

January 10, 2019

To Whom It May Concern:

Re: E-Filing System Updates – AIS User Authentication and Document Upload

We are writing to provide an update on the changes to the Pensions Electronic Filing (E-Filing) Systems, referred to in our [previous correspondence](#).

The updated Actuarial Information Summary (AIS) will be released on Monday, January 14, 2019. New security procedures will require users to input a user name and password to access the E-Filing Systems. These new access credentials will be emailed to plan administrators as part of the implementation. The updates will enhance security protocols and provide new document upload capabilities to streamline filing procedures for pension plan administrators and service providers.

Change in Process

With these updates, we will no longer be issuing AIS Access Codes. Access to the AIS E-filing site will require a valid user name and password instead. This change will improve information security through stricter controls.

Our system will create one user account per plan. The user account information will be emailed to designated account holders as part of the implementation of system updates. This account is assigned to either the Day-to-Day Administrator or the Employer, who will be the account holder. 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 should share the credentials only with those authorized by the Plan Administrator 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.

A further change included in this implementation requires all AIS submissions to include a copy of the Actuarial Valuation Report (AVR) as an attachment to the filing.

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

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Following the successful implementation of the AIS system update, we will be applying similar changes to the APR system.

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, appearing to read "Michael J. Peters". The signature is written in a cursive style with a horizontal line extending to the right.

Michael J. Peters
Acting Superintendent of Pensions