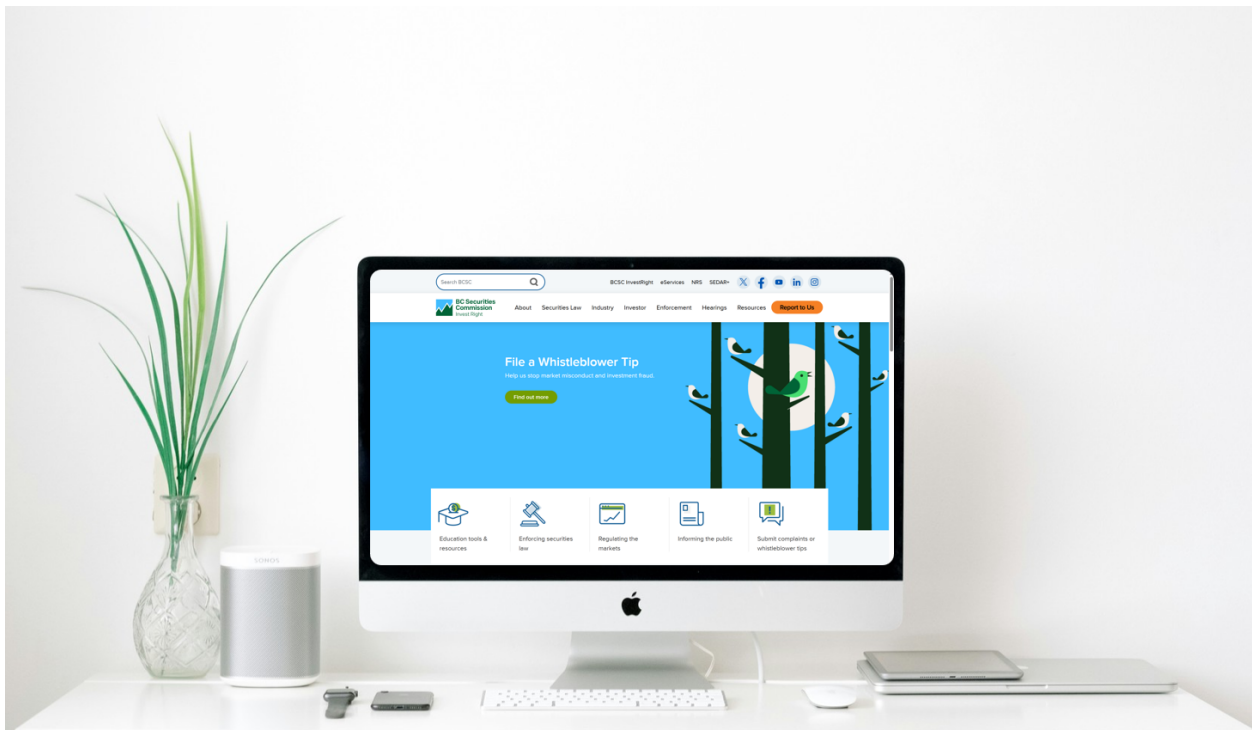




## New eServices Portal

### Quick Reference Guide

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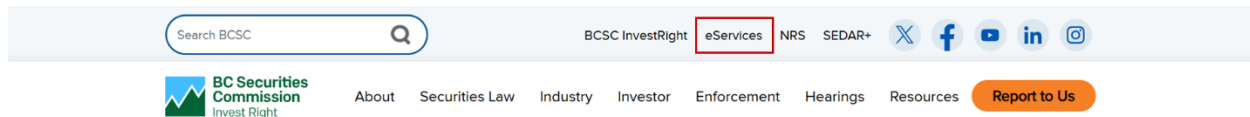
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## About the New eServices Portal

The new BCSC eServices Portal is a modern portal for submitting required regulatory forms and filings. The new process is designed to improve transparency, efficiency, and the tracking of regulatory filings.

