



Issuer Portal User Guide

Version: 1.1

April 20, 2026



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Revision History

Date	Version	Changes
April 9, 2026	1.0	First Version
April 20, 2026	1.1	Updated the <i>Listing Status</i> definition in Appendix A.

Introduction

This guide provides instructions for using the Issuer Portal (“the portal”) for Issuers listed on the Canadian Securities Exchange (“Listed Issuers”) and their designated Posting Officers. It details the various actions that may be performed within the portal, including account management, updating Issuer and security details, managing contact information, and uploading filings and news releases.

Login / Logout

To log into the Issuer portal, take the following steps:

1. Go to <https://issuers.thecse.com/>.
2. Enter your email and password¹.
3. Click **Get One-Time Passcode**.

Result: The **Login** window updates to have a **One-time Passcode** field, and a passcode is sent to the email associated with your account.

4. Enter the passcode sent to your email in the **One-time Passcode** field.
5. Click **Login**.

To log out of the Issuer portal, take the following step:

1. From the top navigation bar, expand the **Issuer** dropdown menu and click **Logout**.

¹ Prior to your initial login, you will receive an email with a link to create your password.

Navigating the Portal

Upon Login, you are on the **Company Details** page, or, if you have more than one company associated with your account you are on the **Select Issuer** page (Figure 1). If the latter, select the Issuer profile you wish to access by clicking on the Issuer, after which you are on the **Company Details** page.

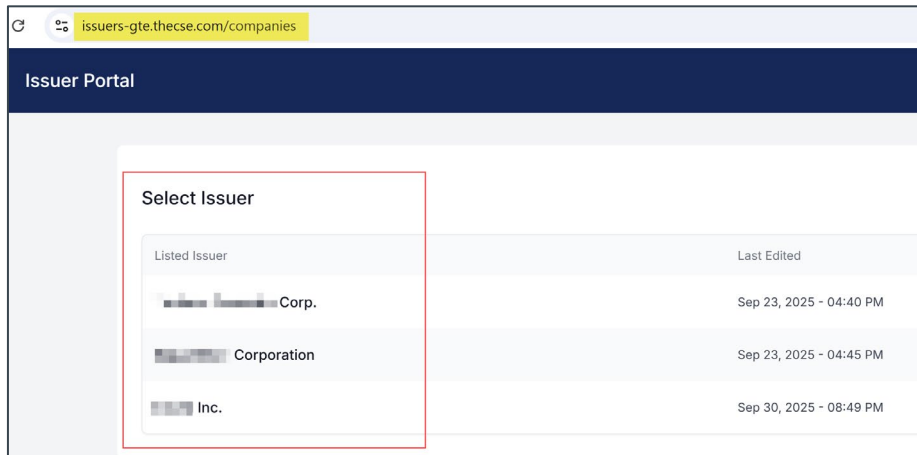


Figure 1: List of Available Listed Issuer Profiles

From the **Company Details** page, you can navigate using the numbered features as listed below and shown in Figure 2.

1. Navigation Bar Dropdown
 - a. [My Account](#)
 - b. [Invoices²](#)
 - c. [Logout](#)
2. Left Navigation Bar
 - a. [View Listed Issuer Information](#)
 - b. [Edit Listed Issuer Information](#)
3. Filings
 - a. [View Filings](#)
 - b. [Add a Filing](#)
 - c. [Delete a Filing](#)

² The Invoice page is only accessible to users with the correct permissions. If you do not have access to the Invoice page and believe this is in error, contact listings@thecse.com.

4. News Releases

- a. [View News Releases](#)
- b. [Add a News Release](#)
- c. [Delete a News Release](#)

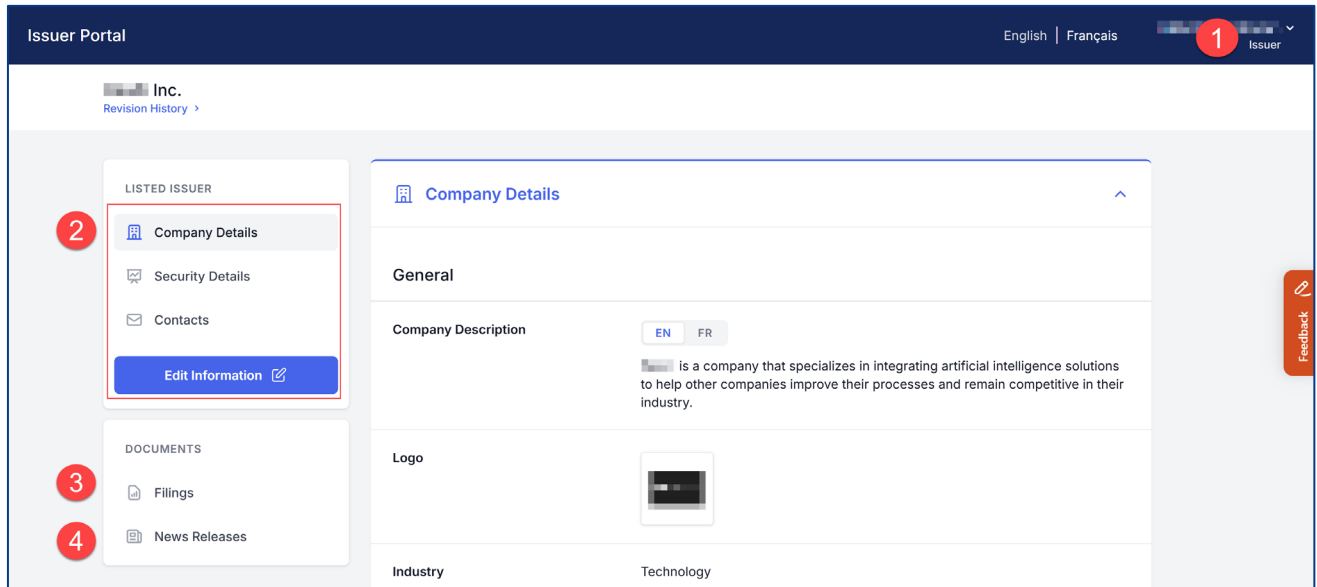


Figure 2: Key Areas for Navigating the Issuer Portal

My Account

This section details how to perform the following account management actions:

- [Change Listed Issuer](#)
- [Change Password](#)

Change Listed Issuer

If there is more than one Listed Issuer associated with your email/account on the portal, you can switch between the Issuer profiles to view their respective information on each portal page. Each page on the portal reflects the presently selected Issuer.

To change the Listed Issuer profile, take the following steps:

1. From the top navigation bar, expand the **Issuer** dropdown menu and click **Change Listed Issuer** (Figure 3).
Result: you are on the **Select Issuer** page (Figure 4).
2. Click on the Issuer profile you wish to view.
Result: you are on the **Company Details** page of the selected Issuer.

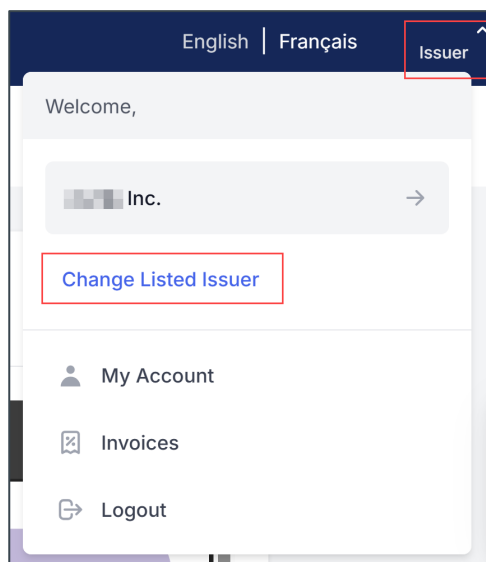


Figure 3: Location of the Change Listed Issuer Link

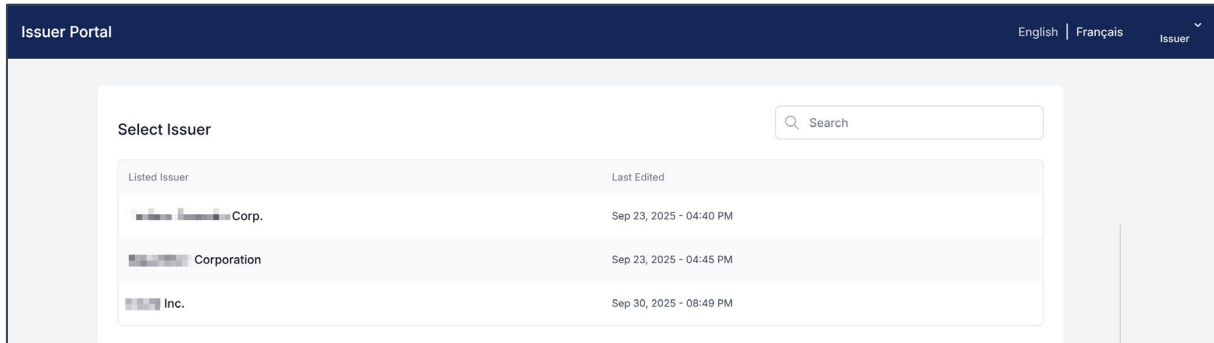


Figure 4: The Select Issuer Page with List of Available Issuer Profiles

Change Password

To change your password, take the following steps:

1. From the top navigation bar, expand the **Issuer** dropdown menu and click **My Account**.
Result: you are on the **Personal Information** page (Figure 5).
2. Click **Change Password**.
Result: the password section expands (Figure 6).
3. Enter your current password in the **Current Password** field.
4. Enter your new password in the **Create New Password** and **Confirm New Password** fields.
5. Click **Save**.
Result: your password is changed.

