

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.

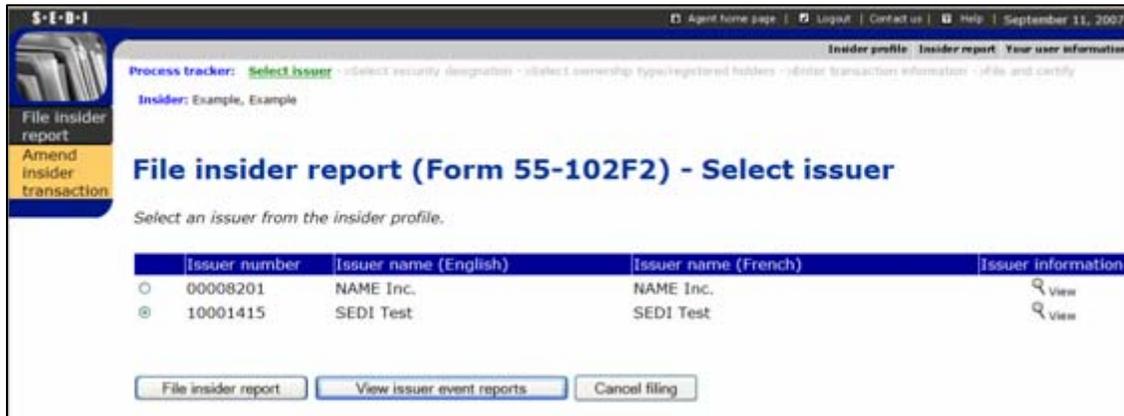
Process tracker:



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:

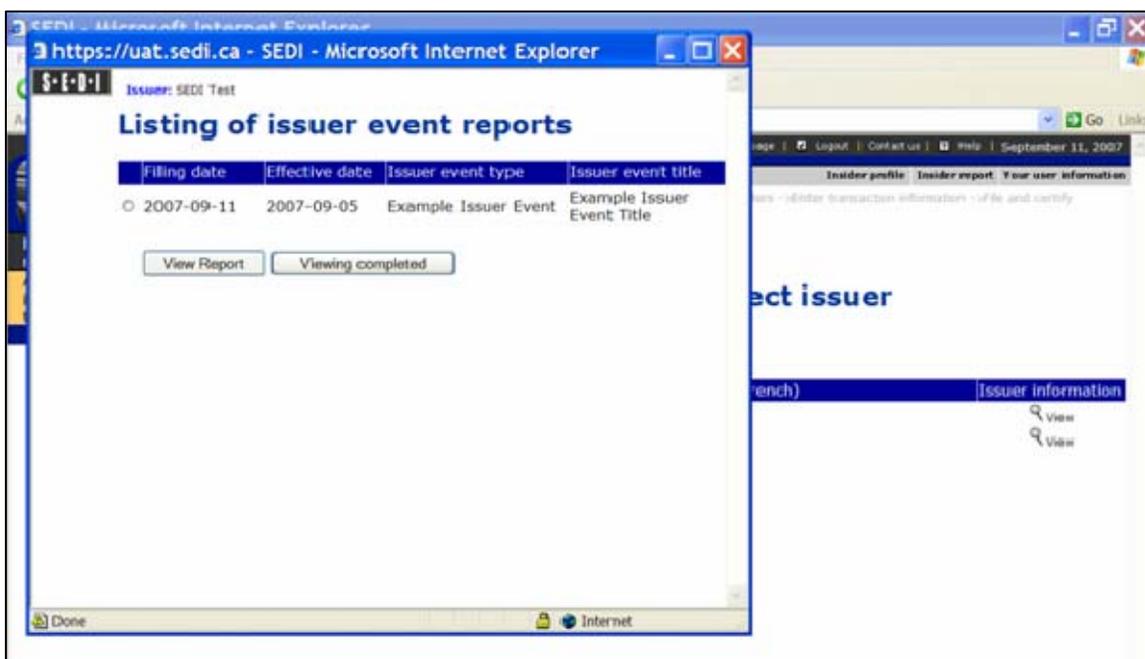


The magnifying glass icon under Issuer information will display the issuer's profile information in an information window when you click on the icon. Opting to view the issuer information will not detour you from the filing process.

