

# RLS Licensing Application Information for Direct Sales Company

A user guide to assist Direct Sales  
Company with using FCAA's  
Registration and Licensing System.

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# SPECIAL NOTE

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**Direct Sales Company licensing applications, annual licensing renewals/filings, and licence information updates must be submitted to the Registrar, *The Direct Sellers Act*, via the on-line Financial and Consumer Affairs Authority (FCAA) Registration and Licensing System (RLS).**

Continue to next pages to read the Online Application Instructions. You will find additional information via these links:

- Go to our website ([www.fcaa.gov.sk.ca](http://www.fcaa.gov.sk.ca)) and navigate to [direct/door to door sellers](#).
- [RLS portal \(https://fcaa.saskatchewan.ca\)](https://fcaa.saskatchewan.ca).

# Before You Begin

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Welcome to FCAA's Registration and Licensing System (RLS). This system has been designed to facilitate the process of applying for and managing Direct Sales Vendors and individual direct selling agents/employees licenses. If you have any questions about the requirements, we encourage you to contact us toll-free at [1-877-880-5550](tel:1-877-880-5550).

During the submission process you will be required to answer questions about your business activities and to supply verification of your suitability for licensing. Additional information about being a direct seller can be reviewed online at: [Direct Sellers](#). If you have any questions about the requirements, we encourage you to contact us at [306-787-5550](tel:306-787-5550) or toll-free at [1-877-880-5550](tel:1-877-880-5550) before you begin your submission.

To be licensed as a Direct Sales Vendor you will need:

- a. to obtain and maintain a registered business name,
- b. to hold a valid email address,
- c. to file an application and obtain a licence using this RLS procedure to provide relevant information when requested
- d. to submit for filing copies of sales contracts to be used
- e. to identify the category of products or services to be marketed
- f. to provide updates of any change to information provided
- g. to pay an initial application fee and thereafter an annual licensing fee
- h. to invite additional agents or employees to be associated with the company (if applicable),
- i. an appropriate bond

**To inform yourself about the rules, requirements and obligations of a licensed direct sales vendor, you are to review the "BEFORE YOU BEGIN INFORMATION FOR DIRECT SELLER VENDORS" webpage**

If required to be licensed **it is an offence** to operate a direct sellers business or make direct sales calls to a consumer's home without first obtaining a licence.

## **Name Registration**

All corporations and operating (business) names must be registered with the [Corporate Registry of the Information Services Corporation \(ISC\)](#) Phone [1-866-275-4721](tel:1-866-275-4721) for information on this procedure. If you are a sole proprietor, you will need to register an operating/business name with ISC.

## **Contact Information** Registrar, [The Direct Sellers Act](#)

Financial and Consumer Affairs Authority

500-1919 Saskatchewan Drive

REGINA SK S4P 4H2

Telephone: [306-787-5550](tel:306-787-5550) [1-877-880-5550](tel:1-877-880-5550) (toll-free) Fax: [306-787-9779](tel:306-787-9779)

Email: [cpdlicensing@gov.sk.ca](mailto:cpdlicensing@gov.sk.ca)

Web address: <http://www.fcaa.gov.sk.ca>

### **General Remarks**

Every applicant for a licence should become familiar with the Act and Regulations. A complete copy of [\*The Direct Sellers Act\*](#) is available free of charge online at [pq.gov.sk.ca](http://pq.gov.sk.ca) or by purchasing a print copy from Publications Saskatchewan at Telephone: [1-800-226-7302](tel:1-800-226-7302) (Sask. residents only) [306-787-6894](tel:306-787-6894) Fax: [306-798-0835](tel:306-798-0835) Email: [publications@gov.sk.ca](mailto:publications@gov.sk.ca)

### **After You Submit**

Once you have completed your submission, it will be reviewed by FCAA. You may be contacted to provide additional information in order to complete the review process. Your timely response to these requests will ensure the review of your submission is not delayed. You will be advised of the progress of your submission electronically by email.

Unless otherwise directed, any correspondence you receive from FCAA will direct or require you to return to the online Registration and Licensing System (RLS) portal to ensure the security of your information.

### **Security Controls**

For security purposes, remember that we will never ask you for your user name or password.

### **Terms of Use**

The Financial and Consumer Affairs Authority of Saskatchewan ("FCAA") is a regulatory body comprised of different divisions ("Regulatory Divisions") that administer a number of regulatory programs pursuant to various legislation and regulations ("Regulatory Laws"). By accessing this system, including providing or submitting any information ("Information"), I acknowledge, recognize and understand that any and all information I provide to FCAA and/or any of its Regulatory Divisions may be used, disclosed or shared by FCAA or any of its Regulatory Divisions as authorized by Regulatory Laws or other applicable laws, including the sharing of the information amongst the different Regulatory Divisions.

# Direct Sales Company Application

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The narrative below describes the details required on the pages or steps of the online RLS application.

## **Login Page**

Log in using your username and password if you have already registered, otherwise please register.

Once logged-in

1. select “Apply for a Licence/Registration/Endorsement/or Film Classification”, then
2. select the Consumer Protection “button”, then
3. click on the drop down window labelled “Please select to reveal list...”, then
4. within the dropdown window, select Direct Sellers

## **Before You Begin page**

The “Before You Begin” page outlines basic information about credit reporting licensing, legal definitions, name registration, contact information, security controls and terms of use.

After reading the information contained on this page, select the “I acknowledge” button.

Since you will not be able to return to this “Before You Begin” page once you select the “I acknowledge” button, it was reproduced at the start of this document for your reference.

## Step 1 – Primary Contact

At this step, provide primary contact information for the person who should receive communication and information from the FCAA regarding this request.

If the primary contact is to be the same as the registered user (that is the person who registered the username and password) then, select “Yes” below.

If the primary contact for this request is someone other than the registered user, select “No” below and completed the required information fields/boxes. This is recommended if the primary contact is an employee or designate of the organization. Such an employee/designate of the organization should be authorized to act on behalf of the organization and the organization is bound and held responsible for the information and declaration made by such an individual.

The following information is required:

- Name of primary contact
- Title/Position with the organization
- Email Address of the primary contact
- Phone Number of the primary contact



Once you have completed this step, select  next icon to the right of your page.

Direct Sellers Vendor Event

Step 1 Event 122365-00 - SLR - NEW

Status Pending Submission

Step 1 Event

Step 2 Business Activity

Step 3 Business Entity

Step 4 Location of Business


Step 5 Form of Contract

Step 6 Bonding Requirement

Step 7 Suitability for Licensing

Step 8 Declaration

FCAA

After completing the form click the  button on the right to proceed. Your information will be saved.

Submission Information

Submission Number 122365-00

Licence Event Type New Application

Primary Contact Information

Please provide the contact information for the person who should receive communication and information from the FCAA regarding this request. If the primary contact is the same as the registered user, select "Yes" below. If the primary contact for this request is someone other than the registered user, select "No" below, and complete the required information boxes.

Are you the primary contact for this application?

Prefix

First Name\* john

Last Name\* j

Middle Name

Title / Position

Email Address\* Please enter a valid email address.

Phone Number\* ( ) - - x

## Step 2 – Business Activity

What do you intend to sell? From the dropdown menu there is a list of possible products that you can choose or select 'other' in the menu. If you choose 'other' the next question will ask you to describe the nature of what you intend to sell.

The next questions in this step include:

Do you intend to sell anything else? If Yes, you can add another category by selecting the green button or select 'No'.

Do you have any salespeople? Select 'Yes' or 'No'

If the average sale is less than \$500 will you be requesting that your salespeople be exempt from licensing? Select 'Yes' or 'No'

Is your business part of the Multi-level Sales Marketing (MLM) organization? If you select 'yes'

Are you a parent Organization or an Affiliate business? If you are a parent organization you will need to upload the following documents:

- Provide a copy of the marketing plan corresponding to the MLM opportunity.
- Provide a copy of the business plan
- Affiliate or distributor agreements
- All corresponding sales literature
- Opinion letter from Industry Canada, Competition Bureau, Marketing practices  
When applying for a direct seller's licence, the top-level Multi-level Marketing (MLM) seller must make arrangements for its marketing plan to be submitted to [Industry Canada](#) and request from them an opinion as to whether the plan is in compliance with the *Competition Act*. In cases where the Competition Bureau declines to issue an opinion, or if otherwise approved, the Registrar (of *The Direct Sellers Act - Saskatchewan*) will consider accepting an independent legal opinion from a solicitor affiliated with/through the [Direct Sellers Association](#) (DSA). In such cases, the applicant will need to contact the DSA for information. Note that the Registrar will only consider an opinion letter from a lawyer that does not otherwise provide services to the applicant that are or could be perceived as being in conflict with the regulatory scheme of direct sellers in the Province of Saskatchewan.
- Upload any other relevant documentation including brochures, sales literature and price lists

If you are an Affiliate Business you will need to enter the name of Parent Organization.





