



FAST COMPANY QUICK REFERENCE GUIDE

Filing Initial Returns, Notice of Change and Annual Returns Through The
eCoreIntegration

July 27, 2022

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1. ABOUT ECORE

Trusted by firms across Canada for over 20 years, eCore® is an intuitive solution that makes it easy to automate your records and filing processes and improve speed and accuracy in data and records management.

2. SIGN UP FOR AN ECORE ACCOUNT

If you have an eCore account, you can now submit the new Articles of Incorporation, Initial Returns, Notice of Change and Annual returns using the eCore Fast Company integration.

If you do not have an eCore account, send an email to sales@dyedurham.com for more information or click the button below to open a deposit account.


[Open an eCore account](#)

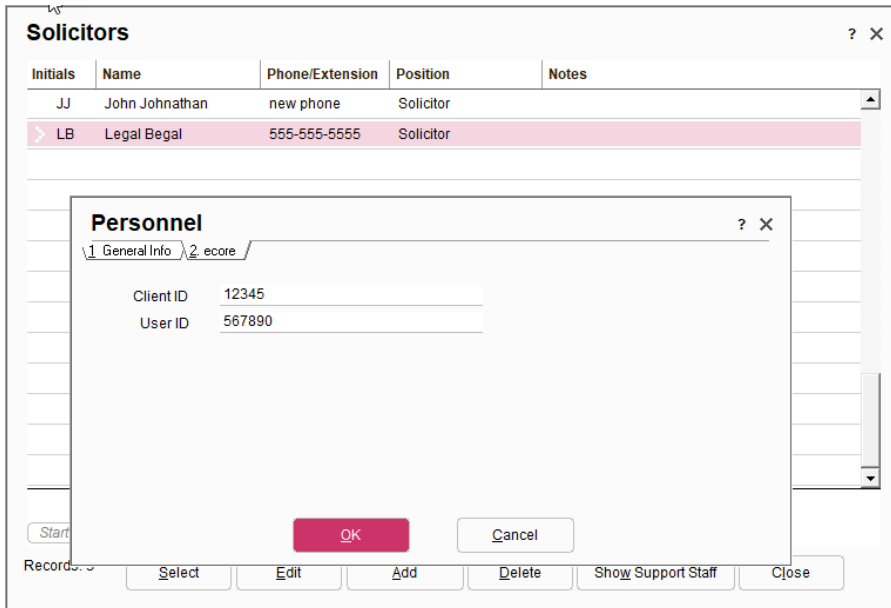
3. FAST COMPANY AND ECORE INTEGRATION BENEFITS

- All data in Fast Company will populate into the eCore E-File Data screen when you file your Articles of Incorporation, Initial Returns, Notice of Change and Annual Return electronically. You simply (1) complete the additional field in the on-screen form, (2) click to initialize eCore filing, and (3) comply with any messages regarding missing data or acknowledgements.
- Details of the incorporation are automatically updated in Fast Company, including the Corporate Name, Date of Incorporation and Ontario Corporation Number. The Certificate of Incorporation or Form 1 Confirmation of Filing is displayed and stored with the Corporate Record.

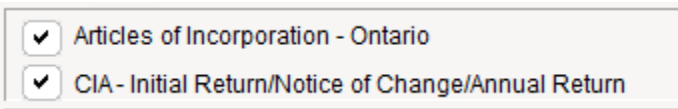
4. ENTERING YOUR ECORE CREDENTIALS IN FAST COMPANY

Follow these steps to start using eCore from Fast Company:

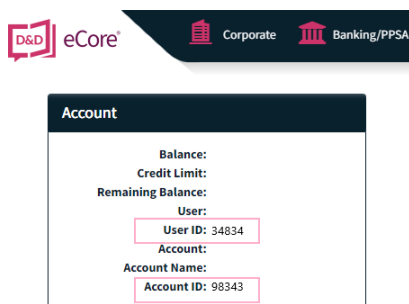
1. In Tab A, click  for the solicitor or law clerk with eCore credentials.
2. In the **Solicitors database** or **Support Staff** window, highlight the appropriate Solicitor or Law Clerk and click **Edit**.
3. In the Personnel > eCore tab for the selected individual, enter the **Client ID** and **User ID** and **click OK**.



