SEDAR+

ASU INTRODUCTION SESSION

April 17th, 2022

A few items before we begin…
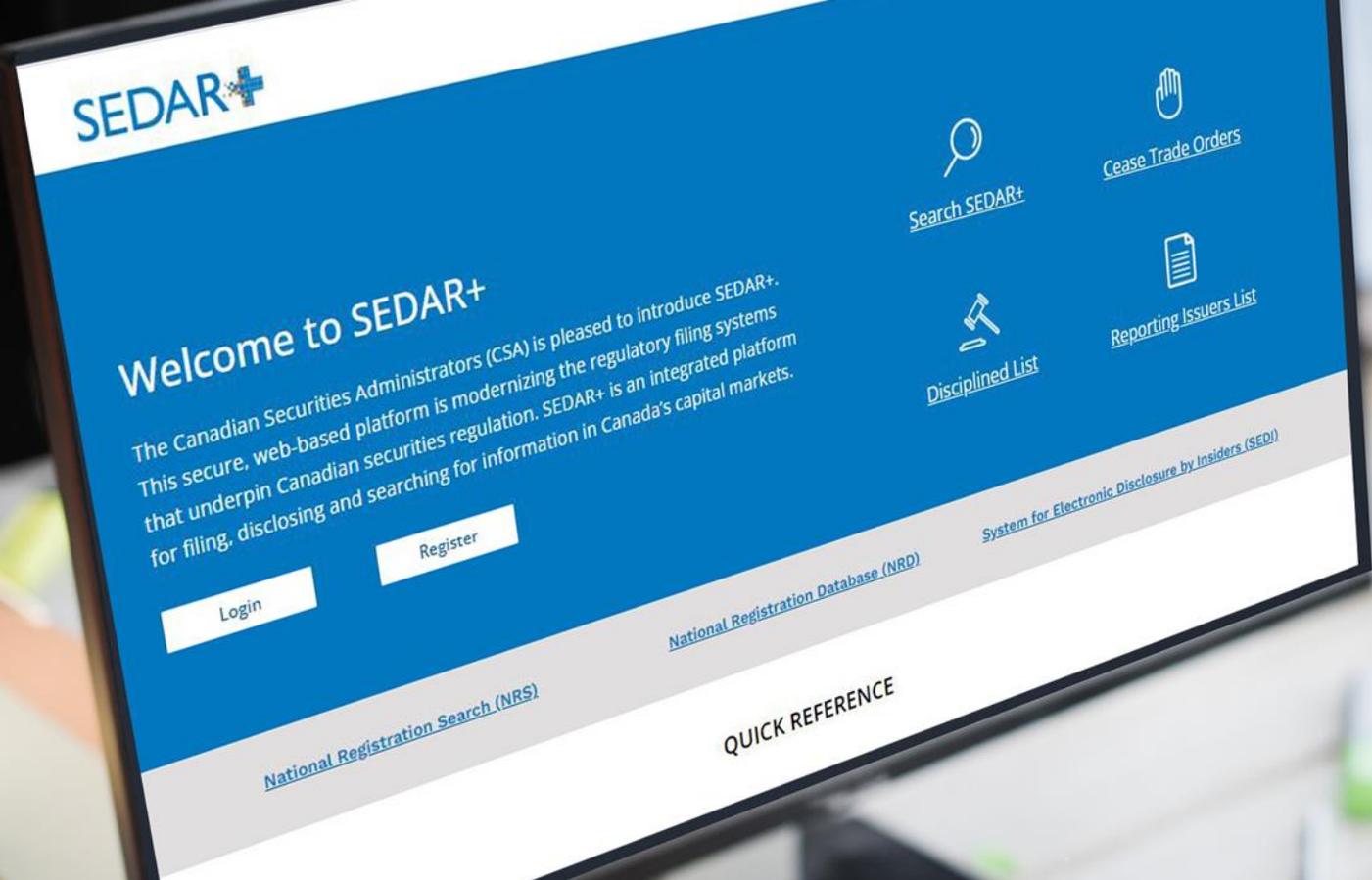
INTRODUCTION

AGENDA

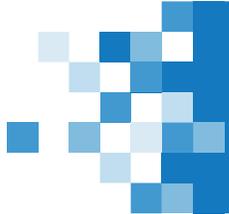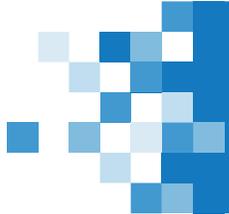- Objective of Authorized Super User (ASU) network

