



F2R Web Reporting Quick Reference

The *Proceeds of Crime (Money Laundering) and Terrorist Financing Act* and associated Regulations place obligations on certain persons and entities (called reporting entities). Some of these obligations include reporting financial transactions to FINTRAC.

F2R:

FINTRAC's Web-based tool for reporting entities, F2R, provides a user-friendly method to prepare and submit reports to FINTRAC. F2R also contains new functionality compared to our previous system.

F2R minimizes the amount of time required to complete a report to FINTRAC by:

- providing additional pre-populated drop-down options,
- pre-populating the information about the reporting entity, and
- allowing the reporting entity to create pre-keyed templates.

F2R provides an enhanced ability to electronically manage your reports by offering a printing and saving option.

F2R assists FINTRAC in improving the quality of information received by:

- enhancing FINTRAC's capacity to identify data quality issues,
- providing FINTRAC with a communication mechanism for timely feedback to you, and
- providing a practice tutorial for all F2R users.

ENROLMENT:

All reporting entities filing electronically have to be enrolled with FINTRAC to use F2R. If you have not reported to FINTRAC and need your access information in order to report electronically, or if you have reported but have not been contacted, please call us to receive your access information to F2R.

Upon enrolment you will receive the following access information:

- a reporting entity (RE) identifier number (a seven-digit number that will identify your business),
- a user ID for your F2R Administrator (and F2R Administrator's Assistant if requested), and
- a temporary password.

ROLES IN F2R:

F2R allows the creation of roles for different users. These roles allow you to organize your reporting function and responsibilities within your organization.

Each reporting entity can assign the following four roles:

- F2R Administrator (one per RE);
- F2R Administrator's Assistant, if requested (up to two per RE);
- Verification and Submission Officer, if required (unlimited number per RE); and
- Data Entry Officer, if required (unlimited number per RE).

The F2R Administrator will be able to create users, maintain location information as well as create and submit reports to FINTRAC.

The F2R Administrator's Assistant will be able to create users and maintain location information.

The Verification and Submission Officer can create and submit reports to FINTRAC whereas the Data Entry Officer can only create reports.

REPORTING:

Data entry is available for the following reports:

- **STR** Suspicious Transaction Report
- **LCTR** Large Cash Transaction Report
- **EFTO** Electronic Funds Transfer Report (Outgoing)
- **EFTI** Electronic Funds Transfer Report (Incoming)

In the future, SWIFT Electronic Funds Transfer Reports will also be available.

REPORTS RETURNED FOR FURTHER ACTION:

One of the new features of F2R is the "Report Returned for Further Action (RRFA)" functionality.

If it is determined that some of your reports have data quality problems, they may be returned to you for correction.

The report(s) would automatically be routed back to you via F2R and be available in the RRFA queue.

Once you have made the corrections, you will forward the reports back to FINTRAC.

FOR MORE INFORMATION:

To access FINTRAC's Web site: www.fintrac.gc.ca

For more information about F2R: Please consult the Publications page on our website or call 1-866-346-8722.

