

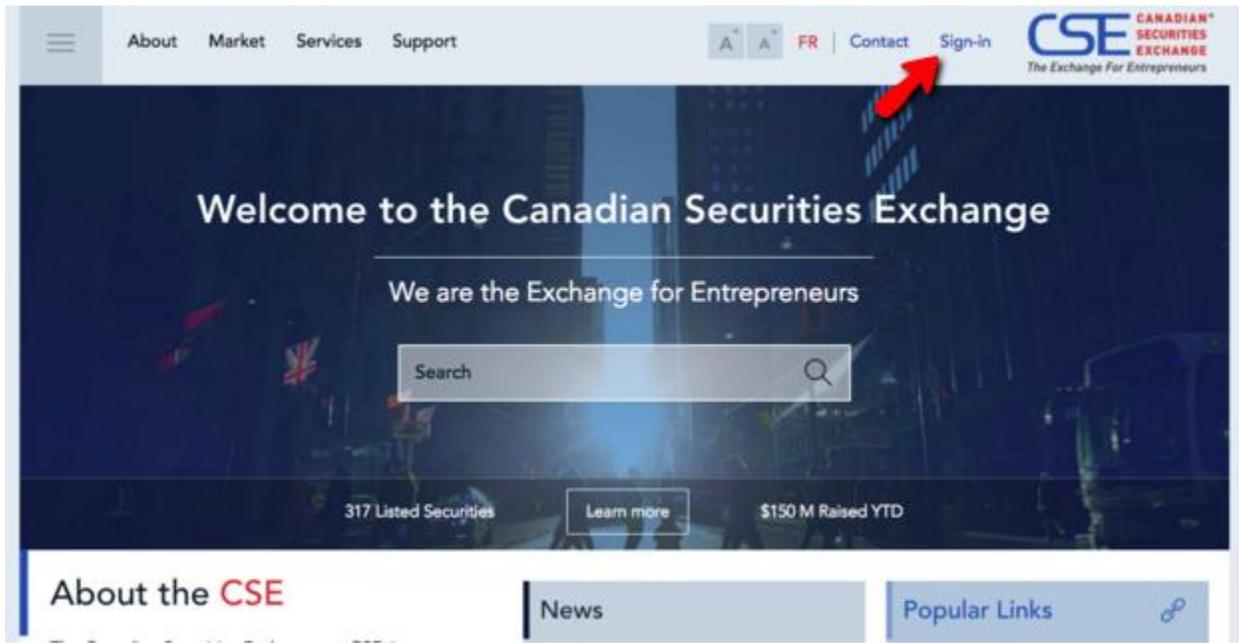
GUIDE TO POSTING ON THE CSE WEBSITE

CSE Listed Issuer Documentation

User Management	3
Login Screen	4
Password Reset	4
Listed Issuer Dashboard	5
User Menu	5
Change Password	6
Listings Management	7
Listings Table	7
Edit Listings	7
Main Tab	8
Company Information	9
Company Officers	11
Market Capitalization	13
Social Media Channels *New*	14
Translate Listings	17
Moderate Listings (How to save changes)	17
Filings Management	18
Filings Table	18
Edit Filings	18
Add Filings	18
Translate Filings	19
Flag Filings to be Deleted	20
Additional Support	20

User Management

Listed issuers can access the login screen by clicking “Sign-in” from the top right menu of the CSE site, or by visiting www.thecse.com/en/user.



Login Screen

At the login screen (www.thecse.com/en/user) enter your CSE provided username and password and click log in. You will then be taken to your Listed Issuer Dashboard.

Log in Request new password

Are you having difficulty signing-in? Contact listings@thecse.com.

Username *

Password *

Log in

Connect with us:
info@thecse.com
Toronto 416-572-2000
Vancouver 604-331-1213

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Password Reset

Should you have not received a password reset email or if your current password is lost, a new password can be requested. Simply click **Request New Password** from the Password login screen and enter the email registered to your account. A password reset email will be sent.

Log in Request new password

Are you having difficulty signing-in? Contact listings@thecse.com.

