

Real Estate Development – IRIS Submission Guide – Existing BCFSA File Number

How to submit a Disclosure Statement for a Development already in IRIS

Date: June 13, 2025

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INTRODUCTION

This document provides a step-by-step guide on how to make a submission in IRIS for a development that already has an existing BCFSA file number (known as 'Development Number' in IRIS). Your BCFSA file number can be found on past correspondence relating to your development.

BACKGROUND INFORMATION

IRIS stands for Integrated Regulatory Information System and is the portal for regulated entities to provide regulatory information and submissions to BCFSA. IRIS lets you save your submissions as you go, make payments, and manage your submissions over time.

To learn how to create an account and navigate your IRIS submissions, review the following guides:

- [How to create an account in IRIS](#)
- [How to navigate in IRIS](#)
- [How to make payments in IRIS](#)
- [How to manage your submissions in IRIS](#)
- [Frequently asked questions about IRIS](#)


How to submit a Disclosure Statement for a Development already in IRIS

Once you have created an account in IRIS and signed in, follow these steps to submit a Disclosure Statement in IRIS:

Step 1: Go to the IRIS portal: portal.bcfesa.ca

Step 2: [Create an account](#) or [Sign in](#) to your account

Please take note that IRIS undergoes scheduled maintenance every Friday from 5:00 p.m. to Saturday at 2:00 a.m. PST the following morning. During these times, there may be brief periods when users may not be able to submit service requests.


HOMENEW SUBMISSIONPAYMENTSHELP

JENNI DEVELOPER ▾

MY PROFILESIGN OUT

Home

Welcome to the BCFSA portal. This is where you can see at a glance any submissions to be completed. It also gives you quick access to information about any organizations that you administer.

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My Profile

Legal First Name ?
Jenni

Legal Last Name ?
Developer

Email * ?
[bcfesa.iris.ca-jennifer@gmail.com](#)
[Click here to update your email address and username.](#)

Business Phone
e.g. 604-555-1234

Personal Phone
604-567-8901

Primary Sector ?

Development - Real Estate ▾

Select
Credit Union
Development - Real Estate
Insurance
Mortgage Brokers
Pensions
Real Estate
Trust

Step 3: Go to My Profile, set your default sector to be 'Development - Real Estate' and click 'Save'

Step 4: Click 'New Submission'

Step 5: Choose 'Disclosure Statement (Development Already in IRIS)'

TIP: You can also type in 'disclosure' in the search field and click 'Apply' to quickly find the 'Disclosure Statement (Development Already in IRIS)' submission.

BCFSA

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HOME / NEW SUBMISSION

New Submission

This is a draft submission. You can return to this draft for up to 90 days. After 90 days, any drafts that have not been edited or submitted will be removed.

Sector:

Development - Real Estate

Type:

All

Search:

disclosure

Clear

Apply

Sector ↑	Type ↑	Name ↑
Development - Real Estate	Amendment	Disclosure Statement Amendment
Development - Real Estate	Disclosure Statement	Disclosure Statement (Development Already in IRIS)
Development - Real Estate	Disclosure Statement	Disclosure Statement (New Development)
Development - Real Estate	Disclosure Statement	Section 15.1 Phase Disclosure Statement (Development Already in IRIS)

Step 6: Click 'Start' to begin your submission process to create a service request number

A draft submission will be kept in the system for up to 90 days. After 90 days, any drafts that have not been edited or submitted will be automatically removed.

Disclosure Statement (Development Already in IRIS)

Introduction

Development

Submitter

Requirements

Pay & Submit

i This is a draft submission. You can return to this draft for up to 90 days. After 90 days, any drafts that have not been edited or submitted will be removed.

Sector

Development - Real Estate

Type

Disclosure Statement

Description

This service request is used to submit a Disclosure Statement to BCFSa under the *Real Estate Development Marketing Act*. **Only use this submission if the Developer has an existing BCFSa file number for this development or has previously created this development in IRIS.**

Please use the 'Disclosure Statement (New Development)' submission if the developer **does not have** an existing BCFSa file number for this development and **has not** previously created this development in IRIS.

Start

Step 7: Choose the relevant 'Development' step and click 'Next'

TIP: Click on the magnifying glass to search for the desired development. In the pop up window, you can either find the desired development by scrolling through the Development Number column or you can enter the development number in the Search field.

Lookup records

Search

Choose one record and click Select to continue

✓ Development Number	Created On
<input type="checkbox"/> 05262	4/2/2025 11:59 AM
<input type="checkbox"/> 05267	4/4/2025 1:44 PM
<input type="checkbox"/> 33039	5/22/2025 2:59 PM
<input type="checkbox"/> 05256	3/24/2025 1:46 PM
<input type="checkbox"/> 05233	2/21/2025 3:01 PM
<input type="checkbox"/> 33036	5/13/2025 2:28 PM

< 1 2 3 4 5 6 7 8 .. 500 >

Select Cancel Remove value

Previous Next

Step 8: Enter the 'Submitter' details

TIP: Your information should automatically populate. If you select 'No Organization', you can click 'Next' to go to the next page.

Disclosure Statement (Development Already in IRIS) - SR085968

Introduction ✓

Development ✓

Submitter

Requirements

Pay & Submit

Submitter

Submitter
Developer, Jenni

Full Name
Developer, Jenni

Email Address
bcfsa.iris.uat+jprdttest1@gmail.com

Business Phone Number
Provide a telephone number

Organization Option *

Select

Select

No Organization

Existing Organization

Create Organization

TIP: If you select 'Existing Organization', click the magnifying glass to search for an existing organization (in IRIS).