- Your role as an Authorized Super User

- Resources and training materials

- Support

- Questions

- Next Steps

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OBJECTIVE OF ASU NETWORK

- Create network of ASUs who actively promote and implement change initiatives

- Help ensure consistency in change messages and build awareness/ understanding of the change

- Create buy-in among impacted users that will need to adopt to the change

- Prepare organizations for launch readiness

- Forum of exchange for communication between SEDAR+ Program and ASUs representing their organization

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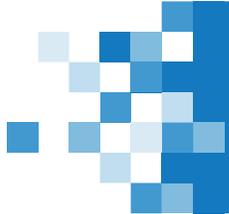
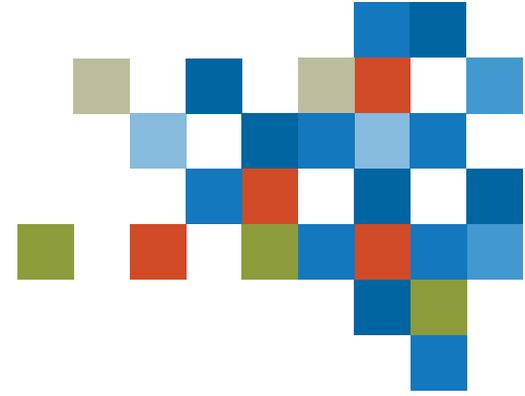# YOUR ROLE AS AN ASU

YOUR ROLE AS AN ASU

- What is an ASU on SEDAR+?

- Your role as an ASU during the roll-out of SEDAR+

- What you need to know about the transition to SEDAR+

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QUESTIONS

RESOURCES AND TRAINING MATERIALS
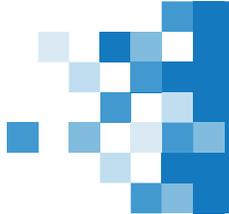
RESOURCES AND TRAINING MATERIALS

- Learning Centre

- Help Centre

- Checklists and preparedness

- Experience Guide

- Training workbook

- User roles

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LEARNING CENTRE

SEDAR+ Learning Centre

- On-demand videos

- 24/7 access

- Searchable by user type, topic and/or keywords

- *Currently available to all users*

HELP CENTRE

SEDAR+ Help Centre

- Accessible through SEDAR+ and Learning Centre

- Online information and resources

- *Soon available to all users*

CHECKLIST

- List of steps to help filers prepare for Go-live

- Quick aid for filers to be reminded, action and check off key activities to validate level of readiness

- *Available early May*

SEDAR+
Sample

SEDAR+ HIGH-VOLUME FILER CHECKLIST

Please use this checklist to ensure you have completed the requirements to access the early version of SEDAR+ for a smooth Pilot experience.

Start here

- ❏ Subscribe to the SEDAR+ Connection e-newsletter

- ❏ Visit the About SEDAR+ section of the CSA website and read the Frequently Asked Questions

July 2022

- ❏ Attend the live virtual SEDAR+ Introduction training session

- ❏ On the Learning Centre, discover the Course Catalogue and complete recommended Learning on Demand courses along with related course surveys

- ❏ Explore the Help Centre and get to know the help categories and topics

- ❏ Attend welcome session for Pilot participants

- ❏ Receive SEDAR+ user account information via email

- ❏ Attend SEDAR+ set-up session

- ❏ Login to SEDAR+ to test user account and password

- ❏ Begin using SEDAR+ and practice filing

- ❏ Note observations and feedback of user experience

- ❏ Attend checkpoint meeting for Pilot participants

August 2022

- ❏ Continue use of SEDAR+

- ❏ Note observations and feedback of user experience

- ❏ Attend wrap-up meeting for Pilot participants

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- Key differences of features between Sedar legacy and SEDAR+

- A 'cheatsheet' for easy reference and simple language

- *Available early May*

SEDAR+ *pilot*

FILER EXPERIENCE GUIDE

SEDAR+ is designed to be easier to use, more intuitive, and more modern compared to SEDAR. This guide provides an overview of the differences filers will experience while working with the early version of SEDAR+ during the Pilot Program.