You can now file all your Incorporations, Initial Returns, Notice of Change and Annual Returns from within the Forms & Registers tab of Fast Company when selecting **Articles of Incorporation – Ontario** or **CIA – Initial Return/Notice of Change/Annual Return**.



Note: If you do not know your eCore credentials, log into ecore. Your eCore credentials will appear in the Account box.



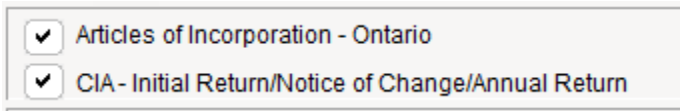
5. ACCESSING ECORE E-FILE

Now that you have set up your eCore credentials in Fast Company for either the solicitor or the law clerk, you are ready to start using the many time-saving benefits of the eCore E-File integration.

5.1. ECORE E-FILE ON FORMS & REGISTERS

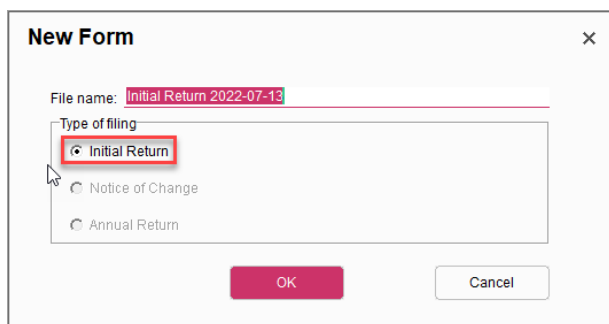
To access eCore filings for Articles of Incorporations, Initial Return, Notice of Change and

Annual Returns in the Forms & Registers tab, click beside the **Articles of Incorporation** or **CIA – Initial Return/Notice of Change/Annual Return**.



6. FILING INITIAL RETURN, NOTICE OF CHANGE AND ANNUAL RETURNS

The **New Form** window will open when you check **CIA – Initial Return/Notice of Change/Annual Return**. If filing the Initial Return, the **Initial Return** radio button will be selected. Click **OK**. You have the option to change the File Name.



NOTE: Once you have filed your Initial Return, the next time you open the **New Form** window the Initial Return will be disabled. If a change has been made to officers, directors, addresses or emails, the **Notice of Change** will be enabled, and the radio button will be selected. **Annual Returns** will also be selected. If you are filing an annual return, click the radio button. The process for filing **Initial Returns**, **Notice of Changes** and **Annual Returns** is the same.

eCore will retrieve your Service Order ID. All data populated from the Fast Company fields will be populated into the corresponding fields of the eCore window.

You can update any fields in white. You are also required to enter additional information not stored in Fast Company (i.e., Certification tab - see #1 in the figure). These areas are identified with an exclamation mark. Select who will be certifying the Initial Return from the drop-down menu (see #2). Click **Select** and an individual from the select window (see #3) and click **OK** (see #4). The individual's Name, email and address will be populated into the corresponding fields.

D&D FastCompany® Initial Return 2022-07-19 [JUL1922] UAT

eCore® Validate

General Directors Officers **Certification** 1

Certifying Director 2 Select

First name: 3
 Middle name:
 Last name:
 Email address:

Address

Type of address: Standard

Street Number: Street name: Lot/Concession:

City/Town: Province/State: 4 Postal code: Country: CA - Canada

The individual named above has certified that all information set out in this filing is true, correct and complete. 5

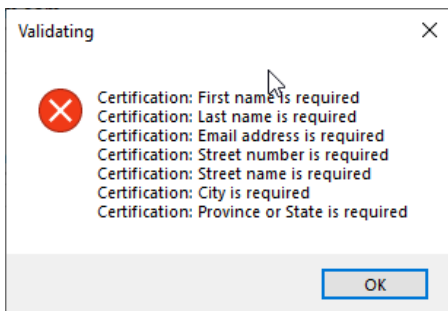
Select... Incorporator: Ian 3
OK Cancel 4

Once all information has been entered into the eCore window, you are ready to validate your data before submitting to eCore.

