



ELECTRONICALLY ADVANCED SUBMISSION INTERFACE EASi

**Step by Step User and
Administrator Guide**



USING EASI – STEP BY STEP GUIDE

Contents

1. Creating an Account.....	4
2. Log on to EASi with user credentials	5
3. Navigate to Forms.....	6
4. Complete Required Forms.....	8
5. Linked Forms.....	10
6. Errors and Warnings	12
7. Attachments	13
8. Submit Application.....	14
9. Validation errors	15
10. E-Signatures.....	16
11. Submitting the application/ Linked Forms	18
12. Tasks, Additional Attachments and Downloads.....	20
13. Completing a Filing	22
14. EASi Helpdesk	23
Appendix I.....	25
1. Organization Administrator Responsibilities	35
2. Organization Administrator	35
3.0 Creation of EASi Users.....	39
3.1 Adding a new User to the EASi platform.....	39
4. Assigning of Roles	42
5. System Roles.....	44
6. Regular Roles	45
7. Organization Roles	47
8. Resetting a Password	49
9. Reviewing Submissions.....	51



SECTION A

EASI – USER GUIDE



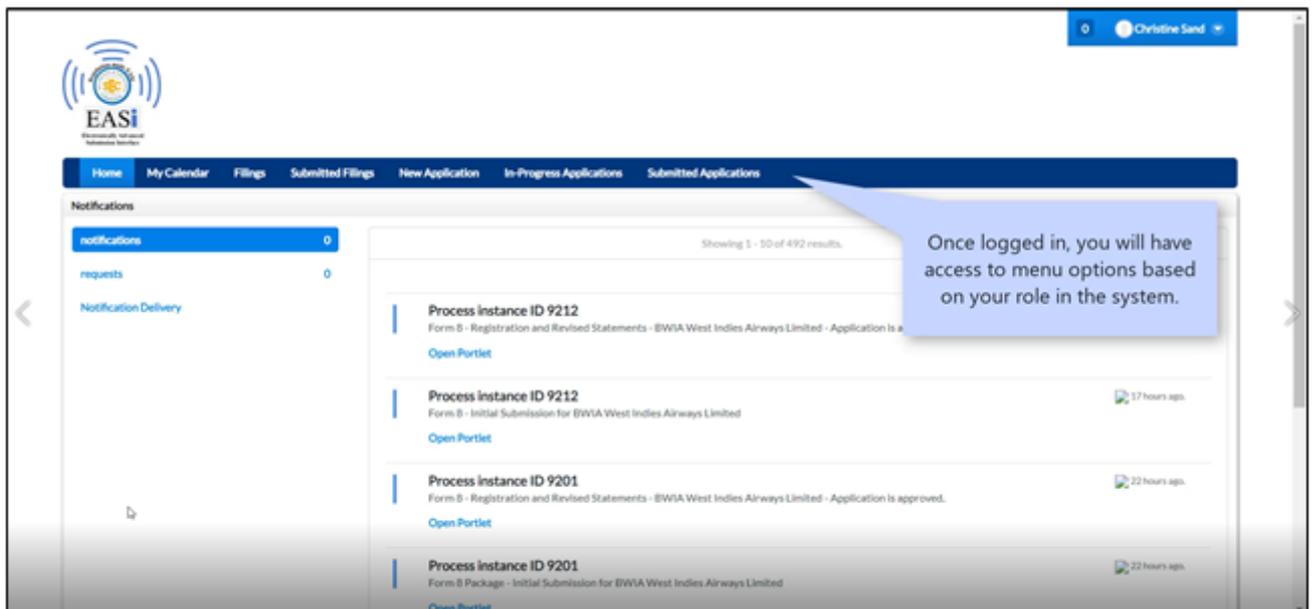
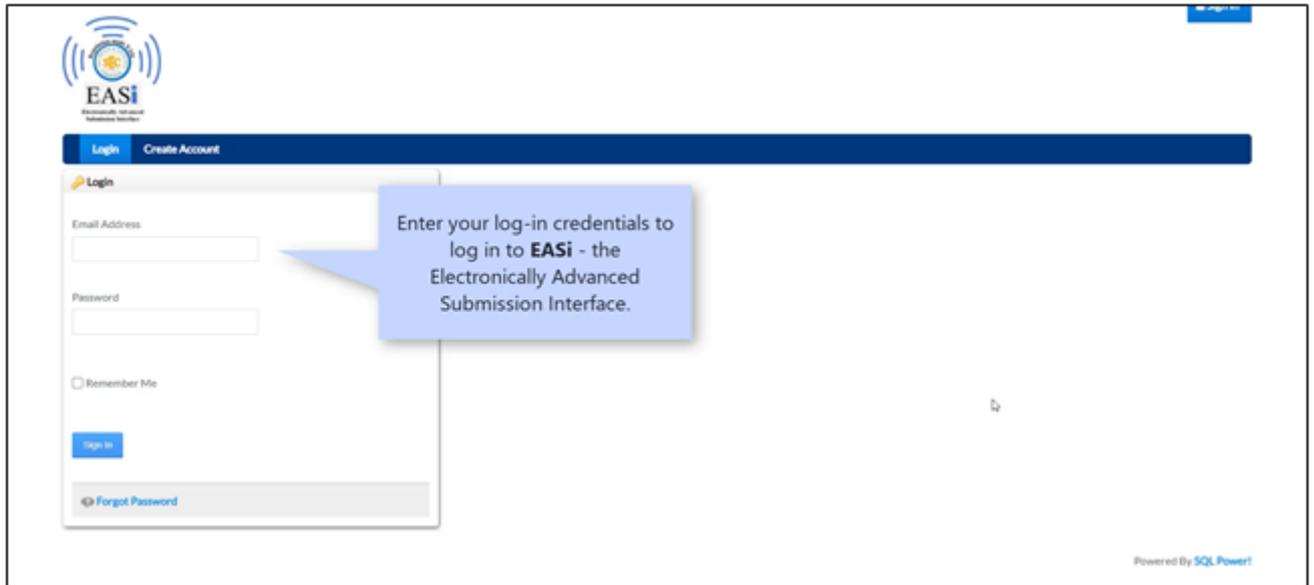
1. Creating an Account

Potential Registrants and non-registrants (“Users”) will be required to **create an account** in order to access and utilize the platform. Users can create an account on the EASi login page.

- a. EASi can be accessed via the Commission’s website: www.ttsec.org.tt, and navigating to the tab labelled “EASi” for related resources.
- b. The “EASi login” link under this tab will launch a “Terms and Conditions” landing page.
- c. Once the user agrees to the Terms and Conditions, the login page will appear.
- d. The option to create an account can be found on the top left-hand corner.
- e. Persons who are using EASi are urged to consult with their network / IT administrators to ensure access and traffic to and from this address (<https://easi.ttsec.org.tt/>) is permissible. This has a direct and dire impact on every organisation’s ability to use EASi.
- f. After an account is created, a verification email will be sent to the email account which was provided when the account was created (check inbox or junk for the email).
- g. In the verification email, select “here” to activate the account.
- h. The account on EASi will be activated, and at this point the user will be required to attempt logging on to the account.
- i. Upon successful login, the user will be prompted to change his/her password on EASi. *The syntax for passwords is as follows:*
 1. *at least 1 uppercase character (A-Z);*
 2. *at least 1 lowercase character (a-z);*
 3. *at least 1 digit (0-9);*
 4. *at least 1 special character; and*
 5. *no dictionary words*
- j. Once the password is changed, the user will be able to access the Forms on the platform and begin completing applications and filings for submission to the Commission
- k. Passwords expire every 8 weeks, upon which the user will be prompted to change their password.



2. Log on to EASi with user credentials





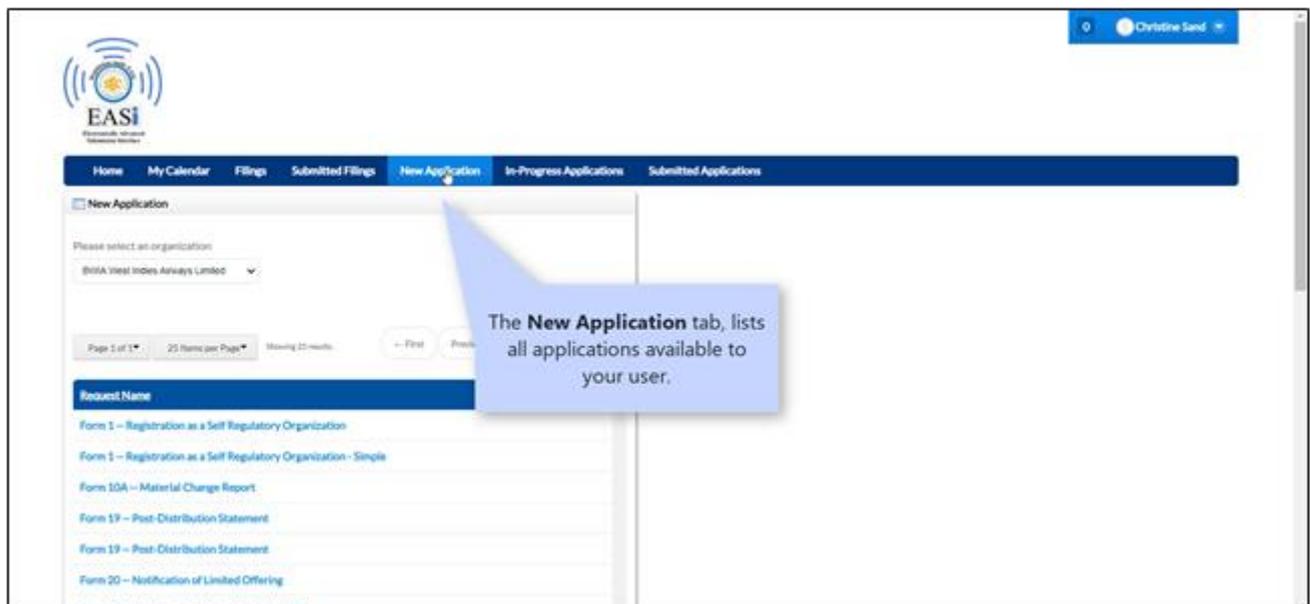
3. Navigate to Forms

- For existing Registrants - Begin a new On-Boarding submission by clicking on the New Application tab, and selecting the required Simple form.

Existing Registrants will initially be required to submit On-boarding/Simple applications. The EASi On-boarding exercise will be conducted to bring entities that are already registered with the Commission into the system, bypassing the registration process. It will involve all existing Registrants populating simplified Forms on the system to create a profile for themselves. On-boarding will ensure that the Commission captures current information for all existing Registrants on EASi. This information will then be used as a baseline on the system for each existing Registrant, once a simplified workflow review process by Staff of the Commission is conducted. After existing registrants complete the On-boarding process they can use EASi to submit registration applications, other filings and renewal applications.

On-boarding will be conducted in batches. Staff of the Commission will communicate with all entities to schedule the initiation of their On-boarding process.

- For new applicants – Begin a new registration application by clicking on the New Application tab and selecting the required registration form, ensuring that the Simple version of the form is not selected





Form 20 -- Notification of Limited Offering - IA
Form 20 -- Notification of Limited Offering - SR
Form 21 -- Report of Trades Executed Other Than A Securities Exchange
Form 22 -- Trading Report of a Person Connected to a Reporting Issuer
Form 22 -- Trading Report of a Person Connected to a Reporting Issuer
Form 23 -- Conflict of Interest Rules Statement
Form 2A -- Registration as a Broker Dealer-Investment Adviser-Underwriter
Form 2A -- Registration as a Broker Dealer-Investment Adviser-Underwriter - Simple
Form 2B -- Registration as an Investment Advisor - Individual
Form 2B -- Registration as an Investment Advisor - Individual - Simple
Form 3 -- Registration as Registered Representatives
Form 4 -- Registration of Sponsored Broker Dealer or Investment A
Form 5 -- Approval of Substantial Shareholders of Registrants
Form 6 -- Notification of Change
Form 7 -- Registration of a Branch Office
Form 8 -- Registration and Revised Statement
Form 8 -- Registration and Revised Statements - Simple
Form 9 -- Distribution Statement

To start a new application, click on the application name.

Form8_int_2019-08-23 - Organization: BWIA West Indies Airways Limited

Table of Schedules > Form 8 - Registration Statements for Reporting Issuers

Attachments Validate More

Registration and Disciplinary History of Directors >

FORM 8

REGISTRATION STATEMENTS - FOR REPORTING ISSUERS

Pursuant to section 61 (1) OR 61 (2) of the Securities Act, 2012 and By-law 25(1) of the Securities (General) By-Laws, 2015

Request ID 9238

1. APPLICANT/REPORTING ISSUER INFORMATION

Name of Applicant/Reporting Issuer	1.1	BWIA West Indies Airways Limited
Address 1	1.2	
Address 2	1.3	
City	1.4	
Province/ State	1.5	
Postal/ Zip Code	1.6	
Country	1.7	(Not Reported)
Business Phone	1.8	
Fax Number	1.9	
Website	1.10	
Email Address	1.11	

The online application form is opened in a new tab.