Once you have completed this step, select  next icon to the right of your page.

Direct Sellers Vendor Event
Step 2 Business Activity
Save

Step 1 Event

Step 2 Business Activity

Step 3 Business Entity

Step 4 Location of Business


Step 5 Form of Contract

Step 6 Bonding Requirement

Step 7 Suitability for Licensing

Step 8 Declaration

**FCAA**

After completing the form click the  button on the right to proceed. Your information will be saved.

122365-00 - John Doe

Direct Sellers Licence

What do you intend to sell?\*

Please describe the nature of what you intend to sell\*

Do you intend to sell anything else?\*

Yes No

What do you intend to sell?\*

Please describe the nature of what you intend to sell\*

Add another Category +

Do you have any salespeople?\*

Yes No

Next

Prev

Home

If you are considering an exemption please contact our office at 1-877-880-5550 before selecting "yes" to avoid licensing processing delays; otherwise select "no" and continue with your application. See INFO box for more information.

If the average sale is less than \$500, will you be requesting that your salespeople be exempt from licensing?\*

Yes No

Is your business part of the Multi-level Sales Marketing (MLM) organization?\*

Yes No

Are you a Parent Organization or an Affiliate Business?\*

Parent Organization Affiliate Business

Provide a copy of the marketing plan corresponding to the MLM opportunity\*

Upload File

Provide a copy of the business plan\*

Upload File

Affiliate or distributor agreements\*

Upload File

All corresponding sales literature\*

Upload File

Opinion letter from Industry Canada, Competition Bureau, Marketing Practices\*

Upload File

Upload any other relevant documentation including brochures, sales literature and price lists

Add a Document +

### Step 3 – Business Entity

Select the type of business entity (i.e. Corporation, Partnership, Sole Proprietor).

If a corporation, provide the following:

- Corporation name (Entity name) as listed with the Information Services Corporation
- Information Services Corporation (ISC) Registration Number (called the entity number)
- An uploaded ISC Corporate Registry Profile Report
- The names of all corporate officers/director's responsible for the Saskatchewan operation

If a partnership, provide this information:

- Partnership name (Entity name)
- ISC Registration Number (Entity number)
- Upload the ISC Corporate Registry Profile Report
- Provide the names of each member of the partnership (if applicable, this includes the ISC number for partner of the partnership that are corporations). The information you provide about the members of your partnership should correspond to the information registered with ISC.

If a sole proprietor, provide this information

- Information Services Corporation (ISC) registered business name (Entity name) and Registration Number (Entity number)
- Upload the ISC Corporate Registry Profile Report
- Provide the legal (i.e. birth) name of the sole proprietor


Once the type of business entity has been selected:

Indicate whether you conduct business under any other business/operating name(s), select “Yes” and provide the required information or select “No”.

Provide mailing address Information where you would like to receive any print correspondence related to this application.

Indicate if the mailing address you have provided appropriate for the service of legal documents, select “Yes” and provide the address or select “No”.



Once you have completed this step, select the  next icon to the right of your page.

Direct Sellers Vendor Event

Step 1 **Event** ✓

Step 2 **Business Activity** ✓

Step 3 **Business Entity**

Step 4 **Location of Business** ✗


Step 5 **Form of Contract** ✗


Step 6 **Bonding Requirement** ✗

Step 7 **Suitability for Licensing** ✗

Step 8 **Declaration** ✗

Step 3 **Business Entity**



After completing the form click the  button on the right to proceed. Your information will be saved.

122365-00 - John Doe

Business Entity Information

Please select the type of business entity as registered with ISC\*

Corporation
Partnership
Sole Proprietor

Corporation

**Please provide the following information about your corporation:**

Corporation name (Entity name)\*

Must be an active registration with the Corporate Registry of Information Services Corporation

ISC Registration Number (Entity number)\*

Please upload the ISC Corporate Profile Report\*

Click here to view an example of an ISC Corporate Profile Report.

**Please provide the names of all corporate officers responsible for Saskatchewan:**

Add an Officer or Director Record +

Does your corporation have additional officers, other than those listed above?\*

Do you conduct business as a Direct Sales Vendor under any other business/operating name(s)?\*

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**Mailing Address Information**

**Please provide the mailing address where you would like to receive any print correspondence related to this application. If in a rural area, leave a legal land description, incl. RM name and number.**

Mailing Address Lookup

Having trouble finding your address? Enable Manual Entry

Street/P.O. Box\*

City\*

Canadian Postal Code

Province\* SASKATCHEWAN

Is the mailing address you have provided appropriate for the service of legal documents?\*

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**Please provide the names of all corporate officers responsible for Saskatchewan:**

Add an Officer or Director Record +

Does your corporation have additional officers, other than those listed above?\*

Do you conduct business as an Auction Sales Company under any other business/operating name(s)?\*

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**Mailing Address Information**

**Please provide the mailing address where you would like to receive any print correspondence related to this application:**

Mailing Address Lookup

Having trouble finding your address? Enable Manual Entry

Street/P.O. Box\*

City\*

Canadian Postal Code

Province\* SASKATCHEWAN

Is the mailing address you have provided appropriate for the service of legal documents? **(address for service must be in Saskatchewan)\***

## Step 4 – Location of business

- Provide the physical address of your Direct Sales Company (select the green button to add another sales company location)



Once you have completed this step, select the “next” icon to the right of your page.

The screenshot shows a web application interface for FCAA. On the left is a vertical navigation menu with steps: Step 1 Event, Step 2 Business Activity, Step 3 Business Entity, Step 4 Location of Business (highlighted), Step 5 Form of Contract, Step 6 Bonding Requirement, Step 7 Suitability for Licensing, and Step 8 Declaration. The main content area is titled "Step 4 Location of Business" and features the FCAA logo. Below the logo, it says "After completing the form click the [Next button] button on the right to proceed. Your information will be saved." The user is identified as "122365-00 - John Doe". The "Location of Business" section shows a "Previously provided address" of "500-1919 SASKATCHEWAN DR REGINA SASKATCHEWAN S4P 4H2". A question asks "Is your physical address located at the mailing address you have provided?" with "Yes" and "No" buttons. A note states: "Note: If the mailing address you provided is a post office box (P.O. Box) you will need to provide an alternate address". Below this, it says "Please provide all Saskatchewan branch offices:" followed by a green "Add a Location of Business" button with a plus icon. On the right side of the page, there is a vertical toolbar with icons for Save, Next, Prev, and Actions.

## Step 5 – Form of Contract

In this step the following information is requested:

- Please upload your form of contract
- Please indicate which products this form of contract will be used for
- Do you have any other forms of contract to upload?
- Is the total price of goods or services on average under 500 dollars? If 'Yes' you will need to upload a Sample ID card. Otherwise say 'No'.
- Upload all other contracts to be used

### Identification card

10.1(1) The vendor shall provide an identification card to any salesman acting for or on behalf of the vendor where, pursuant to the regulations, that salesman is not required to be licensed.

(2) The identification card is to contain:

- a) the salesman's name;
- (b) the vendor's name and address;
- (c) the signature of the vendor or, if the vendor is a corporation, of an officer of the corporation; and
- (d) any information that may be required by the regulations.

(3) A person who has received an identification card from a vendor and is no longer authorized to make direct sales on behalf of that vendor shall surrender the card to:

- (a) the vendor; or
- (b) if the person that held the vendor's licence no longer holds that licence, to the Registrar. 1996, c.3, s.8.

Excerpt from The Direct Sellers Regulations, 1997

### Identification card


6(1) Subject to subsection


(2), a vendor shall provide an identification card containing its issue date to every salesperson acting for or on behalf of the vendor. (2) Subsection (1) does not apply to a vendor whose salespersons are required to be licensed.

**Direct Sellers Vendor Event**

- Step 1 Event
- Step 2 Business Activity
- Step 3 Business Entity
- Step 4 Location of Business
- Step 5 Form of Contract
- Step 6 Bonding Requirement
- Step 7 Suitability for Licensing
- Step 8 Declaration

Step 5
Form of Contract



After completing the form click the  button on the right to proceed. Your information will be saved.