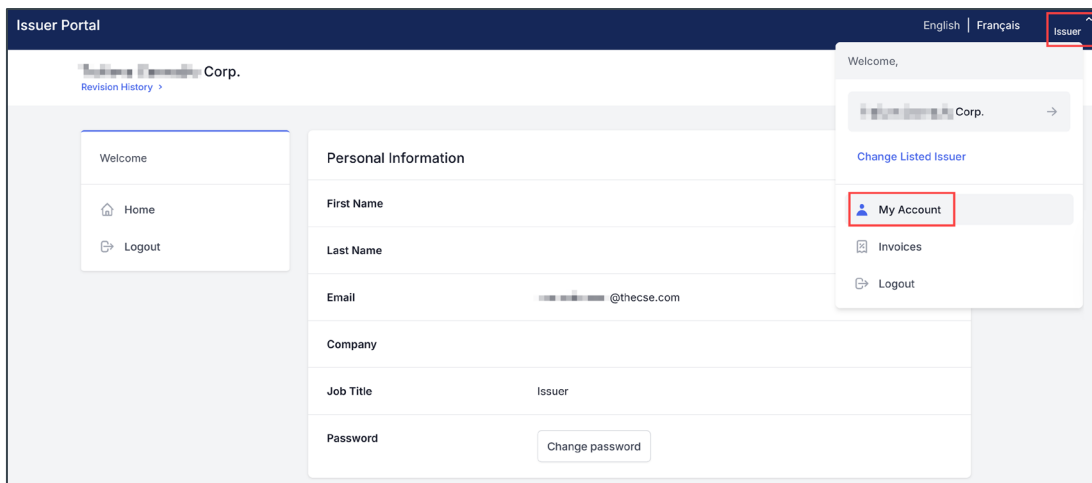


Figure 5: Account Page with Option to Change Password

Password

Current Password

Create New Password

Confirm New Password

Figure 6: Fields to Change Password

Invoices

The Invoice page³ provides a list of invoices with the following columns (Figure 7):

- a. **Date** – the date that the invoice was issued.
- b. **Invoice Number** – identifying code for the invoice.
- c. **Amount** – the total amount of the invoice.
- d. **Amount Due** – the outstanding balance of the invoice.
- e. **Download** – click to download a PDF copy of the invoice.
- f. **Page Navigation** – click the page numbers or **Previous/Next** to navigate the list of invoices.

A	B	C	D	E
Date	Invoice Number	Amount	Amount due	Download
2023-10-31	██████	1412.5	0	Download
2023-09-30	██████	1412	0	Download
2022-08-31	██████	1412	0	Download

1 2 3 4

F

< Previous | Next >

Figure 7: Key Areas on the Invoice Page

³ The Invoice page is only accessible to users with the correct permissions. If you do not have access to the Invoice page and believe this is in error, contact listings@thecse.com.

View Listed Issuer Information

From the homepage, you can view the Listed Issuer Information on the profile, as defined in Table 1.

Table 1: Listed Issuer Information Categories

Section	Information
Company Details	<ul style="list-style-type: none"> • General • Company Links • Company Address • Mailing Address • Billing Address
Security Details	<ul style="list-style-type: none"> • Security Name, Symbol, Trading Status, and Listing Status • Listing Details • Market Capitalization • Bond Information (only displayed for the Bond security type)
Contacts	<ul style="list-style-type: none"> • Issuer Contacts • Company Officers / Directors

To view the information in one of these sections, click the section name in the left navigation panel or on the section header. For example, to view Company Details click on one of the two areas outlined in Figure 8. Once clicked, the tab expands and the information is displayed (Figure 9).

See [Appendix A](#) for the definition of each field included in each category.

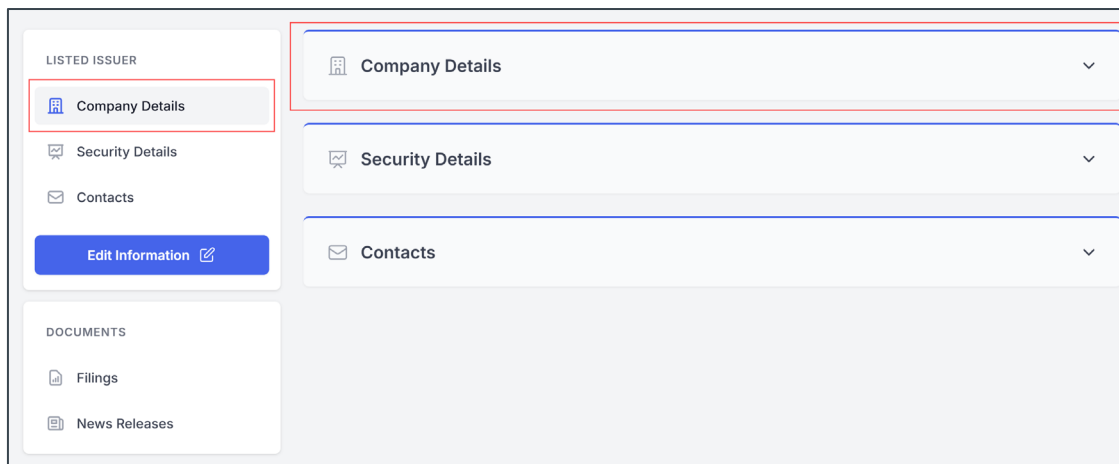


Figure 8: Areas to Click to Expand Company Details Tab

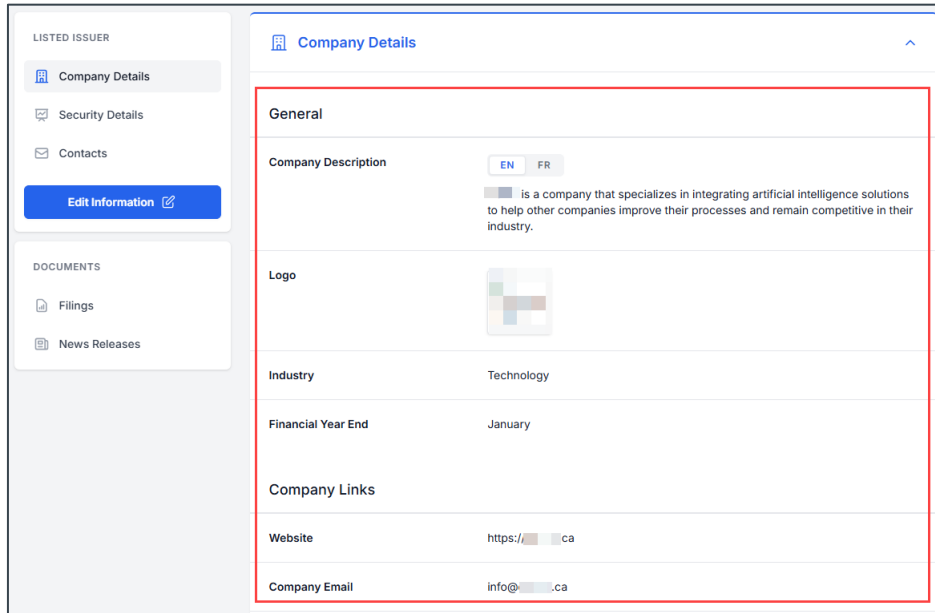


Figure 9: Company Details Page

Edit Listed Issuer Information



Tip: Fields across *Company Details*, *Security Details*, and *Contacts* can all be edited and submitted at the same time. Note that, until a submitted edit (an edit to one field, or to more than one field submitted at the same) is approved, rejected, or cancelled, no further edits can be submitted.

