Overview for SEDI Release 1.7.0:

The log in process for insiders who file for themselves has been simplified. Insiders will no longer need to provide an access key; providing their user ID and password will allow them to access their information and file insider reports. Agents filing for insiders will still need to provide the access key for the insider they are filing for.

Navigating to the insider reporting pages has not changed; from log in, click Insider Report on the top right and then File insider report on the left side of the page.

Introduction to insider report activities page:



The "File insider report – select issuer" page has been re-designed. The process tracker, at the top of the page, will allow you to return to previous steps in the filing process to easily make changes to your filing.

Process tracker:

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	2			Insider profile	Insider report	Your user information
	Process tracker: Select issuer	>Select security designation >>Select ownership	type/registered kolder	a offetier transia	ctives informatio	in - interand centry
	Imider: Example.E	Issuer: SEN Test	Security: C	ionmon Shi		
report						

A quick note on the process tracker; the current step in the filing process is highlighted in green and underlined, completed steps are in black and upcoming steps are in grey. You can select any completed step to return to in the filing process, however when you return to a previous step, transaction information entered on the pages following that step is cleared so that you can make needed changes before filing. For example, if a you are on the "Enter Transaction Information" step and return to the "Select Security Designation" step, the data entered up to the "Select Security Designation" step will remain but any data beyond that will need to be re-entered. All of the issuers that you are currently, or have previously been, an insider of will be listed on this page.

Select issuer page:

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	Proces	ss tracker: Select isse	- stelect extently designation - stelect	correction type/regulatered holders -) defait transaction	s information i () this and centrify
File insider	Insid	ler: Example, Example			
Amend Insider	Fil	e insider r	eport (Form 55-1	L02F2) - Select issuer	
transection	Sele	ct an issuer from th	ie insider profile.		
		Issuer number	Issuer name (English)	Issuer name (French)	Issuer information
	0	00008201	NAME Inc.	NAME Inc.	R view
	0	00008201 10001415	NAME Inc. SEDI Test	NAME Inc. SEDI Test	Q view Q view

The magnifying glass icon under Issuer information will display the issuer's profile information in an information window when you click on the icon. Opting to view the issuer information will not detour you from the filing process.

Issuer event reports

SEDI will no longer display issuer event reports for you automatically, on this page you can opt to view any issuer event reports that have been filed since your last insider report filing. To view issuer event reports, select the issuer and click "View issuer event reports". SEDI will display a window with either a message stating that no issuer event reports have been filed by that issuer since your last filing and information on how to view previous issuer event reports and the "Viewing completed" button, or a listing of issuer event reports to select from, as shown below.

Information window for listing of issuer event reports:

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://uat.sedi.ca	SEDI - Micro	osoft Internet Explo	orer 💶 🗋 🗋		
Listing of	f issuer	event report	5		💌 🖬 Go 🛛 Links
				inge 🖪 Light Certaitus	a mie i September 11, 2007
Filling date	Effective date	Issuer event type	Issuer event title	Insider profile Insid	fer report. Your user information
0 2007-09-11	2007-09-05	Example Issuer Event	Example Issuer Event Title	nes - détar transaction informa	ton offe and cartify
View Report	Viewing co	ampletied			
				ect issuer	
				rench)	Issuer information
					Q view
					N View

By selecting the issuer event report and clicking "View report", SEDI will display the issuer event report in the same window.

Information window for issuer event report:

ps://uat.sedi.ca - SEDI	- Microsoft Internet Explorer 📃 🔲 🗋		Type a question for
Issuer: SEDI Test		🔍 🖬 Read 💂	
View issuer e	event report information		
Issuer event type	Example Issuer Event		
Issuer event title	Example Issuer Event Title		
Issuer event details	Example		
To return to the list of is View another report, Wh click Viewing completed.	suer event reports and view another report, click en you have finished viewing issuer event reports,	a dag	
View another report	Viewing completed	K. 0	
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When viewing an issuer report, clicking "View another report" will take you back to the list of issuer event reports and "Viewing completed" will close the window and return you to the select issuer page (above).

Filing an insider report

Selecting an issuer from the "Select issuer" page and clicking "File insider report" takes you to the next step in the process, selecting a security designation.