| FEATURE	SEDAR		SEDAR+
System	Desktop-based software requiring VPN and regular manual updates	→	Web-based application securely accessed from a browser (with cookies and JavaScript enabled) and available 24/7; no manual updates required
Fees	Manual fee calculation, with no capability to calculate late fees	→	Automatic calculation of all regulatory filing fees, late fees and system fees
	Participation Fee Forms PDFs downloaded, completed and submitted by email	→	Participation Fee Forms completed and submitted online in SEDAR+
	Ability to submit a filing then request fee exemptions/ exceptions	→	Fee exemptions/exceptions must be requested before submitting a filing for the related issuer
	Ability to submit a filing without paying fees, with no prompts	→	Payment required when filing is submitted, if an exemption/exception is not requested in advance of submission
	Regulators generate invoices manually for outstanding system and filing fees	→	No manual invoice, the Regulator creates the outstanding fee in the system. The filer can then select the outstanding fee for on-line payment (it is not automatic).
Payments	Fees paid by Electronic Data Interchange (EDI) system	→	Fees paid by Electronic Funds Transfer (EFT)
	Credit card payments not available	→	Visa and Mastercard accepted for immediate payment of Report of Exempt Distribution (RED) fees

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Workbook to identify and map users to their role/ security groups

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Each user in your filing organization must be assigned one (1) User Type and at least one (1) filing per

There is no limit to the number of ASUs or AUs an ASU can create, however they must each have a u

| User Type	Role	Security Group	System functionality	User 1	User 2	User 3	User 4	User 5	User 6	User 7
Authorized Super User	Authorized Super User with a subset of authority	Authority over users within organization for ASU *If not an 'ASU with complete authority', must select 'Authority over users within organization' with any other combination	• maintain organization account • search for users • create/maintain users (ASU and AU) • reset passwords for other users							
Authorized Super User	Authorized Super User with a subset of authority	Authority over creation and maintenance of party profile for ASU	• view authority over a profile • create/maintain all profile types							
Authorized User		Authority over users within organization for AU	• maintain organization account • search for users							
Authorized User		Authority over creation and maintenance of party profile for AU	• view authority over a profile • create/maintain all profile types							

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TRAINING WORKBOOK

- Workbook to map learners with courses relevant to their role

- Track staff members and courses completes

SEDAR+			Based on an individual's SEDAR+ user type and filing permisssions, identify the training courses and event they should take.									
Courses & events	Type	Date	User 1	User 2	User 3	User 4	User 5	User 6	User 7	User 8	User 9	User 10
Introduction to SEDAR+ Basics for Filers	Learning on Demand											
System Searches and Downloads for Filers	Learning on Demand											
User Access Management Concet for Filers	Learning on Demand											
Create and Maintain Autorized User Account	Learning on Demand											
Maintain Your User Account	Learning on Demand											
Reset Password For Another User	Learning on Demand											
View and Maintain Your Organization Account	Learning on Demand											
Create and Maintain pre-Authorized Debit Account	Learning on Demand											
Learning Centre & Authority Management	Live virtual webinar	April 17										
User Management/Permissions	Live virtual webinar	April 27										
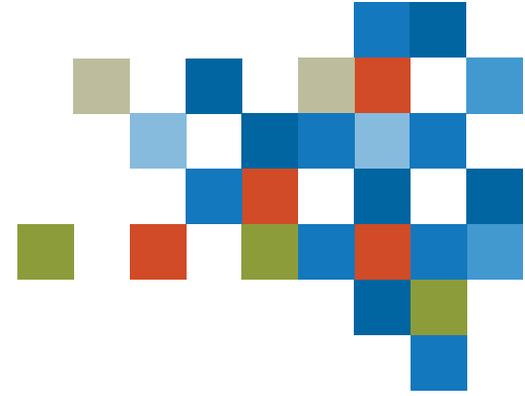
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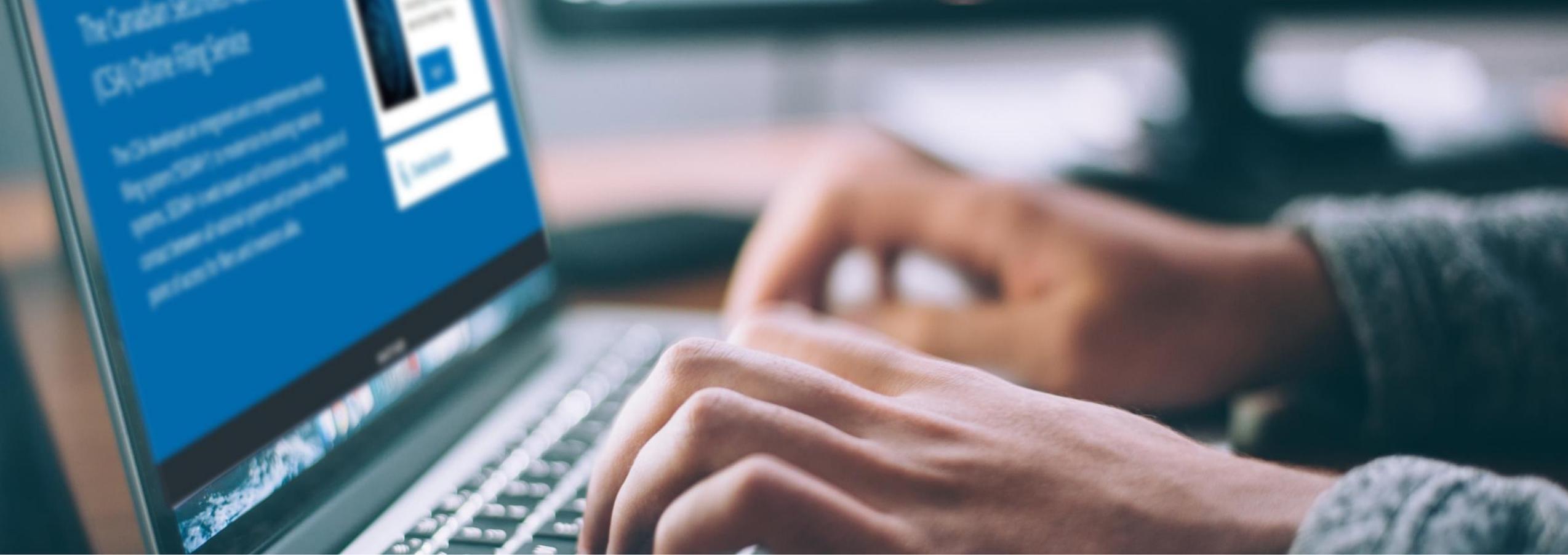
QUESTIONS