122365-00 - John Doe

Form of Contract

**BUYERS RIGHT TO CANCEL: (Bold 12 point type)**

You may cancel this contract from the day you enter the contract until 10 days after you receive a copy of this [contract/statement of cancellation rights – select one]. You do not need a reason to cancel.

If you do not receive the goods or services within 30 days of the date stated in the contract, you may cancel this contract within one year of the contract date. You lose that right if you accept delivery after 30 days. There are other grounds for extended cancellation. For more information, you may contact your provincial/territorial consumer affairs office.

If you cancel this contract, the seller has 15 days to refund your money and any trade-in, or the cash value of the trade-in. You must then return the goods.

To cancel, you must give notice of cancellation at the address [below/in this contract]. You must give notice of cancellation by a method that will allow you to prove that you gave notice, including registered mail, fax, or by personal delivery.

[There is to be an ADDRESS FOR NOTICE – include name, business address, phone and, if applicable, fax number if this statement of cancellation rights is a document separate from the contract of where a written contract is not required.]

The statement of cancellation rights above must:

- (a) Show the heading not less than 12 point bold type;
- (b) Show the statement of 10 day cancellation rights in 12 point type; and
- (c) Show the remainder of the information in not less than 10 point type.

Attachment "C"  
Excerpt from *The Direct Sellers Act*

Contract Requirements  
Direct Sales Contracts

6 (1) A direct sales contract is to be in writing where required by this Act or the regulations.  
 (2) A copy of the direct sales contract is to be supplied to the purchaser at the time it is made.  
 (3) A written contract is to include:





- (a) a statement of cancellation rights that conforms with the requirements in the regulations; and
- (b) only information that may be required in the regulations.


(4) Where a contract is not required to be in writing, the direct seller shall notify the purchaser of cancellation rights in a form and manner prescribed in the regulations.  
 (5) In addition to any applicable requirements in *The Builders' Lien Act*, where a direct sales contractor enters into a direct sales contract where any part of the contract price is paid for before all the goods or services agreed on in the contract are provided, the direct sales contractor shall not require the purchaser to pay more than 15% of the total amount of the contract before the 10-day cancellation period mentioned in section 22 expires.  
 (6) In addition to the requirements in the regulations respecting the form and content of a written direct sales contract, a direct sales contractor shall include in the written contract:

- (a) a detailed description of the quality and type of materials to be used under the contract; and
- (b) the services and work to be carried out under the contract.

(7) Except as provided in the regulations, a direct seller shall not give or offer to give directly or indirectly any gift, premium, prize or other benefit of any kind to a purchaser or prospective purchaser for assistance in furthering the sale to another person of any goods or services if that gift, premium, prize or other benefit is contingent on a sale being made to the other person.

See info box for associated regulation.

Please upload your form of contract\* 

Please indicate which products this form of contract will be used for\*

Do you have any other forms of contract to upload?\*

Is the total price of goods or services on average under 500 dollars?\*

What is the total price of goods or services on average sale to a purchaser? (Canadian funds)\*

Upload all other contracts to be used

The form and content of written direct sales contract used by a direct seller is regulated. A direct sales contract must:

- Be filed with the Registrar (contact the Consumer Protection Division) - once accepted for filing this is the only form(s) approved for use in Saskatchewan.
- Be in writing - except if the sale is less than \$100
- Contain a statement of cancellation rights (or if a contract is not required because the sale is under \$100, a statement of cancellation rights with the vendors name, address and fax number (if applicable) must be uploaded)
- The written direct sales contract is to clearly set out the following:
  - (a) the name and address of the purchaser;
  - (b) the name, business address, telephone number and, where applicable, facsimile number of the vendor;
  - (c) the name of the salesperson printed or signed in a legible manner ...;
  - (d) the date on which the direct sales contract is signed and the place ...the direct sales contract is made;
  - (e) a detailed description of the goods or services...;
  - (f) a statement of cancellation rights that conforms with the requirements of the Act (section 9);
  - (g) an itemized purchase price for the goods or services;
  - (h) the total amount payable under the direct sales contract;
  - (i) the terms and conditions of payment;
  - (j) in the case of a direct sales contract for the future supply of goods or the future supply of services or both:
    - (i) the supply date for the goods or the commencement date for the supply of services or both; and
    - (ii) the completion date for the services and goods;
  - (k) where credit is extended or arranged by a direct seller:
    - (i) a statement of any security taken for securing payment of the purchaser's debt obligations; and
    - (ii) the cost of credit, in accordance with The Cost of Credit Disclosure Act and the regulations...;
  - (l) where goods are accepted as a trade-in, a description of and the value of the trade-in;
  - (m) the signatures of the purchaser and the direct seller;
  - (n) where the vendor is a direct sales contractor (meaning home renovator):
    - (i) a detailed description of the quality and type of materials to be used under the contract; and
    - (ii) the services and work to be carried out under the contract.

## Step 6 – Bonding Requirements

Have you obtained a penal bond that meets the requirements specified on the screen? If 'yes' please upload an electronic copy of your bond. If 'No' please describe the circumstances as to why you are not able to provide a bond at this time.

Does the bond clearly reference the business name that will appear on your Direct Sellers Licence? If 'yes' provide:

- Name of bond issuer
- Bond number
- Bond amount
- Effective date of the bond
- Please upload an electronic copy of your bond

**Direct Sellers Vendor Event**

Step 6 **Bonding Requirement**

FCAA

After completing the form click the button on the right to proceed. Your information will be saved.

122365-00 - John Doe

**Bonding Requirement**

**Bond (applicant will be notified if a different amount is required)**

- Individual vendor with no other salespersons – Includes sole proprietorships and partnerships with no other salespersons.
  - (a) **\$5,000** (where total price of goods/services on average sale to purchaser is less than \$100)
  - (b) **\$10,000** (where total price of goods/services on average sale to purchaser is \$100 or more)
  - (c) or any other amount determined by the Registrar.
- Vendor with salespersons:
  - (a) **\$10,000** (where total price of goods/services on average sale to purchaser is less than \$100)
  - (b) **\$20,000** (where total price of goods/services on average sale to purchaser is \$100 or more)
  - (c) or any other amount determined by the Registrar.
- Any vendor (that is subject to The Direct Sellers Act) selling the following goods or services is required to have at a minimum, a \$25,000 bond.
  - Home renovations (including basements, siding, roofing, driveway paving)
  - Hearing aids/instruments
  - Vacuum sales
  - Residential energy sales

• Unless otherwise decided, any vendor (under The Direct Sellers Act) who enters into contracts for home heating products, air conditioners or water heaters is required to have, at minimum, a \$150,000 bond.

A copy of the bond is to be uploaded through the RLS portal. However, the required bond must be mailed since the original is required – it cannot be faxed or e-mailed. The Bond wording must be exactly as shown in the document below  
See required **penal bond** wording attached.

**Fees**

The annual fee payable for a license is:

- (a) Vendor with salespersons licence exemption - \$600.00
- (b) Vendor with licensed salespersons (including incorporated companies) - \$300.00
- (c) Individual vendor or partnership with no salespeople - \$125.00
- (d) Each salesperson licence (unless exempt) - \$125.00

Once a license is issued, fees are non-refundable.

Please Note: The original bond signed and sealed by bonding company along with the signature(s) of director(s) (if corporation); the managing partner (if partnership); or the owner (if sole-proprietorship) must be mailed to this address:

Financial and Consumer Affairs Authority  
Consumer Protection Division  
500-1919 Saskatchewan Drive  
REGINA SK S4P 4H2

Please ensure the envelope is clearly marked **A submission number will show up here. Mark that number on your envelope.**



Have you obtained a penal bond that meets the requirements specified above?\*

Bond Information

To facilitate the review of your application you are required to submit an electronic copy of your bond. Please note that prior to the approval of your application, our office must receive your original bond by mail.

The bond document must meet the following requirements:

- The bond must be signed and sealed by the insurance company.
- The bond must use the identical wording of the [sample bond](#).
- The bond must be signed by a director of the corporation.

Does the bond clearly reference the business name that will appear on your Direct Sellers Licence?\*

Name of bond issuer\*

Please provide details about your bond

Enter the name of bond issuer

Bond number\*

Bond amount\*

Effective date of the bond\*

DD-Mon-YYYY

Please upload an electronic copy of your bond.\*

## Step 7 - Suitability for Licensing

The Regulations require that applicants submit evidence of their suitability for licensing. If your licence application is approved, you may be required to update this evidence periodically to ensure continued compliance.