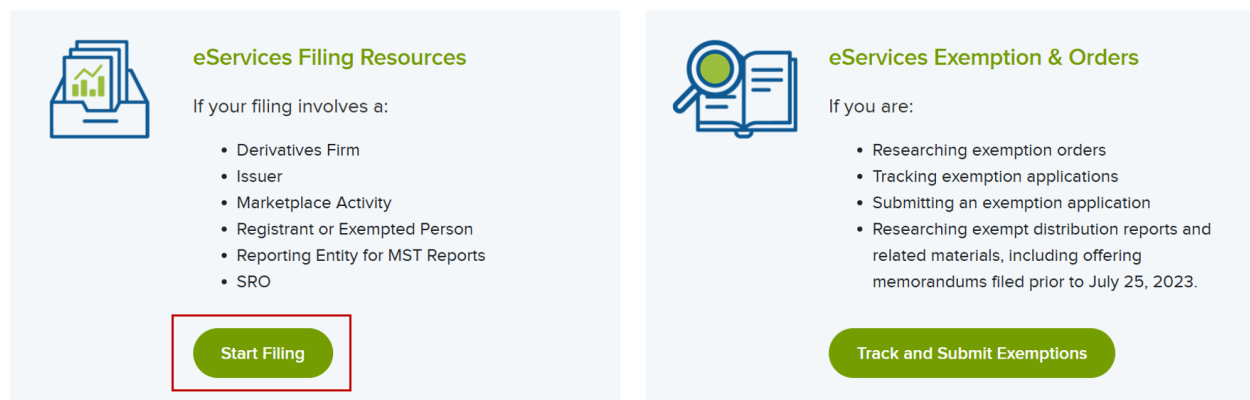
## Accessing the eService Portal

1. You can access the new eServices portal by navigating to the eServices page.

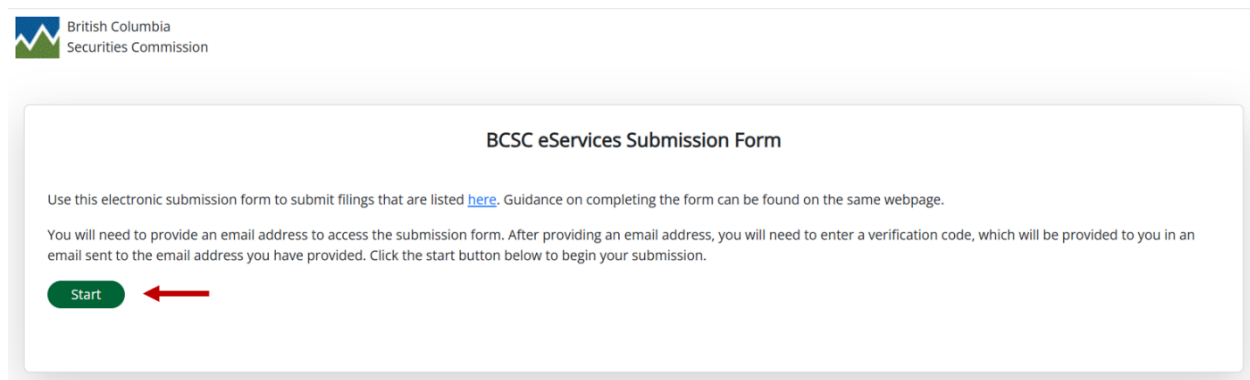


2. From the eServices page, choose one of two paths based on your filing needs:

- To submit standard filings, locate the **eServices Filing Resources** section on the left and click **Start Filing**. Use this option if your filing involves a derivatives firm, issuer, marketplace activity, registrant, exempted person, SRO, or an MST reporting entity.
- If you need to research, track, or submit exemption requests, use the **eServices Exemption & Orders** section on the right side of the screen.



3. Once you click **Start Filing**, you will be redirected to the page below.



**Note:** You will have 30 minutes to complete your submission. We recommend preparing all required documentation and forms before you click **Start**.

