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

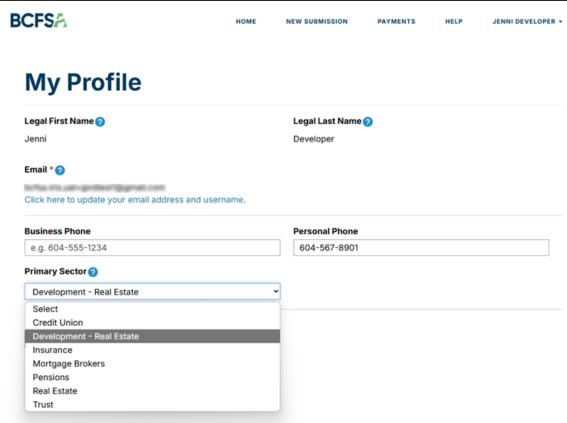
How to submit a Disclosure Statement for a Development already in IRIS

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.bcfsa.ca

Step 2: Create an account or Sign in to your account



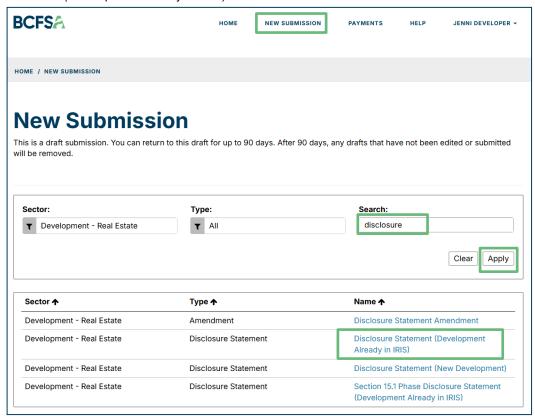


Step 3: Go to My Profile, set your default sector to be 'Development - Real Estate' and click 'Save'

Step 4: Click 'New Submission'

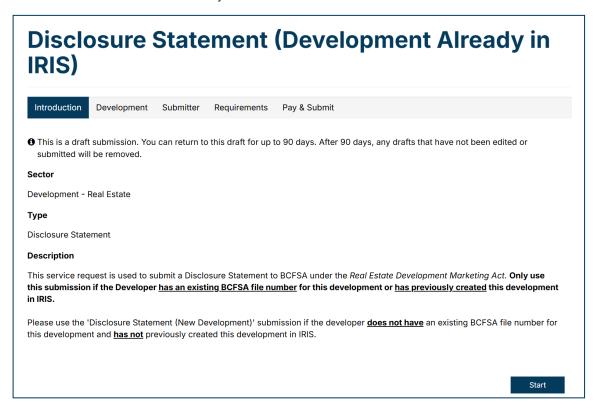
Step 5: Choose 'Disclosure Statement (Development Already in IRIS)'

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.



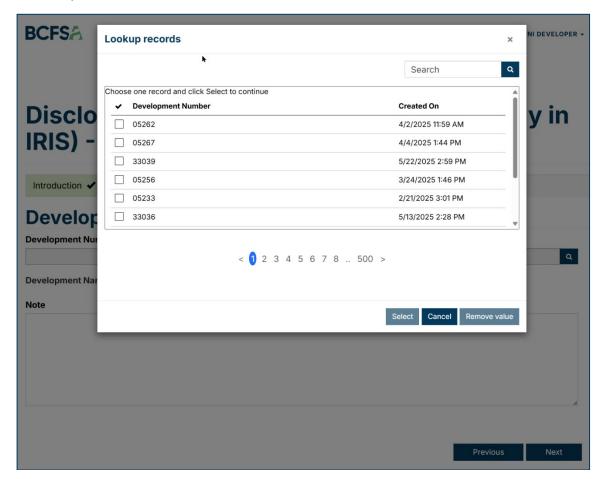
Step 6: Click 'Start' to begin your submission process to create a service request number

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.



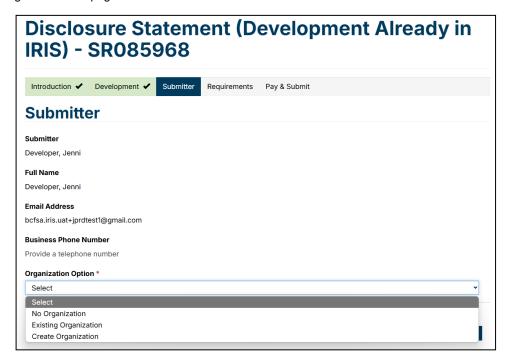
Step 7: Choose the relevant 'Development' step and click 'Next'

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.

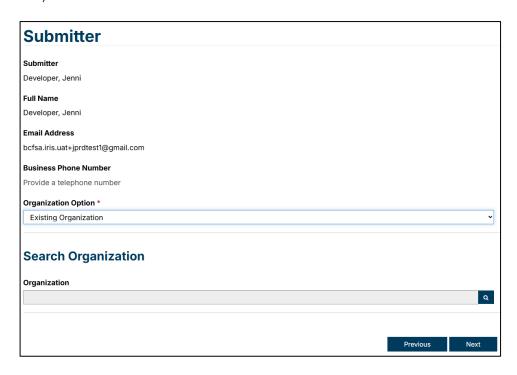


Step 8: Enter the 'Submitter' details

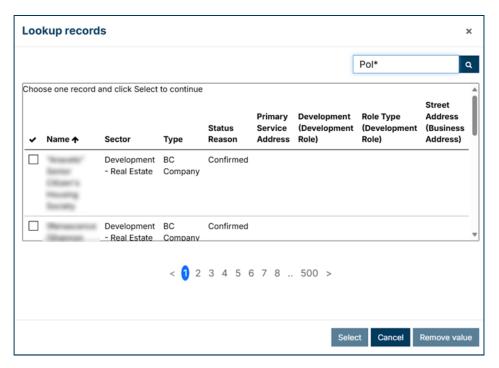
TIP: Your information should automatically populate. If you select 'No Organization', you can click 'Next' to go to the next page.



