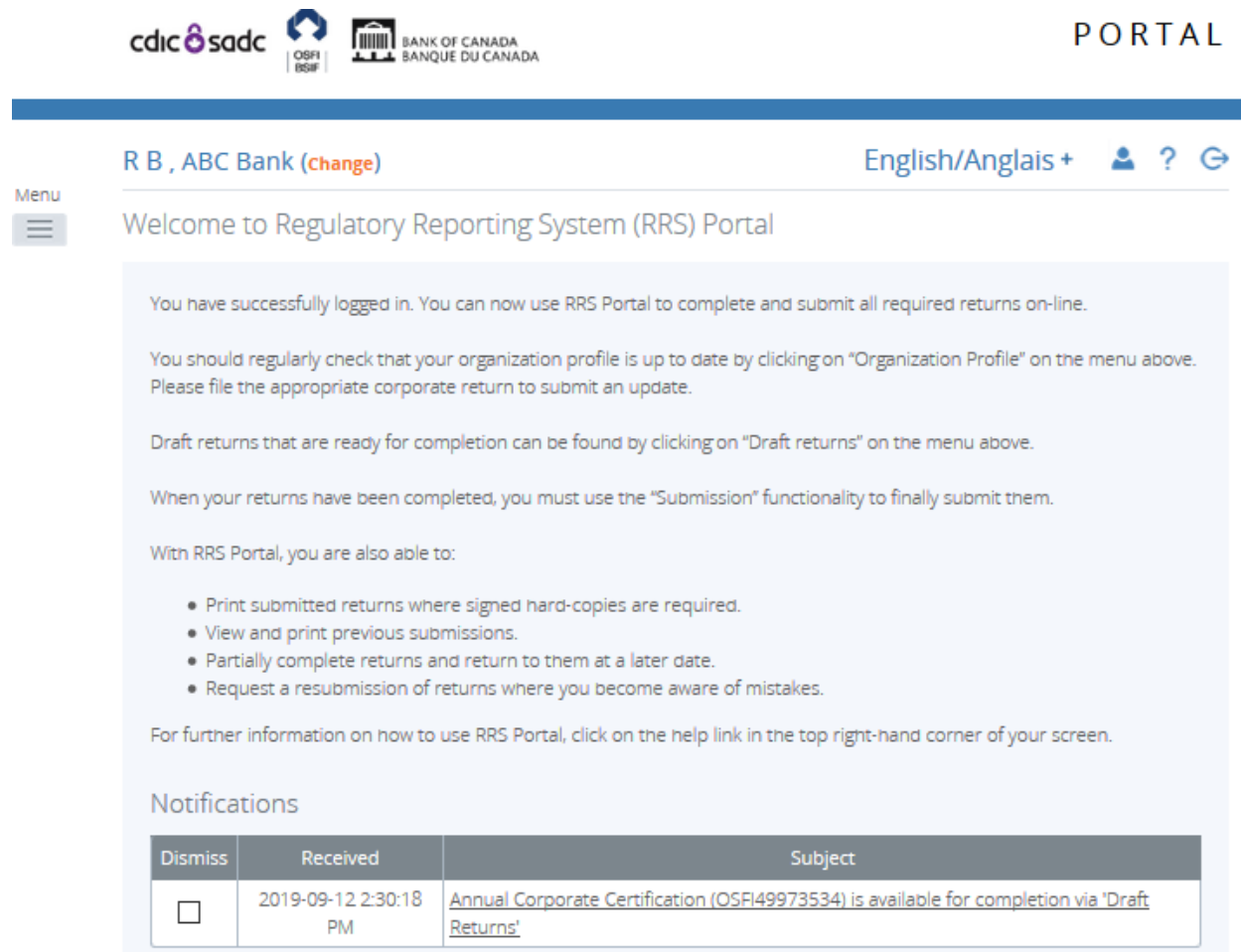
|  |                                                                                                                                                                                                                                  |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>If your return fails validation rules:</b>                                                                                                                                                                                    |
|  | A message would have been displayed on-screen informing you that there was an issue with the return that would need to be corrected before it could be processed further. See <i>Section 3.6</i> for more information on errors. |

### 3.3 Viewing a Return

Returns can be viewed prior to and after being submitted. Use the Draft Returns menu item to view returns that have not been submitted and use the Submission History sub-menu item to view returns that have been submitted. These menu items can also be used to view the Audit Log of a return which is a record of each revision of a completed or in-draft return.

To view a draft return:

Begin at the Welcome page.



The screenshot shows the RRS Portal interface. At the top, there are logos for CDIC SADC, OSFI BSIF, and the Bank of Canada. The word "PORTAL" is displayed in large letters. Below the logos, the user is logged in as "R B, ABC Bank (change)". The language is set to "English/Anglais +". A "Menu" button is on the left. The main heading is "Welcome to Regulatory Reporting System (RRS) Portal". The content area contains several paragraphs of instructions and a list of capabilities. At the bottom, there is a "Notifications" table.

You have successfully logged in. You can now use RRS Portal to complete and submit all required returns on-line.

You should regularly check that your organization profile is up to date by clicking on "Organization Profile" on the menu above. Please file the appropriate corporate return to submit an update.

Draft returns that are ready for completion can be found by clicking on "Draft returns" on the menu above.

When your returns have been completed, you must use the "Submission" functionality to finally submit them.

With RRS Portal, you are also able to:

- Print submitted returns where signed hard-copies are required.
- View and print previous submissions.
- Partially complete returns and return to them at a later date.
- Request a resubmission of returns where you become aware of mistakes.

For further information on how to use RRS Portal, click on the help link in the top right-hand corner of your screen.

**Notifications**

| Dismiss                  | Received              | Subject                                                                                                       |
|--------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 2019-09-12 2:30:18 PM | <a href="#">Annual Corporate Certification (OSFI49973534) is available for completion via 'Draft Returns'</a> |

Figure 3-18: Welcome Page

1. Click the **Draft Returns** menu item.

Menu



John Doe , ABC Bank ([Change](#))

English/Anglais +  ? 

## Draft Returns

The returns listed below are in draft and can be completed prior to submission to your Regulator.

To create new returns, please use the "Create Return" functionality.

| Return name            | Reference     | Revision            | Status  | Return end date | Due date   | PDF                                                                                 |
|------------------------|---------------|---------------------|---------|-----------------|------------|-------------------------------------------------------------------------------------|
| <a href="#">OSFI60</a> | OSFI601031291 | <a href="#">0.1</a> | No Data | 2019-08-30      | 2019-09-30 |  |
|                        |               |                     |         |                 |            |                                                                                     |

**Figure 3-19: Draft Returns Page**

- Click the name of the return to be viewed.

John Doe , ABC Bank (Change)

English/Anglais +



Menu



## Draft Return

Select a section to complete. You can partially complete a section and save it in draft for completion later. You can also view sections in PDF format.

Once all sections are completed and validated, the return can be submitted using the "Submit return" functionality under the "Submission" menu.

## KEY



Form set



Folder



Repeatable Folder



Form



Add Section



Ready to Submit



In Draft

No Data -  
Mandatory

## OSFI60

Status: No Data



OSFI60 - Certified Financial Statements

Upload Data |



A30005 -

A30005 - A30035

Edit | View |



A30035

Figure 3-20: Draft Return Page

3. Click the **View** link to view the return, or, if there is more than one return section, click the **View** link for each section to be viewed.

John Doe , ABC Bank (Change)

English/Anglais +



Menu



## Form View

Return Name OSFI60 - Certified Financial Statements  
Section Name A30005 - A30035  
Organization Name ABC Bank  
Reporting Date 2019-08-30

For assistance with completing this form, please refer to the Instruction Guide for the Certified Financial Statements (OSFI 60) and Auditor's Report on the OSFI website.