To edit Listed Issuer Information, take the following steps:

1. Click **Edit Information** in the left navigation panel (Figure 10).
2. Update each field as necessary.
3. Click **Review Edits**.

Result: you are on the *Review Updates* page.

4. Review the updates, and either:
 - a. Click **Back to Edit** to make changes; or,
 - b. Continue to step 5.
5. Fill the **Note to the CSE** text box with any pertinent information.
6. Click **Submit for Review and Approval**.

Result: your edits are queued for review by the CSE. Until the CSE approves or rejects the edits, you may revise or cancel the edit request; see the [Revise an Edit Submission](#) and [Cancel an Edit Submission](#) sections.

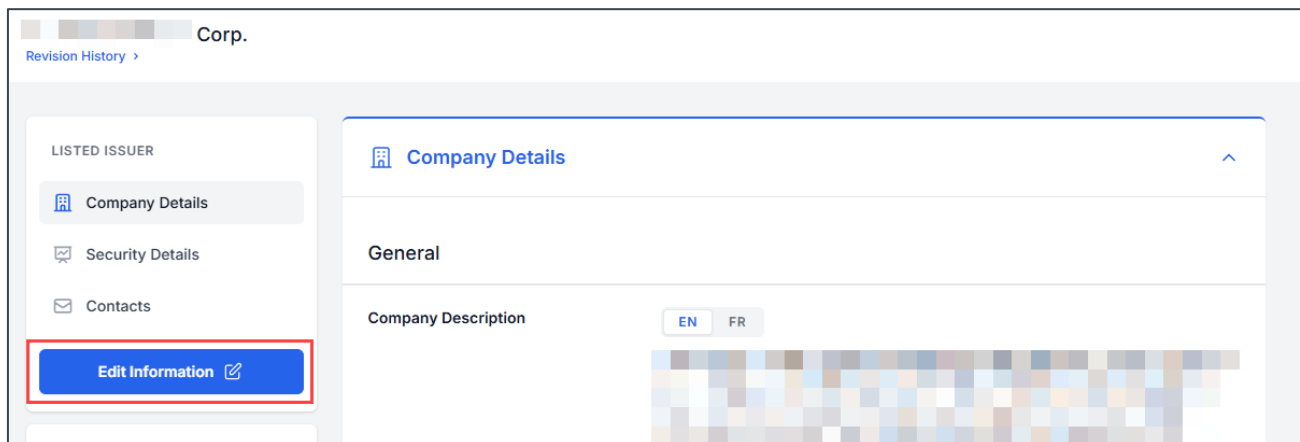


Figure 10: Location of the Edit Information Button

Add an Issuer Contact

The following Issuer Contact types can be added:

- Auditor
- Corporate Secretary
- Investor Relations
- Issuer Administrator
- Lawyer
- Surveillance Contact

To add an Issuer contact, take the following steps:

1. Click **Edit Information** in the left navigation panel.
2. Click **Add Contact** (Figure 11).
Result: the Issuer Contacts section expands with the fields to add a new contact.
3. Click the dropdown menu to select the type of contact (Figure 12).
4. Fill the mandatory fields, and, if desired, the optional fields.
5. Click the **Review Edits** button.
6. Review the updates, and either:
 - a. Click **Back to Edit** to make changes; or,
 - b. Continue to step 7.
7. Fill the **Note to the CSE** text box with any pertinent information.
8. Click **Submit for Review and Approval**.
Result: your edits are queued for review by the CSE. Until the CSE approves or rejects the edits, you may revise or cancel the edit request; see the [Revise an Edit Submission](#) and [Cancel an Edit Submission](#) sections.

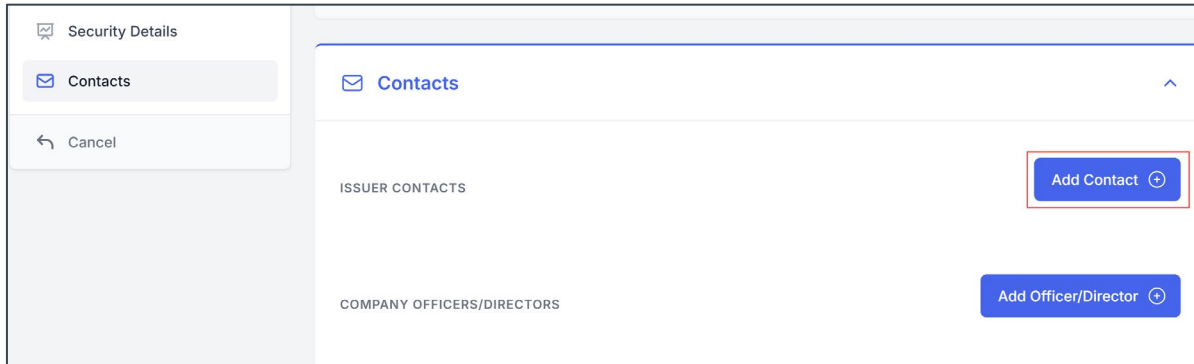


Figure 11: Location of the Add Contact Button

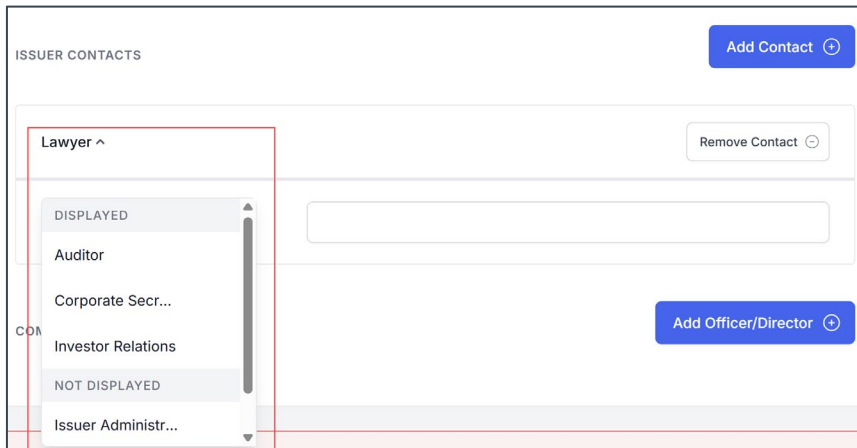


Figure 12: Location of the Issuer Contact Type Dropdown

Add an Officer/Director

To add an Officer/Director, take the following steps:

1. Click **Edit Information** in the left navigation panel.
2. Click **Add Officer/Director** (Figure 13).
Result: the Officer/Director section expands with the fields to add a new contact.
3. Fill the mandatory fields.
4. Click the **Review Edits** button.
5. Review the updates, and either:
 - a. Click **Back to Edit** to make changes; or,
 - b. Continue to step 6.
6. Fill the **Note to the CSE** text box with any pertinent information.

7. Click **Submit for Review and Approval**.

Result: your edits are queued for review by the CSE. Until the CSE approves or rejects the edits, you may revise or cancel the edit request; see the [Revise an Edit Submission](#) and [Cancel an Edit Submission](#) sections.

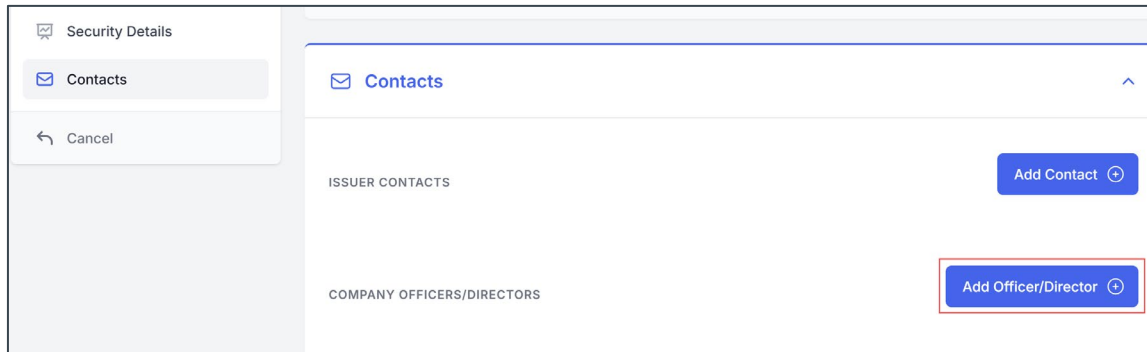


Figure 13: Location of the Add Officer/Director Button

Delete a Contact

To delete a contact, take the following steps:

1. Click **Edit Information** in the left navigation panel.
2. Above the contact you wish to delete, click **Remove Contact**.
3. Click **Review Edits**.
4. Fill the **Note to the CSE** text box with any pertinent information.
5. Click **Submit for Review and Approval**.

