# Real Estate Development – IRIS Submission Guide – Document Revision

## How to submit a Document Revision

**Date:** June 24, 2025

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BCFSA BC Financial Services Authority

Classification: Protected A

## INTRODUCTION

This document provides a step-by-step guide on how to make a submission in IRIS for a revised version of a document previously submitted (e.g. in response to a deficiency or if an error was noted by the Developer prior to BCFSA's review).

## 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:

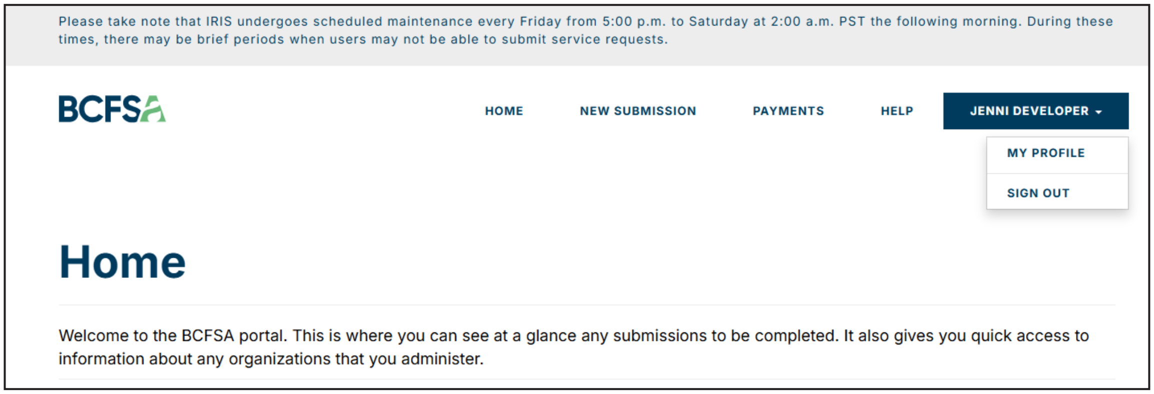
- How to create an account in IRIS
- How to navigate in IRIS
- How to make payments in IRIS
- How to manage your submissions in IRIS
- Frequently asked questions about IRIS

