WalkMe content guide for New EXCOL

Last Updated: December 2022

Introduction

The following alternative accessibility document outlines and explains the WalkMe content on the New EXCOL web interface. WalkMe relies on CSS coding to interact with the web interface. Enabling CSS will allow the user the ability to interact with the WalkMe content. If CSS is disabled, the WalkMe content will not appear on the New EXCOL. This document provides the WalkMe content in the event that CSS is disabled.

WalkMe provides the user with a visual Digital Adoption Platform tool to enhance user experience. It allows a passive and active engagement with the application that assists users in navigating the site, including guided step by step tours, and helpful information on various objects and fields within the New EXCOL. It also provides contact information for obtaining support, and providing feedback to Global Affairs Canada.

For any questions, comments, and suggestions regarding this document, please send an email to the following address: feedback.commentaire-tia@international.gc.ca.

Glossary

There are various types of WalkMe content on the New EXCOL web page.

Walk-Through: An interactive step-by-step guide that provides a thorough description of the New EXCOL page features and instructions on how to complete and submit applications. Walk-Throughs appear in the form of bubbles and pop-up windows overlaid on the New EXCOL to bring attention to various key components on the pages.

SmartTip: Short text that provides advice, descriptions and useful external links regarding New EXCOL content. SmartTips appear in the form of **Mouseovers** (appears when hovering and tabbing over New EXCOL content) and **Tooltips** (small blue icons with a white question mark by New EXCOL titles and text boxes) throughout the New EXCOL

Launcher: A button on the New EXCOL that opens various WalkMe content, such as Walk-Throughs, and ShoutOuts. Launchers will also open external resources on a new browser tab.

ShoutOut: A pop-up window that broadcasts important information regarding the New EXCOL. They can also provide advice, descriptions, and useful links regarding New EXCOL content. ShoutOuts are automatically played or are accessible through a launcher.

Survey: A pop-up window that gathers feedback regarding user experience. The feedback obtained from surveys is sent to Global Affairs Canada in order to improve New EXCOL, and WalkMe content.

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General Features

SmartTips

There is a SmartTip found on various or all New EXCOL pages.
1. **MENU** (Tooltip): Click on Menu to view the dropdown options. Click again to close the Menu.
2. **NEXCOL** (Tooltip): Hover over or click on one of the **Menu** buttons to view the dropdown options and hover or click away to close them.

WalkMe Help Menu

The WalkMe Help Menu is a centralized repository for important resources and Walk-Throughs. The Help Menu does not include all WalkMe content.

WalkMe Help Menu: Contact Information

1. **EXCOL Help Desk for Support**: For Support regarding New EXCOL, please use the following address: excol-ceed.tia@international.gc.ca.
2. **New EXCOL Feedback**: To provide feedback regarding the New EXCOL, please use the following address: feedback-commentaire.tia@international.gc.ca.
3. **Contact Us**: EXCOL Contact Information

WalkMe Help Menu: Resources

Clicking the **Resources** drop down link will open a list with the following links.
1. A Guide to Canada's Export Control List
2. Brokering Control List
3. Canadian Firearms Legal Classification
4. Exporter and Brokering Controls Handbook

WalkMe Help Menu: Step by Step Application Walk-Throughs

Clicking the Step by Step Application Walk-Throughs drop down will open a list with the following Application Walk-Through links.
1. **Apply – Advisory Opinion:** See section *AO: From the WalkMe Help Menu launcher*, step 3., to begin the Application Walk-Through.
2. **Apply – B.C. Logs:** See section *BC Logs: From the WalkMe Help Menu launcher*, step 3., to begin the Application Walk-Through.
3. **Apply – Brokering Permit:** See section *BP: From the WalkMe Help Menu launcher*, step 3., to begin the Application Walk-Through.
4. **Apply – Delivery Verification Certificate:** See section *DVC: From the WalkMe Help Menu launcher*, step 3., to begin the Application Walk-Through.
5. **Apply – Firearms, Ammunition, and Firearm Related Goods (FARG):** See section *FARG: From the WalkMe Help Menu launcher*, step 3., to begin the Application Walk-Through.
6. **Apply – General Export Permit (GEP) Pre-notification:** See section *GEP: From the WalkMe Help Menu launcher*, step 3., to begin the Application Walk-Through.
7. **Apply – International Import Certificate:** See section *IIC: From the WalkMe Help Menu launcher*, step 3., begin the Application Walk-Through.
8. **Apply – Non B.C. Logs:** See section *Non BC Logs: From the WalkMe Help Menu launcher*, step 3., to begin the Application Walk-Through.

9. **Apply – Other Controlled Goods:** See section *OCG: From the WalkMe Help Menu launcher*, step 3., to begin the Application Walk-Through.

Website Guide

The Website Guide is a WalkMe launcher found on all New EXCOL pages. Clicking the Website Guide launcher will open a pop-up with the information below.

Website Guide: Apply

Clicking the **Apply** link in the Website Guide pop-up will open a pop-up with the types of applications below.

1. **Firearms, Ammunition, and Firearms Related Goods (FARG):** See section *FARG: From the Website Guide launcher*, step 4., to begin the Application Walk-Through.
2. **Other Controlled Goods (OCG):** See section *OCG: From the Website Guide launcher*, step 4., to begin the Application Walk-Through.
3. **General Export Permit (GEP):** See section *GEP: From the Website Guide launcher*, step 4., to begin the Application Walk-Through.
4. **Advisory Opinion (AO):** See section *AO: From the Website Guide launcher*, step 4., to begin the Application Walk-Through
5. **Delivery Verification Certificate (DVC):** See section *DVC: From the Website Guide launcher*, step 4., to begin the Application Walk-Through.
6. **International Import Certificate (IIC):** See section *IIC: From the Website Guide launcher*, step 4., to begin the Application Walk-Through.
7. **Brokering Permit (BP):** See section *BP: From the Website Guide launcher,* step 4., to begin the Application Walk-Through
8. **B.C. Logs:** See section *BC Logs: From the Website Guide launcher*, step 4., to begin the Application Walk-Through.
9. **Non B.C. Logs:** See section *Non BC Logs: From the Website Guide launcher*, step 4., to begin the Application Walk-Through.

Website Guide: Contact Us

[EXCOL contact information](#)

Website Guide: Menu Walk-Through

Clicking the Menu link in the pop-up will start a Walk-Through of the Menu.
1. **Dynamic Menu** - The menu is now displayed in a row of dropdowns.
2. **Home -** Clicking on the **Home** page will bring you back to your **default work queue**.
3. **Apply -** Under "Apply", you can view the types of **Applications** you can submit. Hover the **Apply** dropdown for more options.
4. **References -** You can find various **links** and **resources**, including the **Contact Us** page and the **Export and Brokering Controls Handbook**, under "References". Hover over the **References** dropdown for more options.
5. **Page Footer** -The **footer** at the bottom of each page also contains many helpful links relating to import and export!
6. **Sign-In -** Clicking the **Sign-In** button is your secure wat of logging in to your account.
7. **That's it! -** You have now seen the menu and its features.

Website Guide: Support

See section *Support*, steps 1. and 2., for information on the Support contact information.

Support

The Support launcher is a WalkMe component found on all New EXCOL pages. Clicking the Support launcher will open a pop-up with the information below.

1. **Support**: For Support regarding New EXCOL, please use the following address: excol-ceed.tia@international.gc.ca.
2. **Feedback:** To provide feedback regarding the New EXCOL, please use the following address: feedback-commentaire.tia@international.gc.ca.