Page 30.005

## REPORTING PERIOD

For Plan Year Ending(YYYY-MM-DD) (001)

 \*

Number of Months Covered (002)

 \*

Page 30.010

## STATEMENT OF CHANGES IN NET ASSETS

|                                                                  | Current Year           | Previous Year        |       |
|------------------------------------------------------------------|------------------------|----------------------|-------|
| <b>INCREASE IN ASSETS</b>                                        | (\$)                   | (\$)                 |       |
| <b>Increase Due to Investments</b>                               | (001)                  | (002)                |       |
| Investment Income                                                | <input type="text"/>   | <input type="text"/> | (010) |
| Net Gains (or Losses) on Investments                             |                        |                      |       |
| Realized                                                         | <input type="text"/>   | <input type="text"/> | (015) |
| Unrealized                                                       | <input type="text"/>   | <input type="text"/> | (016) |
| <b>Total Increase Due to Investments (Lines 10+15+16)</b>        | <input type="text"/> * | <input type="text"/> | (019) |
| <b>Contributions</b>                                             |                        |                      |       |
| Member Contributions                                             | <input type="text"/>   | <input type="text"/> | (020) |
| Additional Voluntary Contributions                               | <input type="text"/>   | <input type="text"/> | (021) |
| Employer Contributions (current service, special payments, etc.) | <input type="text"/>   | <input type="text"/> | (025) |
| <b>Total Contributions (Lines 20+21+25)</b>                      | <input type="text"/> * | <input type="text"/> | (029) |

Figure 3-21: Display of Return Page

4. Using the scroll bars, view the draft return.

To view the audit log of a draft return:

Begin at the Draft Returns page.





PORTAL

---

Menu

☰

R B , ABC Bank (change)

English/Anglais +   

---

Draft Returns

The returns listed below are in draft and can be completed prior to submission to your Regulator.

To create new returns, please use the "Create Return" functionality.

| Return name                                                                     | Reference    | Revision            | Status          | Return end date | Due date   | PDF                                                                                 |
|---------------------------------------------------------------------------------|--------------|---------------------|-----------------|-----------------|------------|-------------------------------------------------------------------------------------|
| <a href="#">Annual Corporate Certification</a>                                  | OSFI49973534 | <a href="#">0.1</a> | No Data         | 2019-08-31      | 2019-09-30 |  |
| <a href="#">Canadian Companies Annual Corporate Certification - October FYE</a> | CCACC973535  | <a href="#">0.1</a> | Ready to Submit | 2019-08-31      | 2019-09-30 |  |

**Figure 3-22: Draft Returns Page**

5. Click the revision number of the return. The View Audit Log page opens displaying information such as what action was taken, who performed the action and when it was done.

Menu 

John Doe , ABC Bank ([change](#)) English/Anglais +  ? 

### View Audit Log

Return name: Canadian Companies Annual Corporate Certification - October FYE

Reference: CCACC973535

Creation date: 2019-09-12

Due date: 2019-09-30

Select a version of this Return to view.

| Revision   | Status   | Action        | Actioned on           | Actioned by | Submitted on          | Submitted by |
|------------|----------|---------------|-----------------------|-------------|-----------------------|--------------|
| <u>1.0</u> | Accepted | Submit return | 2019-09-13 9:34:32 AM | John Doe    | 2019-09-13 9:34:32 AM | John Doe     |

[Back](#) [View Comments](#)

Figure 3-23: View Audit Log Draft Page



To view a submitted return:

Begin at the Welcome page.





PORTAL

---

Menu

☰

R B , ABC Bank (change)

English/Anglais + 
 





---

Welcome to Regulatory Reporting System (RRS) Portal

You have successfully logged in. You can now use RRS Portal to complete and submit all required returns on-line.

You should regularly check that your organization profile is up to date by clicking on "Organization Profile" on the menu above. Please file the appropriate corporate return to submit an update.

Draft returns that are ready for completion can be found by clicking on "Draft returns" on the menu above.

When your returns have been completed, you must use the "Submission" functionality to finally submit them.

With RRS Portal, you are also able to:

- Print submitted returns where signed hard-copies are required.
- View and print previous submissions.
- Partially complete returns and return to them at a later date.
- Request a resubmission of returns where you become aware of mistakes.

For further information on how to use RRS Portal, click on the help link in the top right-hand corner of your screen.

Notifications

| Dismiss                  | Received              | Subject                                                                                       |
|--------------------------|-----------------------|-----------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 2019-09-12 2:30:18 PM | Annual Corporate Certification (OSFI49973534) is available for completion via 'Draft Returns' |

**Figure 3-24: Welcome Page**

1. Hover your mouse over Menu and select **Submission** item.
2. Click the **Submission History** sub-menu item.

John Doe , ABC Bank ([change](#)) English/Anglais +   

Menu 

### Submission History

Select a submission to view

Showing returns from:  

| Drag a column header here to group by that column                                            |                                         |                                  |                                         |                                       |                                         |
|----------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------|-----------------------------------------|---------------------------------------|-----------------------------------------|
| Return name                                                                                  | Reference                               | Revision                         | Submitted date                          | Status                                | Return end date                         |
| <input type="text" value="Canadian Companies Annual Corporate Certification - October FYE"/> | <input type="text" value="CCACC97353"/> | <input type="text" value="1.0"/> | <input type="text" value="2019-09-13"/> | <input type="text" value="Accepted"/> | <input type="text" value="2019-08-31"/> |

<  >

**Figure 3-25: Submission History Page**

|  |                                                                                                                                                                                                                                                                                                               |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>Return Revision</b></p> <p>The revision column of the Submission History page displays the current revision number of the return. Submitted returns display on this page as revision 1.0 for the first submission and each subsequent submission increases by a whole number such as 2.0, 3.0, etc.</p> |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- Click the name of the return to be viewed.

John Doe , ABC Bank ([change](#)) English/Anglais+   

Menu  View Return

Select a form to view

| KEY                                                                               |                                                                                   |                                                                                   |                                                                                     |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |  |    |
| Form set                                                                          | Folder                                                                            | Repeatable Folder                                                                 | Form                                                                                |
|                                                                                   |                                                                                   |                                                                                   |    |
|                                                                                   |                                                                                   |                                                                                   | Add Section                                                                         |
|                                                                                   |                                                                                   |                                                                                   |  |
|                                                                                   |                                                                                   |                                                                                   | Ready to Submit                                                                     |
|                                                                                   |                                                                                   |                                                                                   |  |
|                                                                                   |                                                                                   |                                                                                   | In Draft                                                                            |
|                                                                                   |                                                                                   |                                                                                   |  |
|                                                                                   |                                                                                   |                                                                                   | No Data - Mandatory                                                                 |

Canadian Companies Annual Corporate Certification - October FYE Status: Accepted

|                                                                                   |                                                                                   |                                                   |                                                   |                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | Canadian Companies Annual Corporate Certification |                                                   |                                                                                               |
|  |  | CCACC                                             | Canadian Companies Annual Corporate Certification | View       |

Figure 3-26: View Return Page

- Click the **View** link to view the return, or, if there is more than one return section, click the **View** link for each section to be viewed.
- Using the scroll bars, view the submitted return.

To view the audit log of a submitted return:

Begin at the Submission History page.

1. Click the revision number of the return. The Audit Log page opens displaying information such as what action was taken, who performed the action and when it was done.

The screenshot shows the 'View Audit Log' page for a return named 'Canadian Companies Annual Corporate Certification - October FYE'. The page includes a header with logos for CDIC SADC, OSFI BSIF, and the Bank of Canada, along with the word 'PORTAL'. The user is identified as 'John Doe, ABC Bank (change)' and the language is set to 'English/Anglais'. A menu icon is visible on the left. The main content area displays the return details and a table of actions.

Return name: Canadian Companies Annual Corporate Certification - October FYE  
Reference: CCACC973535  
Creation date: 2019-09-12  
Due date: 2019-09-30  
Select a version of this Return to view.

| Revision   | Status   | Action        | Actioned on           | Actioned by | Submitted on          | Submitted by |
|------------|----------|---------------|-----------------------|-------------|-----------------------|--------------|
| <u>1.0</u> | Accepted | Submit return | 2019-09-13 9:34:32 AM | John Doe    | 2019-09-13 9:34:32 AM | John Doe     |

[Back](#) [View Comments](#)

**Figure 3-27: View Audit Log Submit Page**

### 3.4 Viewing Errors

To view errors:

Begin at the Welcome page.

cdic sadc OSFI BSIF BANK OF CANADA BANQUE DU CANADA PORTAL

John Doe , ABC Bank (change) English/Anglais + [User Icon] [Help Icon] [Refresh Icon]

Menu [Menu Icon]

#### Draft Returns

The returns listed below are in draft and can be completed prior to submission to your Regulator.