Select security designation page:

File Insider report Amend Insider transaction	File insider report - Sel	ect security designation
	Security designation	Underlying security designation
	Outstanding securities	
	Common Shares Options	(Common Shares)
	Insider-defined security	Add insider-defined security
	The archived security list contains those sec no longer be issued. Archived security designation	urities that are no longer outstanding for this issuer and those securities that may

On the select security designation page, you can select an existing security or, if the security you need to file is not on the list, click "Add insider-defined security" to create the needed security designation. Before you create an insider-defined security, please ensure that the security designation is not already in the insider-defined, issuer-defined or archived securities lists. Select the appropriate 'Security category', 'Security designation', and 'Underlying security category' and 'Underlying security name' (for derivatives). Click "Next" to continue.

Note: If the security is issued by your issuer but is not on the Outstanding securities or Archived security designation list, contact the issuer and have them add the security to their issuer profile supplement. Do not create an insider-defined security.

In limited circumstances where you will be unable to meet your filing requirement because your issuer has not added a security to their issuer profile supplement, you may need to add an insider-defined security. Your insider-defined security is recognized as a unique security, and the acquisition or disposition reported does not affect the SEDI balance of your issuer-defined securities.

File insider report	Insider: Example, Example	Issuer: SEDI Test
Amend insider transaction	File insider rep	port - Add insider-defined security designation
	IMPORTANT: Before you add a new inside	er-defined security designation,
	Ensure that the securi Ensure that the securi	ity designation is not already in the insider-defined securities. Ity designation is not included in the issuer-defined securities.
	Step 1: Select a security	category
	Security category	Select One
	Step 2: Select a security	designation
	Provide a security designati in the second field.	on using the fields below. Select the most relevant security name in the first field and add additional
	Security designation	
	Select One	Additional description (if applicable)
		Next Cancel filing
	1	nsider profile Insider report Your user information Help E-mail us Privacy Statement Terms of Use SEDDrc1.7.0.2

Add insider-defined security page:

The "File insider report – Select ownership type" page displays a drop down box with the ownership options defaulted to "Direct Ownership". If this is the correct ownership type (i.e.; registered/issued under the name of the insider) you may click "Next" to proceed. If this is not correct, use the drop down list to select either "Control or Direction" or "Indirect Ownership".

Select ownership type page:

\$-E-D-I			D Agent home page 1 Logast Contact up D Help September 31, 2007
	2		Insider profile Insider report Tour user information
	Process tracker: Select issuer ->Select	t security designation ->Select owners	hip type/registered holders - sinter transaction information - site and cartify
File insider report	Insider: Example.E	Issuer: SEDI Test	Security: Common Sha
insider transaction	File insider repor	t - Select owners	ship type
8 - AG	Select an ownership type	Direct Ownership	
		Next Cancel filing	
	Insider profile Insid	er report Your user information Help I	-mail us Privacy Statement Terms of Use SEDBrc1.7.0.2

Selecting either of those two options causes the page to refresh to display the registered holders for that issuer. You can select the registered holder from the list or, if you need to add a new registered holder for this filing, you may select the "Add a new holder" option button and type the name of the new holder into the text box provided.

Select ownership type and registered holder page:

\$-E-D-1			13 Agent home page 17 Logout Contact us 18 Help September 11, 2007
			Insider profile Insider report Your user information
31000	Process tracker: Select issuer ->Select	t security designation -> <u>Select ownersh</u>	ip type/registered holders - cinter transaction information - of its and contribu-
File insider	Insider: Example.E	Issuer: SEDI Test	Security: Common Sha
Amend insider transaction	File insider repor	t - Select owners	hip type and registered holder
	Select an ownership type	Control or Direction	
	Select a registered holder	O RRSP	
		Ø Add new holder: Sp	ousal RRSP
		Next Cancel filing	
	Insider profile Inside	r report Your user information Help E-	mail us Privacy Statement Terms of Use SEDIrc1.7.0.2

Click "Next" to add the holder and continue filing the report. Depending on whether it is the first report for the security/ownership type combination, SEDI will display either the "file insider report – Enter opening balance" or the "File insider report - Enter transaction information" page. On this page you enter your transaction information, using the drop down boxes and text boxes as indicated.

