

# NRC IRAP Innovation Portal (IIP) Instructions




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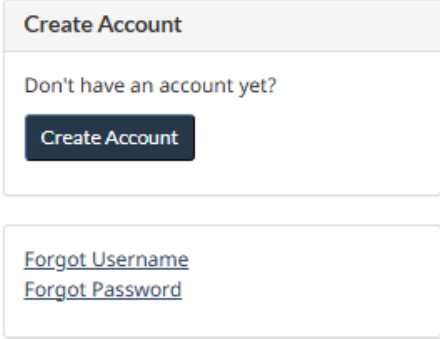

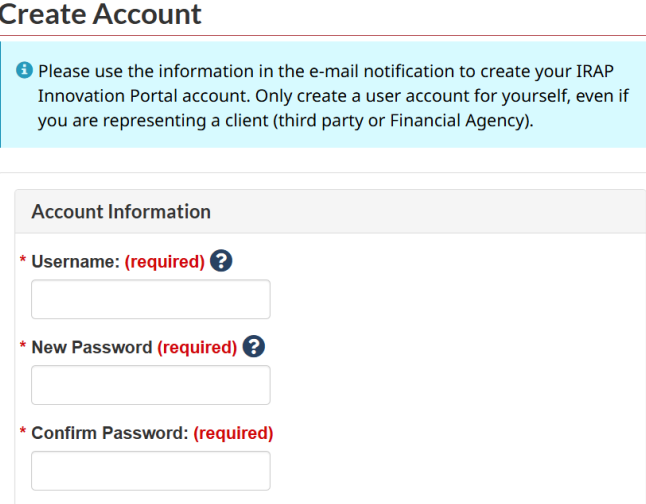
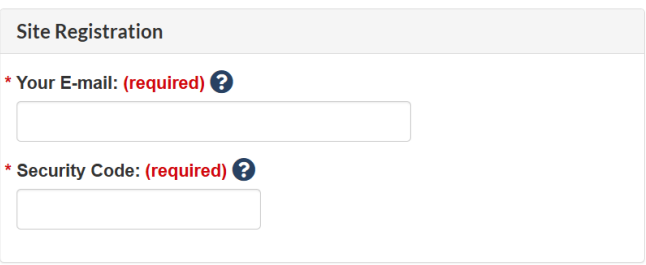
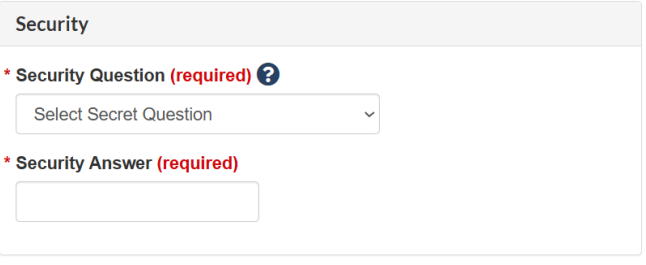
# Registration

Firms are invited to the IIP via email. If you have not received the IIP invitation email or need to change your authorized contacts, please contact your Industrial Technology Advisor (ITA)

