GFSC Director Registration Regime – User Document

Updated July 2023

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Important information for regulatory return users

If you already use the Online Submissions Portal as a corporate user (e.g. to prepare/submit notifications and returns for a licensee), you cannot add your Director Registration Regime registration/OS Portal timeline to that account.

Your Director Registration Regime registration/OS Portal timeline should only be linked to your personal email address. If your existing personal email address is already linked to a corporate account/corporate OS Portal timeline (i.e. a licensee submissions timeline), you will need to either:

Use a different personal email address to set up your Director Registration Regime account/OS Portal timeline; or

unlink your existing personal email address from the corporate account/corporate OS Portal timeline and then use a corporate email address for your corporate account/corporate OS Portal timeline. Guidance on how to unlink your email address can be found [here.](#)

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Register an account on the OS Portal

Before you can use the Online Submissions ("OS") portal, you need to register an account. Launch the portal from an Internet browser using https://submit.gfsc.gg or from the Commission website www.gfsc.gg using the Online Services button shown below, which will direct you to https://auth.gfsc.gg.
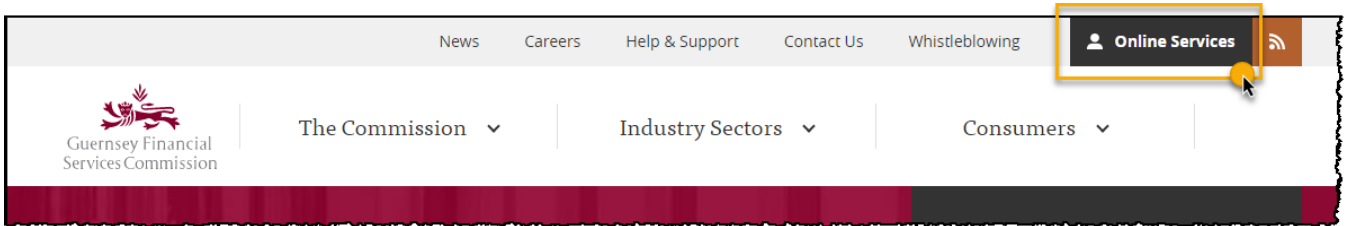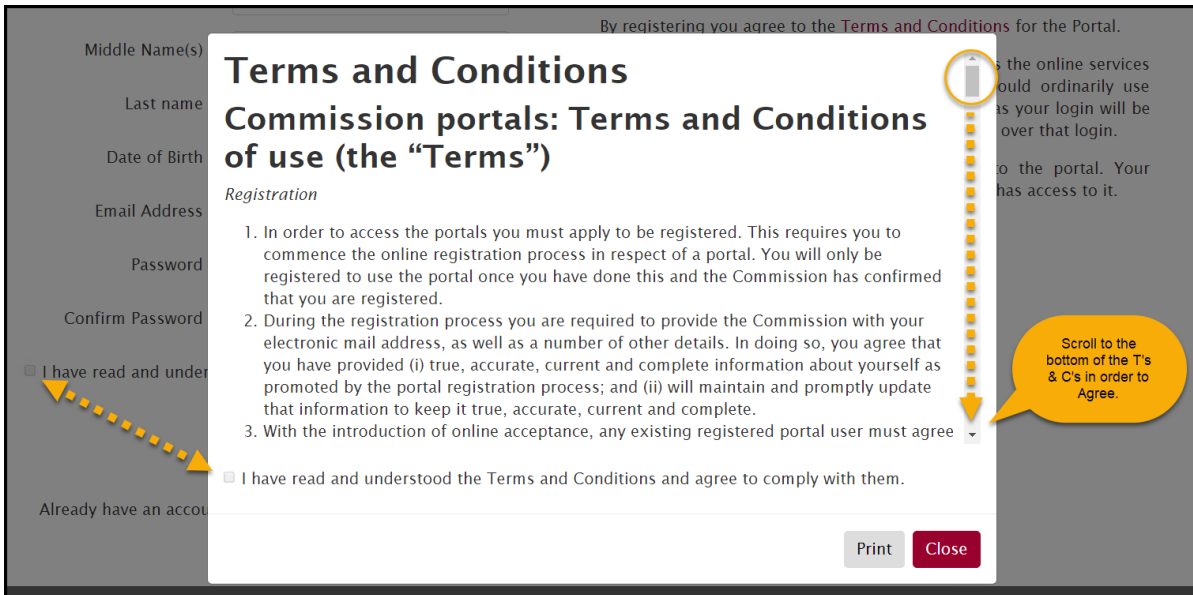

Click register and fill out the registration form.