4. The eServices Portal does not require account creation or management. Instead, you will verify your identity by clicking **Start** and then entering your **email address** and completing **One-Time Password (OTP)** verification. This approach simplifies access while ensuring secure handling of your submission.

**1**



**Welcome**

Enter your email to receive a verification code

Email address\*

Continue

**2**

We have received your request to file through BCSC eServices.

Your verification code is:  
**229137**

To access the submission form, enter the verification code, or copy and paste it into the code in the browser that was used to send this request.

Please note that the code will expire in 5 minutes and can only be used once.

**3**



**Verify Your Identity**

We've sent an email with your code to  
azarusskaia@bcsc.bc.ca

[Edit](#)

Enter the code\*

Continue

Didn't receive an email? [Resend](#)

## Submission Process

The submission form consists of three sections. Remember that you will have **30 minutes** to complete a submission.



→ 29:27

### BCSC eService Submission Form

Please complete this online form and attach any documents that support your filing.

☐ Please do not click the "Refresh" button in your browser during your submission. It will clear the data you already entered for the filing.

Filing Details > Supporting Documents > Confirmation

**Who You Are Filing For**

\* Category  
-- Select Category --

\* Filing Type  
--Select Filing Type --

You will also receive a **reminder 5 minutes before** the submission form expires.

**Submission Form Reminder**

---

You have **5 minutes** remaining to complete your submission. All information will be lost if not submitted.

[Close](#)

A submission form consists of 3 sections:

| Section                 | Purpose                                              |
|-------------------------|------------------------------------------------------|
| 1. Filing Details       | Identify filer, filing type, and the filer's address |
| 2. Supporting Documents | Upload supporting documentation                      |
| 3. Confirmation         | Submitter contact information                        |

## Section 1. Filing Details

In this section, you will provide the information required to identify your submission, yourself, and your contact address.

1. Begin by selecting a **Filing Category** and a **Filing Type**. The available filing types depend entirely on the category you select.

**Note:** You can only submit **one filing type per submission**. If you need to submit multiple filing types, you must create separate submissions.

### Who You Are Filing For

\* Category

-- Select Category --

Please select a Category

\* Filing Type

-- Select Filing Type --

2. Next, identify yourself as either an **Organization** or an **Individual** and enter the required details.
  - a) **For Organizations:** Enter your legal organization name. If your firm does not have an NRD number, uncheck the **Has a Firm NRD Number** box to make this field optional.
  - b) **For Individuals:** Enter your first and last name. Additional middle names and your NRD number are optional.

Organization or Individual

☒ Organization ☐ Individual

\* Organization Legal Name

☒ Has a Firm NRD Number

\* Firm NRD Number

3. Next, enter your address information.

- a) **For Canadian and U.S. addresses:** Use either manual entry or the integrated address lookup feature to search for and automatically fill in your details.
- b) **For international addresses:** Enter your information manually. You must provide at least a street address.

If filing for an Organization, provide the Organization's head office address. Otherwise, provide the individual's principal residential address.

\* Region ☒ Canada/United States ☐ Other Countries

\* Country  
Canada

Search Street  
Type here to search Canada address...

\* Street Address 1

Street Address 2

\* City

\* Province/State  
Select a Province/State

\* Postal/Zip Code

Next

4. After completing all mandatory fields, click **Next** to proceed to Section 2.

## Section 2. Supporting Documents

In this section, upload the documents to include with your submission.

The portal accepts the following file formats:

- PDF
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

1. You must upload at least one document, with a maximum limit of 10 documents per submission. Each file must not exceed 25 MB in size. If you need to submit more than 10 documents, you must create an additional submission.

## BCSC eService Submission Form

Filing Details > **Supporting Documents** > Confirmation

### Attach supporting documents



You can attach up to 10 documents. If you have more than 10 documents, please make another submission and attach the remaining documents. Please do not click the "Refresh" button in your browser during your submission. It will clear the data you already entered for the filing.

