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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Financial and Consumer Affairs Authority

## 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.

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Santa Clause - Primary Accort Account Dielegates Likences / Registrations 3	Santa Clause - Primary Account the prmary account holder, you have the ability to view all licences, registrations, endorsements tim classifications that you hold with FCAA. In addition, you are able to add additional users (i.e. delegalas) to access any of those licences or registrations. To view a licence, registration, endorsement or film classifications, simply select it from the Navigation Panel on the left. If you need to make changes to any of the information below, please contact FCAA at 1.877-880- 5550 or email focalizious via.	Status Active	
	& Santa Clause		۲

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 on the click "Delegate Invite".

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C Account Delegates	Santa Clause - Primary Account	
Account Delegate -	Account Delegates	Delegate Invite
Invite -		C Delegate invite
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".

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Account Delegates		Account Delegates		Status	)
Account Delegate - Jolleen Smadu	ĺ	Invite -		Pending	
Invite -		Delegate Information			
Invite -		First Name*			
lavite -					
		Last Name*			
		Email Address*			
		Confirm Email Address*	-		
		10000000000000000000000000000000000000			
		Message			
			You can include	e an optional message to send to the invitee	
		Select the licences / registrations that you wish to grant access		도 같은 것은 것은 도망에서 가장을 가지 않는 것은 것이 있었다. 가장을 가지 않는 것이 있다. 가장을 가지 않는 것이 없다. 가장을 가 있다. 가장을 수 있다. 아니 아니 아니 아니 것이 같이	
		Trust		proration - 500034 - CORPORATE NAME	
		Send Invitation			
Account - CCD_TD2TEST					
Go to my profile	0				
Log Out	0				

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 <u>fcaarls@gov.sk.ca</u> 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.

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Reply         Reply         Reply         Reply Forward         More -	La service - accounter	* Bules - DoneNote Move D'Actions *	Assign Mark Categorize Follow Policy - Unread	aff P Find D Related → Translate D Select →	Zoom Send	lote	View Headers	
The 11/12/2013 3.44 PM FCAARLS@gov.sk.ca FCAA Registration and Licensing	Guick Steps System Delegate Invitation				Zoom One*			
Dear ,								
Santa Clause (the "Primary Owner") is inviting Trust Corporation - 500034 - CORPORJ		wing licences / registrat	ions:					
As a delegated user, you will be able to carry or	at all the activities required to manage t	hese licences / registrati	ions on behalf of the Primary C	Wher using FCAA's o	online Registr	ntion and Li	censing System ("RI	LS").
To respond to this invitation, please click "Resp			oe taken to the login page for R	LS. Log in and respo	nd to the invit	ation by clic	king "Accept Invita	tion" or "Reject Invitation".
If you have questions about this invitation or ab	out RLS, please contact the Primary O	wher or our office.						
Respond to invitation $\rightarrow$								

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.