CANADIAN® SECURITIES EXCHANGE
The Exchange For Entrepreneurs

GUIDE TO POSTING ON THE CSE WEBSITE

CSE Listed Issuer Documentation

Prepared by: Sparx Publishing Group

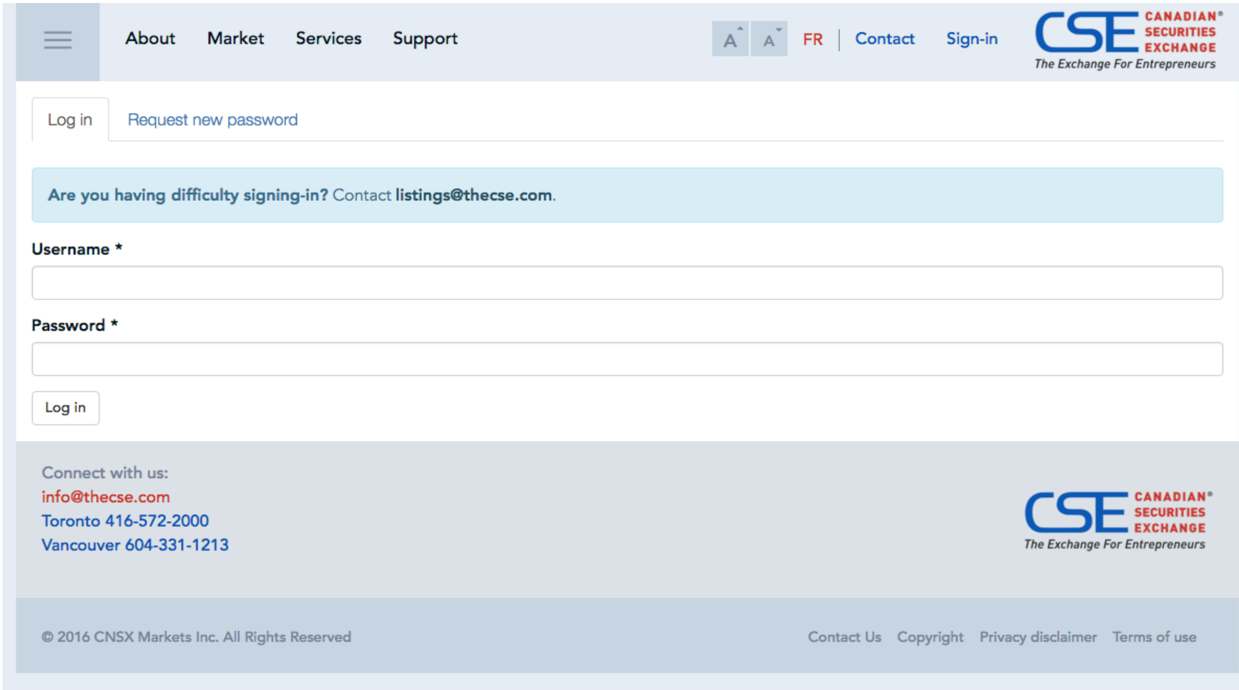
LISTED ISSUER DOCUMENTATION VERSION 1.5

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.

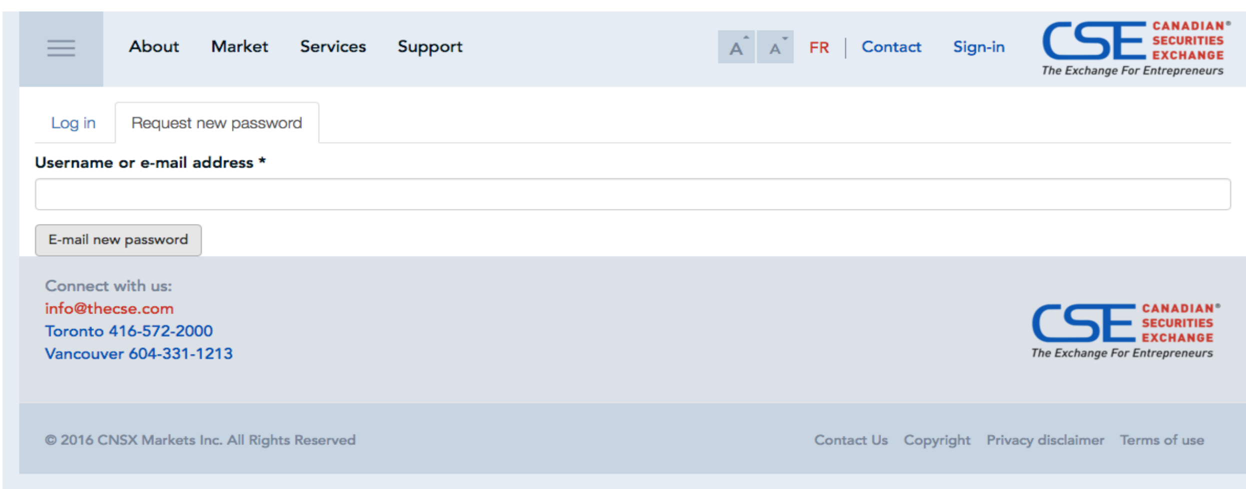
Login Screen

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.



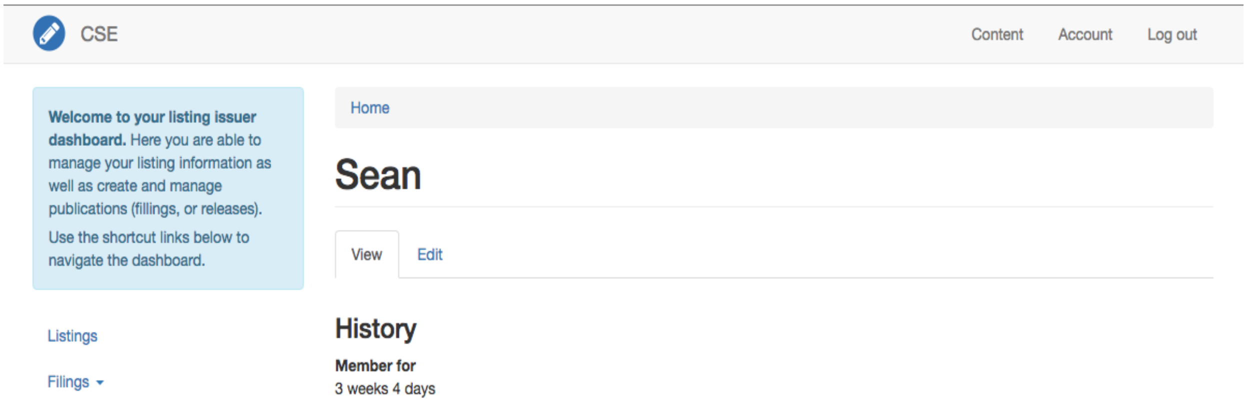
Password Reset

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.



