

RLS Licensing Application Information for Direct Sellers Salespersons

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

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SPECIAL NOTE

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) and navigate to [direct/door to door sellers](#).
- [RLS portal \(https://fcaa.saskatchewan.ca\)](https://fcaa.saskatchewan.ca).

Before You Begin

To become a licensed salesperson, you must be invited by a licensed Direct Seller Company. The Direct Seller Company sends you an invitation through RLS and pays the fees on your behalf.

Prior to responding to the invitation, if you do not have an RLS User ID and password, you must go and create one. Only if you have a RLS User ID and password, you would then continue on with responding to the invitation.

The invitation (email) is sent to your email address and looks something like this:

You will be required to supply verification of your suitability for licensing. 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 complete the RLS process to be licensed as a salesperson you will need:

- a. To log into the RLS portal
- b. To complete and file an application and obtain a license using the RLS procedure
- c. To hold and maintain a valid email address,
- d. To provide relevant information when requested
- e. To provide updates of any change to information provided during the application process.

As a reminder, unless otherwise exempted by law, in-order to conduct a sale, salespeople must first be licensed in Saskatchewan and be associated with a licensed direct seller company.

You have been invited by _____ to be a Salesperson for their Direct Seller Company.

As per our conversation yesterday, please accept this invitation to work for our company.

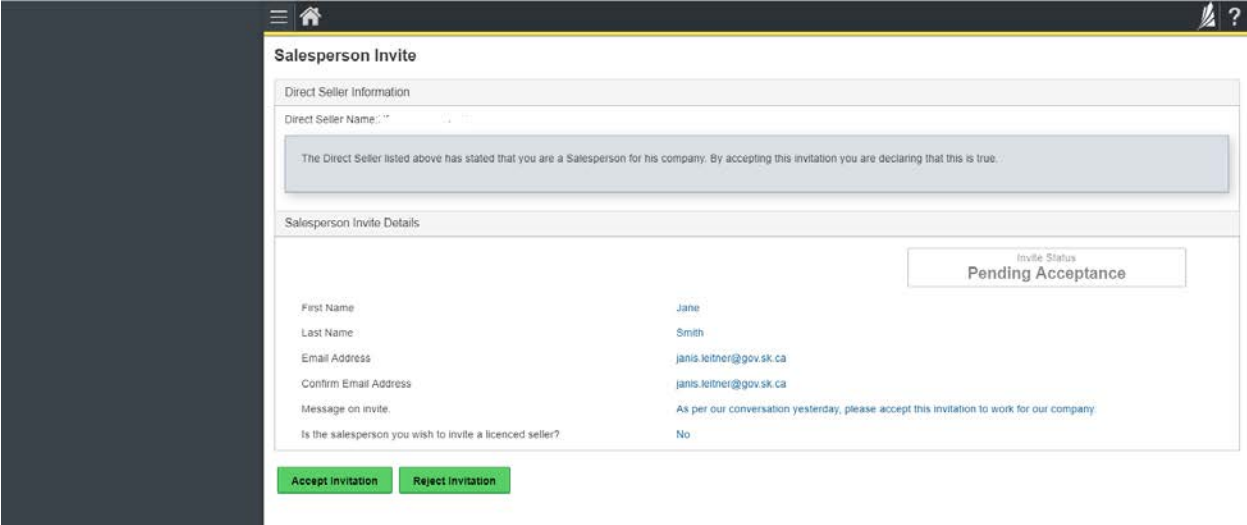
[Respond to invitation ->](#)

Registrar's Contact information
Registrar: [The Direct Sellers Act](#)
Financial and Consumer Affairs Authority
Consumer Protection Division
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
Web address: www.fcaa.gov.sk.ca/CPD

Click on the "Respond to the invitation"

-If you already have a user Id and password that was sent to you from FCAA go ahead and log in. If you don't have a user Id and password you will need to Register.

-Once you have logged into RLS you can proceed to accept or reject the invitation.



If you accept the invitation, you are taken to the application and are now ready to complete the application.