To create new returns, please use the "Create Return" functionality.

| Return name                                    | Reference    | Revision            | Status                                       | Return end date | Due date   | PDF        |
|------------------------------------------------|--------------|---------------------|----------------------------------------------|-----------------|------------|------------|
| <a href="#">Annual Corporate Certification</a> | OSFI49973534 | <a href="#">0.1</a> | <a href="#">Ready to Submit</a> [Error Icon] | 2019-08-31      | 2019-09-30 | [PDF Icon] |

1. Click the **Draft Returns** menu item.

**Figure 3-28: Draft Returns Page**

2. Locate a return with an error icon next to the status (circle with an exclamation mark)
3. Click the error icon or the status to open the **Validation Issues** page.

John Doe , ABC Bank ([change](#))English/Anglais +   

Menu



## Validation Issues

This return was submitted with errors and/or warnings which are displayed below.

| Rule name | Type  | Problem                                                                                                                                                                            | Additional information |
|-----------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| OSFI49-11 | Error | 1. Page 020.012, Line 009: Total Exits must be equal to the sum of Lines 006 and 008.                                                                                              |                        |
| OSFI49-13 | Error | 2. Page 020.012, Line 011: Number of Members at plan year end must equal Line 005 minus Line 009.                                                                                  |                        |
| OSFI49-28 | Error | 3. Page 020.012, Line 034: Total Male (Column 001) must equal the sum of all males in the various locations of employment (Lines 015-030).                                         |                        |
| OSFI49-29 | Error | 4. Page 020.012, Line 034: Total Female (Column 002) must equal the sum of all females in the various locations of employment (Lines 015-030).                                     |                        |
| OSFI49-30 | Error | 5. Page 020.012, Line 034: Included Employment Total (Column 003) must equal the sum of the Included Employment categories in the various locations of employment (Lines 015-030). |                        |
| OSFI49-62 | Error | 6. Page 020.010, Line 045: Number of Months must equal the number of months between the From Date and the To Date.                                                                 |                        |
| OSFI49-64 | Error | 7. Page 020.012, Line 035: Total Membership must equal to the total of male and female members (Line 034, Columns 001 and 002).                                                    |                        |
| OSFI49-65 | Error | 8. Page 020.012, Line 035: Total Membership must be equal to Number of members at Plan Year End (Line 011).                                                                        |                        |
| OSFI49-66 | Error | 9. Page 020.012, Line 038: Grand Total must be the sum of Line 035 and Line 036.                                                                                                   |                        |

[Back](#)**Figure 3-29: Validation Issues Page**

4. View the error message.

### 3.5 Correcting Validation Errors on a Return

If a return does not pass validation, you will be informed via an error message that displays on-screen. The error message specifies the rule, or rules, that have failed. You will need to correct the data in order to submit the return.

To re-validate a return entered via data upload:

|  |                                                                                                                                       |
|--|---------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Errors in the data:</b>                                                                                                            |
|  | To complete and re-validate a return entered via a data file upload, the data file must be corrected prior to being re-loaded in RRS. |

Begin at the Draft Returns page.






PORTAL

Menu

John Doe , ABC Bank (change)

English/Anglais +   

Draft Returns

The returns listed below are in draft and can be completed prior to submission to your Regulator.

To create new returns, please use the "Create Return" functionality.

| Return name                                    | Reference    | Revision            | Status                                                                                                                | Return end date | Due date   | PDF                                                                                   |
|------------------------------------------------|--------------|---------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------|------------|---------------------------------------------------------------------------------------|
| <a href="#">Annual Corporate Certification</a> | OSFI49973534 | <a href="#">0.1</a> | <a href="#">Ready to Submit</a>  | 2019-08-31      | 2019-09-30 |  |

**Figure 3-30: Draft Returns Page**

1. Click the return name to open the return.



PORTAL

John Doe , ABC Bank ([change](#))

English/Anglais +   

Menu 

Draft Return

Select a section to complete. You can partially complete a section and save it in draft for completion later. You can also view sections in PDF format.

Once all sections are completed and validated, the return can be submitted using the "Submit return" functionality under the "Submission" menu.

| KEY                                                                               |                                                                                   |                                                                                     |                                                                                     |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |    |    |
| Form set                                                                          | Folder                                                                            | Repeatable Folder                                                                   | Form                                                                                |
|  |                                                                                   |                                                                                     |                                                                                     |
| Add Section                                                                       |                                                                                   |                                                                                     |                                                                                     |
|                                                                                   |                                                                                   |  |  |
|                                                                                   |                                                                                   | Ready to Submit                                                                     | In Draft                                                                            |
|                                                                                   |                                                                                   |                                                                                     |  |
|                                                                                   |                                                                                   |                                                                                     | No Data - Mandatory                                                                 |

| Annual Corporate Certification                                                    |                                                                                                                      | Status: Ready to Submit                                                                                   |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
|  |  OSFI49 - Annual Information Return | Clear   Upload Data    |
|  |  A20010 - A20010 - A20016           | Clear   Edit   View    |
|                                                                                   | A20016                                                                                                               |                                                                                                           |

Figure 3-31: Draft Return Page

2. Click the **Upload Data** link.



Menu

John Doe , ABC Bank ([Change](#))English/Anglais +   

## Upload Data

Select a file which contains the data that you wish to upload into '10 - Life 1'. Allowed file types are: .n, .c, .dat, .tape, .osfi, .txt, .xml

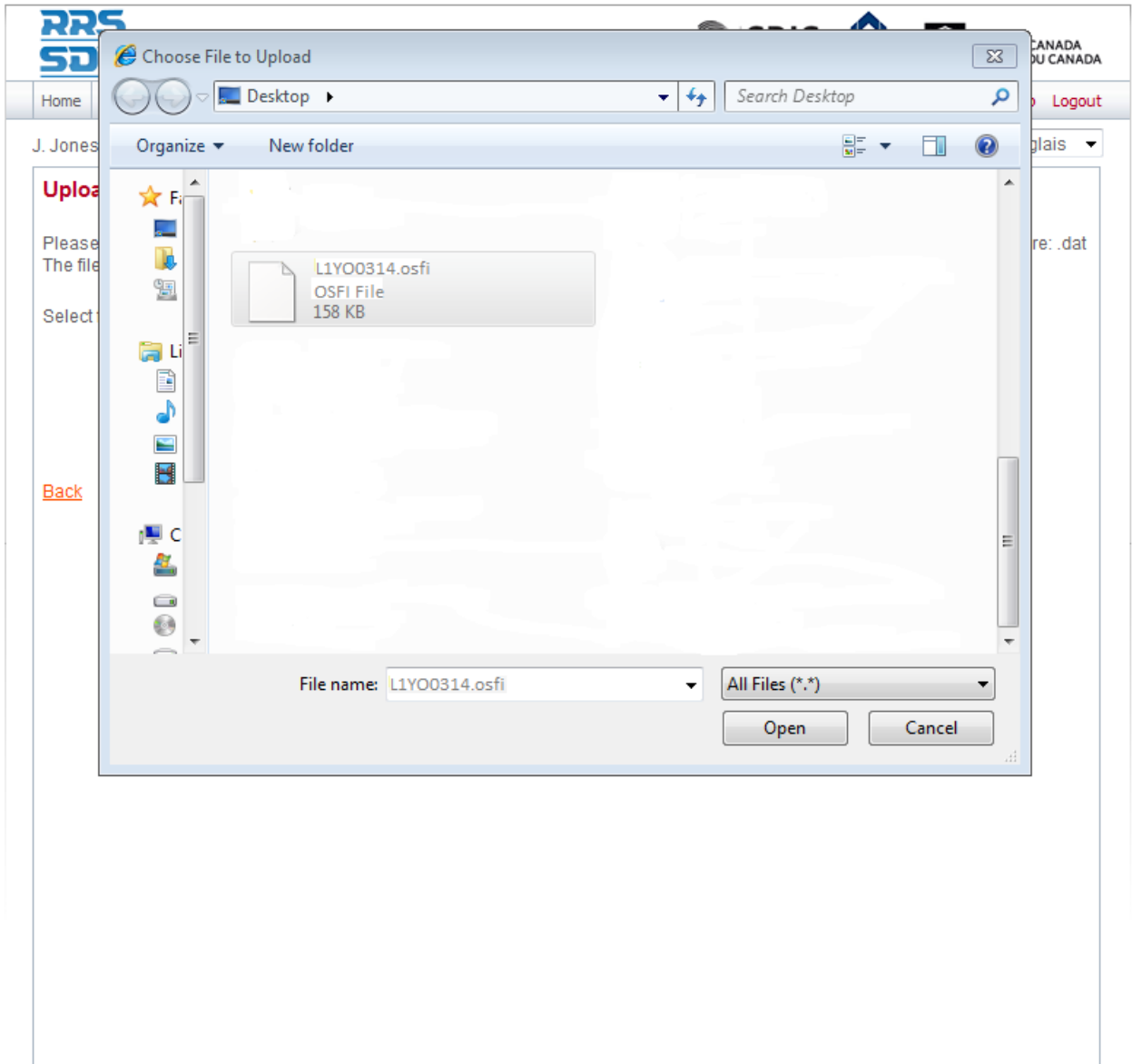
The file you select will be processed immediately and any validation issues will be displayed below.

