Registration and Licensing System (RLS)
- A One-Pager For Plan Administrators-

RLS Introduction

Introduction to RLS

RLS is a secure online environment to make submissions to the Financial and Consumer Affairs Authority of Saskatchewan (FCAA). RLS is designed to support you as you manage and administer your pension plan(s). Instructions for using RLS and completing the various online processes can be found on our RLS webpage – http://fcaa.gov.sk.ca/regulated-businesses-persons/businesses/pension-plans/registration-and-licensing-system. In addition, we are here to help you as you learn this new system.

The following submissions must be submitted to FCAA via RLS:

- Application for the registration of a pension plan
- Annual information return (AIR)
- Actuarial information summary and actuarial valuation reports and/or cost certificates (collectively, referred to as an "AIS" throughout RLS)
- Amendments
- Plan Terminations

Delegates and Service Providers

I have a staff member who helps me with the plan. How do I grant access to that staff member?

This is called adding a delegated user to the plan's RLS account. The Administrator is responsible for granting and revoking access to a delegated user (i.e. an employee) to a pension plan's RLS account. Please see the "Basics Guide" for information related this.

I have a pension plan service provider (i.e. actuary, insurance company). I am interested in providing that service provider with limited access to my pension plan's RLS account. What do I do?

The Administrator is responsible for granting and revoking access to a service provider to a pension plan's RLS account. The service provider will need an RLS Service Provider User ID and password in order for the Administrator to be able to grant access. While most service providers have an RLS Service Provider User, you may wish to confirm this with your service provider. You will find instructions on how to grant access in the instruction manual provided on our RLS webpage.

Administrator's User ID

I am a NEW pension plan adminsitrator. I do not yet have an RLS User ID and password. What do I do?

FCAA sets up new pension plan administrators with appropriate permissions and sets up the User ID for the new pension plan administrator. The new administrator will receive their User ID and temporary password from FCAA via RLS (fcaarls@gov.sk.ca). If the administrator has not received their User ID and temporary password, they must contact FCAA at 306-787-7650 or pensions@gov.sk.ca to discuss.

I have a pension plan administrator's User ID. What do I need to know about that User ID?

It is critical that we are provided with an accurate email for the pension plan administrator. This is because most correspondence concerning submissions related to a pension plan will be sent via email. A pension plan administrator's User ID is unique and for a single person. It must not be shared with any other person.

I need to submit actuarial information with my application for registration of a pension plan. How do I do that?

If you are making an application for the registration of a new plan and if that plan contains defined benefit provisions, then you must also file actuarial information with your application for registration. That actuarial information is to be submitted via RLS. You will find instructions on filing this actuarial information in the instruction guide(s) found on our RLS webpage.

Please note: It may take several days for the "Start Actuarial Information Summary" green action button to show up on the plan's main RLS dashboard. If you need help, please contact us.

I received a "Status Update" email from RLS that says there is "IMPORTANT INFORMATION" regarding the status of a recent submission. Where do I find that important information?

The email indicates that you can either 1) log in to RLS, click on the button that reads "Your Licences", click on the plan, click on "licence events", and go to the submission (you will see the status of that recent submission); or 2) click on the link at the bottom of that email to review the letter related to that important information.

You are also be able access email/letter correspondences by logging in to RLS, click on the button that reads "Your Email Correspondences", sort the table by date and select/see the email/letter from that table.

Contact Us

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FCAA

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