Result: your deletion request is queued for review by the CSE. Until the CSE approves or rejects the deletion, you may cancel the request; see the [Cancel an Edit Submission](#) section.

Filings

The *Filings* page (Figure 14) allows you to do the following:

1. [View and search for filings](#) with optional filters;
2. [Add a new filing](#); and,
3. [Delete a filing](#).

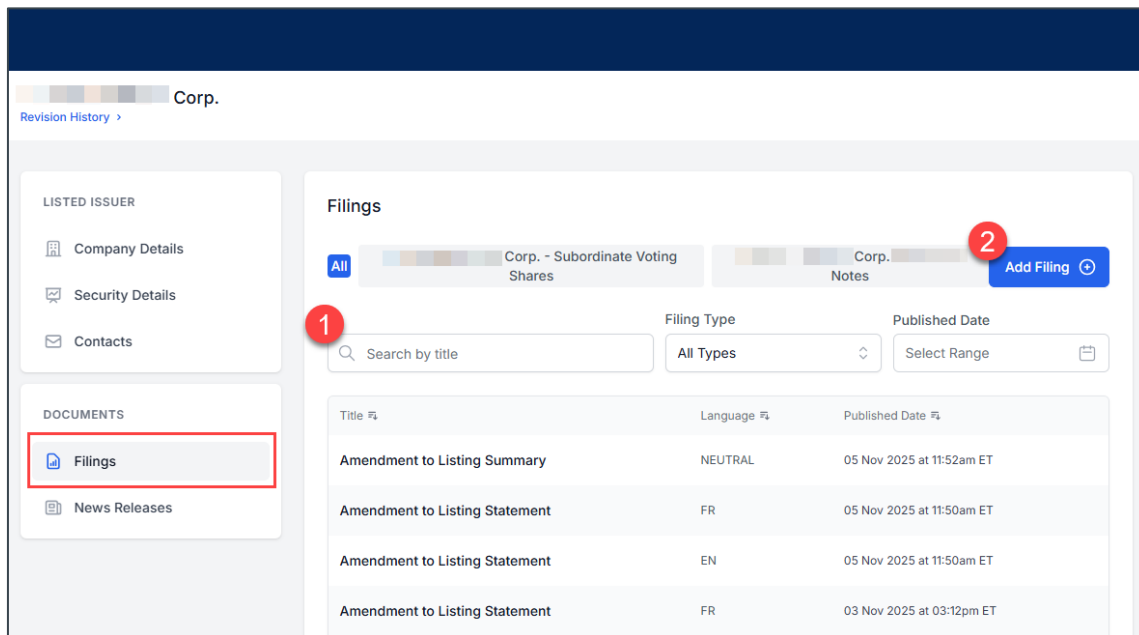


Figure 14: Filings Page

View Filings

The *Filings* page has a list of filings that have been uploaded. To narrow the list, the filters depicted in Figure 15 are available, as follows:

1. Text box to enter key words;
2. Dropdown to select the filing type;
3. Calendar to specify a date range; and,
4. Clickable headers to sort the list by title, language, or date.

Click the row of a filing to view the file, with options to download and print.

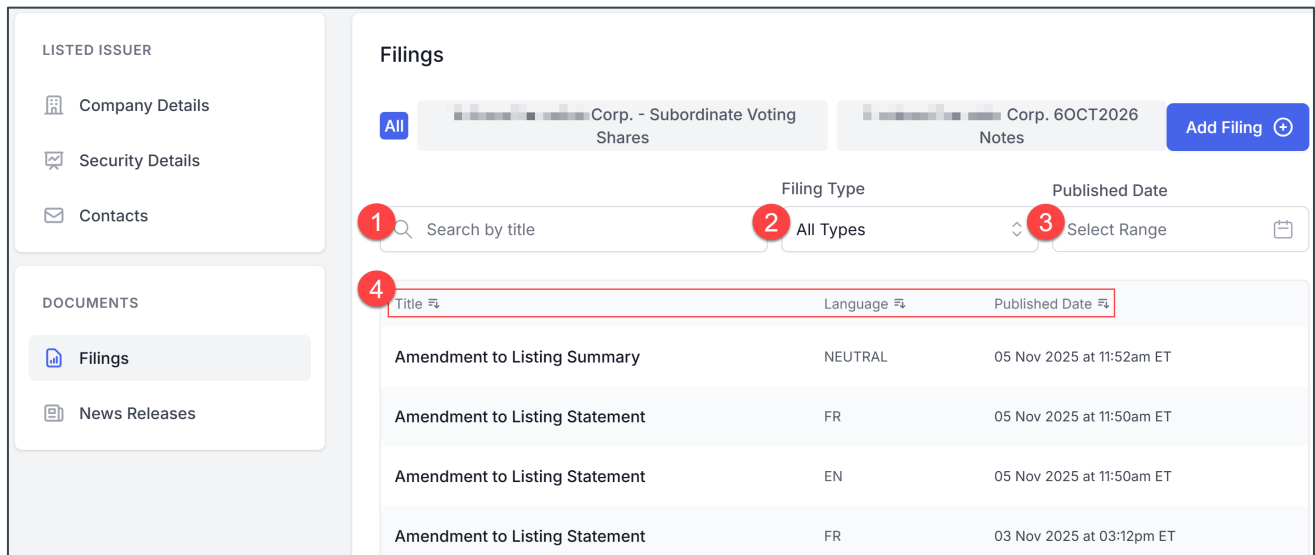


Figure 15: Location of Filters to Narrow the Displayed Filings

Add a Filing

To add a filing, take the following steps:

1. On the *Filings* page, click **Add Filing** (Figure 16).
Result: the *Add Filing* page opens.
2. Complete the fields (see definitions in [Appendix A](#)) identified in Figure 17, as follows:
 - A. **Filing Type** – select the filing type from the dropdown menu.
 - B. **Language** – select the language of the document from the dropdown menu.
Note: If you select Language Neutral, the uploaded file will be posted on both the English and French presentation of the CSE website. If you select either language, you must post a separate file for each language.
 - C. **Display Name** – enter a title for the document that is to be displayed in the filings list on the portal and on the CSE website.
 - D. **Associated Securities** – use the checkboxes to select which securities the filing pertains to.
 - E. **Upload File** – click **Choose file** to open your file explorer and select/open the file.
*Note: after you upload a file, the “Choose file” button changes to “Change file”; click **Change file** to replace the file.*
3. Click **Add Filing**.
Result: the filing is uploaded and displayed.

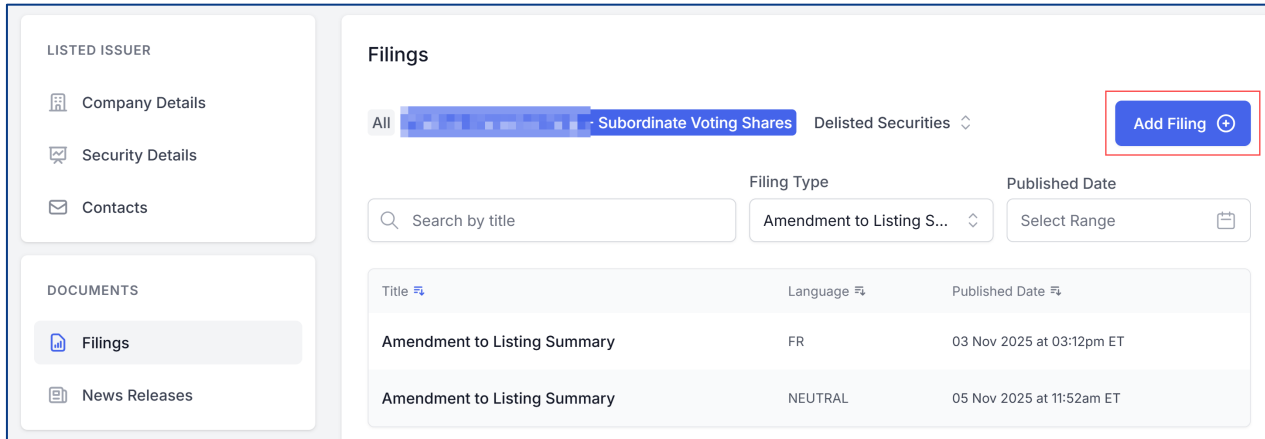


Figure 16: Location of the Add Filing Button

Figure 17: Fields to Add a Filing

Delete a Filing

To delete a filing, take the following steps:

1. On the *Filings* page, click the filing you wish to delete.
Result: the filing is displayed.
2. Click **Delete Filing** (Figure 18).
Result: the *Request to Delete Filing* window opens (Figure 19).
3. Fill the **Note to the CSE** text box with any pertinent information.

