

Real Estate Development – IRIS Submission Guide – Document Revision

How to submit a Document Revision

Date: June 24, 2025

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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.bcfssa.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.

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MY PROFILE
SIGN 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 * ?
[bcfssa.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 'Document Revision'

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



[HOME](#) [NEW SUBMISSION](#) [PAYMENTS](#) [HELP](#) [JENNI DEVELOPER ▾](#)

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:
revision

Clear

Apply

Sector ↑	Type ↑	Name ↑
Development - Real Estate	Revision	Document Revision

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

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

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.

Lookup records

Search

Choose one record and click Select to continue

<input checked="" type="checkbox"/> 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"/> 33048	5/29/2025 12:34 PM

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

Select Cancel Remove value

Previous

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.

Document Revision - SR086490

Introduction ✓

Development

Submitter

Requirements

Pay & Submit

Development

Development Number *

Development Name

Test Development

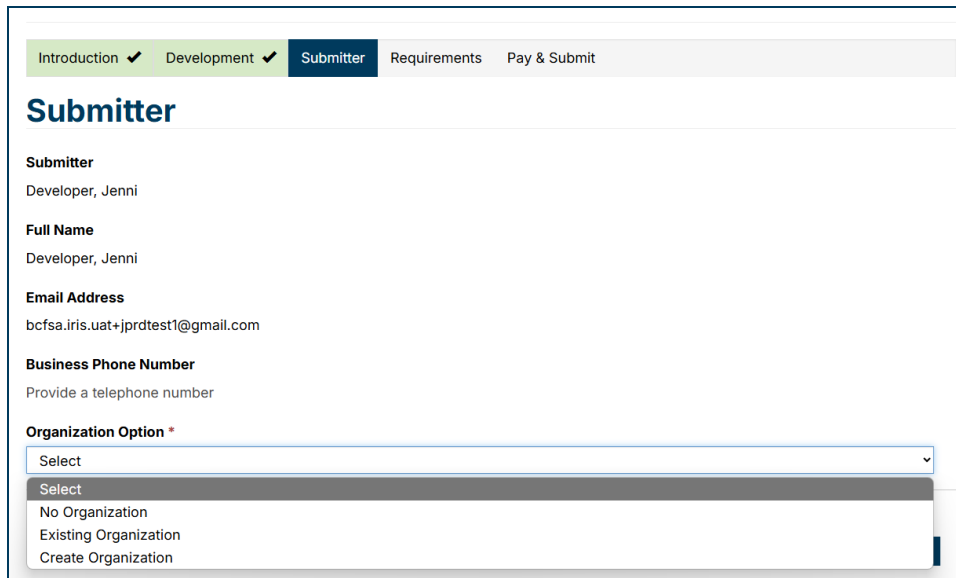
Note

Previous

Next

Step 9: Enter the 'Submitter' details

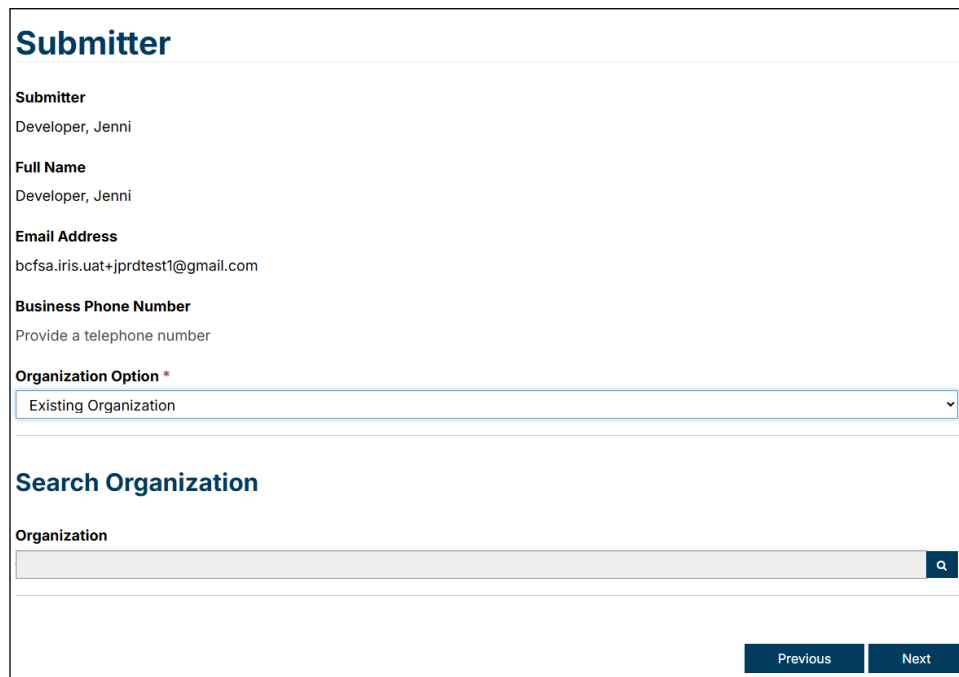
TIP: Your information should automatically populate. If you select 'No Organization', you can click 'Next' to go to the next page.



