![FACILITY ASSOCIATION logo]

TO:	**MEMBERS OF THE FACILITY ASSOCIATION**
ATTENTION:	**FA RSP Project Managers, IFRS 17**
DATE:	**May 30, 2022**
SUBJECT:	**IFRS 17 RSP Operational Reports Available for Testing Purposes**

Please forward a copy of this message to your IFRS 17 RSP Operational Reporting team.

Beginning June 8th, draft IFRS 17 RSP Operational reports (IFRS 17 RSP Report) will be available through the **FA Portal** to support Member testing.

PLEASE NOTE: These reports are provided for testing purposes, and are thus **unaudited** and have not been signed-off by FA's external auditors. Reports available June 8th, will be for November and December 2021, and January 2022. Additional reports (February 2022 – June 2022), will be available to members starting in July and August.

Below you will find a step-by-step guide to access the reports on the FA portal. In addition, we have also attached an **IFRS 17 RSP Operational Report User Guide**, to assist readers in understanding the IFRS 17 RSP Report layout. The Guide includes a detailed breakdown of the type of information provided in each section of the Report.

If your organization requires additional user access the FA Portal for testing, please ask your RSP Project Manager to complete the following form – https://www.facilityassociation.com/docs/FA_User_ID_Request_Form.pdf. Once the form has been submitted, users will be notified by email when the access is available.

Should you have any questions or feedback related to the **IFRS 17 RSP Report**, please contact FA Member Services at - ms@facilityassociation.com. A member of the FA team will respond. As we proceed through member testing, common questions and feedback will form the basis of further information and guidelines. We appreciate your support.

This information along with all current documents regarding IFRS 17, can be found on our website at https://www.facilityassociation.com/Members/IFRS17Documents

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The following is a guide to log on to the FA portal to access the IFRS 17 RSP Operational reports.

Log on to FA Portal

Click on https://portal.facilityassociation.com/ to access the FA Portal.
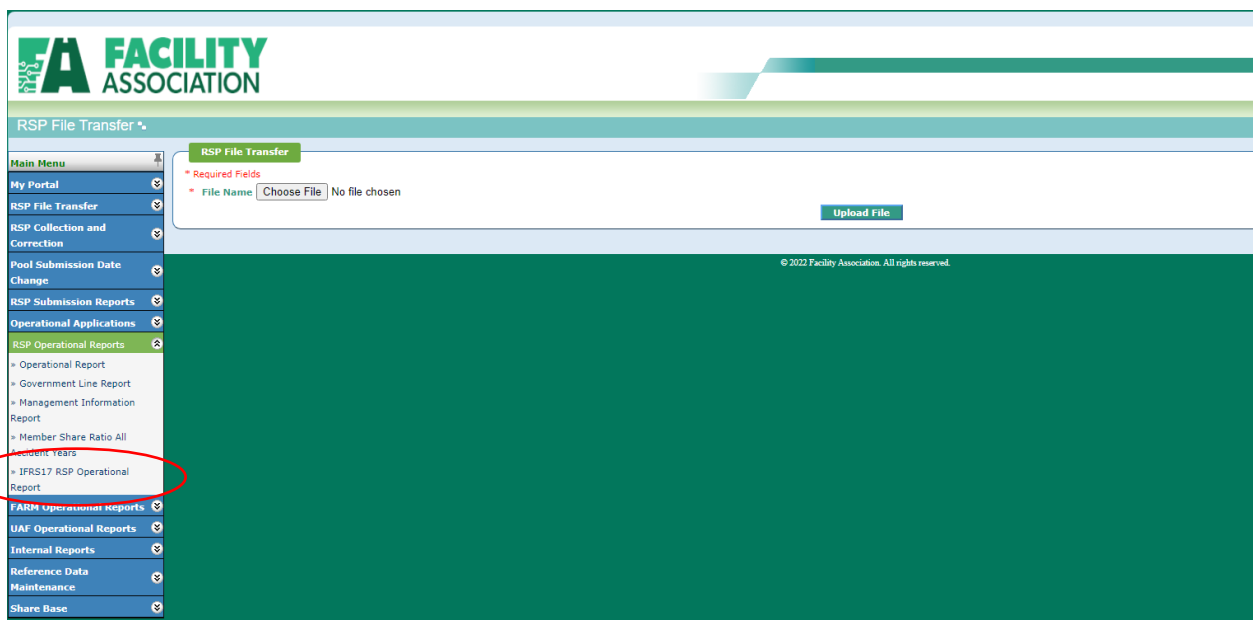
You will see the following screen:

To access the portal, enter your User ID and Password and click the Sign in button.

Access RSP Operational Reports

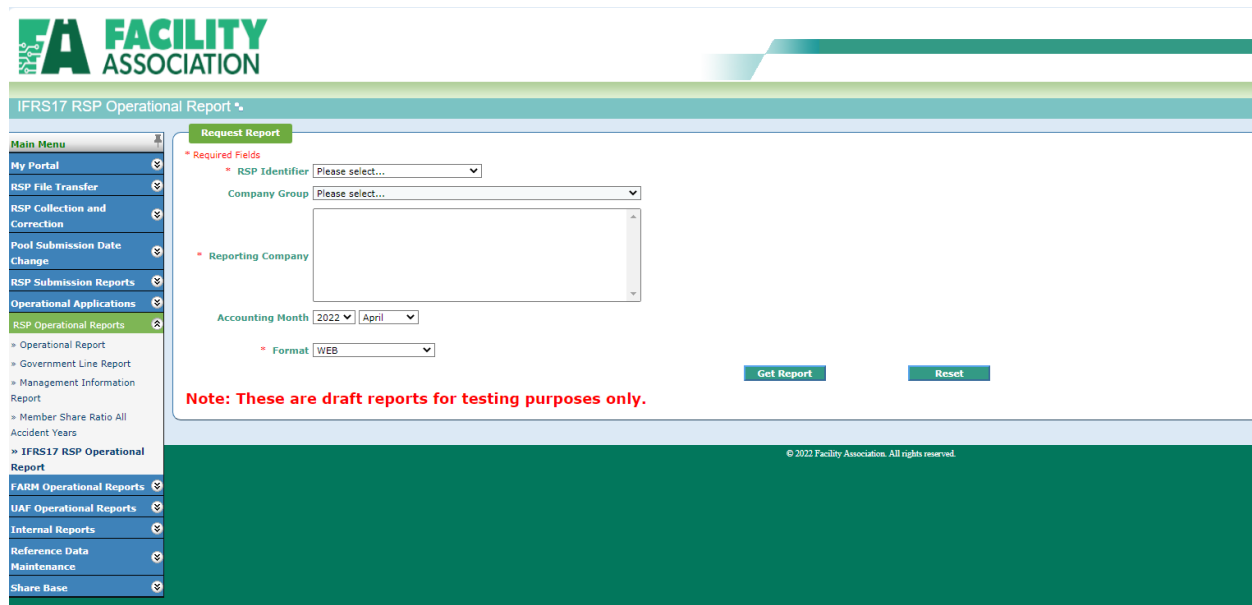After logging in, the following screen will display. The Main Menu options are determined by the access rights assigned to your User ID so you might not see all of the options listed here. To access RSP Operational reports, click on **RSP Operational Reports**.
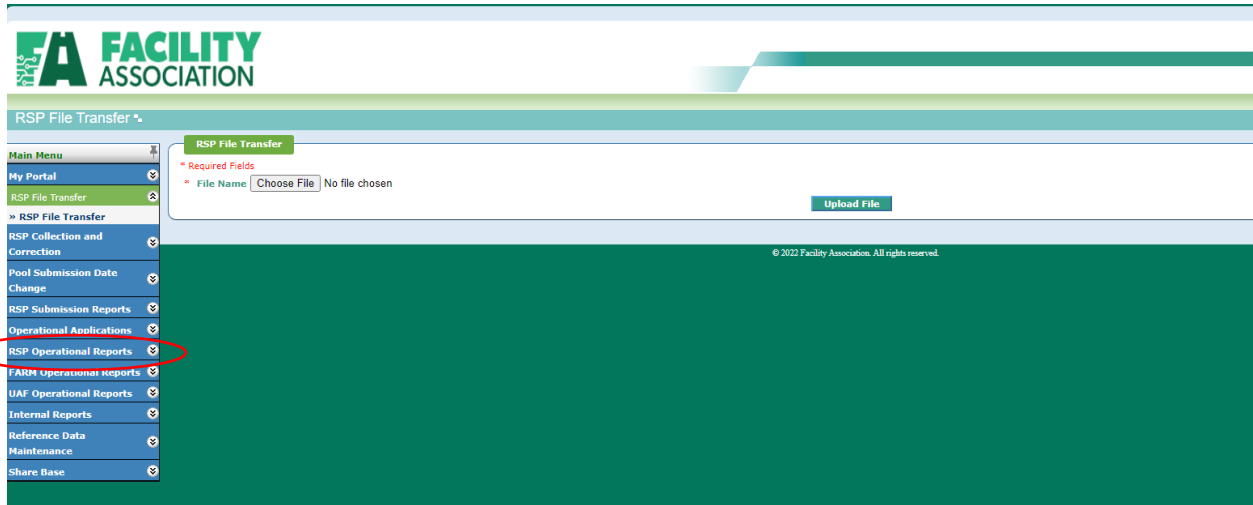
After you click on **RSP Operational Reports**, the following screen will display. To access the IFRS 17 reports, click on **IFRS17 RSP Operational Report**.