New EXCOL Application types

British Columbia Logs (BC Logs)

BC Logs: Application Walk-Through

BC Logs: How to Access the Walk-Through

You can access the **B.C. Logs** Walk-Through in three ways.

BC Logs: From the Website Guide launcher

1. Click the **Website Guide** launcher (on all New EXCOL pages).
2. On the Website Guide pop-up click the **Apply** link.
3. On the **Application Walk-Through Menu** pop-up click the **B.C. Logs** link. This will launch a pop-up advising you that in beginning this application Walk-Through, you may loose any unsaved information.
4. Click the **Start** button in the pop-up. You will be redirected to the **Terms of User and Privacy Statement** page.
5. Click the **I Agree** button in the application. You will be redirected to the **B.C. Logs** application webpage. See section *BC Logs: Walk-Through Step*. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.)

BC Logs: From the WalkMe Help Menu launcher

1. Click the **WalkMe Help Menu** launcher (large question mark icon at the bottom of all New EXCOL pages).
2. On the Help Menu-WalkMe pop-up, click the **Step by Step Application Walk-Throughs** drop down link.
3. From the drop down, click the **Apply – B.C. Logs** link. This will launch a pop-up advising you that in beginning this application Walk-Through, you may loose any unsaved information.
4. Click the **Start** button in the pop-up. You will be redirected to the **Terms of User and Privacy Statement** page.
5. Click the **I Agree** button in the application. You will be redirected to the **B.C. Logs** application webpage. See section *BC Logs: Walk-Through Step*. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.)

BC Logs: From the Help launcher on the General page

1. Click the **Help** launcher on the General page of the **B.C. Logs** Application. See section *BC Logs: Walk-Through Step*.

BC Logs: Walk-Through Step

1. Application Walk-Through Disclaimer
1.1. A pop-up advises you that by following the **B.C. Logs** application Walk-Through you will be submitting an actual application.
1.2. Click the **Start** button in the pop-up. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.)
1.3. A pop-up advises you to click the **Application Guidelines** dropdown menu to view information specific to your application.
1.4. Read the **Application Guidelines.**
1.5. Click the **Next** button in the pop-up.

2. General tab: There are two Land Category options on the B.C. Logs application: **Provincial**, and **Indian Reserve Land**. The Land Category you select on the General page will determine the information you must complete on the New EXCOL Items page. Keep note of the **Land Category** you select, as it will be important once you begin step 6. later in the Walk-Through process. If you are submitting a **transitional application**, please enter your **AA Reference Number** on the **Items tab**, as you would for a regular application, the system will treat this as a transitional application, as the Reference number will have already been used in a previous permit.

2.1. Complete the required fields.

2.2. Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

3. Applicant tab

3.1. Confirm that you are a **Canadian Resident**.

3.2. Complete the required fields.

3.3. Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

4. Exporter tab

4.1. Click the **Same as Applicant** checkbox, or manually complete the required fields.

4.2. Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

5. Consignee tab

5.1. Complete the required fields.

5.2. Click on the **Accept** button in the application to save. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to save.)

5.3. To add an additional consignee record, click on the **Add Consignee** button in the application and repeat step 5.1. onwards. Once you have added your consignee(s), click on one of the two **Next** buttons in the application to continue.

6. Items tab: There are two **Land Category** options on the B.C. Logs application: **Provincial**, and **Indian Reserve Land**. The Land Category you selected on the General page determines the set of Walk-Through step you must follow. If you selected **Provincial** as the Land Category on the General page, see step 6.1. If you selected **Indian Reserve Land**, see step 6.2.

6.1. Provincial lands

6.1.1. Complete the required fields.

6.1.2. Click on the **Accept** button in the application to save. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to save.)

6.1.3. To add an additional item record, click on the **Add Item** button in the application and repeat step 6.1.1. onwards. Once you have added your item(s), click on one of the two **Next** buttons in the application to continue, and see step 7.

6.2. Indian Reserve lands

6.2.1. Complete the required fields.

6.2.2. Click on the **Add Summary of Scale** button in the application to save.

6.2.3. To add an additional summary of scale record, click on the **Add Summary of Scale** button in the application and repeat step 6.2.1. onwards. Once you have added your Summary of Scale Record(s), click **Accept** button in the application.

6.2.4. To add an additional item record, click on the **Add Item** button in the application and repeat step 6.2.1. onwards. Once you have added your item(s), click on one of the two **Next** buttons in the application to continue.

7. Documents tab: Click the **Add Document** button in the application if they are required to meet your application requirements or if you would like to add document(s), and see step 7.1. If you do not want to add documents, click on one of the two **Next** buttons in the application to continue and see step 8.

7.1. Complete the required fields.

7.2. Click on the **Add Document** button in the application to save. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to save.)

7.3. To add an additional document record, click on the **Add Document** button in the application and repeat step 7.2. onwards. Once you have added your document(s), click on one of the two **Next** buttons in the application to continue.

8. Distribution tab

8.1. Complete the required fields.

8.2. Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click **Accept** button to save.)

9. Applicant Confirmation tab

9.1. Complete the required fields.

9.2. Click on one of the two **Submit** buttons in the application to complete your permit submission. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Submit** buttons to continue.)

10. Confirmation of Application Submission

10.1. You have now completed your application submission. You will be prompted to leave feedback on your experience using the Walk-Through. To provide feedback please send an email to the following address: feedback-commentaire.tia@international.gc.ca.

BC Logs: SmartTips

BC Logs: General tab

1. **Applicant comments** (Mouseover): Applicant Comments will only be visible to Permit Officers and will not be printed on the permit.

BC Logs: Consignee tab

1. **Name** (Tooltip): The Consignee is the foreign party or parties who will be importing the goods or technology from the Canadian exporter into a foreign country.

BC Logs: Documents tab

1. **Documents** (Tooltip): Refer to [Notice 102 of the Export of Logs from British Columbia](#) for guidance on appropriate documentation.

Non British Columbia Logs (Non BC Logs)

Non BC Logs: Application Walk-Through

Non BC Logs: How to Access the Walk-Through

You can access the **Non B.C. Logs** Walk-Through in three ways.

Non BC Logs: From the Website Guide launcher

1. Click the Website Guide launcher (on all New EXCOL pages).
2. On the Website Guide pop-up click the **Apply** link.
3. On the Apply pop-up click the **Export Permit Applications** link.
4. On the **Export Permit Applications** pop-up click the **Non B.C. Logs** link. This will launch a pop-up advising you that in beginning this application Walk-Through, you may loose any unsaved information.
5. Click the **Start** button in the pop-up. You will be redirected to the **Terms of User and Privacy Statement** page.
6. Click the **I Agree** button in the application. will be redirected to the **Non B.C. Logs** application webpage. See section *Non BC Logs: Walk-Through Step*. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.)

Non BC Logs: From the WalkMe Help Menu launcher

1. Click the **WalkMe Help Menu** launcher (large question mark icon at the bottom of all New EXCOL pages).
2. On the Help Menu-WalkMe pop-up, click the **Step by Step Application Walk-Throughs** drop down link.
3. From the drop down, click the **Apply – Non B.C. Logs** link. This will launch a pop-up advising you that in beginning this application Walk-Through, you may loose any unsaved information.
4. Click the **Start** button in the pop-up. You will be redirected to the **Terms of User and Privacy Statement** page.
5. Click the **I Agree** button in the application. You will be redirected to the **Non B.C. Logs** application webpage. See section *Non BC Logs: Walk-Through Step*. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.)