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).



User Menu

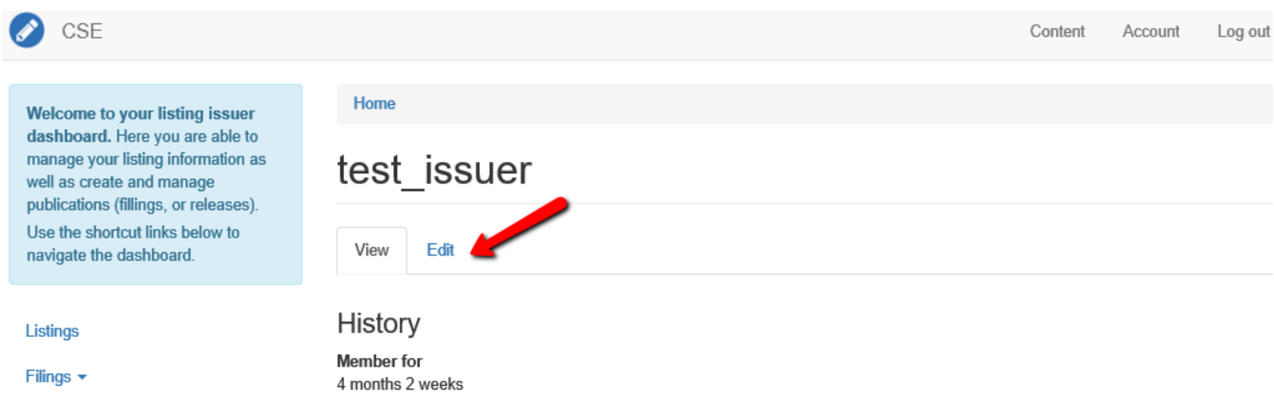
Along the top of your dashboard you'll find links for navigating the different areas of the dashboard.

- **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

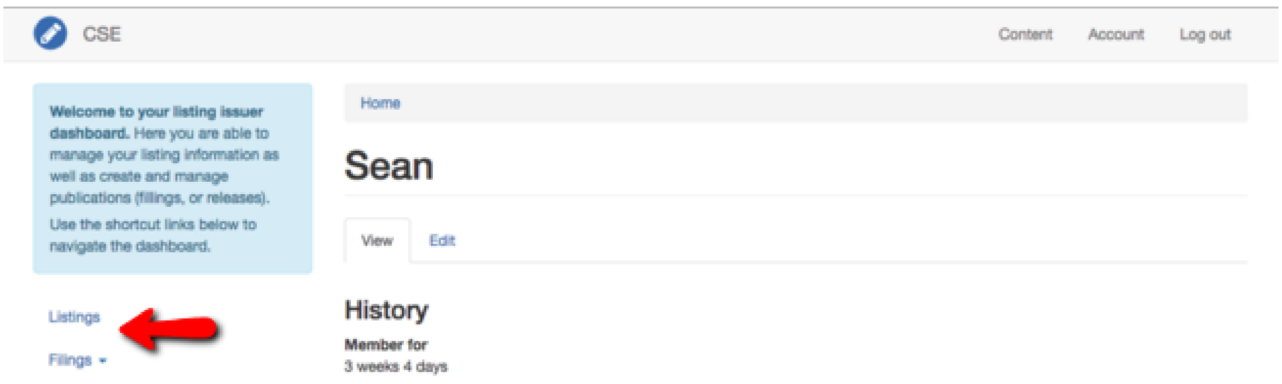
Clicking on the "Edit" field will bring you to the page that will allow you to change your password.



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.



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.

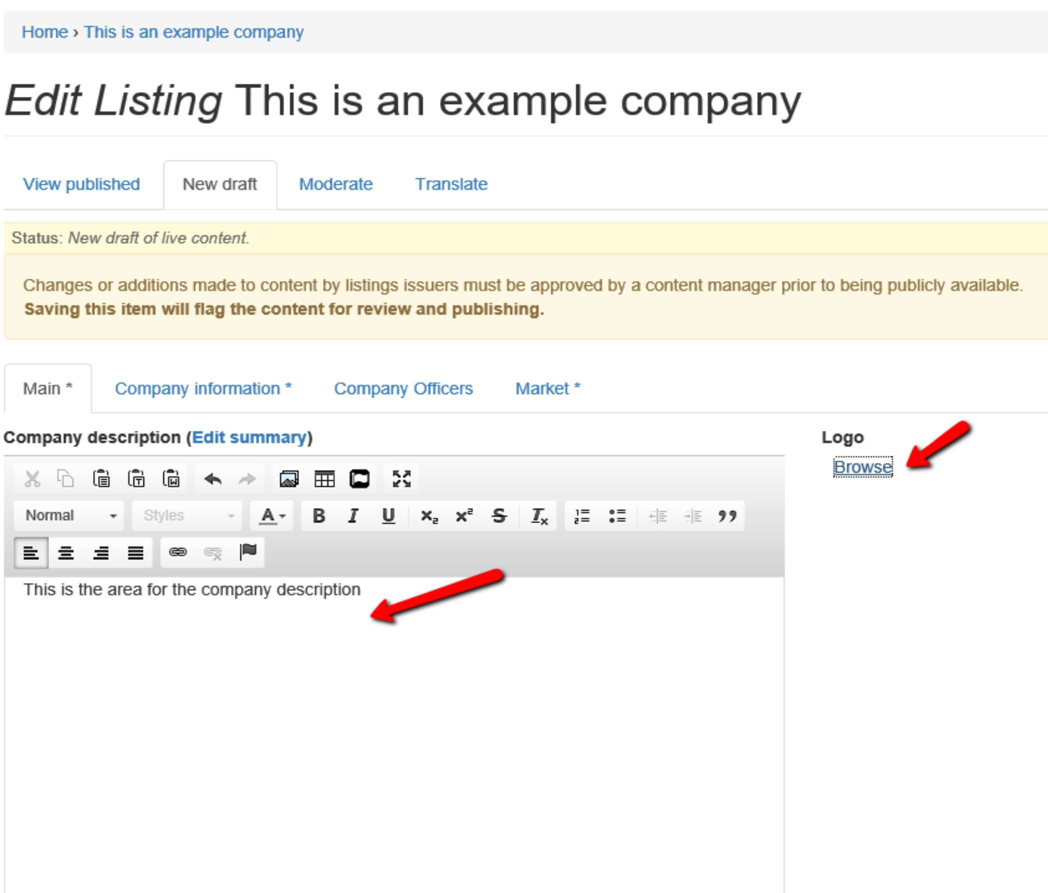
Note: Be careful to ensure that no required fields are left blank.