Form8_int_2019-08-23 - Organization: BWIA West Indies Airways Limited

Table of Schedules > Form 8 - Registration Statements for Reporting Issuers

Attachments Validate More

Registration and Disciplinary History of Directors >

FORM 8

REGISTRATION STATEMENTS - FOR REPORTING ISSUERS

Pursuant to section 61 (1) OR 61 (2) of the Securities Act, 2015

Request ID 9238

1. APPLICANT/REPORTING ISSUER INFORMATION

Name of Applicant/Reporting Issuer	1.1	BWIA West Indies Airways Limited
Address 1	1.2	
Address 2	1.3	
City	1.4	
Province/ State	1.5	
Postal/ Zip Code	1.6	
Country	1.7	(Not Reported)
Business Phone	1.8	
Fax Number	1.9	
Website	1.10	
Email Address	1.11	

The system automatically assigns a unique Request ID to each application.



4. Complete Required Forms

- All applicable fields within the form must be completed. **Mandatory fields must be populated.** Mandatory fields are the fields highlighted in red throughout the Form.
- For existing registrants - users are required to complete items within the various forms based on their organisation's current registration status. For e.g. if the user's organisation is currently registered as an Underwriter, at Section 2 of the Form 2A, notwithstanding the wording of this item which states "Please indicate the category(ies) you wish to be registered in" the category selected here should be that of 'Underwriter'.

Form8_Int_2019-06-23 - Organization: BWIA West Indies Airways Limited

Table of Schedules > Form 8 - Registration Statements for Reporting Issuers

Registration and Disciplinary History of Directors >

FORM 8

REGISTRATION STATEMENTS - FOR REPORTING ISSUERS

Pursuant to section 61 (1) OR 61 (2) of the Securities Act, 2012 and By-law 25(1) of the Securities (General) By-Laws, 2015

Request ID 9238

1. APPLICANT/REPORTING ISSUER INFORMATION

Name of Applicant/Reporting Issuer	1.1	BWIA West Indies Airways Limited
Address 1	1.2	
Address 2	1.3	
City	1.4	
Province/ State	1.5	
Postal/ Zip Code	1.6	
Country	1.7	[Not Reported]
Business Phone	1.8	
Fax Number	1.9	
Website	1.10	
Email Address	1.11	

Form8_Int_2019-06-23 - Organization: BWIA West Indies Airways Limited

Table of Schedules > Form 8 - Registration Statements for Reporting Issuers

Registration and Disciplinary History of Directors >

FORM 8

REGISTRATION STATEMENTS - FOR REPORTING ISSUERS

Pursuant to section 61 (1) OR 61 (2) of the Securities Act, 2012 and By-law 25(1) of the Securities (General) By-Laws, 2015

Request ID 9238

1. APPLICANT/REPORTING ISSUER INFORMATION

Name of Applicant/Reporting Issuer	1.1	BWIA West Indies Airways Limited
Address 1	1.2	
Address 2	1.3	
City	1.4	
Province/ State	1.5	
Postal/ Zip Code	1.6	
Country	1.7	[Not Reported]
Business Phone	1.8	
Fax Number	1.9	
Website	1.10	
Email Address	1.11	



Form8_Int_2019-06-23 - Organization: BWIA West Indies Airways Limited

Table of Schedules > Form 8 - Registration Statements for Reporting Issuers

Registration and Disciplinary History of Directors >

FORM 8

REGISTRATION STATEMENTS - FOR REPORTING ISSUERS

Pursuant to section 61 (1) OR 61 (2) of the Securities Act, 2012 and By-law 25(1) of the Securities (General) By-Laws, 2015

Request ID: 9238

1. APPLICANT/REPORTING ISSUER INFORMATION

Name of Applicant/Reporting Issuer	11	BWIA West Indies Airways Limited
Address 1	12	
Address 2	13	
City	14	
Province/ State	15	
Postal/ Zip Code	16	
Country	17	(Not Reported)
Business Phone	18	
Fax Number	19	
Website	20	
Email Address	21	

http://tablets.aspx?power=24&id=Forms/Forms/Form8_Int_2019-06-23/aw1000/Applications/2020-05-24/401997027_Juchukulu/ROH_Directors

If the application consists of multiple pages, use the links at the top of the application form to navigate between pages.

Home My Calendar Filings Submitted Filings **New Application** In-Progress Applications Submitted Applications

Please select an organization
BWIA West Indies Airways Limited

Page 1 of 1 25 Items per Page Showing 0 results

Request Name

- Form 1 - Registration as a Self Regulatory Organization
- Form 1 - Registration as a Self Regulatory Organization - Simple
- Form 10A - Material Change Report
- Form 19 - Post-Distribution Statement
- Form 19 - Post-Distribution Statement
- Form 20 - Notification of Limited Offering

The **In-Progress Applications** tab displays all applications in-progress, but not yet submitted.

You may return to this tab to complete the application over multiple sessions.



5. Linked Forms

- Fill out corresponding forms based on the user's application type and selections

- If applicable, Linked forms become accessible after successful submission of the main form. Linked forms will be accessed by expanding the form by selecting the '+' symbol to the left of the form name as listed in the 'Submitted Applications' system tab.

Request Name	Request Id	Organization Id	Organization Name	Submission User	Submission Date	Status User	Status Date	St
Form 2A - Registration as a Broker Dealer Investment Adviser Underwriter - Simple	11004	10008	BWIA West Indies Airways Limited	Christine Sand	2020/06/26	Analyst SQLP	2020/06/26	Co
<ul style="list-style-type: none"> Form 2A - Analyst SQLP Sent to DR&CF Director on 2020/06/26 - Submitted 2020/06/26 Form 7 (Yorg) - Christine Sand Submit on 2020/06/26 - Submitted 2020/06/26 Form 3 - Christine Sand Submit on 2020/06/26 - Submitted 2020/06/26 Form 23 - Christine Sand Submit on 2020/06/26 - Submitted 2020/06/26 Form 5 (James_Smith) - Christine Sand Submit on 2020/06/26 - Submitted 2020/06/26 DR&CF Final Decision - Complete - Submitted 2020/06/26 								



Form8_int_2019-06-23 - Organization: BWIA West Indies Airways Limited Attachments Validate More ▾

Table of Schedules ▸ Form 8 - Registration Statements for Reporting Issuers Registration and Disciplinary History of Directors ▸

9. DETAILS OF BOARD OF DIRECTORS

State the first name of the Director.

	Last Name	Address 1	Address 2	City	Province/State	Postal/ Zip Code	Country
1	<input type="text"/>	(Not Reported)					
	<input type="text"/>	(Not Reported)					

These buttons allow you to add or remove rows in a table, based on the number of rows that need to be reported.

11. SIGNIFICANT SHAREHOLDERS

Type of Shareholder	Name/ First Name	Middle Name	Last Name	Address 1	Address 2	City	Province/State	Postal/Zip Code	Country
---------------------	------------------	-------------	-----------	-----------	-----------	------	----------------	-----------------	---------



6. Errors and Warnings

- **Red** highlighted fields are **errors** – the system will not accept errors, as such the user will be required to correct fields that are identified as errors prior to validation and submission.
- **Yellow** highlighted fields are **warnings** – the system will accept warnings, as such the user will be able to review the fields identified as warnings prior to validation and submission. While users should review fields with warnings, the system will not prevent submission of the form if warnings do occur.

The screenshot shows the EASi registration form for BWIA West Indies Airways Limited. The form includes a table with the following columns: Type of Identification, Identification Number, Country of Issue, Date of Appointment to Board, Security Held, Number/Face Value Held, Total Percentage Held, and Directorships held in other Entities. The first row shows a Driver's License with Identification Number GC98809900, Country of Issue Canada, and Date of Appointment to Board 30-05-2020. The Security Held, Number/Face Value Held, and Total Percentage Held fields are highlighted in yellow, indicating warnings. The Directorships held in other Entities field is highlighted in red, indicating an error. A blue callout box points to the yellow and red highlights with the text: "Any business rule errors and warnings in your application are highlighted in red or yellow, respectively."

Type of Identification	Identification Number	Country of Issue	Date of Appointment to Board	Security Held	Number/Face Value Held	Total Percentage Held	Directorships held in other Entities
Driver's License	GC98809900	Canada	30-05-2020				
(Not Reported)		(Not Reported)					



7. Attachments

- Navigate to the 'Attachments' tab of the form
- Upload attachments as required
- Mandatory attachments are marked with an Asterisk*
- Standard file types are supported eg .pdf, .docx, .xlxs, .txt, etc.
- **N.B.** – a requirement for the upload of attachments via EASi is the use of specific naming conventions. The following naming convention is required to be utilised when uploading attachments via EASi:

[dateofupload_Acronym of the company to TTSEC_subject matter]. For e.g. 23062020_BBL to TTSEC_Re Response to Deficiency Letter 1.

A list of standard company acronyms is available at Appendix I.



8. Submit Application

- Select 'Validate' and wait for results.

Form8_Int_2019-08-23 - Organization: BWIA West Indies Airways Limited

Attachments Validate More

Table of Schedules > Attachments

Upload a copy of the Form 8 with the completed Date, Certification and Signature Section. *

Choose File No file chosen

Copy of Form 8.pdf Tue May 26 12:21:25 EDT 2020

Certified copy of the Applicant's Memorandum and Articles of Association or equivalent incorporation documents. Where incorporated abroad, you are also required to provide a certified copy of the Applicant's Memorandum and Articles of Association or equivalent incorporation documents. Where incorporated in Canada, you are also required to provide a certified copy of the Applicant's Memorandum and Articles of Association or equivalent incorporation documents.

Choose File No file chosen

Certified copy of the applicants memorandum.pdf Tue May 26 12:22:07 EDT 2020

Certified copy of the most recent Annual Return that was filed with the Companies Registrar. *

Choose File No file chosen

Annual Return 2019.pdf Tue May 26 12:22:14 EDT 2020

Copy of the applicant's most recent audited financial statements. Where the Applicant has not completed its first financial year of operations, the most recent Management Accounts should be submitted. Where the audited financial statements of the Applicant are older than three months, please submit a copy of the Applicant's most recent Management Accounts. *

Choose File No file chosen

Audited Financial Statements 2019.pdf Tue May 26 12:22:20 EDT 2020

Upload any other attachment(s) in support of this application.

Choose File No file chosen

Form8_Int_2019-08-23 - Organization: BWIA West Indies Airways Limited

Attachments Validate More

Table of Schedules > Submission Summary

Submit

Validation Results

For organization 10008

Errors

Your filing cannot be submitted until all errors in this section are corrected.

Email Address

Current Value = Not Reported
Please enter a valid email address
Appears in: Form 8 - Registration Statements for Reporting Issuers

Cautions

The edit checks indicate that the values entered should be verified. If they are found to be correct, the filing can be submitted with current values.

If applicable, please provide supporting documentation.
Current Value = Not Reported
If applicable, please provide a supporting document.
Appears in: Form 8 - Registration Statements for Reporting Issuers

Province/ State

Current Value = Not Reported
State the province/state of the Senior Officer's residential address, if applicable.
Appears in: Form 8 - Registration Statements for Reporting Issuers

Postal/ Zip Code

Current Value = Not Reported
State the postal/zip code of the Senior Officer's residential address, if applicable.
Appears in: Form 8 - Registration Statements for Reporting Issuers



