CIRO MUTUAL FUND DEALER (MFD) CONTINUING EDUCATION (CE) PROGRAM

CE REPORTING AND TRACKING SYSTEM ("CERTS") NEW MEMBER ADMINISTRATOR REQUEST

This form is for CIRO MFD Members to add new Member Administrator user accounts in the CE Reporting and Tracking System ("CERTS") and to access Sharefile for Bulk Uploads.

For changes to existing Member Administrator users please see the "REMOVING OR UPDATING EXISTING MEMBER ADMINISTRATORS" section below.

Please note that adding Member Administrator user accounts can only be performed by the UDP, CCO or an authorized individual designated by the CCO (delegated the "User Admin" role).

In order to use the form, please download and save the form locally to your computer prior to entering information in the required fields. Send the completed form as an attachment to CIRO MFD CE staff at **mutualfunddealerCE@ciro.ca**.

CERTS USER ROLES

User Roles	Permitted Tasks
User Admin	• Request that CIRO add or remove Member Administrators and edit their user roles. • This one individual has principal control over the other Member Administrator user accounts. • CCOs and UDPs can delegate this role to another individual if they wish. • This User Admin role can only be delegated to one individual. Note that the CCO and UDP will still retain the ability to request that CIRO add, remove or edit the user roles of Member Administrators even if another individual is designated as User Admin. • This role does not provide access to CERTS itself. For access to CERTS, one or more of the following roles must be selected.
Participant Admin	• Add/Update Participant Primary Address • Report LOA (credit reduction reporting for leaves of absence)
CE Activity Admin	• Add a CE Activity • Revise a CE Activity • Renew a CE Activity
CE Attendance Admin	• Report CE Attendance • Edit/Update CE Attendance

ACCESS TO SHAREFILE FOR BULK UPLOADS

For bulk upload reporting of CE activities, CE attendance, LOAs (Credit Reduction Reporting) and primary emails, Member Administrators will need access to the secure file transfer site (Sharefile) to submit the appropriate template.

REMOVING OR UPDATING EXISTING MEMBER ADMINISTRATORS

Members are responsible for notifying CIRO of any changes to their existing Member Administrator CERTS user accounts. This includes:
- Removing a Member Administrator
- Change to contact information (Name, email or phone number)

- Addition of a User Role or access to Sharefile
- Removal of a User Role or access to Sharefile

Requests to update and/or remove existing Member Administrator user accounts must be sent by email to **MutualfunddealerCE@ciro.ca**. These requests can be made by the CCO, UDP or the designated User Admin.

New Administrator 1

First Name	
Last Name	
Email Address	
Telephone	

User Role(s) (check all that apply):

☐ User Admin*
☐ CE Activity Admin   ☐ CE Attendance Admin   ☐ Participant Admin
☐ Access to Sharefile for Bulk Uploads

New Administrator 2 *(Optional)*

First Name	
Last Name	
Email Address	
Telephone	

User Role(s) (check all that apply):

☐ User Admin*
☐ CE Activity Admin   ☐ CE Attendance Admin   ☐ Participant Admin
☐ Access to Sharefile for Bulk Uploads

New Administrator 3 *(Optional)*

First Name	
Last Name	
Email Address	
Telephone	

User Role(s) (check all that apply):

☐ User Admin*
☐ CE Activity Admin   ☐ CE Attendance Admin   ☐ Participant Admin
☐ Access to Sharefile for Bulk Uploads

New Administrator 4 *(Optional)*

First Name	
Last Name	
Email Address	
Telephone	

User Role(s) (check all that apply):

☐ User Admin*
☐ CE Activity Admin   ☐ CE Attendance Admin   ☐ Participant Admin
☐ Access to Sharefile for Bulk Uploads

* The Member can only designate one User Admin. Please see explanation under the heading "CERTS USER ROLES".