Non BC Logs: From the Help launcher on the General page

1. Click the **Help** launcher on the General page of the **Non B.C. Logs** Application. See section *Non BC Logs: Walk-Through Step*.

Non BC Logs: Walk-Through Step

1. Application Walk-Through disclaimer
1.1. A pop-up advises you that by following the **Non B.C. Logs** application Walk-Through you will be submitting an actual application.
1.2. Click the **Start** button in the pop-up. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.)
1.3. A pop-up advises you to click the **Application Guidelines** dropdown menu to view information specific to your application.
1.4. Read the **Application Guidelines.**
1.5. Click the **Next** button in the pop-up.

2. General tab
2.1. Complete the required fields.
2.2. Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)
3. Applicant tab
3.1. Confirm that you are a **Canadian Resident**.
3.2. Complete the required fields.
3.3. Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)
4. Exporter tab
4.1. Click the Same **as Applicant** checkbox, or manually complete the required fields.
4.2. Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)
5. Consignee tab
5.1. Complete the required fields.
5.2. Click on the **Accept** button in the application to save. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to save.)
5.3. To add an additional consignee record, click on the **Add Consignee** button in the application and repeat step 5.1 onwards. Once you have added your consignee(s), click on one of the two **Next** buttons in the application to continue.
6. Items tab
6.1. Complete the required fields.
6.2. Click on the **Accept** button in the application to save. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to save.)
6.3. To add an additional item record, click on the **Add Item** button in the application and repeat step 6.1. onwards. Once you have added your item(s), click on one of the two **Next** buttons in the application to continue.
7. Documents tab: Click the **Add Document** button in the application if they are required to meet your application requirements or if you would like to add document(s). If you would like to add documents, see step 7.1. If you do not want to add documents, click on one of the two **Next** buttons in the application to continue and see step 8.
7.1. Complete the required fields.
7.2. Click on the **Accept** button in the application to save. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click **Accept** button to save.)
7.3. To add an additional document record, click on the **Add Document** button in the application and repeat step 7.1. onwards. Once you have added your document(s), click on one of the two **Next** buttons in the application to continue.
8. Distribution tab

8.1.   Complete the required fields.
8.2.   Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)
9.   Applicant Confirmation tab
9.1.   Complete the required fields.
9.2.   Click on one of the two **Submit** buttons in the application to complete your permit submission. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Submit** buttons to continue.)
10.   Confirmation of Application Submission
10.1.   You have now completed your application submission. You will be prompted to leave feedback on your experience using the Walk-Through. To provide feedback please send an email to the following address: feedback-commentaire.tia@international.gc.ca.

Non BC Logs: SmartTips

Non BC Logs: General tab

1.   **Applicant comments** (Mouseover): Applicant Comments will only be visible to Permit Officers and will not be printed on the permit.

Non BC Logs: Exporter tab

1.   **EIPA Number** (Tooltip): Upon copy – validation of the EIPA number on the Exporter tab is no longer done automatically – please go to exporter tab to validate the EIPA number to expedite processing of your application.

Non BC Logs: Consignee tab

1.   **Name** (Tooltip): The **Consignee** is the foreign party or parties who will be importing the goods or technology from the Canadian exporter into a foreign country.

Firearms, Ammunition and Firearm Related Goods (FARG)

FARG: Application Walk-Through

FARG: How to Access the Walk-Through

You can access the **Firearms, Ammunition and Firearm Related Goods (FARG)** Walk-Through in three ways.

FARG: From the Website Guide launcher

1. Click the Website Guide launcher (on all New EXCOL pages).
2. On the Website Guide pop-up click the **Apply** link.
3. On the Apply pop-up click the **Export Permit Applications** link.
4. On the **Export Permit Applications** pop-up click the **Firearms, Ammunition and Firearm Related Goods (FARG)** link. This will launch a pop-up advising you that in beginning this application Walk-Through, you may loose any unsaved information.
5. Click the **Start** button in the pop-up. You will be redirected to the **Terms of User and Privacy Statement** page.
6. Click the **I Agree** button in the application. You will be redirected to the **Firearms, Ammunition and Firearm Related Goods (FARG)** application webpage. See section *FARG: Walk-Through Step*. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.)

FARG: From the WalkMe Help Menu launcher

1. Click the **WalkMe Help Menu** launcher (large question mark icon at the bottom of all New EXCOL pages).
2. On the Help Menu-WalkMe pop-up, click the **Step by Step Application Walk-Throughs** drop down link.
3. From the drop down, click the **Apply – Firearms, Ammunition and Firearm Related Goods (FARG)** link. This will launch a pop-up advising you that in beginning this application Walk-Through, you may loose any unsaved information.
4. Click the **Start** button in the pop-up. You will be redirected to the **Terms of User and Privacy Statement** page.
5. Click the **I Agree** button in the application. You will be redirected to the **Firearms, Ammunition and Firearm Related Goods (FARG)** application webpage. See section *FARG: Walk-Through Step*. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.)

FARG: From the Help launcher on the General page

1. Click the **Help** launcher on the General page of the **Firearms, Ammunition and Firearm Related Goods (FARG)** Application. See section *FARG: Walk-Through Step*.

FARG: Walk-Through Step

1. Application Walk-Through disclaimer
1.1. A pop-up advises you that by following the **Firearms, Ammunition and Firearm Related Goods (FARG)** application Walk-Through you will be submitting an actual application.
1.2. Click the **Start** button in the pop-up. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.)

1.3.   A pop-up advises you to click the **Application Guidelines** dropdown menu to view information specific to your application.

1.4.   Read the **Application Guidelines.**

1.5.   Click the **Next** button in the pop-up.

2.   General tab

2.1.   Complete the required fields.

2.2.   Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

3.   Applicant tab

3.1.   Confirm that you are a **Canadian Resident**.

3.2.   Complete the required fields.

3.3.   Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

4.   Exporter tab

4.1.   Click the **Same as Applicant** checkbox, or manually complete the required fields.

4.2.   Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

5.   Consignee tab

5.1.   Complete the required fields.

5.2.   Click on the **Accept** button in the application to save. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to save.)

5.3.   To add an additional consignee record, click on the **Add Consignee** button in the application and repeat step 5.1. onwards. Once you have added your consignee(s), click on one of the two **Next** buttons in the application to continue.

6.   Items tab

6.1.   Select an **item type** then complete the **required** fields.

6.2.   Click on the **Accept** button in the application to save. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to save.)

6.3.   To add an additional item record, click on the **Add Item** button in the application and repeat step 6.1. onwards. Once you have added your item(s), click on one of the two **Next** buttons in the application to continue.

7.   Documents tab: Click the **Add Document** button in the application if they are required to meet your application requirements or if you would like to add document(s), and see step 7.1. If you do not want to add documents, click on one of the two **Next** buttons in the application to continue and see step 8.

7.1.   Complete the required fields.

7.2.   Click on the **Accept** button in the application to save. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to save.)

7.3.   To add an additional document record, click on the **Add Document** button in the application and repeat step 7.1. onwards. Once you have added your document(s), click on one of the two **Next** buttons in the application to continue.

8.   Distribution tab

8.1.   Complete the required fields.

8.2.   Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

9.   Applicant Confirmation tab

9.1.   Complete the required fields.

9.2.   Click on one of the two **Submit** buttons in the application to complete your permit submission. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Submit** buttons to continue.)

10.   Confirmation of Application Submission

10.1.   You have now completed your application submission. You will be prompted to leave feedback on your experience using the Walk-Through. To provide feedback please send an email to the following address: feedback-commentaire.tia@international.gc.ca.