Username or e-mail address *

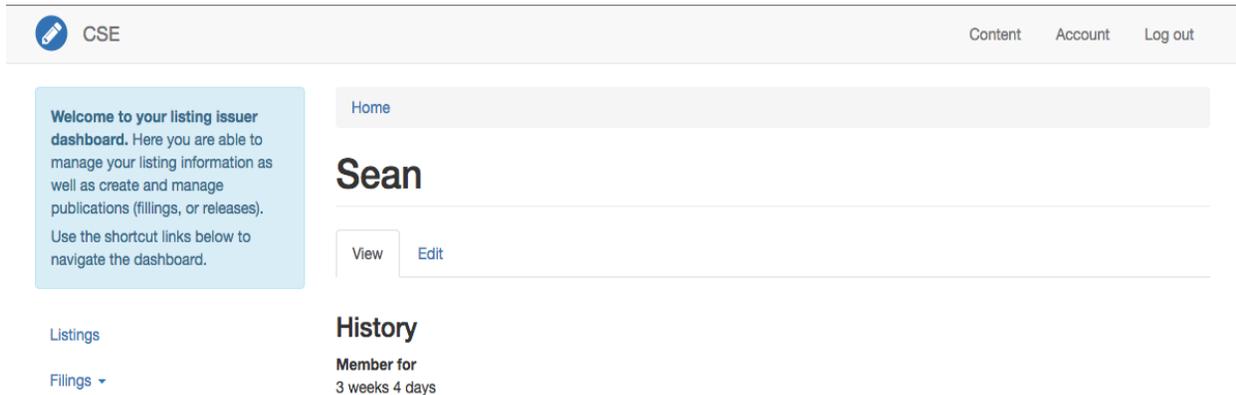
E-mail new password

Connect with us:
info@thecse.com
Toronto 416-572-2000
Vancouver 604-331-1213

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Listed Issuer Dashboard

When first logged in you'll be presented with the listed issuer dashboard. Your dashboard provides an overview of listings or filings you have access to edit, provides the ability to create new filings, and to manage certain aspects of your account (like password or email).

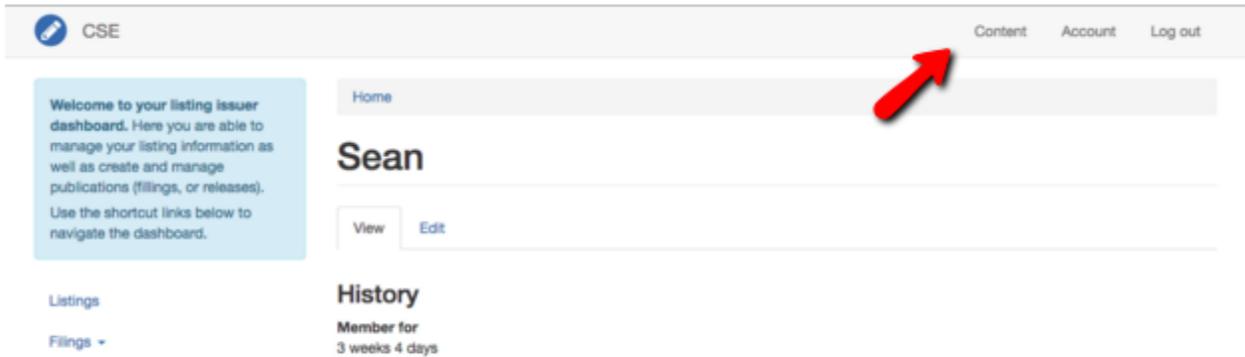


The screenshot shows the CSE Listed Issuer Dashboard. At the top left is the CSE logo. At the top right are links for Content, Account, and Log out. A light blue box on the left contains a welcome message: "Welcome to your listing issuer dashboard. Here you are able to manage your listing information as well as create and manage publications (filings, or releases). Use the shortcut links below to navigate the dashboard." Below this are links for Listings and Filings. The main content area shows a "Home" link, the name "Sean", and "View" and "Edit" buttons. Below that is a "History" section with the text "Member for 3 weeks 4 days".

User Menu

Along the top of your dashboard you'll find links for navigating the different areas of the dashboard.