Indicate if during the past ten years has the sole proprietor, partners or corporation had a business licence refused, suspended or cancelled under the laws of any province territory, state or count, if “Yes” please provide details.

Indicate if any of the sole proprietor, partners or corporate directors (with responsibility for Saskatchewan) have been convicted of a criminal offence. If “yes” provide details.

Provide Criminal Record Checks (CRC) for the following individuals, a list of people will appear. You will need to provide the following.

- First Name and Last Name
- Indicate whether you have a criminal record check to upload. If yes, upload the document. If no, you must provide a reason why.

Note that unless otherwise requested, a CRC is required for new applications only or if a one of the individuals listed has been convicted of a criminal activity since licensing. For clarity, the CRC is required for the directors/officers who have responsibility for the Saskatchewan operation.

If a criminal record check (CRC) is required, you may request one from an online CRC provider as long as they are licensed to provide credit reports in Saskatchewan. You may determine if they are licensed in Saskatchewan at [FCAA411](#), by selecting the “credit Reporting agencies” under the “licensing type” tab and click the search tab (note only CRC’s from licensed on-line providers are accepted). For your convenience, there is a list at [the Credit Reporting](#) web page that is updated periodically.

You may also contact your local police station, request a CRC and upload with your application when requested.



Once you have completed this step, select “next” icon to the right of your page.

The screenshot shows the FCAA application interface. On the left is a navigation menu with steps 1 through 8. Step 7, 'Suitability for Licensing', is highlighted. The main content area displays the FCAA logo and instructions: 'The Regulations require that applicants submit evidence of their suitability for licensing. If your license application is approved, you will be required to update this evidence periodically to ensure continued compliance.' Below this, it says 'After completing the form click the [Next] button on the right to proceed. Your information will be saved.' The user is identified as '122365-00 - John Doe'. A 'Licensing History' section contains the question: 'During the past ten years, has any director/officer of the corporation had a business licence refused, suspended or cancelled under the laws of any province, territory, state, or country?' with 'Yes' and 'No' radio buttons. A text input field is provided for details, with a note: 'Please describe the circumstances and provide any information that might be relevant to the Director of Direct Sellers.' On the right side of the interface, there are navigation buttons: 'Save', 'Next', 'Prev', and 'Across'.

**Criminal Record Details**

If a criminal record check (CRC) is required, you may request one from an online CRC provider as long as they are licensed to provide credit reports in Saskatchewan. You may determine if they are licensed in Saskatchewan at [FCAA411](#), by selecting "credit reporting agencies" under the "licensing type" tab and clicking the search tab (note only CRC's from licensed on-line providers are accepted). For your convenience, there is a listing at [the Credit Reporting](#) web page that is updated periodically.

You may also contact your local police station, request a CRC and upload with your application when requested.

Has any director or officer of the corporation with the responsibility for the Saskatchewan operation been convicted of a criminal offence?  Yes  No

Please provide details\*

Please describe the offence and provide any information that might be relevant to the Director of Direct Sellers.

**Please provide Criminal Record Checks (CRC) for the following individuals:**  
*John D. Doe*

Add a Criminal Record Check +

---

**Please provide Criminal Record Checks (CRC) for the following individuals:**  
*John D. Doe*

First Name\*

Effective date\*

Upload Criminal Record Check\*

Last Name\*

Upload File


Do you have a Criminal Record Check to upload?\*  Yes  No

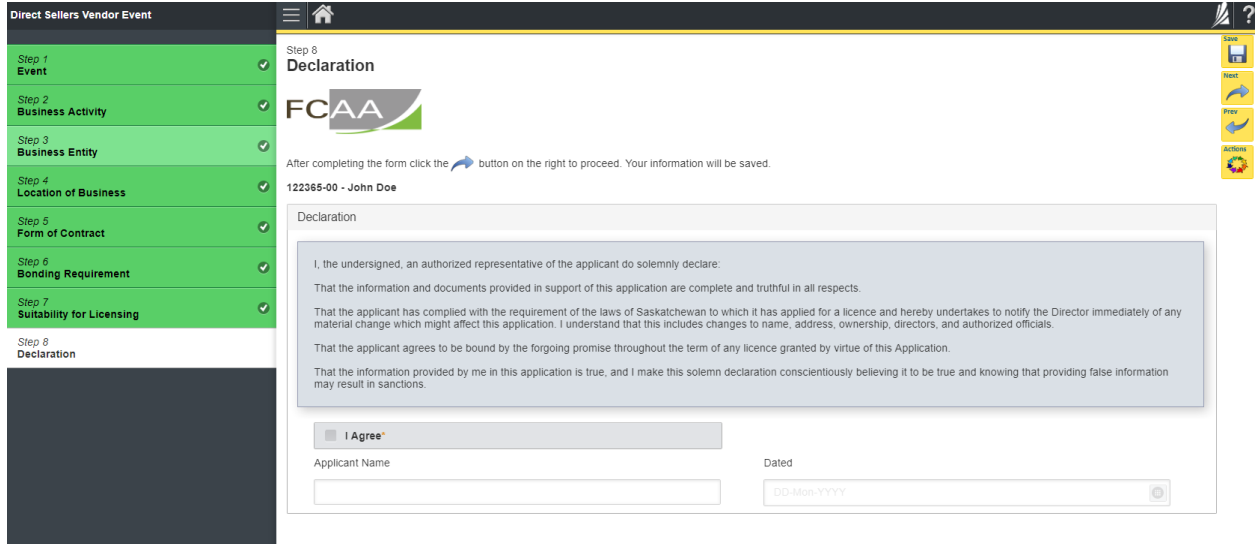
Add another Criminal Record Check +


Please provide Criminal Record checks (CRC) for the following individuals. Note that there is one individual listed 'John D. Doe'. Select the green button 'Add another Criminal Record Check' to display the fields that will need to be filled out. Provide the following information:

- First name
- Last name
- Do you have a criminal record check to upload? If 'yes' provide effective date and upload your criminal record check.
- If 'No' you must provide a reason why.
- Select the green button again if you are to provide a CRC for more than one person.

## Step 8 – Declaration

Read the declaration and if in agreement click “I Agree”. Select “next”  icon to the right of your page and the “Step 8 – Payment” will appear.



The screenshot shows a web application interface for a Direct Sellers Vendor Event. On the left is a vertical navigation menu with steps 1 through 8, each with a checkmark. Step 8, 'Declaration', is highlighted. The main content area is titled 'Step 8 Declaration' and features the FCAA logo. Below the logo, there is a message: 'After completing the form click the  button on the right to proceed. Your information will be saved.' Below this, the user's session information '122365-00 - John Doe' is displayed. The main form area is titled 'Declaration' and contains a text box with the following text: 'I, the undersigned, an authorized representative of the applicant do solemnly declare: That the information and documents provided in support of this application are complete and truthful in all respects. That the applicant has complied with the requirement of the laws of Saskatchewan to which it has applied for a licence and hereby undertakes to notify the Director immediately of any material change which might affect this application. I understand that this includes changes to name, address, ownership, directors, and authorized officials. That the applicant agrees to be bound by the forgoing promise throughout the term of any licence granted by virtue of this Application. That the information provided by me in this application is true, and I make this solemn declaration conscientiously believing it to be true and knowing that providing false information may result in sanctions.' Below the text box is a grey button labeled 'I Agree'. At the bottom of the form, there are two input fields: 'Applicant Name' and 'Dated' (with a date format 'DD-Mon-YYYY' and a calendar icon).

## Step 9 – Payment

Review and then select “Proceed to Payment” if you are paying by credit card.