SUPPORT

SUPPORT

- **Dedicated SEDAR+ Page**

- **SEDAR+ CSA Service Desk Support**
  - Hours of operation
    - SEDAR+: 9 am – 8 pm ET
    - Both English and French Service Representatives
  - Type of support and questions received
  - Trained on Onboarding and SEDAR+

- **Contact information**
  - Email: SEDARPlus.Transition@acvm-csa.ca
  - Phone: 1-800-219-5381

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Onboarding ends on April 14, 2023.

Home / About SEDAR+

About SEDAR+
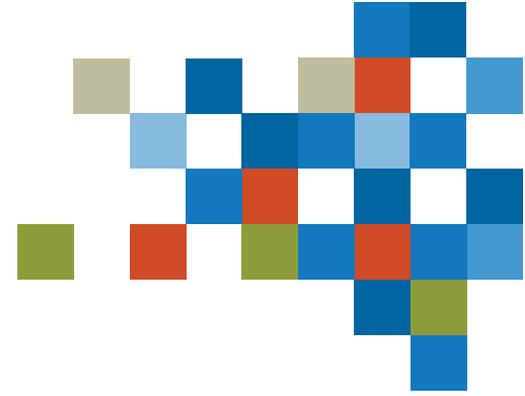
Welcome to the SEDAR+ information site