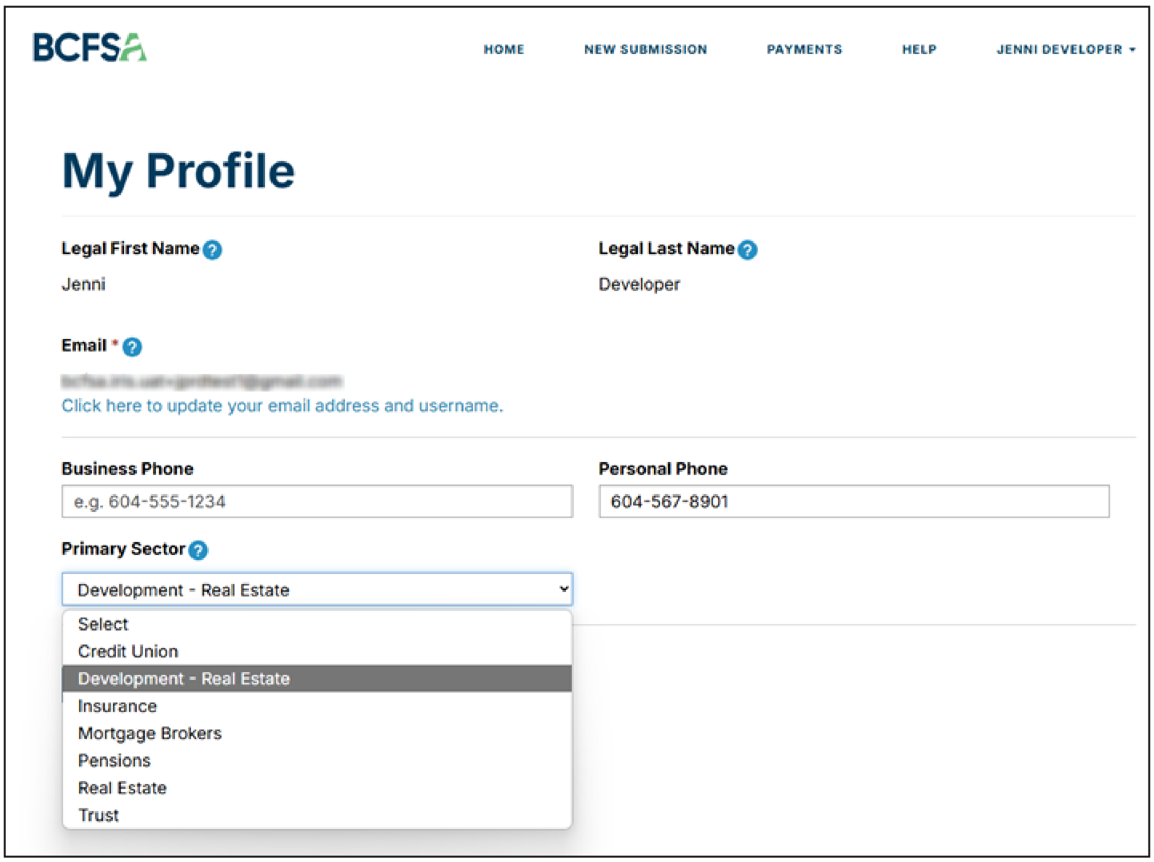
### How to submit a Document Revision

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

**Step 1:** Go to the IRIS portal: [portal.bcfsa.ca](portal.bcfsa.ca)

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



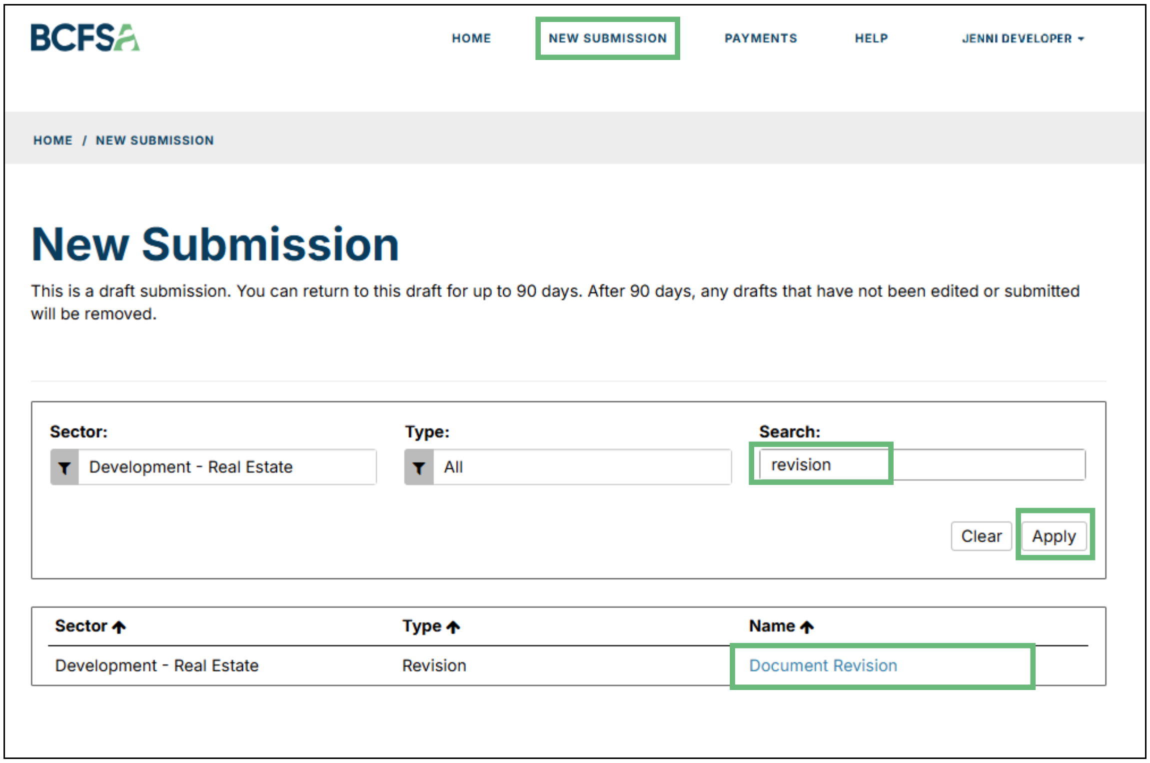




**Step 3:** Go to My Profile, set your default sector to be 'Development - Real Estate' and click 'Save'

**Step 4**: Click 'New Submission'

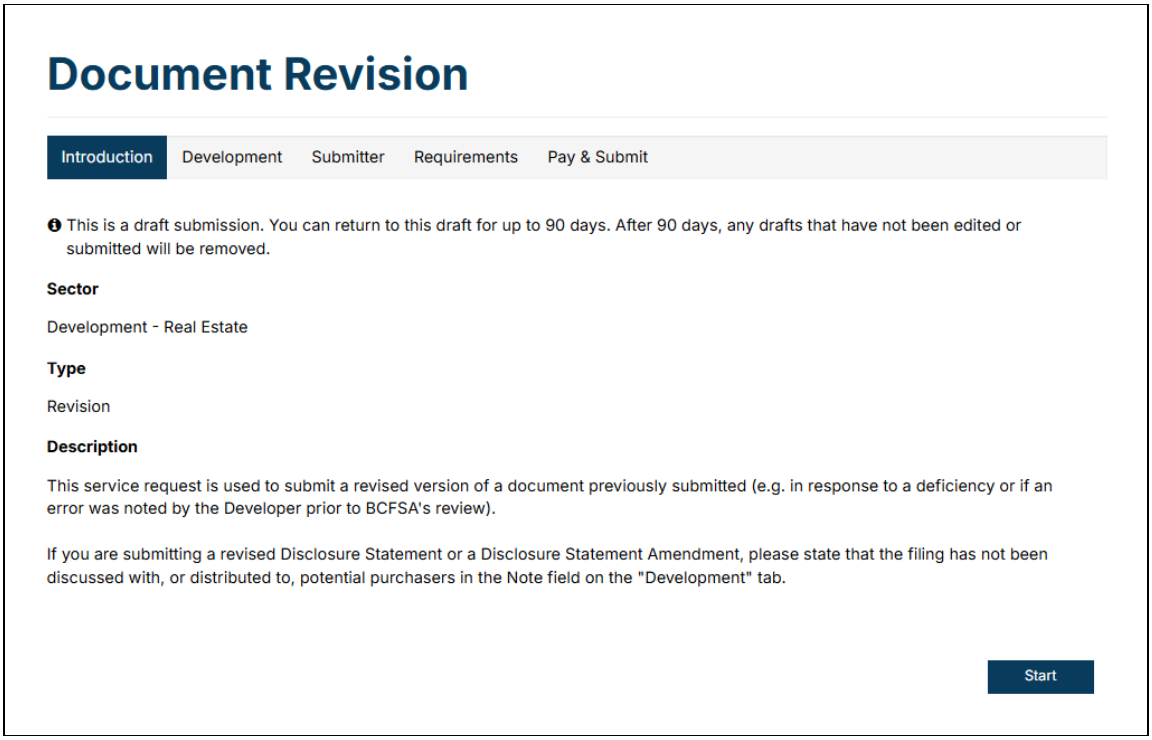
**Step 5:** Choose 'Document Revision'