Direct Sellers Vendor Event
Step 9 Invoice - 001835

Status  
Pending

- Step 1 Event ✓
- Step 2 Business Activity ✓
- Step 3 Business Entity ✓
- Step 4 Location of Business ✓
- Step 5 Form of Contract ✓
- Step 6 Bonding Requirement ✓
- Step 7 Suitability for Licensing ✓
- Step 8 Declaration ✓
- Step 9 Payment

Print Invoice

**Order Details**

**Order Description:**  
122365-00 - Direct Seller Vendor New Application HEALTH NUS 2 INC.

**Merchant Name:** FCAA  
**Merchant URL:** https://fcaa-uat.saskatchewan.ca/

**Item Details:**

Description	Product Code	Quantity	Price	Subtotal
Direct Seller Vendor New Licence	2	1	\$300.00	\$300.00
				GST: \$0.00
				PST: \$0.00
				HST: \$0.00
				Shipping Cost: \$0.00
				<b>Charge Total: \$300.00 (CAD)</b>

Payable Information

If the required payment of licensing fees by a credit card is not supported or accepted, you will need to make alternate arrangements by contacting us at:

**Financial and Consumer Affairs Authority**  
 Consumer Protection Division  
 500 - 1919 Saskatchewan Drive  
 Regina SK S4P 4H2  
 Telephone: 306-787-5550 1-877-880-5550 (toll-free) Fax: 306-787-9779  
 Email: cpdlicensing@gov.sk.ca  
 Web address: www.fcaa.gov.sk.ca/CPD

These alternate payment arrangements may delay a review and/or the approval of your submission to allow for manual processing of the payment.

When you contact us please have your “submission number” (it can be found on your RLS screen). Afterwards, we will set your Registration and Licensing system (RLS) filing status to “Invoice Payment Pending” which will allow you to continue with your submission. If you do not contact us, the RLS system will not permit you to continue with your submission.

Thereafter, you will need to make arrangements to submit payment of the fees through the mail using a money order or a cheque drawn on a financial institution. Note, the associated licensing invoice, generated from the RLS must be attached with the cheques or money orders so that we can associate your payment with the correct submission. If the invoice is not attached, your payment and submission cannot be processed.

The money order or cheque should be made out to the Minister of Finance (Saskatchewan) and sent with the RLS invoice to:

**Financial and Consumer Affairs Authority**  
 Consumer Protection Division  
 500-1919 Saskatchewan Drive  
 Regina SK S4P 4H2  
 CANADA



Proceed to Payment

By pressing “Proceed to Payment” you will be transferred to an external site powered by Moneris in order to process your payment. The processing of your payment will be subject to the terms, conditions and privacy policies of the payment processor. By choosing to use make a payment using this service, you agree to pay us, through the payment processor, the listed “Charge Total”. You must provide current, complete and accurate billing information. The billing address and transaction result will be collected by FCAA RLS. *Please note that no full credit card numbers will be collected by FCAA RLS.*

Fill out the Customer Details section, Payment Method and Payment Details. Select “Process transaction”

Direct Seller Vendor New Licence	2	1	\$3300.00
Shipping:			\$0.00
GST:			\$0.00
PST:			\$0.00
HST:			\$0.00
<b>Total (CAD):</b>			<b>\$300.00</b>

**Customer Details**

Customer ID: THANKS

Email Address:

Note:

**Billing Address**

First Name:

Last Name:

Company:

Address:

City:

Prov/State:

Country:



Postal Code:


Phone:

Fax:

**Payment Method**

Please choose a payment method.



**Payment Details**

Transaction Amount: \$300.00 (CAD)



Order ID: CP-1835-001

Please complete the following details exactly as they appear on your card.  
*Do not put spaces or hyphens in the card number.*

Cardholder Name:

Card Number:

Expiry Date (MMYY):


 

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

Select “Back to Invoice”

Payment for Invoice - 001835

Invoice - 001835



OCT 22, 2019 15:22:36  
Order ID: CP-1835-001

[Back To Invoice - 001835](#) [Print](#)

**Moneris Details:**

Amount: \$300.00 (CAD)

Transaction Type: PURCHASE  
Cardholder: Test  
Card Number: \*\*\*\*\*0007

Response: 01/027 - APPROVED \* =  
Reference Number: 660114080018443920  
Authorization Code: 561457

**Order Details**

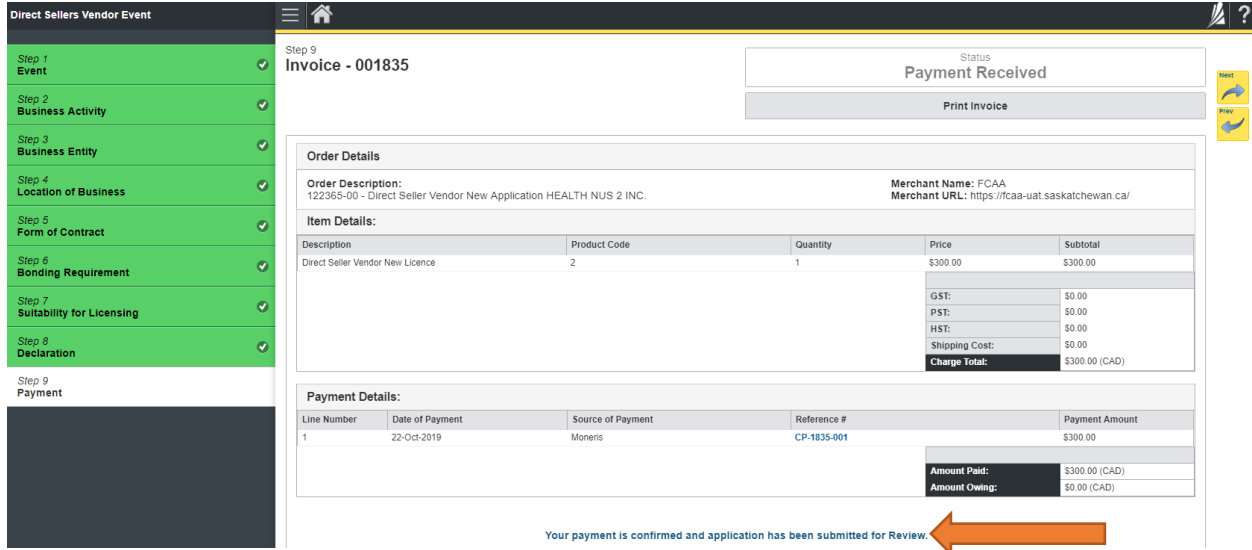
Order Description: 122365-00 - Direct Seller Vendor New Application HEALTH NUS 2 INC.

Merchant Name: FCAA  
Merchant URL: https://fcaa-ual.saskatchewan.ca/

**Item Details:**

Description	Product Code	Quantity	Price	Subtotal
Direct Seller Vendor New Licence	2	1	\$300.00	\$300.00
				GST: \$0.00
				PST: \$0.00
				HST: \$0.00
				Shipping Cost: \$0.00
				<b>Charge Total: \$300.00 (CAD)</b>

At this point, select 'Print invoice' if you require a paper copy.



**Direct Sellers Vendor Event**

Step 9  
Invoice - 001835

Status: **Payment Received**

[Print Invoice](#)

**Order Details**

Order Description: 122365-00 - Direct Seller Vendor New Application HEALTH NUS 2 INC. Merchant Name: FCAA  
Merchant URL: https://fcaa-uat.saskatchewan.ca/

**Item Details:**

Description	Product Code	Quantity	Price	Subtotal
Direct Seller Vendor New Licence	2	1	\$300.00	\$300.00
				GST: \$0.00
				PST: \$0.00
				HST: \$0.00
				Shipping Cost: \$0.00
				<b>Charge Total: \$300.00 (CAD)</b>

**Payment Details:**

Line Number	Date of Payment	Source of Payment	Reference #	Payment Amount
1	22-Oct-2019	Moneris	CP-1835-001	\$300.00
				Amount Paid: \$300.00 (CAD)
				Amount Owning: \$0.00 (CAD)

Your payment is confirmed and application has been submitted for Review.

Your application has now been submitted to FCAA and the “Status” of your application will change to “In Review”.

