



Canadian Securities
Administrators

Autorités canadiennes
en valeurs mobilières

Modifying an Existing Project

*SEDAR Release 8.054
December 2015*

This document is designed as a quick reference guide.

For complete step-by-step instructions, please refer to the [SEDAR Filer's User Guide](#)

Section 6: Modifying a Submitted Project

Modifying an Existing Project

This quick reference guide provides information on how to modify an existing project using the Filing Management module. Included are the steps for adding a document, adding recipient agencies and adding fees.

Adding to a Project

After you have submitted a filing to the server, you can still add documents, recipient agencies and fees to the project if the need arises. These additions are all part of the same project and will have the same project number assigned. In some cases, a new submission number may be assigned.

Note: With the exception of adding fees, all other additions require a document to be attached for explanatory reasons (ie. a cover letter or a letter concerning recipient agency).

Adding a New Document

1. On the Filing Management window, highlight the filing you wish to add the document to
 - On the File menu, select Add to a Filing followed by Documents
 - The Cover Page for the filing displays
 - Select the applicable document type in the list of Filing Subtypes/Document Types
 - Click Attach File
 - The Attach File dialog box displays
 - Select the applicable file from your default drive and click OK
 - If no other actions are required, click Submit
 - Once submitted, the filing displays in the list of submissions on the Filing Management window. The filing has the same project number as the original filing, but has its own unique submission number

Adding Recipient Agencies

1. On the Filing Management window, highlight the filing you wish to add recipient agencies to
 - On the File menu, select Add to a Filing followed by Documents
 - The Cover Page for the filing displays
 - Click Agencies. The Agencies dialog box displays
 - Click Add. The Add a Recipient Agency dialog box displays listing the available agencies
 - In the Agency field, select the additional agencies and click OK
 - The Recipient Agencies dialog box re-displays with the additional agencies listed
 - Click OK to return to the Cover page
2. On the Cover Page, highlight the document type 'Letter concerning recipient agency' and click

Attach File

- Click Submit to send this project to the additional recipient agency

Note: Only certain continuous disclosure filing types provide the document type noted above. If you are adding a recipient agency to a filing that does not provide this document type, select the document type 'Cover letter'

- Once submitted, the filing displays in the list of submissions on the Filing Management window. The filing has the same project number as the original filing, but has its own unique submission number

Adding Fees

Please refer to the [SEDAR System Fees](#) guide and the [Recipient Agencies Fee list](#) to determine the correct fees due.

1. On the Filing Management window, highlight the filing you wish to add fees to
 - Go to the View menu, select Fees
2. One of the following will occur:
 - If fees were already submitted, the Summary of Filing Fees dialog box displays.
 - Go to step 3
 - If no fees have been submitted, the Add/Modify dialogue box displays.
 - Go to step 4
3. On the Summary of Filing Fees dialog box, select Add/Modify.
 - The Add/Modify Fees dialog box displays
4. Select the agency to which you want to submit fees
 - Enter the fee amount in the Amount\$ column beside the corresponding fee description
 - Select the next recipient agency and repeat the process for all intended agencies
 - When done, click OK
5. The Summary of Filings Fees dialog box redisplay
 - To add more fees, click Add/Modify, and repeat step 4
 - Once all the fees are entered, click Submit
6. The Charge Summary dialog box displays showing the added fees entered per recipient agency
 - The SEDAR System Fees field is \$0.00 (paid on the original submission) however, if additional SEDAR System Fees are due (or if initial fee was rejected) , click within the SEDAR System Fees field and enter the amount
 - Click Print if you would like to have a print out of the Charge Summary window for your records
7. Click Authorize to submit the fee
 - The Payment Authorization dialog box displays
 - Enter the required user IDs and passwords and click Pay
 - The SEDAR File Transfer dialog box displays while the files are being submitted to the agencies and the payment instructions are sent to the financial institution

Note: Adding more fees to an existing project does not generate a separate submission for the project, it simply adds to the cover page information for that project