Issuer event reports

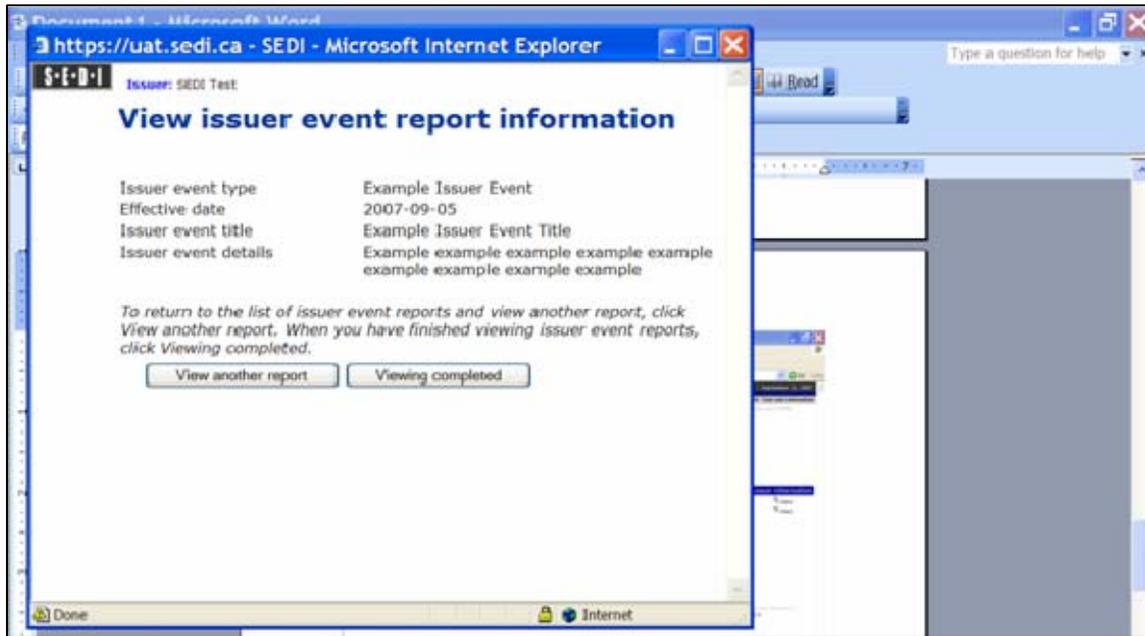
SEDI will no longer display issuer event reports for you automatically, on this page you can opt to view any issuer event reports that have been filed since your last insider report filing. To view issuer event reports, select the issuer and click "View issuer event reports". SEDI will display a window 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:



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:



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:



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.

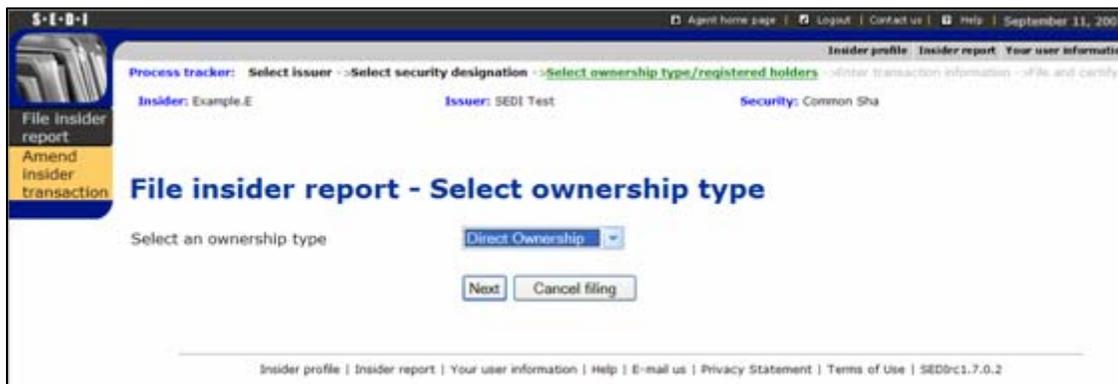
In limited circumstances where you will be unable to meet your filing requirement because your issuer has not added a security to their issuer profile supplement, you may need to add an insider-defined security. Your insider-defined security is recognized as a unique security, and the acquisition or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

Add insider-defined security page:

The screenshot shows a web interface for filing an insider report. The page title is "File insider report - Add insider-defined security designation". At the top, there are links for "Insider: Example, Example" and "Issuer: SEDI Test". A sidebar on the left contains navigation options: "File insider report", "Amend insider transaction", and "Cancel filing". The main content area features an "IMPORTANT" notice: "Before you add a new insider-defined security designation, ensure that the security designation is not already in the insider-defined securities, and ensure that the security designation is not included in the issuer-defined securities." Below this, "Step 1: Select a security category" includes a dropdown menu labeled "Select One". "Step 2: Select a security designation" includes instructions to provide a security designation using the fields below. The "Security designation" section has a "Security name" dropdown menu (labeled "Select One") and an "Additional description (if applicable)" text input field. At the bottom of the form are "Next" and "Cancel filing" buttons. A footer at the very bottom contains links: "Insider profile | Insider report | Your user information | Help | E-mail us | Privacy Statement | Terms of Use | SED/rc1.7.0.2".