Once you click on click on IFRS17 RSP Operational Report, the following screen will display:
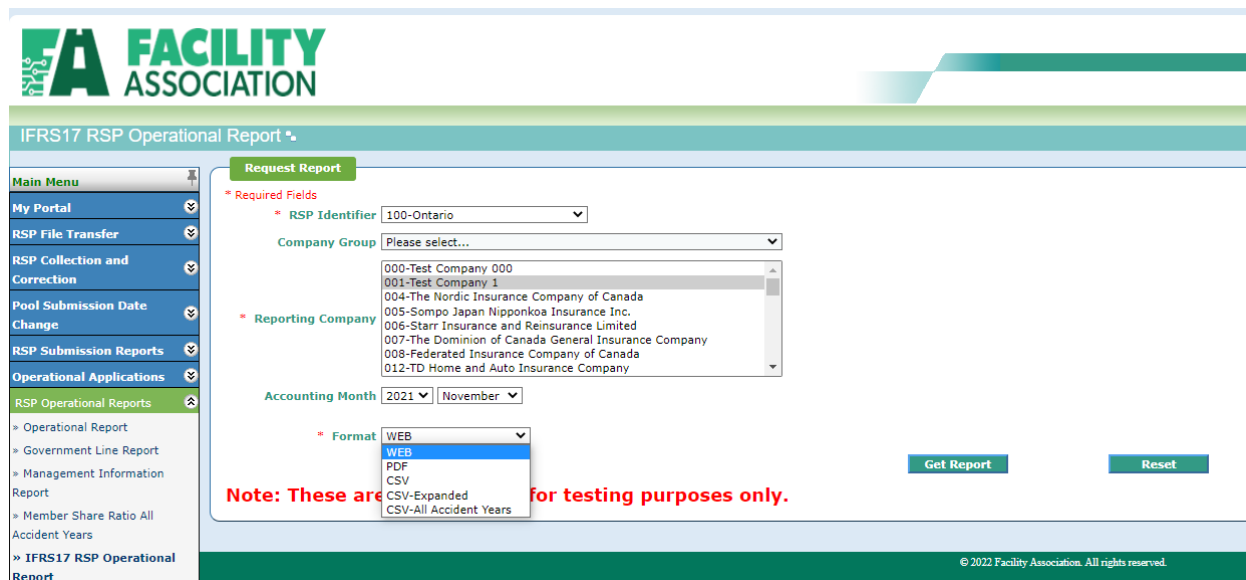
The IFRS 17 version of the RSP Request Report screen includes the following changes that are described below:

Company Group dropdown list added;
Reporting Company list automatically populated for the Company Group selected;
When a Company Group is selected, the new "To group total" check box will display. If selected, report data will be aggregated for the Company Group.

