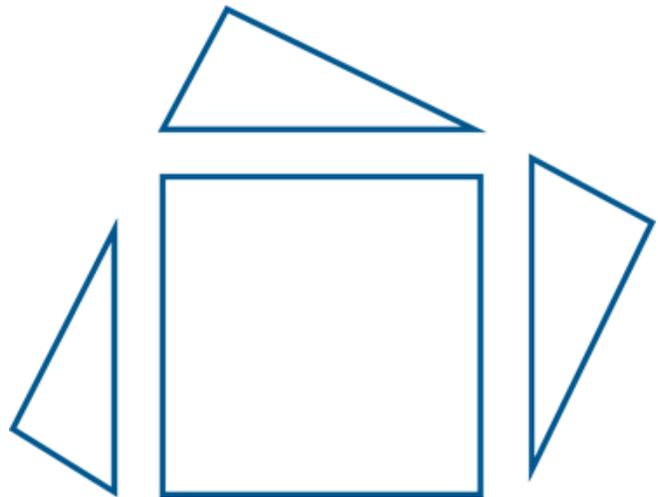


All Divisions External User Manual: Registration and Licensing System (RLS)

A User Guide to Assist Users with Adding a Delegate in RLS

fcaa.gov.sk.ca

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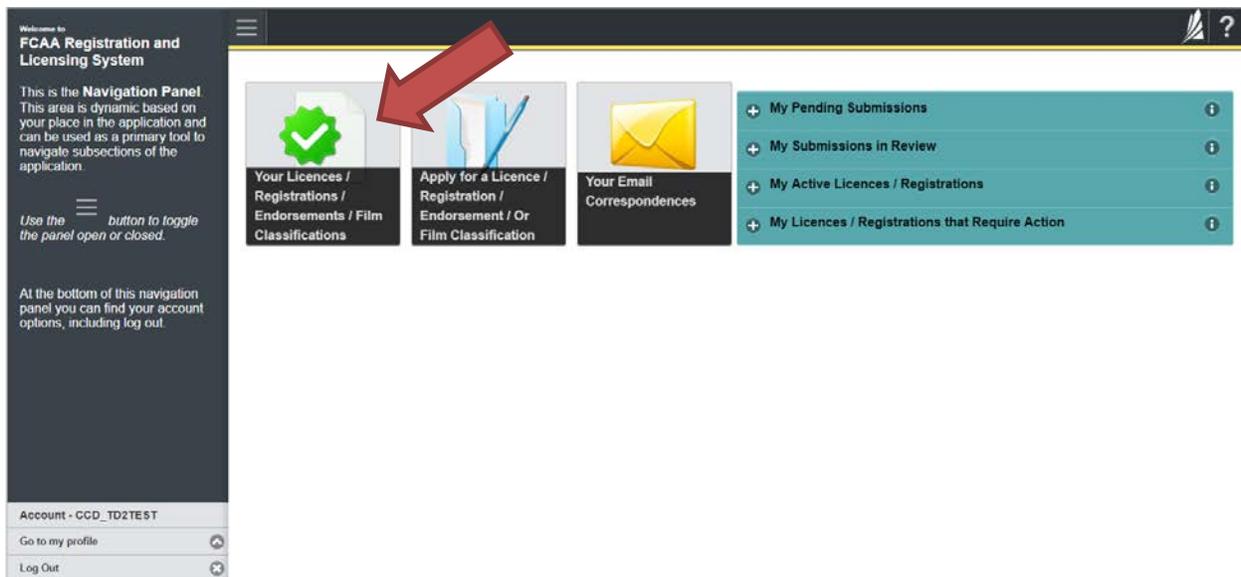
Add an Account Delegate

Primary Owner Instructions

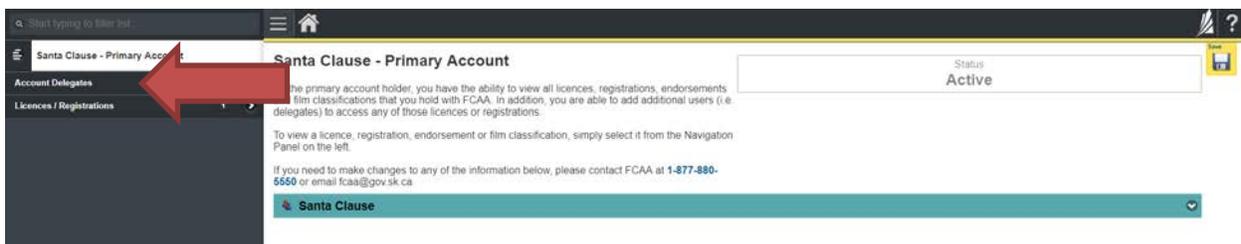
Licences in the RLS system are filed under the primary owner RLS account. The primary owner has full access to and control of all licences that are filed under that RLS account. A primary owner can grant access to other external users to the licences that are filed under the primary owner's external user account. Users that are granted access to a licence are referred to as delegated users.