Opening balance on initial SEDI report page:

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	6			Insider profile Insider report. Your user information
	Process tracker: Select issuer	->Select security designation ->S	elect ownership type/registered holders	->Enter transaction information of the and cartin
File insider	Insider: Example.E	Issuer: NAME Inc.	Security: Bonds	Holder: New Holder
Amend insider transaction	File insider re	port - Opening	balance on initia	I SEDI report
	Enter the number of secu	rities of this issuer held by t	he insider or the selected registere	d holder.
	If you (or the selected reg opening balance.	aistered holder) did not hold	any of the selected securities as o	f the date below, enter " 0 " as the
	"The Opening/initial balar	nce date" can only be change	ed by amending the "Opening bala	nce date" field in your insider profile.
	Security designation		Bonds	
	Opening balance of securi	ities held		
	Opening/initial balance da	ste	2005-02-27	
	(This is the date you ente your insider profile.)	red in		
	Nature of transaction		00 - Opening Balance-Initial	SEDI Report
	General remarks (if necessa describe the transaction)	ny ta		
	Private remarks to securit regulatory authorities	ies		
			Next Cancel filing	
L				

Enter transaction information page:

			0	Agent home page 13 c	ogoot Contact us 🖪 Help	September 11, 2007
	Process tracker: Select is	oper - Select security design	tion - Select ownership type	/registered holders	Insider profile Insider report	Your user information
lle insider eport mend nsider	Insider: Example.E	Issuer: SEDI Test	Security: Comm	on Sha	Holder: Spousal RRSP	
ansaction	File insider	report - Ente	r transaction	informat	tion	
	Date of transaction	Select One X Select On				
	Nature of transaction	Select One			141	
	Nature or transaction	CONDUCT CHILD	Number or		100	
	Number or value of securities acquired	or	value of securities			
		12	disposed of		2	
	Unit price or exercise price	Not Appl	icable Currency	Canadian Dollar 💌	1	
	General remarks (if necessary to describe the transaction)					
	Private remarks to					

The page will have additional fields for underlying security designation information if the security you are filing is a derivative. Click "Next" to continue.

SEDI displays the "Final review" page. On this page you can review your transaction information. If corrections are needed, click "Cancel" to return to the "Enter opening balance on initial SEDI report" page or "Enter transaction information" page. Click "File" to continue.

Final review page:

File insider report Amend insider	File insider report - Fi	nal review		
transaction	Please review this transaction before you o	ertify it.		
	Security designation Registered holder Opening balance of securities held Date of transaction Nature of transaction Number or value of securities acquired	Common Shares Spousal RRSP 1000 2007-09-09 10 - Acquisition or di 200	sposition in the public market	
	Unit price or exercise price		Currency	Canadian Dollar
	If the closing balance of the securities or co you provide a balance here, a securities re-	ontracts is incorrect, ent gulatory authority may a	er the correct balance in the L sk you to reconcile your closin	nsider's calculated balance. If g balance numbers.
	Closing balance of securities held	1200	Insider's calculated balance	
	General remarks (if necessary to describe the transaction) Private remarks to securities regulatory authorities			
		File	ancel	

Clicking "File" causes SEDI to display a dialog box with the certification statement displayed.

Certification dialog box:

2	Certification
	I, as an insider filing this information, certify, or I, as an agent filing this information on behalf of an insider, certify to the best of my knowledge, information and belief, that the information is true and complete in every respect.
	Warning: A certification made by an agent on behalf of an insider is based on the agent's best knowledge, information and belief, but the insider is still responsible for ensuring that the information filed by an agent is true and complete. It is an offence to submit information that, in a material respect and at the time and in the light of the circumstances in which it is submitted, is misleading or untrue.

Clicking "Cancel" will close the box and SEDI will continue to display the "Final review" page. Clicking "OK" closes the box, certifies and completes the filing. SEDI then displays the "File insider report – completed" page, with confirmation of the date and time the insider report was filed (See next image). This page lists those insider reports that have been filed in SEDI for this issuer.