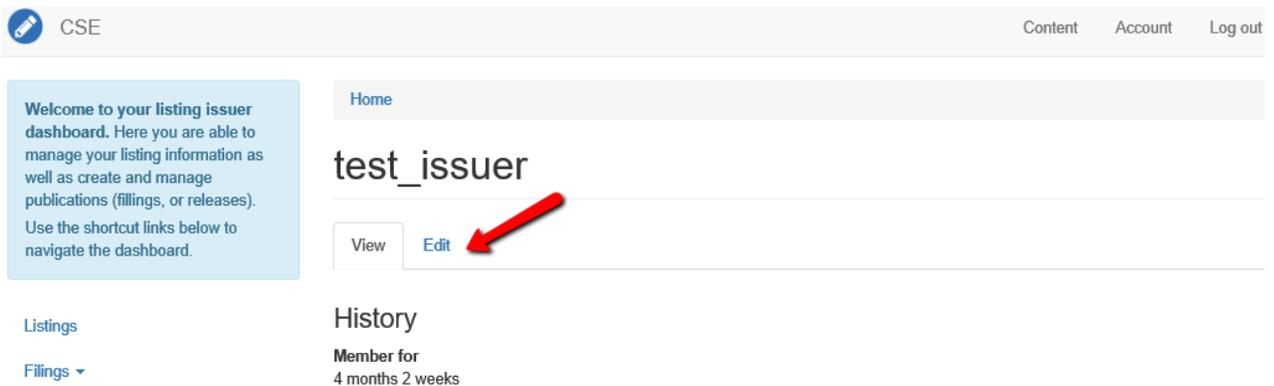
- **Content** provides access to a complete listing of content associated with your account (e.g. filings and listings).
- **Account** takes you to your account page, where you are able to edit various parameters of your account (such as email or password).
- **Logout** will sign you out of your listed issuer dashboard.



Note: When navigating the dashboard, if you find yourself back on the CSE site, your user menu will appear in the top navigation bar so you can simply navigate back to one of the above areas.

Change Password

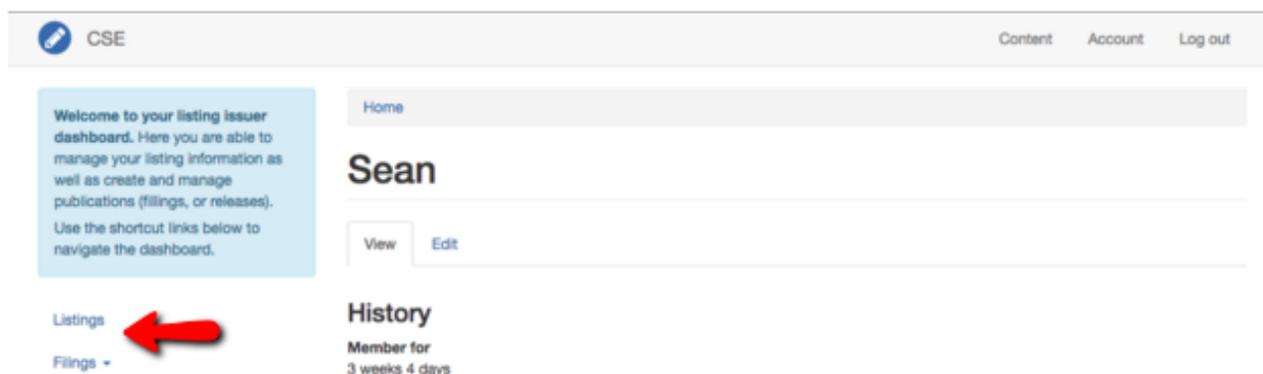
Clicking on the “Edit” field will bring you to the page that will allow you to change your password.



Listings Management

On the left-hand side of the page, you'll find menu functions specific to your role as a listed issuer.

- **Listings** provides you with a listing of securities you manage.
- **Fillings** provides a listing of filings associated with your listing.
 - **Add filings** allows you to add a filing or press release to the site and associate the filing with your listing.



The screenshot shows the CSE listing issuer dashboard for a company named Sean. At the top, there is a navigation bar with 'CSE' on the left and 'Content', 'Account', and 'Log out' on the right. Below the navigation bar, there is a welcome message: 'Welcome to your listing issuer dashboard. Here you are able to manage your listing information as well as create and manage publications (filings, or releases). Use the shortcut links below to navigate the dashboard.' To the right of the welcome message, there is a 'Home' link and the company name 'Sean'. Below the company name, there are 'View' and 'Edit' buttons. In the bottom left corner, there is a menu with 'Listings' and 'Filings' items. A red arrow points to the 'Listings' item. To the right of the menu, there is a 'History' section with the text 'Member for 3 weeks 4 days'.

Clicking on the listings item in the listing company menu will provide you with a complete listing of your managed listings.