**TIP:** You can also type in 'revision' in the search field and click 'Apply' to quickly find the 'Document Revision' 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.


# Document Revision

Introduction | Development | Submitter | Requirements | Pay & Submit

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**

Revision

**Description**

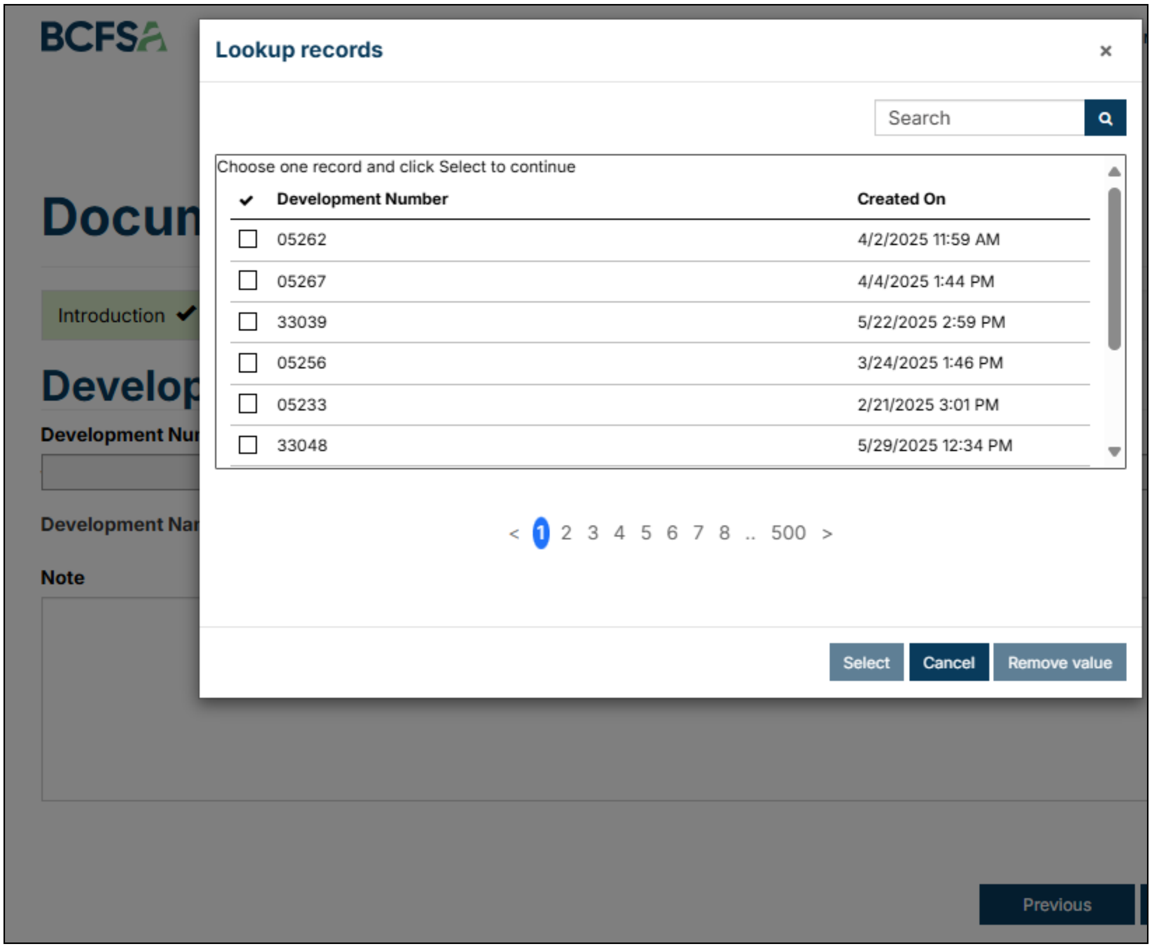
This service request is used to submit a revised version of a document previously submitted (e.g. in response to a deficiency or if an error was noted by the Developer prior to BCFSA's review).

If you are submitting a revised Disclosure Statement or a Disclosure Statement Amendment, please state that the filing has not been discussed with, or distributed to, potential purchasers in the Note field on the "Development" tab.