9. Validation errors

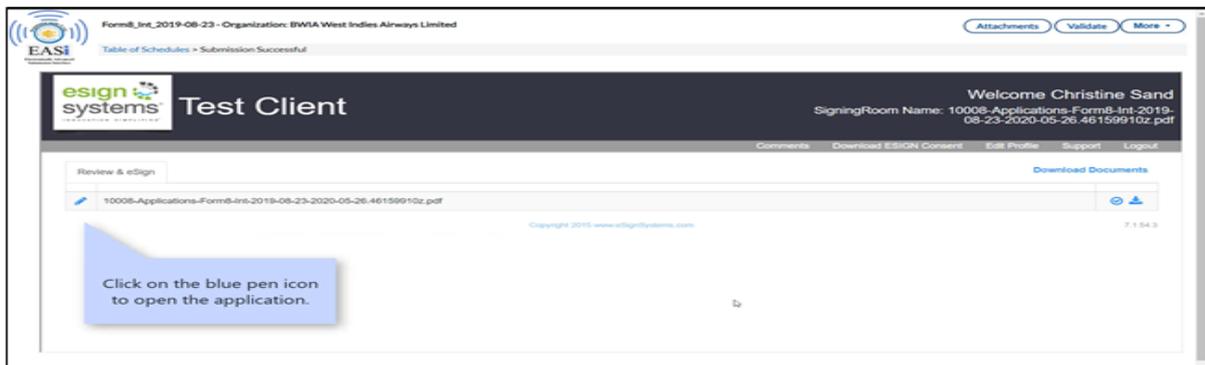
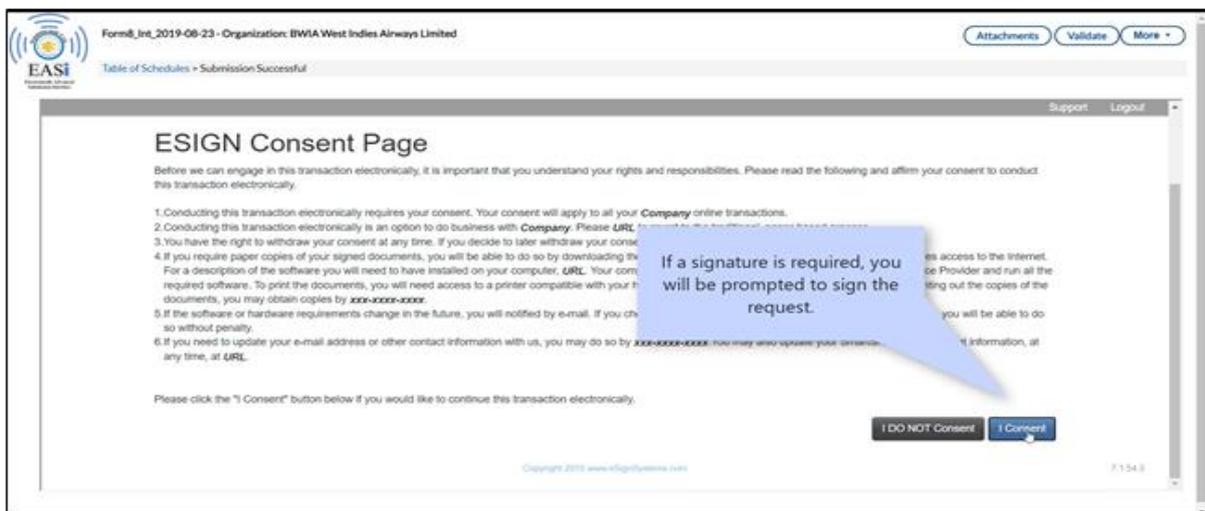
- If the system identifies errors, a validation error will be displayed and the “Submit” button will be disabled.
- Clicking on the error link in “Appears in” will direct the user to the page containing the error.
- Once all errors have been resolved, click “Validate” again and then submit. The “Submit” button will be enabled at this point.

A screenshot of the EASI web application showing the 'Validation Results' page for organization 10008. The page title is 'Form8_Int_2019-08-23 - Organization: BWIA West Indies Airways Limited'. The main heading is 'Validation Results' with a sub-heading 'For organization 10008'. Under the 'Errors' section, there is a message: 'Your filing cannot be submitted until all errors in this section are corrected.' Below this, the 'Email Address' section shows a red error message: 'Current Value = Not Reported' and 'Please enter a valid email address'. A blue callout box points to this error with the text: 'Here we have an error from an invalid email address.' The 'Cautions' section contains several messages, including 'The edit checks indicate that the values entered should be submitted with current values.' and 'If applicable, please provide supporting documentation.' The page also includes a 'Submit' button and a 'Validate' button in the top right corner.



10. E-Signatures

- The “e-Sign” system feature is essentially an electronic signature, which is required before the Form/Filing can be successfully submitted via EASi. The user will be prompted to electronically sign the form prior to submission and will be redirected to an e-Signing Room where specific instructions for e-signing is included.
 - Step 1 – Select “I consent”.
 - Step 2 – Select the “Pencil” symbol.
 - Step 3 – Select “Next Annotation”.
 - Step 4 – Click on the yellow “Sign Here” box to finalize the signature.
 - Step 5 – Select “Finalize”.





Form8_int_2019-08-23 - Organization: BWIA West Indies Airways Limited

Table of Schedules - Submission Successful

Attachments Validate More

esign systems Test Client

Welcome Christine Sand
SigningRoom Name: 10008-Applications-Form8-Int-2019-08-23-2020-05-26.46159910z.pdf

Document List Next Document Comments Download ESign Consent Edit Profile Support Logout

Next Page (1) Next Annotation (1)

10008-Applications-Form8-int-2019-08-23-2020-05-26.46159910z.pdf

Your application is prepared in a PDF format to place an electronic signature.

Form8_int_2019-08-23 - Organization: BWIA West Indies Airways Limited

Table of Schedules - Submission Successful

Attachments Validate More

Next Page (1) Next Annotation (1)

Review your application, and click on **Next Annotation** to locate the signature area.

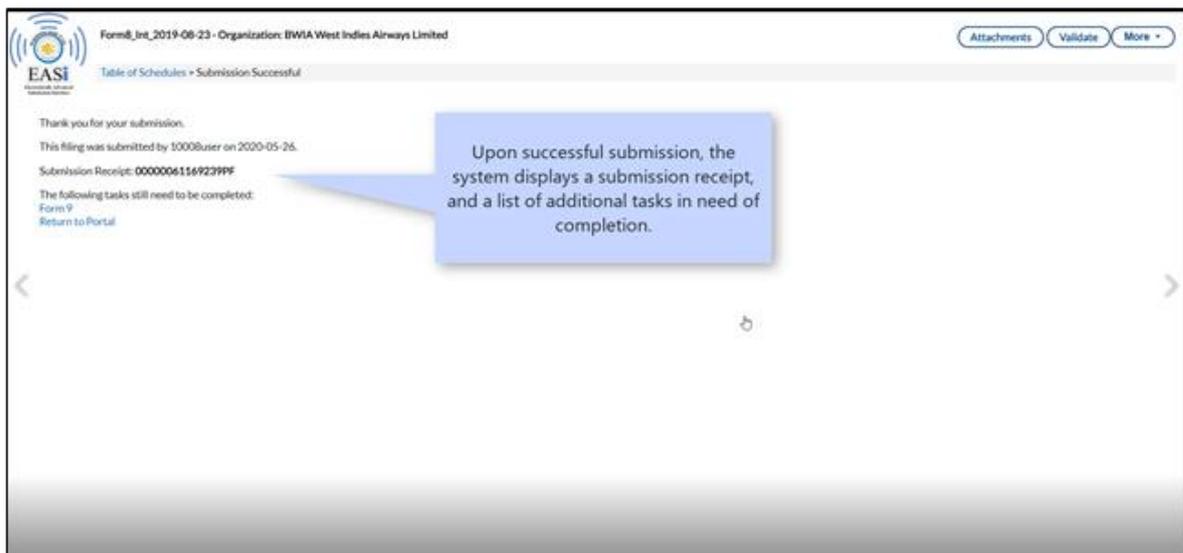
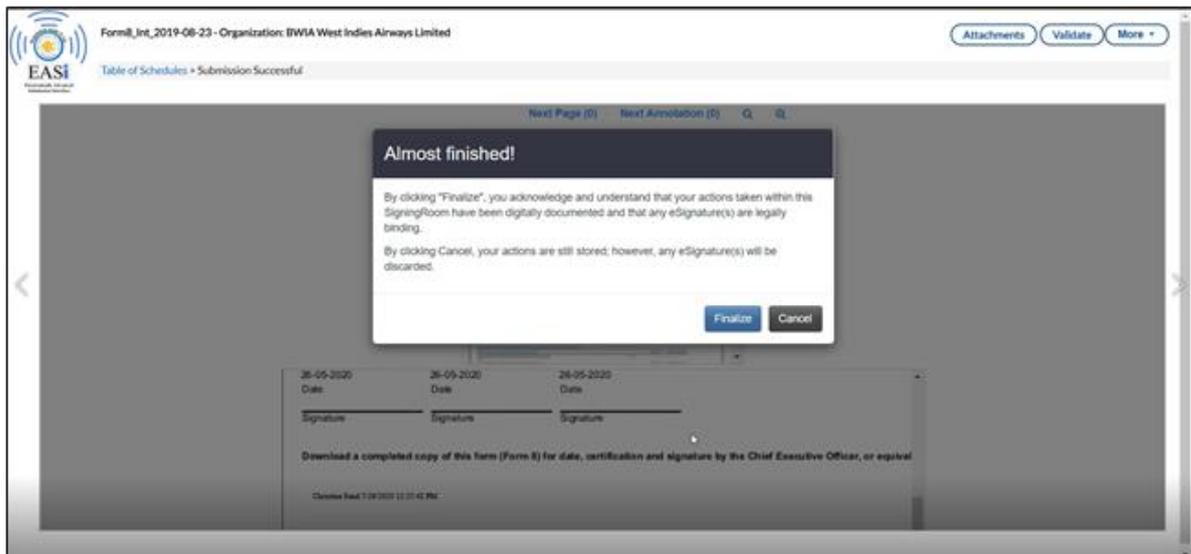
26-05-2020	26-05-2020	26-05-2020
Date	Date	Date
Signature	Signature	Signature

Download a completed copy of this form (Form 8) for date, certification and signature by the Chief Executive Officer, or equivalent
[Sign Here](#)



11. Submitting the application/ Linked Forms

- Upon submission of your Form or Filing, please ensure that your application moves to the "Submitted Applications" or "Submitted Filings" Tab respectively before exiting the EASi system.
- Once the submission is successful, the system displays a submission receipt, and a list of additional tasks in need of completion.
- In the example below – the system has scheduled a Form 9 to be completed as part of the application package.
- Clicking on the scheduled Form link will direct the user to the scheduled Form.
- Related forms within an application share the same Request ID.
- Information previously entered should prepopulate into the new Form where applicable.





Form9_8_2019-10-15 - Organization: BWIA West Indies Airways Limited

Table of Schedules + Form 9 - Distribution Statement

Attachments Validate More

Payment

FORM 9

DISTRIBUTION STATEMENT

Pursuant to section 60(2) of the Securities Act, 2012 and By-law 26 of the Securities (General) By-Laws, 2015

Request ID: 9238

Related forms within an application package share the same Request ID.

1. ISSUER INFORMATION

Name of Issuer	1.1	BWIA West Indies Airways Limited
Address 1	1.2	77 Freeport Village
Address 2	1.3	Unit 101
City	1.4	Port of Spain
Province/ State	1.5	
Postal/ Zip Code	1.6	
Country	1.7	Trinidad and Tobago
Business Phone	1.8	786552353
Fax Number	1.9	466586545
Website	1.10	
Email Address	1.11	BWIAwestindies@email.com
Jurisdiction Of Incorporation Or Organization	1.12	(Not Reported)

Home My Calendar Filings Submitted Filings New Application In-Progress Applications Submitted Applications

Submitted Applications

Request Name	Request ID	Organization ID	Organization Name	Submission User	Submission Date	Status Date	Status	Actions
Form 8 - Registration and Revised Statement	9238	10008	BWIA West Indies Airways Limited	Christine Sand	2020/05/26	2020/05/26	In-Progress	
Form 8 - Registration and Revised Statement	9212	10008	BWIA West Indies Airways Limited	Christine Sand				
Form 8 - Registration and Revised Statement	9201	10008	BWIA West Indies Airways Limited	Christine Sand				
Form 1 - Registration as a Self Regulatory Organization	8917	10008	BWIA West Indies Airways Limited	Christine Sand				
Form 5 - Approval of Substantial Shareholders of Registrants	8808	10008	BWIA West Indies Airways Limited	Christine Sand				
Form 1 - Registration as a Self Regulatory Organization	8801	10008	BWIA West Indies Airways Limited	Christine Sand	2020/05/09	2020/05/09	Completed	
Form 20 - Notification of Limited Offering	8646	10008	BWIA West Indies Airways Limited	Christine Sand	2020/04/24	2020/04/24	In-Progress	

In the Submitted Applications tab, you can review the progress of your submitted application, and if any tasks are outstanding.



12. Tasks, Additional Attachments and Downloads

- Outstanding tasks that require the user's action are displayed in **blue**.

The screenshot shows the 'Submitted Applications' page in the EASI system. A callout box points to the Attachment icon in the Actions column of a table row, stating: "The Attachment icon is used to upload additional attachments to append to your application." The table lists various application forms, including Form 8 (Registration and Revised Statement) and Form 6 (Notification of Change).

Request Name	Request Id	Organization Id	Organization Name	Requestor	Submitted On	Expires On	Status
Form 8 – Registration and Revised Statement	9301	10008	BWIA West Indies Airways Limited	Christine Sand	2020/05/27	2020/05/27	In-Progress
Form 6 – Notification of Change	9251	10008	BWIA West Indies Airways Limited	Christine Sand	2020/05/27	2020/05/27	In-Progress
Form 6 – Notification of Change	9249	10008	BWIA West Indies Airways Limited	Christine Sand	2020/05/27	2020/05/27	In-Progress
Form 8 – Registration and Revised Statement	9238	10000	BWIA West Indies Airways Limited	Christine Sand	2020/05/24	2020/05/26	In-Progress

The screenshot shows the 'Submitted Applications' page with a pop-up window titled 'Upload attachment of 9302'. The pop-up contains a 'Choose File' button, a 'Tags' field, and a list of uploaded files. A callout box points to the Attachment icon in the Actions column, stating: "Clicking on the Attachment icon will reveal a pop-up to upload an attachment to an application after it has been submitted." The table in the background is the same as in the previous screenshot.

