



Regulatory Reporting System

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

January 2021



Table of Contents

1.0	Introduction.....	1
1.1	Using this Document.....	1
1.2	Technical Requirements.....	1
1.3	Support.....	2
2.0	Logging into RRS.....	3
2.1	Log into RRS.....	3
2.2	Logging in for the First Time.....	6
2.3	Resetting Your RRS Password.....	10
3.0	Managing Financial Returns.....	14
3.1	Completing and Submitting a Conventional Return via Data Upload.....	15
3.2	Completing and Submitting a Conventional Return Manually.....	24
3.3	Viewing a Return.....	32
3.4	Viewing Errors.....	42
3.5	Correcting Validation Errors on a Return.....	43
3.6	Revising an Accepted Return.....	51
3.7	Completing and Submitting an Unstructured Return.....	55
4.0	Viewing Documents.....	62
5.0	Organization Profile.....	64
6.0	Managing Your Details.....	68
7.0	Managing Notifications.....	73
8.0	Accessing Help.....	75
9.0	Logout.....	77
9.1	Inactivity Logout.....	77
10.0	Tips, Tricks and Troubleshooting.....	78
10.1	Saving Your Work.....	78
10.2	Microsoft Excel.....	78
10.3	Two Users Working on the Same Return.....	78
10.4	Printing Returns.....	78
11.0	Glossary.....	79

Version History

Version	Changes	Date
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">• Reference update on connection – replaced "Secure Site" for BoC Connect• Update on Technical Requirements	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.



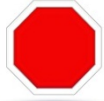
This guide details how to use RRS to complete and submit financial returns. To complete and submit corporate returns refer to the Manage Corporate Returns User Guide.

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.

	Incorrect Login Attempts:
	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.

	Organization Selection:
	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.

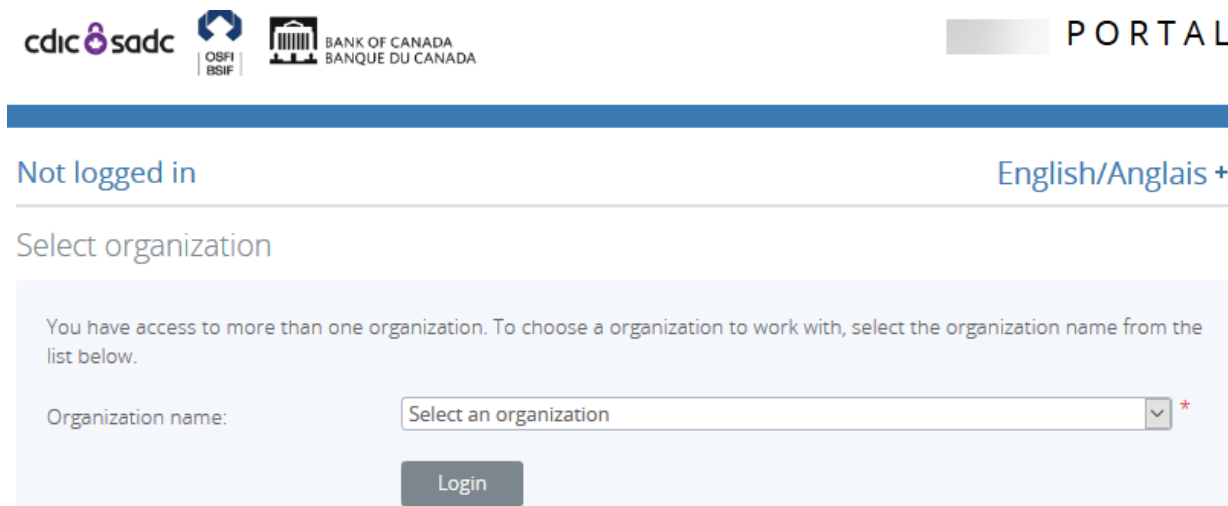


Figure 2-2: Select Organization Page

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.

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

Menu

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: *

Login

[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

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

	Passwords:
	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.

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

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



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:

Update


Assigned permissions / roles:

Assigned to	Type	Roles
ABC Bank	Organization	Filer - Corporate - Pension Plans , Filer - Corporate - Scheduled Returns , Filer - Financial Returns , Filer - Local Registration Authority (LRA)
DTI	Group	Filer - Corporate - Pension Plans , Filer - Corporate - Scheduled Returns , Filer - Financial Returns , Filer - Local Registration Authority (LRA)

Figure 2-6: Update My Password Page

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

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




	Language:
	<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 Logout 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.

BANK OF CANADA
BANQUE DU CANADA

PORTAL

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 2-7: Login Page

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

cdic sadc OSFI BSIF 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: *

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:

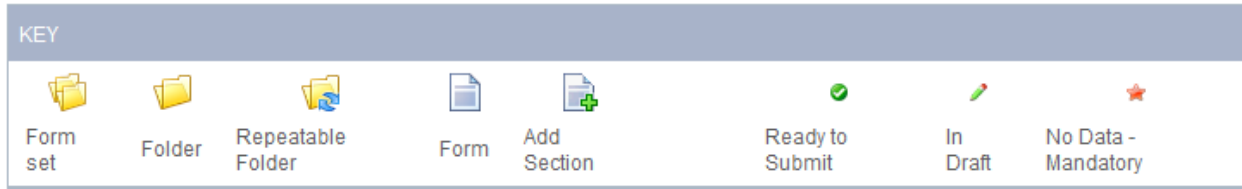


Figure 3-1: Draft Return Key

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.

cdic sadc | OSFI BSIF | BANK OF CANADA BANQUE DU CANADA

PORTAL

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

Menu

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.

cdic sdc 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
Insurance Annual Return	101031289	0.1	No Data	2018-12-31	2019-02-28	


Figure 3-3: Draft Returns Page

	<p>Return Revision</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>




2. Click the return name to be completed.

PORTAL

Menu










John Doe , ABC Bank (Change)

English/Anglais +   

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.