<p>1. From the email received, copy-paste the link to launch the NRC IIP welcome page.</p>	<p>Dear [redacted]</p> <p>This is an important message regarding your access to the NRC-IRAP Innovation Portal (IIP). The IIP is your gateway to interact electronically with your Industrial Technology Advisor (ITA). A module is available on the NRC-IRAP Innovation Portal for you to complete.</p> <p>Existing User Account</p> <p>Log in to <a href="https://iipr-piifo.nrc-cnrc.gc.ca">https://iipr-piifo.nrc-cnrc.gc.ca</a> using your current username and password. Your module will be accessible from your welcome page dashboard. If you have forgotten your log in credentials, please access the hyperlink and follow the instructions.</p> <p>New User Account</p> <p>If you do not have an account on the NRC-IRAP Innovation Portal, follow the instructions below to create your account.</p> <p>To create your account on the NRC-IRAP Innovation Portal:</p> <ol style="list-style-type: none"><li>1. Access the site: <a href="https://iipr-piifo.nrc-cnrc.gc.ca">https://iipr-piifo.nrc-cnrc.gc.ca</a></li><li>2. Click on "Create Account"</li><ul style="list-style-type: none"><li>• Choose a Username (we suggest your last name and initial)</li><li>• Enter email address: [redacted]</li><li>• Enter Security Code: [redacted]</li></ul></ol> <p>Once you have entered this information, an additional email will be sent to you to activate your NRC-IRAP Innovation Portal account.</p>
<p>2. Use the <b>Login</b> fields to login with your <b>Username</b> and <b>Password</b>.</p> <p>3. Click <b>Login</b>.</p> <p><b>Note:</b> If the firm does not have an existing account, one must be created. See <a href="#">Account Creation</a> below.</p>	<p> Government of Canada / Gouvernement du Canada</p> <p>MENU ▾</p> <p><a href="#">Home</a></p> <h2>Welcome to the NRC IRAP Innovation Portal</h2> <p> This site is optimized for Windows OS for Google Chrome and Microsoft Edge.</p> <p> For security reasons, your session will automatically time out after <b>30 minutes of inactivity</b> and unsaved work will not be saved. Typing is not considered activity. Please save often by clicking the "Save" button located in the upper and/or lower right section of the module you are in.</p> <div data-bbox="787 1052 1203 1293"><p><b>Login</b></p><p>* Username (required)</p><input type="text"/> <p>* Password (required)</p><input type="password"/> <p><b>Login</b> By clicking the Login button, you indicate that you understand and agree to NRC IRAP's <a href="#">terms of use</a> and online <a href="#">privacy statement</a></p></div> <div data-bbox="1222 1052 1419 1241"><p><b>Create Account</b></p><p>Don't have an account yet?</p><p><b>Create Account</b></p><p><a href="#">Forgot Username</a> <a href="#">Forgot Password</a></p></div>

# Account Creation

From the email sent by NRC IRAP, click the link to open the NRC IIP welcome page.

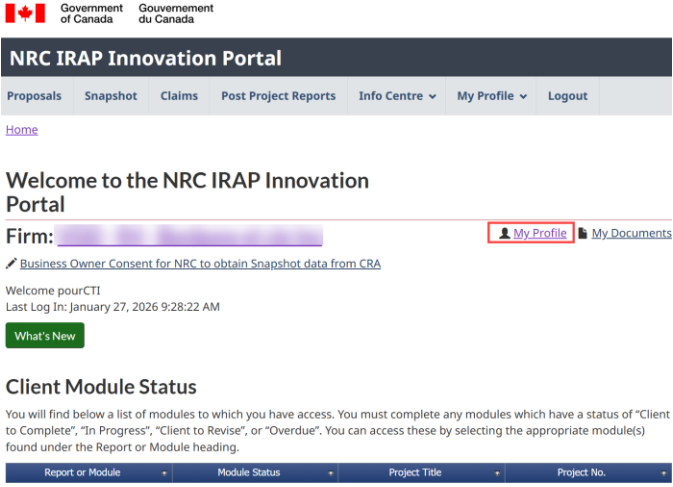
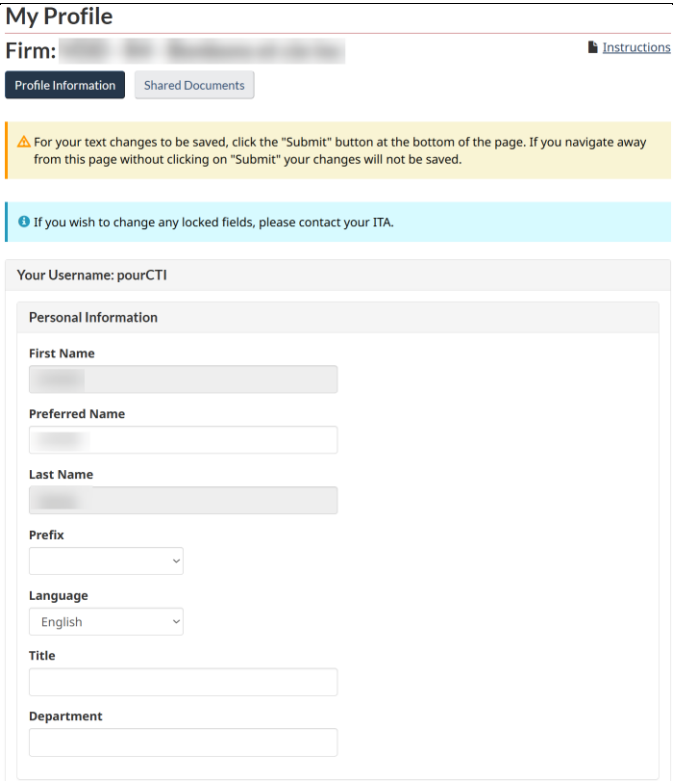
<p>1. From the NRC IIP welcome page, click <b>Create Account</b>. The Create Account page opens.</p>	
<p>2. Enter the required information.</p> <p><b>Tip:</b> Click the field tip icon  for help on each field.</p>	
<p>3. In the <b>Site Registration</b> section, enter your <b>Email</b>. Emails need to be unique for each account.</p> <p>4. Enter the <b>Security Code</b> from the email sent by NRC IRAP.</p>	
<p>5. In the Security section, select a <b>Security Question</b> from this list.</p> <p>6. Enter your <b>Security Answer</b>.</p> <p><b>Note:</b> Please note this answer for any account recovery attempt.</p>	