# APPLICATION STATUS

Once submitted, you will receive a notification email and the status of the application changes from “pending submission” to “in review”. Thereafter, you will receive further emails as follows:

1. More Information Requested.
2. Licence Approval
3. Licence Rejection

## More Information Requested Email – If you receive such an email

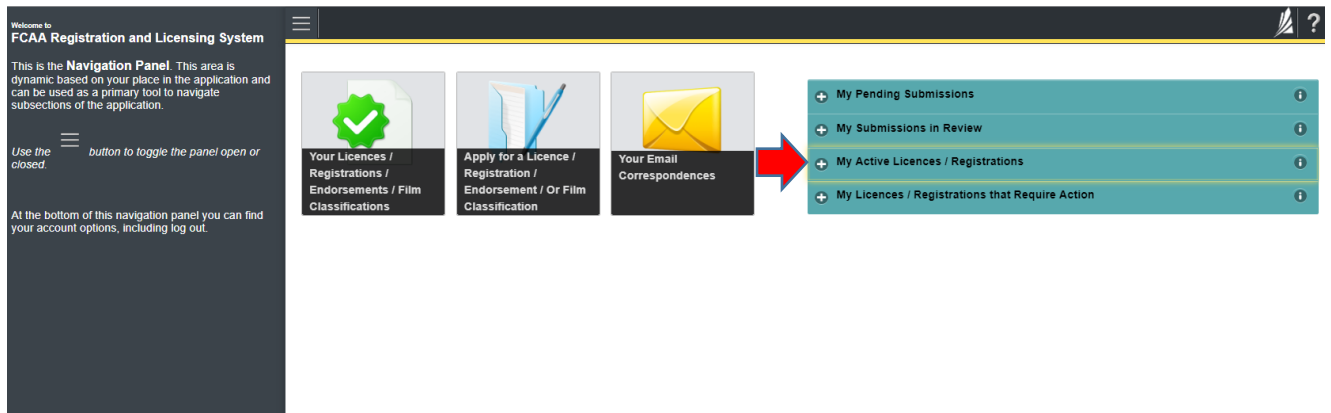
1. Login to the RLS site
2. Select the ‘My Pending Submissions’ portal
3. Select the relevant licence, and respond to the information request (the event steps requiring an update are shown in yellow on the left hand side of the screen – if necessary, you will need to toggle the 3 horizontal bars to view the event pages).
4. Re-submit on the declaration page.

## Licence Approval Email – if you receive such an email

Login to the RLS site go to the “My Active Licences/Registration” portal, select your licence and then “View Licence” to view your approved licence. Note any conditions that apply to the licence.

**Licence Rejection Email** - If you receive such an email, your application has not been approved. You will thereafter be provided with further correspondence with reasons and be given an opportunity to be heard/appeal.

Once your licence has been issued, you will receive notification in your email. Log back into RLS and find your licence under the portal to your right that says, ‘My Active Licences/Registration. Click on the + to open the portal and select your licence.





## ANNUAL FILINGS/RENEWALS

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You are required to file a renewal annually. You will receive a reminder about 30 days prior to this required filing. You will need to login to your account, and go the” My Licences/Registration that Require Action”. Select “Start Renewal/annual Filing”

- Update any changed information
- Declare the accuracy of the submission
- Pay the required licensing fee

## APPLICATION PORTALS

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**My Pending Submissions** – this portal contains your unfinished applications

**My Submissions in Review** – this portal contains your applications under review with the FCAA

**My Active Licences/Registration** – from this portal you can view your active licences

**My Licences/Registration that Require Action** – this portal contains your licences or registrations that require annual filing including any required fee payment.

# Managing your Salespeople

Once you are a licensed Direct Sellers Sales Company, you will be able to invite new salespeople, renew current salespeople, or remove salespeople.

## Invite a Salesperson

Once you are logged into your account, go to My Active Licences/Registrations and select your licence. To the left of your screen select “My Salespeople”.

The top screenshot shows the 'Direct Seller Licence - 100915 - HEALTH NUS 2 INC.' page. The sidebar menu includes: Direct Seller Licence - 100915 - HEALTH, Licence Events, Notifications, Invoices, and My Salespeople. The main content area displays the FCAA logo and a 'Status Active' box. Below this are three green buttons: 'View Licence', 'Surrender Licence', and 'Provide Information Update'. A 'Licence Information' table is shown below:

Licence Information	
Type	Direct Sellers
Licence #	100915
Licence Name	HEALTH NUS 2 INC.
Doing Business as Name	
Date of Issue	22-Oct-2019
Effective Date	22-Oct-2019
Expiry Date	22-Oct-2020
Next Expected Submission	Direct Seller Vendor Renewal
Next Expected Submission Date	22-Oct-2020

The bottom screenshot shows the 'My Salespeople' page. The sidebar menu is the same, but 'My Salespeople' is selected. The main content area has a green button 'Pay Salesperson Renewals' and another green button 'View Associates'. Below this is a section titled 'My Direct Sellers' with a text box: 'Below is a list of the Salespeople currently linked you your Agency. Click on the Salesperson Name to access more information and request payment.' A table with the following headers is shown:

Salesperson Name	Licence Status	Next Renewal Date	Payment Selected
------------------	----------------	-------------------	------------------

Below the table is a section titled 'Salesperson Invites' with a green button 'Add a Salesperson Invite' and a plus sign. At the bottom left of the page is a green button 'Send Invitation'.

Once you have selected “My Salespeople” your screen changes to this. If you have salespeople they will show up on the list and you will be able to renew their licence on this page. If you do not have any salespeople or wish to invite additional salespeople, select the green “Add a Salesperson invite” button.

Fill out the following information in the invitation:

- First name
- Last name
- Email Address
- Confirm Email Address
- Message on invite

Direct Seller Licence - 100915 - HEALTH...

My Salespeople

Pay Salesperson Renewals

View Associates

My Direct Sellers

Below is a list of the Salespeople currently linked you your Agency. Click on the **Salesperson Name** to access more information and request payment.

Salesperson Name	Licence Status	Next Renewal Date	Payment Selected
------------------	----------------	-------------------	------------------

Salesperson Invites

Invite Status  
Pending

First Name\*

Last Name\*

Email Address\*

Confirm Email Address\*

Message on invite.

Add another Salesperson invite

Send Invitation

Once you select “Send invitation” a message will appear. You will be required to pay for any new unlicensed persons. You will be taken to the payment page and upon payment invitations will be sent. Say “Yes, continue”. Another message will appear, “There are unsaved changes on this record. The record must be saved before the action can be completed. Do you want to save the record and proceed? Select “Yes, save and proceed”.

Review and then select “Proceed to Payment” if you are paying by credit card.

Start typing to filter list

**Invoices**

Invoice - 001836


**Invoices**

Invoice - 001836

Status  
**Pending**

Print Invoice

Return to My Salespeople



**Order Details**

**Order Description:** Salesperson Licences for **Merchant Name:** FCAA  
**Merchant URL:** https://fcaa-uat.saskatchewan.ca/

**Item Details:**

Description	Product Code	Quantity	Price	Subtotal
Jane Smith New Licence	1	1	\$125.00	\$125.00
				GST: \$0.00
				PST: \$0.00
				HST: \$0.00
				Shipping Cost: \$0.00
				<b>Charge Total:</b> \$125.00 (CAD)

Payable Information If the required payment of licensing fees by a credit card is not supported or accepted, you will need to make alternate arrangements by contacting us at:

**Financial and Consumer Affairs Authority**  
Consumer Protection Division  
500 - 1919 Saskatchewan Drive  
Regina SK S4P 4H2  
Telephone: 306-787-5550 1-877-880-5550 (toll-free) Fax: 306-787-9779  
Email: cplicensing@gov.sk.ca  
Web address: www.fcaa.gov.sk.ca/CPD

These alternate payment arrangements may delay a review and/or the approval of your submission to allow for manual processing of the payment.

When you contact us please have your “submission number” (it can be found on your RLS screen). Afterwards, we will set your Registration and Licensing system (RLS) filing status to “Invoice Payment Pending” which will allow you to continue with your submission. If you do not contact us, the RLS system will not permit you to continue with your submission.

Thereafter, you will need to make arrangements to submit payment of the fees through the mail using a money order or a cheque drawn on a financial institution. Note, the associated licensing invoice, generated from the RLS must be attached with the cheques or money orders so that we can associate your payment with the correct submission. If the invoice is not attached, your payment and submission cannot be processed.

The money order or cheque should be made out to the Minister of Finance (Saskatchewan) and sent with the RLS invoice to:

**Financial and Consumer Affairs Authority**  
Consumer Protection Division  
500-1919 Saskatchewan Drive  
Regina SK S4P 4H2  
CANADA



Proceed to Payment

By pressing “Proceed to Payment” you will be transferred to an external site powered by Moneris in order to process your payment. The processing of your payment will be subject to the terms, conditions and privacy policies of the payment processor. By choosing to use make a payment using this service, you agree to pay us, through the payment processor, the listed “Charge Total”. You must provide current, complete and accurate billing information. The billing address and transaction result will be collected by FCAA RLS. *Please note that no full credit card numbers will be collected by FCAA RLS.*

Fill out the Customer Details section, Payment Method and payment Details. Select “Process transaction”.