4. Click **Submit Deletion Request**.

Result: your deletion request is queued for review by the CSE. Until the CSE approves or rejects the deletion, you may cancel the request; see the [Cancel an Edit Submission](#) section.

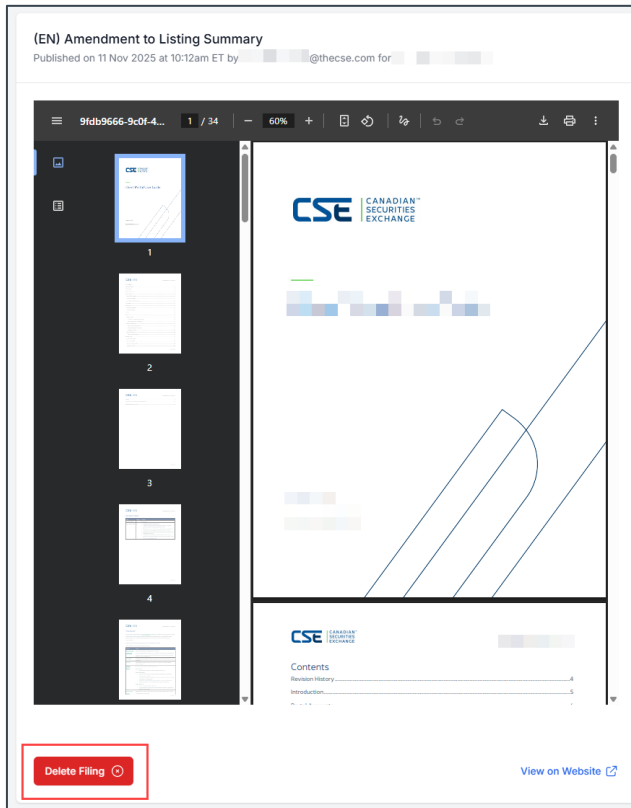


Figure 18: Location of the Delete Filing Button

A screenshot of a "Request to Delete Filing" window. At the top, it says "Request to Delete Filing" and "All deletion requests must be reviewed and approved by the CSE." Below this is a box containing the filing details: "Amendment to Listing Summary", "Published on 11 Nov 2025 at 10:12am ET by [redacted] @thecse.com for [redacted]". There is a large text area labeled "Note to the CSE" with a character count of "0/300" and a prompt: "Please provide a rationale for the request to delete filing." At the bottom of the window is a prominent red button labeled "Submit Deletion Request".

Figure 19: Request to Delete Filing Window

News Releases

The *News Releases* page (Figure 20) allows you to do the following:

1. [View and search for news releases](#) with optional filters;
2. [Add a news release](#); and,
3. [Delete a news release](#).

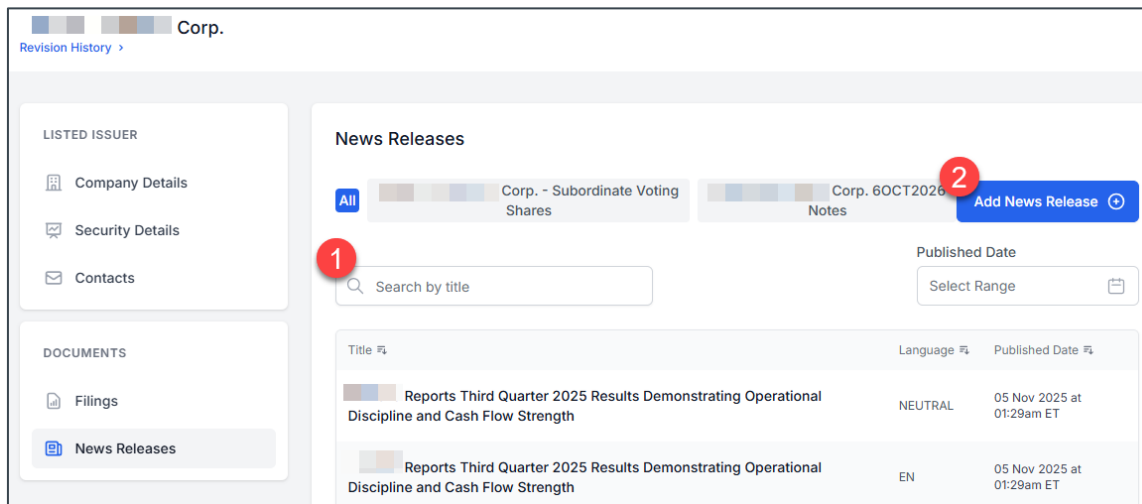


Figure 20: News Releases Page

View News Releases

The *News Releases* page has a list of new releases that have been uploaded. To narrow the list, the filters depicted in Figure 21 are available, as follows:

1. Text box to enter key words;
2. Calendar to specify a date range; and,
3. Clickable headers to sort the list by title, language, or date.

Click the row of a news release to view the file, with options to download and print.

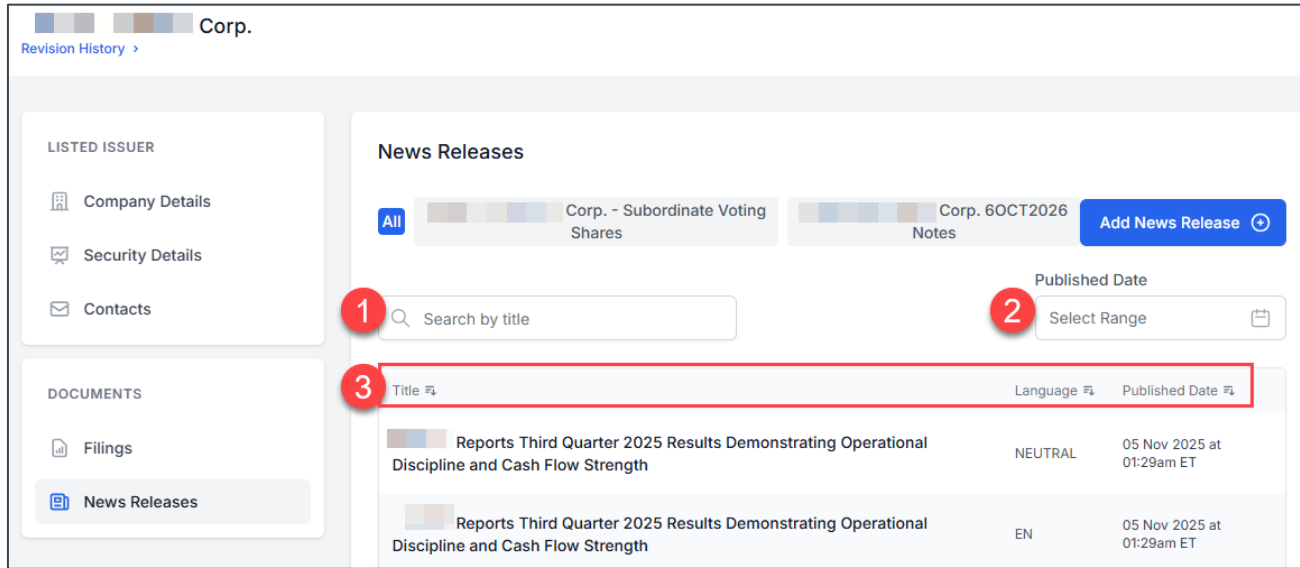


Figure 21: Location of Filters to Narrow the Displayed News Releases

Add a News Release

To add a new release, take the following steps:

1. On the *News Releases* page, click **Add News Release** (Figure 22).
Result: the *Add News Release* page opens.
2. Complete the fields (see definitions in [Appendix A](#)) identified in Figure 23, as follows:
 - A. **Display Name** – enter a title for the document that is to be displayed in the news release list on the portal and on the CSE website.
 - B. **Language** – select the language of the document from the dropdown menu.
Note: If you select Language Neutral, the uploaded file will be posted on both the English and French presentation of the CSE website. If you select either language, you must post a separate file for each language.
 - C. **Associated Securities** – Use the checkboxes to select which securities the news release pertains to.
 - D. **Upload File** – click **Choose file** to open your file explorer and select/open the file.
*Note: after you upload a file, the “Choose file” button changes to “Change file”; click **Change file** to replace the file.*
3. Click **Add New Release**.
Result: the news release is uploaded and displayed.