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:



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:



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:

The screenshot shows the SEDI web interface for filing an insider report. The page title is "File insider report - Opening balance on initial SEDI report". The process tracker indicates the user is at the "Enter transaction information" step. The issuer is "NAME Inc." and the security is "Bonds". The opening balance of securities held is set to "Bonds" and the opening/initial balance date is "2005-02-27". The nature of transaction is "00 - Opening Balance-Initial SEDI Report". There are fields for general and private remarks, and "Next" and "Cancel filing" buttons.

Enter transaction information page:

The screenshot shows the SEDI web interface for entering transaction information. The page title is "File insider report - Enter transaction information". The process tracker indicates the user is at the "Enter transaction information" step. The issuer is "SEDI Test" and the security is "Common Sha". The date of transaction is "YYYY". The nature of transaction is "Select One". There are fields for the number or value of securities acquired, unit price or exercise price, and currency. There are also fields for general and private remarks, and "Next" and "Cancel filing" buttons.

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 transaction

File insider report - Final review

Please review this transaction before you certify it.

Security designation	Common Shares
Registered holder	Spousal RRSP
Opening balance of securities held	1000
Date of transaction	2007-09-09
Nature of transaction	10 - Acquisition or disposition in the public market
Number or value of securities acquired	200
Unit price or exercise price	Currency Canadian Dollar

If the closing balance of the securities or contracts is incorrect, enter the correct balance in the Insider's calculated balance. If you provide a balance here, a securities regulatory authority may ask you to reconcile your closing balance numbers.

Closing balance of securities held	1200	Insider's calculated balance	<input type="text"/>
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General remarks (if necessary to describe the transaction)
Private remarks to securities regulatory authorities

File Cancel

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

Certification dialog box:

Microsoft Internet Explorer

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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.

Click 'OK' to Accept
Click 'Cancel' to Decline

OK Cancel

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:

File insider report - Completed

The transaction has been reported.

Reported transactions for this session.

Security designation	Registered holder	Opening balance	Date of transaction	Nature of transaction	Number or value acquired or disposed of	Closing balance	Filing date/time
Common Shares	Spousal RRSP	1000	2007-09-09	10 - Acquisition or disposition in the public market	200	1200	2007-09-11 15:38:33

File another transaction?

Same security & holder
 Same security & different holder
 Different security

NOTE:
Filing another transaction for a different issuer will automatically refresh this page, and the transaction(s) above will no longer be displayed.

To keep a record of your filings for the current issuer, please print this information by clicking on the "printer friendly version" button.

Different issuer

To print this information, click **Printer friendly version**.

Printer friendly version

*Note: Ensure your printer is set to print in landscape format

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:

Individual information

Family name: **Example**
Address: **123 Street**
Given names: **Example**

Toronto, Ontario
M8B 1T7 Canada
(905) 888-8888

Daytime telephone number:
Correspondence in English or French: **English**
Confidential question: **q**
Answer to confidential question: **a**

Fax number:

Issuer information

Issuer number	Issuer name	Insider's relationship to issuer	Registered holders	Insider-defined security designation	Additional contact information	Date the insider became an insider of the issuer	Opening balance date	Ceased to be an insider
0000201	NAME Inc.	Director of Issuer	RRSP Spousal RRSP			2005-02-27		
30001415	SEDI Test	10% Security Holder of Issuer	RRSP Spousal RRSP	Common Shares	View	2007-02-24		

To print this information, click [Printer friendly version](#).

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:

Additional contact information

Issuer: **SEDI Test**

Family name: **Contact**
Address: **123 Street**
Given names: **Additional**

City, British Columbia
M8B 1T7 Canada
(800) 888-8888

Daytime telephone number:
Fax number: **(800) 888-8888**
E-mail address: **accontact@sedl.ca**