Start

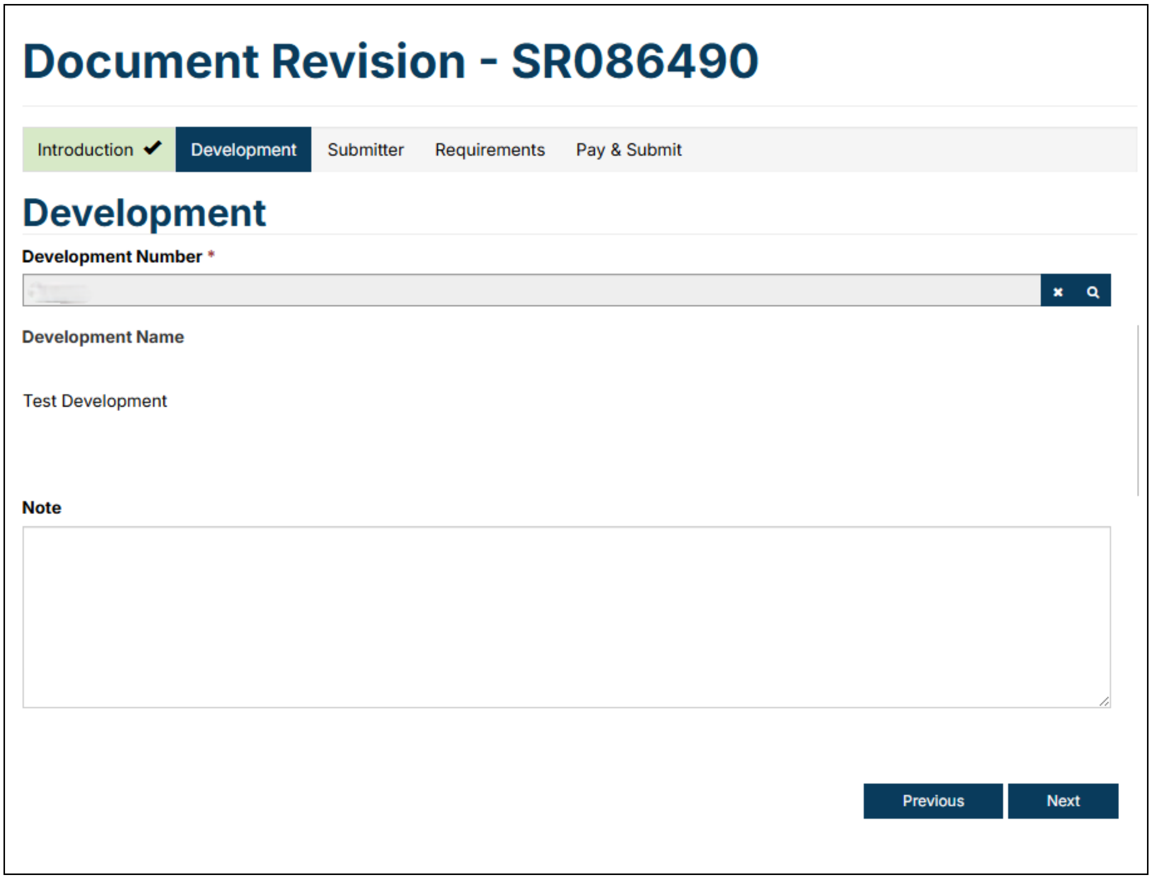
**Step 7:** Choose the relevant 'Development' step

**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.



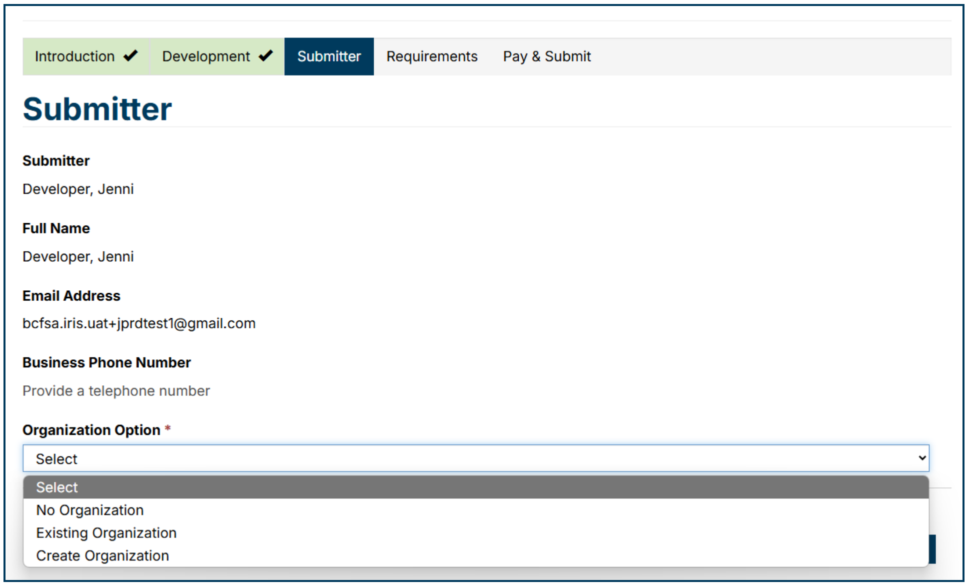
**Step 8:** Explain in ‘Note’ field and click ‘Next’

**TIP:** You can provide a brief explanation on the revised document that is being submitted in the ‘Note’ field. If you are submitting a revised Disclosure Statement or a Disclosure Statement Amendment, please state that the filing has not been discussed with, or distributed to, potential purchasers.