FARG: SmartTips

FARG: General tab

1.   **Export Type** (ToolTip): Select "Temporary" if the goods you are exporting are returning to Canada.

2.   **Applicant comments** (Mouseover): Applicant Comments will only be visible to Permit Officers and will not be printed on the permit.

FARG: Items tab

FARG: Ammunition

1.   **ECL Code** (Tooltip): Consult A Guide to Canada's Export Control List **(ECL)** to determine which of the ECL Items apply to your item. Do not use **Harmonized System (HS)** codes.

2.   **Quantity** (Tooltip): If the Licence Type is **"Individual"**, the Applicant may only export one (1) firearm per line item. See section J.2. 'Export Permit Requirements for Firearms' of the Export and Brokering Controls Handbook for additional guidance.

3.   **U.S. Content (%)** (Tooltip): U.S.-origin value is an estimated percentage of the total value in Canadian dollars. Refer to section E.3.9. "EXCOL Field: U.S. Content" and section E.4.3. "U.S. Export Authorization" of the Export and Brokering Controls Handbook for additional information

4.   **Calibre** (Tooltip): For "Receiver Blank" or "Receiver Only", enter Calibre = N/A

FARG: Firearms

1.   **ECL Code** (Tooltip): Consult A Guide to Canada's Export Control List **(ECL)** to determine which of the ECL Items apply to your item. Do not use **Harmonized System (HS)** codes.

2.   **Quantity** (Tooltip): If the Licence Type is **"Individual"**, the Applicant may only export one (1) firearm per line item. See section J.2. 'Export Permit Requirements for Firearms' of the Export and Brokering Controls Handbook for additional guidance.

3.   **U.S. Content (%)** (Tooltip): U.S.-origin value is an estimated percentage of the total value in Canadian dollars. Refer to section E.3.9. "EXCOL Field: U.S. Content" and section E.4.3. "U.S. Export Authorization" of the Export and Brokering Controls Handbook for additional information.

4.   Canadian Firearms Legal Classification (Launcher)

5.   FRT Number (Launcher)

6.   **Calibre** (Tooltip): For "Receiver Blank" or "Receiver Only", enter **Calibre = N/A**. (The Calibre Tooltip only appears when the **Type** is "Receiver Blank" or "Receiver Only".)

FARG: Firearm Related Goods

1. **ECL** (Tooltip): Consult A Guide to Canada's Export Control List **(ECL)** to determine which of the ECL Items apply to your item. Do not use **Harmonized System (HS)** codes.
2. **Quantity** (Tooltip): If the Licence Type is **"Individual"**, the Applicant may only export one (1) firearm per line item. See section J.2. 'Export Permit Requirements for Firearms' of the Export and Brokering Controls Handbook for additional guidance.
3. **U.S. Content (%)** (Tooltip): U.S.-origin value is an estimated percentage of the total value in Canadian dollars. Refer to section E.3.9. "EXCOL Field: U.S. Content" and section E.4.3. "U.S. Export Authorization" of the Export and Brokering Controls Handbook for additional information.
4. Prohibited Device (Launcher)

FARG: Documents Tab

1. **Documents** (ToolTip): Please refer to section E.4 "Mandatory Supporting Documentation" of the Export and Brokering Controls Handbook for guidance on appropriate documentation.

Other Controlled Goods (OCG)

OCG: Application Walk-Through

OCG: How to Access the Walk-Through

You can access the **Other Controlled Goods (OCG)** Walk-Through in three ways.

OCG: From the Website Guide launcher

1. Click the Website Guide launcher (on all New EXCOL pages).
2. On the Website Guide pop-up click the **Apply** link.
3. On the Apply pop-up click the **Export Permit Applications** link.
4. On the **Export Permit Applications** pop-up click the **Other Controlled Goods (OCG)** link. This will launch a pop-up advising you that in beginning this application Walk-Through, you may loose any unsaved information.
5. Click the **Start** button in the pop-up. You will be redirected to the **Terms of User and Privacy Statement** page.
6. Click the **I Agree** button in the application. You will be redirected to the **Other Controlled Goods (OCG)** application webpage. See section *OCG: Walk-Through Step*. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.)

OCG: From the WalkMe Help Menu launcher

1. Click the **WalkMe Help Menu** launcher (large question mark icon at the bottom of all New EXCOL pages).
2. On the Help Menu-WalkMe pop-up, click the **Step by Step Application Walk-Throughs** drop down link.
3. From the drop down, click the **Apply – Other Controlled Goods (OCG)** link. This will launch a pop-up advising you that in beginning this application Walk-Through, you may loose any unsaved information.
4. Click the **Start** button in the pop-up. You will be redirected to the **Terms of User and Privacy Statement** page.
5. Click the **I Agree** button in the application. You will be redirected to the **Other Controlled Goods (OCG)** application webpage. See section *OCG: Walk-Through Step*. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.)

OCG: From the Help launcher on the General page

1. Click the **Help** launcher on the General page of the **Other Controlled Goods (OCG)** Application. See section *OCG: Walk-Through Step*.

OCG: Walk-Through Step

1. Application Walk-Through disclaimer.
1.1. A pop-up advises you that by following the **Other Controlled Goods (OCG)** application Walk-Through you will be submitting an actual application.
1.2. Click the **Start** button in the pop-up. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.)
1.3. A pop-up advises you to click the **Application Guidelines** dropdown menu to view information specific to your application.

1.4.   Read the **Application Guidelines.**

1.5.   Click the **Next** button in the pop-up.

2.   General tab

2.1.   Complete the required fields.

2.2.   Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

3.   Applicant tab

3.1.   Confirm that you are a **Canadian Resident**.

3.2.   Complete the required fields.

3.3.   Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

4.   Exporter tab

4.1.   Click the **Same as Applicant** checkbox, or manually complete the required fields.

4.2.   Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

5.   Consignee tab

5.1.   Complete the required fields.

5.2.   Click on the **Accept** button in the application to save. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to save.)

5.3.   To add an additional consignee record, click on the **Add Consignee** button in the application and repeat step 5.1. onwards. Once you have added your consignee(s), click on one of the two **Next** buttons in the application to continue.

6.   Items tab

6.1.   Complete the required fields.

6.2.   Click the **Accept** button in the application to proceed. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to proceed.)

6.3.   To add an additional ECL record, click on the **Add Item** button in the application and repeat step 6.1. onwards. Once you have added your ECL code(s), click the **Accept** button in the application to save. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to save.)

6.4.   To add an additional item record, click on the **Add Item** button in the application and repeat step 6.1. onwards. Once you have added your item(s), click on one of the two **Next** buttons in the application to continue.

7.   Documents tab: Click the **Add Document** button in the application if they are required to meet your application requirements or if you would like to add document(s), and see step 7.1. If you do not want to add documents, click on one of the two **Next** buttons in the application to continue and see step 8.

7.1.   Complete the required fields.

7.2.   Click on the **Accept** button in the application to save. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to save.)

7.3. To add an additional document record, click on the **Add Document** button in the application and repeat step 7.1. onwards. Once you have added your document(s), click on one of the two **Next** buttons in the application to continue.

8. Distribution tab

8.1. Complete the required fields.

8.2. Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

9. Applicant Confirmation tab

9.1. Complete the required fields.

9.2. Click on one of the two **Submit** buttons in the application to complete your permit submission. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Submit** buttons to continue.)