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.

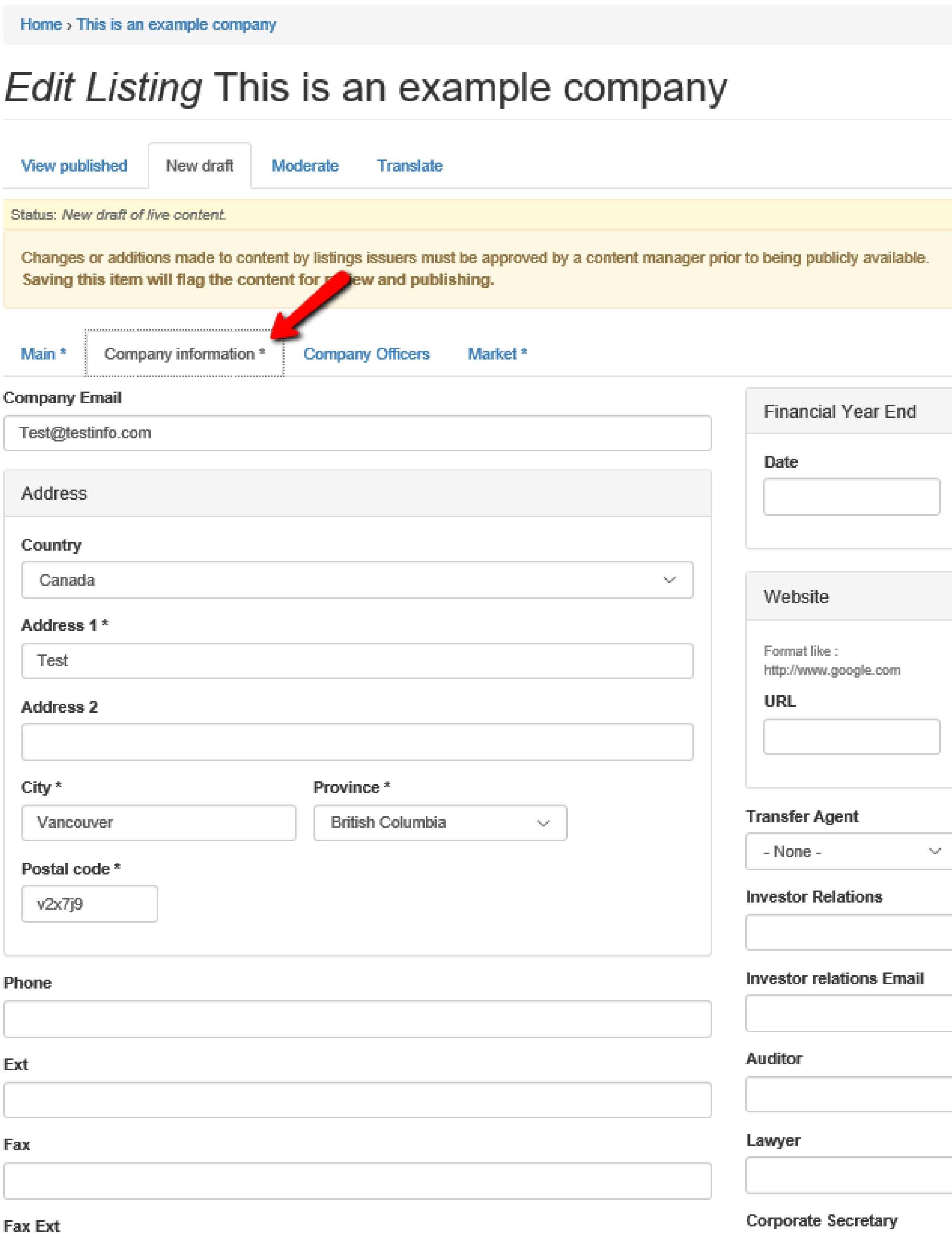
Main Tab

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.

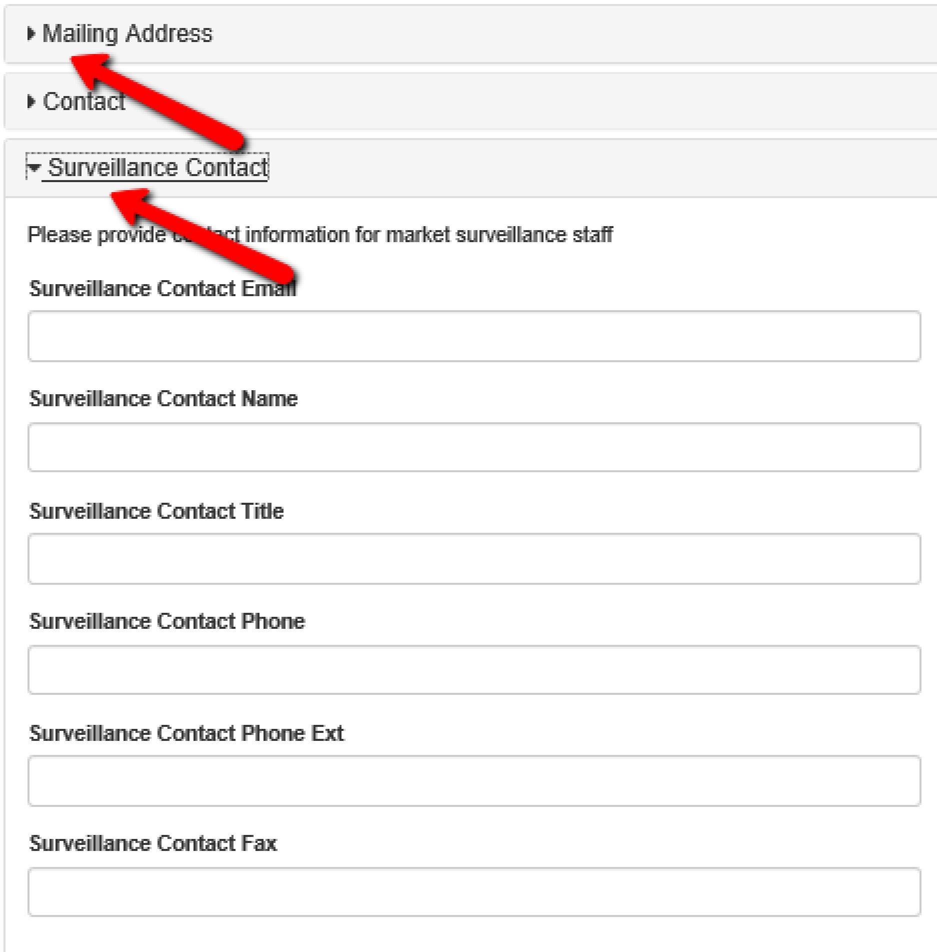


Company Information

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.

