

August 31, 2018

To Whom It May Concern:

Re: Systems Upgrade – User Authentication and Document Upload Capabilities

As was mentioned in our [previous correspondence](#), the Superintendent of Pensions (the Superintendent) is implementing changes to the Pensions Electronic Filing (E-Filing) Systems: the Annual Pension Return (APR) and the Actuarial Information Summary (AIS). These changes will enhance security protocols and provide new document upload capabilities to streamline filing procedures for pension plan administrators and service providers.

We plan to introduce this update in the Fall of 2018. Following the successful implementation of the AIS system update, we anticipate updating the APR system shortly thereafter.

Enhanced Security

The Financial Institutions Commission (FICOM) is addressing evolving cybersecurity risks by increasing security protocols in all aspects of its digital infrastructure, including the Pensions E-Filing Systems. Adding the requirement for enhanced user authentication security is just one step in this process.

Enhanced security procedures will require users to input a username and password to access the E-Filing Systems. This will improve information security through stricter access controls.

Document Upload Capability

The E-Filing Systems are currently limited in terms of the information and documentation that is accepted. However, with the implementation of this new update, users will have the capability of uploading required documents to the E-Filing systems directly. Users will be able to attach specific filing-based documents, eliminating the need for these documents to be submitted through mail or e-mail.

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- Superintendent of Financial Institutions
 - Superintendent of Pensions
 - Registrar of Mortgage Brokers

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Changes to Your Process

Our system will create one user account per plan. This account is assigned to either the Day-to-Day Administrator or the Employer. As such, it is imperative that the contact information for these roles is accurate and is regularly updated.

The account holder is responsible for the management of the account and will be required to share the credentials only with those authorized by the plan to access the E-Filing Systems. If there is a change in actuarial firms, for example, a quick password change will ensure access to the E-Filing System is protected.

Should you have any questions or require clarification, please do not hesitate to contact us at (604) 660-3555 or Pensions@ficombc.ca.

Yours truly,

A handwritten signature in black ink that reads "Michael J. Peters". The signature is written in a cursive style with a horizontal line extending from the end.

Michael J. Peters
Acting Superintendent of Pensions