<p>7. Read the Privacy statement and the NRC IRAP Code of Conduct in the <b>Declaration</b> section, then click the checkboxes to enable the <b>Create Account</b> button.</p> <p>8. Click <b>Create Account</b>. The “Account creation successful” message appears. Your account must be activated.</p> <p>9. Open the email sent to you and follow the instructions.</p>	<p><b>* Declaration (required)</b></p> <p><input type="checkbox"/> I have read and agree to the <a href="#">privacy statement</a>.</p> <p><input type="checkbox"/> I acknowledge that I have read and understand the <a href="#">NRC IRAP Code of Conduct</a>.</p> <p>Create Account Cancel</p> <p>⚠ If you do not check the declaration boxes, your account cannot be created.</p>
<p>10. From the activation email, click the link to return to the NRC IIP welcome page.</p> <p>11. Use the <b>Login</b> fields to login with your <b>Username</b> and <b>Password</b>.</p> <p>12. Click <b>Login</b>.</p>	<p><b>Welcome to the NRC IRAP Innovation Portal</b></p> <p>ⓘ This site is optimized for Windows OS for Google Chrome and Microsoft Edge.</p> <p>⚠ For security reasons, your session will automatically time out after <b>30 minutes of inactivity</b> and unsaved work will not be saved. Typing is not considered activity. Please save often by clicking the “Save” button located in the upper and/or lower right section of the module you are in.</p> <p>Login</p> <p><b>* Username (required)</b></p> <input type="text"/> <p><b>* Password (required)</b></p> <input type="password"/> <p>Login</p> <p>By clicking the Login button, you indicate that you understand and agree to NRC IRAP's <a href="#">terms of use</a> and online <a href="#">privacy statement</a></p>

# Client Profile Management

## My Profile

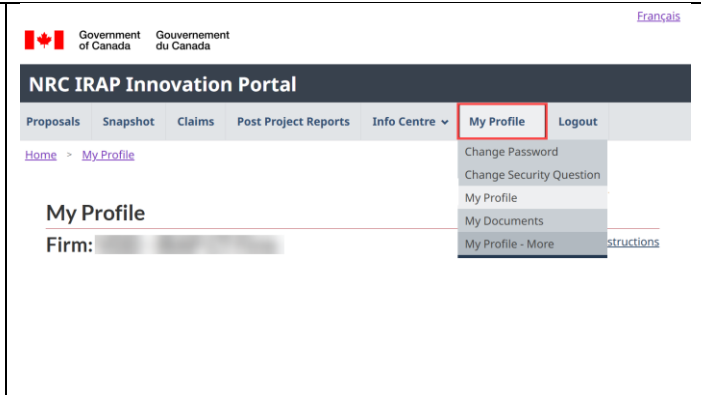
The **My Profile** module displays the current personal information NRC IRAP has on file for you as a user. Personal information is recorded based on the information that was provided to your ITA at the time your firm registered with NRC IRAP. The contact information in the **My Profile** section is personal to you and will not modify the firm's information or contact details.

