ATTENTION:
Ultimate Designated Persons
Chief Financial Officers
Panel Auditors

Please distribute internally to:
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MR0423

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ComSet – New System Implementation

Please be advised that effective October 2, 2006, the new ComSet system will be activated. Further to Bulletin # 3570, ComSet System Upgrade, although the core functions will remain the same, there will be some changes to the new ComSet system.

The current ComSet system will be taken offline as of September 29, 2006. The ComSet application will NOT be available on:

Friday, September 29, 2006
Saturday, September 30, 2006 and
Sunday, October 1, 2006.

As of Oct 2, 2006, if you navigate to the old ComSet website, you will be re-directed to the new site: http://comset.ida.ca

ADDITIONAL INFORMATION REGARDING THE NEW COMSET SYSTEM:

How do I access the new ComSet system?
The ComSet system has moved. It can now be accessed through the IDA website. The link to the new site is http://comset.ida.ca

When can I log into the new ComSet system and how do I do that?
You will only be able to log into the new ComSet system on October 2, 2006.
Your ComSet ID will be your email address.
Go to the new ComSet site: http://comset.ida.ca
Type your email address in the ID field.
Click on Forgot your password.
Your password will automatically be emailed to you.
After successfully logging into the system with your ID and your temporary password you will be prompted to change your password.

What about my firm's historical ComSet data?
Each firm's historical ComSet data will be transferred to the new ComSet system.

When can I enter an event in the new ComSet system?
An event can be entered in the new ComSet system beginning Oct 2, 2006.

Will the old ComSet system still be available?
The old site will not be available after September 28, 2006. If you navigate to the old ComSet website, you will be re-directed to the new site.

How can I obtain information and assistance on the new ComSet system?
There is an online user guide which explains the features of the new ComSet system and provides instructions on how to perform certain tasks. You can access this guide at any time by clicking on the Help Link located on the top, right corner of the ComSet screen. The guide is in PDF format and requires Adobe Reader in order to open it. The software is free and is available for download at www.adobe.com .

Some New Features in ComSet:

Administrators for more than one firm:
If you are the ComSet administrator for more than 1 firm, instead of having separate IDs for each firm, you will be able to use one ID to log into ComSet and switch between firms.

Adding a Subject (Registered Representative) or a Branch:
The new ComSet system allows a user to type in a missing subject name or a missing branch. The integrity of this information will be verified by the IDA ComSet administrator.

Partially entering an Event Report:
The new ComSet system allows you to partially fill in an Event Report form, and if you choose, you can close the Event Form and complete it at a later time.

Pending, Concluded and Locked Status:
Most Event types are created with the Event Status set to Pending. There are 2
exceptions: Internal Disciplinary Action and Denial of Registration. These are both
automatically set to Concluded.

There are 3 steps to completing an event on ComSet:

Pending: when information is entered, the event status is pending.

Concluded: when the event has been resolved and a resolution date has been entered, you
should update the status to Concluded. At this stage, most of the fields of the event can
be edited. Remember that Internal Disciplinary Action and Denial of Registration event
types are automatically set to Concluded.

Locked: Once all relevant information has been entered, you must Lock the event. Once
the event is Locked, it can only be edited by Re-Opening it. The Lock button is only
visible when the event status is Concluded. In cases where additional information is
required, you can Re-Open the event.

Events listed on the ComSet Welcome Screen
After logging in to ComSet you are presented with the Welcome screen. On this
screen, you will see a list of all Concluded Events associated with your firm
which are not yet Locked. You will also see a list of any Pending Customer
Complaints, and their age.

Any ComSet user at the firm will be able to see the list of Pending Customer Complaints
as well as the list of events that haven't been Locked.

You can edit these events quickly and easily by clicking on the ComSet reference number
next to the Event. The Event Report Form will open so that you can make any required
updates.

Exporting Reports:
Reports within the new ComSet system can be exported. More details will be available
in the online manual.

Search Function:
The search function in the new ComSet system contains a wider variety of options.