Before you begin, please ensure that the individual you wish to add as an account delegate has an RLS account. If the individual does not currently have a user account, please review the RLS Basics Guide for detailed instructions on how to set up an account. The RLS Basics Guide is available on our website.

1. Enter your User ID and Password on the RLS login page. You will be brought to the RLS home screen. Click on the "Your Licences" button.



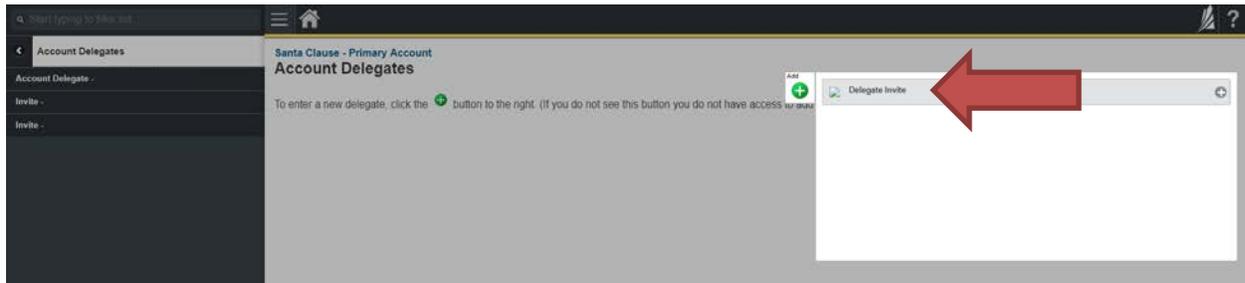
2. You will be brought to the "Primary Account" screen. Select the "Account Delegates" from the navigation portal on the left hand side of the screen.





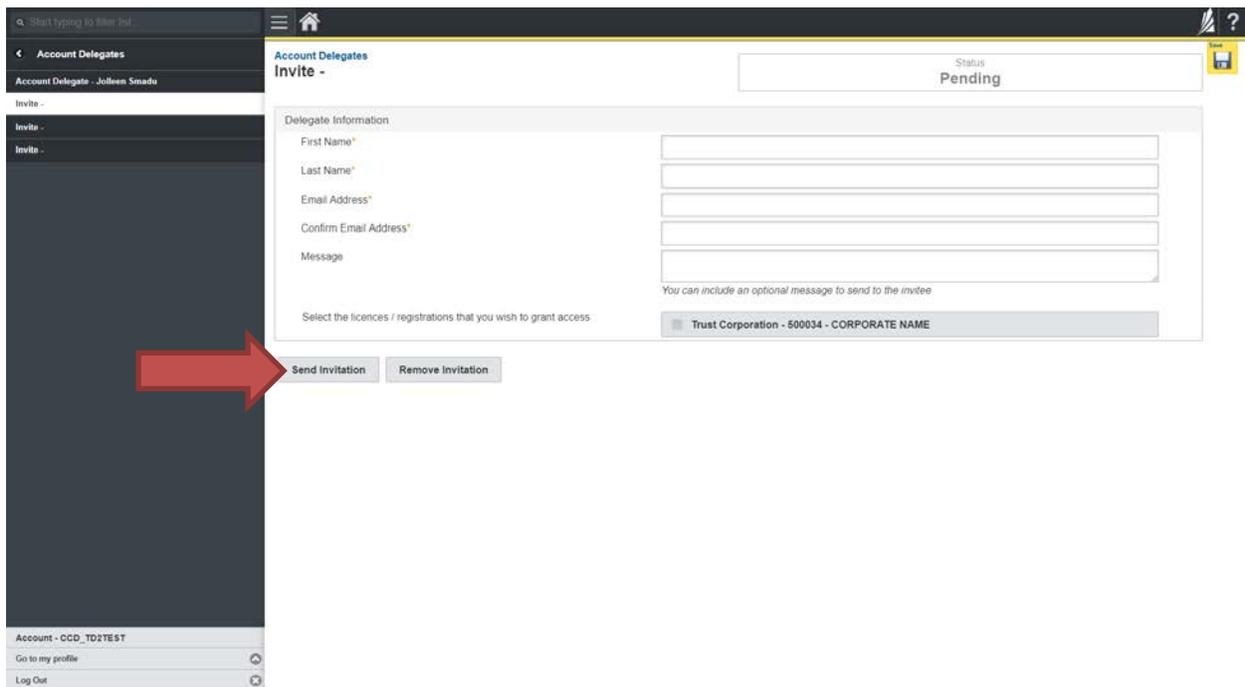
3. You will be brought the Account Delegates screen. This screen will list all delegates linked to your RLS account. You can manage your listing from this screen and invite new individuals to become delegates or revoke delegate access.