Step 1 Event - Primary Contact

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

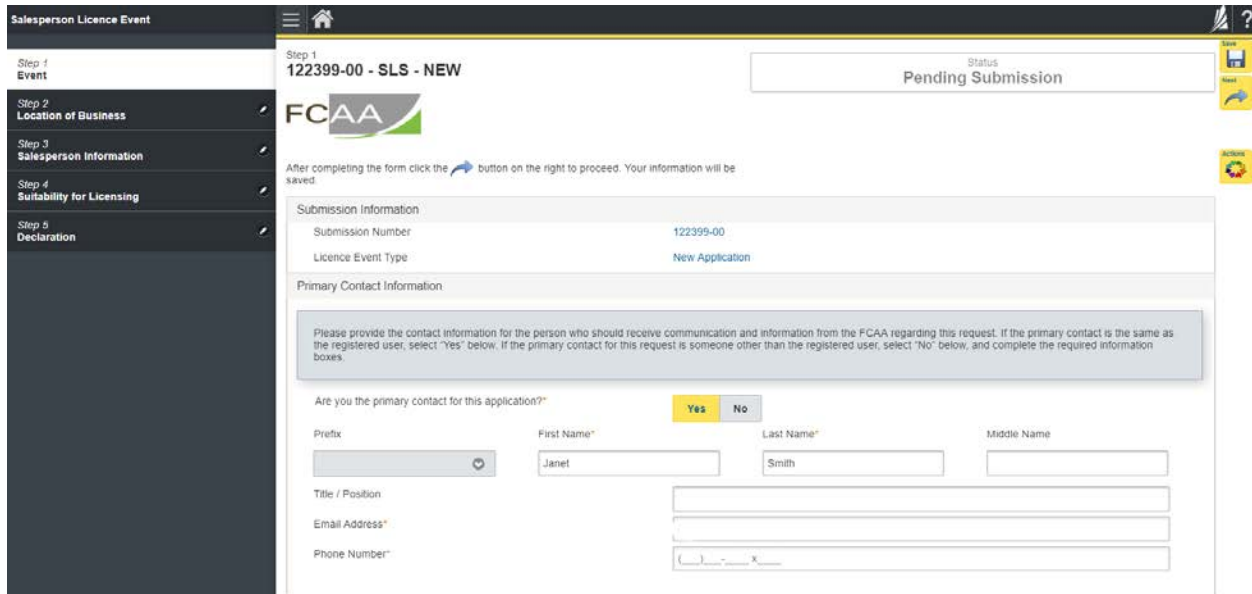
If the primary contact is to be the same as the registered user (that is the person who registered the username and password) then, select “Yes” below.

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.



The screenshot displays the 'Salesperson Licence Event' interface. On the left, a navigation menu 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 is titled 'Step 1 122399-00 - SLS - NEW' and shows a status of 'Pending Submission'. Below this, there is a 'Next' button with a right-pointing arrow. The form contains sections for 'Submission Information' (Submission Number: 122399-00, Licence Event Type: New Application) and 'Primary Contact Information'. A message box instructs the user to provide contact information for the person who should receive communication from the FCAA. Below this, there are radio buttons for 'Yes' and 'No' to answer 'Are you the primary contact for this application?'. The 'Yes' button is selected. Below the radio buttons are input fields for Prefix, First Name (Janet), Last Name (Smith), Middle Name, Title / Position, Email Address, and Phone Number.

Step 2 – Location of Business

Provide the branch office where you work by selecting the green button that says “Add a Branch Office”.

The screenshot shows the 'Branch Office' step of the FCAA application process. On the left, a navigation menu lists five steps: Step 1 Event (checked), Step 2 Location of Business (active), Step 3 Salesperson Information, Step 4 Suitability for Licensing, and Step 5 Declaration. The main content area features the FCAA logo and a message: 'After completing the form click the [Next] button on the right to proceed. Your information will be saved.' Below this, the user's profile '122399-00 - Janet Smith' is displayed. A large empty box is labeled 'Branch Offices' with the instruction 'Please provide the branch office(s) where you work:'. At the bottom of this box is a green button labeled 'Add a Branch Office' with a plus icon.

Provide the following information:

- Branch Name
- Mailing address Lookup
- Street/P.O. Box
- City
- Postal Code
- Province