10. Confirmation of Application Submission

10.1. You have now completed your application submission. You will be prompted to leave feedback on your experience using the Walk-Through. To provide feedback please send an email to the following address: feedback-commentaire.tia@international.gc.ca.

OCG: SmartTips

OCG: General tab

1. **Export Type** (Tooltip): Select "Temporary" if the goods you are exporting are returning to Canada.
2. **Overall Description and End-Use** (ToolTip): Refer to section E.3.4. "EXCOL Field: Overall Description of goods and End-Use" of the Export and Brokering Controls Handbook for guidance on appropriate descriptions.
3. **Applicant comments** (Mouseover): Applicant Comments will only be visible to Permit Officers and will not be printed on the permit.

OCG: Consignees Tab

1. **Name** (ToolTip): The **Consignee** is the foreign party or parties who will be importing the goods or technology from the Canadian exporter into a foreign country. Refer to section E.3.3. 'EXCOL Field: Consignee information' of the **Export and Brokering Controls Handbook** for additional guidance.

OCG: Items Tab

1. **Description** (ToolTip): Refer to section E.3.7. "EXCOL Field: Description" of the **Export and Brokering Controls Handbook** for guidance on appropriate descriptions.
2. **U.S. Content Percentage** (ToolTip): U.S.-origin value is an estimated percentage of the total value in Canadian dollars. Refer to section E.3.9. "EXCOL Field: U.S. Content" and section E.4.3. "U.S. Export Authorization" of the **Export and Brokering Controls Handbook** for additional information.
3. **Please Select One or More ECLs** (ToolTip): Please enter the ECL entries that matches the nature of the goods tendered for export. If there are multiple items you can enter multiple ECLs. If you do not know the ECLs number for your goods, or which ECL applies, you may enter "Unknown". You can select "Not Controlled" if the items are not included on the ECL and you need a confirmation from GAC.
4. **Other ECL** (ToolTip): If you do not find the ECL that matches your goods in the list above, you may enter another ECL in this field and add it to the above. You may also add other types of controls

including other regulatory progress codes, you do not know the exact ECL of goods (ECCN / US Commerce Control List, Wassenaar, etc)

OCG: Documents Tab

1. **Documents** (ToolTip): Please refer to section E.4 "Mandatory Supporting Documentation" of the [Export and Brokering Controls Handbook](#) for guidance on appropriate documentation.

Advisory Opinion (AO)

AO: Application Walk-Through

AO: How to Access the Walk-Through

You can access the **Advisory Opinion (AO)** Walk-Through in three ways.

AO: From the Website Guide launcher

1. Click the Website Guide launcher (on all New EXCOL pages).
2. On the Website Guide pop-up click the **Apply** link.
3. On the Apply pop-up click the **Export Permit Applications** link.
4. On the **Export Permit Applications** pop-up click the **Advisory Opinion (AO)** link. This will launch a pop-up advising you that in beginning this application Walk-Through, you may loose any unsaved information.
5. Click the **Start** button in the pop-up. You will be redirected to the **Terms of User and Privacy Statement** page.
6. Click the **I Agree** button in the application. You will be redirected to the **Advisory Opinion (AO)** application webpage. See section *AO: Walk-Through Steps*. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.)

AO: From the WalkMe Help Menu launcher

1. Click the **WalkMe Help Menu** launcher (large question mark icon at the bottom of all New EXCOL pages).
2. On the Help Menu-WalkMe pop-up, click the **Step by Step Application Walk-Throughs** drop down link.
3. From the drop down, click the **Apply – Advisory Opinion (AO)** link. This will launch a pop-up advising you that in beginning this application Walk-Through, you may loose any unsaved information.
4. Click the **Start** button in the pop-up. You will be redirected to the **Terms of User and Privacy Statement** page.
5. Click the **I Agree** button in the application. You will be redirected to the **Advisory Opinion (AO)** application webpage. See section *AO: Walk-Through Steps*. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.)

AO: From the Help launcher on the General page

1. Click the **Help** launcher on the General page of the **Advisory Opinion (AO)** Application. See section *AO: Walk-Through Steps*.

AO: Walk-Through Step

1. Application Walk-Through disclaimer
1.1. A pop-up advises you that by following the **Advisory Opinion (AO)** application Walk-Through you will be submitting an actual application.
1.2. Click the **Start** button in the pop-up. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.)
2. General tab
2.1. Complete the required fields.

2.2.   Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

3.   Applicant tab

3.1.   Confirm that you are a **Canadian Resident**.

3.2.   Complete the required fields.

3.3.   Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

4.   Exporter tab

4.1.   Click the **Same as Applicant** checkbox, or manually complete the required fields.

4.2.   Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

5.   Consignee tab: A consignee is not required for an Advisory Opinion application. It is important to note that if you plan to export, you should apply for an Export Permit. For more information about Advisory Opinion, see the <u>Advisory Opinions</u>. Click the **Add New Consignee** button in the application if you would like to add consignee(s), and see step 5.1. If you do not want to add consignees, click on one of the two **Next** buttons in the application to continue and see step 6.

5.1.   Complete the required fields.

5.2.   Click on the **Accept** button in the application to save. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to save.)

5.3.   To add an additional consignee record, click on the **Add Consignee** button in the application and repeat step 5.1. onwards. Once you have added your consignee(s), click on one of the two **Next** buttons in the application to continue.

6.   Items tab

6.1.   Complete the required fields.

6.2.   Click the **Accept** button in the application to record the ECL Code. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to proceed.)

6.3.   To add an additional ECL record, click on the **Add Item** button in the application and repeat step 6.1. onwards. Once you have added your ECL code(s), click the **Accept** button in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to save.)

6.4.   To add an additional item record, click on the **Add Item** Item button in the application and repeat step 6.1. onwards. Once you have added your item(s), click on one of the two **Next** buttons in the application to continue.

7.   Documents tab: Click the **Add Document** button in the application if they are required to meet your application requirements or if you would like to add document(s), and see step 7.2. If you do not want to add documents, click on one of the two **Next** buttons in the application to continue and see step 8.

7.1.   Complete the required fields.

7.2. Click on the **Accept** button in the application to save. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to save.)

7.3. To add an additional document record, click on the **Add Document** button in the application and repeat step 7.2. onwards. Once you have added your document(s), click on one of the two **Next** buttons in the application to continue.

8. Distribution tab

8.1. Complete the required fields.

8.2. Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

9. Applicant Confirmation tab

9.1. Complete the required fields.

9.2. Click on one of the two **Submit** buttons in the application to complete your permit submission. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Submit** buttons to continue.)

10. Confirmation of Application Submission

10.1. You have now completed your application submission. You will be prompted to leave feedback on your experience using the Walk-Through. To provide feedback please send an email to the following address: feedback-commentaire.tia@international.gc.ca.

AO: SmartTips

AO: General tab

1. **Overall Description and End-Use** (ToolTip): Refer to section E.3.4. "EXCOL Field: Overall Description of goods and End-Use" of the Export and Brokering Controls Handbook for guidance on appropriate descriptions.

2. **Applicant comments** (Mouseover): Applicant Comments will only be visible to Permit Officers and will not be printed on the permit.

AO: Consignee tab

1. **Name** (Tooltip): The **Consignee** is the foreign party or parties who will be importing the goods or technology from the Canadian exporter into a foreign country. Refer to section E.3.3. 'EXCOL Field: Consignee information' of the Export and Brokering Controls Handbook for additional guidance.

AO: Items tab

1. **Description** (Tooltip): Refer to section E.3.7 "EXCOL Field: Description" of the Export and Brokering Controls for guidance on appropriate descriptions.