The screenshot shows the 'Submitter' form with the following fields and values:

- Submitter:** Developer, Jenni
- Full Name:** Developer, Jenni
- Email Address:** bcfsa.iris.uat+jprdttest1@gmail.com
- Business Phone Number:** Provide a telephone number
- Organization Option *:** A dropdown menu is open, showing options: 'Select', 'No Organization', 'Existing Organization', and 'Create Organization'.

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



The screenshot shows the 'Submitter' form with the following fields and values:

- 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

Below the form, the 'Search Organization' section is visible, featuring a search bar with a magnifying glass icon and a 'Previous' button.

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

Pol*

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 >

Select

Cancel

Remove value

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 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

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.

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

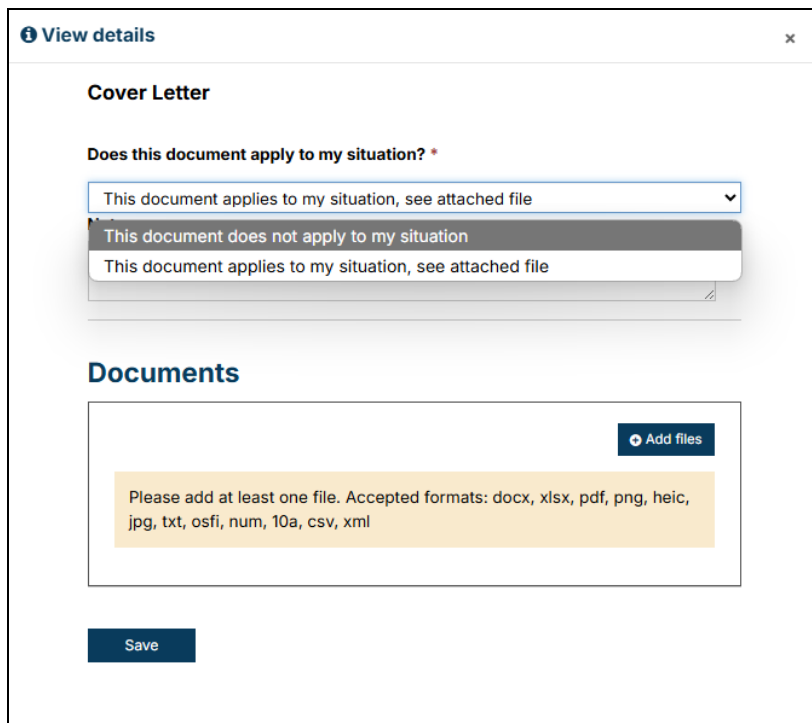
Please upload any additional documents here if needed.

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'.



View details [Close]

Cover Letter

Does this document apply to my situation? *

This document applies to my situation, see attached file [v]

This document does not apply to my situation

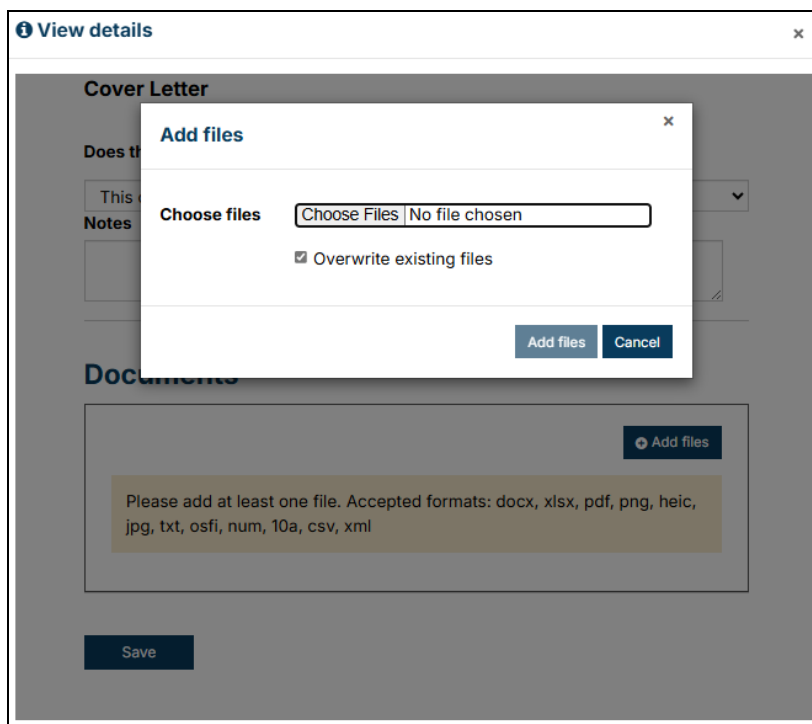
This document applies to my situation, see attached file

Documents

[Add files]

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

[Save]



View details [Close]

Cover Letter

Does this document apply to my situation? *

This document applies to my situation, see attached file [v]

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]

Add files [Close]

Choose files [Choose Files] [No file chosen]

☒ Overwrite existing files

[Add files] [Cancel]

TIP: When all requirements have been actioned on, click 'Next'.

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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.

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 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.

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Introduction ✓

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Requirements ✓

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Pay & Submit

No payment is required. Please click 'Submit' to complete the process.

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

Previous

Submit

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