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

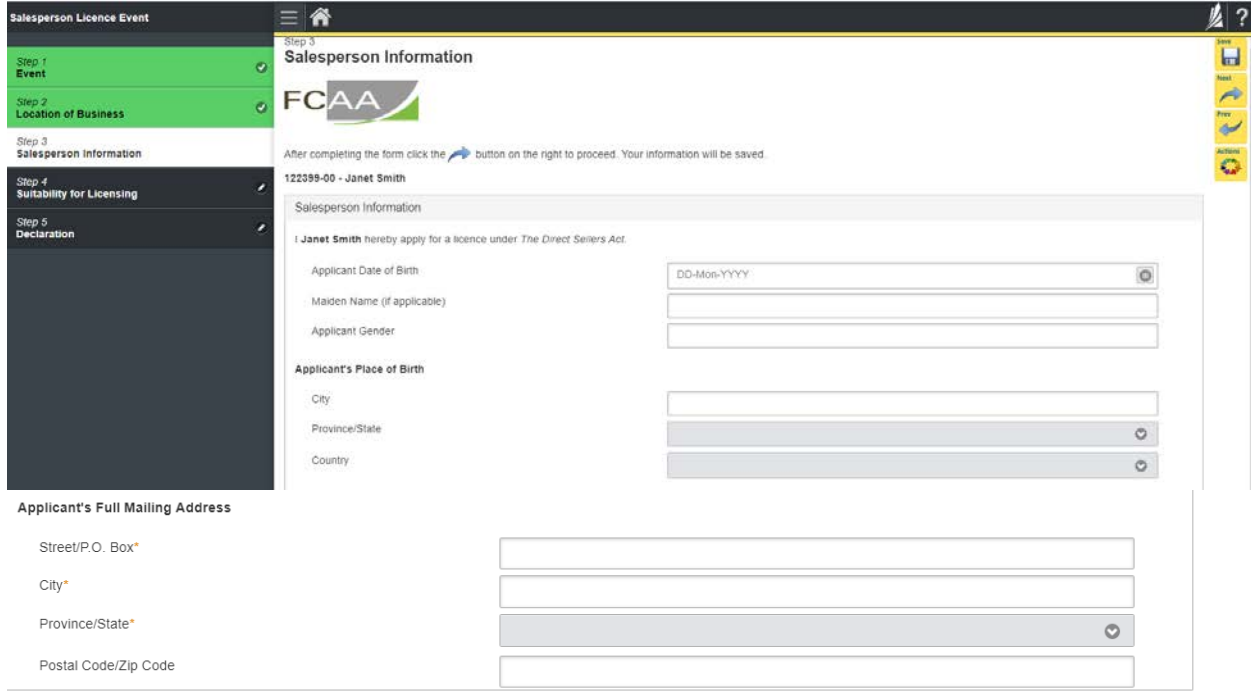
This screenshot shows the 'Branch Office' form with input fields. The navigation menu and header are the same as in the previous screenshot. The 'Branch Offices' section now contains a form with the following fields: 'Branch Name*', 'Mailing Address Lookup' (with a search icon and the text 'Please enter address to search...' and a link 'Having trouble finding your address? Enable Manual Entry'), 'Street/P.O. Box*', 'City*', 'Postal Code*', and 'Province*'. At the bottom of the form is a green button labeled 'Add another Branch Office' with a plus icon.

Step 3 - Salesperson Information

Please provide the following information:

- Applicant's Date of birth
- Applicant's place of birth, City, Province, Country
- Applicant's full mailing address, street/P.O. Box, City, Postal Code, Province
- State the name of the auction sales company for which you intend to act as an auctioneer

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



Salesperson Licence Event

Step 1 Event ✓

Step 2 Location of Business ✓


Step 3 Salesperson Information

Step 4 Suitability for Licensing

Step 5 Declaration

Step 3
Salesperson Information

FCAA

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

122098-00 - Janet Smith

Salesperson Information

I **Janet Smith** heretly apply for a licence under *The Direct Sellers Act*.

Applicant Date of Birth

Maiden Name (if applicable)

Applicant Gender

Applicant's Place of Birth

City

Province/State

Country

Applicant's Full Mailing Address

Street/P.O. Box*

City*

Province/State*

Postal Code/Zip Code

Next

Next

Prev

Actions

Step 4– Suitability for Licensing

The Regulations require that applicants submit evidence of their suitability for licensing. If your license 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 applicant had a business licence refused, suspended or cancelled under the laws of any province territory, state or count, if “Yes” please provide details. Otherwise say “No”.

Indicate if the applicant has been convicted of a criminal offence. If “yes” provide details.

- Last Name
- Do you have a criminal record check (CRC) to upload (you must say “yes” to this question and upload the CRC)
- Indicate the effective date of the CRC
- Attach by uploading the CRC

If you do not have a criminal record to upload select “No” and provide a reason why.

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.

Salesperson Licence Event

Step 4 **Suitability for Licensing**

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.

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

122389-00 - Janet Smith

Licensing History

During the past ten years, has the applicant had a business licence refused, suspended or cancelled under the laws of any province, territory, state, or country?

Please provide details*

Criminal Record Details

Has the applicant been convicted of a criminal offence under the Criminal Code of Canada within the previous 10 years?

Please provide 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.

First Name*

Last Name*

Do you have a CRC to upload?

Effective date*

Upload criminal record*

Step 5 – Declaration

Read the declaration and if in agreement click “I Agree”. Then select the green button that says “submit”.