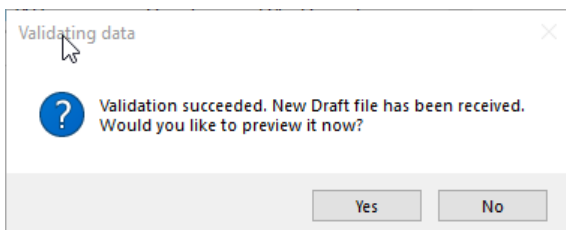
Click **Validate**. Notice the status is set to “not submitted”.



If any information is missing from the validation, the **Validating** window will appear to inform you as to what information is missing. Click **OK** to close this window and return to the eCore window to enter the missing information. Click **Validate** again.




When all the data has been validated, the following window will appear indicating that validation was successful and that a draft file has been received. You have the option to preview the file now by clicking **Yes**.



Click **Yes** to preview the draft Initial Return. Then click **Close** to exit the preview.

Draft



Form 1 CIA Initial/Notice of Change Report

DRAFT COPY

TRANS ID: 98635 **DRAFT PRINTED ON:** July 13, 2022 @ 02:45 PM

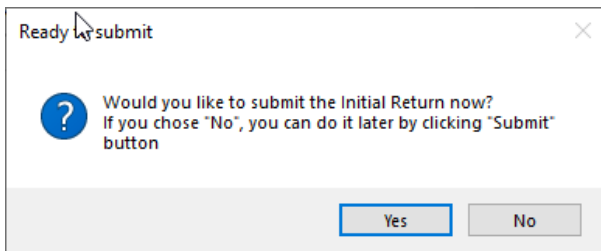
Reference Info: **Document Type:** Initial Return
Docket Info:

Corp. Name: 1000027344 ONTARIO CORP. **Corp No:** 1000027344 **Incorp./Amalg. Date:** July 13, 2022
Registered/Head Office: 700-123 Front Street West, Toronto, CA, ON, M1N 1N1
Official Email Address: jodean.hendrie@dyedurham.com

NAICS Code: 112510 **NAICS Description:** catching or taking fish and other aquatic animals from their natural habitats (See 11411 Fishing)

CONTACT INFO:

If you are satisfied with the preview, click **Yes** to submit the initial return.



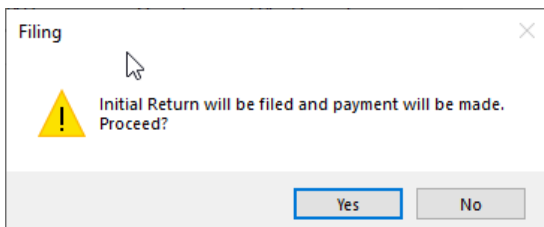
Ready to submit

Would you like to submit the Initial Return now?
If you chose "No", you can do it later by clicking "Submit" button


If you click **No**, the window will close, and you will have the option to make changes to the eCore window and submit later by clicking **Submit** in the eCore window.



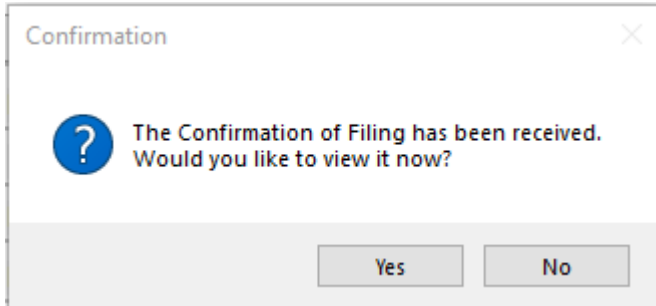
If you click **Yes**, a **Filing** window appears indicating that the Initial Return will be filed, and payment will be made. Click **Yes** to exit the Filing window.



Filing

 Initial Return will be filed and payment will be made. Proceed?

Note: Filings can take some time the system will check the status every 5 seconds. When the filing is successful, the **Confirmation** window will appear indicating that the filing has been received. To view the filing, click **Yes**.



All PDFs will be saved to the DP Filer. You also have the option to open the PDF from the CCF Forms window by highlighting the required form and clicking **Open**.