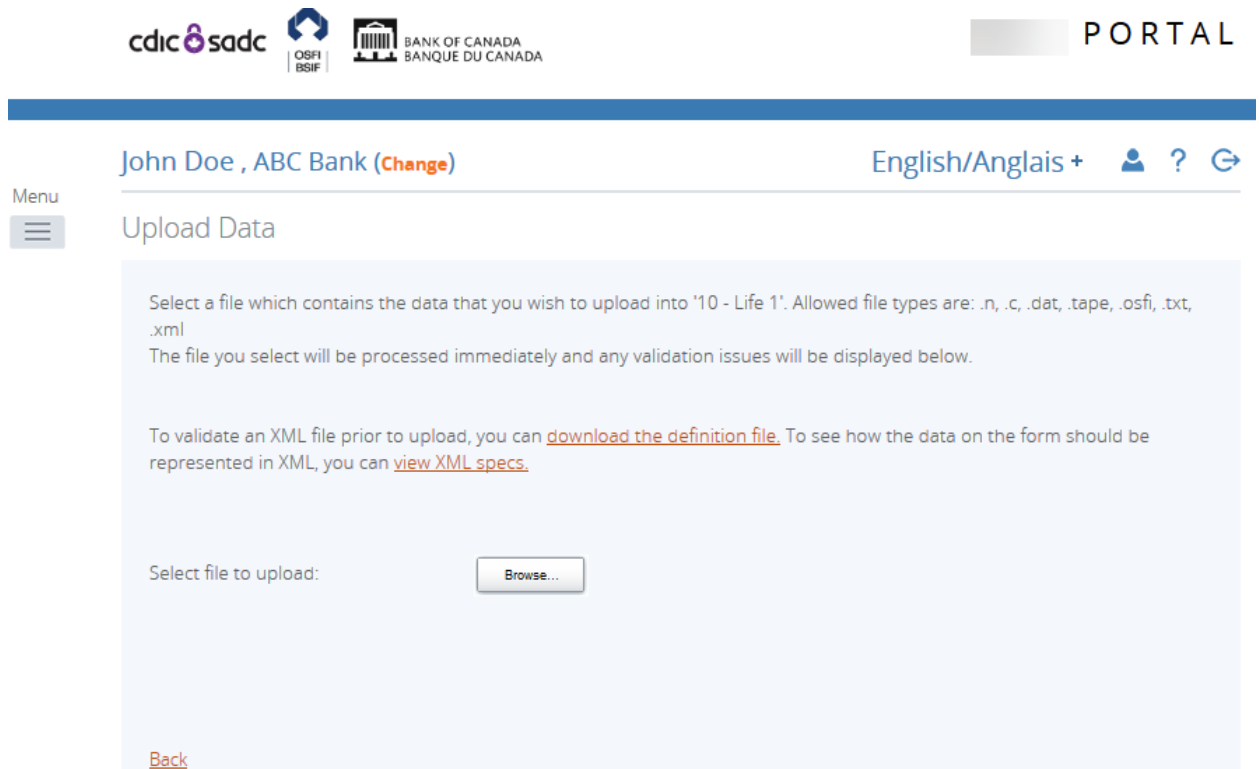


Figure 3-5: Upload Data Page

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

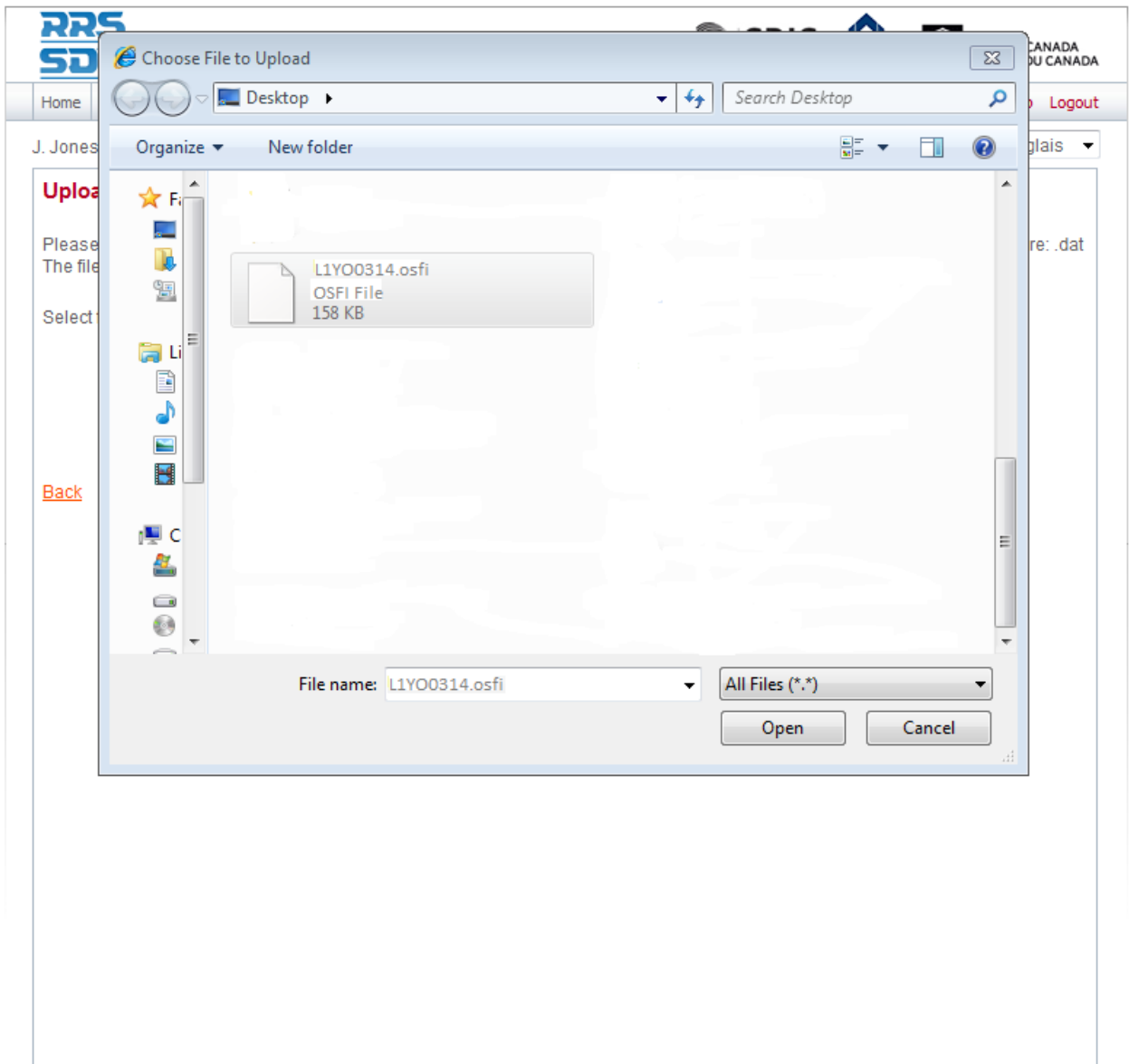



Figure 3-6: Windows Explorer Upload File Page

- Click **Open**.

	<p>Incorrect File Format</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.