File Name	Size	Action
Business Plan.pdf	10k	
Certified copy of the		



The screenshot displays the 'Submitted Applications' section of the EASI portal. At the top, there is a navigation bar with options: Home, My Calendar, Filings, Submitted Filings, New Application, In-Progress Applications, and Submitted Applications. Below this, a search bar allows filtering by Request Id and Org Id. The main content is a table of submitted applications. A callout box highlights a PDF icon in the table, explaining its function: 'The PDF icon is used to download a copy of the submitted application to your device.'

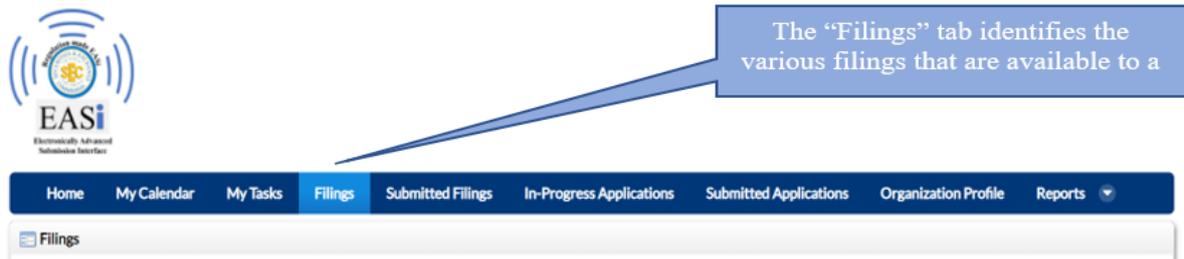
Request Name	Request Id	Organization Id	Organization Name	Submission Date	Assessment Date	Status Date	Status
Form 8 -- Registration and Revised Statement	9301	10000	BWIA West Indies Airways Limited	Christine Sand	2020/06/02	2020/06/02	In-Progress
Form 8 -- Submit on 2020/06/02 -- Submitted 2020/06/02							
Form 9 -- Submit on 2020/06/02 -- Submitted 2020/06/02							
Payment - Form 8 Package -- Awaiting Payment							
Form 6 -- Notification of Change	9251	10000	BWIA West Indies Airways Limited	Christine Sand	2020/05/27	2020/05/27	In-Progress
Form 6 -- Notification of Change	9249	10000	BWIA West Indies Airways Limited	Christine Sand	2020/05/27	2020/05/27	In-Progress
Form 8 -- Registration and Revised Statement	9238	10000	BWIA West Indies Airways Limited	Christine Sand	2020/05/26	2020/05/26	In-Progress
Form 8 -- Registration and Revised Statement	9212	10000	BWIA West Indies Airways Limited	Christine Sand	2020/05/25	2020/05/26	In-Progress



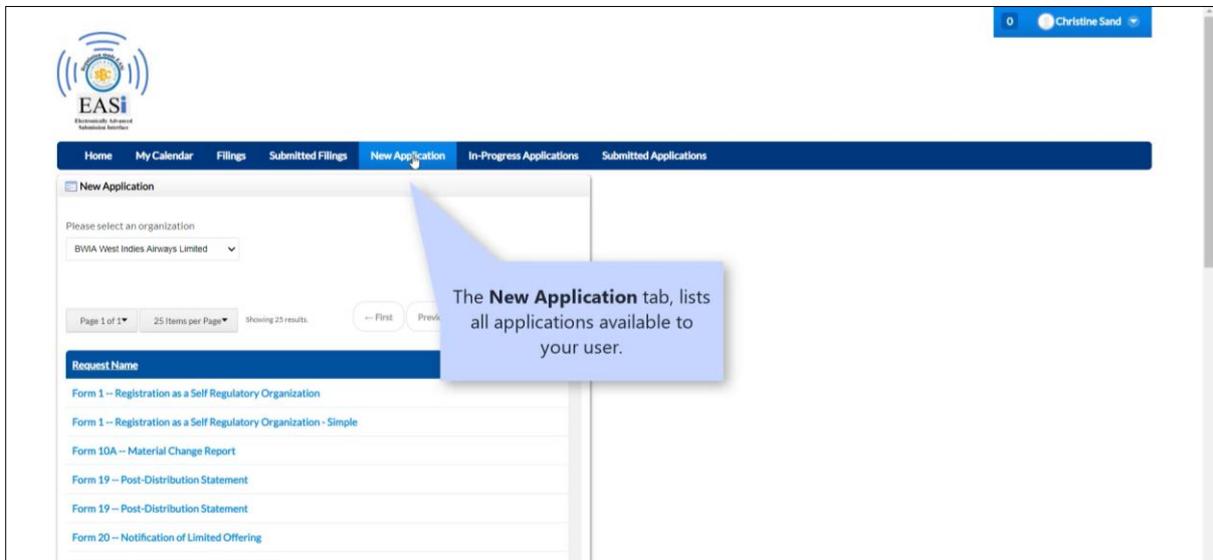
13. Completing Filings and Renewal Applications

Filings in this context refer to the submission of disclosure documents such as financial statements, material change reports, notifications, connected party reports, etc., as well as applications for the renewal of registration and submission of Revised Registration Statements. Filings which are due at prescribed intervals, such as Financial Statement Filing Filings, Renewal Application and Revised Registration Statements, will be automatically scheduled on the system. Others, which are based on certain events, such as a Material Change Disclosure, can be accessed on-demand.

a. Begin a new Scheduled Filing or Renewal Application by clicking on the Filings tab, and selecting the required Reporting Window.



b. Begin a new On-Demand Filing Application by clicking on the New Application tab, and selecting the required form. The following instructions that follow are based on the submission of a Notification Form 6 by a Registrant that is Registered as a Broker-Dealer;



c. Completing a Filing Form

- All forms on the EASi platform operate similarly as relates to data entry. Scheduled filings however are automatically created by the system and have pre-set due dates based on factors such as the Registrant’s registration date or financial year end.
- The submission process for a filing is identical to the process outlined above and required completion of the following:
 - Validation;
 - Submission; and
 - Electronic Signature.



14. EASi Helpdesk

If an unexpected issue occurs, for example; a form is unable to validate despite all mandatory field requirements being met, an error message is generated, or the system is responding slowly, a helpdesk ticket may be submitted to the EASi Helpdesk. The helpdesk can be found on the TTSEC website through the path: EASi > EASi Helpdesk, or by using the following URL: <https://www.ttsec.org.tt/easi/easi-help-desk/>.

The EASi Helpdesk tab is highlighted in yellow below (caused by mouse hover):

The screenshot shows the TTSEC website interface. At the top, there is a navigation bar with the TTSEC logo and the tagline "You Invest. We protect. Everyone Benefits!". Below this is a main navigation menu with icons for HOME, ABOUT US, EASi, FILINGS, MMRf FORMS, LEGAL FRAMEWORK, AML-CFT, COOPERATION, PUBLICATIONS AND RESEARCH, and MEDIA ROOM. The EASi section is expanded, showing a sub-menu with the following items: About EASi, EASi Login, EASi FAQs, EASi Helpdesk (highlighted in yellow), and EASi Videos. Below this, there are three more items: Registered Companies, Individuals; Manual Registration and Renewal; and Checklists for Registration and Renewal of Registration. The breadcrumb trail at the bottom left shows "> EASi".

The fields within an EASi Helpdesk ticket are shown below:

Requester Information		
Organization <i>(required)</i>	Title <i>(required)</i>	
<input type="text"/>	<input type="text" value="Select"/>	
First Name <i>(required)</i>	Surname <i>(required)</i>	Email address <i>(required)</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Number	<input type="text"/>	

Issue
Issue Type <i>(required)</i>
<input type="radio"/> EASi accessibility
<input type="radio"/> Account Log-in
<input type="radio"/> Password reset
<input type="radio"/> System responsiveness
<input checked="" type="radio"/> Forms
<input type="radio"/> Payments
<input type="radio"/> Error Message
<input type="radio"/> Other
Onboarding Forms <i>(required)</i>



- Registration as a Self-Regulatory Organisation – Simple
- 2A - Registration as a Broker-Dealer, Investment Adviser or Underwriter (Corporate-Form Only) – Simple
- 2B - Registration as an Investment Adviser (Individuals Only) – Simple
- 8 - Registration and Revised Statements – Simple
- Form 1 - Registration as a Self Regulatory Organisation
- Form 2A - Registration as a Broker Dealer-Investment Adviser-Underwriter
- Form 2B - Registration as an Investment Advisor - Individual
- Form 3 - Registration of Registered Representatives
- Form 4 - Registration of Sponsored Broker Dealer or Investment Adviser
- Form 5 - Approval of Substantial Shareholders of Registrants Under Section 51(1)
- Form 6 - Notification of Change
- Form 7 - Registration of a Branch Office
- Form 8 - Registration and Revised Statement
- Form 9 - Distribution Statement
- Form 10A – Material Change Report
- Form 10B - Publication of Notices of Material Change
- Form 11 - Financial Statement Certification
- Form 11A - Annual Report Submission
- Form 15 - Risk Disclosure Statement for Asset Backed Securities
- Form 19 - Post-Distribution Statement
- Form 20 - Notification of Limited Offering - BD
- Form 21 - Report by Registrant of Trades Executed other than through a Securities Exchange
- Form 22 - Trading Report Of A Person Connected To A Reporting Issuer
- Form 23 - Conflict of Interest Rules Statement
- Form 24 - Quarterly Capital Requirement

Issue Description *(required)*

Attachment

No file selected **Browse...**

Please attach any relevant documents here. Maximum size 10MB (Allowed formats JPG, PDF only)

Are you human? *(required)*

I'm not a robot 
reCAPTCHA
Privacy - Terms

Submit

Upon submission of a ticket, the user will receive a notification pop up, as well as an automatic email receipt which contains the details of their submission. Feedback on tickets are typically provided within 1 business day.



Appendix I

Listing of all Names of Individuals and Companies with whom the Commission conducts business and the associated acronym for each:

For external correspondence, the naming convention should be <dateofupload_Acronym of the company to TTSEC_subject matter>. For e.g. 23062020_BBL to TTSEC_Re Response to Deficiency Letter 1.

Company/Organisation/Entity/Institution	Acronym
A J Mauritzen &Company Ltd	AJM
Add Venture Capital Fund Ltd	AVCF
Admiral Capital Ltd	AdCl
Admiral Ltd	AdLd
Adrian Bharath	ABharath
Adrian Manmohan	AManmohan
Afcorp Mutual Funds Ltd	AMF
Agostini Insurance Brokers Ltd	AIB
Agostini's Ltd	AGL
AIC Barbados Ltd	AICBdos
Air Liquide Trinidad and Tobago	ALTT
Airport's Authority of TnT	AATT
Alain Christian Marie Agostini	Aagostini
Aldon Phillip Williams	AWilliams
Algico (T&T)Ltd	ALGTT
Alignvest Acquisition II Corporation	AAC
Aliyah Jaggassar	AJaggassar
Allycia Precilla	APrecilla
Alpha Savings and Trust Ltd	ASTL
Alstons Ltd	ALS
Alvin Johnson	AJohnson
Amanah Securities Ltd.	ASecL
Anderson Basdeo	ABasdeo
Andrew Ferguson	AFerguson
Angostura (Barbados) Ltd	ABL
Angostura Holdings Ltd	AHL
Angostura Ltd	ANG
Annette C Borel	Aborel
Ansa McAl Ltd	AMCL
Ansa Merchant Bank Ltd	AMBL
Ansa Money Market Funds	AMMF
Ansa Securities Ltd	ASL
Aspire Fund Management Company Ltd	AFMCL
Assuria Life TnT Ltd.	ALTTL
Barclays Investment Funds	BIF
Barclays Investment Funds Channel Islands Ltd	BIFCIL
BCB Holdings Ltd	BCBH



For external correspondence, the naming convention should be <dateofupload_Acronym of the company to TTSEC_subject matter>. For e.g. 23062020_BBL to TTSEC_Re Response to Deficiency Letter 1.

Company/Organisation/Entity/Institution	Acronym
BE TAG Antilles Group (St. Lucia) Ltd	BETAG
Berger Paints Trinidad Ltd	BER
Bermudez Group Ltd	BGL
BHP Billiton Ltd	BHP
Bidrate Ltd	BrL
Bothnia Internation Insurance Company Ltd	BIICL
Bourse Brazil Latin American Fund	BBLF
Bourse Brokers Ltd	BBL
Bourse Securities Ltd	BSL
Built Financial Investors Ltd	BFIL
BWIA West Indies Airways Ltd.	BWIA
C&W Business	CWB
Cable Bahamas Ltd	CBL
Calypso Macro Index Fund	CALYP
Camille Mohammed	CMohammed
Capital & Credit Financial Group Ltd	CCFG
Capital & Credit Merchant Bank Ltd	CCMB
Capital Markets Banc	CMB
Capital Markets Elite Group Ltd	CMEG
Caribbean Stockbrokers Ltd	CSL
Caribbean Venture Capital Company Ltd	CVCCL
Caroni 1975 Ltd	CaL
Celadon Financial Group	CFG
Central Bank of Trinidad and Tobago	CBTT
Chip Sa Gomes	CSaGomes
Chivonne Wallace	CWallace
CIBC Private Client Fund Ltd	CIBCPCF
CinemaONE Ltd	COL
Citibank Trinidad and Tobago Ltd	CTTL
Citicorp Merchant Bank Ltd	CMBL
CLICO Investment Bank Ltd	CIBL
Clico Investment Fund	CIF
Clico Trust Corporation Ltd	CTC
Cohiba Consulting Limited	COHIBA
Colonial Life Insurance Company Trinidad Ltd.	CLICO
Compass Wealth Management Limited	CWML
Credit Suisse AG Cayman Islands	CSAG
Credit Suisse Barbados	CSBdos
Cristina Bermudez-Lucky	CLucky
Dan Martineau	DMartineau
Daniel Lambert	DLambert



For external correspondence, the naming convention should be <dateofupload_Acronym of the company to TTSEC_subject matter>. For e.g. 23062020_BBL to TTSEC_Re Response to Deficiency Letter 1.