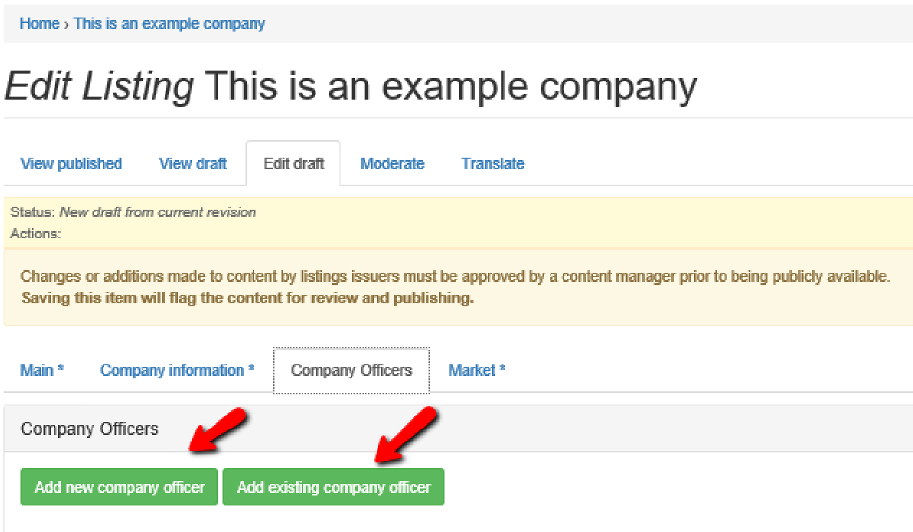


Changes to the mailing address and surveillance contact information can be found by opening up their respective fields.

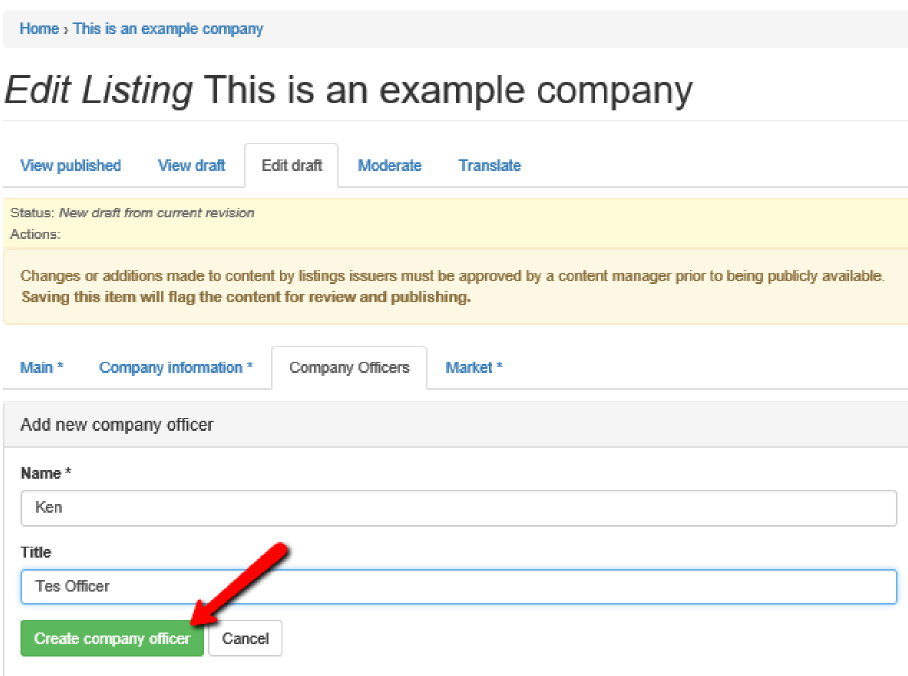


Company Officers

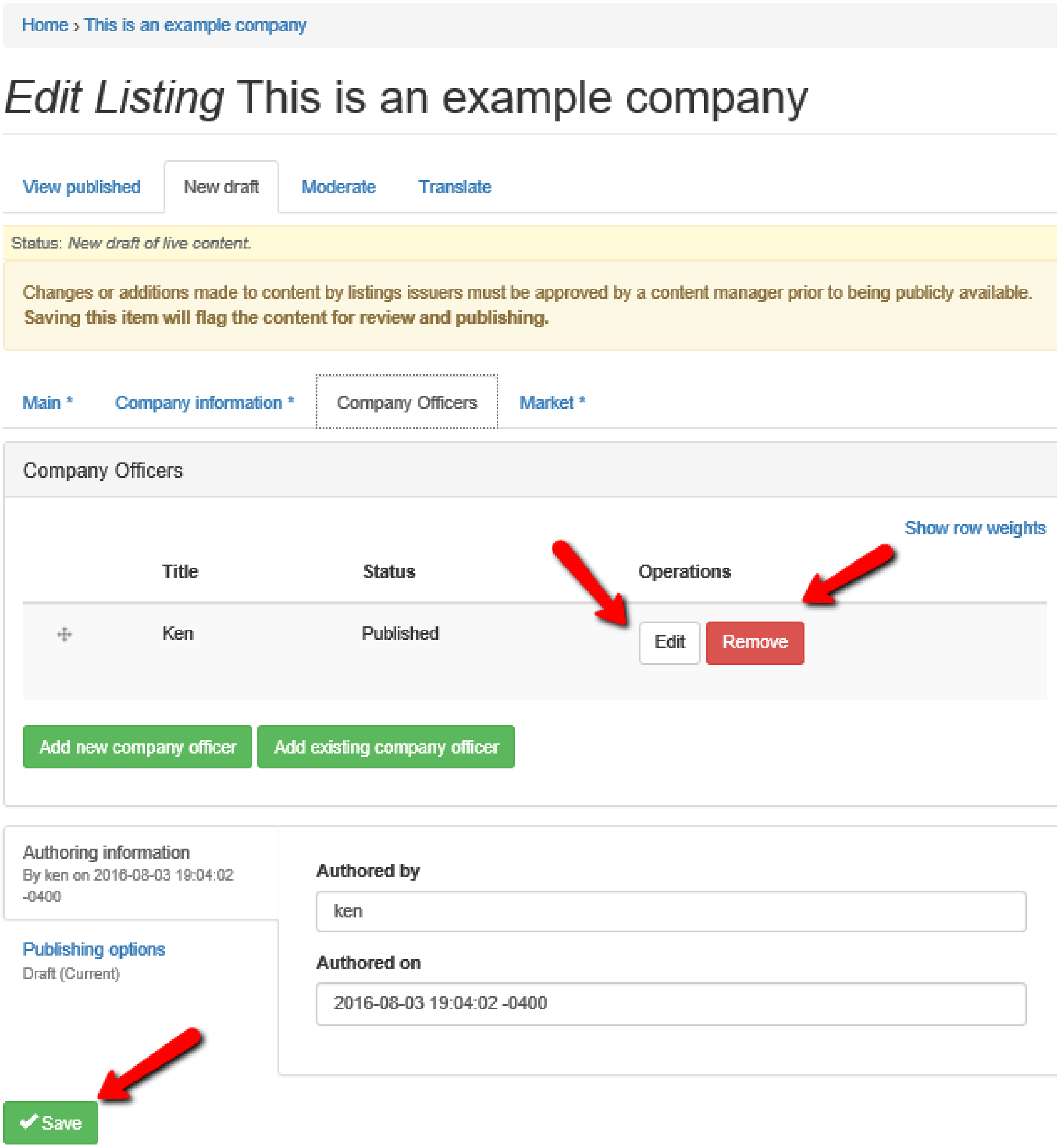
Listing pages have a dedicated box on their sidebar displaying company officers for the listing. Clicking on the "Company Officers" tab allows you to add or remove company officers. If there are no current company officers, you are able to add a new officer or add an existing company officer (if they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