To validate an XML file prior to upload, you can [download the definition file](#). To see how the data on the form should be represented in XML, you can [view XML specs](#).

Select file to upload:

[Back](#)**Figure 3-32: Upload Data Page**

3. Click **Browse** to navigate to the appropriate corrected file.



**Figure 3-33: Windows Explorer Upload File Page**

4. Select the appropriate corrected file.
5. Click **Open**. The file is uploaded.

|  |                                                                                                      |
|--|------------------------------------------------------------------------------------------------------|
|  | <p><b>Manual Correction:</b></p> <p>You could also make the correction manually in the web form.</p> |
|--|------------------------------------------------------------------------------------------------------|

To re-validate a return entered manually:

Begin at the Draft Returns page.






PORTAL

Menu



John Doe , ABC Bank (change)

English/Anglais +   

Draft Returns

The returns listed below are in draft and can be completed prior to submission to your Regulator.

To create new returns, please use the "Create Return" functionality.

| Return name                                    | Reference    | Revision            | Status                                                                                                              | Return end date | Due date   | PDF                                                                                 |
|------------------------------------------------|--------------|---------------------|---------------------------------------------------------------------------------------------------------------------|-----------------|------------|-------------------------------------------------------------------------------------|
| <a href="#">Annual Corporate Certification</a> | OSFI49973534 | <a href="#">0.1</a> | <a href="#">Ready to Submit</a>  | 2019-08-31      | 2019-09-30 |  |

**Figure 3-34: Draft Returns Page**

1. Click the return name to open the return.



PORTAL

John Doe , ABC Bank ([change](#))

English/Anglais +   

Menu 

Draft Return

Select a section to complete. You can partially complete a section and save it in draft for completion later. You can also view sections in PDF format.

Once all sections are completed and validated, the return can be submitted using the "Submit return" functionality under the "Submission" menu.

| KEY                                                                               |                                                                                   |                                                                                   |                                                                                     |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |  |    |
| Form set                                                                          | Folder                                                                            | Repeatable Folder                                                                 | Form                                                                                |
|                                                                                   |                                                                                   |                                                                                   |    |
|                                                                                   |                                                                                   |                                                                                   | Add Section                                                                         |
|                                                                                   |                                                                                   |                                                                                   |  |
|                                                                                   |                                                                                   |                                                                                   | Ready to Submit                                                                     |
|                                                                                   |                                                                                   |                                                                                   |  |
|                                                                                   |                                                                                   |                                                                                   | In Draft                                                                            |
|                                                                                   |                                                                                   |                                                                                   |  |
|                                                                                   |                                                                                   |                                                                                   | No Data - Mandatory                                                                 |

| Annual Corporate Certification                                                    |                                                                                   | Status: Ready to Submit                                                                                   |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
|  |  | OSFI49 - Annual Information Return                                                                        |
|                                                                                   |                                                                                   | Clear   Upload Data    |
|  |  | A20010 - A20016                                                                                           |
|                                                                                   |                                                                                   | Clear   Edit   View    |
|                                                                                   |                                                                                   | A20016                                                                                                    |

Figure 3-35: Draft Return Page

2. Click the **Edit** link next to the section to be corrected.

John Doe , ABC Bank (Change)

English/Anglais +



Menu



## Form View

Return Name OSFI60 - Certified Financial Statements  
 Section Name A30005 - A30035  
 Organization Name ABC Bank  
 Reporting Date 2019-08-30

For assistance with completing this form, please refer to the Instruction Guide for the Certified Financial Statements (OSFI 60) and Auditor's Report on the OSFI website.

Page 30.005

## REPORTING PERIOD

For Plan Year Ending(YYYY-MM-DD) (001)



Number of Months Covered (002)



Page 30.010

## STATEMENT OF CHANGES IN NET ASSETS

|                                                                  | Current Year         | Previous Year        |       |
|------------------------------------------------------------------|----------------------|----------------------|-------|
|                                                                  | (\$)                 | (\$)                 |       |
| INCREASE IN ASSETS                                               | (001)                | (002)                |       |
| <b>Increase Due to Investments</b>                               |                      |                      |       |
| Investment Income                                                | <input type="text"/> | <input type="text"/> | (010) |
| Net Gains (or Losses) on Investments                             |                      |                      |       |
| Realized                                                         | <input type="text"/> | <input type="text"/> | (015) |
| Unrealized                                                       | <input type="text"/> | <input type="text"/> | (016) |
| <b>Total Increase Due to Investments (Lines 10+15+16)</b>        | <input type="text"/> | <input type="text"/> | (019) |
|                                                                  |                      |                      |       |
| <b>Contributions</b>                                             |                      |                      |       |
| Member Contributions                                             | <input type="text"/> | <input type="text"/> | (020) |
| Additional Voluntary Contributions                               | <input type="text"/> | <input type="text"/> | (021) |
| Employer Contributions (current service, special payments, etc.) | <input type="text"/> | <input type="text"/> | (025) |
| <b>Total Contributions (Lines 20+21+25)</b>                      | <input type="text"/> | <input type="text"/> | (029) |

Figure 3-36: Display of Return Page

- Correct the appropriate data in the web form.

- Click **Validate & Save**. The return is updated.

### 3.6 Revising an Accepted Return

Revisions to returns that have been submitted and accepted by RRS can be made using the request resubmission feature. The first step in making a revision is to request a resubmission of the affected return.

Begin at the Welcome page.

- Hover over the Submission menu and click the Request Resubmission sub-menu.

The Request Resubmission page opens.

cdic sadc OSFI BSIF BANK OF CANADA BANQUE DU CANADA PORTAL

John Doe , ABC Bank (change) English/Anglais + ? ↻

Menu

## Request Resubmission

Select the return that you would like to request a resubmission for.

Resubmission requests may be granted automatically or may require review by your Regulator, based on the reasons you provide on the next page. If your resubmission request is granted, you will be notified by email and the return will appear in the "Draft Returns" area where you will be able to edit it before resubmission.

Showing returns from: 2019

| Drag a column header here to group by that column               |             |          |                 |            |                      |
|-----------------------------------------------------------------|-------------|----------|-----------------|------------|----------------------|
| Return name                                                     | Reference   | Revision | Return end date | Due date   | Action               |
| Canadian Companies Annual Corporate Certification - October FYE | CCACC973535 | 1.0      | 2019-08-31      | 2019-09-30 | Request Resubmission |

**Figure 3-36: Request Resubmission Page**

- Click the **Request Resubmission** link in the **Action** column for the return.

|  |                                                         |
|--|---------------------------------------------------------|
|  | <b>Resubmission Requests:</b>                           |
|  | Resubmission requests are automatically granted in RRS. |

John Doe , ABC Bank (change) English/Anglais + ? ↻

Menu

### Request Resubmission

Enter the reasons you would like to resubmit this return.