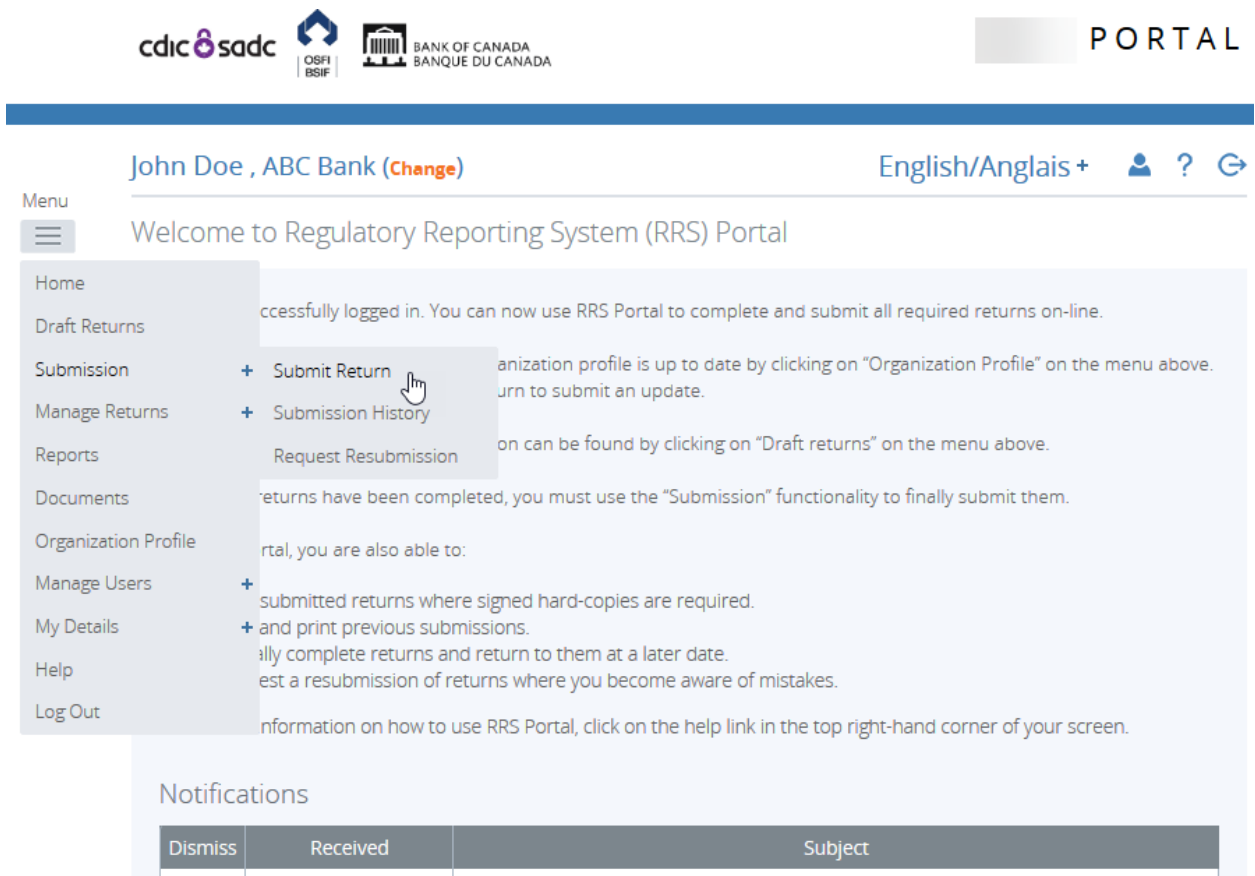


Figure 3-7: Submission Menu Drop-Down Page

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

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
Insurance Annual Return	2A1031290	0.1		2018-12-31	2019-02-28	Submit

Figure 3-8: Submit Return Page

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

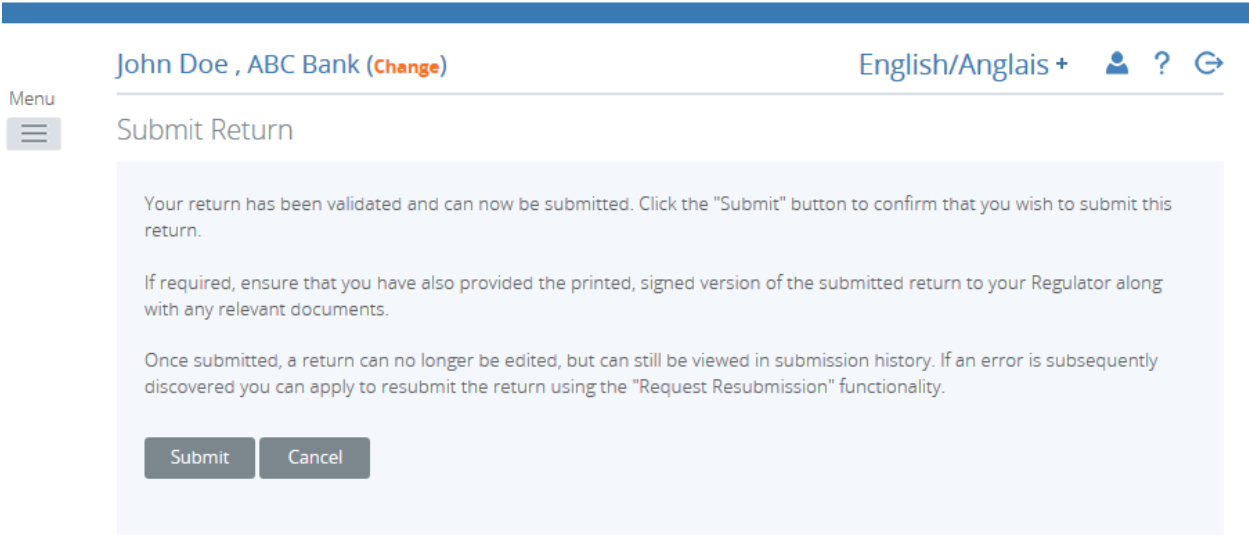




Figure 3-9: Submit Return – Submit Button Page

9. Click **Submit**.




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

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

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

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 3-10: Welcome Page

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

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
OSFI60	OSFI601031291	0.1	No Data	2019-08-30	2019-09-30	

Figure 3-11: Draft Returns Page

2. Click the return name to be completed.

John Doe , ABC Bank (Change)

English/Anglais + [User Icon] [Help Icon] [Refresh Icon]

Menu [Menu Icon]

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 - 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 (\$) (001)	Previous Year (\$) (002)
INCREASE IN ASSETS		
Increase Due to Investments		
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)
Total Increase Due to Investments (Lines 10+15+16)	<input type="text"/> *	<input type="text"/> (019)
Contributions		
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)
Total Contributions (Lines 20+21+25)	<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.


DECREASE IN ASSETS Plan Expenses		
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)
Benefits and Transfers		
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)
Other Sources of Decrease	<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)
NET ASSETS AT BEGINNING OF PLAN YEAR	<input type="text"/>	(159)
NET ASSETS AT PLAN YEAR END (Lines 129+159)	<input type="text"/>	(199)

[Back](#)

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.