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



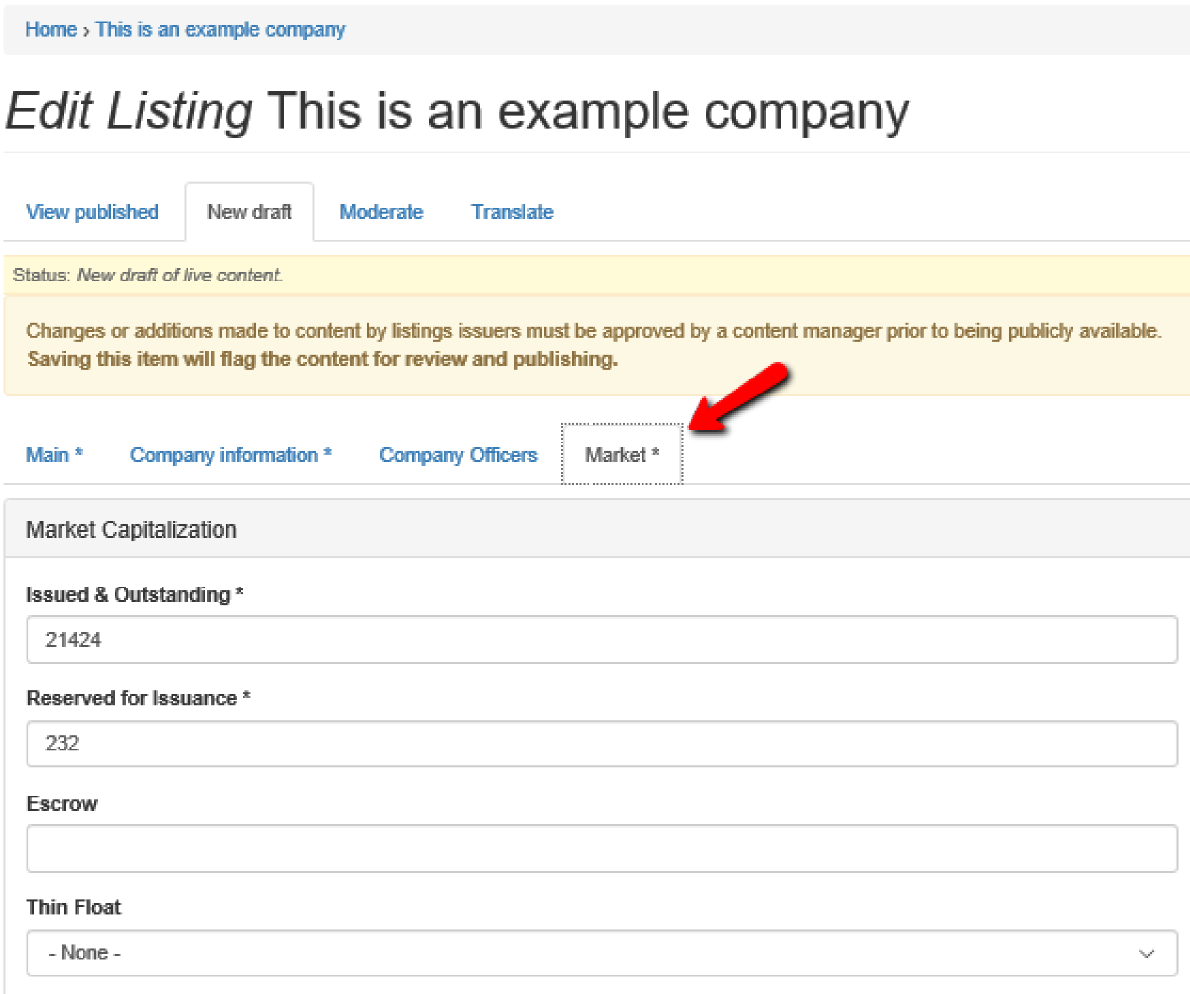
You are able to add more, edit or remove associated company officers and continue to make changes to other tabs or save your draft.



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.



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*

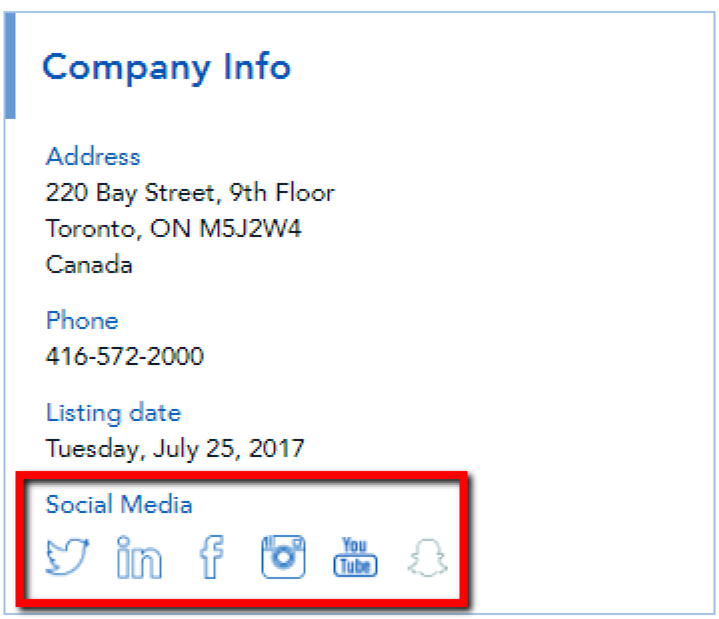
For companies that have a presence on social media networks, there is now the ability to add these channels on the listing and have the social media icons appear in the Company Info section on the right-hand side of your listed issuer page.