2. **U.S. Content (%)** (Tooltip): U.S.-origin value is an estimated percentage of the total value in Canadian dollars. Refer to section E.3.9. "EXCOL Field: U.S. Content" and section E.4.3. "U.S. Export Authorization" of the Export and Brokering Controls Handbook for additional information.

3. **Please select one or more ECLs** (Tooltip): Consult A Guide to Canada's Export Control List **(ECL)** to determine which of the ECL Items apply to your item. Do not use **Harmonized System (HS)** codes.

Do not use **Harmonized System (HS)** codes. It is possible that multiple ECL Items are applicable, or that none apply.

AO: Documents tab

1. **Documents** (ToolTip): Please refer to section E.4 "Mandatory Supporting Documentation" of the [Export and Brokering Controls Handbook](#) for guidance on appropriate documentation.

Delivery Verification Certificate (DVC)

DVC: Application Walk-Through

DVC: How to Access the Walk-Through

You can access the **Delivery Verification Certificate (DVC)** Walk-Through in three ways.

DVC: From the Website Guide launcher

1. Click the Website Guide launcher (on all New EXCOL pages).
2. On the Website Guide pop-up click the **Apply** link.
3. On the Apply pop-up click the **Export Permit Applications** link.
4. On the **Export Permit Applications** pop-up click the **Delivery Verification Certificate (DVC)** link. This will launch a pop-up advising you that in beginning this application Walk-Through, you may loose any unsaved information.
5. Click the **Start** button in the pop-up. You will be redirected to the **Terms of User and Privacy Statement** page.
6. Click the **I Agree** button in the application. You will be redirected to the **Delivery Verification Certificate (DVC)** application webpage. See section *DVC: Walk-Through Steps*. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.)

DVC: From the WalkMe Help Menu launcher

1. Click the **WalkMe Help Menu** launcher (large question mark icon at the bottom of all New EXCOL pages).
2. On the Help Menu-WalkMe pop-up, click the **Step by Step Application Walk-Throughs** drop down link.
3. From the drop down, click the **Apply – Delivery Verification Certificate (DVC)** link. This will launch a pop-up advising you that in beginning this application Walk-Through, you may loose any unsaved information.
4. Click the **Start** button in the pop-up. You will be redirected to the **Terms of User and Privacy Statement** page.
5. Click the **I Agree** button in the application. will be redirected to the **Delivery Verification Certificate (DVC)** application webpage. See section *DVC: Walk-Through Steps*. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.)

DVC: From the Help launcher on the General page

1. Click the **Help** launcher on the General page of the **Delivery Verification Certificate (DVC)** Application. See section *DVC: Walk-Through Steps*.

DVC: Walk-Through Step

1. Application Walk-Through disclaimer
1.1. A pop-up advises you that by following the **Delivery Verification Certificate (DVC)** application Walk-Through you will be submitting an actual application.
1.2. Click the **Start** button in the pop-up. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.)

1.3.   A pop-up advises you to click the **Application Guidelines** dropdown menu to view information specific to your application.

1.4.   Read the **Application Guidelines.**

1.5.   Click the **Next** button in the pop-up.

2.   General tab

2.1.   Complete the required fields.

2.2.   Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

3.   Applicant tab

3.1.   Confirm that you are a Canadian Resident.

3.2.   Complete the required fields.

3.3.   Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

4.   Importer tab

4.1.   Click the **Same as Applicant** checkbox, or manually complete the required fields.

4.2.   Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

5.   Exporter tab

5.1.   Complete the required fields.

5.2.   Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

6.   Items tab

6.1.   Complete the required fields.

6.2.   Click on the **Accept** button in the application to save. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to save.)

6.3.   To add an additional item record, click on the **Add Item** button in the application and repeat step 6.1. onwards. Once you have added your item(s), click on one of the two **Next** buttons in the application to continue.

7.   Documents tab: Click the **Add Document** button in the application if they are required to meet your application requirements or if you would like to add document(s), and see step 7.1. If you do not want to add documents, click on one of the two **Next** buttons in the application to continue and see step 8.

7.1.   Complete the required fields.

7.2.   Click on **Accept** button in the application to save. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to save.)

7.3.   To add an additional document record, click on the **Add Document** button in the application and repeat step 7.2. onwards. Once you have added your document(s), click on one of the two **Next** buttons in the application to continue.

8. Distribution tab
8.1. Complete the required fields.
8.2. Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)
9. Applicant Confirmation tab
9.1. Complete the required fields.
9.2. Click on one of the two **Submit** buttons in the application to complete your permit submission. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Submit** buttons to continue.)
10. Confirmation of Application Submission
10.1. You have now completed your application submission. You will be prompted to leave feedback on your experience using the Walk-Through. To provide feedback please send an email to the following address: feedback-commentaire.tia@international.gc.ca.

DVC: Smart Tips

DVC: Documents Tab

1. **Documents** (ToolTip): Please refer to section E.4 "Mandatory Supporting Documentation" of the Export and Brokering Controls Handbook for guidance on appropriate documentation.

International Import Certificate (IIC)

IIC: Application Walk-Through

IIC: How to Access the Walk-Through

You can access the **International Import Certificate (IIC)** Walk-Through in three ways.

IIC: From the Website Guide launcher

1. Click the Website Guide launcher (on all New EXCOL pages).
2. On the Website Guide pop-up click the **Apply** link.
3. On the Apply pop-up click the **Export Permit Applications** link.
4. On the **Export Permit Applications** pop-up click the **International Import Certificate (IIC)** link. This will launch a pop-up advising you that in beginning this application Walk-Through, you may loose any unsaved information.
5. Click the **Start** button in the pop-up. You will be redirected to the **Terms of User and Privacy Statement** page.
6. Click the **I Agree** button in the application. You will be redirected to the **Delivery Verification Certificate (DVC)** application webpage. See section *IIC: Walk-Through Steps*. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.

IIC: From the WalkMe Help Menu launcher

1. Click the **WalkMe Help Menu** launcher (large question mark icon at the bottom of all New EXCOL pages).
2. On the Help Menu-WalkMe pop-up, click the **Step by Step Application Walk-Throughs** drop down link.
3. From the drop down, click the **International Import Certificate (IIC)** link. This will launch a pop-up advising you that in beginning this application Walk-Through, you may loose any unsaved information.
4. Click the **Start** button in the pop-up. You will be redirected to the **Terms of User and Privacy Statement** page.
5. Click the **I Agree** button in the application. You will be redirected to the **Delivery Verification Certificate (DVC)** application webpage. See section *IIC: Walk-Through Steps*. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.

IIC: From the Help launcher on the General page

1. Click the **Help** launcher on the General page of the **Delivery Verification Certificate (DVC)** Application. See section *IIC: Walk-Through Steps*.

IIC: Walk-Through Step

1. Application Walk-Through disclaimer.
1.1. A pop-up advises you that by following the **Delivery Verification Certificate (DVC)** application Walk-Through you will be submitting an actual application.
1.2. Click the **Start** button in the pop-up. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.
1.3. A pop-up advises you to click the **Application Guidelines** dropdown menu to view information specific to your application.

1.4.   Read the **Application Guidelines.**

1.5.   Click the **Next** button in the pop-up.

2.   General tab

2.1.   Complete the required fields.

2.2.   Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

3.   Applicant tab

3.1.   Confirm that you are a Canadian Resident.

3.2.   Complete the required fields.

3.3.   Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

4.   Importer tab

4.1.   Click the **Same as Applicant** checkbox, or manually complete the required fields.

4.2.   Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

5.   Exporter tab

5.1.   Complete the required fields.

5.2.   Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

6.   End User tab

6.1.   Complete the required fields.

6.2.   Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

7.   Items tab

7.1.   Complete the required fields.

7.2.   Click on the **Accept** button in the application to save. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to save.)