Company/Organisation/Entity/Institution	Acronym
Development Finance Ltd	DFL
Dolphin Property Fund 1	DPF1
Donald Nock	DNock
Douglas Glan	D Glan
Dwane Baird	DBaird
Dynamic Equity Fund II Ltd	DEFII
Dynamic Equity Venture Fund Ltd	DEVF
Edeavour Holdings Limited	EHL
Education Facilities Company Ltd	EFCL
Empresa Generadora de Electricidad Haina, S.A.	EGEHaina
Eppley Caribbean Property Fund Limited SCC	ECPFLSCC
FCL Financial Ltd	FCLFL
First Citizens Asset Management Ltd	FCAM
First Citizens Bank Ltd	FIRST
First Citizens Brokerage & Advisory Services	FCBAS
First Citizens Depository Services Limited	FCDSL
First Citizens Holdings Limited	FCHL
First Citizens Investment Services Ltd	FCISL
First Citizens Portfolio and Investment Management Services Limited	FCPIMS
First Citizens Securities Trading Ltd	FCST
First Citizens Trustee Service Ltd	FCTS
FirstCaribbean International Bank (Trinidad and Tobago) Ltd	FCIBTT
FirstCaribbean International Bank Ltd	FCIB
Firstline Securities Ltd	FSL
Flavorite Foods Ltd	FFL
FNCU Venture Capital Company Ltd	FNCU
Fortress Caribbean High Interest Fund Ltd	FCHIF
Fortress Caribbean Property Fund	CPF
Fortress Fund Managers	FFM
Fortress Global Value Fund Ltd	FGVF
Fortress Mutual Fund Ltd	FMFL
Fortress OAM Overseas Fund Ltd	FOOFL
Francisco Carrera-Justiz	FCJustiz
Franco Investments Company Limited	FICL
Funds International Limited	FIL
Furness Trinidad Ltd	FTL
GFG Fund PCC Ltd	GFGFPL
Global Financial Brokers Ltd	GFBL
Godfrey Gosein	GGosein
Gordon Junior Gatt	GGatt
Government of Aruba	GOA



For external correspondence, the naming convention should be <dateofupload_Acronym of the company to TTSEC_subject matter>. For e.g. 23062020_BBL to TTSEC_Re Response to Deficiency Letter 1.

Company/Organisation/Entity/Institution	Acronym
Government of Suriname	GOS
Government of the Republic of Trinidad and Tobago	GORTT
Grace Kennedy Ltd	GKL
Greystone Ltd	GREY
Guardian Asset Management Ltd	GAM
Guardian Asset Mgmt and Investment Services Ltd	GAMISL
Guardian Group Trust Ltd	GGTL
Guardian Holdings Ltd	GHL
Guardian Life of the Caribbean Ltd	GLOC
Guardian Media Ltd	GML
Hussain Haroon	HHaroon
Hyatt Regency Trinidad	HYATT
Ian Chin	IChin
Ian L Benjamin	
Ian Narine	INarine
Ian Quan-Soon	IQuan-Soon
Infinity Financial Engineering Ltd	IFEL
Intercommercial Bank Ltd	IBL
Intercommercial Trust and Merchant Bank Ltd	ITMBL
Jaime Dasarathsingh	JDasarathsingh
Jamaica Money Market Brokers Ltd	JMMB
Jamaica Public Service Company	JPSC
Jamaica Select Index Fund Ltd	JSIF
JMMB Bank TnT Ltd.	JMMBBTT
JMMB Fund Managers Ltd.	JMMBFML
JMMB Group Ltd	JMMBGL
JMMB Investments Trinidad and Tobago Ltd.	JMMBITTL
JMMB Life Goal Funds S2	JLGFS2
JMMB Securities TnT Ltd	JMMBSTT
Joanne Bridgewater	JBridgewater
Jody Hernandez	JHernandez
Judy Inniss-Bernard	JIBernard
Karen Darbasie	KDarbasie
Kathryn Abdulla	KAbdulla
KCL Capital Market Brokers Ltd	KCLCMBL
Kempenfelt House Consulting Inc	KHCI
Kerry Gajadhar	KGajadhar
Kerry Maharaj	KMaharaj
KPMG Trinidad and Tobago	KPMG
KSBM Asset Management Ltd	KSBMAML
L. J. Williams Ltd	LJW



For external correspondence, the naming convention should be <dateofupload_Acronym of the company to TTSEC_subject matter>. For e.g. 23062020_BBL to TTSEC_Re Response to Deficiency Letter 1.

Company/Organisation/Entity/Institution	Acronym
La Brea Industrial Development Co. Ltd.	LIDCO
Larry Howai	LHowai
Lex Caribbean Attorney at Law	LCAL
Life Settlements Funds Ltd	LSF
Lisa Maria Alexander	LAlexander
Lou-Ann Gilkes	LGilkes
Manulife Investment Exchange Funds Corp	MIEFC
Marc Anatol	MA
Maritime Capital Ltd	MCL
Mark Ramkerrysingh	MRamkerrysingh
Marquis Portfolio Managers	MPM
Massy Holdings Ltd	MASSY
Massy Motors	MML
Massy Technologies InfoCom Trinidad Ltd	MassyTech
Matthew Aliby vs JMMB Investments TnT Limited	
Mega Insurance Company Ltd	MICL
Michael Savarin	MSavarin
Mondial (Trinidad) Ltd	MTL
Mora Ven Holdings Ltd	MOV
MPC Caribbean Clean Energy Feeder Limited	MPC
Murphy Clarke Financial Ltd	MCFL
Myrnelle Akan	MAkan
Nancy Chen	NChen
National Commercial Bank Jamaica Ltd	NCBJ
National Energy Corporation	NEC
National Enterprises Ltd	NEL
National Flour Mills Ltd	NFM
National Infrastructure Development Co. Ltd.	NIDCO
National Insurance Property Development Co. Ltd.	NIPDEC
National Investment Fund Holding Company Ltd	NIFHL
National Maintenance Training and Security Co. Ltd.	MTS
NCB Financial Group Ltd	NCBFG
NCB Global Finance Ltd	NCBGFL
NCB Global Holdings Ltd	NCBGHL
Neil Salandy	NSalandy
Nestle Trinidad and Tobago Ltd	NTTL
Nigel Clewett	NClewett
Nigel Scott	NSCOTT
NiQuan Energy Trinidad Limited	NETL
Nisha Mohammed	NMohammed
Odyssey Consult Inc	Odyssey



For external correspondence, the naming convention should be <dateofupload_Acronym of the company to TTSEC_subject matter>. For e.g. 23062020_BBL to TTSEC_Re Response to Deficiency Letter 1.

Company/Organisation/Entity/Institution	Acronym
Old Mutual International Isle of Man Ltd	OMIIML
One Caribbean Media Ltd	OCM
Oscar Alviar	OAlviar
Pan Caribbean Asset Management Ltd	PCAM
Patricia Eve	PEve
Paul Jenkins	PJenkins
Point Lisas Industrial Port Development Corp Ltd.	PLD
Port Authority of Trinidad and Tobago	PATnT
Praetorian Property Mutual Fund	PPMF
Prakash Ramlakhan	PRamlakhan
Prestige Holdings Ltd	PHL
Proven Investment Limited	PIL
PSCU Property Management Ltd	PSCU
Public Transport Service Corporation	PTSC
Quilter International Isle of Man Limited	QIIML
Rawle Ramlogan	RRamlogan
RBC Financial Caribbean Ltd	RBCFCL
RBC Holdings Trinidad and Tobago Ltd	RBCHTT
RBC Investment Management (Caribbean) Ltd	RBCIMCL
RBC Merchant Bank (Caribbean) Ltd	RBCMB
RBC Royal Bank TnT Ltd	RBCTT
RBC Trust (Trinidad and Tobago) Ltd	RBCITT
RBTT Bank Barbados Ltd	RBTTBdos
RBTT Finance Ltd	RBTTFL
RBTT Financial Holdings Ltd	RBTTFH
Reaaz Shah	RShah
Readymix West Indies Ltd	RML
REAL Marketing Ltd	RML
Republic Bank Ltd	RBL
Republic Finance and Merchant Bank Ltd	FINCOR
Republic Financial Holdings Ltd	RFHL
Republic Securities Ltd	RSL
Republic TTD Fixed Income Securities Fund	RFISF
Republic Wealth Management Ltd	RWML
Resolution Life Assurance Company Limited	RLACL
RGM Ltd	RGML
RNC Genter Capital Management	RNC
Rohini Hanoman	RHanoman
Roshan Basdeo	RBasdeo
Royal Bank of Canada	RBC
Royal Dutch Shell PLC	Shell



For external correspondence, the naming convention should be <dateofupload_Acronym of the company to TTSEC_subject matter>. For e.g. 23062020_BBL to TTSEC_Re Response to Deficiency Letter 1.

Company/Organisation/Entity/Institution	Acronym
Royal Skandia Life Assurance Ltd	RSLA
Sagicor Asset Management TnT Ltd.	SAMTT
Sagicor Financial Company Ltd	SFCo
Sagicor Financial Corporation Limited	SFCL
Sagicor Funds Incorporated	SFI
Sagicor Investments Trinidad and Tobago Limited	SagITTL
Sagicor Life Incorporated	SLI
Salma Ali	SALi
Schroder International Selection Fund	SISF
Schroder Investment Management (Luxembourg) S.A.	SIM
Scotia Caribbean Income Fund Inc	SCIFI
Scotia Investments Jamaica Ltd	SIJL
Scotia Investments Trinidad and Tobago Ltd.	SITTL
Scotiabank Global Partners Bal Growth Portfolio Inc.	SGPBGp
Scotiabank Global Partners Bal Income Portfolio Inc.	SGPBIP
Scotiabank Global Partners Growth Portfolio Inc.	SGPGP
Scotiabank Global Partners Income and Cons Growth	SGPICG
Scotiabank Short-Term Income Fund Inc	SSTTIF
Scotiabank Trinidad and Tobago Fixed Income Fund Inc.	SBTTFI
Scotiabank Trinidad and Tobago Growth Fund Inc.	SBTTGF
Scotiabank Trinidad and Tobago Ltd	SBTT
SEAF Caribbean Management LLC	SCML
SHBL Investments Ltd	SHBL
Sheldon Powell	SPowell
Shelton Nicholls	SNicholls
Sheppard Securities Ltd	SSL
St Christopher Air and Sea Ports Authority	StCASPA
St. Kitts Urban Development Corporation Ltd	StKUDC
Stallion Property Trust	SPT
Stephen Burris	SBurris
Sterling Tobago Airways Ltd	STAL
Stone Street Capital Ltd.	SSCL
Streamline Systems Co Ltd	SSCL
Supreme Ventures Ltd	SVL
TCL Leasing Ltd	TCLL
TCL Service Ltd	TCLS
TECU Credit Union	TCN
Telecommunications Services of TnT Ltd	TSTT
The Barbados Shipping & Trading Company Ltd	BSTC
The Home Mortgage Bank	HMB
The Home Mortgage Bank Mortgage Participation Fund	HMBPF



For external correspondence, the naming convention should be <dateofupload_Acronym of the company to TTSEC_subject matter>. For e.g. 23062020_BBL to TTSEC_Re Response to Deficiency Letter 1.