SEDAR+
Coming June 13, 2023

About SEDAR+

SEDAR+ Overview

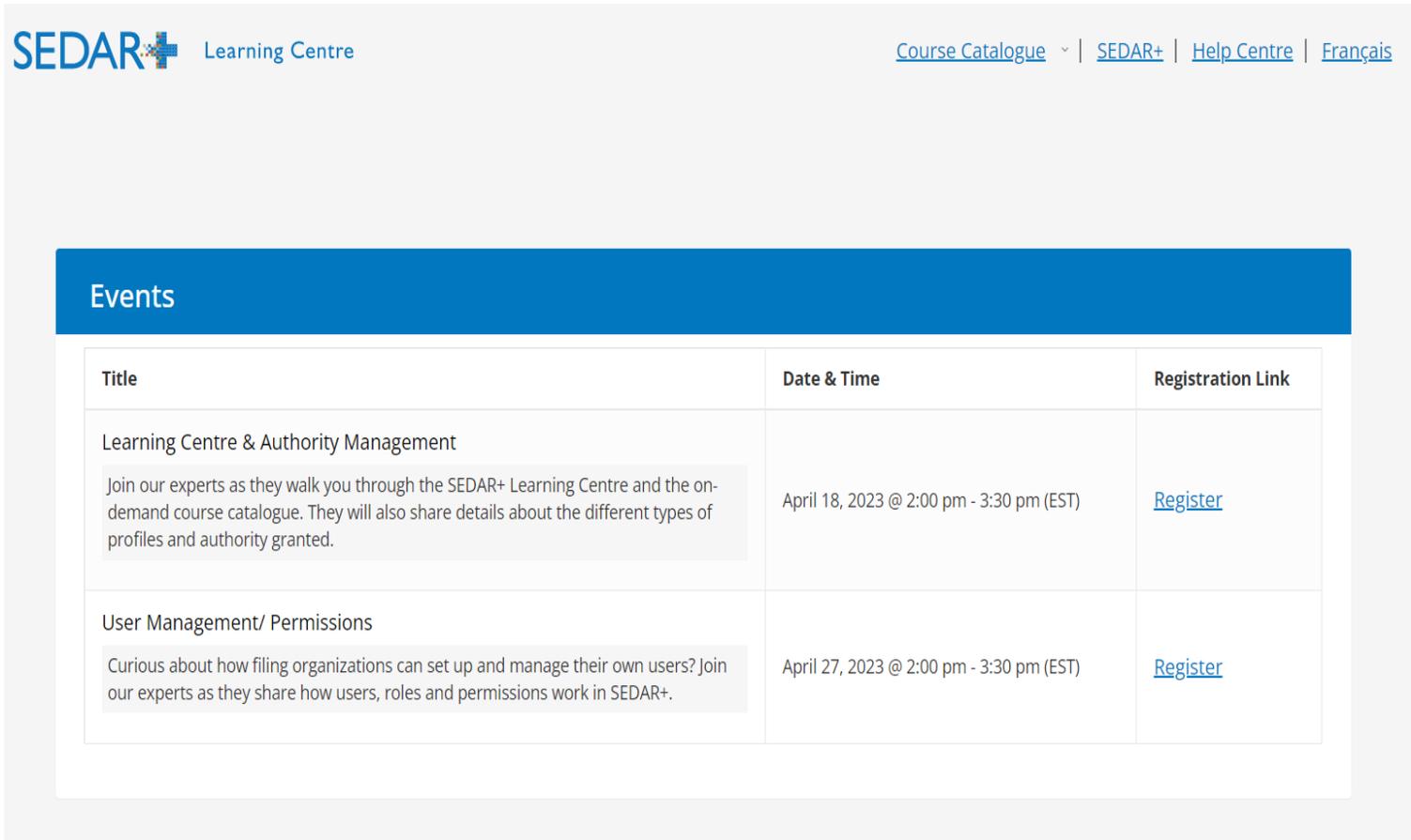SEDAR+ Demo Videos

SEDAR+ Transition

SEDAR+ Events

SEDAR+ Connection e-newsletter

SEDAR+

QUESTIONS

NEXT STEPS

- Onboarding deadline reminder

- Upcoming Filer Training Sessions

- Next touchpoint in May

SEDAR+ Learning Centre

Events

Title	Date & Time	Registration Link
Learning Centre & Authority Management Join our experts as they walk you through the SEDAR+ Learning Centre and the on-demand course catalogue. They will also share details about the different types of profiles and authority granted.	April 18, 2023 @ 2:00 pm - 3:30 pm (EST)	Register
User Management/ Permissions Curious about how filing organizations can set up and manage their own users? Join our experts as they share how users, roles and permissions work in SEDAR+.	April 27, 2023 @ 2:00 pm - 3:30 pm (EST)	Register

SEDAR+

Welcome to SEDAR+ Connection!

Thanks for joining us as we modernize Canadian securities regulatory information systems.

Delivered to your inbox every other month, SEDAR+ Connection will be an important source of information for project dates, training and process changes for organizations.

Help us spread the word! Please forward this newsletter to colleagues who use Canadian securities filing systems (SEDAR, CTO, DL, SEDI, NRD, NRS) to ensure they receive this important information.

Read on for a message from CIO David Fountain

David Fountain is the CSA's Chief Information Officer.

STAY INFORMED – TRANSITION DIGEST

- 2-3 week cadence

- New training or supporting materials
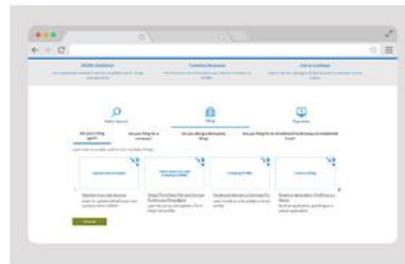
YOUR FEEDBACK

- Your feedback is valuable to us!

- When you receive the email link to the survey, please take a few minutes to give us your feedback on this session.

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Thank you for your participation today

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