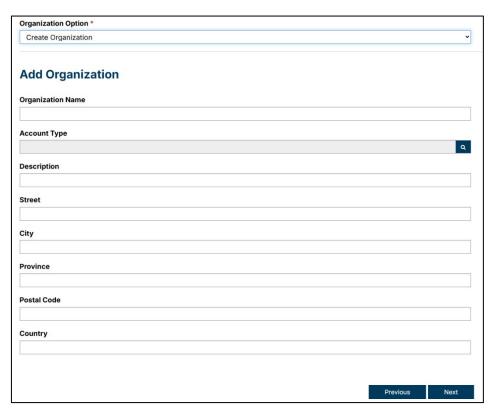
TIP: If you select 'Existing Organization', click the magnifying glass to search for an existing organization (in IRIS).



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.

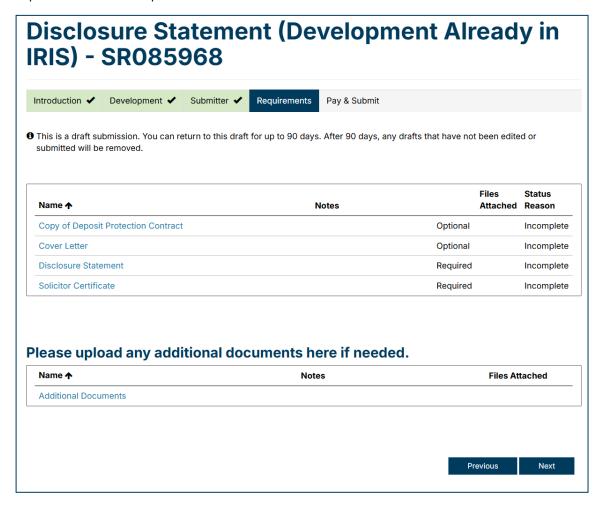


TIP: If you select 'Create Organization', enter the information in the 'Add Organization' fields that display below.

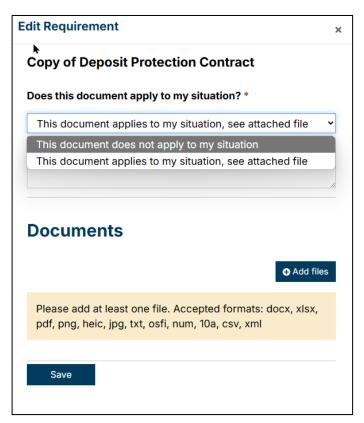


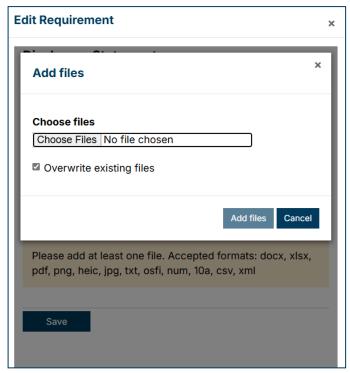
Step 9: Fill in the 'Requirements' section

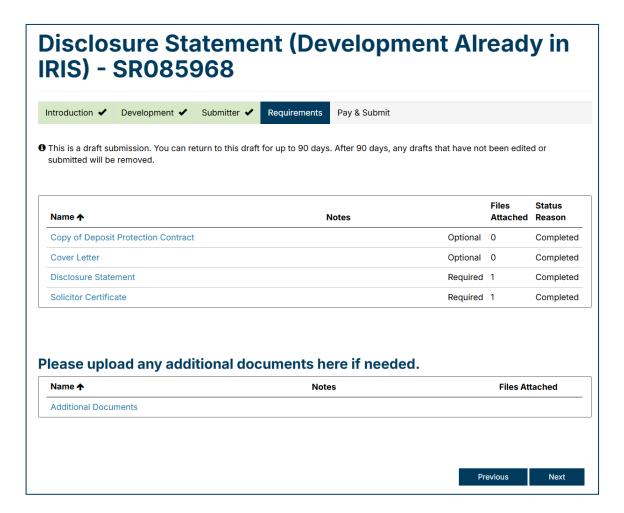
TIP: All requirements need to be actioned on whether they are optional or required. Click on each requirement name to complete each one.



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'.

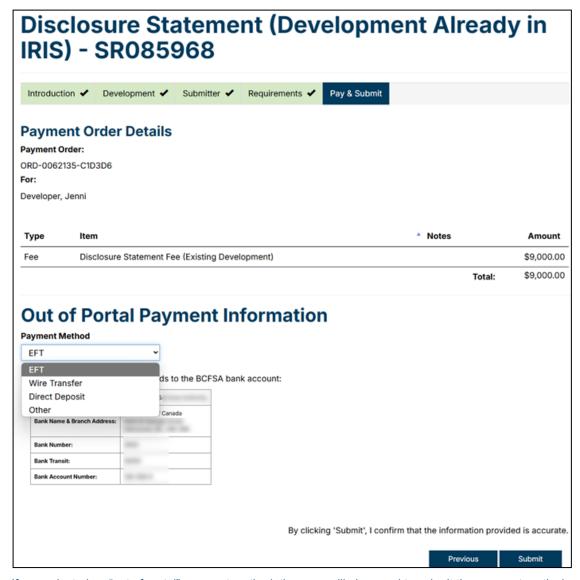






Step 11: Select your 'Payment Method' then 'Pay & Submit'

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.



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.