Return name: Canadian Companies Annual Corporate Certification - October FYE

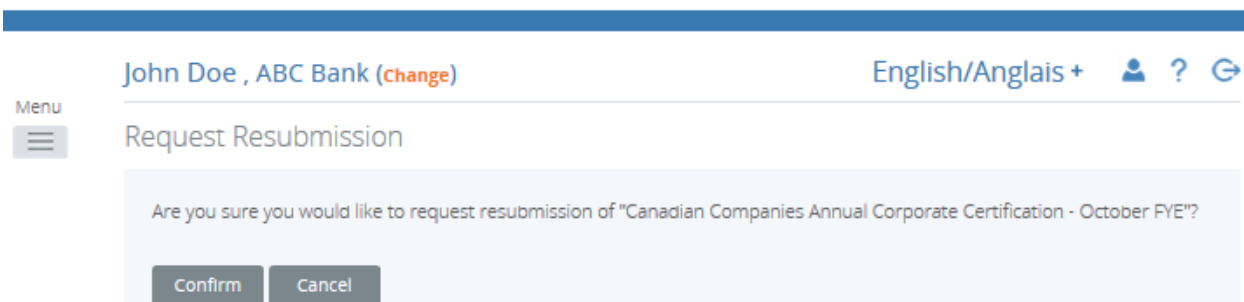
Revision of return: 1.0

Reasons for resubmission:

Send Request Cancel

**Figure 3-37: Request Resubmission Text Entry Page**

3. Enter a brief explanation for requesting the resubmission in the **Reasons for resubmission** text entry box.
4. Click the **Send Request** button.



The screenshot shows the 'Request Resubmission' page. At the top, there is a blue header bar. Below it, the user's name 'John Doe , ABC Bank' is displayed with a '(change)' link. To the right, the language is set to 'English/Anglais' with a '+' icon, and there are icons for user profile, help, and refresh. On the left, there is a 'Menu' button with a hamburger icon. The main heading is 'Request Resubmission'. Below this, a light blue box contains the confirmation text: 'Are you sure you would like to request resubmission of "Canadian Companies Annual Corporate Certification - October FYE"?'. At the bottom of this box are two buttons: 'Confirm' and 'Cancel'.

**Figure 3-38: Request Resubmission Text Entry Page**

5. Click the **Confirm** button on the confirmation page.



The screenshot shows the 'Request Resubmission' page. At the top, the user is identified as 'John Doe, ABC Bank' with a '(change)' link. The language is set to 'English/Anglais' with a dropdown arrow. A 'Menu' icon is on the left. The main heading is 'Request Resubmission'. Below it, a confirmation message asks: 'Are you sure you would like to request resubmission of "Canadian Companies Annual Corporate Certification - October FYE"?'. At the bottom of this message are two buttons: 'Confirm' and 'Cancel'.

**Figure 3-38: Request Resubmission Confirm Page**

The return is now ready to be corrected and re-submitted.

|  |                                                                                                                                                                                                                       |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Draft Returns</b>                                                                                                                                                                                                  |
|  | Upon a resubmission request, RRS places the return back in the draft folder. The return remains there until it is resubmitted or you can contact RRS Support for deletion if the resubmission was requested in error. |

- Click the **Draft Returns** menu item to open the Draft Returns page and follow the same process as shown in Section 3.5 to correct the data and re-submit the return.

|  |                                                                                                                                                                                                                                                                                                                                                                        |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>Resubmitting an Uploaded File</b></p> <p>If you are resubmitting a return using the <b>Upload Data</b> button, the following pop-up window displays:</p>  <p>Click the <b>Yes</b> button to confirm the deletion of the data and to allow the revised file to be selected.</p> |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### 3.7 Completing and Submitting an Unstructured Return

|  |                                                                                                                                                                 |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>File Formats</b></p> <p>The acceptable formats for attaching a file to an unstructured return in RRS includes: .xls/.xlsx, .doc/.docx, .pdf and .zip.</p> |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|

To complete and submit an unstructured return:

Begin at the Welcome page.

Menu



R B , ABC Bank (change)

English/Anglais +

## Welcome to Regulatory Reporting System (RRS) Portal

You have successfully logged in. You can now use RRS Portal to complete and submit all required returns on-line.

You should regularly check that your organization profile is up to date by clicking on "Organization Profile" on the menu above. Please file the appropriate corporate return to submit an update.

Draft returns that are ready for completion can be found by clicking on "Draft returns" on the menu above.

When your returns have been completed, you must use the "Submission" functionality to finally submit them.

With RRS Portal, you are also able to:

- Print submitted returns where signed hard-copies are required.
- View and print previous submissions.
- Partially complete returns and return to them at a later date.
- Request a resubmission of returns where you become aware of mistakes.

For further information on how to use RRS Portal, click on the help link in the top right-hand corner of your screen.

## Notifications

| Dismiss                  | Received              | Subject                                                                                                       |
|--------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 2019-09-12 2:30:18 PM | <a href="#">Annual Corporate Certification (OSFI49973534) is available for completion via 'Draft Returns'</a> |

Figure 3-39: Welcome Page

1. Click the **Draft Returns** menu item.

Menu

John Doe , ABC Bank ([change](#)) English/Anglais +   

Draft Returns

The returns listed below are in draft and can be completed prior to submission to your Regulator.

To create new returns, please use the "Create Return" functionality.

| Return name                                    | Reference    | Revision            | Status                                                                                                              | Return end date | Due date   | PDF                                                                                 |
|------------------------------------------------|--------------|---------------------|---------------------------------------------------------------------------------------------------------------------|-----------------|------------|-------------------------------------------------------------------------------------|
| <a href="#">Annual Corporate Certification</a> | OSFI49973534 | <a href="#">0.1</a> | <a href="#">Ready to Submit</a>  | 2019-08-31      | 2019-09-30 |  |

**Figure 3-40: Draft Returns Page**

- Click the return name to open the return.

John Doe , ABC Bank (Change)

English/Anglais +  ? 

Menu



## Draft Return

Select a section to complete. You can partially complete a section and save it in draft for completion later. You can also view sections in PDF format.

Once all sections are completed and validated, the return can be submitted using the "Submit return" functionality under the "Submission" menu.

## KEY

|                                                                                   |                                                                                   |                                                                                   |                                                                                   |                                                                                   |                                                                                     |                                                                                     |                                                                                     |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |  |  |  |  |  |  |
| Form set                                                                          | Folder                                                                            | Repeatable Folder                                                                 | Form                                                                              | Add Section                                                                       | Ready to Submit                                                                     | In Draft                                                                            | No Data - Mandatory                                                                 |

605

Status: No Data



★ Appointed Actuaries Report OSFI605



★ 605

605

Edit | View |  

Figure 3-41: Draft Return Page

- Click the **Edit** link.