7.3.   To add an additional item record, click on the **Add Item** button in the application and repeat step 6.1. onwards. Once you have added your item(s), click on one of the two **Next** buttons in the application to continue.

8.   Documents tab: Click the **Add Document** button in the application if they are required to meet your application requirements or if you would like to add document(s), and see step 7.1. If you do not want to add documents, click on one of the two Next buttons in the application to continue and see step 8.

8.1.   Complete the required fields.

8.2.   Click on the **Accept** button in the application to save. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to save.)

8.3.   To add an additional document record, click on the **Add Document** button in the application and repeat step 7.2. onwards. Once you have added your document(s), click on one of the two **Next** buttons in the application to continue.

9.   Distribution tab

9.1. Complete the required fields.

9.2. Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

10. Applicant Confirmation tab

10.1. Complete the required fields.

10.2. Click on one of the two **Submit** buttons in the application to complete your permit submission. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Submit** buttons to continue.)

11. Confirmation of Application Submission

11.1. You have now completed your application submission. You will be prompted to leave feedback on your experience using the Walk-Through. To provide feedback please send an email to the following address: feedback-commentaire.tia@international.gc.ca.

IIC: Smart Tips

IIC: Documents Tab

1. **Documents** (ToolTip): Please refer to section E.4 "Mandatory Supporting Documentation" of the Export and Brokering Controls Handbook for guidance on appropriate documentation.

General Export Permit (GEP)

GEP: Application Walk-Through

GEP: How to Access the Walk-Through

You can access the **General Export Permit (GEP)** Walk-Through in three ways.

GEP: From the Website Guide launcher

1. Click the Website Guide launcher (on all New EXCOL pages).
2. On the Website Guide pop-up click the **Apply** link.
3. On the Apply pop-up click the **Export Permit Applications** link.
4. On the **Export Permit Applications** pop-up click the **General Export Permit (GEP)** link. This will launch a pop-up advising you that in beginning this application Walk-Through, you may loose any unsaved information.
5. Click the **Start** button in the pop-up. You will be redirected to the **Terms of User and Privacy Statement** page.
6. Click the **I Agree** button in the application. You will be redirected to the **General Export Permit (GEP)** application webpage. See section *GEP: Walk-Through Steps*. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.)

GEP: From the WalkMe Help Menu launcher

1. Click the **WalkMe Help Menu** launcher (large question mark icon at the bottom of all New EXCOL pages).
2. On the Help Menu-WalkMe pop-up, click the **Step by Step Application Walk-Throughs** drop down link.
3. From the drop down, click the **General Export Permit (GEP)** link. This will launch a pop-up advising you that in beginning this application Walk-Through, you may loose any unsaved information.
4. Click the **Start** button in the pop-up. You will be redirected to the **Terms of User and Privacy Statement** page.
5. Click the **I Agree** button in the application. You will be redirected to the **General Export Permit (GEP)** application webpage. See section *GEP: Walk-Through Steps*. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.)

GEP: From the Help launcher on the General page

1. Click the **Help** launcher on the General page of the **General Export Permit (GEP)** Application. See section *GEP: Walk-Through Steps*.

GEP: Walk-Through Step

1. Application Walk-Through disclaimer
1.1. A pop-up advises you that by following the **General Export Permit (GEP)** application Walk-Through you will be submitting an actual application.
1.2. Click the **Start** button in the pop-up. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.)
1.3. A pop-up advises you to click the **Application Guidelines** dropdown menu to view information specific to your application.
1.4. Read the **Application Guidelines.**

1.5.   Click the **Next** button in the pop-up.
2.   General Tab
2.1.   Complete the required fields.
2.2.   Click on one of the two **Next** buttons to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)
3.   Applicant Tab
3.1.   Confirm that you are a Canadian Resident
3.2.   Complete the required fields.
3.3.   Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)
4.   Exporter Tab
4.1.   Verify the required fields.
4.2.   Click on one of the two Next buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)
5.   GEP Tab
5.1.   Complete the required fields.
5.2.   Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)
6.   Documents Tab: There is no requirement for supporting documents for General Export Permit (GEP) pre-notification. Your reporting documentation is required at the end of the year and must be uploaded to the GEP Documents tab. Click the **Add Document** button in the application if you would like to add document(s), and see step 6.1. If you do not want to add documents, click on one of the two **Next** buttons in the application to continue and see 7.
6.1.   Complete the required fields.
6.2.   Click on the **Accept** button in the application to save. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to save.)
6.3.   To add an additional document record, click on the **Add Document** button in the application and repeat step 6.1. onwards. Once you have added your document(s), click on one of the two **Next** buttons in the application to continue.
7.   Distribution Tab
7.1.   Complete the required fields.
7.2.   Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)
8.   Applicant Confirmation Tab
8.1.   Complete the required fields.
8.2.   Click on one of the two **Submit** buttons in the application to complete your permit submission. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Submit** buttons to continue.)
9.   Confirmation of Application Submission

9.1. You have now completed your application submission. You will be prompted to leave feedback on your experience using the Walk-Through. To provide feedback please send an email to the following address: feedback-commentaire.tia@international.gc.ca.

GEP: SmartTips

GEP: General Tab

1. **Applicant comments** (Mouseover): Applicant Comments will only be visible to Permit Officers and will not be printed on the permit.

GEP: Documents Tab

1. **Documents** (ToolTip): There is no requirement for supporting documents for General Export Permit (GEP) pre-notification. Your reporting documentation is required at the end of the year and must be uploaded to the GEP Documents tab.

Brokering Permit (BP)

BP: Application Walk-Through

BP: How to Access the Walk-Through

You can access the **Brokering Permit (BP)** Walk-Through in three ways.

BP: From the Website Guide launcher

1. Click the Website Guide launcher (on all New EXCOL pages).
2. On the Website Guide pop-up click the **Apply** link.
3. On the Apply pop-up click the **Export Permit Applications** link.
4. On the **Export Permit Applications** pop-up click the **Brokering Permit (BP)** link. This will launch a pop-up advising you that in beginning this application Walk-Through, you may loose any unsaved information.
5. Click the **Start** button in the pop-up. You will be redirected to the **Terms of User and Privacy Statement** page.
6. Click the **I Agree** button in the application. You will be redirected to the **Brokering Permit (BP)** application webpage. See section *BP: Walk-Through Steps*. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.)

BP: From the WalkMe Help Menu launcher

7. Click the **WalkMe Help Menu** launcher (large question mark icon at the bottom of all New EXCOL pages).
8. On the Help Menu-WalkMe pop-up, click the **Step by Step Application Walk-Throughs** drop down link.
9. From the drop down, click the **Brokering Permit (BP)** link. This will launch a pop-up advising you that in beginning this application Walk-Through, you may loose any unsaved information.
10. Click the **Start** button in the pop-up. You will be redirected to the **Terms of User and Privacy Statement** page.
11. Click the **I Agree** button in the application. You will be redirected to the **Brokering Permit (BP)** application webpage. See section *BP: Walk-Through Steps*. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.)

BP: From the Help launcher on the General page

12. Click the **Help** launcher on the General page of the **Brokering Permit (BP)** Application. See section *BP: Walk-Through Steps*.

