



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, F2R, provides a user-friendly method to prepare and submit reports to FINTRAC.

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

- providing drop-down options,
- pre-populating the information about the reporting entity, and
- allowing the creation of pre-keyed templates.

F2R provides the 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 environment for all F2R users.

ENROLMENT:

All reporting entities have to be enrolled with FINTRAC to report electronically and use F2R. If your organization is not enrolled for this, please contact us.

Upon enrolment you will receive a reporting entity (RE) identifier number (that will identify your business) and the following access information:

- a user ID for your F2R Administrator (and F2R Administrator 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 organization can have users with the following four roles:

- F2R Administrator (one per organization assigned at enrolment);
- F2R Administrator Assistant, if requested (up to two per organization assigned at enrolment);
- Verification and Submission Officer, if required (unlimited number per organization); and
- Data Entry Officer, if required (unlimited number per organization).

The F2R Administrator can create users (for either of the last two roles listed above), maintain location information as well as create and submit reports to FINTRAC.

The F2R Administrator Assistant can create users (for either of the last two roles listed above) 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)
- CDR Casino Disbursement Report

REPORTS RETURNED FOR FURTHER ACTION:

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 (report returned for further action) queue.

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

FOR MORE INFORMATION:

For more information about F2R, consult the Reporting page on our Web site (<http://www.fintrac-canafe.gc.ca>) or call 1-866-346-8722.