	If your return fails structural rules:
	<p>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.</p>

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

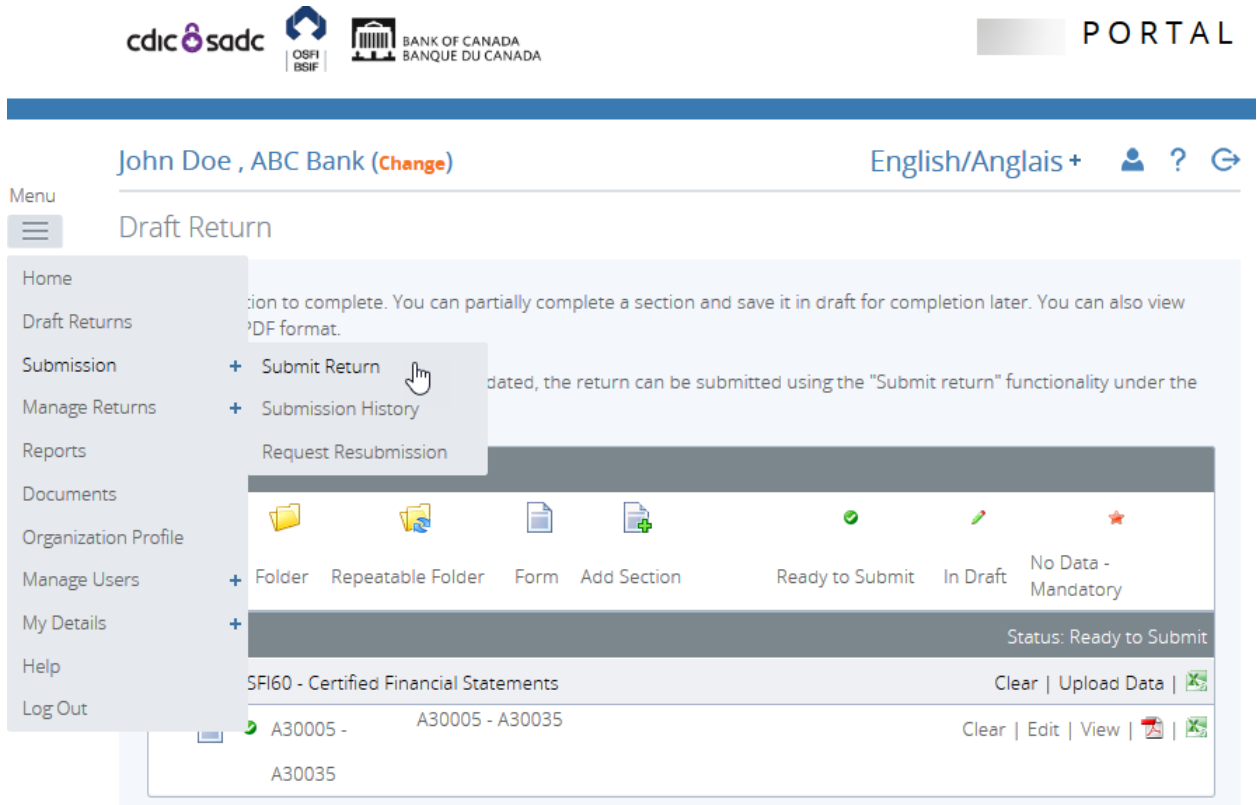


Figure 3-15: Submission Menu Drop-Down Page

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

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

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
OSFI60	OSFI601031291	0.1		2019-08-30	2019-09-30	Submit

Figure 3-16: Submit Return Page

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

10. Click **Submit**.

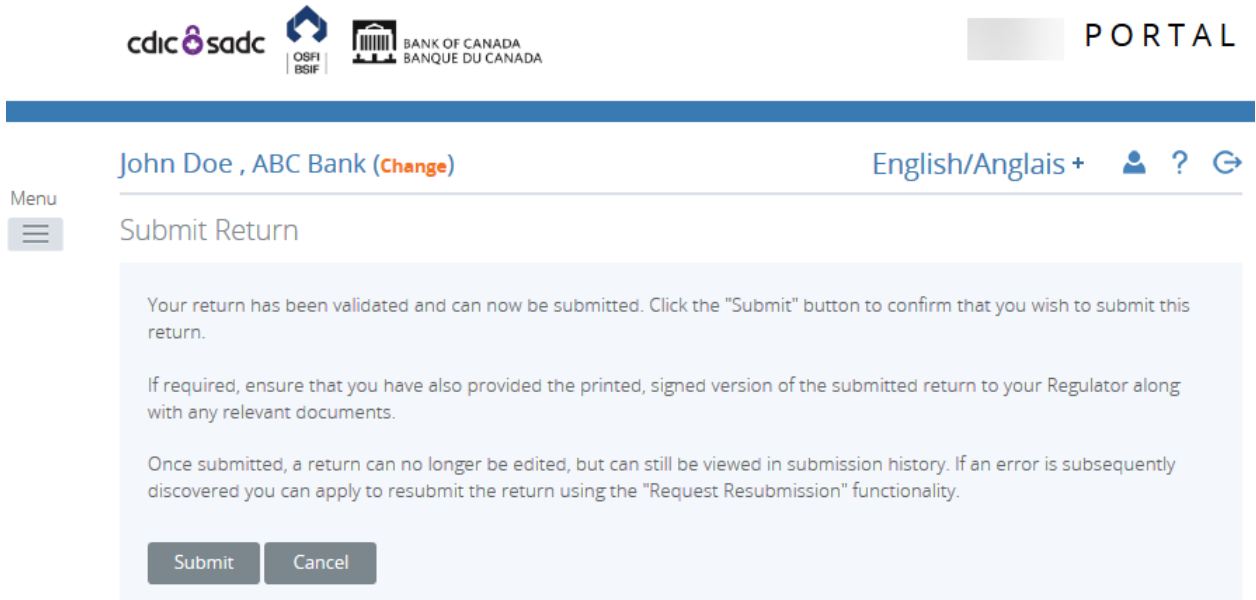



Figure 3-17: Submit Return - Submit Button Page

	<p>If your return fails validation rules:</p>
	<p>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.</p>

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.

cdic sadc OSFI BSIF BANK OF CANADA BANQUE DU CANADA PORTAL

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

Menu
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 3-18: Welcome Page

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

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
OSFI60	OSFI601031291	0.1	No Data	2019-08-30	2019-09-30	

Figure 3-19: Draft Returns Page

2. 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 (\$) (001)	Previous Year (\$) (002)	
INCREASE IN ASSETS			
Increase Due to Investments			
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)
Total Increase Due to Investments (Lines 10+15+16)	<input type="text"/> *	<input type="text"/>	(019)
Contributions			
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)
Total Contributions (Lines 20+21+25)	<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.

cdic sadc | OSFI BSIF | BANK OF CANADA BANQUE DU CANADA

PORTAL

R B , 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
Annual Corporate Certification	OSFI49973534	0.1	No Data	2019-08-31	2019-09-30	
Canadian Companies Annual Corporate Certification - October FYE	CCACC973535	0.1	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.

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
1.0	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

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

Menu

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









	Return Revision
	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.

3. 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

4. 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.
5. 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.