Company/Organisation/Entity/Institution	Acronym
The Home Mortgage Bank Mortgage Participation Fund 2	HMBPF2
The National Football Stadium Company Ltd	NFSC
The National Gas Company of Trinidad & Tobago	NGC
The National Insurance Board of TnT	NIBTT
The Sports Company of Trinidad and Tobago Ltd	SPORTT
The Trinidad and Tobago Central Depository Ltd	TTCD
The Vehicle Management Corporation of Trinidad & Tobago Ltd.	VemCOTT
The West Indian Tobacco Company Ltd	WCO
Tourism and Industrial Development COTT	TIDCO
Towers Alliance Ltd	TAL
Transjamaican Highway Ltd	THL
Trinidad & Tobago Unit Trust Corporation Ltd	TTUTC
Trinidad and Tobago Electricity Commission	TTEC
Trinidad and Tobago International Financial Centre	TTIFC
Trinidad and Tobago NGL Ltd	NGL
Trinidad and Tobago Securities and Exchange Commission	TTSEC
Trinidad and Tobago Stock Exchange	TTSE
Trinidad Cement Ltd	TCL
Trinidad Dry Dock Company Limited	TDDCL
Trinidad Express Newspapers	TEN
Trinidad Generation Unlimited	TGU
Trinidad Petroleum Holdings Limited	TPHL
Trinidad Select Index Fund Ltd	TSIFL
Triple M Equity Investment Services	TMEIS
TT Housing Development Corporation	HDC
TT Mortgage Finance Company Ltd	TTMF
TT Unified Calypsonians Organisation	TTUCO
Unilever Caribbean Ltd	UCL
Unit Trust Corporation (Cayman) SPC Ltd	UTCSPC
Universal Investments Ltd	UIL
Urban Development Corporation of TnT Ltd	UDECOTT
UTC Trust Corporation (Cayman) SPC Ltd	UTCSPC
Vega Capital Management Ltd	VCML
Vernon Walkins Transport Services	VWTS
Viola Asset Management Ltd	VAML
VT Umbrella Fund PCC Ltd	VTU
Water & Sewerage Authority	WASA
Waterloo Capital Advisors Ltd	WCAL
Wayne Yip Choy	WYipChoy
Welthecon Investment Managers Ltd	WIML
Wendel Mottley	WMottley



For external correspondence, the naming convention should be <dateofupload_Acronym of the company to TTSEC_subject matter>. For e.g. 23062020_BBL to TTSEC_Re Response to Deficiency Letter 1.

Company/Organisation/Entity/Institution	Acronym
Wendell Bobb	WB
West Indies Stockbrokers Ltd	WISE
Western Medical Radiology	WMR
World Wide Net Limited	WWNL
Yogendranath Ramsingh	YRamsingh
Zaheer Edoos	ZEdoo



SECTION B
EASI – ORGANIZATION
ADMINISTRATION



1. Organization Administrator Responsibilities

The organization administrator in EASi would be responsible for the following:

- Creation and management of company users
- Managing the company's submissions to the Commission
- Assignment of Organization Roles within the application
- Assignment of system roles for each applicant

2. Organization Administrator

Each organization would have previously been asked to appoint / nominate someone with these responsibilities for the organization. To access the organization administrator section, you must first log into the EASi platform:

<https://easi.ttsec.org.tt/web/guest/login>

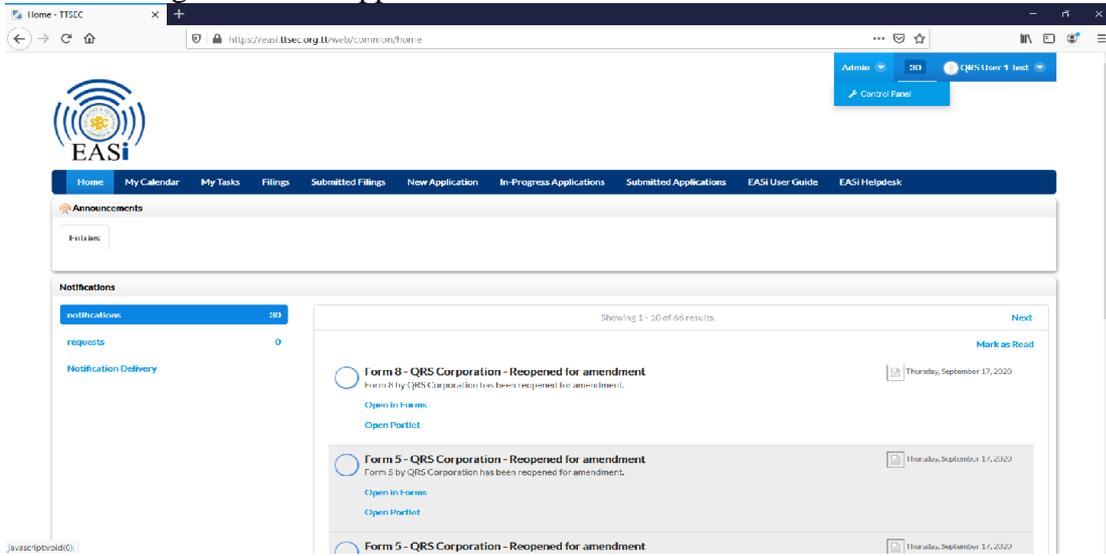
The screenshot shows the EASi login page. At the top left is the EASi logo. Below it are two tabs: "Login" (selected) and "Create Account". The main content area is divided into two columns. The left column contains the login form with fields for "Email Address" and "Password", a "Remember Me" checkbox, a "Sign In" button, and a "Forgot Password" link. The right column contains four informational messages: "Legal Disclaimer", "Session Timeout" (highlighted with a red border), "Submission Reminder", and "Password Requirement".

Enter your email address and the corresponding password for this application

This screenshot shows the same EASi login page as above, but with the "Email Address" field containing "user1@qrscorp.com" and the "Password" field filled with dots. A red rectangular box highlights both the email and password fields. A red line extends from the right side of this box to another red rectangular box containing the text "User credentials applied".



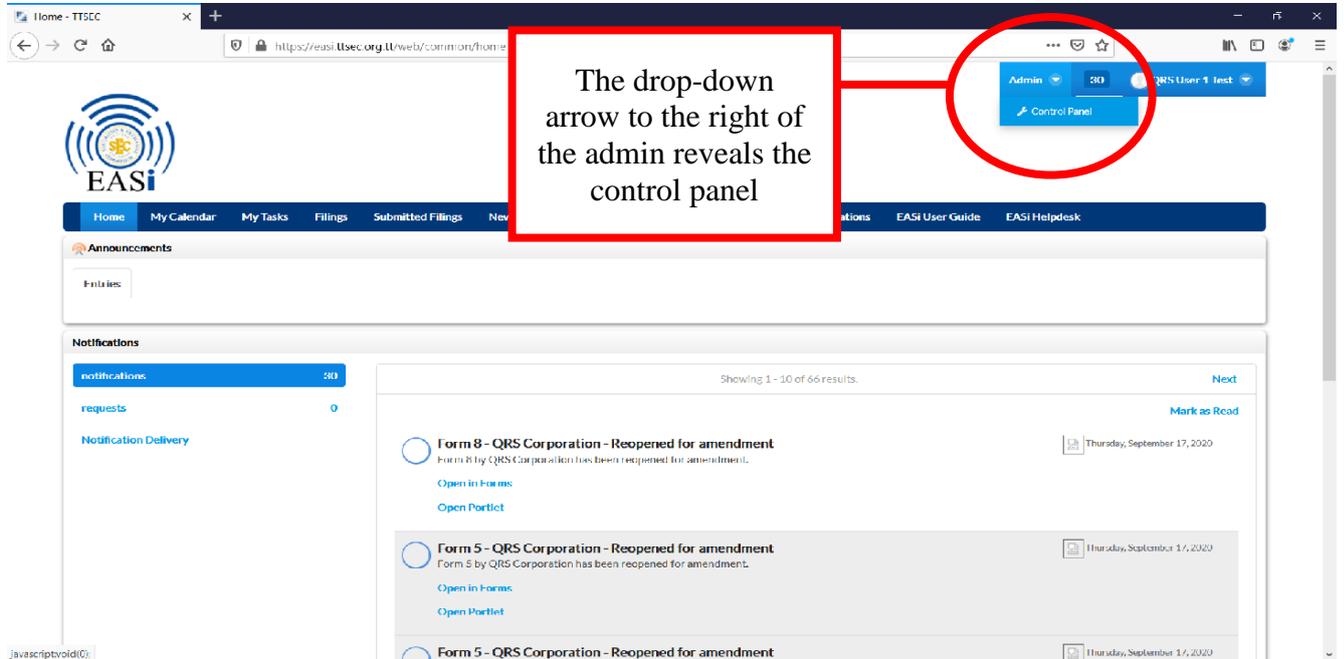
Once completed click on the “Sign In” option.
The following screen will appear.



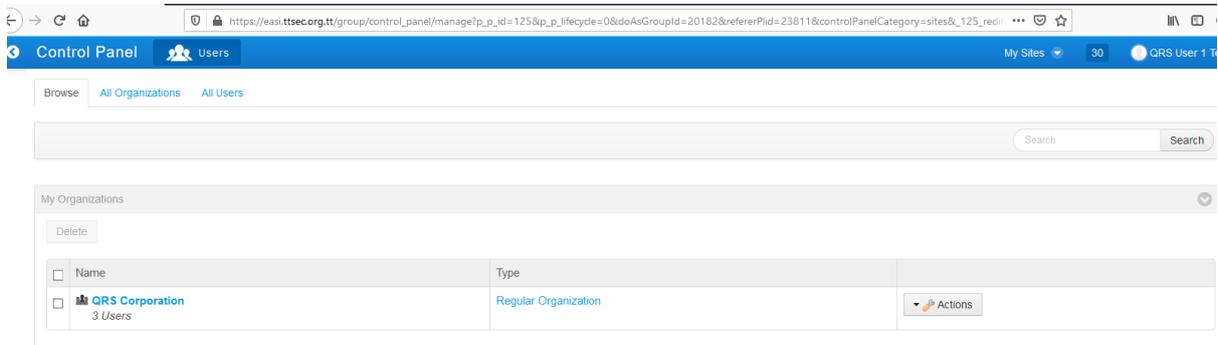


Click on the downward arrow to the right of the “Admin” option.

The “Control Panel” option will appear.



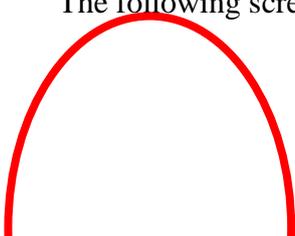
The following will appear showing your organization in the system



Click on the name of the organisation that appears in bold



The following screen will appear





QRS Corporation

Address

Billing

52 Dundonald Street
Port of Spain

Charter
969696

Fiscal Year Day
31

Fiscal Year Month
7

Registration Date
1/1/70 4:00 AM

Company information

Organization administrators can access these options to make changes to their organization's members and what they can do in the system



QRS Corporation

- Assign Organization Roles
- Assign Users
- Add User

3 Users

Deactivate Show Active

<input type="checkbox"/>	First Name	Last Name	Screen Name	Job Title	Organization Roles	User Groups	Actions
<input type="checkbox"/>	QRS User 3	Test	user3_qrscorp		EmployeeOf		Actions
<input type="checkbox"/>	QRS User 1	Test	user1_qrscorp		EmployeeOf, User Manager	Organization Administrators	Actions
<input type="checkbox"/>	QRS User 2	Test	user2_qrscorp		EmployeeOf		Actions

All the users currently assigned to the organization and the organization roles within EASi

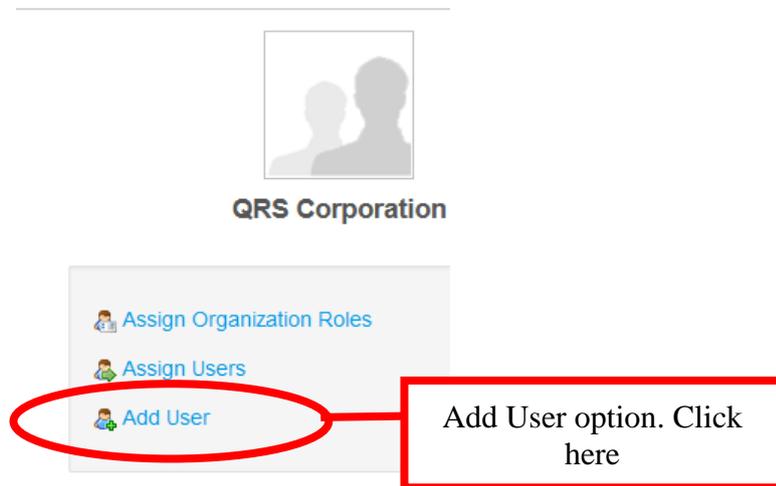
This screen shows the company details. This is inclusive of the name, address and the financial year end of the registered organization. Additionally, on this page one can view Edits a listing of all the employees that have access to the EASi platform.



3.0 Creation of EASi Users

3.1 Adding a new User to the EASi platform

Organization Administrators can add other employees to the EASi platform. To initiate the process of adding a user, click on the “Add user” option on the right of the screen.



The following screen emerges

All mandatory fields have “(Required)” after the field name. From this screen you can see the following fields are mandatory:

- Screen Name - this is usually the person’s first and last name separated by “.” E.g. John Doe’s screen name is “john.doe”
- Email Address – This is necessary for every account. The credentials for the account and notifications will be submitted to this email.



- First Name – Every user will be required to have a first name in the system

Other fields on this screen which should be populated are:

- Title – How the person is to be addressed e.g. Mr, Ms, Mrs, Dr., etc.
- Last Name – The surname of the individual being enrolled should be placed here
- Suffix – Should the person legally or professionally have a suffix, same should be placed within this space e.g. Sr, Jr, PhD
- Job Title – This field contains the position of the person within the organisation

Once all the necessary fields have been entered the screen should look like below

QRS Corporation

➤ Add User

Details

Screen Name (Required)
Jane.Doe

Job Title
Compliance Officer

Email Address (Required)
janedoe@qrs.com

Title
Mrs.