Click the “Add” button on the right side of the screen  and then click “Delegate Invite”.



4. Complete the required fields with the appropriate contact information and confirm the email address. You can include a message that will be in the RLS generated invitation.

Click “Send Invitation”.



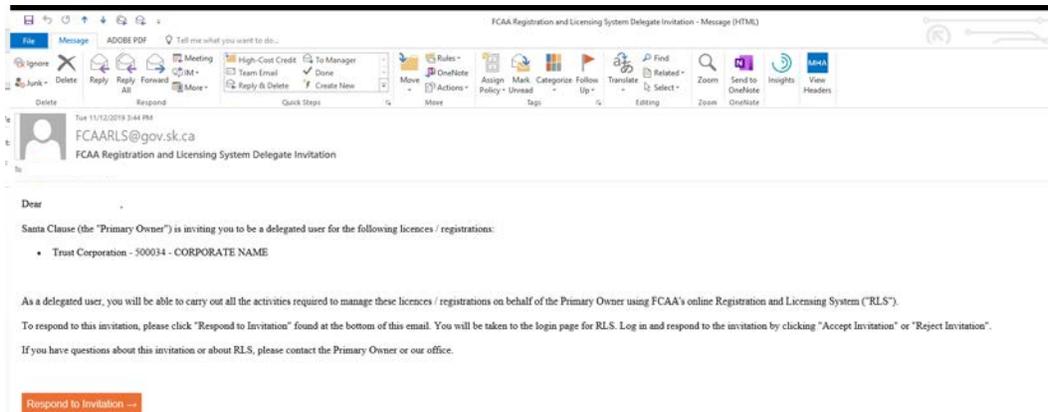
Please ensure that the email address the individual you are inviting is checked regularly. To ensure that the individual you are inviting receives the RLS invitation, please communicate to the individual you have invited to add the RLS email address fcaarls@gov.sk.ca to their contact list.



Delegate Instructions

Before you begin, you will need to have an RLS account already. If you do not have an account, you will need to register for one. Please review the RLS Basics Guide for detailed instructions on how to set up an account. The RLS Basics Guide is available on our website.

1. A “Delegate Invitation” will be sent from RLS from the primary owner that has invited you.

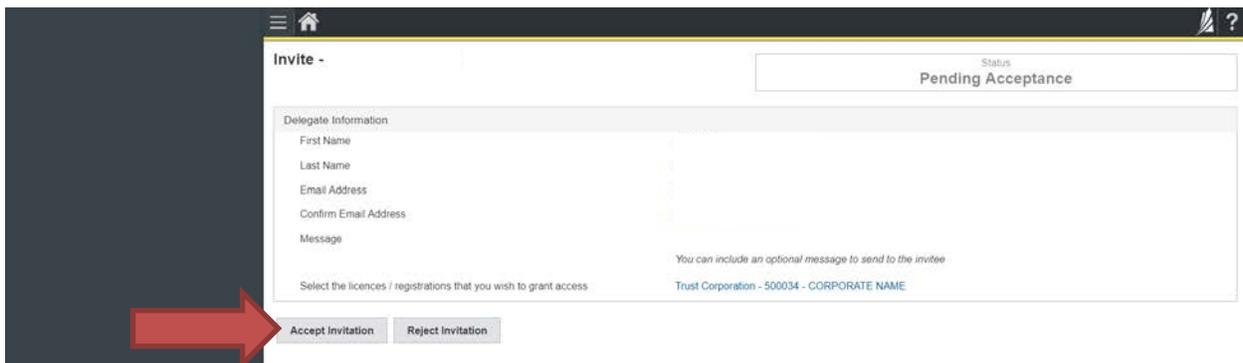


Please note that the orange “Respond to Invitation” link in the invitation email can only be used once. Please ensure that you have registered as a user prior to clicking “Respond to Invitation”.

Click “Respond to Invitation”.

2. You will be brought to the RLS login page. Enter your User ID and Password on the RLS login page.

The following screen will appear once you log into RLS:



Click “Accept Invitation”. You will be brought to the RLS home screen.