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]

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 3-27: 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
Annual Corporate Certification	OSFI49973534	0.1	Ready to Submit	2019-08-31	2019-09-30	

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:

	Errors in the data:
	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)

Draft Returns

English/Anglais +   

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
Annual Corporate Certification	OSFI49973534	0.1	Ready to Submit 	2019-08-31	2019-09-30	

Figure 3-30: Draft Returns Page

1. Click the return name to open the return.

The screenshot shows the 'Draft Return' page in the RRS SDR portal. At the top, there are logos for cdic sadc, OSFI BSIF, and BANK OF CANADA BANQUE DU CANADA. 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 contains instructions: '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.' and 'Once all sections are completed and validated, the return can be submitted using the "Submit return" functionality under the "Submission" menu.' Below this is a 'KEY' section with icons for Form set, Folder, Repeatable Folder, Form, Add Section, Ready to Submit, In Draft, and No Data - Mandatory. The main table lists sections under 'Annual Corporate Certification' with a status of 'Ready to Submit'. The first section is 'OSFI49 - Annual Information Return' with a 'Clear | Upload Data | [icon]' link. The second section is 'A20010 - A20016' with a 'Clear | Edit | View | [icon]' link.

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 [icon]
	A20010 - A20016	Clear Edit View [icon]

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.

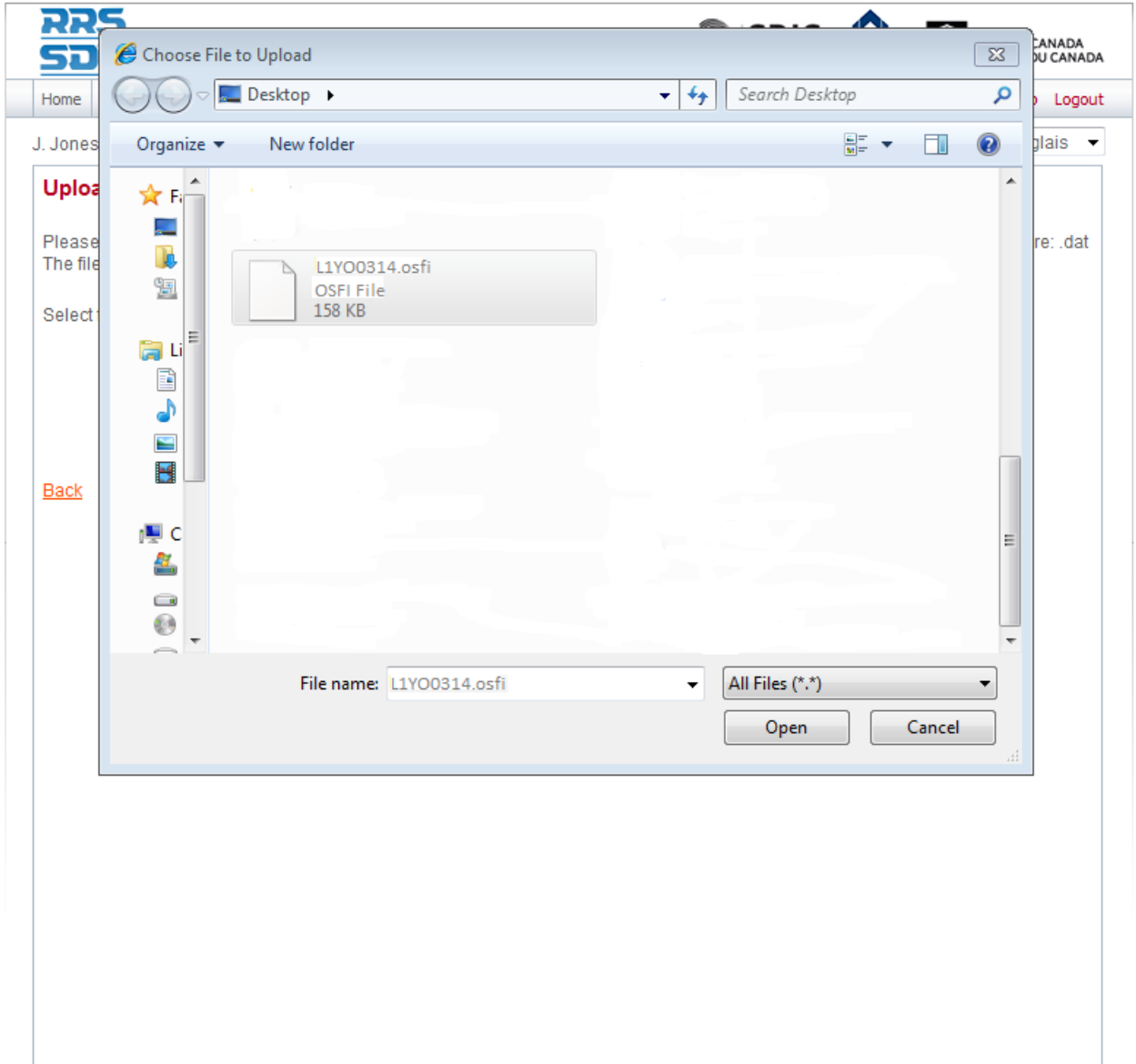



Figure 3-33: Windows Explorer Upload File Page

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

	Manual Correction:
	You could also make the correction manually in the web form.

To re-validate a return entered manually:

Begin at the Draft Returns page.

PORTAL

Menu

John Doe , ABC Bank (change)

Draft Returns

English/Anglais +

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
Annual Corporate Certification	OSFI49973534	0.1	Ready to Submit	2019-08-31	2019-09-30	

Figure 3-34: Draft Returns Page

1. Click the return name to open the return.

cdic sadc | OSFI BSIF | BANK OF CANADA BANQUE DU CANADA

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
		Clear Upload Data
		Clear Edit View
A20010 - 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 (\$) (001)	Previous Year (\$) (002)	
INCREASE IN ASSETS			
Increase Due to Investments			
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)
Total Increase Due to Investments (Lines 10+15+16)	<input type="text"/> *	<input type="text"/>	(019)
Contributions			
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)
Total Contributions (Lines 20+21+25)	<input type="text"/> *	<input type="text"/>	(029)

Figure 3-36: Display of Return Page

3. 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 + [User Icon] [Help Icon] [Refresh Icon]

Menu [Menu Icon]

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.

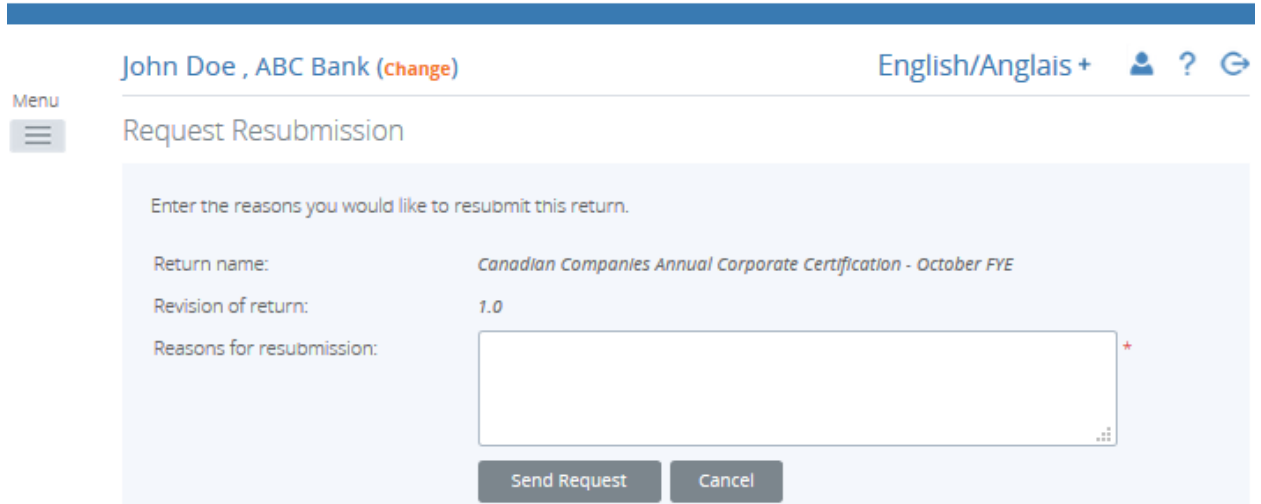
Showing returns from: 2019 [Dropdown Arrow]




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.