Listings Table

The listing table provides details about all listings you manage as well as actions which can be taken on the content:

- **Edit** allows you to modify certain listing details (**note:** content must be approved by a content editor before going live).
- **Translate** allows you to manage the translated copy of your listing.

Note: Each listing has a French translation of the English page and it needs to be maintained. Changes in fields related to the company description or company information need to be made on both the English and French pages.

Edit Listings

Editing a new listing creates a new draft of the listing content which allows you to make changes and save them, without the changes being publicly visible.

The edit listings page is organized into four separate tabs along the top (Main, Company information, Company Officers and Market) to organize the information related to your listing.

Note: Be careful to ensure that no required fields are left blank.

You are able to make changes to different tabs and then save at the end; you are not required to save changes you make in each tab individually. Once changes to your listing are complete click save to save your draft.

Note: Saving your changes does not make your changes publicly visible. You will need to change the status of the listing to "Needs Review", instructions can be found in the Moderate Listings section.

Main Tab

The first tab is where you are able to change the description of your company and logo. Enter information into the body of the "Company description" to make changes to its content. Beside this box you can click on "Browse" to change the current company logo.

Home > This is an example company

Edit Listing This is an example company

View published | New draft | Moderate | Translate

Status: *New draft of live content.*

Changes or additions made to content by listings issuers must be approved by a content manager prior to being publicly available.
Saving this item will flag the content for review and publishing.

Main * | Company information * | Company Officers | Market *

Company description (Edit summary)

Logo [Browse](#)

This is the area for the company description

Company Information

Clicking on the "Company information *" tab will open up the fields to make changes to company information that is displayed on the listing page's sidebar.

Home > This is an example company

Edit Listing This is an example company

View published | **New draft** | Moderate | Translate

Status: *New draft of live content.*

Changes or additions made to content by listings issuers must be approved by a content manager prior to being publicly available. Saving this item will flag the content for review and publishing.

Main * | **Company information *** | Company Officers | Market *

Company Email

Address

Country

Address 1 *

Address 2

City * **Province ***

Postal code *

Phone

Ext

Fax

Fax Ext

Financial Year End

Date

Website

Format like :
http://www.google.com

URL

Transfer Agent

Investor Relations

Investor relations Email

Auditor

Lawyer

Corporate Secretary

Changes to the mailing address and surveillance contact information can be found by opening up their respective fields.

▶ Mailing Address

▶ Contact

▼ Surveillance Contact

Please provide contact information for market surveillance staff

Surveillance Contact Email

Surveillance Contact Name

Surveillance Contact Title

Surveillance Contact Phone

Surveillance Contact Phone Ext

Surveillance Contact Fax

Company Officers

Listing pages have a dedicated box on their sidebar displaying company officers for the listing. Clicking on the “Company Officers” tab allows you to add or remove company officers. If there are no current company officers, you are able to add a new officer or add an existing company officer (if they have been created in the system already).

Home > This is an example company

Edit Listing This is an example company

View published View draft Edit draft Moderate Translate

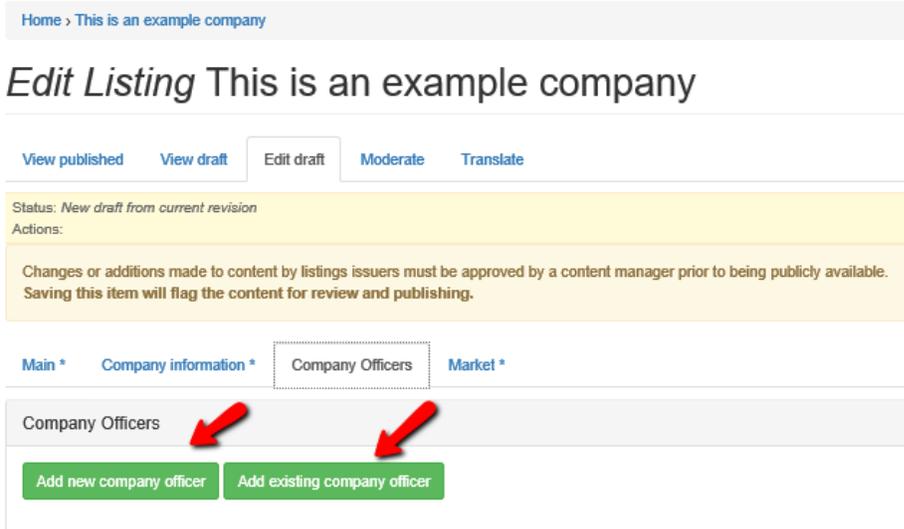
Status: New draft from current revision
Actions:

Changes or additions made to content by listings issuers must be approved by a content manager prior to being publicly available. Saving this item will flag the content for review and publishing.