<ol style="list-style-type: none"><li>1. From the home page, click the <b>My Profile</b>.</li><li>2. <b>My Profile</b> is divided into three (3) sections:<ul style="list-style-type: none"><li>• Personal Information,</li><li>• Contact Information,</li><li>• Address.</li></ul>Fields marked with a red asterisk are required.</li></ol>	 <p>The screenshot shows the NRC IRAP Innovation Portal. At the top, there are navigation links: Proposals, Snapshot, Claims, Post Project Reports, Info Centre, My Profile (highlighted with a red box), and Logout. Below the navigation, there is a welcome message and a 'Firm:' field. A red box highlights the 'My Profile' link next to the firm name. Below this, there is a 'Client Module Status' section with a table of modules.</p>
<p><b>Personal Information</b></p> <ol style="list-style-type: none"><li>3. From the <b>Personal Information</b> section, click the field to edit.</li></ol> <p>Fields then can be modified are: Preferred Name, Prefix, Language, Title and Department.</p> <p><b>Caution:</b> First Name and Last Name are read-only and cannot be updated. If you wish to change any locked fields, please contact your ITA.</p>	 <p>The screenshot shows the 'My Profile' page. At the top, there is a 'Firm:' field and a 'Profile Information' button. Below this, there is a warning message: 'For your text changes to be saved, click the "Submit" button at the bottom of the page. If you navigate away from this page without clicking on "Submit" your changes will not be saved.' Below the warning, there is a note: 'If you wish to change any locked fields, please contact your ITA.' Below this, there is a 'Your Username: pourCTI' section and a 'Personal Information' form with fields for First Name, Preferred Name, Last Name, Prefix, Language, Title, and Department.</p>

<p><b>Contact Information</b></p> <p>4. Use the <b>Contact Information</b> section to update the information. To <b>avoid any interruption</b> in communications, please keep this up to date.</p> <p>5. Fields then can be modified are: Telephone including area code, Extension, Cell Phone, and Fax.</p> <p><b>Caution:</b> Email is read-only and cannot be updated. If you wish to change any locked fields, please contact your ITA.</p>	<div data-bbox="769 195 1432 562"> <p>Contact Information</p> <p>* Telephone including area code ex. 613-555-1212 (required)</p> <input type="text"/> <p>Extension</p> <input type="text"/> <p>Cell Phone</p> <input type="text"/> <p>Fax</p> <input type="text"/> <p>Email</p> <input type="text" value="asdf@fasdf.asdf"/></div>
<p><b>Address</b></p> <p>6. From the <b>Address</b> section, use the tool to look up a Canadian street address or postal code.</p> <p>Or:</p> <p>Enter the information in the fields.</p> <p><b>Caution:</b> Country is read-only and cannot be updated. If you wish to change any locked fields, please contact your ITA.</p>	<div data-bbox="769 741 1432 1444"> <p>Address</p> <div style="border: 1px solid #add8e6; padding: 5px; margin-bottom: 10px;"> <p>Look up a Canadian street address or postal code.</p> <ul style="list-style-type: none"> <li>Search street address, rural route, PO box or general delivery to get a postal code.</li> <li>Search by postal code to get a complete address.</li> </ul> </div> <p>Type the address below</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>AddressComplete</p> <p>Enter the address as a single line (for example, 1-19 Spadina Ave) <span style="float: right;">Search</span></p> </div> <div style="border: 1px solid #ffc107; padding: 5px; margin-bottom: 10px;"> <p>This is your address on your profile. To change the firm address, please go to the <a href="#">Firm information</a> page. You must be the Business Owner or the delegated authority to edit the firm address.</p> </div> <p>* Address (required)</p> <input type="text"/> <p>Address Line 2</p> <input type="text"/> <p>* City (required)</p> <input type="text"/> <p>* Province (required)</p> <input type="text"/> <p>* Postal Code (required)</p> <input type="text"/> <p>Country</p> <input type="text" value="Canada"/></div>
<p>7. Click the <b>Submit</b> button to save your changes. Changes submitted through the portal are updated in real time and are available to your ITA immediately.</p> <p><b>Caution:</b> If you navigate away from this page without clicking <b>Submit</b>, your changes will not be saved. Click the <b>Cancel</b> button or the Home link at the top of the screen to quit without saving.</p>	<div data-bbox="980 1457 1230 1528"> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </p> </div>

8. Alternatively, click the **My Profile** dropdown in the menu bar if you wish to access the following options:

- Change Password;
- Change Security Question;
- **My Profile**;
- My Documents;
- My Profile - More (contains instructions and information).