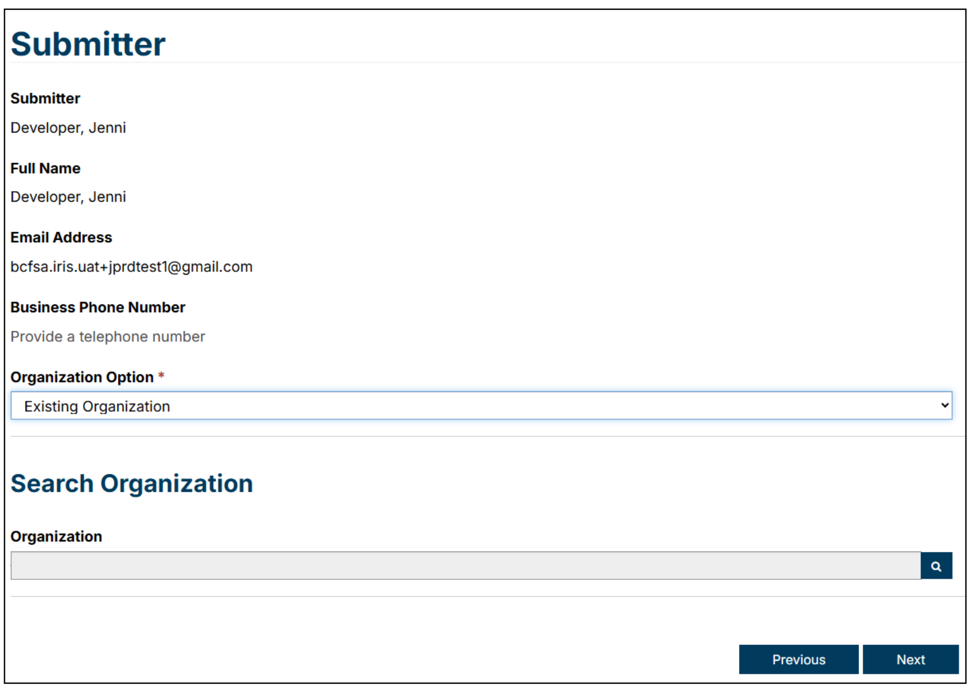


**Step 9:** Enter the 'Submitter' details

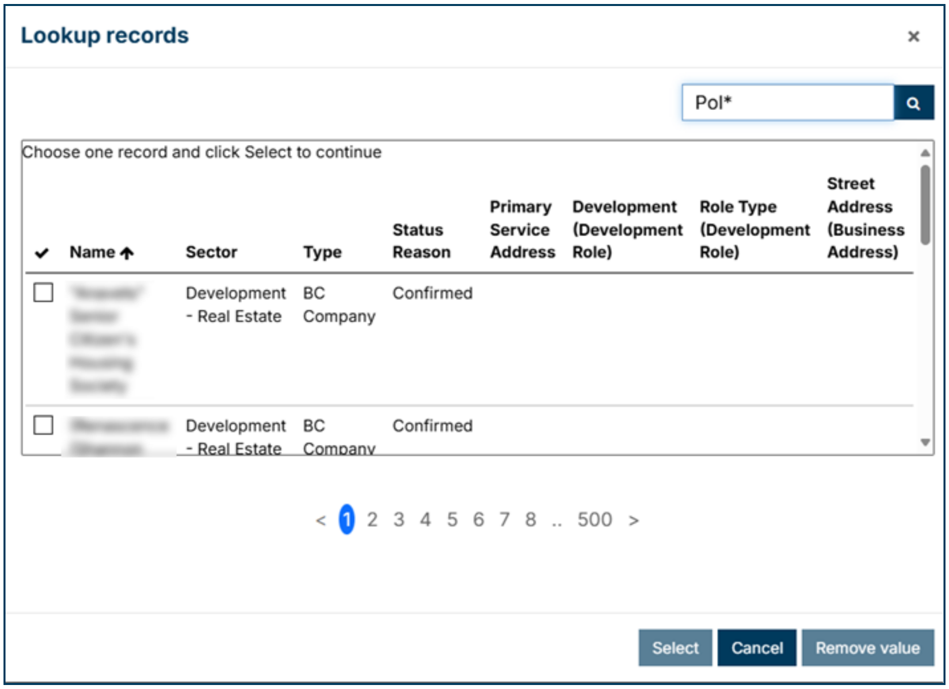
**TIP:** Your information should automatically populate. If you select 'No Organization', you can click 'Next' to go to the next page.