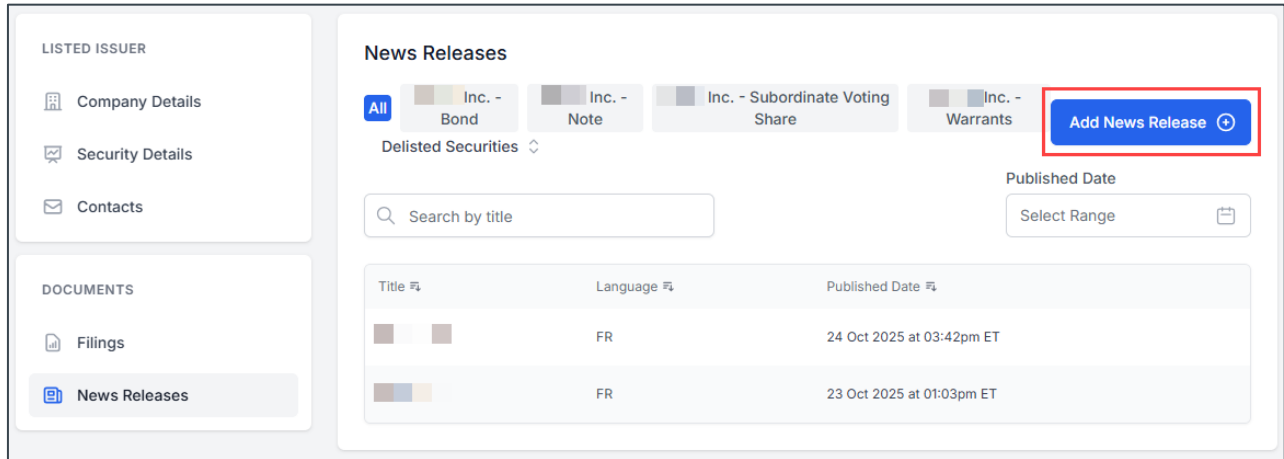


Figure 22: Location of the Add News Release Button

The 'Add News Release' form contains the following fields:

- A** Display Name: A text input field.
- B** Language: A dropdown menu with 'Select an option'.
- C** Associated Securities: A section with two checkboxes, both of which are checked.
- D** Upload File: A 'Choose file' button with an upload icon. Below it, text reads 'Up to 10MB in pdf, docx or doc format.'

An 'Add News Release' button is located at the bottom right of the form.

Figure 23: Fields to Add a Add News Release

Delete a News Release

To delete a news release, take the following steps:

1. On the *News Releases* page, click the news release you wish to delete.
Result: the news release is displayed.
2. Click **Delete News Release** (Figure 24).
Result: the *Request to Delete News Release* window opens (Figure 25).
3. Fill the **Note to the CSE** text box with any pertinent information.

4. Click **Submit Deletion Request**.

Result: your deletion request is queued for review by the CSE. Until the CSE approves or rejects the deletion, you may cancel the request; see the [Cancel an Edit Submission](#) sections.

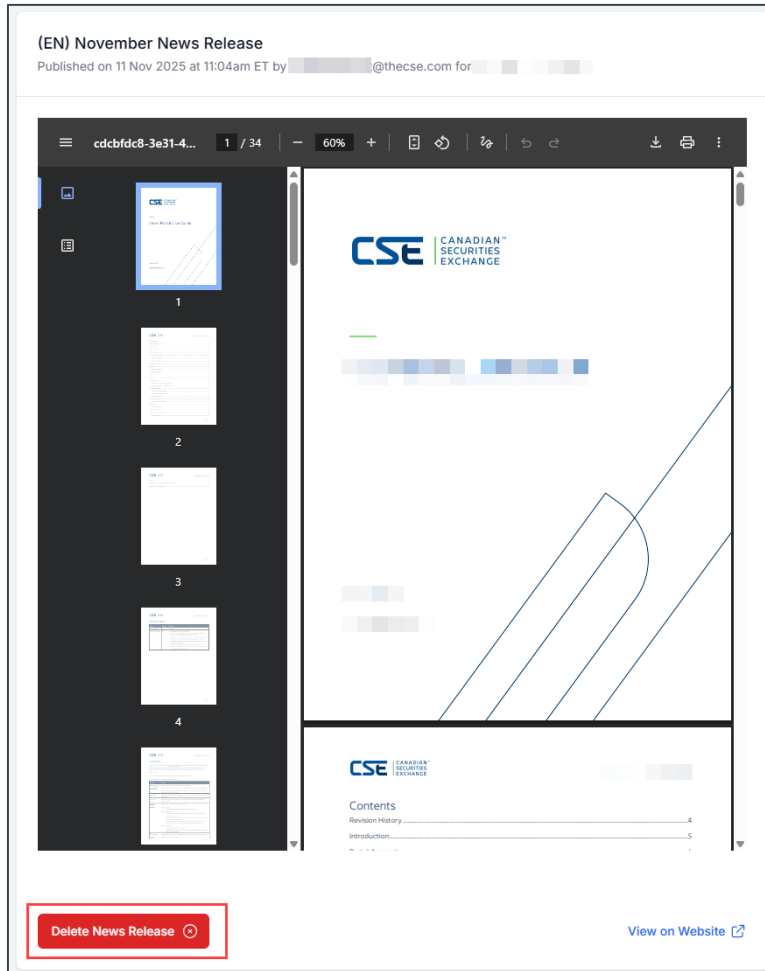


Figure 24: Location of the Delete News Release Button

Request to Delete News Release

All deletion requests must be reviewed and approved by the CSE.

November News Release
Published on 11 Nov 2025 at 11:04am ET by
[redacted]@thecse.com for [redacted]

Note to the CSE

Please provide a rationale for the request to delete news release. 0/300

Submit Deletion Request

Figure 25: Request to Delete News Release Window

Revise an Edit Submission

To revise an edit submission, take the following steps:

1. Click **Revision History** (Figure 26).
Result: you are on the **Revision History** page.
2. Highlight the row of the pending edit and click **Open** (Figure 27).
3. Next to the edit you want to revise, click **Edit and Resubmit** (Figure 28).
Result: a window opens to update your edits.
4. Update the edit and click **Save Changes**.
Result: a message will appear indicating if your update was submitted successfully, or if it was not submitted successfully (i.e., if the CSE had already accepted or rejected the original edit submission prior to your update being submitted).
5. Repeat steps 3 to 4 as required.