QA Merchant 3

Mandatory fields marked by \*

**Item Details**

Description	Product Code	Quantity	Price
Jane Smith New Licence	1	1	\$125.00

Shipping: \$0.00  
 GST: \$0.00  
 PST: \$0.00  
 HST: \$0.00  
 Total (CAD): \$125.00

**Customer Details**



Customer ID: THANKS  
 Email Address:   
 Note:


**Billing Address**

First Name:   
 Last Name:   
 Company:   
 Address:   
 City:   
 Prov/State:   
 Country:   
 Postal Code:   
 Phone:   
 Fax:

**Payment Method**

Please choose a payment method.



Select “Back to Invoice”.

Payment for Invoice - 001836  
Invoice - 001836

**FCAA** OCT 22, 2019 16:54:46  
Order ID: CP-1636-001

**Moneris Details:**

Amount: \$125.00 (CAD)	Transaction Type: PURCHASE Cardholder: test Card Number: *****0007	Response: 01/027 - APPROVED * = Reference Number: 660109490015212040 Authorization Code: 146945
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**Order Details**

Order Description: Salesperson Licences for	Merchant Name: FCAA Merchant URL: https://fcaa-uat.saskatchewan.ca/
--	--

**Item Details:**

Description	Product Code	Quantity	Price	Subtotal
Jane Smith New Licence	1	1	\$125.00	\$125.00

GST: \$0.00  
 PST: \$0.00  
 HST: \$0.00  
 Shipping Cost: \$0.00  
**Charge Total: \$125.00 (CAD)**

At this point, select “Print invoice” if you require a paper copy.

**Invoice - 001836**

Status: **Payment Received**

Buttons: **Print Invoice**, **Return to My Salespeople**

**Order Details**

Order Description: Salesperson Licences for  
 Merchant Name: FCAA  
 Merchant URL: https://fcaa-uat.saskatchewan.ca/

**Item Details:**

Description	Product Code	Quantity	Price	Subtotal
Jane Smith New Licence	1	1	\$125.00	\$125.00
GST:				\$0.00
PST:				\$0.00
HST:				\$0.00
Shipping Cost:				\$0.00
<b>Charge Total:</b>				<b>\$125.00 (CAD)</b>

**Payment Details:**

Line Number	Date of Payment	Source of Payment	Reference #	Payment Amount
1	22-Oct-2019	Moneris	CP-1836-001	\$125.00
<b>Amount Paid:</b>				<b>\$125.00 (CAD)</b>
<b>Amount Owing:</b>				<b>\$0.00 (CAD)</b>

Your payment is confirmed and application has been submitted for Review.

Your payment is confirmed and the invitation has been sent off to the salesperson.

Once the salesperson accepts the invitation, and completes the application, it will then be processed by FCAA. If approved (generally with 7 days), the licensed salesperson will show up in “My salespeople.” List as shown below.

**Direct Seller Licence - 500031 - DIRECT SELLERS INC.**

**My Salespeople**

Buttons: **Pay Salesperson Renewals**, **View Associates**

**My Direct Sellers**

Below is a list of the Salespeople currently linked you your Agency. Click on the **Salesperson Name** to access more information and request payment.

Salesperson Name	Licence Status	Next Renewal Date	Payment Selected
<a href="#">Jane2 Doe (500035)</a>	Active	12-Nov-2020	

**Salesperson Invites**

Buttons: **Add a Salesperson Invite**, **Send Invitation**

On this page, the Direct Seller Vendor can pay an associates/salesperson renewal, view associates/salespeople or inactive associates/salespeople.

If you select the green portal that says “View Associates”, it will take you to a list of your associates/salespeople which contains the following information: Licence number, Name, Date issued, Expiry date, branch address and conditions (if any). From this page you can search for an associate. By selecting the “Actions” button you can filter your associates, format your associates, or download to an excel spreadsheet, HTML, Email or pdf.



Select back button to return to “My salespeople”

**View Associates** Report Date 12-Nov-2019

Search:

Licence #	Name	Date Issued	Expiry Date	Branch Address	Conditions
500035	Jane2 Doe	12-Nov-2019	12-Nov-2020	500-1919 SASKATCHEWAN DR REGINA, SK S4P 4H2	-

To Inactivate a relationship with an Associate/salesperson, select the name in blue from the list below.

**My Salespeople** Save

My Direct Sellers

Below is a list of the Salespeople currently linked you your Agency. Click on the **Salesperson Name** to access more information and request payment.

Salesperson Name	Licence Status	Next Renewal Date	Payment Selected
<a href="#">Jane2 Doe (500035)</a>	Active	12-Nov-2020	

Salesperson Invites

Your screen will change to this screen as seen below. Select the portal that says “Inactivate Relationship”

The screenshot shows a web interface for managing a salesperson link. At the top, there is a header with a home icon and a question mark. Below the header, the page title is "Salesperson Link - Jane2 Doe". On the right side, there is a status box labeled "Status" with the value "Active". Below the status box are two buttons: "Inactivate Relationship" (highlighted in green) and "Return to Manage Salespeople". On the left side, there is a section titled "Direct Seller Information" with a table containing the following data:

Direct Seller Information	
Salesperson Name	Jane2 Doe
Licence Status	Active
Next Renewal Date	

A yellow warning dialog box is overlaid on the page. The dialog box has a yellow header with the word "Warning" in bold. The main text of the dialog box reads: "Please ensure that you intend to inactivate the relationship, since submitting an 'inactivation' is not reversible. Should you need to restore the relationship, you will need to re-invite the agent and you may need to re-submit a new licensing fee." At the bottom of the dialog box, there are two buttons: "Yes, Continue" (with a checkmark icon) and "No, Go Back" (with a back arrow icon).

A warning will pop up that says, “Please ensure that you intend to inactivate the relationship, since submitting an “inactivation” is not reversible. Should you need to restore the relationship, you will need to re-invite the agent and you may need to re-submit a new licensing fee.

This screenshot shows the same web interface as the previous one, but without the warning dialog box. The layout is identical, showing the header, the "Salesperson Link - Jane2 Doe" title, the "Status: Active" box, the "Inactivate Relationship" and "Return to Manage Salespeople" buttons, and the "Direct Seller Information" table with the same data as before.



## Renew a Salesperson

The company will go to My Salespeople screen as seen below and select the name in blue that they want to renew

Direct Seller Licence - 500031 - DIRECT SELLERS INC.

My Salespeople

Pay Salesperson Renewals  
View Associates

My Direct Sellers


Below is a list of the Salespeople currently linked you your Agency. Click on the **Salesperson Name** to access more information and request payment.

Salesperson Name	Licence Status	Next Renewal Date	Payment Selected
<a href="#">Joseph Walters (500112)</a>	Active	18-Dec-2019	
<a href="#">Jane2 Doe (500066)</a>	Active	31-Dec-2019	

Salesperson Invites

Add a Salesperson Invite

Send Invitation

The screen will then look like the one below. Select “Yes”, select “save”  at the top right. Then select the green button that says “Return to Manage Salespeople”.

Salesperson Link - Joseph Walters

Status  
Active

Inactivate Relationship  
Return to Manage Salespeople

Direct Seller Information

Salesperson Name: Joseph Walters

Licence Status: Active

Next Renewal Date: 18-Dec-2019

Do you want to pay for the Licence Renewal:

In the list of salespeople you will see that the salesperson you are paying now has a yes appearing in the column “Payment Selected”. Select the green button that says, “Pay Salesperson Renewal”

My Direct Sellers

Below is a list of the Salespeople currently linked you your Agency. Click on the **Salesperson Name** to access more information and request payment.

Salesperson Name	Licence Status	Next Renewal Date	Payment Selected
<a href="#">Joseph Walters (500112)</a>	Active	18-Dec-2019	Yes
<a href="#">Jane2 Doe (500066)</a>	Active	31-Dec-2019	

Salesperson Invites

[Add a Salesperson Invite](#) +

[Send Invitation](#)

The screen will change to this one below. Select “proceed to payment” at the bottom.