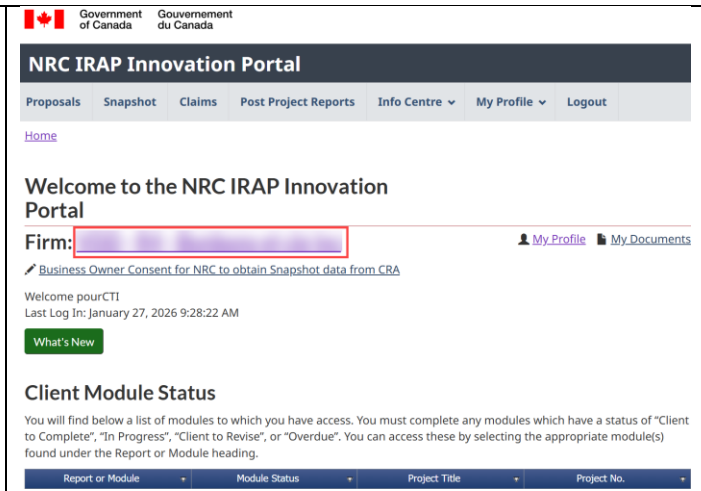
## Firm Information

The **Firm Information** module displays the current firm information NRC IRAP has on file for your firm. Firm information is recorded based on the information that was provided to your ITA at the time your firm registered with NRC IRAP or the latest information updated by the Firm Delegated Authority through the IIP.

1. From the home page, click the **Firm Name** link to open the **Firm Information** page.

2. The Firm Information is divided into three (3) sections:

- Firm Information,
- Firm Contact Information,
- Firm Address.



<p><b>Firm Information</b></p> <p>3. From the <b>Field Information</b> section, click the field to edit.</p> <p>Fields then can be modified are: Operating Name, This Status Since, Fiscal Year End Month, Total Number of Employees, and Language.</p> <p>Fields marked with a red asterisk are required.</p> <p><b>Caution:</b> The Legal Name, Business Number, Provincial ID, Type and Legal Status fields are read-only and cannot be updated.</p> <p>4. Changing the Language preference will update the language in which your firm receives NRC IRAP <a href="#">correspondence</a>.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Firm Information</p> <p>* Legal Name <input type="text"/></p> <p>Operating Name <input type="text"/></p> <p>Business Number <input type="text"/></p> <p>Provincial ID <input type="text"/></p> <p>Type <input type="text"/></p> <p>Legal Status <input type="text"/></p> <p>* This status since (required) <input type="text"/></p> <p>* Fiscal Year End Month (required) <input type="text"/></p> <p>* Total number of employees (required) <input type="text"/></p> <p>Language <input type="text"/></p> </div>
<p><b>Firm Contact Information</b></p> <p>5. Use the <b>Firm Contact Information</b> section to update the information. To <a href="#">avoid any interruption</a> in communications, please keep this up to date.</p> <p>6. Fields then can be modified are: Telephone including area code, Toll Free, Fax, Email, and Website.</p> <p><b>Note:</b> These fields can be updated at any time by the Firm Delegated Signing Authority through the NRC IIP.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Firm Contact Information</p> <p>* Telephone including area code ex. 613-555-1212 (required) <input type="text"/></p> <p>Toll Free <input type="text"/></p> <p>Fax <input type="text"/></p> <p>Email <input type="text"/></p> <p>Website <input type="text"/></p> </div>

## Firm Address

- From the **Firm Address** section, use the tool to look up a Canadian street address or postal code.

Or:

Enter the information in the fields.

### Firm Address

Look up a Canadian street address or postal code.

- Search street address, rural route, PO box or general delivery to get a postal code.
- Search by postal code to get a complete address.

Type the address below ?

**AddressComplete.**

Enter the address as a single line (for example, 1-19 Spadina Av)

\* Address (required)

Address Line 2

\* City (required) ?

\* Province (required)

\* Postal Code (required)

Country

- The firm's ITA is identified in the **Declaration** section and their email contact is available.

The declaration must be checked to enable the **Submit** button.