The screenshot shows a web application interface for a 'Salesperson Licence Event'. On the left, a sidebar lists five steps: Step 1 Event, Step 2 Location of Business, Step 3 Salesperson information, Step 4 Suitability for Licensing, and Step 5 Declaration. Steps 1-4 are marked with checkmarks. The main content area is titled 'Step 5 Declaration' and features the FCAA logo. Below the logo, a message states: 'After completing the form click the [arrow] button on the right to proceed. Your information will be saved.' The user's application number '122398-00 - Janet Smith' is displayed. The declaration text reads: 'I, the undersigned 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 and the change in the employee and/or agency relationship with the business associated with this application. 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 is an 'I Agree' checkbox, which is checked. There are also input fields for 'Applicant Name' and 'Dated', with the date '20 AUGUST 2017' visible in the latter. A green 'Submit' button is located at the bottom left of the form area. On the right side of the page, there are navigation icons for 'Home', 'Next', 'Prev', and 'Actions', along with a help icon.

Your application has now been submitted to FCAA and your application will change to “In Review”. You will also receive a notification from FCAA to confirm your submission has been received by FCAA.

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 one or more further emails as follows:

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

More Information Requested Email – If you receive such an email

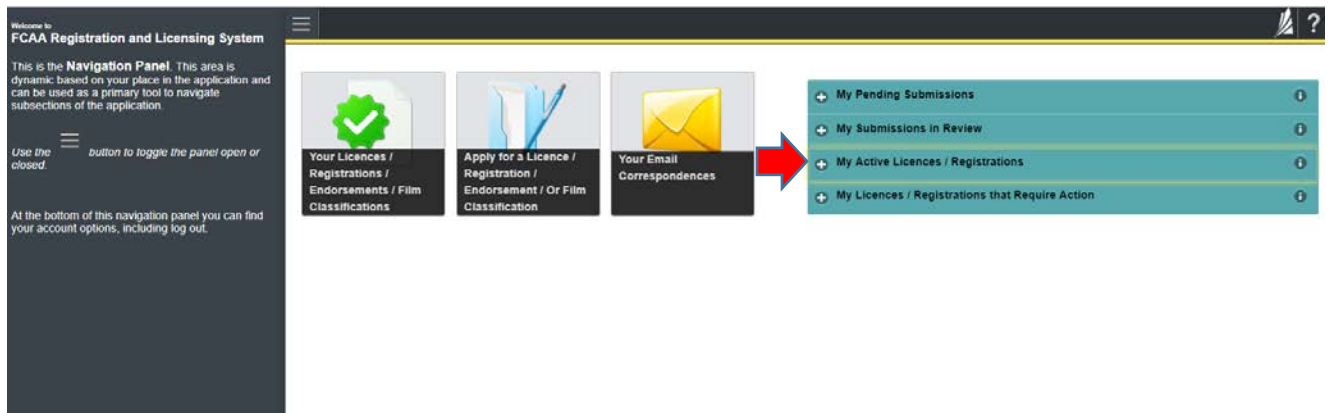
1. Login to the RLS site
2. Select the ‘My Pending Submissions’ portal
3. Select the relevant licence, and respond to the information request (the event steps requiring an update are shown in yellow on the left hand side of the screen – if necessary, you will need to toggle the 3 horizontal bars to view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

Licence Approval Email – if you receive such an email

5. Login to the RLS site go to the “My Active Licences/Registration” portal, select your license and then “View License” 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 license 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

The Direct Sales Company will receive notification of your renewal 30 days prior to your renewal. When the Direct Seller Company sends you an invitation and pays the required fees you will receive an email to log into your account and start the renewal process.

- Update any changed information
- Declare the accuracy of the submission

APPLICATION PORTALS

My Pending Submissions – this portal contains your unfinished applications

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

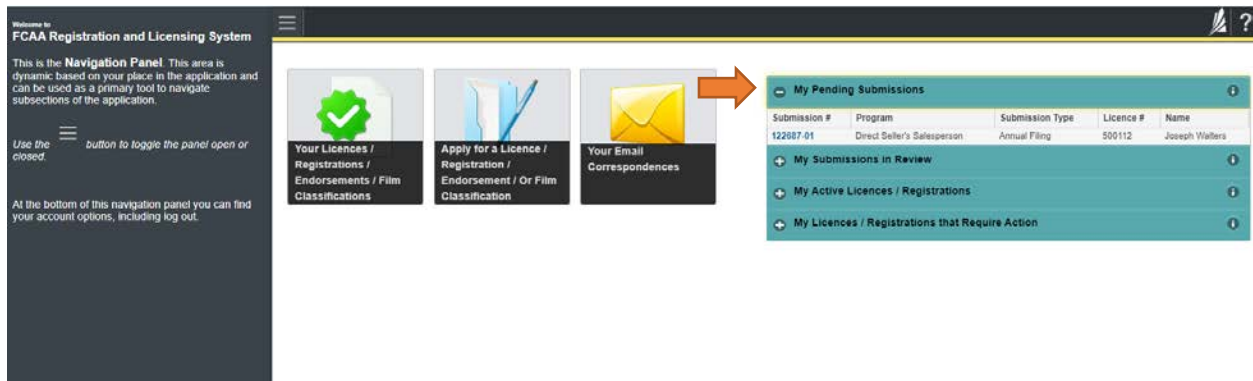
My Active Licences/Registration – from this portal you can view your active licences


