

YCOR: Private Filing Key (PFK) System

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About this Document

This document describes the private filing key (PFK) system by which individual holders of YCOR accounts will authenticate to submit filings for one or more corporate entities.

Design Aspects

Why is a key system required?

The key system is intended to replace the requirement for hand-written signatures on corporate filings submitted through YCOR.

A key system will insure that only those individuals who are connected with a corporate entity can submit filings for the entity, and provides a better connection between submitter and account-holder than does an unintelligible, unverifiable signature.

The key system provides both a level of protection against fraudulent filings and an additional link for filing to a specific YCOR account.

How will the key system work?

Once a business/not-for-profit organization has been incorporated/registered/filed a declaration, and has a registered address, a YCOR account holder can request online, through YCOR, a key for working with the corporate entity.

YCOR will generate a unique key for the user, store a record that relates the key, the user and the corporate entity, and then generate a printed document that will be mailed via Canada Post to the registered address under the user's name. Upon receipt of the document, the user will activate the key by visiting their My Keys page in YCOR, and confirming the key number against a pending key request. The specified key will be verified by YCOR and then activated.

Keys will **not** be sent via email.

How is a key generated and what does a key look like?

YCOR will use the SHA-1 cryptographic hash function to generate a unique 40 digit key code based on the time of day and a system-generated random number, then truncate that code to the first 6 digits.

Such a process generates a key that looks like this:

75ed7a

The key is meaningless other than being unique. If it were decrypted, it would reveal nothing of any meaning.

How will keys be stored?

Keys generated by YCOR will be stored in a table that relates each key to a corporate entity.

For example, the following key table shows three keys have been issued for corporate entity File No. 6400. User 45 has an active key. A key has been mailed to the entity's Registered Office for User 37, but has not been activated yet.

Key No.	Date Created	File No.	User ID	Status
75ed7a	2019-07-18 15:34	6400	45	Active
49b481	2019-07-19 12:02	6400	37	Pending

How does a user request a key?

To request a key, a user must have a YCOR account.

If a user without an account attempts to submit a filing for an entity, they are presented with the following prompt:

Private Filing Key Required

In order to submit a filing for this entity, you must have a Private Filing Key.

Private Filing Key for Entity :

In order to request a Private Filing Key for this entity, you must have an account. You can register here.

Submit Cancel

If a user is logged into their YCOR account, but does not hold a key for the specified entity for which they want to file, they will be presented with the following prompt:

Private Filing Key Required ✕

In order to submit a filing for this entity, you must have a Private Filing Key.

Private Filing Key for Entity 536471:

You can request a Private Filing Key for this entity [here](#).

Clicking the link will take them to a request page:

Request a Private Filing Key

for
536749: FAR GLOBAL LTD.

A private filing key is required for you to make filings for entities, and insures that you have the permission and authorization to do so.

A key consists of a series of six letters and numbers such as A1B2C3 which are issued to you, registered to your account, and associated with the entity for which you requested it.

The key you are requesting will be sent via postal mail to the entity's Registered Office address.

Are you sure you want to request a key?

[← Back](#) [Search](#)

Submitting the form will send a request receipt to the user, and create a key request to be reviewed by staff.

The user will land on this page following a request:

Private Filing Key Requested

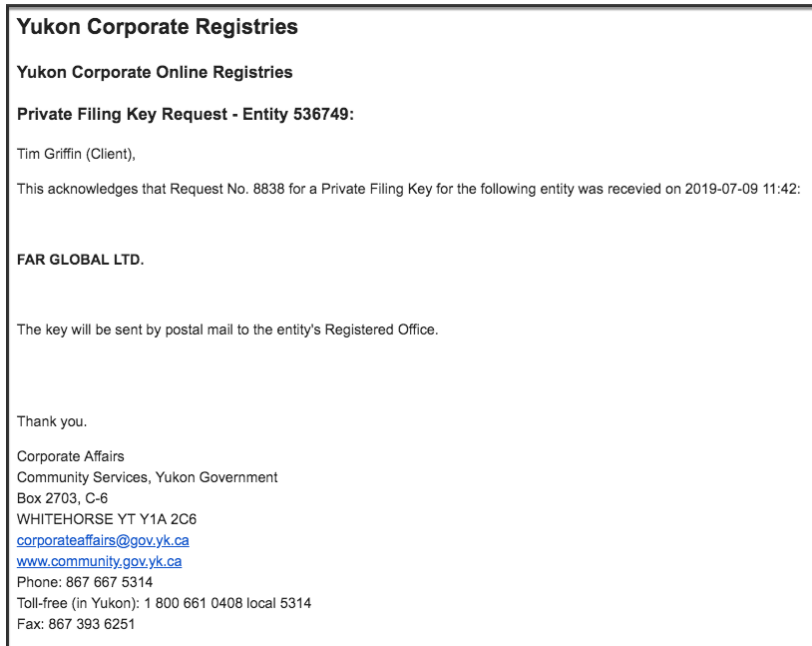
This acknowledges that Request No. 8838 for a Private Filing Key for the following entity was received on 2019-07-09 11:42:

FAR GLOBAL LTD.

