



## FCNB Portal Phase 2 implementation

Dear Sir/Madam:

In the fall of 2015 FCNB introduced a new portal (<https://portal.fcnc.ca>) to enable new insurance licence applicants to complete and submit licensing applications online. **We will soon be adding functionality to the portal to enable licensed insurers to review and confirm sponsorship of applicants for licensing.**

There will be three types of insurer users:

- An **Administrator** creates and manages portal users for their insurer and also has all the rights of an Approver.
- An **Approver** can confirm sponsorship of an application and also has all the rights of a Reviewer.
- A **Reviewer** user can perform an initial review of an application for completeness and can return an application to the applicant if additional information is required. A reviewer cannot confirm sponsorship of the application. (This role is designed for larger insurers. Use of this role is not mandatory.)

In anticipation of launching this new functionality on **17 October 2016**, we require that every insurer who is sponsoring applicants provide us with information to enable us to establish an Administrator's account in our portal.

We ask that you do the following **no later than 23 September 2016**:

- Send the Administrator's name, email address and the name of the insurer to [support@fcnc.ca](mailto:support@fcnc.ca) with the following text in the Subject line: "Phase 2 – request for administrative user".

Upon launch of the system, we will send an invitation code to the Administrator, which will enable them to then complete the insurer profile and create additional Approver and Reviewer users.

We also invite insurers to explore our current testing environment, which is available at <https://portal.fcnc.ca/insphase2>. Anyone wishing to do so, should send a request to [support@fcnc.ca](mailto:support@fcnc.ca) with the following text in the Subject line: "Phase 2 – request for testing environment account", and provide the same information set out above.

Please note that none of the data entered in the test environment will be migrated to the live environment upon launch.

An FAQ explaining how our portal functions is available at <http://fcnc.ca/portal-basics.html>. An insurer-specific guide will be added in the near future.

If you have any questions, please email [support@fcnc.ca](mailto:support@fcnc.ca) and provide your name, phone number and your question.