	Resubmission Requests:
	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:

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.

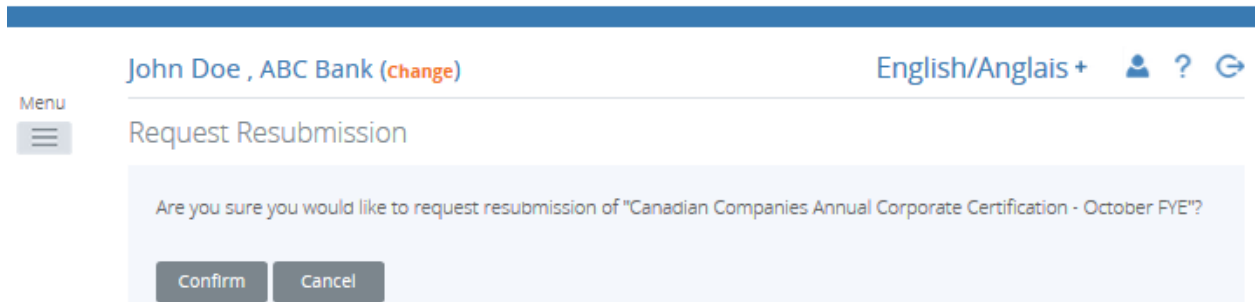


Figure 3-38: Request Resubmission Text Entry Page

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

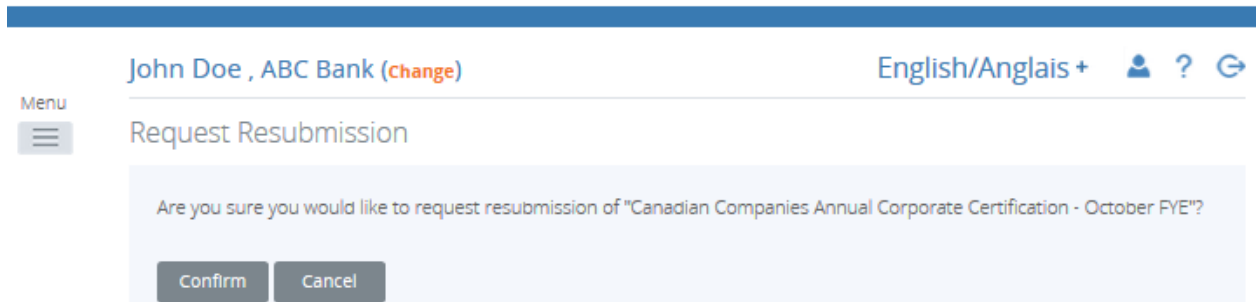




Figure 3-38: Request Resubmission Confirm Page


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

	<p>Draft Returns</p>
	<p>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.</p>

6. 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>Resubmitting an Uploaded File</p>
	<p>If you are resubmitting a return using the Upload Data button, the following pop-up window displays:</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Delete Data ✕</p> <p>Do you want to delete all existing data before uploading a new file?</p> <p style="text-align: right;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </p> </div> <p>Click the Yes 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>File Formats</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	Annual Corporate Certification (OSFI49973534) is available for completion via 'Draft Returns'

Figure 3-39: Welcome Page

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

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
Annual Corporate Certification	OSFI49973534	0.1	Ready to Submit ⓘ	2019-08-31	2019-09-30	

Figure 3-40: Draft Returns Page

2. 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

3. Click the **Edit** link.

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 :	<input type="button" value="Browse"/> *
File Attachment 2 :	<input type="button" value="Browse"/>
File Attachment 3 :	<input type="button" value="Browse"/>
File Attachment 4 :	<input type="button" value="Browse"/>

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

The return opens for editing.