First Name (Required)
Jane

Middle Name

Last Name
Doe

Suffix
Phd.

USER INFORMATION

Details (Modified)

Organizations

Save Cancel

Click the save button on the right of the screen

USER INFORMATION

Details (Modified)

Organizations

Save Cancel

Click here to save the newly created user

Once the user has been successfully added the screen looks as follows:



The screenshot shows a web browser window with the URL https://easi.ttsec.org.tt/group/control_panel/manage?p_p_id=125&p_p_lifecycle=0&p_p_state=maximized&p_p_mode=view&doAsGroupId=20182&refererPid=23811. The page title is "Jane Doe - Users and Organizer". The breadcrumb trail is "Control Panel > Users > My Sites > 30 > QRS User 1 Test". A green notification bar at the top states "Your request completed successfully." Below this is a grey bar with the text "QRS Corporation / Jane Doe". The main content area is titled "Edit User Jane Doe". On the left, the "Details" section includes fields for "Screen Name (Required)" with value "jane.doe", "Email Address (Required)" with value "janedoe@qrs.com", "Title" with a dropdown set to "Mrs.", "First Name (Required)" with value "Jane", "Middle Name" (empty), and "Last Name" with value "Doe". In the center, there is a placeholder for a profile picture with "Change" and "Delete" buttons, and a "User ID" field with value "1054247". On the right, the "Job Title" field has value "Compliance Officer". A sidebar on the right shows a menu for "Jane Doe" with options: "USER INFORMATION", "Details" (selected), "Password", "Organizations", "Sites", "User Groups", and "Roles". Below this is a "MISCELLANEOUS" section with "Display Settings" and "Save" and "Cancel" buttons.

At the top you can see the notification stating the request was completed successfully.

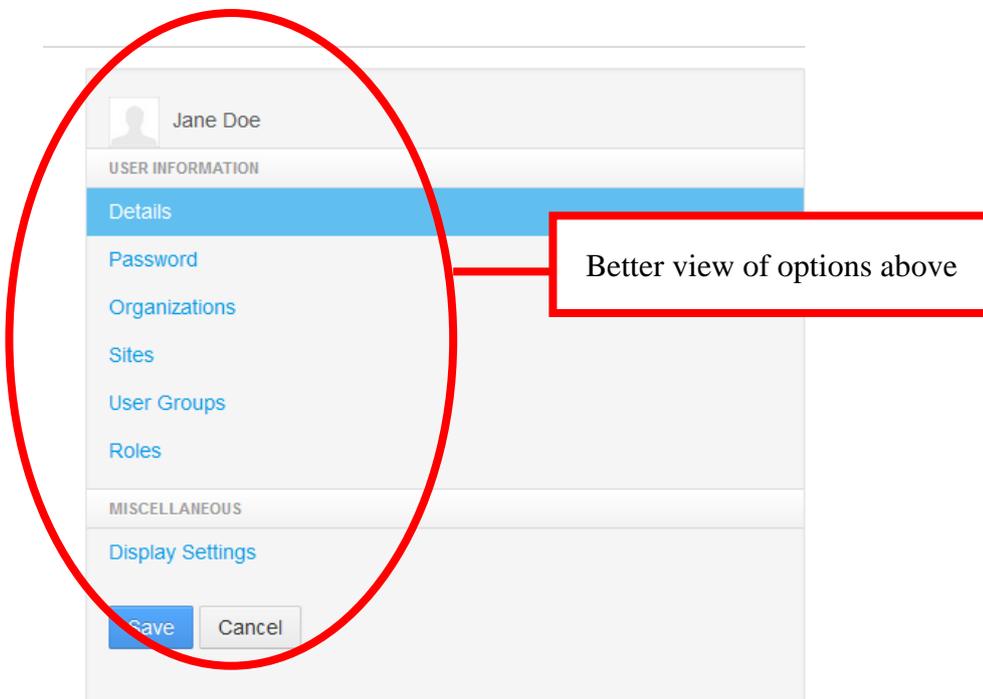
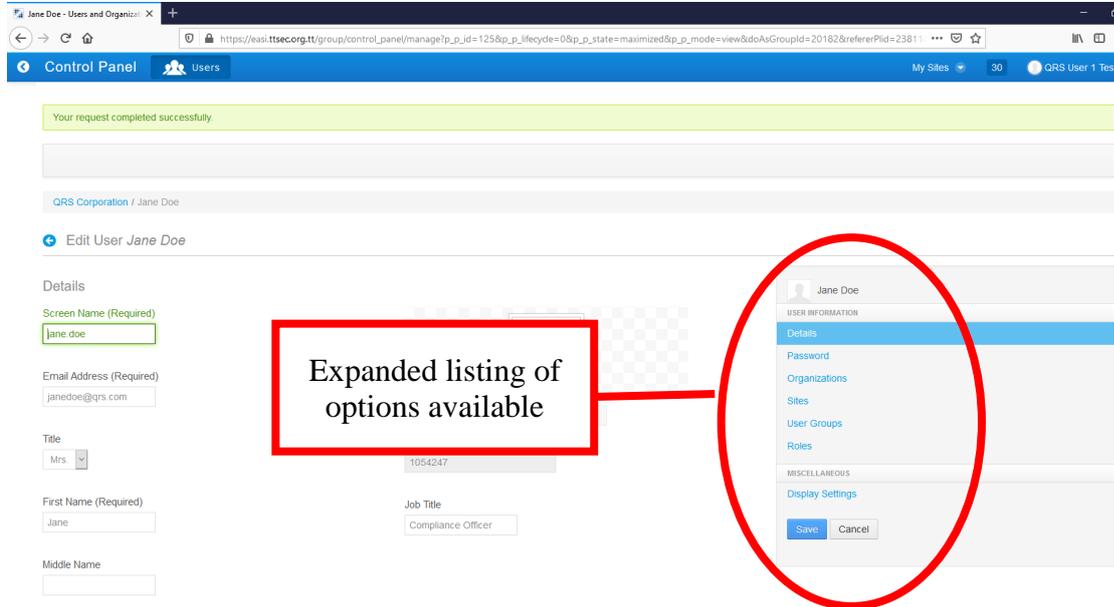
This block shows a partial view of the notification bar and breadcrumb trail from the screenshot above. The notification bar is green and contains the text "Your request completed successfully." Below it is a grey breadcrumb trail with the text "QRS Corporation / Jane Doe".

NB: Please note once the user is created within the system their password is sent to them via email



4. Assigning of Roles

Once the user has been successfully added to the system, an increased number of system options appear on the right of the screen



Once the user has been successfully created within EASi, you the organization administrator can now perform the following actions to the account:



- Details: This is the information you would have entered during the creation of the account
- Password: This tab allows you to change the password in the event the user has forgotten their password
- Organizations: This tab displays the Organizations the selected user has been assigned to
- Sites – This tab shows the categories of registration forms the organization currently has access to
- User Groups – This is not applicable in this instance
- Roles – This tab is where you assign the necessary roles for the user to access the system.

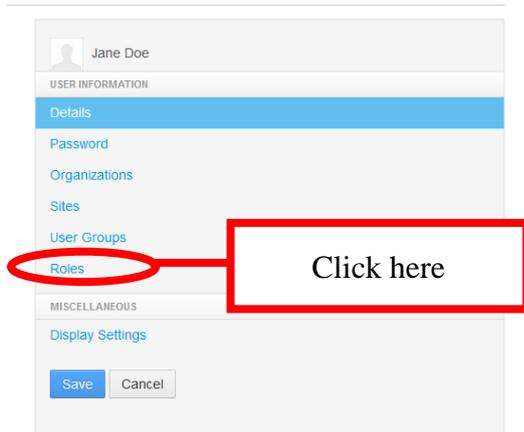
NB: Please note the password is automatically sent to the user once the account is created. You would not need to set a password



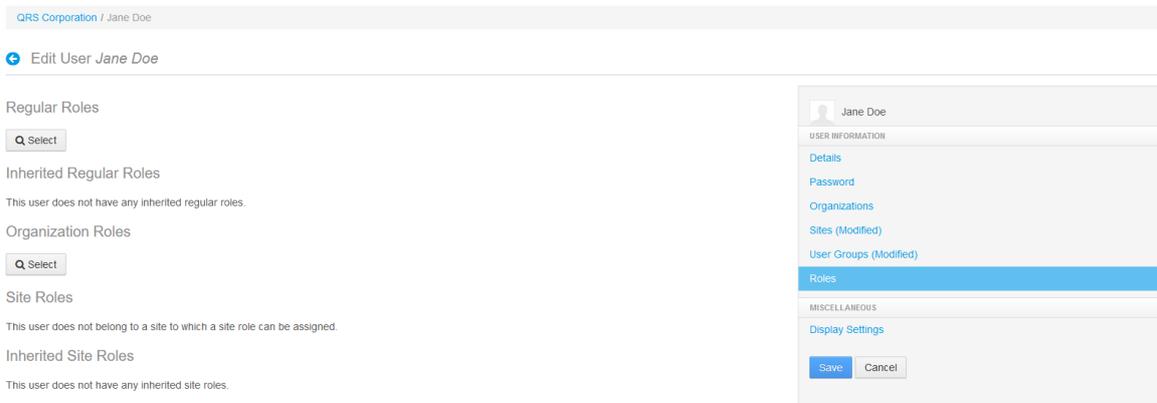
5. System Roles

System roles define the actions users can complete with the application. Users would require a varying number of roles to interact with the EASi. Some examples of these actions or roles are initiating a form, submitting an application, editing a previously submitted form.

To commence click on the roles tab



The following screen appears



Firstly, we will be assigning the Regular Roles. These are the roles the user would need to be able to operate within EASi. Click on the select button under the “Regular Roles” heading



6. Regular Roles

Regular Roles

Click here

Inherited Regular Roles

This user does not have any inherited regular roles.

Organization Roles

Site Roles

This user does not belong to a site to which a site role can be assigned.

Inherited Site Roles

This user does not have any inherited site roles.

The following window will appear

Title	
Applicant	<input type="button" value="Choose"/>
Editor	<input type="button" value="Choose"/>

Users are required to have both the “Applicant” and the “Editor” Role. Next to the applicant role click on “Choose” button.

Title	
Applicant	<input type="button" value="Choose"/>
Editor	<input type="button" value="Choose"/>

The role has been added to the user’s profile and is visible under the “Regular Roles” heading



QRS Corporation / Jane Doe

[← Edit User Jane Doe](#)

Regular Roles

Title	
Applicant	Remove

[Q Select](#)

NB: Roles can only be applied one at a time

Repeat the above steps to add the “Editor” role.

Once you have successfully added both roles you should see the following:

QRS Corporation / Jane Doe

[← Edit User Jane Doe](#)

Regular Roles

Title	
Applicant	Remove
Editor	Remove

[Q Select](#)

Please save the profile at this point.

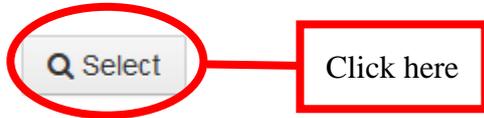
We will now move on to apply the Organization Roles. These are the roles the person has in relation to the organisation.

To view the available organisation roles, click on the “Select” button under the “Organization Roles.”



7. Organization Roles

Organization Roles



The roles the user has access to will appear as follows

Select Organization Role

Organization Roles

[Organizations](#) » QRS Corporation

Keywords

Search

Title	
EmployeeOf	<input type="button" value="Choose"/>

Select the choose option on the right of the “EmployeeOf” role

Title	
EmployeeOf	<input type="button" value="Choose"/>

Once completed the profile should look as follows

[QRS Corporation](#) / Jane Doe

[Edit User Jane Doe](#)

Regular Roles

Title	
Editor	Remove
Applicant	Remove

Inherited Regular Roles

This user does not have any inherited regular roles.

Organization Roles

Title	Organization	
EmployeeOf	QRS Corporation	Remove

Site Roles

This user does not belong to a site to which a site role can be assigned.

Inherited Site Roles

This user does not have any inherited site roles.

At this point, please save the profile using the save button on the right



QRS Corporation / Jane Doe

← Edit User Jane Doe

Regular Roles

Title	
Editor	Remove
Applicant	Remove

Q Select

Inherited Regular Roles

This user does not have any inherited regular roles.

Organization Roles

Title	Organization	
EmployeeOf	QRS Corporation	Remove

Q Select

Site Roles

This user does not belong to a site to which a site role can be assigned.

Inherited Site Roles

This user does not have any inherited site roles.