Submitter

Submitter
Developer, Jenni

Full Name
Developer, Jenni

Email Address
bcfsa.iris.uat+jprdttest1@gmail.com

Business Phone Number
Provide a telephone number

Organization Option *

Existing Organization

Search Organization

Organization

Q

Previous

Next

TIP: You can scroll down to find the organization name. Or you can search by name, either full or partial. Note that if you want to search by partial name, you must use “*” as a wildcard character. It can either be before or after the text.

Lookup records
×

Choose one record and click Select to continue

✓	Name ↑	Sector	Type	Status Reason	Primary Service Address	Development (Development Role)	Role Type (Development Role)	Street Address (Business Address)
<input type="checkbox"/>		Development - Real Estate	BC Company	Confirmed				
<input type="checkbox"/>		Development - Real Estate	BC Company	Confirmed				

< 1 2 3 4 5 6 7 8 .. 500 >

TIP: If you select ‘Create Organization’, enter the information in the ‘Add Organization’ fields that display below.

Organization Option *

Create Organization

Add Organization

Organization Name

Account Type

Description

Street

City

Province

Postal Code

Country

Previous

Next

Step 9: Fill in the 'Requirements' section

TIP: All requirements need to be actioned on whether they are optional or required. Click on each requirement name to complete each one.

Disclosure Statement (Development Already in IRIS) - SR085968

Introduction ✓ Development ✓ Submitter ✓ **Requirements** Pay & Submit

i This is a draft submission. You can return to this draft for up to 90 days. After 90 days, any drafts that have not been edited or submitted will be removed.

Name ↑	Notes	Files Attached	Status Reason
Copy of Deposit Protection Contract		Optional	Incomplete
Cover Letter		Optional	Incomplete
Disclosure Statement		Required	Incomplete
Solicitor Certificate		Required	Incomplete

Please upload any additional documents here if needed.

Name ↑	Notes	Files Attached
Additional Documents		

Previous

Next

TIP: When a requirement is marked as 'Optional' and it does not pertain to you, select 'This document does not apply to my situation' and click 'Save'. However, if the requirement does apply to your submission, select 'This document applies to my situation, see attached file' and click 'Add files' to add your file and then click 'Save'.

Edit Requirement ✕

Copy of Deposit Protection Contract

Does this document apply to my situation? *

This document applies to my situation, see attached file

This document does not apply to my situation

This document applies to my situation, see attached file

Documents

Add files

Please add at least one file. Accepted formats: docx, xlsx, pdf, png, heic, jpg, txt, osfi, num, 10a, csv, xml

Save

Edit Requirement ✕

Add files ✕

Choose files

Choose Files

 No file chosen

☒ Overwrite existing files

Add files

Cancel

Please add at least one file. Accepted formats: docx, xlsx, pdf, png, heic, jpg, txt, osfi, num, 10a, csv, xml

Save

Step 10: Click 'Next'

Disclosure Statement (Development Already in IRIS) - SR085968

Introduction ✓ Development ✓ Submitter ✓ Requirements Pay & Submit

i This is a draft submission. You can return to this draft for up to 90 days. After 90 days, any drafts that have not been edited or submitted will be removed.

Name ↑	Notes	Files Attached	Status Reason
Copy of Deposit Protection Contract		Optional 0	Completed
Cover Letter		Optional 0	Completed
Disclosure Statement		Required 1	Completed
Solicitor Certificate		Required 1	Completed

Please upload any additional documents here if needed.

Name ↑	Notes	Files Attached
Additional Documents		

Previous

Next

Step 11: Select your 'Payment Method' then 'Pay & Submit'

TIP: IRIS currently accepts payments up to \$20,000 submitted in the portal using a credit card. For “out of portal” payments (i.e. any payment method other than credit card), we are currently accepting payments by EFT, wire transfer, or direct deposit. We are not able to accept Interac e-transfers.

Disclosure Statement (Development Already in IRIS) - SR085968

Introduction ✓

Development ✓

Submitter ✓

Requirements ✓

Pay & Submit

Payment Order Details

Payment Order:
ORD-0062135-C1D3D6

For:
Developer, Jenni

Type	Item	Notes	Amount
Fee	Disclosure Statement Fee (Existing Development)		\$9,000.00
Total:			\$9,000.00

Out of Portal Payment Information

Payment Method

EFT

EFT

Wire Transfer

Direct Deposit

Other

Send payment to the BCfSA bank account:

Bank Name & Branch Address:	
Bank Number:	
Bank Transit:	
Bank Account Number:	

By clicking 'Submit', I confirm that the information provided is accurate.

Previous

Submit

If you selected an “out of portal” payment method, then you will also need to submit the payment particulars by email to accounting@bcfsa.ca. **In your email, please include the submission reference number, the developer’s name, your organization’s name and a copy of payment confirmation (e.g. a deposit slip or EFT/wire transfer confirmation).**

Send payment to BCfSA. If paying by EFT or wire then send an email to accounting@bcfsa.ca with details of your payment and reference SR087153 and your organization name. If paying by cheque then reference SR087153 and your organization name. Once we receive full payment, a payment receipt will be sent to your email address.

Step 12: You will receive an email notification once the Disclosure Statement has been submitted.