Main * Company information * Company Officers Market *

Company Officers

Add new company officer Add existing company officer



To enter a new officer, click on the “Add a new officer” button and fill in the information and hit “Create company officer”.

Home > This is an example company

Edit Listing This is an example company

View published View draft Edit draft Moderate Translate

Status: New draft from current revision
Actions:

Changes or additions made to content by listings issuers must be approved by a content manager prior to being publicly available. Saving this item will flag the content for review and publishing.

Main * Company information * Company Officers Market *

Add new company officer

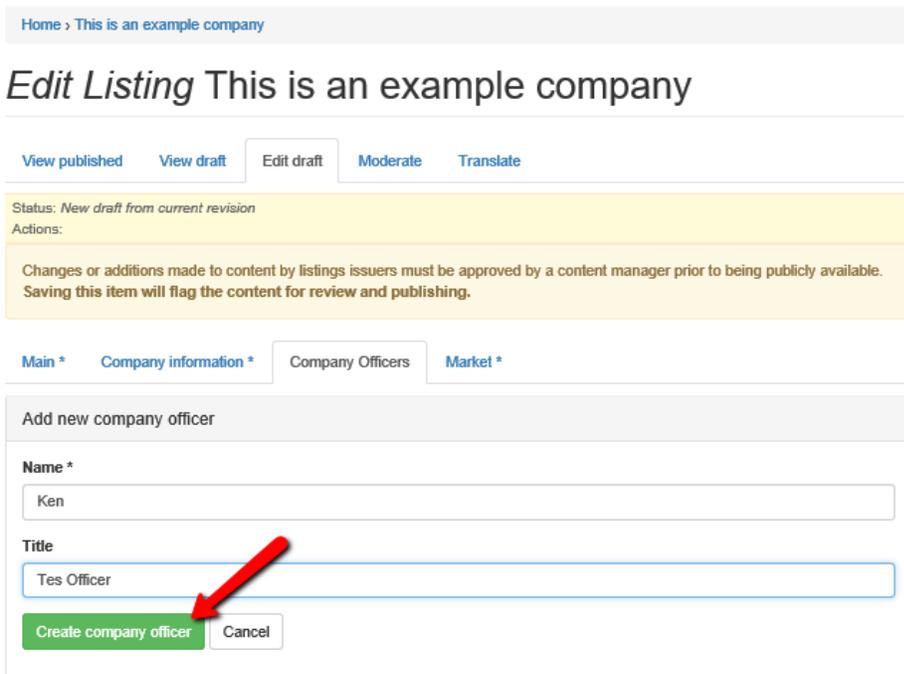
Name *

Ken

Title

Tes Officer

Create company officer Cancel



You are able to add more, edit or remove associated company officers and continue to make changes to other tabs or save your draft.

[Home](#) > [This is an example company](#)

Edit Listing This is an example company

[View published](#) [New draft](#) [Moderate](#) [Translate](#)

Status: *New draft of live content.*

Changes or additions made to content by listings issuers must be approved by a content manager prior to being publicly available. Saving this item will flag the content for review and publishing.

[Main](#) * [Company information](#) * [Company Officers](#) [Market](#) *

Company Officers

	Title	Status	Operations
+	Ken	Published	Edit Remove

[Add new company officer](#) [Add existing company officer](#)

[Show row weights](#)

Authoring information
By ken on 2016-08-03 19:04:02 -0400

Published by
ken

Published on
2016-08-03 19:04:02 -0400

Publishing options
Draft (Current)

[Save](#)

Reminder: Saving your changes does not make your changes publicly visible. You will need to change the status of the listing to “**Needs Review**”, instructions can be found in the Moderate Listings section.

Market Capitalization

Clicking on “Market*” allows you to make changes to the issued and outstanding shares, reserved for issuance, escrow and thin float.