Complete a Report Request

Begin the report request by entering the RSP Identifier of the jurisdiction. Valid options are:

100-Ontario
200-Alberta Grid
250-Alberta Non-Grid
300-New Brunswick
400-Nova Scotia
500-Newfoundland and Labrador

After you provide the RSP Identifier, provide the remaining information to select the reports you want to request:

Select your company number

Select the Accounting Period (yyyy mmmm)

Select which format you want to download the report

Click on Get Report.

NOTE: What happens next is determined by the format you choose for the reports. If you choose WEB format, a version of the report will display in your browser. If you choose PDF or a CSV format, the reports will be generated and you will be prompted to download the files. Examples follow.

WEB Format

If you chose WEB format, you will see a version of the reports displayed on your screen, as in this example:

To download these reports, select the **download format** you want and follow your browser's prompts to complete the download process.
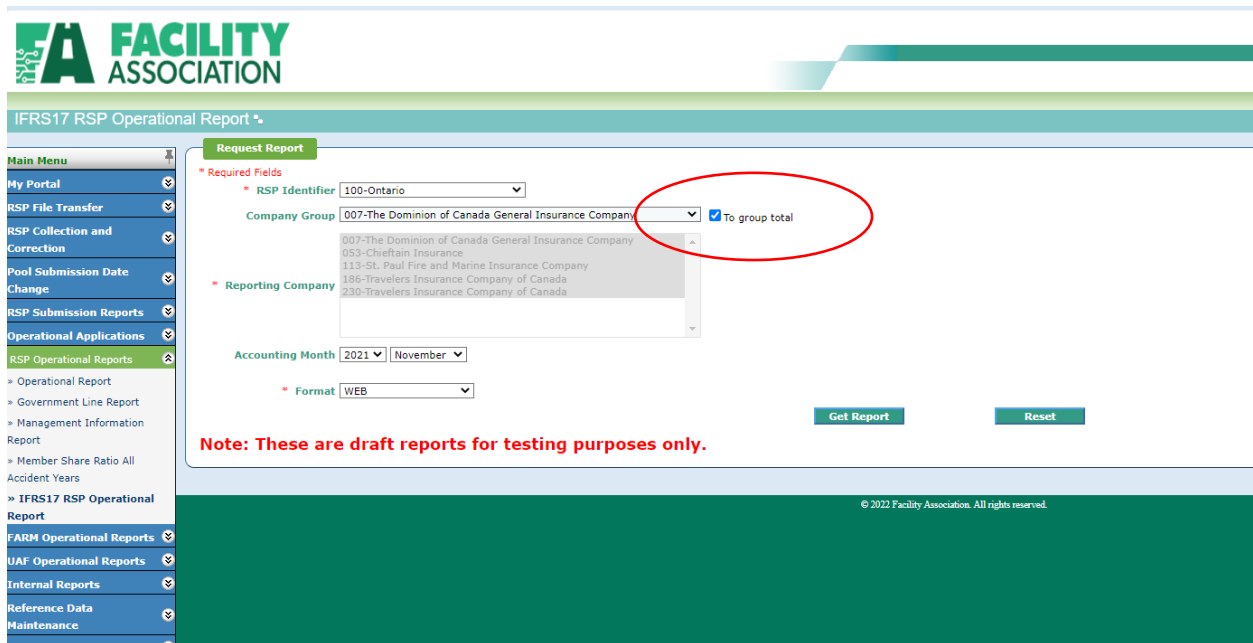
PDF or CSV Format

