



CONSUMER AFFAIRS BULLETIN – 2018-04

To: Current and prospective licensees under the *Direct Sellers Act*
Re: New online application system

FCNB is migrating existing licence application and renewal processes under the *Direct Sellers Act*, to its online portal at <https://portal.fcnb.ca> effective 15 October 2018.

This will result in the following changes for prospective and current licensees under the *Direct Sellers Act*:

New Licensing Applications

All new applications for licensure submitted on or after 15 October 2018 must be completed using the online portal. Paper applications will not be accepted after that date.

Renewals of existing licences

Current licensees with licences expiring on or before 31 October 2018 must complete their renewal application using the existing paper process and should ensure that their renewal application is submitted well in advance of 31 October 2018 to allow sufficient time for FCNB review so that a renewal can be issued before the expiry date.

Current licensees with licences expiring after 31 October 2018 must complete their renewal application using the online portal. Paper renewal applications will not be accepted from any licensees with expiry dates after 31 October 2018.

All current licensees with expiry dates on or after 31 October 2018 will receive a letter with instructions for creating an account in the portal and linking their existing licences to their portal account. **Licensees should not create accounts in the portal until this letter is received.**

Questions

Instructions for using the portal and completing the various online processes are available on our portal FAQ at <http://fcnb.ca/portalfaq.html>

If you have any questions, please email consumer.licensing@fcnb.ca and provide your name, phone number and your question.

Issued by:

Alaina M. Nicholson
Director of Consumer Affairs

Date: 15 October 2018