



Quick Start Guide

If you are new to online filing, need to know about the new online filing of documents, the new electronic payment system, or are a bit rusty, here are some quick points to help.

- The webpage is <https://pensionfilings.alberta.ca/>.
- The account is your CRA number, with no leading zero, then -air or -cc (12345-air or 98765-cc). It is not case sensitive.

Account

Password

- The electronic payment system has recently been added so read the Help/User Manual.

Manage Plan Filings
Manage Payments
Help/User Manual
Quick Start Guide

- Your Compliance Officer's (CO) contact information is on the left side of each page while logged in to online filings.

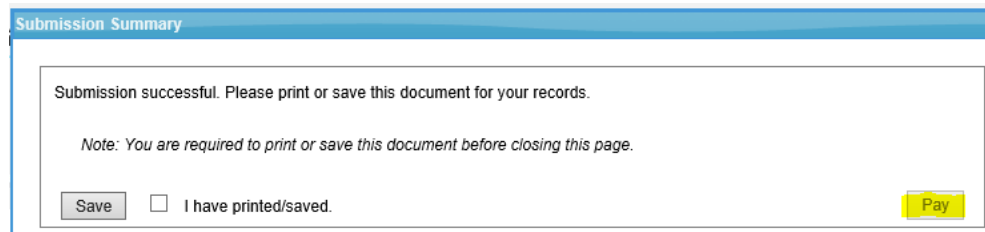
Contact Information

- Example Name
- Compliance Officer
- Example.Name@gov.ab.ca
- 780-XXX-XXXX

- If you can't login and don't know your CO, call the general phone line at 780-427-8322, press 1, then 2, and leave a detailed message including your CRA number. Someone will call you back.

Or you can send an email with your CRA number in the subject line to employment.pensions@gov.ab.ca.

- To update your contact information, including alternate contacts, consultant, actuary, fundholder, or third party administrator, send an email to your CO or employment.pensions@gov.ab.ca with the contact's name, title, address, phone number, and email address with your CRA number in the subject line.
- The **Tab** key moves you from one field to the next. You can also use your mouse to click into a field but this does not automatically remove the zero from the field. Do not use the **enter** key.
- Once you have submitted the AIR, the window that allows you to save or print a copy of the filing has a pay button that leads you through the payment process which is explained in detail in the help/user manual.



- If you need a filing deadline extension, email your CO **before the filing deadline**, stating the reason(s) and the date of the requested extension.
- The system will add a late filing penalty of 10% if the AIR is filed after the deadline or, if an extension has been granted, the extended deadline.

CRA can charge a late penalty of \$25.00 per day up to a maximum of \$2,500.

NOTE: The Superintendent's office informs CRA when a filing deadline extension has been granted, however, CRA still has the right to impose their own late-filing penalty based on the original deadline.

- Mandatory online filing of the AIR and CC was effective October 1, 2014.

- Mandatory online filing of AFS, Plan Text Documents, and Supporting Documents was effective October 1, 2020.
- The electronic payment system came into effect in 2021. We expect that electronic payments will become mandatory in the future but, for now, cheques are accepted.
- Effective April 20, 2022, we have added the ability to file Letter of Credits and Termination reports through our online system. This becomes mandatory effective June 1, 2022.
- Once you click submit you can no longer make any changes. To make a change to a filed AIR or CC email the information to your CO.