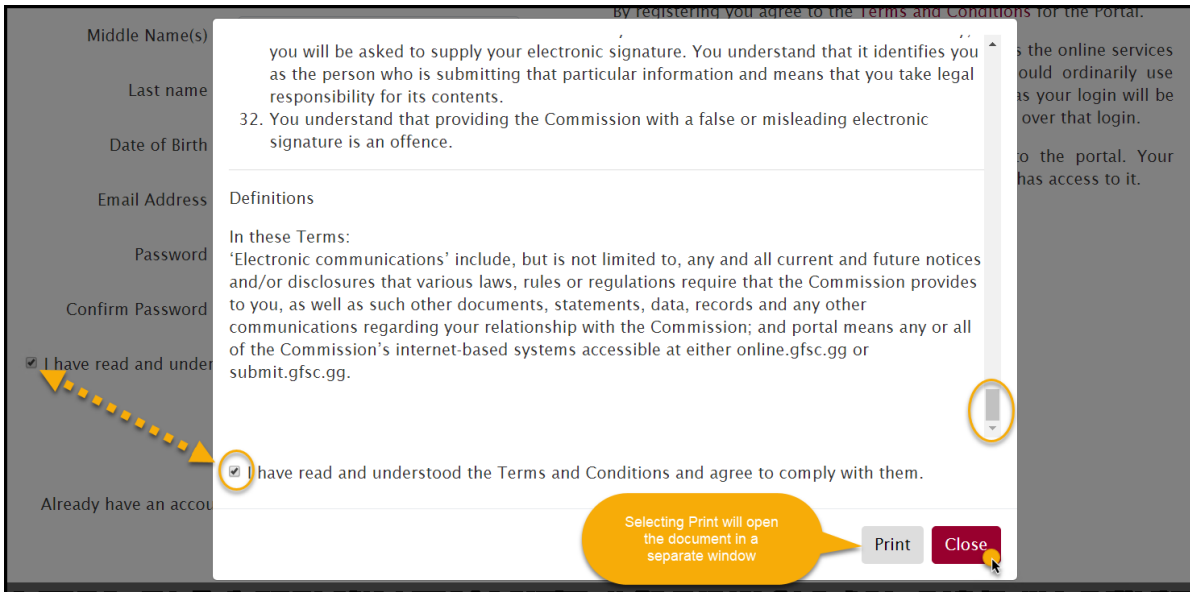## Electronic Commission portals Terms and Conditions ("Terms" or "T's & C's")

When the pop-up window is presented with the Terms, you will need to read through the entire document, **scrolling to the end** of the document before it is possible to click that you have agreed to abide by the Terms.

You are able to **print** and/or save a copy of the full document, if desired – simply **close** the window to resume registration or login.

The Terms must be agreed to on registration if a new account for the Online Services portals is being set up.

If you are logging into your existing portal account for the first time since the Terms were introduced, the Terms will require agreement before you can navigate to your portal account.
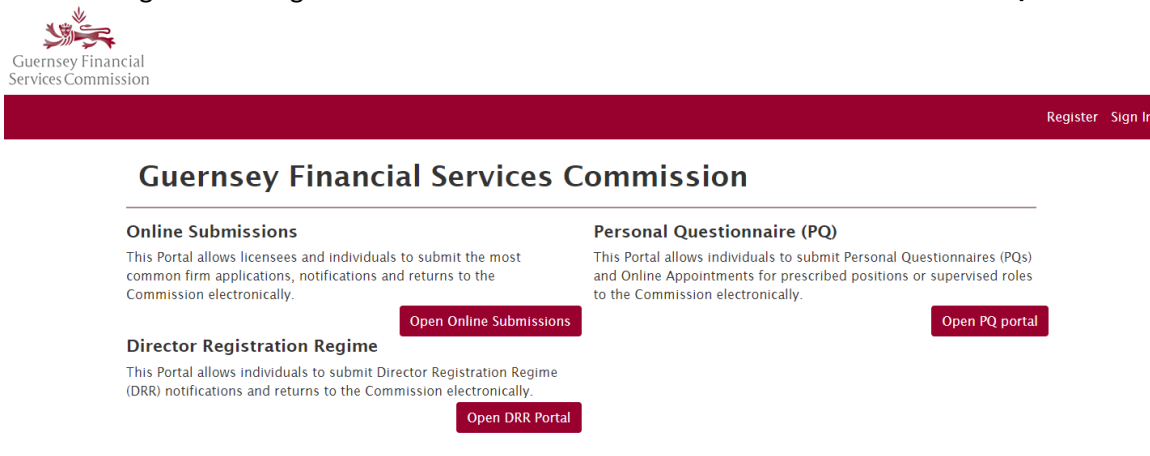
It will not be possible to log into your portal account without having first agreed to the Terms.