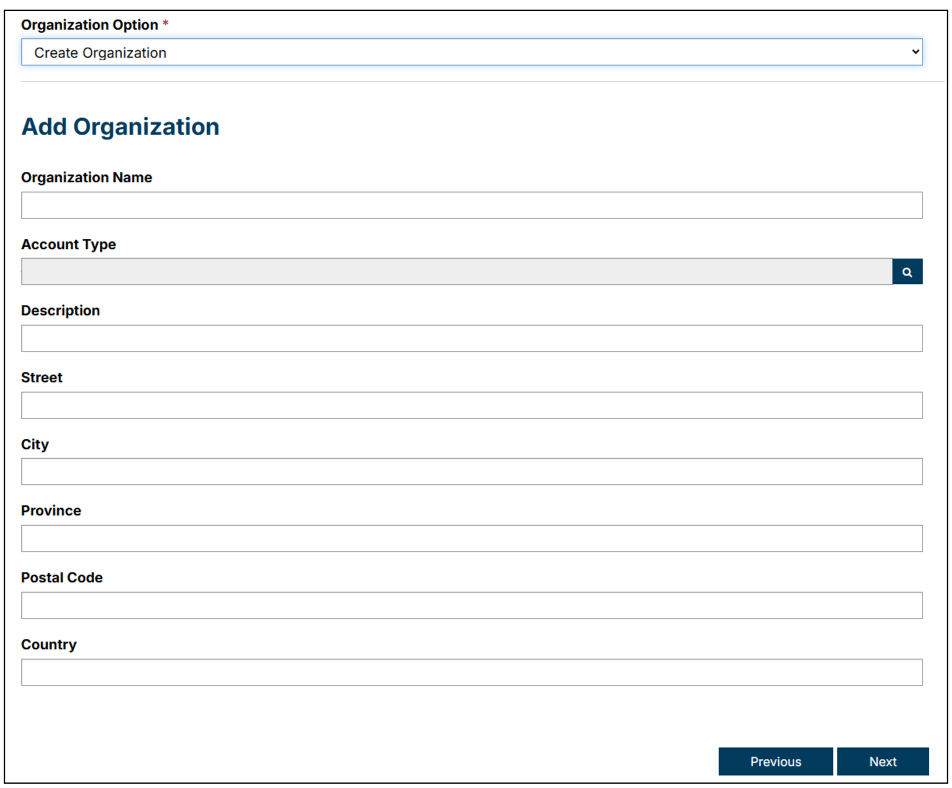

**TIP:** If you select 'Existing Organization', click the magnifying glass to search for an existing organization (in IRIS).