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

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

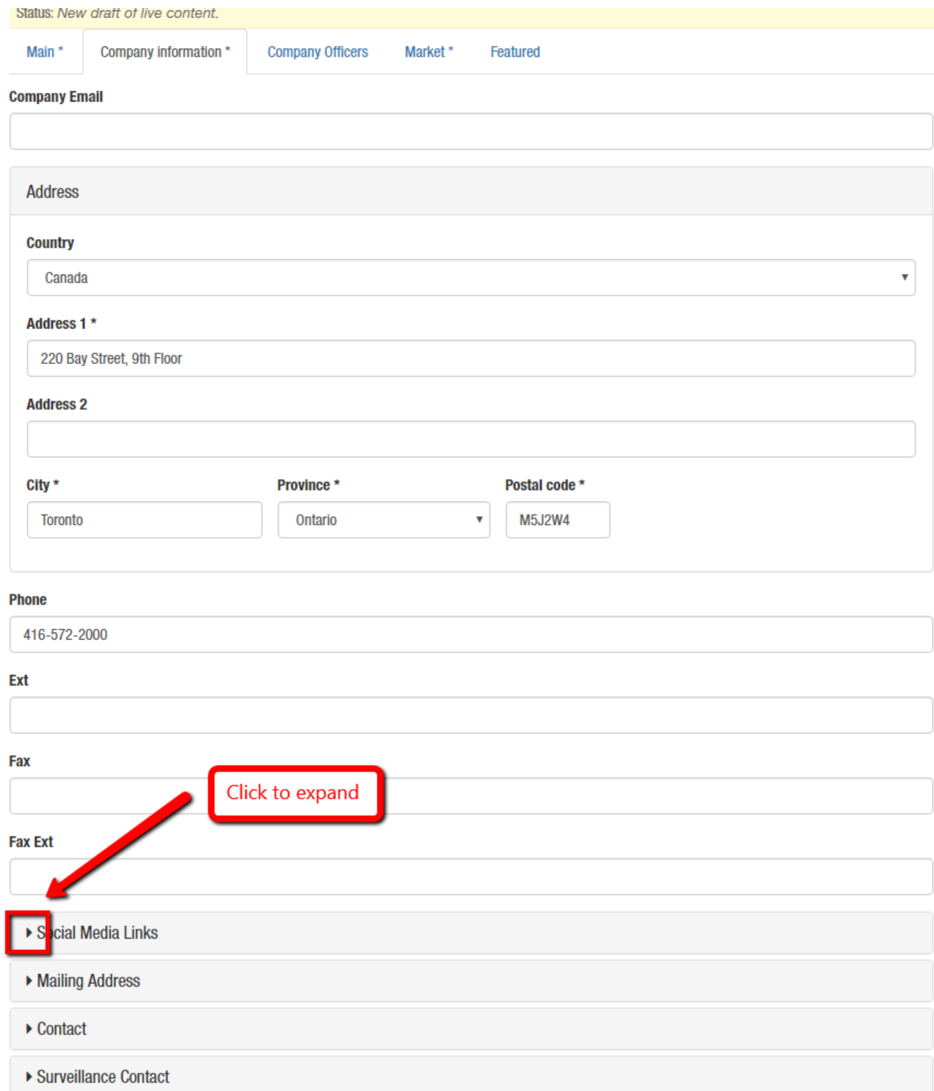
If there is any data in the fields designated for social media channels, the associated icons will show up at the bottom of the "Company Info" section and will be linked to the input text. For this reason, it is important to include the full url (including the http://) when populating the address field.

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.



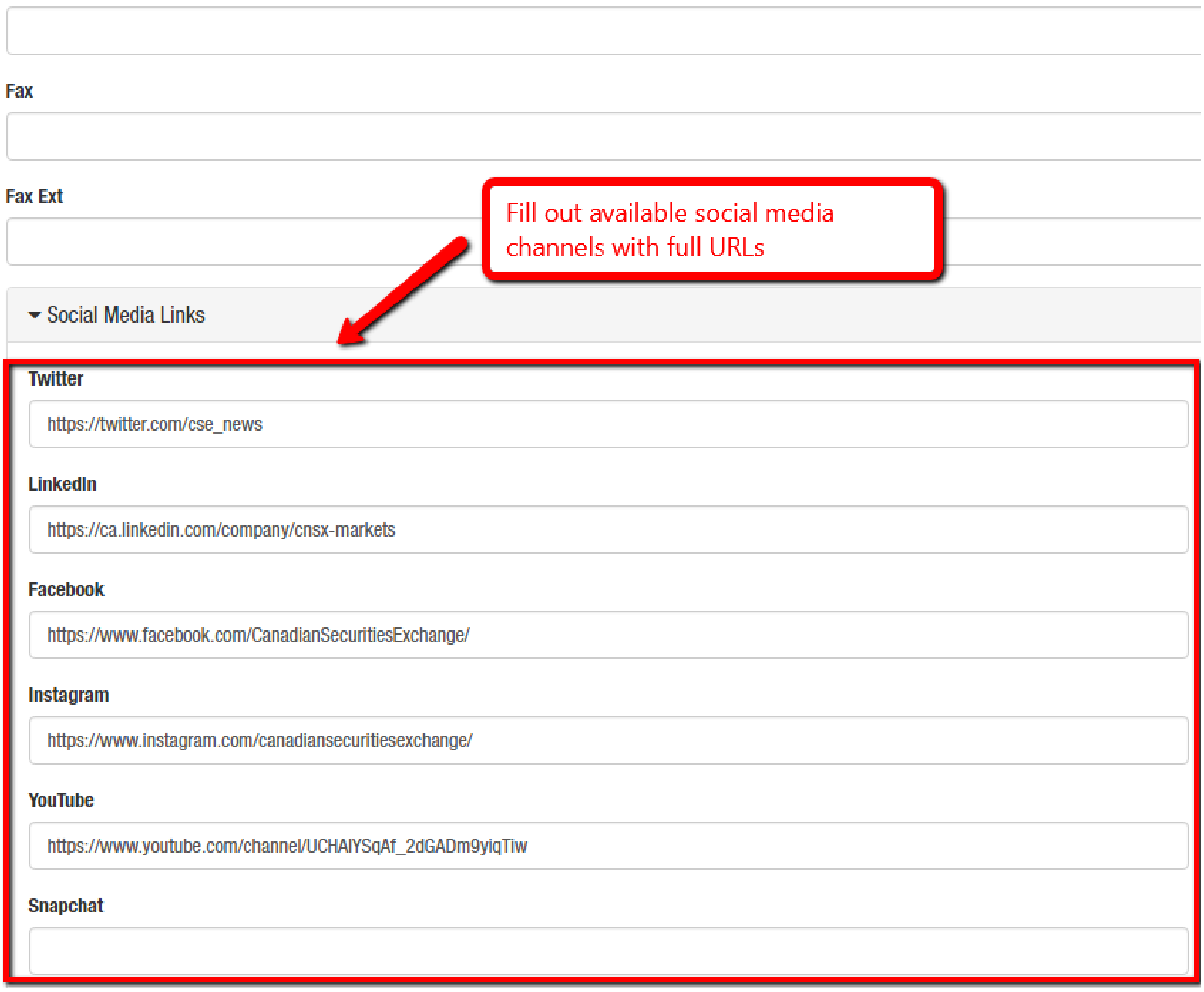
To access, populate and/or edit the information in the social media fields, use the following process:

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.



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.

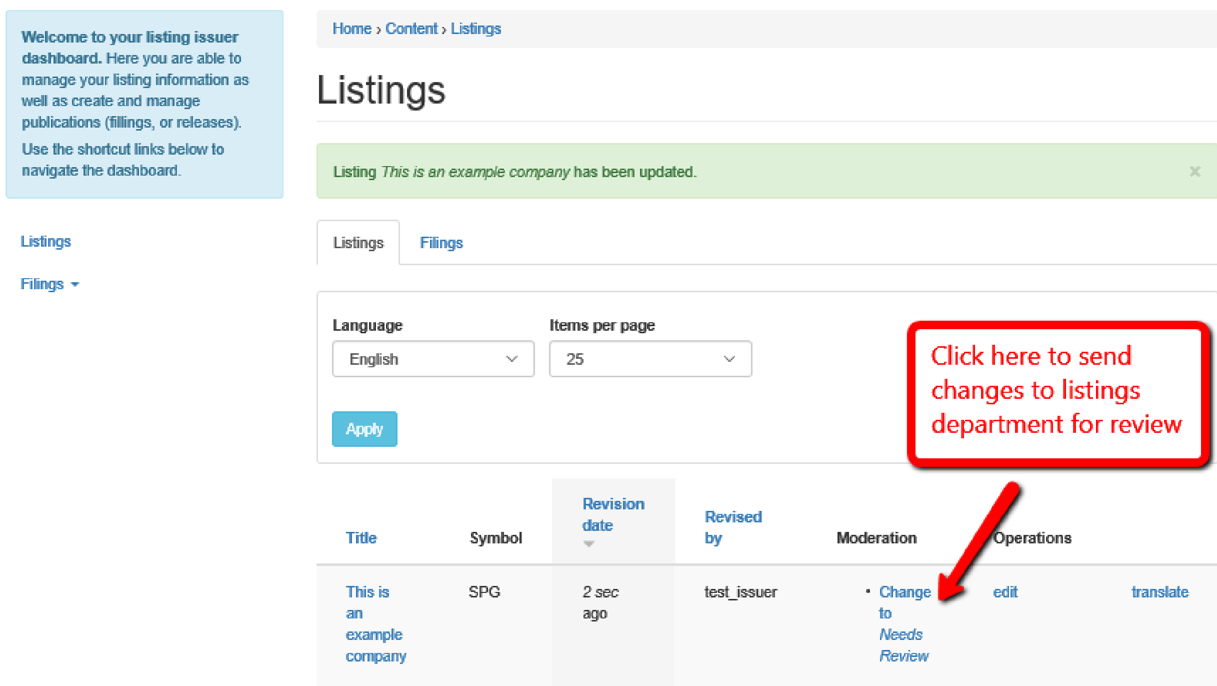


Translate Listings

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.



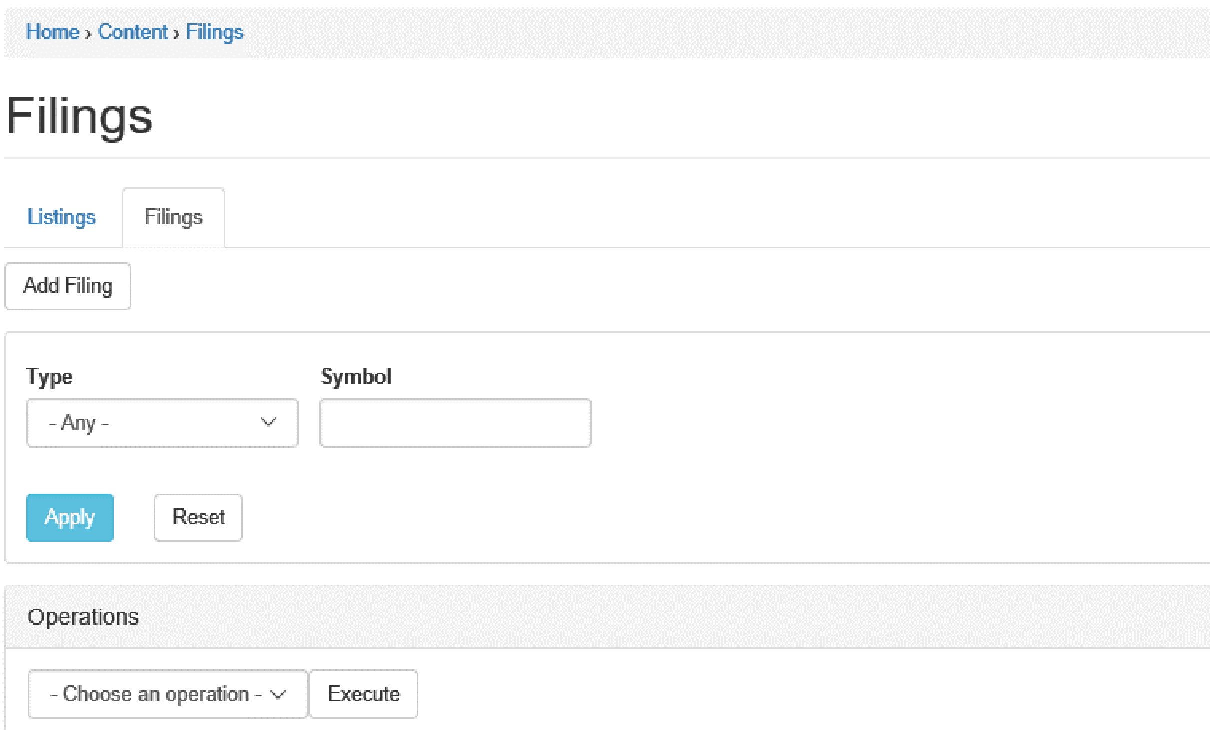
Filings Management

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.