If/when the Terms are updated, they will be re-presented for agreement on your next login.

Logging in for the first time after registration

If you have navigated from the gfsc.gg website using the Online Services button (which directs you to auth.gfsc.gg) to register, then once you have confirmed your email and logged in, you will be taken to a screen where you can choose which portal you want to enter:

Director Registration Regime returns are accessed via the **Online Submissions Portal / DRR Portal**

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If you have navigated to the registration screen from submit.gfsc.gg, then once you have confirmed your email and logged in, you will be asked whether you want to link your account an existing account.

If you want to link your new account to an existing PQ portal account, then please refer to the 'Linking Portal accounts manually' section in this document. Otherwise, click *Continue to Online Submissions Portal using youremailaddress@test.com account*

Two Factor Authentication

On logging into the portal, you will be presented with a prompt to enter a 2FA code. This will be emailed to your registered email address. For further guidance on Two Factor Authentication please see the linked user document.

The portal will then ask you to link your new account:
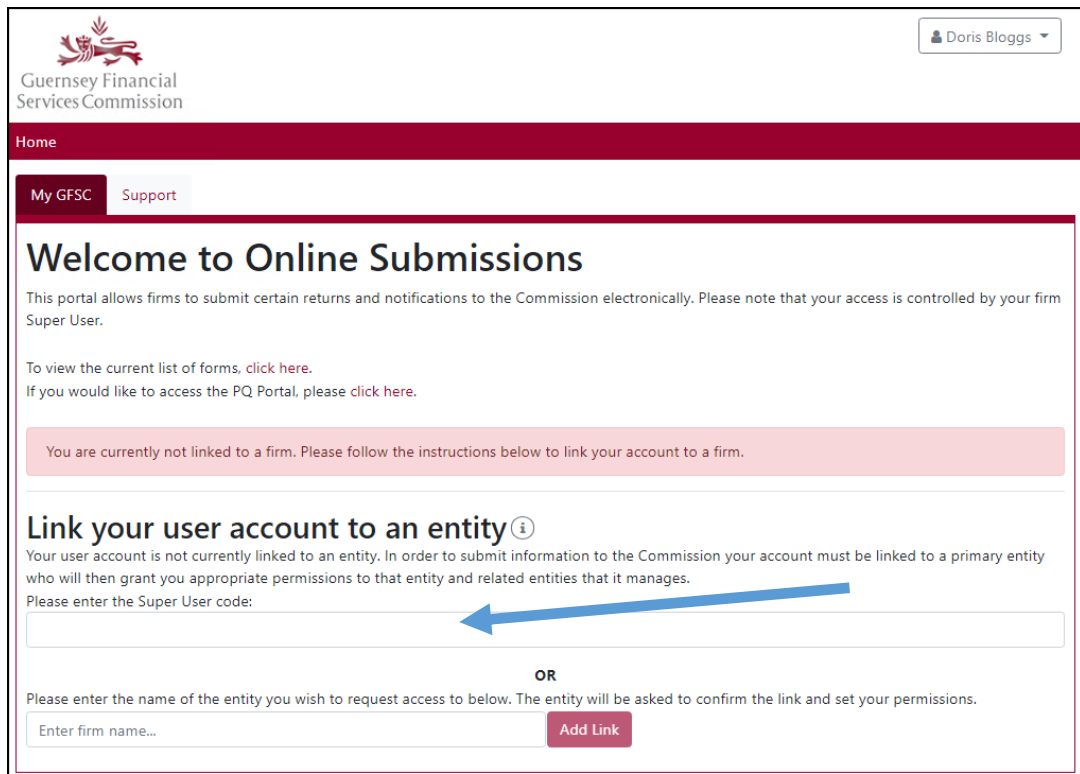
OS Portal Homepage

Linking your account using a Super User Code

You will have received a Super User code as part of your registration confirmation email.