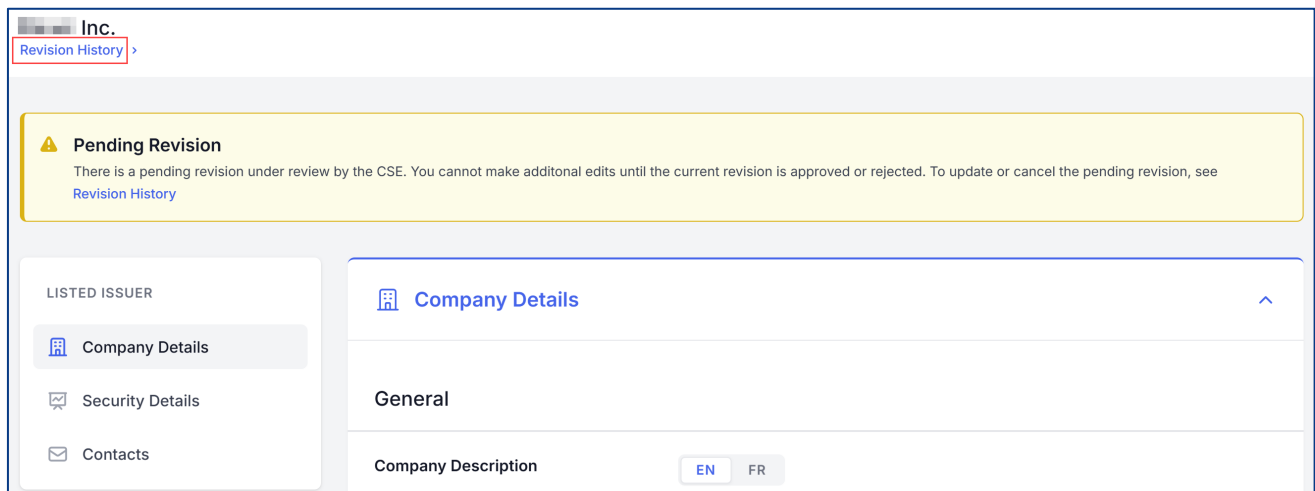


Figure 26: Revision History Link

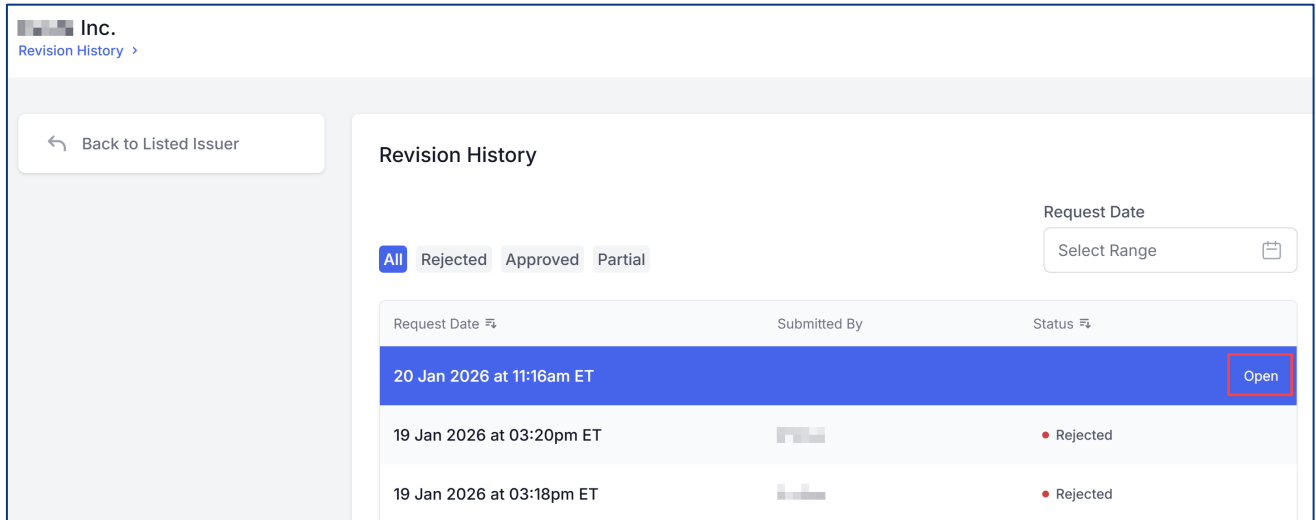


Figure 27: Link to Revise an Edit

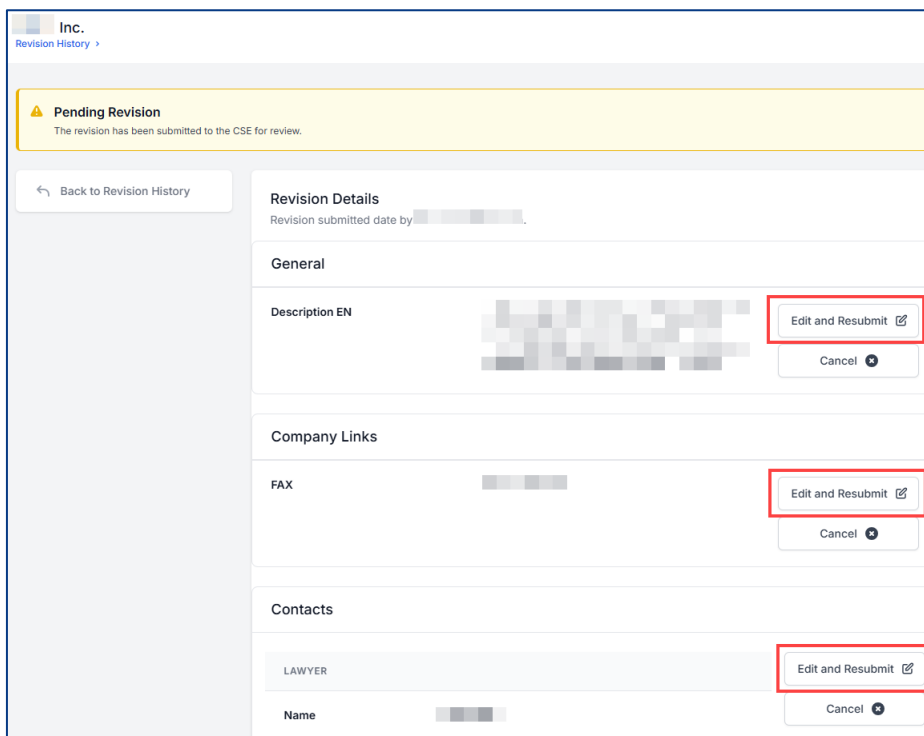


Figure 28: Edit and Resubmit Button Location

Cancel an Edit Submission

To cancel an edit submission, take the following steps:

1. Click **Revision History** (Figure 29).
Result: you are on the **Revision History** page.
2. Highlight the row of the pending edit and click **Open** (Figure 30).
3. Next to the edit you want to cancel, click **Cancel** (Figure 31).
Result: a message will appear indicating if your cancellation was submitted successfully, or if it was not submitted successfully (i.e., if the CSE had already accepted or rejected the edit prior to your cancellation being submitted).
4. Repeat steps 2 to 3 as required.