Menu



John Doe , ABC Bank (Change)

English/Anglais +

## Form View

Return Name Appointed Actuary's Report (605)  
Section Name 605  
Organization Name ABC Bank  
Reporting Date 2019-08-31

"Please upload your file using the Browse button below"

File Attachment 1 :

Browse \*

File Attachment 2 :

Browse

File Attachment 3 :

Browse

File Attachment 4 :

Browse

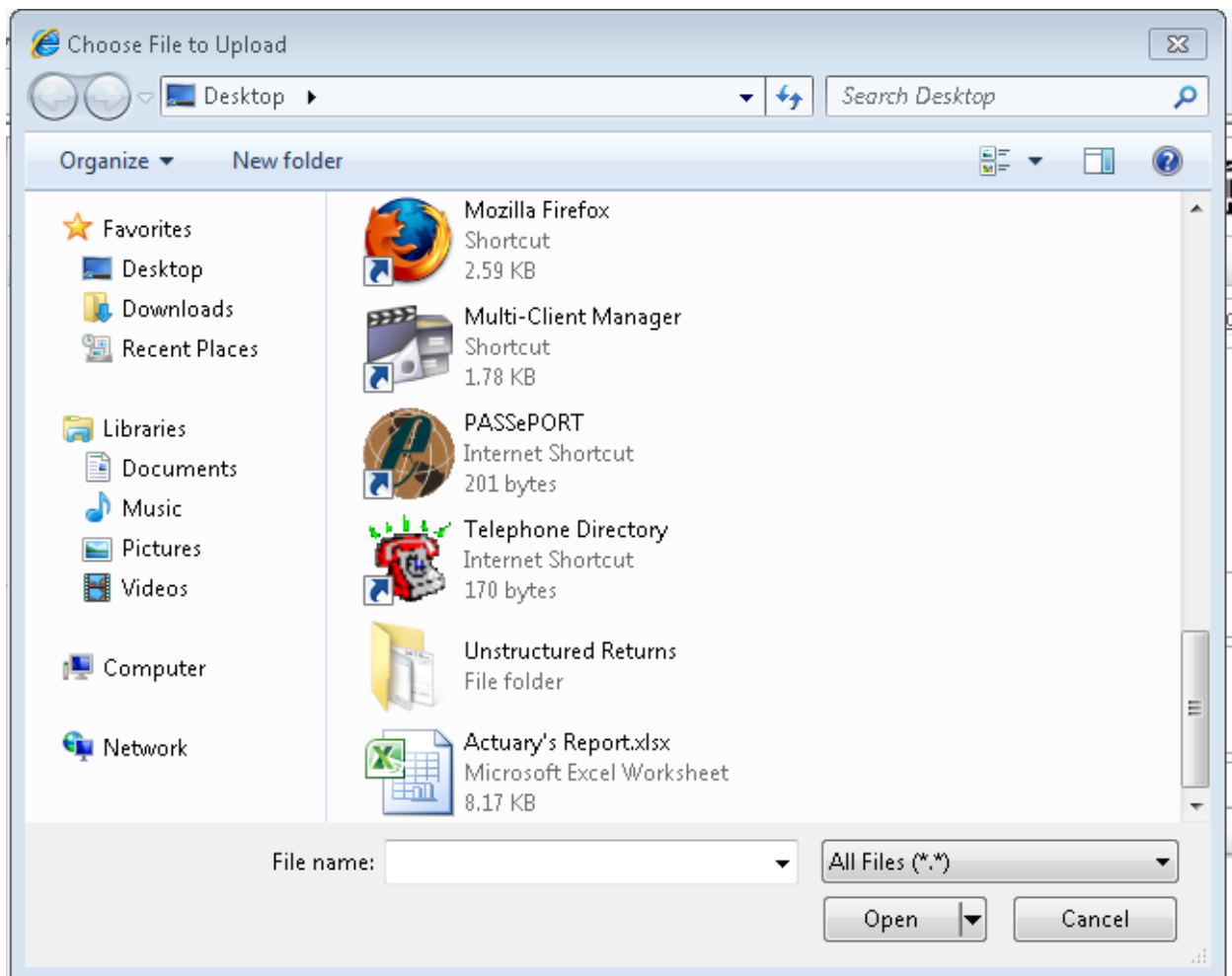
Save as Draft

Validate &amp; Save

**Figure 3-42: Appointed Actuary's Report Return Page**

The return opens for editing.

4. Click the **Browse** button in the File Upload: section.



**Figure 3-43: Windows Explorer Page**

Windows Explorer opens allowing you to select the appropriate file.

5. Select the file to be uploaded and click the Open button.

John Doe , ABC Bank (Change)

English/Anglais +



Menu

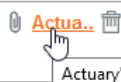


## Form View

Return Name Appointed Actuary's Report (605)  
Section Name 605  
Organization Name ABC Bank  
Reporting Date 2019-08-31

"Please upload your file using the Browse button below"

File Attachment 1 :



Actuary's Report.xls

File Attachment 2 :

Browse

File Attachment 3 :

Browse

File Attachment 4 :

Browse

Save as Draft

Validate &amp; Save

**Figure 3-44: Appointed Actuary's Report Return Page**

The file displays in the File Upload: section.

6. Click the **Validate & Save** button.

To submit unstructured returns, follow steps 6 to 9 in Section 3.1.



## 4.0 Viewing Documents

The Documents menu item provides the ability to view reference documents in the Portal Documents folder.

To view documents:

Begin at the RRS Welcome page.

cdic sadc OSFI BSIF BANK OF CANADA BANQUE DU CANADA

PORTAL

John Doe , ABC Bank (change) English/Anglais + ? ↻

Menu

Welcome to Regulatory Reporting System (RRS) Portal

Home  
Draft Returns  
Submission  
Manage Returns  
Reports  
Documents  
Organization Profile  
Manage Users  
My Details  
Help  
Log Out

Successfully logged in. You can now use RRS Portal to complete and submit all required returns on-line.

+ regularly check that your organization profile is up to date by clicking on "Organization Profile" on the menu above. The appropriate corporate return to submit an update.

+ s that are ready for completion can be found by clicking on "Draft returns" on the menu above.

returns have been completed, you must use the "Submission" functionality to finally submit them.

ortal, you are also able to:

+ submitted returns where signed hard-copies are required.

+ and print previous submissions.

ally complete returns and return to them at a later date.

test a resubmission of returns where you become aware of mistakes.

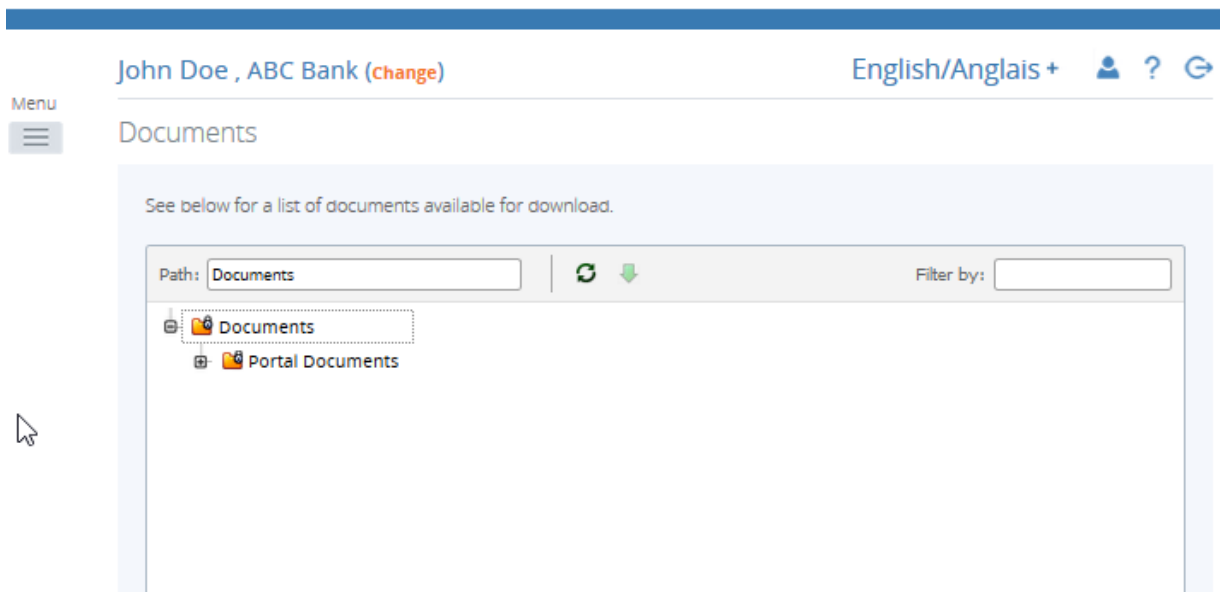
For further information on how to use RRS Portal, click on the help link in the top right-hand corner of your screen.