- Click the **Submit** button to save your changes. Changes submitted through the portal are updated in real time and are available to your ITA immediately.

### Declaration

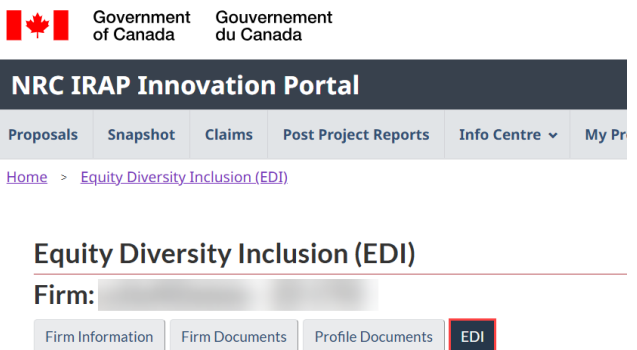
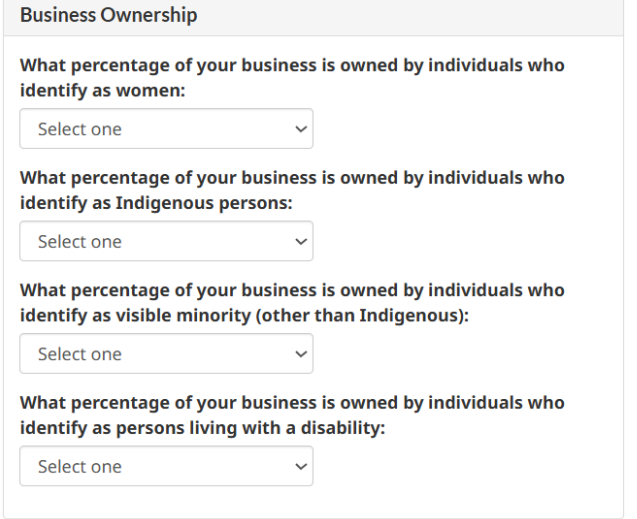
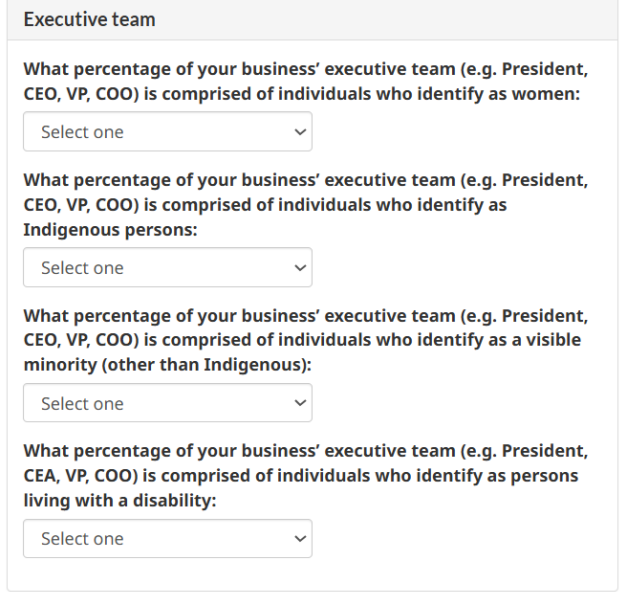
**Your firm has an active Contribution Agreement (CA) with NRC -IRAP**

I understand that submitting these changes will be reflected moving forward in the CA and also change the firm mailing address for future correspondence.

**I have read and agree with the above statements (required)**

# Adding EDI Information

This module is only visible to the firm's Business Owner and legal signing authority.