Enter this code in the location labelled "Please enter the Super User code:"

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After a few seconds the page will refresh, the submission timeline will then be shown

Submission Timeline

The *Submission Timeline* is a chronological list of returns and notifications. Any returns that are due within the next year will appear, alongside any notifications that have been started. Anything that has been submitted to, and any responses from, the Commission will also be shown.

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The buttons *Message*, *Draft* and *Overdue* are pre-defined filters that can be used to quickly filter the list of forms being displayed on the timeline. The numbers on each of the buttons represent the number of records in those states. The *Message* button will return a list of forms that have Secure Messages against them.

What do the colours mean on the Submission Timeline?

- Red - indicates that a return is overdue.
- Green - indicates that a form has been submitted to the Commission.
- Orange - indicates that a return is due within 2 weeks. Any returns (whether or not they have been started) will appear in this colour.
- Yellow - indicates that the form can be edited. Any returns (whether or not they have been started) and any notifications that are in draft will appear in this colour.
- Grey - indicates a return that is due in the future but is not yet ready to be started as the reporting period end has not yet passed.

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Secure Messages

Secure messages are a direct communication with the GFSC and can be read directly from the Submission Timeline.
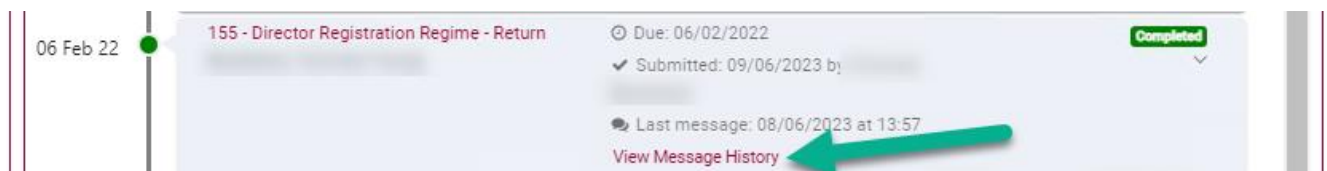
Online Services account- Profile changes
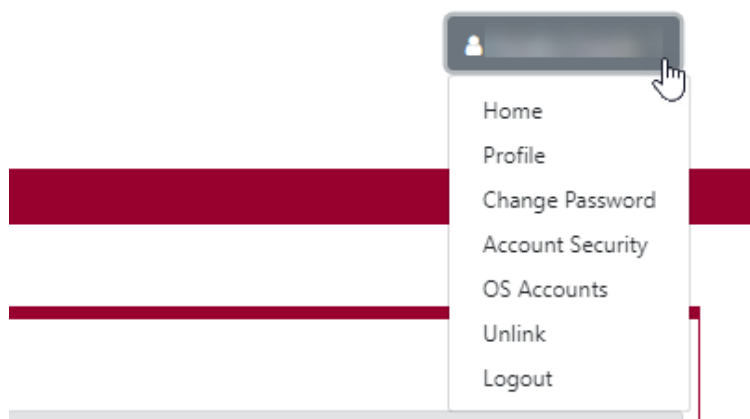
Note: when you select the options for Profile, Change Password, Account Security, or OS Accounts from the name dropdown in the OS portal, the details will be displayed in a new window. Once you have made the changes please save your changes and close the window – your OS portal will still be available in the original window.

Change name or email address

In your profile, update your names or change your email address:

If your name fields are locked, you have been identified as a PQ user and must submit an OPQ if you wish to change your name.