Notifications

| Dismiss                  | Received               | Subject                                                                                                  |
|--------------------------|------------------------|----------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 2019-09-16 10:22:22 AM | <a href="#">Fake Return 1986-10-21 (test 1986-10-21) is available for completion via 'Draft Returns'</a> |

Figure 4-1: Welcome Page

1. Hover over Menu and select **Documents** item.



**Figure 4-2: Documents Page**

2. Double-click the Documents folder.
3. Double-click the Portal Documents folder.
4. Double-click the specific folder to be viewed.
5. Select the document to be viewed.
6. Click the green down arrow. A message displays prompting you to open or save the document.
7. Click the **Open** button. The document opens for viewing.

## 5.0 Organization Profile

The Organization Profile menu item can only be used to view the profile of your organization in RRS. This profile consists of information such as your organization's general contact information, its preferred language, general details of the organization, all required roles and their contact information, etc. This section provides instruction on how to view your organization's profile.

|  |                                                                                                                                                                                                               |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Organization profile information:</b>                                                                                                                                                                      |
|  | Updating organization profile information is accomplished via updating corporate returns. For information on how to work with corporate returns, refer to the RRS Portal Manage Corporate Returns User Guide. |

To view your organization's profile:

Begin at the RRS Welcome page.

Menu

John Doe , ABC Bank ([change](#))English/Anglais +   

## Welcome to Regulatory Reporting System (RRS) Portal

You have successfully logged in. You can now use RRS Portal to complete and submit all required returns on-line.

You should regularly check that your organization profile is up to date by clicking on "Organization Profile" on the menu above. Please file the appropriate corporate return to submit an update.

Draft returns that are ready for completion can be found by clicking on "Draft returns" on the menu above.

When your returns have been completed, you must use the "Submission" functionality to finally submit them.

With RRS Portal, you are also able to:

- Print submitted returns where signed hard-copies are required.
- View and print previous submissions.
- Partially complete returns and return to them at a later date.
- Request a resubmission of returns where you become aware of mistakes.

For further information on how to use RRS Portal, click on the help link in the top right-hand corner of your screen.

## Notifications

| Dismiss                  | Received               | Subject                                                                                                  |
|--------------------------|------------------------|----------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 2019-09-19 10:13:23 AM | <a href="#">Fake Return 1974-08-27 (test 1974-08-27) is available for completion via 'Draft Returns'</a> |
| <input type="checkbox"/> | 2019-09-19 10:13:22 AM | <a href="#">Fake Return 1974-08-27 (test 1974-08-27) is available for completion via 'Draft Returns'</a> |

**Figure 5-2: Welcome Page**

1. Click the Organization Profile menu item.

Menu

John Doe , ABC Bank ([change](#)) English/Anglais +   

## Organization Profile

The sections of your organization profile are listed below. You should regularly check and ensure that your organization profile is up to date.

| Organization Profile                                                                  |                                  |
|---------------------------------------------------------------------------------------|----------------------------------|
|  PLW | Preferred Language and Website   |
|  OCI | Organization Contact Information |

**Figure 5-2: Organization Profile Page**

2. Select a section of the organization profile to view.

John Doe , ABC Bank ([change](#))

English/Anglais +   

Menu



### Organization Contact Information

OCI

**Organization Name** ABC Bank

**Organization Code** zo

**Industry Group**

**Fiscal Year End**

Contact Type

Address

**English**

**French**

First Address Line

First Address Line

Second Address Line

Second Address Line

Third Address Line

Third Address Line

City

City

Country

Province (Canada only)

State (USA only)

Postal/Zip Code

Email Address

Externally Publishable Indicator

False

Emergency Email Address

Phone

| Area code | Number | Extension |
|-----------|--------|-----------|
|           |        |           |

Fax

| Area code | Number |
|-----------|--------|
|           |        |

English Additional Contact Info

French Additional Contact Info

**Figure 5-3: Board of Directors Section Page**

- Review the listed information.

## 6.0 Managing Your Details

From the My Details menu item you can view and/or edit your user details and change your password. Although you have the ability to change your personal information ***it is strongly recommended that changes to your first and last name and email address be changed by your Local Registration Authority (LRA) to ensure that these user details are updated in both RRS and the BoC Connect.***

Information that can be edited includes your first and last name, email address, telephone number and your language of preference. Information that can be viewed is your assigned permissions. Information that you can edit directly includes your telephone number and your language of preference.

To edit your user details:

1. Hover your mouse over the Menu and select **My Details** item.
2. Click the **View/Edit My Details** sub-menu item.

John Doe , ABC Bank ([change](#)) English/Anglais +   

Menu 

### My User Details

Review your user account details below. To update, enter new details and click the update button.

First name:  Locked Due to Permission Settings

Surname:  Locked Due to Permission Settings

Email address:  Locked Due to Permission Settings

Telephone number:    Locked Due to Permission Settings  
International Area code Number

Language of preference:  

Assigned permissions / roles:

| Assigned to | Type         | Roles                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ABC Bank    | Organization | <a href="#">Filer - Corporate - Canadian FI</a> , <a href="#">Filer - Corporate - Foreign FI</a> , <a href="#">Filer - Corporate - Pension Plans</a> , <a href="#">Filer - Corporate - Scheduled Returns</a> , <a href="#">Filer - Financial Returns</a> , <a href="#">Filer - Local Registration Authority (LRA)</a> , <a href="#">Filer - Reporting - Deposit-Taking Institutions (DTI)</a> , <a href="#">Internal - Filer (BOC)</a> , <a href="#">Internal - Portal User</a> |

Figure 6-1: My Details Page

|  |                                                                                       |
|--|---------------------------------------------------------------------------------------|
|  | <b>If your first and/or last name or email address need to be updated:</b>            |
|  | It is strongly recommended to contact your LRA to update your first and/or last name. |

- Enter your new telephone number in the **Telephone number** field.
- Click the drop-down arrow on the **Language of preference** field to change your language. This will set the language that displays when you log into RRS.



**Note:** you can change your language within a session by selecting the language drop-down from the top right of the application.

5. Click the **Update** button.

To view assigned permissions:

1. Click the name of a role in the **Roles** column within the **Assigned permissions** section.
2. Click each tab to view information about the permissions assigned to your role.

John Doe , ABC Bank ([change](#)) English/Anglais + ? ↻

Menu

### My User Details

Review your user account details below. To update, enter new details and click the update button.

First name:  Locked Due to Permission Settings

Surname:  Locked Due to Permission Settings

Email address:  Locked Due to Permission Settings

Telephone number:    Locked Due to Permission Settings  
International Area code Number

Language of preference:  ▼

Assigned permissions / roles:

| Assigned to  | Type         | Roles                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ABC Bank     | Organization | <a href="#">Filer - Corporate - Canadian FI</a> , <a href="#">Filer - Corporate - Foreign FI</a> , <a href="#">Filer - Corporate - Pension Plans</a> , <a href="#">Filer - Corporate - Scheduled Returns</a> , <a href="#">Filer - Financial Returns</a> , <a href="#">Filer - Local Registration Authority (LRA)</a> , <a href="#">Filer - Reporting - Deposit-Taking Institutions (DTI)</a> , <a href="#">Internal - Filer (BOC)</a> , <a href="#">Internal - Portal User</a> |
| Organization |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**Role Information - Filer - Corporate - Canadian FI**

Form Access Functionality Access

The form sets that this Role grants permission to.

- Board Of Director Information (656)
- By-Law Return (599)
- Fiscal Year End Return (596)
- Organization General Contact Information (657)
- Organization Profile
- Required Roles And Contact Information (658)
- AFS, Auditors Report, Other Shareholders Material OSFI597
- Notice of Annual or Special Meeting (565)
- Return of Shareholders Domestic Banks Only OSFI602
- OSFI906

**Figure 6-2: My Details Tabs Page**

To change your password:

1. Hover your mouse over the **My Details** menu item.
2. Click the **Update My Password** sub-menu item.

cdic sadc OSFI BANK OF CANADA BANQUE DU CANADA

PORTAL

John Doe , ABC Bank (change) English/Anglais + ? ↻

Menu

### Update My Password

Valid passwords contain 1 capital letter, 1 small letter, 1 number and 1 special character (e.g. #&\*!\$). It must be at least 8 characters and not more than 30 characters with no blank spaces.