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

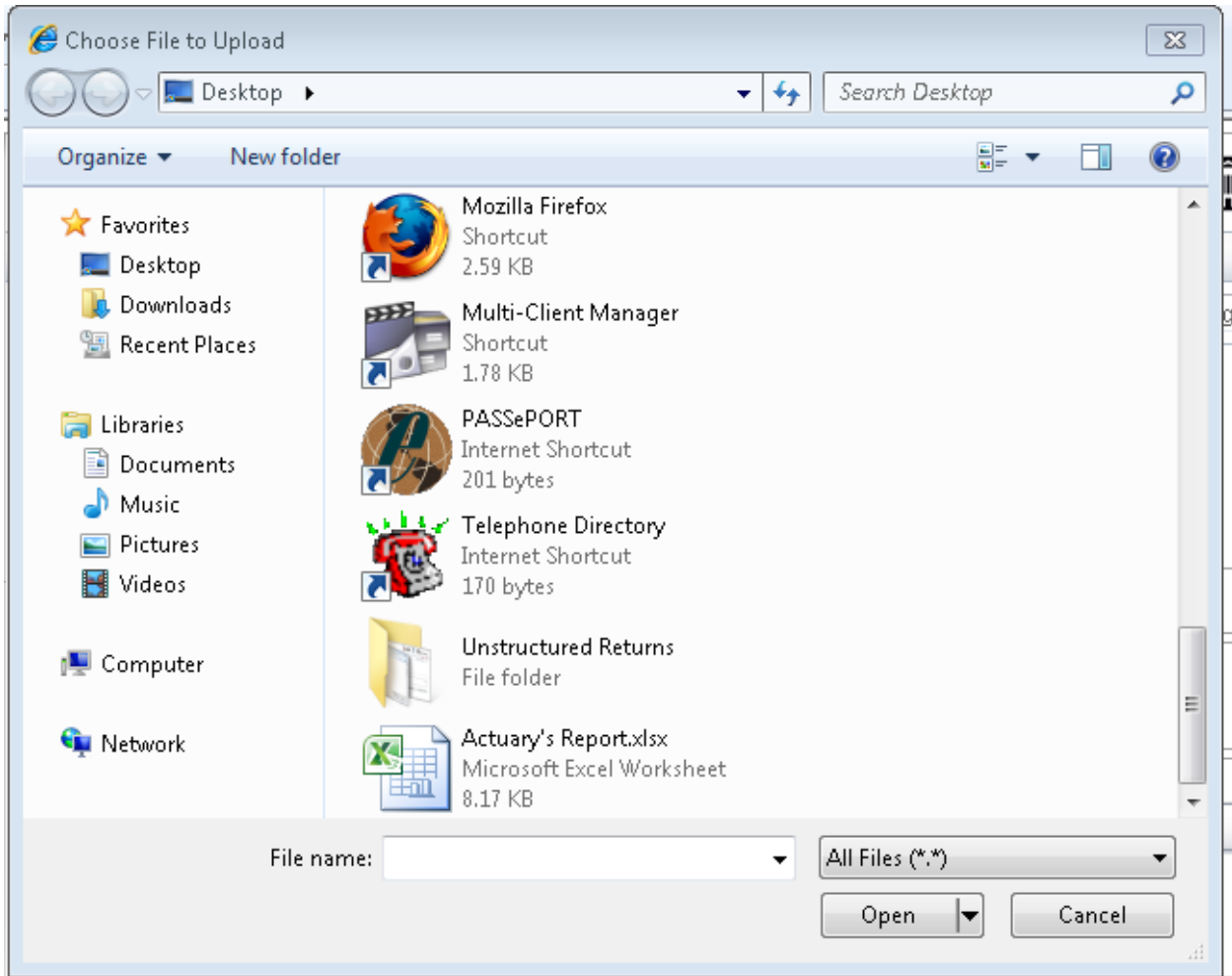


Figure 3-43: Windows Explorer Page

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 +



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 :	Actua.. Actuary's Report.xls
File Attachment 2 :	<input type="button" value="Browse"/>
File Attachment 3 :	<input type="button" value="Browse"/>
File Attachment 4 :	<input type="button" value="Browse"/>

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 sdc OSFI BSIF BANK OF CANADA BANQUE DU CANADA PORTAL

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

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.

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

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

In the portal, you are also able to:

- view submitted returns where signed hard-copies are required.
- cancel and print previous submissions.
- cancel partially complete returns and return to them at a later date.
- cancel 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	Fake Return 1986-10-21 (test 1986-10-21) is available for completion via 'Draft Returns'

Figure 4-1: Welcome Page

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

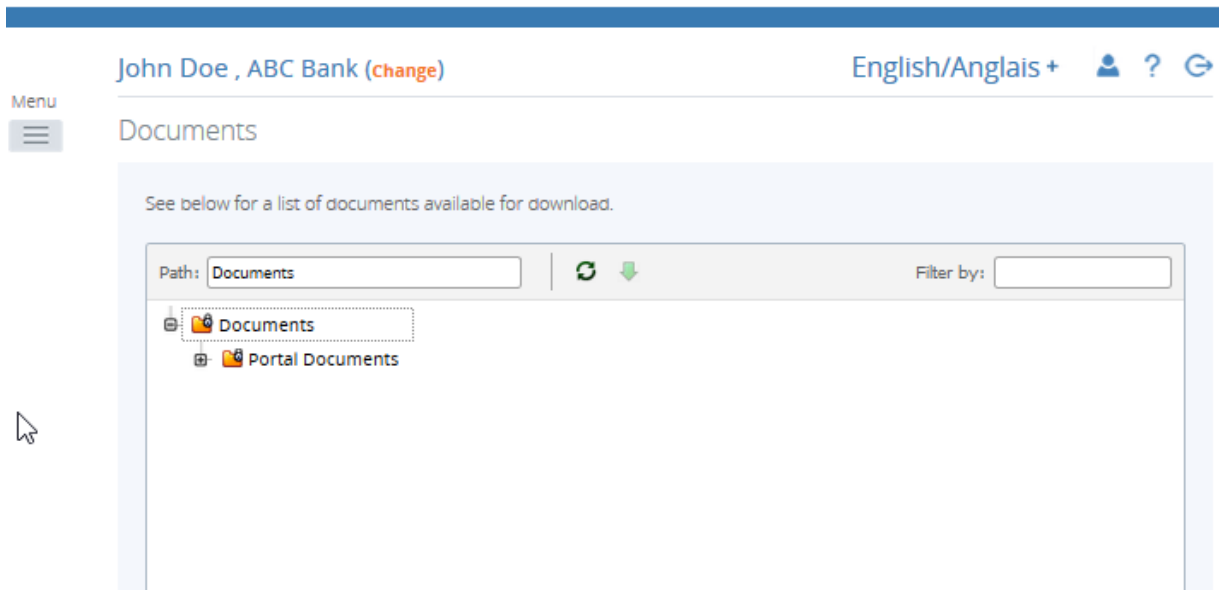



Figure 4-2: Documents Page

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.

	<p>Organization profile information:</p>
	<p>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.</p>

To view your organization’s profile:

Begin at the RRS Welcome page.

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

English/Anglais +   

Menu



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

Figure 5-2: Welcome Page

1. Click the Organization Profile menu item.

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

English/Anglais +

Menu



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	<table border="1"> <tr> <th>Area code</th> <th>Number</th> <th>Extension</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Area code	Number	Extension			
Area code	Number	Extension					
Fax	<table border="1"> <tr> <th>Area code</th> <th>Number</th> </tr> <tr> <td></td> <td></td> </tr> </table>	Area code	Number				
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	Filer - Corporate - Canadian FI , Filer - Corporate - Foreign FI , Filer - Corporate - Pension Plans , Filer - Corporate - Scheduled Returns , Filer - Financial Returns , Filer - Local Registration Authority (LRA) , Filer - Reporting - Deposit-Taking Institutions (DTI) , Internal - Filer (BOC) , Internal - Portal User

Figure 6-1: My Details Page

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

3. Enter your new telephone number in the **Telephone number** field.
4. 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.