**Allowed file types:** pdf, docx, doc, pptx, ppt, xlsx, xls only

**Allowed file size:** 25 MB (Mega Bytes)

**Allowed number of files:** 10 files

**Allowed file name length:** 180 characters

**Invalid file name characters:**  
! " # \$ % & ' ( ) \* ~ + , . / \ : < > ? @ \ ^ { | } (space)

Attach document

Choose File No file chosen

Document description

Upload

- Once a file is uploaded, it will appear directly below the upload section. From here, you can add more files or remove uploaded ones as needed. After uploading all required documents, click **Next** to proceed to the final section.

| Document Name | Document Description | Remove |
|---------------|----------------------|--------|
| Document.pdf  | -                    |        |

\*File names with an invalid character have been replaced with an \_ (underscore) character and trimmed to the maximum file name length

Previous

Next

### Note:

- The system applies **file name standardization** rules during the upload process. For example, unsupported characters will be replaced with underscores (\_) and file names longer than 180 characters will be shortened automatically.

### Example

| Original file name                            | Uploaded As                                 |
|-----------------------------------------------|---------------------------------------------|
| Financial Statement @ Final Version 2025.docx | Financial Statement Final Version 2025.docx |

Please reference this updated file name if you ever need to contact support regarding your submission.

## Section 3. Confirmation

In this final section, you will provide your contact information and complete the submission process.

1. Enter the following required information:

- Organization name
- Last name
- Relationship to the filer
- First name
- Phone number

Your email address is automatically populated based on your initial login verification and cannot be changed.



3:27

### BCSC eService Submission Form

 Please complete this online form and attach any documents that support your filing.  
Please do not click the "Refresh" button in your browser during your submission. It will clear the data you already entered for the filing.

Filing Details > Supporting Documents > Confirmation

#### Submitter Information

\* Organization Legal Name

Test Name

\* Legal First Name

Test First Name

\* Legal Last Name

Test Last Name

\* Phone Number

123456789

\* Relationship to the Filer

Email Address

azaruskaia@bcsc.bc.ca

2. Once you enter all required information, acknowledge the personal information collection notice and click **Submit** to finalize your filing.

☒ The personal information in your documents filed or delivered in this submission are collected and used to administer and enforce the Securities Act and to assist in the administration of the securities laws of another jurisdiction. The personal information is collected under the authority of sections 26(a), 26(b) and 26(c) of the [Freedom of Information and Protection of Privacy Act](#). If you have questions about the collection of personal information, please contact the Privacy Officer at [FOI-Privacy@bcsc.bc.ca](mailto:FOI-Privacy@bcsc.bc.ca).

Previous

Submit

3. Upon successful submission, you will receive:

a) an on-screen confirmation that includes:

- A submission reference number
- A confirmation message
- An option to submit additional filings

**Your filing was submitted successfully**

Your confirmation number is **SUB-1190**. We have sent a confirmation message with the confirmation number to [redacted] Please use this submission confirmation number for any correspondence regarding this filing.

[Exit](#) [Submit Additional Filings](#)

b) a confirmation email that contains:

- Submission number
- Filer name
- A list of submitted documents
- Filing type
- Firm or Individual NRD Number

BCSC eServices Submission Confirmation



BCSC Eservices <noreplydeveservices@bcsc.bc.ca>  
To [redacted]



11:36 AM

Your filing was submitted successfully. Your submission number is SUB-1190.

**Organization Legal Name:** Test Org Name  
**Firm NRD Number:** 123452

**Filing Type:** Annual Financial Statements

**Documents Submitted:**  
Sample\_Document.pdf

Please use the confirmation number in any correspondence regarding this submission.

Questions related to this filing can be directed to our Contact Centre.

Thank you,  
BC Securities Commission (BCSC)

BCSC Contact Centre  
Phone: 604-899-6854  
Email: [inquiries@bcsc.bc.ca](mailto:inquiries@bcsc.bc.ca)

**Note:** Your submission number is your primary reference for this filing. Please use this number whenever you contact staff for assistance or need to discuss your submission.