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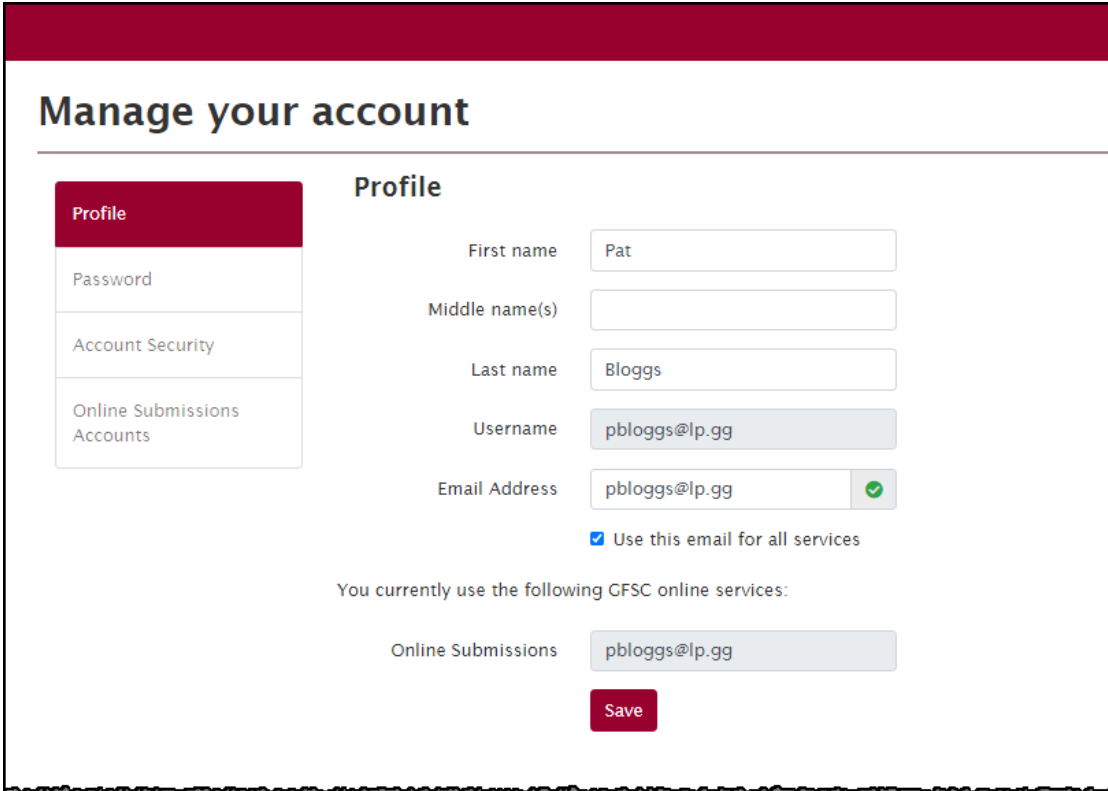Updated July 2023

Link OS and PQ accounts

Linked accounts – automatically, using the same email

If you had an account in both the Online Submissions and PQ Portals (at the point of the PQ Portal upgrade in June 2020), which used the same email address, then the accounts will automatically have been linked. **To log into either the OS or PQ portal you will need to use the OS password.** If you do not know the OS password, use the "Forgot your password?" button on the login page, to reset the password.

Director registration Regime users will then need to unlink their corporate account from their personal email address. Further information can be found [here](#).

Linking Portal accounts manually

The following steps can be followed if you are logging onto one portal for the first time with the account credentials of the other portal i.e. OS with PQ, or vice-versa.
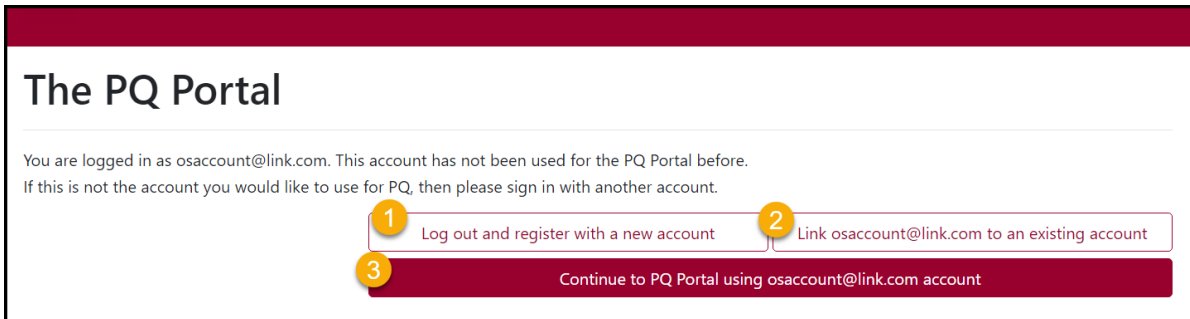
If you have an existing OS account, but not a PQ account