If you select PDF or CSV format for the reports, they are generated and the following screen displays:
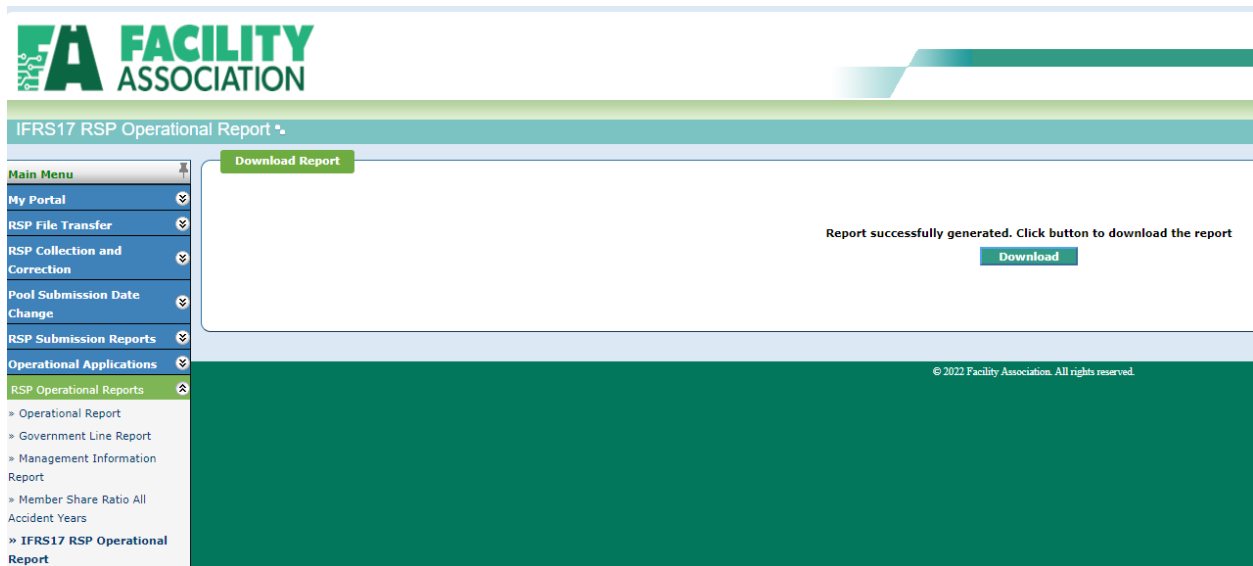
To download the report, click the Download button and follow your browser's prompts to complete the download process.

Aggregated Totals for Company Group

To download reports which aggregate totals for a Company Group, click the **To group total** box and complete the report request as described above.

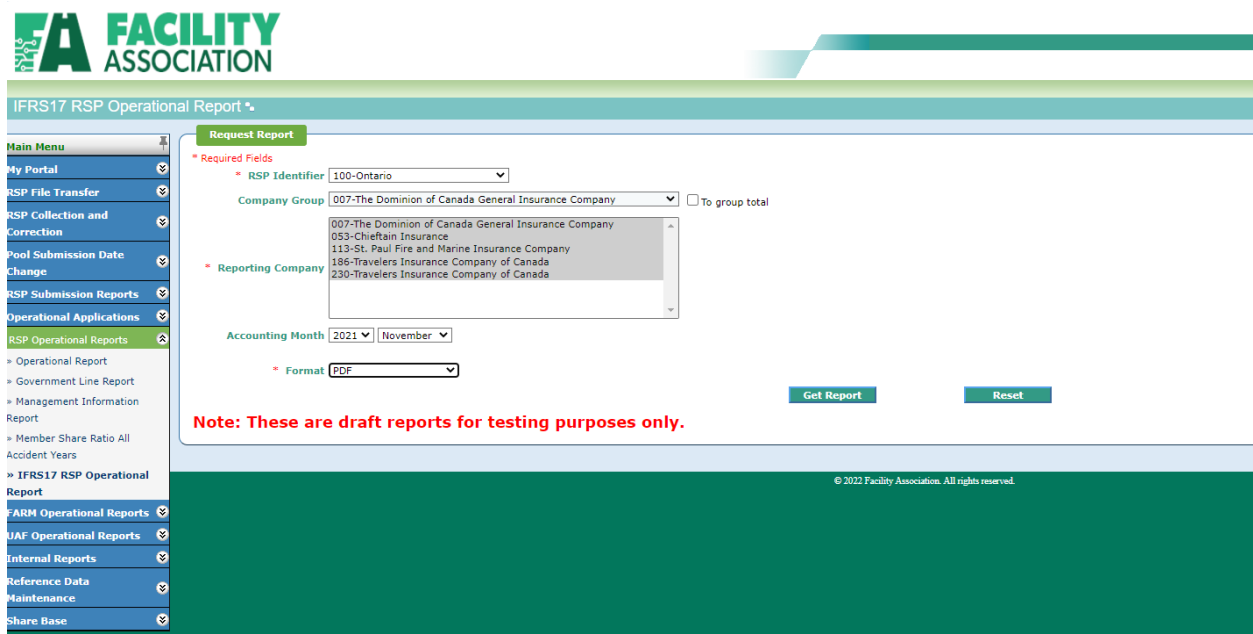This shows that all of the individual company number reports have been combined into a single report.