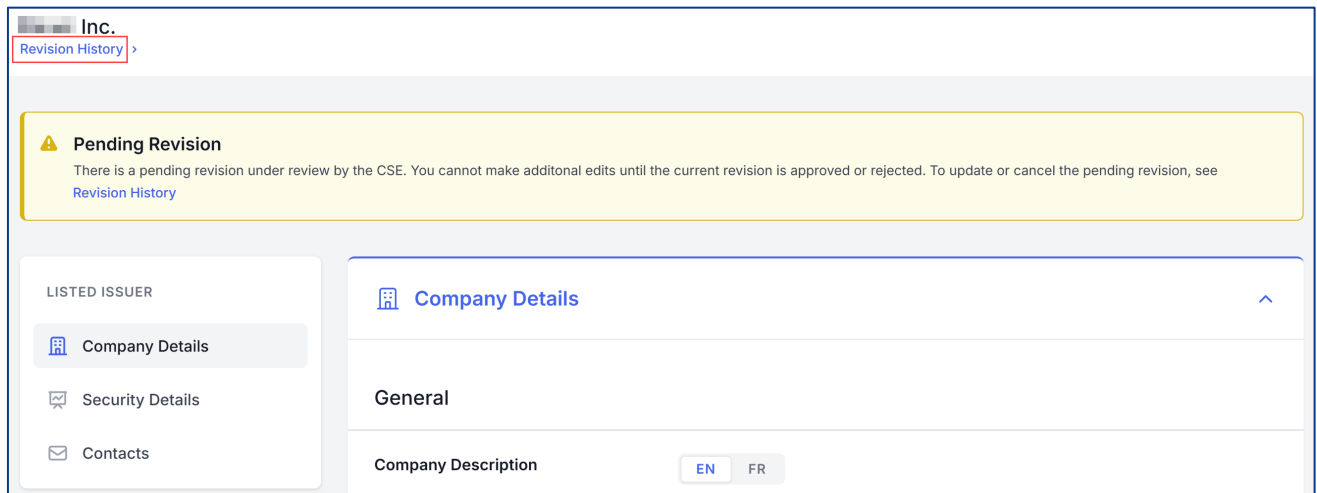


Figure 29: Revision History Link

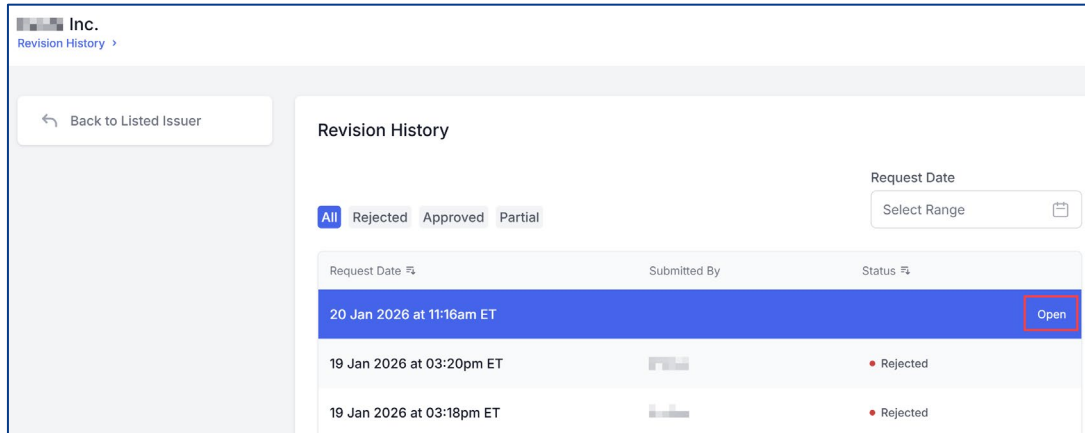


Figure 30: Link to Cancel an Edit

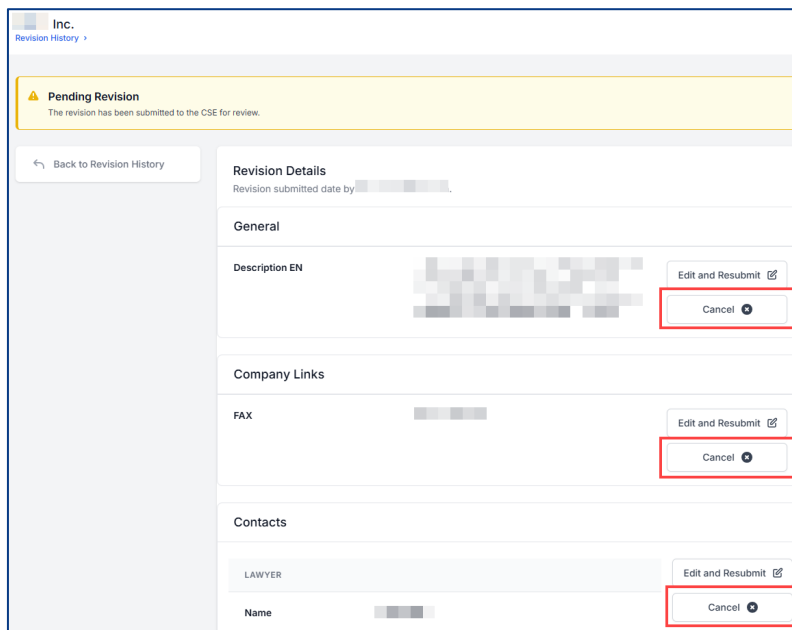


Figure 31: Cancel Button Location

Appendix A: Information Field Definitions

Category	Sub-Category	Field Name (* = mandatory)	Definition
Company Details	General	Company Description*	A brief description of the Issuer's business.
		Logo	Issuer logo.
		Industry	Industry that the Issuer is in. Read only (non-editable).
		Financial Year End	The last month in the Issuer's annual accounting period.
	Company Links	Website	Issuer website.
		Company Email*	Issuer email for general inquiries.
		Phone*	Issuer phone number.
		Fax	Issuer fax number.
		LinkedIn	Link to the Issuer's LinkedIn page.
		X	Link to the Issuer's X page.
		Instagram	Link to the Issuer's Instagram page.
		YouTube	Link to the Issuer's YouTube page.
		Snapchat	Link to the Issuer's Snapchat page.
		Facebook	Link to the Issuer's Facebook page.
	Company Address	Country*	Head office country.
		Address*	Head office address.
		City*	Head office city.
		Province/State*	Head office province or state.
		Postal Code/Zip*	Head office postal code or ZIP code.
	Mailing Address	Country*	Mailing address country.
		Address*	Mailing address.
		City*	Mailing address city.
		Province/State*	Mailing address province or state.

Category	Sub-Category	Field Name (* = mandatory)	Definition
	Billing Address	Postal Code/Zip*	Mailing address postal code or ZIP code.
		Country*	Billing address country.
		Address*	Billing address.
		City*	Billing address city.
		Province/State*	Billing address province or state.
		Postal Code/Zip*	Billing address postal code or ZIP code.
Security Details	Header	Security Name	Full name of the security. Read only (non-editable).
		Symbol	Trading symbol for the security. Read only (non-editable).
		Trading Status	Displays one of the following Statuses: Active, Approved – Abandoned, Approved – Pending Listing, Approved – Withdrawn Conditionally Approved, Delisted, Halted, Halted Pending Delisting, Halted Pending Fundamental Change, Inactive, Opening Delay (Delayed), Suspended, Trading Halt (Halted or Frozen). Updated in real time. Read only (non-editable).
	Listing Status	Displays one of the following Statuses: Active, Delisted, Halted Pending Delisting, Halted Pending Fundamental Change, Inactive, Suspended, Trading Halted. Updated by the CSE Listings Team. Read only (non-editable).	
	Listing Details	Security Details	Supplemental listing details (e.g., warrants, rights, etc.). Read only (non-editable).

Category	Sub-Category	Field Name (* = mandatory)	Definition
		Investor Note	This field is only used for <i>Subordinate Voting Shares</i> and describes a specific capital structure.
		Listing Date	The initial listing date for the security. Read only (non-editable).
		Delisted Date	If the security is delisted, this field provides the date that it was delisted. Read only (non-editable).
		Dividend Declared*	Yes or No.
		Transfer Agent*	A dropdown list of all possible Transfer Agents.
		Options Traded*	Yes or No.
	Market Capitalization	Issued & Outstanding*	The number of Issued and Outstanding shares.
		Reserved for Issuance*	Reserved number of shares (e.g., options, warrants etc.).
		Total equity shares, as if converted*	This field is only used for <i>Subordinate Voting Shares</i> and provides the total equity shares when all available securities are converted.
		Escrow Shares	The number of shares held in escrow.
	Bond Information (only displayed for the <i>Bond</i> security type)	Corporate Jurisdiction	Jurisdiction of incorporation of the issuer. Read only (non-editable).
		Bond Maturity	The maturity date of the bond. Read only (non-editable).
		Bond Dated	The date of the Bond Indenture. Read only (non-editable).
		Bond Redemption Date	If the bond is redeemable prior to maturity, the redemption date is listed here. Read only (non-editable).
		Bond Coupon	The annual interest rate. Read only (non-editable).

Category	Sub-Category	Field Name (* = mandatory)	Definition
		Bond Frequency	The frequency of the bond payments. Read only (non-editable).
		Bond Clearing and Settlement	Default is CDS. Read only (non-editable).
		Bond Board Lot	Board lot size. Read only (non-editable).
		Bond Trading Restrictions	Restrictions on trading. Excludes resale restrictions in securities law or Exchange Policies. Read only (non-editable).
Contacts	Auditor	Name*	Firm name of the Issuer's auditor.
	Company Officers/Directors	First Name*	Officer/Director's first name.
		Last Name*	Officer/Director's last name.
		Title*	Officer/Director's title.
	Corporate Secretary	First Name*	Corporate Secretary's first name.
		Last Name*	Corporate Secretary's last name.
		Email*	Corporate Secretary's email.
		Phone	Corporate Secretary's phone number.
		Fax	Corporate Secretary's fax number.
	Investor Relations	First Name*	Investor Relations contact's first name.
		Last Name*	Investor Relations contact's last name.
		Email*	Investor Relations contact's email.
		Phone	Investor Relations contact's phone number.
		Fax	Investor Relations contact's fax number.
	Issuer Administrator	First Name*	Issuer Administrator's first name.
		Last Name*	Issuer Administrator's last name.
		Email*	Issuer Administrator's email.
		Phone	Issuer Administrator's phone number.
		Fax	Issuer Administrator's fax number.
	Lawyer	Name*	Firm name of the Issuer's Lawyer.
		First Name*	Surveillance Contact's first name.

Category	Sub-Category	Field Name (* = mandatory)	Definition
	Surveillance Contact	Last Name*	Surveillance Contact's last name.
		Email*	Surveillance Contact's email.
		Phone	Surveillance Contact's phone number.
		Fax	Surveillance Contact's fax number.
Filings	Add Filing	Filing Type*	A dropdown list of all possible filing types.
		Language*	A dropdown list of language options. <ul style="list-style-type: none"> English (i.e., displayed on the English presentation of the CSE website) French (i.e., displayed on the French presentation of the CSE website) Language Neutral (i.e., displayed on both the English and French presentation of the CSE website)
		Display Name*	The filing title, which will appear on the portal and the CSE website.
		Associated Securities*	The security/securities associated with the Filing. <i>Note: by default, all securities are selected.</i>
News Releases	Add News Release	Language*	A dropdown list of language options. <ul style="list-style-type: none"> English (i.e., displayed on the English presentation of the CSE website) French (i.e., displayed on the French presentation of the CSE website) Language Neutral (i.e., displayed on both the English and French presentation of the CSE website)
		Display Name*	The News Release title, which will appear on the portal and the CSE website.
		Associated Securities*	The security/securities associated with the News Release. <i>Note: by default, all securities are selected.</i>