- Type the URL for the PQ Portal "online.gfsc.gg" into your browser and press enter
- Enter the email address and password that you normally use for your OS account and click on 'Sign-in'
- The following screen is displayed:
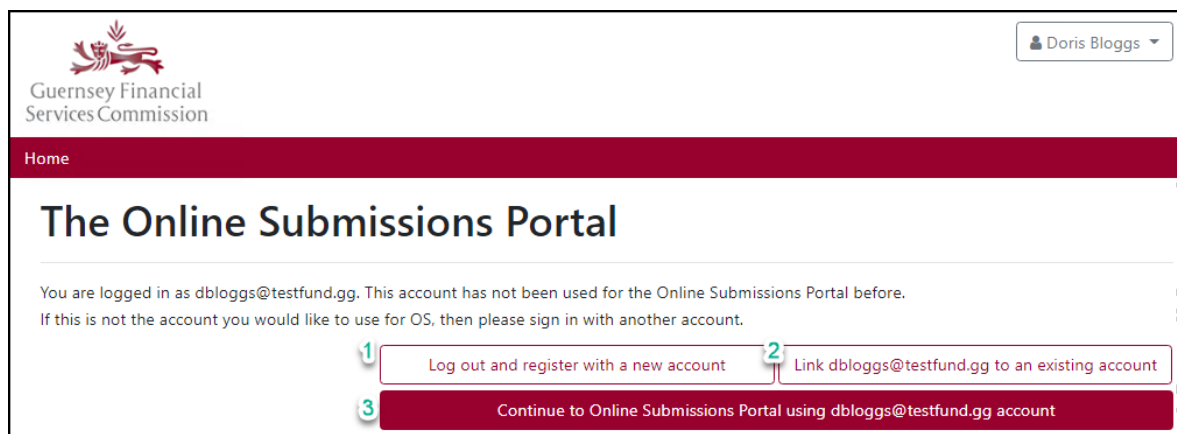
1. If you already have a PQ account and you want it to remain un-linked from your OS account, choose option 1. You will be logged out and taken back to the Register/Sign In page.
2. If you already have a PQ account and you want to link it to your OS account, choose option 2. This will take you to the 'Manage your account', 'Link Accounts' page where you can Sign In using your PQ account credentials. Once the accounts are linked, you can use either set of credentials to log into the PQ Portal.
3. If you do not have a PQ account and want to use the same login as your OS account, choose option 3. If you choose this option, you will be presented with a pop-up screen requiring you to add your Date of Birth – this is a requirement for anyone using the PQ Portal.

If you have an existing PQ account, but not an OS account

- Type the URL for the OS Portal "submit.gfsc.gg" into your browser and press enter
- Enter the email address and password that you normally use for your PQ account and click on 'Sign-in'
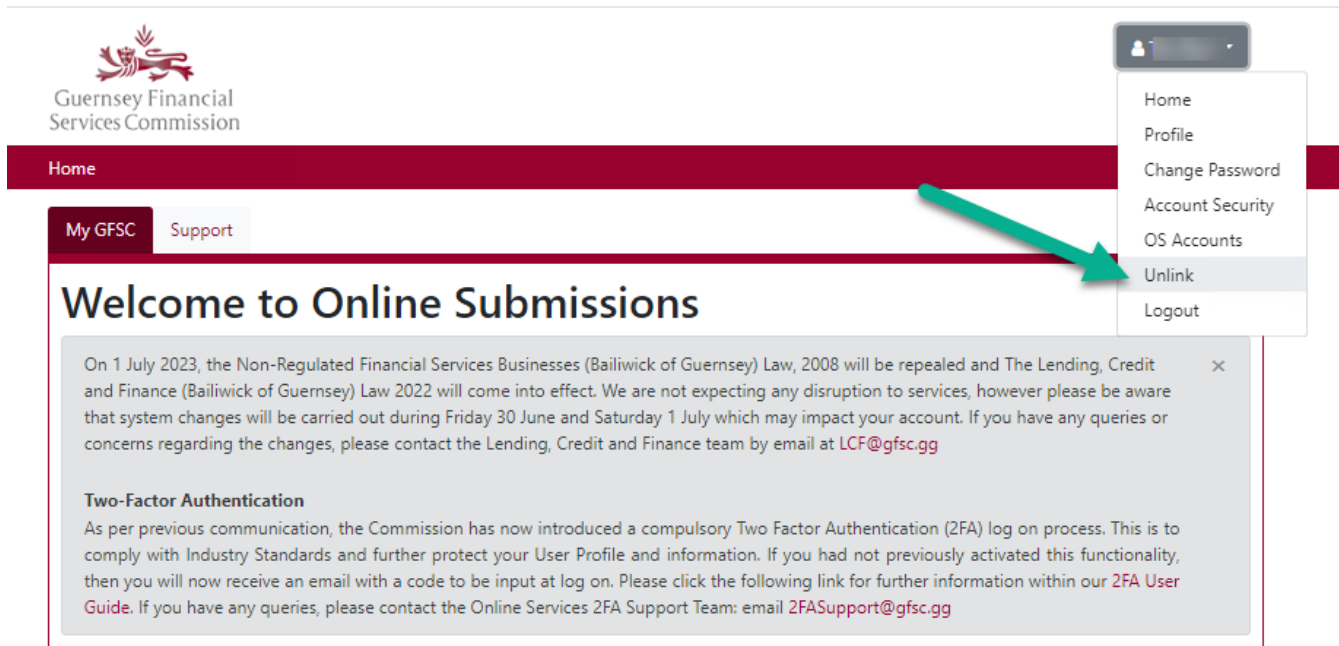- The following screen is displayed:

1. If you already have an OS account and you want it to remain un-linked from your PQ account, choose option 1. You will be logged out and taken back to the Register/Sign In page.
2. If you already have an OS account and you want to link it to your PQ account, choose option 2. This will take you to the 'Manage your account', 'Link Accounts' page where you can Sign In using your OS account credentials. Once the accounts are linked, you can use either set of credentials to log into the OS Portal.
3. If you do not have an OS account and want to use the same login as your PQ account, choose option 3.

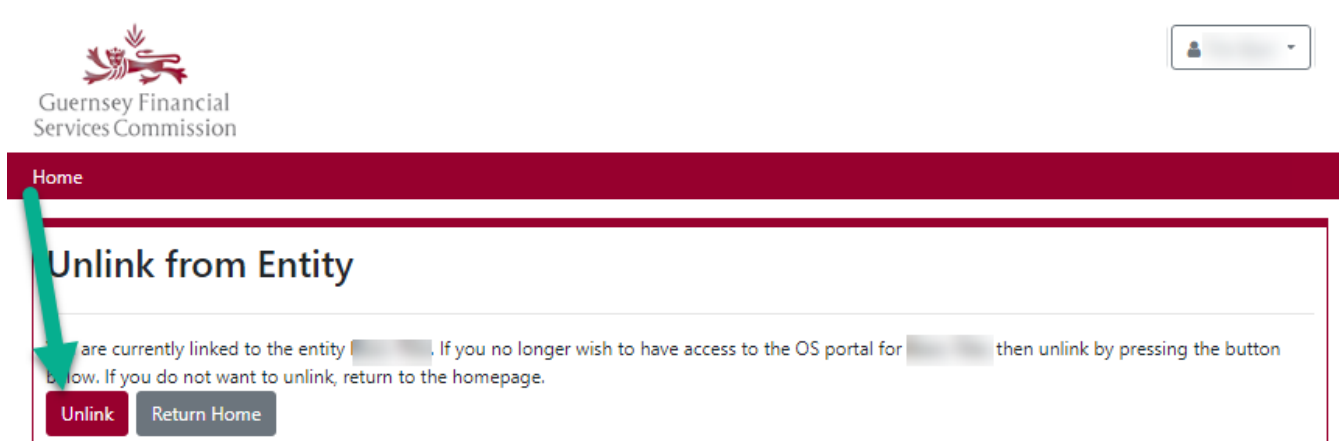# GFSC Director Registration Regime – User Document

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Un-link OS account

To unlink a corporate account/OS Portal timeline from your personal email address follow the below steps:

You will then need to link your Director Registration Regime registration/OS Portal timeline to your personal email address using the Super User Code detailed in the steps [here].

It should be noted, that once you have unlinked an account, it can only be reinstated by repeating the steps to Link OS and PQ accounts.