Invoices

Invoice - 001900

Invoice - 001902

Invoice - 001908

Invoice - 001910

Invoice - 001933

Invoice - 002036

Invoice - 002037

Invoices

Invoice - 002037

Status: Pending

[Print Invoice](#)

[Return to My Salespeople](#)

**FCAA**

Order Details

Order Description: Merchant Name: FCAA  
Merchant URL: https://fcaa-uat.saskatchewan.ca/

Item Details

Description	Date	Quantity	Price	Subtotal
Joseph Walters - Licence Renewal	18-Dec-2019	1	\$125.00	\$125.00

GST:	\$0.00
PST:	\$0.00
HST:	\$0.00
Shipping Cost:	\$0.00
<b>Charge Total:</b>	<b>\$125.00 (CAD)</b>

Payable Information

If the required payment of licensing fees by a credit card is not supported or accepted, you will need to make alternate arrangements by contacting us at:

**Financial and Consumer Affairs Authority**  
 Consumer Protection Division  
 500 - 1919 Saskatchewan Drive  
 Regina SK S4P 4H2  
 Telephone: 306-787-5550 1-877-880-5550 (toll-free) Fax: 306-787-9779  
 Email: cpdlcensing@gov.sk.ca  
 Web address: www.fcaa.gov.sk.ca/CPD

These alternate payment arrangements may delay a review and/or the approval of your submission to allow for manual processing of the payment.

When you contact us please have your "submission number" (it can be found on your RLS screen). Afterwards, we will set your Registration and Licensing system (RLS) filing status to "Invoice Payment Pending" which will allow you to continue with your submission. If you do not contact us, the RLS system will not permit you to continue with your submission.

Thereafter, you will need to make arrangements to submit payment of the fees through the mail using a money order or a cheque drawn on a financial institution. Note, the associated licensing invoice, generated from the RLS must be attached with the cheques or money orders so that we can associate your payment with the correct submission. If the invoice is not attached, your payment and submission cannot be processed.

The money order or cheque should be made out to the Minister of Finance (Saskatchewan) and sent with the RLS invoice to:

**Financial and Consumer Affairs Authority**  
 Consumer Protection Division  
 500-1919 Saskatchewan Drive  
 Regina SK S4P 4H2  
 CANADA



**Proceed to Payment**

By pressing "Proceed to Payment" you will be transferred to an external site powered by Moneris in order to process your payment. The processing of your payment will be subject to the terms, conditions and privacy policies of the payment processor. By choosing to use make a payment using this service, you agree to pay us, through the payment processor, the listed "Charge Total". You must provide current, complete and accurate billing information. The billing address and transaction result will be collected by FCAA.RLS. Please note that no full credit card numbers will be collected by FCAA RLS.

## Fill out the Customer details and payment method

### QA Merchant 3

Mandatory fields marked by \*

Item Details			
Description	Product Code	Quantity	Price
Joseph Walters - Licence Renewal	1	1	\$5125.00
			Shipping: \$0.00
			GST: \$0.00
			PST: \$0.00
			HST: \$0.00
			<b>Total (CAD): \$125.00</b>

**Customer Details**

Customer ID: THANKS

Email Address:

Note:

**Billing Address**

First Name:

Last Name:

Company:

Address:

City:

Prov/State:

Country:

Postal Code:

Phone:

Fax:

**Payment Method**

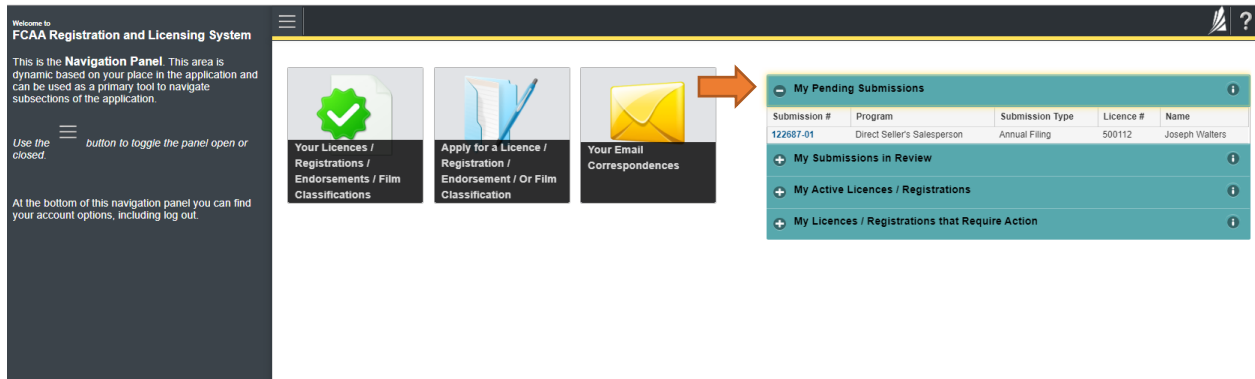
Please choose a payment method.


Once payment has been made you will be taken back to this screen. Select back to invoice.

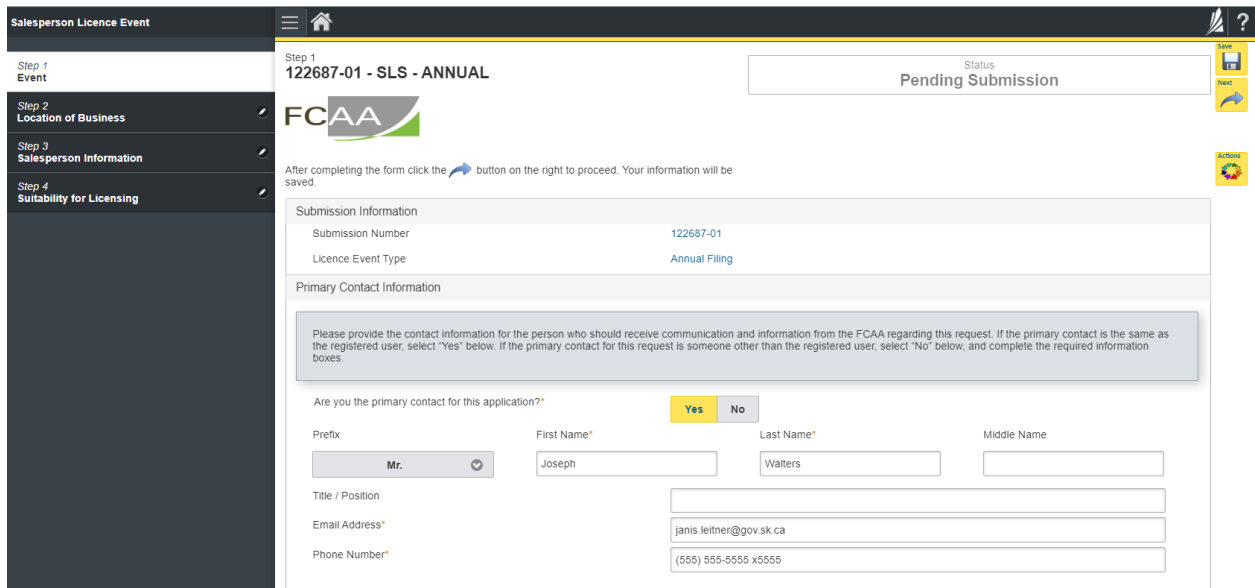
At this step you can print a copy of the invoice for your records if required. Below the invoice it will say that “Your payment is confirmed and application has been submitted for review.” The status of the invoice will say “Payment Received.”

The salesperson will be notified by email that FCAA has received a Direct Sellers Licence Application/Renewal payment made on the salesperson’s behalf.

The salesperson will log into their RLS account and go into the portal “My Pending Submissions”. And select the submission number for the Annual Filing.



This will take the salesperson to their application to review all the steps with their information and make changes if necessary. On each step, review and make changes or not then select next. 



At step 5, Declaration - they will need to select the “I agree” box and select the “submit” button.

The screenshot shows the 'Step 5 Declaration' page. On the left, a sidebar lists steps: Step 1 Event, Step 2 Location of Business, Step 3 Salesperson Information, Step 4 Suitability for Licensing, and Step 5 Declaration. The main content area features the FCAA logo and a declaration text box. Below the text box, there is a checked 'I Agree' checkbox, an 'Applicant Name' field with 'Joseph Walters', and a 'Dated' field with '18-Dec-2019'. A green 'Submit' button is located at the bottom left of the form area.

The renewal application has been submitted to FCAA and will be in contact with the applicant if further information is required.

This screenshot shows the same 'Step 5 Declaration' page after submission. The 'I Agree' checkbox is now unchecked. The 'Applicant Name' field displays 'Joseph Walters' and the 'Dated' field shows '18-Dec-2019'. A prominent orange arrow points to a confirmation message: 'Please note that our office has received your submitted application. Our office will be in contact with you if further information is required. Thank you.' Below this message is a green 'Back to Home' button. The sidebar on the left remains the same.