**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.

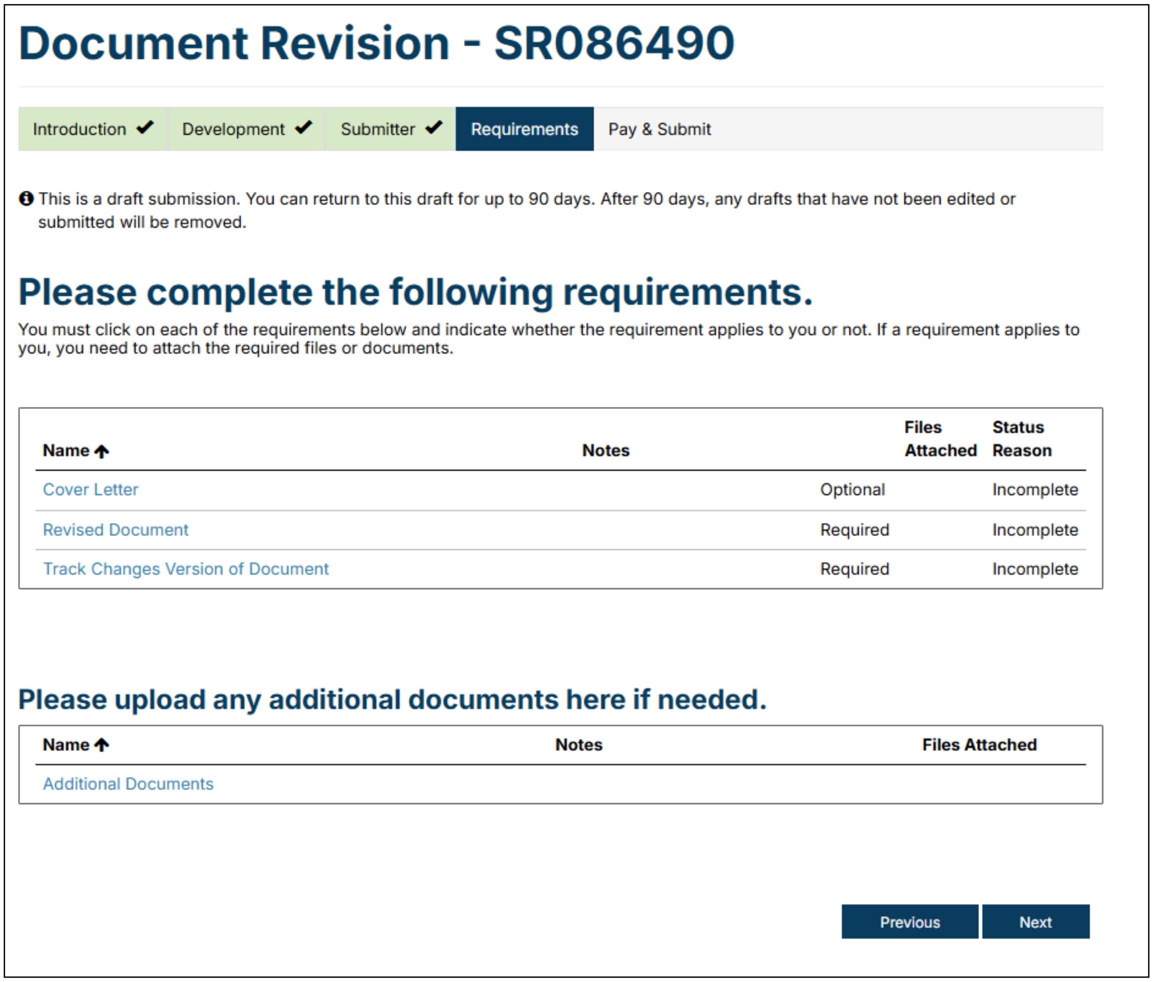



**TIP:** If you select 'Create Organization', enter the information in the 'Add Organization' fields that display below.



**Step 10:** Fill in the ‘Requirements’ section and click ‘Next’

**TIP:** All requirements need to be actioned on whether they are optional or required. Click on each requirement name to complete each one. A tracked changes version of the revised document against the document originally submitted is mandatory.



# Document Revision - SR086490

Introduction ✔ | Development ✔ | Submitter ✔ | Requirements | Pay & Submit

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.

## Please complete the following requirements.

You must click on each of the requirements below and indicate whether the requirement applies to you or not. If a requirement applies to you, you need to attach the required files or documents.

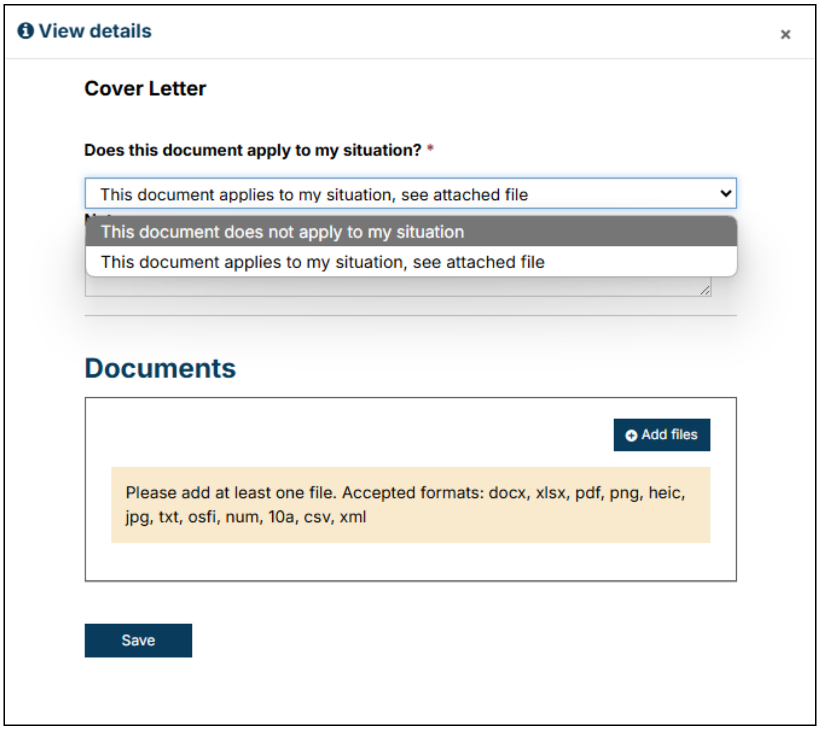
| Name | Notes | Files Attached | Status Reason |
|---|---|---|---|
| Cover Letter | Optional | | Incomplete |
| Revised Document | Required | | Incomplete |
| Track Changes Version of Document | Required | | Incomplete |

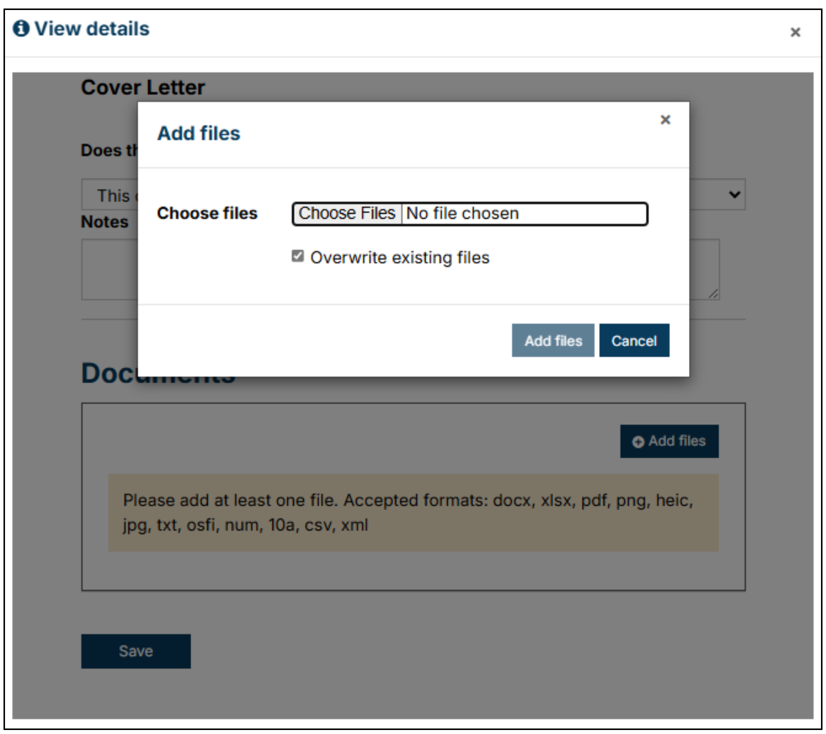
## Please upload any additional documents here if needed.