BP: Walk-Through Step

1. Application Walk-Through disclaimer
1.1. A pop-up advises you that by following the **Brokering Permit (BP)** application Walk-Through you will be submitting an actual application.
1.2. Click the **Start** button in the pop-up. (The pop-up also gives you the option to cancel the Walk-Through. Click the **Cancel** button in the pop-up to stop the Walk-Through.)
1.3. A pop-up advises you to click the **Application Guidelines** dropdown menu to view information specific to your application.
1.4. Read the **Application Guidelines.**

1.5. Click the **Next** button in the pop-up.

2. General Tab

2.1. Complete the required fields.

2.2. Click on one of the two **Next** buttons to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

3. Applicant Tab[1]

3.1. Confirm that you are a Canadian Resident.

3.2. Complete the required fields.

3.3. Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.) **Erreur ! Signet non défini.**

4. Seller Tab

4.1. Complete the required fields.

4.2. Click on the **Accept** button in the application to save. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to save.)

4.3. To add an additional Seller, click on the **Add Seller** button in the application and repeat step 4.1. onwards. Once you have added your Seller(s), click on one of the two **Next** buttons in the application to continue

5. Purchaser Tab

5.1. Complete the required fields.

5.2. Click on the **Accept** button in the application to save. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to save.)

5.3. To add an additional Seller, click on the **Add Purchaser** button in the application and repeat step 5.1 onwards. Once you have added your Purchaser(s), click on one of the two **Next** buttons in the application to continue.

6. Consignee tab

6.1. Complete the required fields.

6.2. Click on the **Accept** in the application button to save. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to save.)

6.3. To add an additional consignee record, click on the **Add Consignee** button in the application and repeat step 6.1. onwards. Once you have added your consignee(s), click on one of the two **Next** buttons in the application to continue.

7. Nature of Items Tab

7.1. Complete the required fields.

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[1] The following **SmartTip** is found on the Applicant tab:
Name (Tooltip): See section E.6 "How to Complete an Application for Brokering Permits" of the Export and Brokering Controls Handbook for additional guidance.

7.2. Click on one of the two **Next** buttons to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

8. Items Tab

8.1. Select an **Item Type** from the dropdown list.

8.2. Complete the required fields.

8.3. Click on the **Accept** button in the application to save. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to save.)

8.4. To add an additional item record, click on the **Add Item** button in the application and repeat step 8.1. onwards. Once you have added your item(s), click on one of the two **Next** buttons in the application to continue.

9. Documents Tab: Click the **Add Document** button in the application if they are required to meet your application requirements or if you would like to add document(s), and see step 9.1. If you do not want to add documents, click on one of the two Next buttons in the application to continue and see step 10.

9.1. Complete the required fields.

9.2. Click on the **Accept** button in the application to save. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click the **Accept** button to save.)

9.3. To add an additional document record, click on the **Add Document** button in the application and repeat step 9.2. onwards. Once you have added your document(s), click on one of the two **Next** buttons in the application to continue.

10. Distribution Tab

10.1. Complete the required fields.

10.2. Click on one of the two **Next** buttons in the application to continue. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Next** buttons to continue.)

11. Applicant Confirmation Tab

11.1. Complete the required fields.

11.2. Click on one of the two **Submit** buttons in the application to complete your permit submission. (If any mistakes are made while completing the form, an error message will appear on the application advising you on what to modify. Correct the errors. Click one of the two **Submit** buttons to continue.)

12. Confirmation of Application Submission

12.1. You have now completed your application submission. You will be prompted to leave feedback on your experience using the Walk-Through. To provide feedback please send an email to the following address: feedback-commentaire.tia@international.gc.ca.

BP: SmartTips and ShoutOuts

BP: General Tab

1. **Overall Description and End-Use** (ToolTip): Refer to section E.3.4. "EXCOL Field: Overall Description of goods and End-Use" of the Export and Brokering Controls Handbook for guidance on appropriate descriptions.
2. **Applicant comments** (Mouseover): Applicant Comments will only be visible to Permit Officers and will not be printed on the permit.

BP: Applicant Tab

1. **Name** (Tooltip): See section E.6 "How to Complete an Application for Brokering Permits" of the Export and Brokering Controls Handbook for additional guidance.

BP: Sellers Tab

1. **Name** (Tooltip): Refer to section E.6.3. "EXCOL Field: Purchaser information" of the **Export and brokering controls handbook** for additional guidance.

BP: Sellers Tab

1. **Name** (Tooltip): Refer to section E.6.2. "EXCOL Field: Seller information" of the **Export and brokering controls handbook** for additional guidance.

BP: Consignee tab

1. **Type** (Tooltip): The Consignee is the foreign party or parties who will be importing the goods or technology from the Canadian exporter into a foreign country. Refer to section E.3.3. 'EXCOL Field: Consignee information' of the Export and Brokering Controls Handbook for additional guidance.
2. **Type** (ShoutOut): Brokering Permit Consignee Types Definition

2.1. **Intermediary**: Any foreign mediator in a transaction that relates to the movement of controlled goods or technology from one foreign country to another.
2.2. **Final end-user**: The entity that employs or uses the goods or technology that were exported from one third country to another, for the purpose for which they were intended.
2.3. **Other broker:** Any foreign entity that is outside of Canada and is arranging or negotiating a transaction that relates to the movement of the controlled goods or technology in question from one foreign country to another. The "applicant" and the "broker" are not the same in this case.
2.4. **Agent:** A foreign entity that is authorized to act for or in the place of another foreign entity that is involved in the brokering transaction.
2.5. **Mandatary:** A person to whom the power to transact business for another is given under a mandate.
3. **Name** (Tooltip): The **Consignee** is the foreign party or parties who will be importing the goods or technology from the Canadian exporter into a foreign country. Refer to section E.3.3. 'EXCOL Field: Consignee information' of the Export and Brokering Controls Handbook for additional guidance

BP: Items Tab

BP: BP Firearm

1. **Description** (Tooltip): Refer to section E.3.7 "EXCOL Field: Description" of the Export and Brokering Controls Handbook for guidance on appropriate descriptions.

2. [Canadian Firearms Legal Classification](#) (Launcher)
3. **Calibre** (Tooltip): For "Receiver Blank" or "Receiver Only", enter Calibre = N/A. The Calibre Tooltip only appears when the **Type** is "Receiver Blank" or "Receiver Only".
4. **Please select which paragraph of the Brokering Control List (BCL) is applicable to this item** (Tooltip): For assistance, please consult the [Export and Brokering Controls Handbook](#).
5. [BCL Guide](#) (Launcher)

BP: Other Controlled Good or Technology

1. **Description** (Tooltip): Refer to section E.3.7 "EXCOL Field: Description" of the [Export and Brokering Controls](#) for guidance on appropriate descriptions.
2. **U.S. Content (%)** (Tooltip): U.S.-origin value is an estimated percentage of the total value in Canadian dollars. Refer to section E.3.9. "EXCOL Field: U.S. Content" and section E.4.3. "U.S. Export Authorization" of the [Export and Brokering Controls Handbook](#) for additional information.
3. **Please select which paragraph of the Brokering Control List (BCL) is applicable to this item** (Tooltip): For assistance, please consult the [Export and Brokering Controls Handbook](#).
4. [BCL Guide](#) (Launcher)

BP: Documents Tab

1. **Documents** (ToolTip): Please refer to section E.4 "Mandatory Supporting Documentation" of the [Export and Brokering Controls Handbook](#) for guidance on appropriate documentation.