Current password:  \*

New password:  \*

Confirm new password:  \*

Save

**Figure 6-3: Update My Password Page**

3. In the **Current password** field, enter your current password.
4. In the **New password** field, enter a new password.

|  |                                                                                                                                                                                                                                                       |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>Valid passwords:</b></p> <p>Ensure your new password meets the following valid password criteria:<br/>passwords must be between 8 and 30 characters and contain 1 uppercase letter, 1 lowercase letter, 1 number and one special character.</p> |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

5. In the **Confirm new password** field, re-enter your new password.
6. Click **Save**.

## 7.0 Managing Notifications

Notifications provide information such as when a return is available to be completed in the draft folder as well as when a return contains an error. Notifications can be viewed and deleted from the Welcome page accessed through the Home menu item.

To view a notification:

1. Hover over Menu and select **Home** item. The notifications display.

The screenshot shows the RRS Portal interface. At the top, there are logos for CDIC SADC, OSFI BSIF, and the Bank of Canada. The user is logged in as John Doe, ABC Bank. The page title is "Welcome to Regulatory Reporting System (RRS) Portal". The main content area contains a welcome message and a list of notifications.

You have successfully logged in. You can now use RRS Portal to complete and submit all required returns on-line.

You should regularly check that your organization profile is up to date by clicking on "Organization Profile" on the menu above. Please file the appropriate corporate return to submit an update.

Draft returns that are ready for completion can be found by clicking on "Draft returns" on the menu above.

When your returns have been completed, you must use the "Submission" functionality to finally submit them.

With RRS Portal, you are also able to:

- Print submitted returns where signed hard-copies are required.
- View and print previous submissions.
- Partially complete returns and return to them at a later date.
- Request a resubmission of returns where you become aware of mistakes.

For further information on how to use RRS Portal, click on the help link in the top right-hand corner of your screen.

**Notifications**

| Dismiss                  | Received               | Subject                                                                                |
|--------------------------|------------------------|----------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 2019-09-19 11:08:24 AM | <a href="#">T2 Testing (T21019438) is available for completion via 'Draft Returns'</a> |
| <input type="checkbox"/> | 2019-09-19 11:08:08 AM | <a href="#">T2 Testing (T21019438) is available for completion via 'Draft Returns'</a> |

**Figure 7-1: Help Page**

2. In the **Subject** column, view the notification information.

To delete a notification:

1. In the **Dismiss** column, click the check box associated with the notification to be deleted.  
The notification is deleted.

## 8.0 Accessing Help

Help text is available on all topics within RRS.

To access RRS Help:

1. Click the **Help** link located on the top right of the application. The Help text displays.



Figure 8-1: Help Page

|  |                                                                                                                                                                                                                                                                                                         |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>Other help options:</b></p> <ol style="list-style-type: none"> <li>1. The Documents menu item provides additional reference and training documents.</li> <li>2. To receive more help with RRS you can contact your organization's LRA or contact the Bank of Canada at 1-855-865-8636.</li> </ol> |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 9.0 **Logout**

RRS provides the ability to logout of your current session.

To logout of RRS:

1. Click the **Logout** link located on the top right of the application. A window displays asking if you are sure you want to logout.
2. Click **OK**. The login page displays.

### 9.1 **Inactivity Logout**

Each RRS session is set to logout automatically after two hours of inactivity.

|  |                                                                                                                                                                              |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>If you are logged out due to inactivity:</b>                                                                                                                              |
|  | RRS does not automatically save your work. It also does not return you to what you were working on when the forced logout occurred. It is important to save your work often. |



## 10.0 Tips, Tricks and Troubleshooting

### 10.1 Saving Your Work

It is important to remember to save your work often. As stated in *Section 11.1 Inactivity Logout*, each RRS session is set to logout automatically after two hours of inactivity. If you are logged out due to inactivity, RRS does not return you to what you were working on prior to the forced logout.

### 10.2 Microsoft Excel

You can save a return in Microsoft Excel format by using the Excel button on the Draft Return page. This button enables a return to be saved to a specified area outside of RRS.

### 10.3 Two Users Working on the Same Return

It is possible to have more than one user working on the same return within RRS. Note that RRS does not inform you when another user is working on the same return. Two separate scenarios are described below; both scenarios involve two users, User 1 and User 2, accessing the same return at the same time.

**Scenario 1 – Validate & Save:** User 1 clicks the Validate & Save button on the return and the data is saved at version 1.1. Then User 2 clicks the Validate & Save button and also saves the return, overwriting the data saved by User 1 and updating the revision of the return to 2.1. In this circumstance, the data in the return saved last is the return data RRS displays as the most current.

**Scenario 2 - Submit:** User 1 successfully submits the return. User 2 attempts to submit the return but receives an access denied message as this return has already been submitted by User 1.

|  |                                                                                                                                                                                      |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>View Audit Log:</b></p> <p>To determine who worked on a specific revision of a return, use the View Audit Log feature as described in <i>Section 3.3 Viewing a Return</i>.</p> |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### 10.4 Printing Returns

To print a return, use the Excel icon on the Draft Return page to open the return in Microsoft Excel format then use the print feature in Microsoft Excel.

## 11.0 **Glossary**

| Term/Acronym            | Definition/Description                                                                                                                     |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| BoC                     | Bank of Canada                                                                                                                             |
| CDIC                    | Canada Deposit Insurance Corporation                                                                                                       |
| Conventional return     | A return in which data is organized by one category with a specified data point address for each item reported.                            |
| CY                      | Calendar Year                                                                                                                              |
| Enhanced Authentication | A security requirement that applies to accessing RRS through the BoC Connect                                                               |
| Filer                   | A user associated with a financial institution who files returns.                                                                          |
| FI                      | Financial Institution                                                                                                                      |
| FRFI                    | Federally Regulated Financial Institution                                                                                                  |
| FY                      | Fiscal Year                                                                                                                                |
| FYE                     | Fiscal Year End                                                                                                                            |
| LRA                     | Local Registration Authority                                                                                                               |
| Organization            | An element describing financial institutions, private pension plans or partner agencies.                                                   |
| Organization Profile    | A listing of an organization's corporate information. Also referred to as 'corporate profile'.                                             |
| OSFI                    | Office of the Superintendent of Financial Institutions                                                                                     |
| PDF                     | Portable Document Format                                                                                                                   |
| Portal                  | See RRS Portal                                                                                                                             |
| QE                      | Quarter End                                                                                                                                |
| Return                  | A collection of information Filers or their representatives are required to submit to one or more Tri-agency partners                      |
| Return schedule         | The calendar of return submissions which can or must be filed, specifying the filing periods and frequency of submissions.                 |
| Return type             | Identifies whether a return is a single dimensional (conventional) return, multi-dimensional return, or geographical return (dimensional). |
| RRS                     | Regulatory Reporting System                                                                                                                |
| RRS Portal              | A web application used to submit and view returns                                                                                          |
| RRS Supervision Centre  | A web application used to create and manage returns, users, organizations and reports for Tri-Agency only.                                 |
| Status                  | Indicates the state a return is in, e.g., "In Draft"                                                                                       |
| Structural rule         | The formatting and layout of a return submission                                                                                           |
| Supervision Centre      | See RRS Supervision Centre                                                                                                                 |

| Term/Acronym        | Definition/Description                                                                                                                                   |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tri-Agency          | A group made up of the Bank of Canada, the Office of the Superintendent of Financial Institutions and the Canada Deposit Insurance Corporation.          |
| Unstructured Return | Data that is submitted in a format that is not defined by data points as part of a return definition and is typically contained in an attached document. |
| User                | Any person who uses RRS with any level of privileges                                                                                                     |
| User role           | Gives a user access to specific features and functions.                                                                                                  |
| Validation error    | A message that displays the error that caused the validation process to fail. Users must correct the error to continue.                                  |
| Validation rule     | A rule used during the validation process, expressed as an equation.                                                                                     |
| Web form            | An on-screen or online display of a return.                                                                                                              |
| Workstation         | A computer used to access the BoC Connect and the RRS application.                                                                                       |
| YE                  | Year End                                                                                                                                                 |