| Name | Notes | Files Attached |
|---|---|---|
| Additional Documents | | |

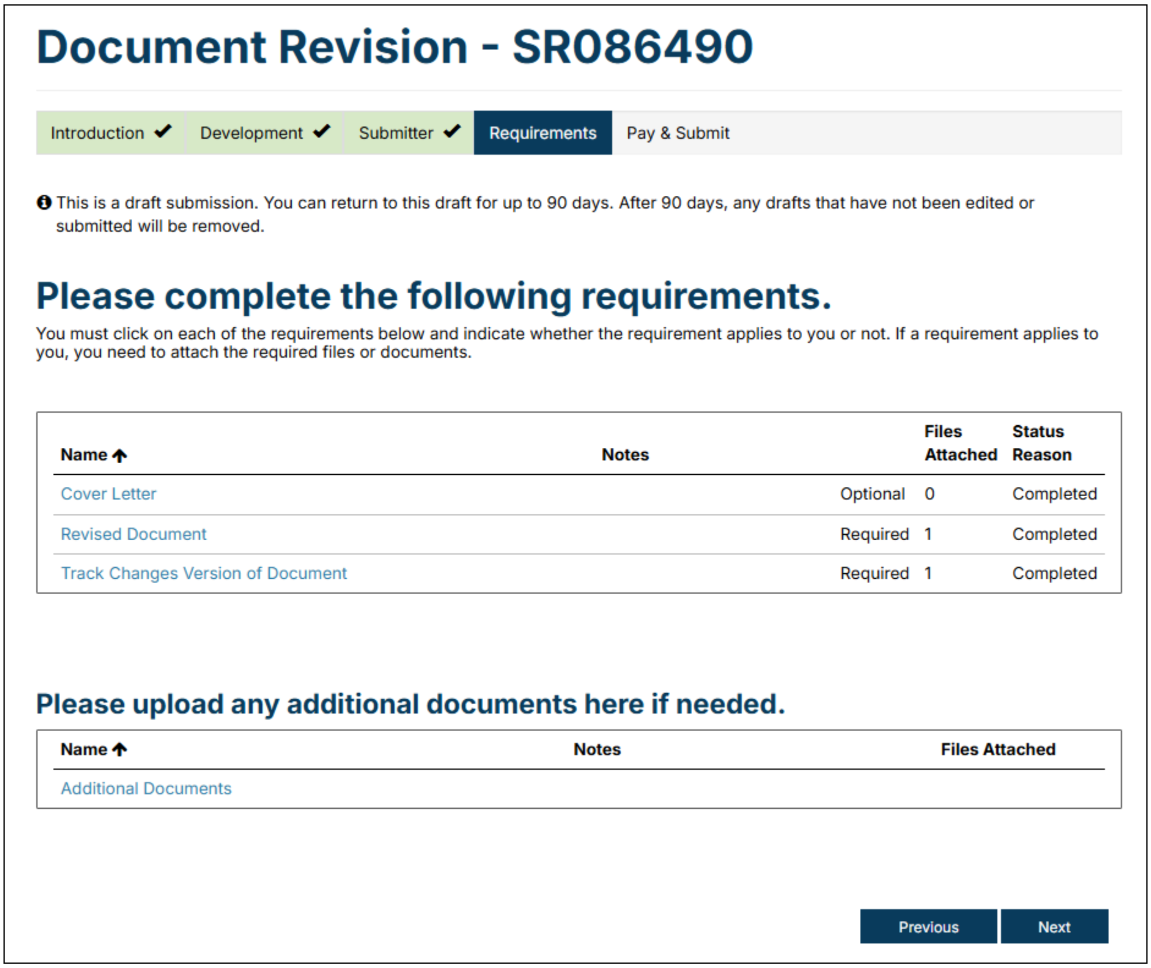
Previous | Next

**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'.



**TIP:** When all requirements have been actioned on, click ‘Next’.



# Document Revision - SR086490

Introduction ✔ | Development ✔ | Submitter ✔ | Requirements | Pay & Submit

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| Name | Notes | | Files Attached | Status Reason |
|---|---|---|---|---|
| Cover Letter | | Optional | 0 | Completed |
| Revised Document | | Required | 1 | Completed |
| Track Changes Version of Document | | Required | 1 | Completed |

## Please upload any additional documents here if needed.

| Name | Notes | Files Attached |
|---|---|---|
| Additional Documents | | |

Previous Next

**Step 11:** Click 'Submit'

No payment is required, and you can click 'Submit" to complete the submission.


**Step 12:** You will receive an email notification once the Document Revision has been submitted.