[Home](#) > [This is an example company](#)

Edit Listing This is an example company

[View published](#) [New draft](#) [Moderate](#) [Translate](#)

Status: *New draft of live content.*

Changes or additions made to content by listings issuers must be approved by a content manager prior to being publicly available. Saving this item will flag the content for review and publishing.

[Main *](#) [Company information *](#) [Company Officers](#) [Market *](#)

Market Capitalization

Issued & Outstanding *

Reserved for Issuance *

Escrow

Thin Float

Note: Please ensure that this information is kept current. It is used to calculate CSE Index eligibility and is often published on independent investor websites.

Social Media Channels *New*

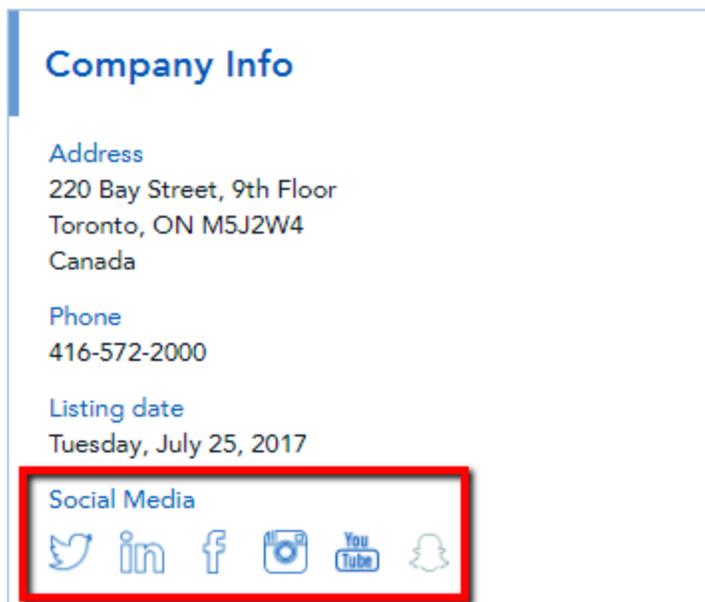
For companies that have a presence on social media networks, there is now the ability to add these channels on the listing and have the social media icons appear in the Company Info section on the right-hand side of your listed issuer page.

Currently the following six social media channels are supported (and will be displayed in the following sequence):

- Twitter
- LinkedIn
- Facebook
- Instagram
- YouTube
- Snapchat

If there is any data in the fields designated for social media channels, the associated icons will show up at the bottom of the “Company Info” section and will be linked to the input text. For this reason, it is important to include the full url (including the http://) when populating the address field.

For example, if your company only has Twitter and Facebook pages, just the icons for Twitter and Facebook will be displayed when you populate those fields with the urls to those pages.



To access, populate and/or edit the information in the social media fields, use the following process:

1. While editing a listing page, the associated data fields are found in the “Company Information*” tab. While navigating this tab, click on the arrow next to the label “Social Media Links” to expand the social media fields.

Status: *New draft of live content.*

Main * Company information * Company Officers Market * Featured

Company Email

Address

Country
Canada

Address 1 *
220 Bay Street, 9th Floor

Address 2

City * Toronto **Province *** Ontario **Postal code *** M5J2W4

Phone
416-572-2000

Ext

Fax

Fax Ext

▶ Social Media Links

▶ Mailing Address

▶ Contact

▶ Surveillance Contact



2. Once the social media fields have been expanded, enter in all the available social media channels for the company. Please note that the full URL address needs to be entered for each field.

If there is no value in a field, it will not display the icon on the front-end. And, if there are no social media account fields populated, no "Social Media" accounts section will appear on the front-end.

Fax

Fax Ext

▼ Social Media Links

Twitter

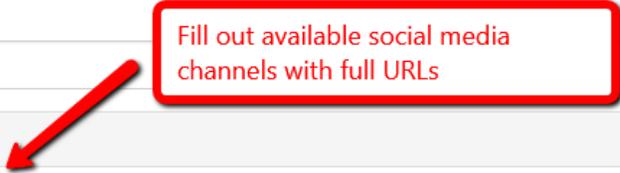
LinkedIn

Facebook

Instagram

YouTube

Snapchat



Translate Listings

Clicking translate in the listing table will provide you with the ability to **add translation**. Here you'll be presented with a copy of the original listing, in French, for translation.