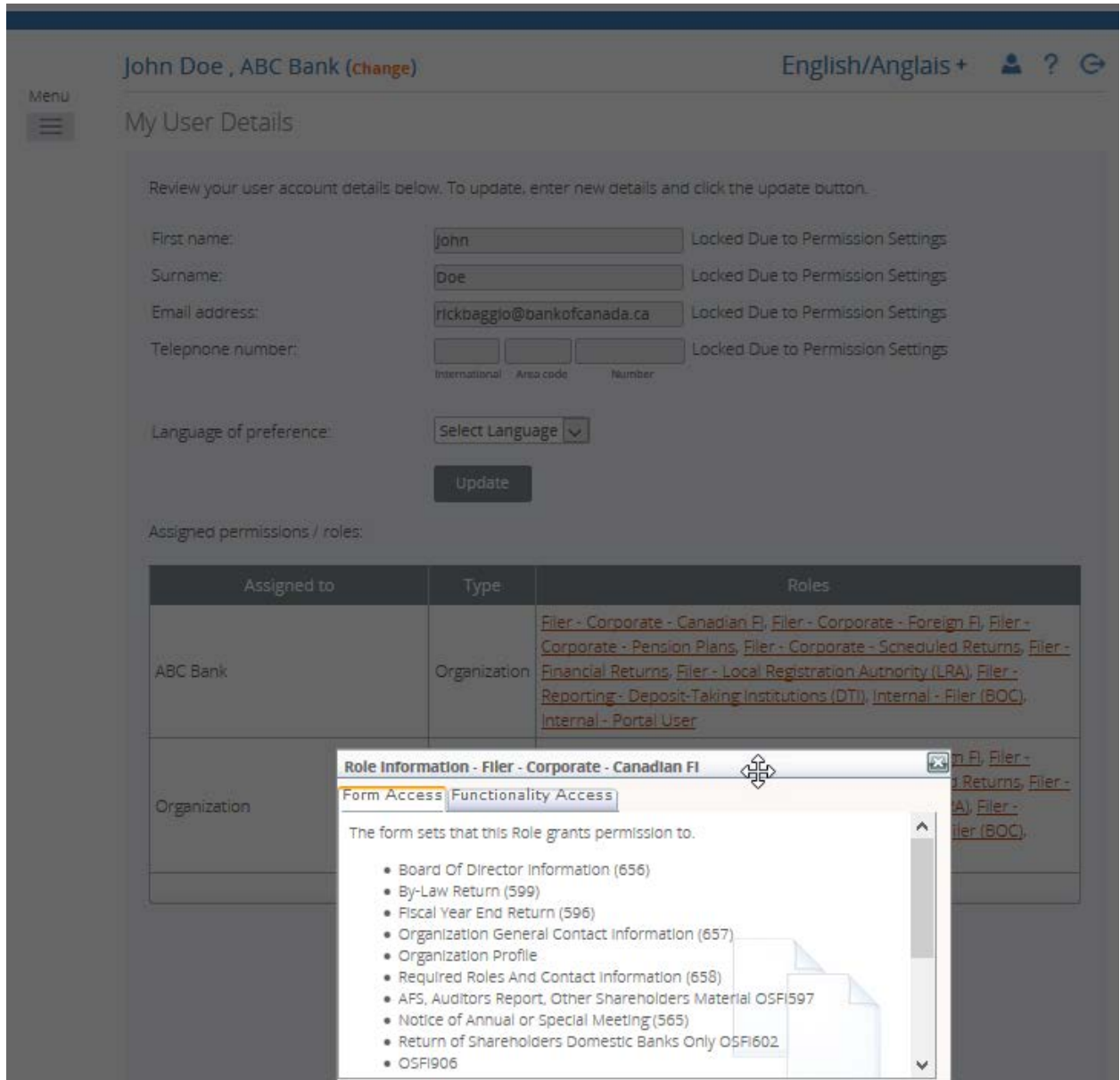


Figure 6-2: My Details Tabs Page

To change your password:

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

cdic sdc 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]

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.

	Valid passwords:
	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.

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 BANK OF CANADA BANQUE DU CANADA. A 'PORTAL' button is visible on the right. Below the logos, the user is identified as 'John Doe, ABC Bank (change)' and the language is set to 'English/Anglais+'. A 'Menu' icon is on the left. The main content area contains a welcome message and a table 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	T2 Testing (T21019438) is available for completion via 'Draft Returns'
<input type="checkbox"/>	2019-09-19 11:08:08 AM	T2 Testing (T21019438) is available for completion via 'Draft Returns'

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.

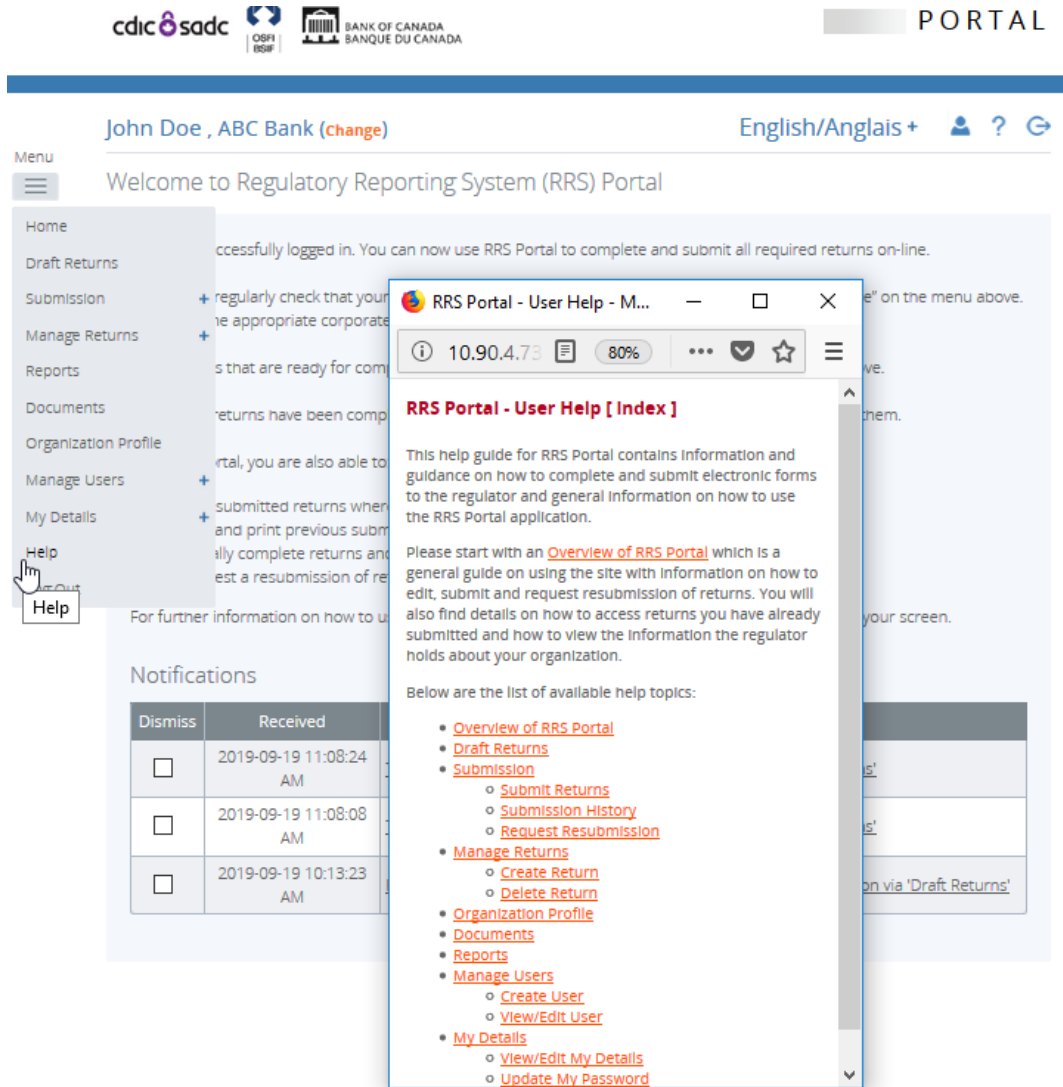



Figure 8-1: Help Page

	Other help options:
	<ol style="list-style-type: none">1. The Documents menu item provides additional reference and training documents.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.

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.

	If you are logged out due to inactivity:
	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>View Audit Log:</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