



# Online Submissions Portal

## New Form Features

As the portal forms are updated, you will notice a number of new features that are common across them, as described in the examples below.

The reasons for these are twofold: firstly, there are visual progress indicators, to highlight where required data is missing, or where an error has been made; secondly, to update common functions in line with similar website functionality, so that it follows more familiar, expected and intuitive behaviour.

Our aim is to make the forms clearer to use and for the processing to be quicker than on the old forms.

If you have any feedback about the functionality of the forms, please contact [support@gfsc.gg](mailto:support@gfsc.gg) in the first instance.

### 1. 'Traffic Light' progress indicators:

There is a banner explaining the **Red Amber Green** status information. This banner can be closed:

The progress bar has been replaced with a Red Amber Green status indicator. The indicator shows whether you can Save or Submit the form based on the minimum criteria being met for each question on the tab.

- A Red status means that you cannot Save or Submit the form.
- An Amber status means that you can Save the form but not Submit it.
- A Green status means that you can Save or Submit the form.

This banner can be closed

**Red** indicates data error – you cannot save or submit the form:

Date of scheme valuation

31/10/2019

Date cannot be a future date

Red field indicator denotes an error

Red warning icon indicates there is incorrect data

**Amber** indicates missing data – you can save the form, but not submit it:

Home

## 200. Other

Click Create to begin

Tabs are not available to view until the form has been created

Start Notification Details Declaration

All questions are mandatory unless otherwise indicated

### Introduction

You have selected to notify the Commission of a change.



Amber tabs indicate there is missing data in them

Amber warning icon indicates there is missing data

Amber fields indicate there is missing data

Delete form Secure Messages

Start Notification Details Declaration

All questions are mandatory unless otherwise indicated

### Notification Details

Please select the type of notification you are submitting from the list, or if not applicable, select 'Other'

When submitting your notification, please provide all relevant information so that the Commission may consider your request. This may include key dates, key parties, details of changes etc.

Green indicates complete data – you can save and/or submit the form:

Green tabs indicate the tabs mandatory fields are complete

Green fields indicate the field is complete

Delete form Secure Messages

Start Notification Details Declaration

All questions are mandatory unless otherwise indicated

### Notification Details

Please select the type of notification you are submitting from the list, or if not applicable, select 'Other'

When submitting your notification, please provide all relevant information so that the Commission may consider your request. This may include key dates, key parties, details of changes etc.

## 2. Document Upload

The document upload pop-up box is now in a more common format, with the drag-and-drop option:

Upload a document

Click browse below to select a file.

This upload accepts files up to 15MB and the following file types:  
.doc .docx .pdf .ppt .pptx .xls .xlsx

Drag and drop a file here

Or select a file to upload

Upload queue

Queue length: 0

Queue progress:

Upload all Cancel all Remove all



Upload a document

Click browse below to select a file.

This upload accepts files up to 15MB and the following file types:  
.doc, .docx, .pdf, .ppt, .pptx, .xls, .xlsx

Drag and drop a file here

Or select a file to upload

Upload queue

Queue length: 1

Name	Size	Progress	Status	Actions
Test PDF.pdf	0.139 MB	<div style="width: 100%;"></div>		<a href="#">Remove</a>

Queue progress:

[Upload all](#) [Cancel all](#) [Remove all](#)

### 3. Removing uploaded documents

Once files are added to the form, they can easily be removed or others uploaded:

Please upload any relevant documents

File name	File size	Delete
Test PDF.pdf	146 KB	<a href="#">×</a>

[Upload a document](#)

### 4. Required fields

Required fields are indicated by an amber field highlight and warning icon:

  ▼

### 5. Information tooltips

Information tooltips are denoted with an 'i' icon:

Has the strategic direction of the business changed during the annual return period?

Yes  No

Does the licensee outsource any regulated activities or compliance arrangements: your answer

Additional questions will display depending on your answer



## 6. Show More / Show Less

Clicking on the 'Show More' link will expand the text:

Does the licensee outsource any regulated activities or compliance arrangements to a third party or insource any regulated activities or compliance arrangements from a third party? Please ignore services provided to managed trust companies.

[Show More](#)

Clicking on the 'Show Less' link will contract the text:

Does the licensee outsource any regulated activities or compliance arrangements to a third party or insource any regulated activities or compliance arrangements from a third party? Please ignore services provided to managed trust companies.

Outsourcing takes place when a licensee uses a third party to perform activities that would normally be undertaken by the licensee. Insourcing takes place when a third party uses the licensee to perform activities that would normally be undertaken by the third party. The third party could be located in Guernsey or overseas or be an external company or a group company.

[Show Less](#)

## 7. Print form

The Print button displayed at the bottom of the form can be used to generate a pdf of the form, in its state at that point in time:



## 8. Concurrent editing lock

It is not possible to have more than one person editing a form at the same time. If you attempt to access a form when someone else at your firm is editing it, the following error message will be displayed:

ERROR: Someone else is currently editing this form therefore you cannot access it.

If this occurs, the other person will need to save and exit the form in order for you to access it.