To download individual company reports using the Company Group option, select any one of your company numbers.

Highlight all of the companies by clicking on the first company and then hold down the Shift button and click on the last company number.

Select the Accounting Period (yyyy mmmm)
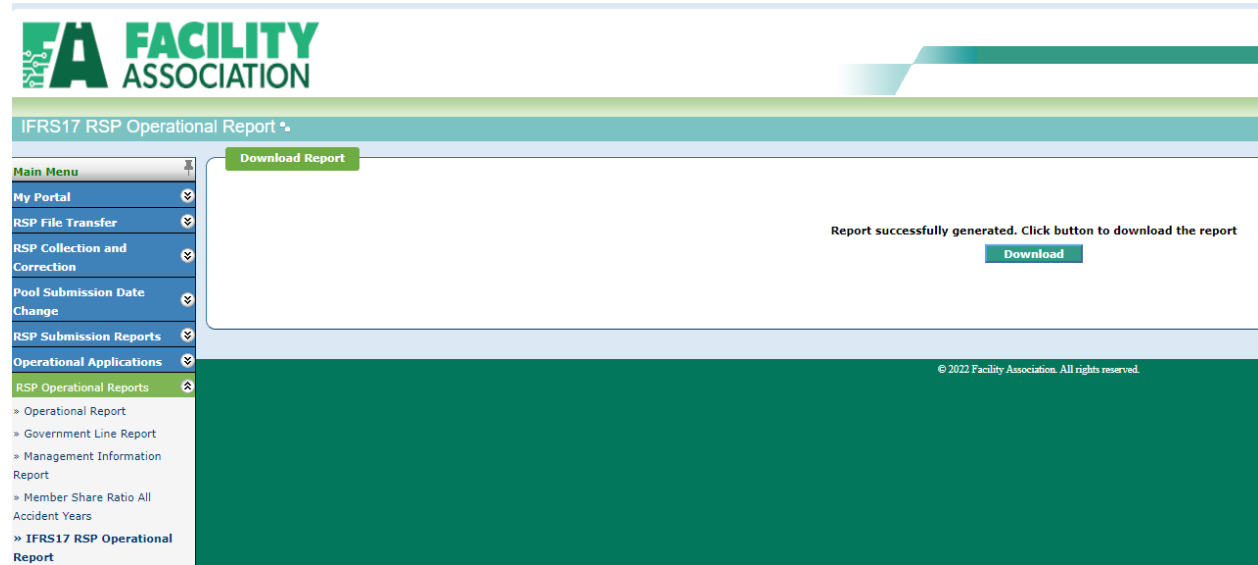
Change the format to PDF

Click on Get Report

Click on Download and follow your browser's prompts

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