Edit Filings

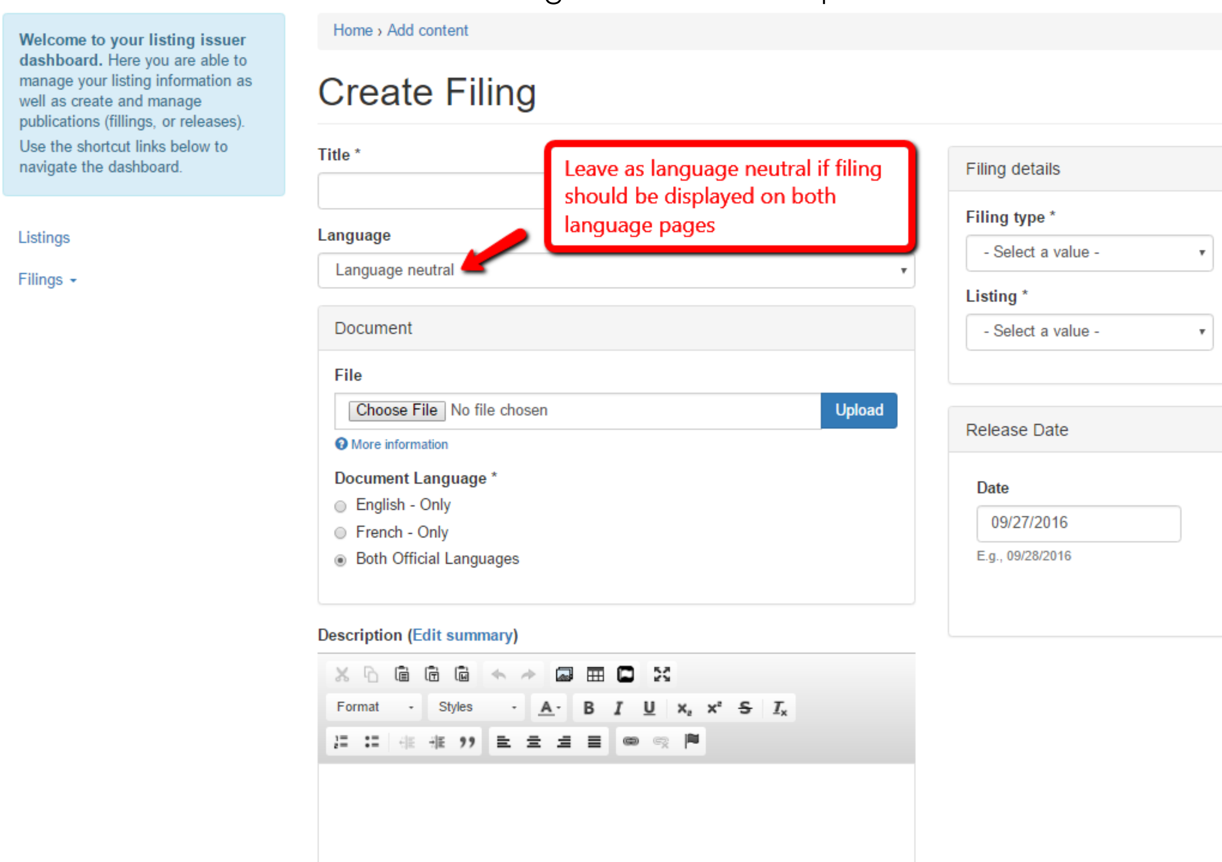
Editing a filing presents you with a form for managing the details regarding an existing filing.

Add Filings

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

- **Title** is the name of the filing. (**Titles should reflect the content of the filing, e.g., "Company announces transaction" instead of "News Release", or "Monthly Progress Report" instead of "Form 7"**)

- **Language** is the language of the page this filing will be displayed **(For documents that should be on both English and French pages please choose "*Language Neutral*")**
- **File** allows you to upload a document
- **Description** allows you to provide a synopsis of the document attached.
- **Filing type** is the specific kind of filing that is being added (for example Press Release)
- **Listing** allows the content to be associated with a listing you manage
- **Release date** is the date this filing is released to the public



Translate Filings

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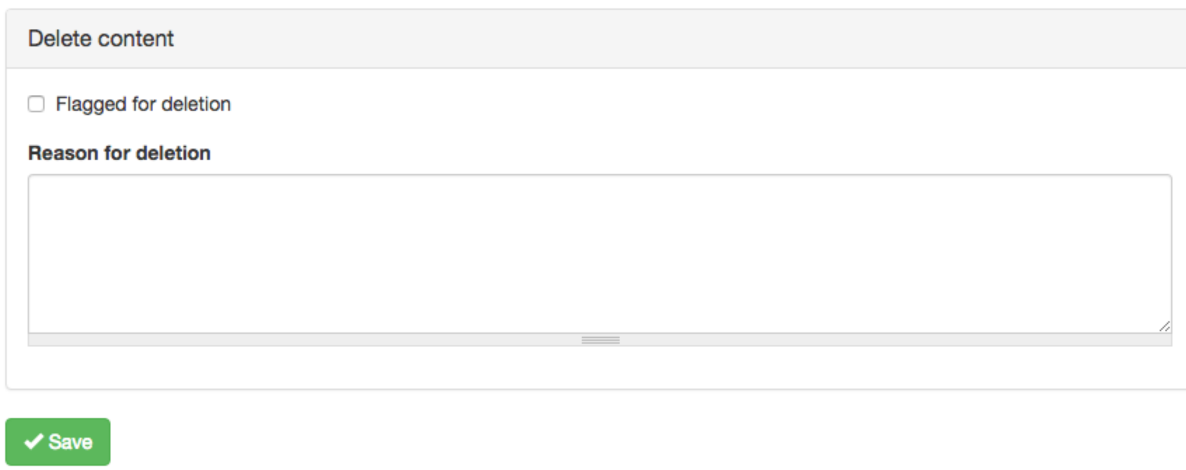
Flag Filings to be Deleted

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.



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.