Completed page:

der Insider tion	File insider rep	ort - Complete	d	Secondly Common	Du .	Holdery S	pouse 8,820			
_	The transaction has been	reported.								
	Reported transactions fo	or this session.								
	Security designation	Registered holder	Opening Balance	Date of transaction	Nature of transaction	acquired or disposed of	ue Closing Balance	Filing date		
	Common Shares	Spousal RRSP	1000	2007-09-09	10 - Acquisition or disposition in the public market	200	1200	2007-09-1 15:38:33		
	File another transaction?		Same security & holder Same security & different holder Different security							
			Filing another above will no To keep a rec friendly versio	transaction for a diffe longer be displayed. cord of your filings for t on" button.	rent issuer will automa the current issuer, plea	tically refresh tr se print this info	his page, and the t inmation by clickin	transaction(
			O Different issue							
	To print this information, version. "Note: Ensure your prints	click Printer friendly er is set to print in land	Printer fries	ndly version						

The date and time that the report was filed is noted in the right side column. If you have more reports to file, SEDI allows you to skip steps in the filing process. For example, selecting to file for the same security and holder will take you to the "Enter transaction information" step (see page 5), while selecting same security and different holder will take you to the "Select ownership type" step (see page 4). Selecting different security will take you to the "Select security" step (see page 3).

Note that if you choose to file for a different issuer, the "Completed" page will be refreshed and the current transaction information will no longer be displayed when the filer finishes the next filing and returns to the page.

Clicking the "Printer friendly version" will take you to a printer-friendly page and launch your browser's print dialog box. Use the back button on the page (not the browser "back" button) to return to the "File insider report – Completed" page.

Viewing Insider Profiles

The Insider profile page has been completely redesigned to improve viewing insider profiles.

The insider's name and contact information are listed at the top of the page and all the information pertaining to each relationship to an issuer is listed horizontally as shown in the table below.

View insider profile page:

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<u>6</u>						Insider profile I	Insider report	Your	
Insider: Ena	Balon.								
View in	sider profile								
Individual	information								
	Family name: Example Address: 123 Street				Given names: Example				
	Daytime telephi Correspondence in Englisi Confident Answer to confident	Torento udu 7/7 one number: (988) 8 h or French: English ial question: q ial question: a	o, Ontario ' Canada 188-8888		8	Fax number:			
Issuer info	rmation								
			A REAL PROPERTY AND ADDRESS OF		the second se	NAME OF TAXABLE PARTY.	No. of Concession, Name		
lisser num	ver Issuer name	breider's relationship to cosuer	holders	security designation	Additional contact information	Date the insider became an insider of the	r Opening bal date	lance	
00008201	NAME Inc. NAME Inc.	Desider's relationship to assume Director of Issuer	NISP Spoubal RISP	Insider-derived security designation	Additional contact information	Date the inside became an insider of the issuer 2005-02-27	r Opening bal date	anci	
00008201	NAME Inc. NAME Inc. Nume Listing of second describes SEDI Test Numer Listing of second describes	Insident relationship to asser Deector of Issuer 10% Security Holder of Issuer	Angestered holders RRSP Spousal RRSP Spousal RRSP	Inside-defined security designation	Additional contact information	Date the reside became an insider of the issuer 2005-02-27 2007-02-24	r Opening bal date	anci	

Information windows have been used to provide access to additional information. Click the magnifying glass icon under Additional contact information to display the additional contact information for that issuer in an information window, as shown below. Similarly, click the magnifying glass icon under the Issuer name to display the issuer defined securities for that issuer.

View insider profile page, view 2:

						Insider profile	Insider report	Your us
Insider: Examp	le.I							
View ins	ider profile							
Individual inf	ormation							
er	1	Family name: Examp Address: 123 St	le reet	Given names: Example				
-		1		Additional	and the second			1
	Durytime teleph	one number		Additional co	intact infor	mation		
Co	Correspondence in English or Fin Confidential que Answer to confidential que		SEDI Test Family name: Address:	Contact 123 Street		Given names: Additional		
Issuer inform	ation							
lasuer number	Tasuer number Tasuer name		aytime telephone	City, British Columbia uBu 7i7 Canada (888) 888-8888		Fax number: (608) 888-8888		18
00008201	NAME Inc.	Director of	E-mail address:	acontact@sedi.ca				
	R view Listing of Insure defined assuring							-
10001415	SEDI Test R view Lating of Issuer-defined securities	10% Security Holder of Issuer	RRSP Spoulal RRSP	Common Shares	Q view	2007-02-24		
To print this is	o print this information, click Printer friendly version.			Printer friend	dly version			