The key will be sent by postal mail to the entity's Registered Office.

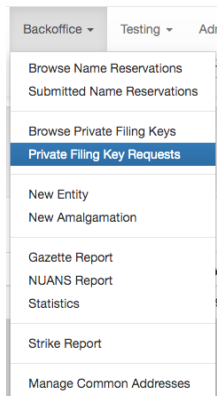
Thank you.

The user will receive a request acknowledgement by email as follows:



How do Staff Process Key Requests?

Key requests are shown under the Admin menu within YCOR:



This screen shows a key requested waiting to be accepted:

YCOR Search Entities My Account My Documents Browse Backoffice Testing Admin Registry No. View Registry No. Edit

Tim Griffin Logged in as Tim Griffin Log out FAQ Help

Private Filing Key Requests

Search:

Key ID	Registry No.	Entity	Entity Type	Requested By	Key	Status	Date	Actions
8838	536749	FAR GLOBAL LTD.	Corporation	Tim Griffin (Client)	JW9B1V	Requested	2019-07-09 11:42	Accept Reject Delete

Clicking **Accept** will generate and download a PDF document to be postal mailed, and change the status of the key to “Pending” (awaiting activation by requester).

How does a user see their keys?

A user’s My Keys page in YCOR lists the keys that they have requested along with the entities related to the keys:

My Account My Documents

My Details
My Charges
My Keys

My Private Filing Keys

Search:

Key ID	Registry No.	Entity	Entity Type	Key	Status	Date	Actions
67	536749	FAR GLOBAL LTD.	Corporation	*****	Pending	2019-06-19 07:33	Delete

The key listing will include action links to activate or delete a key.

How does a user activate their key?

Once a user receives their issued key by postal mail, they must return to YCOR, log in, and access their My Keys page.

Each requested key (if accepted by Corporate Affairs) will have an “Activate” link:

My Private Filing Keys

Search:

Key ID	Registry No.	Entity	Entity Type	Key	Status	Date	Actions
8838	536749	FAR GLOBAL LTD.	Corporation	*****	Pending	2019-07-09 11:42	Activate Delete
67	600551	L O M WESTERN SECURITIES LTD.	Extra-Territorial Corporation	*****	Pending	2019-06-19 07:33	Activate Delete

Clicking the Activate link will prompt the user to type in the key listed on the mailed document:

Activate a Private Filing Key

for
536749: FAR GLOBAL LTD.

To activate a filing key you received for this entity, you must enter the key that was printed on the notice mailed to the entity's Registered Office.

[Activate this Private Filing Key](#)

[My Keys](#)

If the key specified matches the key issued, the key is activated, and can then be used to submit filings.

Can a user hold more than one key?

Yes. Some individuals act on behalf of many companies, and need to be able to maintain a roster of keys in their account.

Alternatively, a user can apply to have their account designated as an "Intermediary" in which case they gain the privilege to be able to do filings for any entity using a single key.

Application for an Intermediary account will be handled by a specific form submitted to, and vetted by, Corporate Affairs.

How will key request mailouts be handled?

Officers or Administrators of YCOR will visit the Private Filing Keys management page to view a list of pending requests. The user will click a request, and print the pre-generated PDF attached to the request and mail it.

How does an administrator invalidate a key?

A corporate entity may submit a request to Corporate Services to invalidate a key to prevent an individual from submitting further filings for that entity. This can be done by an administrator-level user of YCOR, on the Private Filing Keys page under the Admin menu, or by accessing the Private Filing Keys listed for the entity:

Corporation

FAR GLOBAL LTD.

In Compliance

General Addresses Directors Former Names Related Filings History Letters Correspondence Certificates Audit Actions Keys

Private Filing Keys

Excel Copy

Search:

ID	Date Created	Key	Status	Assigned To	Actions
8838	2019-07-09 11:42	*****	Requested	Tim Griffin (Client)	Delete

Can a user return a key?

A user can delete a key from their account when they no longer require it. The status of the key becomes “cancelled” and can no longer be used to submit filings. The key remains related to the user’s account as it may have been used to submit prior filings.