Moderate Listings (How to save changes)

Once a new draft is saved, you'll return to the listings table. You'll now have an additional option to moderate the revision you've made. In the table on the right-hand side you'll find a link, **Change to Needs Review**. This will flag the content for a content manager at the CSE for review, and subsequent publish. Otherwise you can continue to edit the listing in draft until it's ready for review.

Welcome to your listing issuer dashboard. Here you are able to manage your listing information as well as create and manage publications (filings, or releases). Use the shortcut links below to navigate the dashboard.

Home > Content > Listings

Listings

Listings This is an example company has been updated. ✕

Listings Filings

Language English Items per page 25

Apply

Title	Symbol	Revision date	Revised by	Moderation	Operations
This is an example company	SPG	2 sec ago	test_issuer	Change to Needs Review	edit translate

Click here to send changes to listings department for review

Filings Management

Under the filings menu of the listing company menu you'll find a **Filings** link and an option to **Add filings**.

Filings Table

The filings table provides you with details and operations which can be performed on the filings you manage.

- The filings can be filtered by their corresponding **Type** (for example, Press Release) and symbol.
- **Edit** allows you to edit the details of existing filings.
- **Translate** allows you to add or manage translations on existing filings.

Home > Content > Filings

Filings

Listings Filings

Add Filing

Type Symbol

- Any -

Apply Reset

Operations

- Choose an operation - Execute

Edit Filings

Editing a filing presents you with a form for managing the details regarding an existing filing.

Add Filings

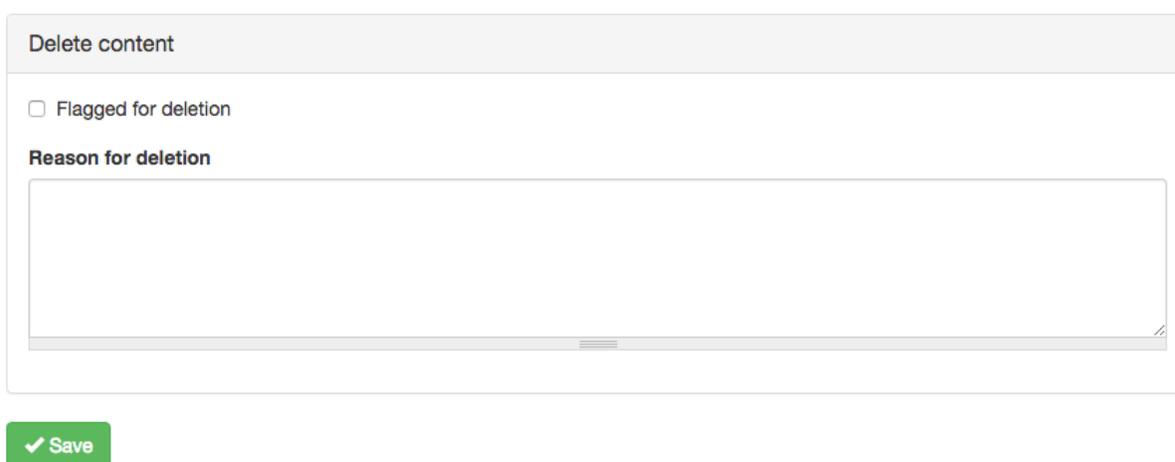
Add filings (below filings in the listing company menu) allows you to add a new filing and all of its necessary details:

Reminder: Each listing has a French translation of the English page and it needs to be maintained. Changes in fields related to the company description or company information need to be made on both the English and French pages.

Flag Filings to be Deleted

Filings can only be deleted by a content manager. There are two ways to flag content for deletion.

1. Edit the filing you want to tag. Scroll to the bottom of the filing form to find the **Delete content** field set. Check **Flagged for deletion** and enter a **Reason for deletion**. A content manager will be notified to review, and delete the content.



The screenshot shows a form titled "Delete content". It contains a checkbox labeled "Flagged for deletion". Below the checkbox is a text area labeled "Reason for deletion". At the bottom left of the form is a green button with a checkmark and the text "Save".

2. Multiple filings can be flagged to be deleted using the filings table. Use the **checkboxes** on the left column of the table to select the filings you would like deleted. Under **Operations** select **Flagged for Deletion** using the drop-down menu. Once selected, click execute and follow the corresponding steps to bulk flag the content.

Additional Support

For additional support or if you have any questions regarding access to your listed issuer account, please contact a member of the listings team at 416-572-2000 or listings@thecse.com.