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

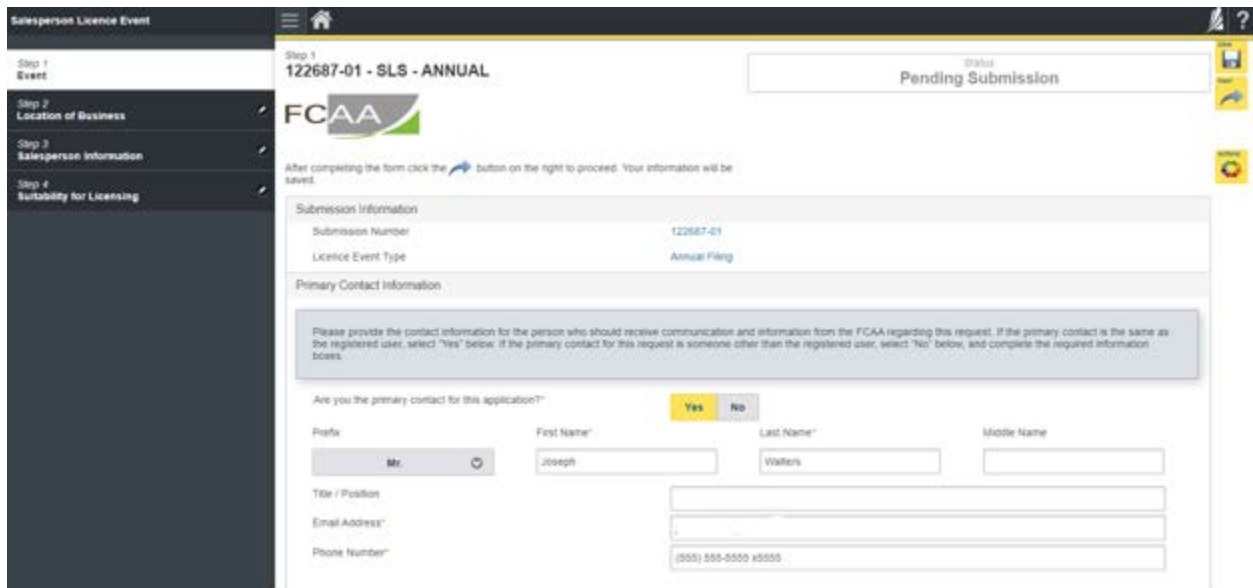
Renewing your Salesperson's Application

The company who you represent must start the renewal process in Registration and Licensing System (RLS). Once they have gone through the process, you will receive an email from FCAARLS@gov.sk.ca letting you know the company you represent has made payment on your behalf and you will need to log into RLS and complete the renewal application. The following information describes the process:

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.

Salesperson Licence Event

- Step 1 Event ✓
- Step 2 Location of Business ✓
- Step 3 Salesperson Information ✓
- Step 4 Suitability for Licensing ✓
- Step 5 Declaration

Step 5 Declaration

FCAA

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

122887-01 - Joseph Walters

Declaration

I, the undersigned 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 and the change in the employee and/or agency relationship with the business associated with this application. 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.

I Agree

Applicant Name: Joseph Walters Dated: 18-Dec-2019

Submit

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

Salesperson Licence Event

- Step 1 Event ✓
- Step 2 Location of Business ✓
- Step 3 Salesperson Information ✓
- Step 4 Suitability for Licensing ✓
- Step 5 Declaration

Step 5 Declaration

FCAA

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

122887-01 - Joseph Walters

Declaration

I, the undersigned 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 and the change in the employee and/or agency relationship with the business associated with this application. 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.

Yes

Applicant Name: Joseph Walters Dated: 18-Dec-2019

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.

Back to Home

Account: J.WALTERS

The salesperson will receive an email message that confirms their submission has been received and will be reviewed by our office. Shortly, you will receive one or more of the following notices:

1. Requests for additional information.
2. Approval.
3. Denial of Application Notice.