Jane Doe

USER INFORMATION

- Details
- Password
- Organizations
- Sites
- User Groups
- Roles (Modified)**

MISCELLANEOUS

Apply Settings

Save Cancel

Click here to save the profile changes

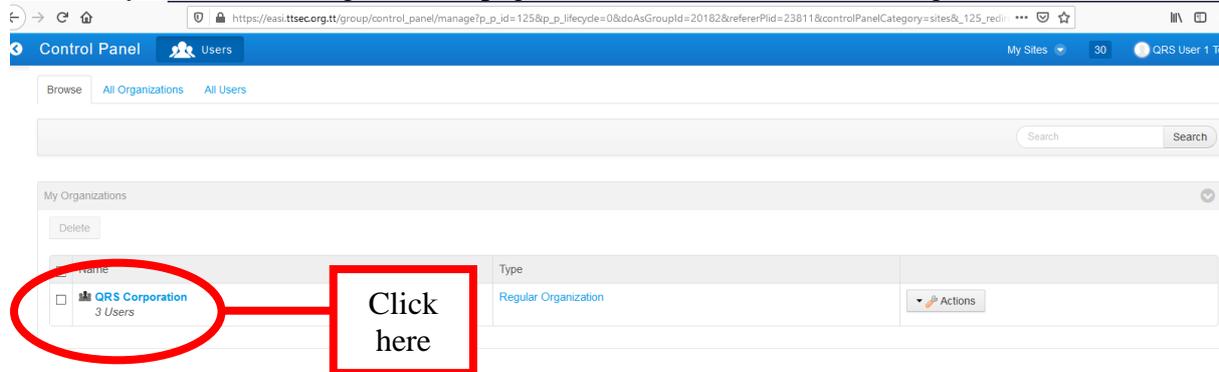
The profile is now ready for use.



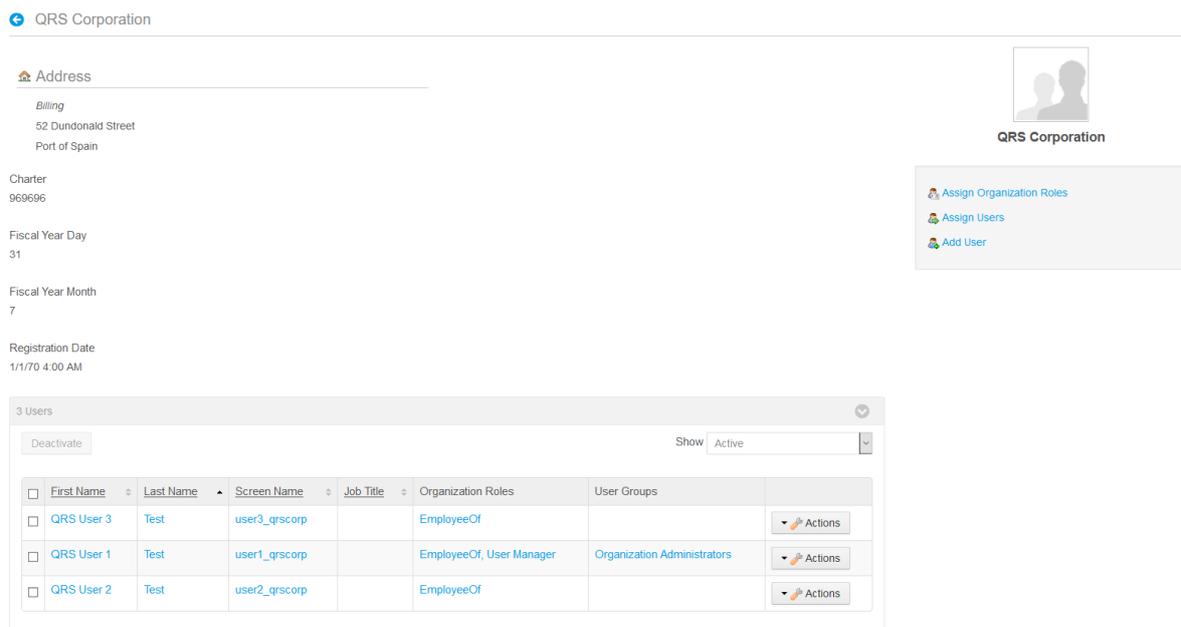
8. Resetting a Password

The organization administrator can also reset the passwords for persons within their organisation.

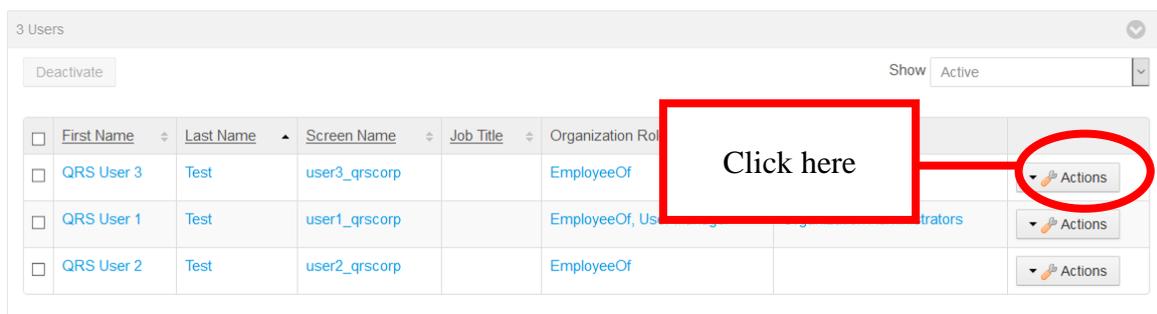
Once they return to the organisation page as seen below, click on the organisation



The following page appears

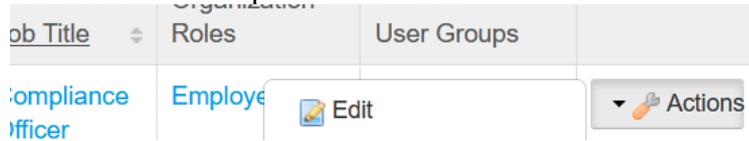


Click on the actions button on the right of the name of the account you are trying to change the password for

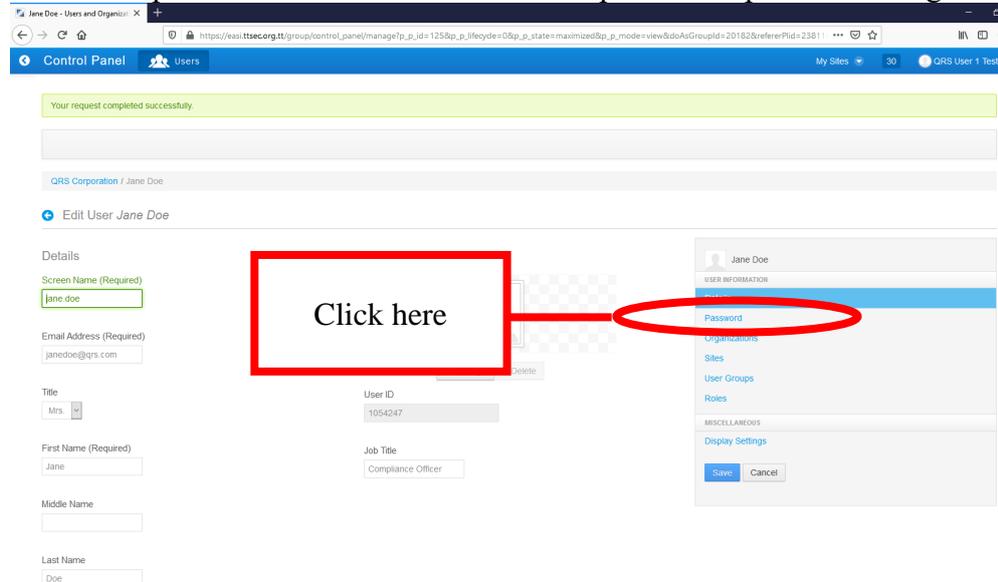




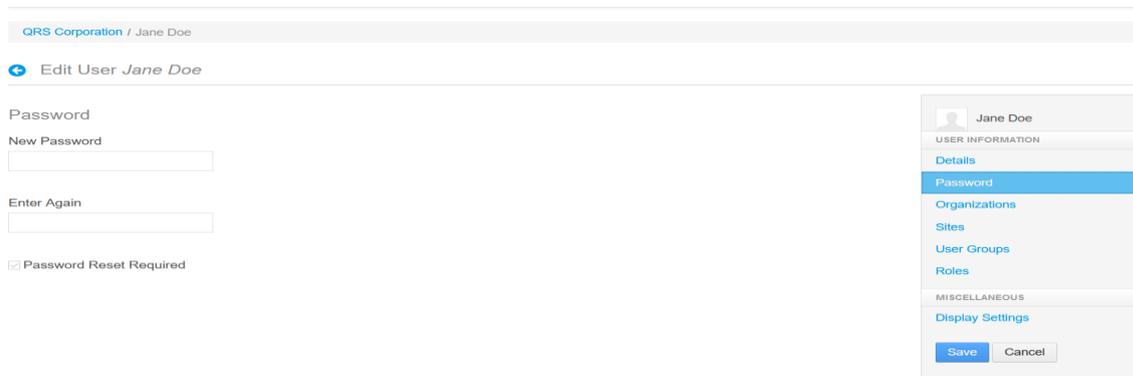
Click on the first option titled “Edit”



The user’s profile is now visible. click on the password option on the right of the screen



The following page appears



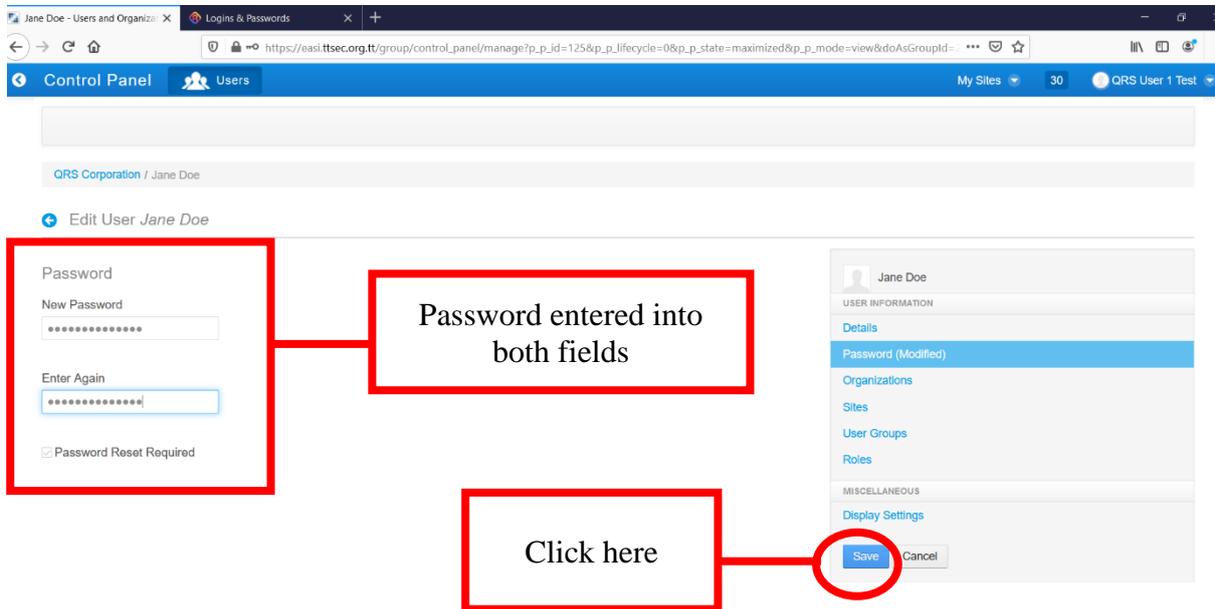
You can enter the new password for the user in the field titled “New Password” . the same password must also be entered in the field titled “Enter Again”

Please note the following in relation to the password policy for EASi. Passwords must contain at least one each of the following:

- One (1) capital letter(A B C D E F)
- One (1) number (0 1 2 3 4 5 6 7 8 9)
- One (1) special character (@#\$\$%)
- One (1) common letter (a b c d e f g)



- Cannot be a dictionary word
- Must contain at least 10 characters



After you have entered a sufficient password, please click on the save option.

The password has now been changed.

9. Reviewing Submissions

The organization administrator can view the following items associated with the organization:

- Notifications related to past submissions
- Filings submitted
- In progress applications
- Submitted applications

Notifications appear on the initial log in page and can be seen under the home tab



Home tab

Announcements

Notifications

notifications 30

requests 0

Notifications on submissions

Showing 1 - 10 of 66 results. [Next](#)

[Mark as Read](#)

- Form 8 - QRS Corporation - Reopened for amendment**
Form 8 by QRS Corporation has been reopened for amendment. Thursday, September 17, 2020
[Open in Forms](#)
[Open Portfolio](#)
- Form 5 - QRS Corporation - Reopened for amendment**
Form 5 by QRS Corporation has been reopened for amendment. Thursday, September 17, 2020
[Open in Forms](#)
[Open Portfolio](#)
- Form 5 - QRS Corporation - Reopened for amendment**
Form 5 by QRS Corporation has been reopened for amendment. Thursday, September 17, 2020
[Open in Forms](#)
[Open Portfolio](#)

Reviewing submitted applications, launching new applications and all other functionality have been expressly stated in our step by step document which can be found here : <https://www.ttsec.org.tt/wp-content/uploads/USING-EASI-A-Step-By-Step-Guide.pdf>