<p>1. From the <b>Firm Documents</b> page, select the <b>Equity Diversity Inclusion (EDI)</b> module.</p>	 <p>The screenshot shows the NRC IRAP Innovation Portal. At the top, there are logos for the Government of Canada and the Government of Quebec. Below that is the portal title "NRC IRAP Innovation Portal" and a navigation menu with items: Proposals, Snapshot, Claims, Post Project Reports, Info Centre, and My Profile. A breadcrumb trail shows "Home &gt; Equity Diversity Inclusion (EDI)". The main heading is "Equity Diversity Inclusion (EDI)". Below the heading is a "Firm:" label followed by a blurred name. At the bottom, there are four tabs: Firm Information, Firm Documents, Profile Documents, and EDI, which is highlighted with a red box.</p>
<p>2. From the <b>Business Ownership</b> section, use the lists to enter your information.</p> <p>3. Select the <b>Enter a percentage</b> option from the drop-down list to type the number in the field that appears.</p> <p><b>Note:</b> This information is voluntary and not required; it is used in NRC IRAP's commitment to fairness and transparency.</p>	 <p>The screenshot shows the "Business Ownership" section. It contains four questions, each followed by a drop-down menu:</p> <ul style="list-style-type: none"><li>What percentage of your business is owned by individuals who identify as women: [Select one]</li><li>What percentage of your business is owned by individuals who identify as Indigenous persons: [Select one]</li><li>What percentage of your business is owned by individuals who identify as visible minority (other than Indigenous): [Select one]</li><li>What percentage of your business is owned by individuals who identify as persons living with a disability: [Select one]</li></ul>
<p>4. From the <b>Executive Team</b> section, use the lists to enter your information.</p>	 <p>The screenshot shows the "Executive team" section. It contains four questions, each followed by a drop-down menu:</p> <ul style="list-style-type: none"><li>What percentage of your business' executive team (e.g. President, CEO, VP, COO) is comprised of individuals who identify as women: [Select one]</li><li>What percentage of your business' executive team (e.g. President, CEO, VP, COO) is comprised of individuals who identify as Indigenous persons: [Select one]</li><li>What percentage of your business' executive team (e.g. President, CEO, VP, COO) is comprised of individuals who identify as a visible minority (other than Indigenous): [Select one]</li><li>What percentage of your business' executive team (e.g. President, CEO, VP, COO) is comprised of individuals who identify as persons living with a disability: [Select one]</li></ul>

5. From the **Board of Directors** section, use the lists to enter your information.

6. Click **Submit**. The successful message appears.

Board of directors

What percentage of your business' board of directors is comprised of individuals who identify as women:

Select one

What percentage of your business' board of directors is comprised of individuals who identify as Indigenous persons:

Select one

What percentage of your business' board of directors is comprised of individuals who identify as visible minority (other than Indigenous):

Select one

What percentage of your business' board of directors is comprised of individuals who identify as persons living with a disability:

Select one

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# Sharing Documents with NRC IRAP

NRC IRAP clients can share/receive documents from their IRAP representatives through the **My Documents** module and firm authorities can share/receive firm documents through the **Firm Documents** module. These modules allow for sharing of documents through a secure website at various stages of the relationship with NRC IRAP.

Below is a list of options for exchanging documents that have been added to the **Firm Documents** module.

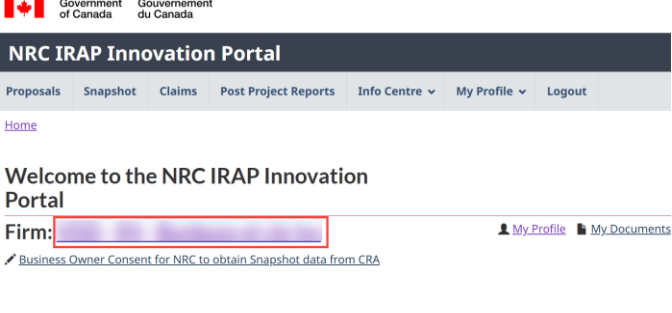
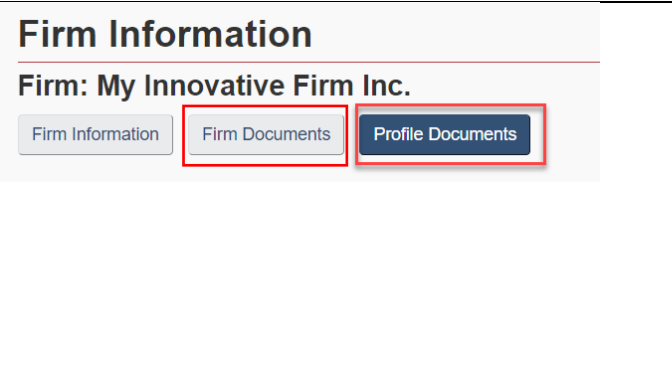
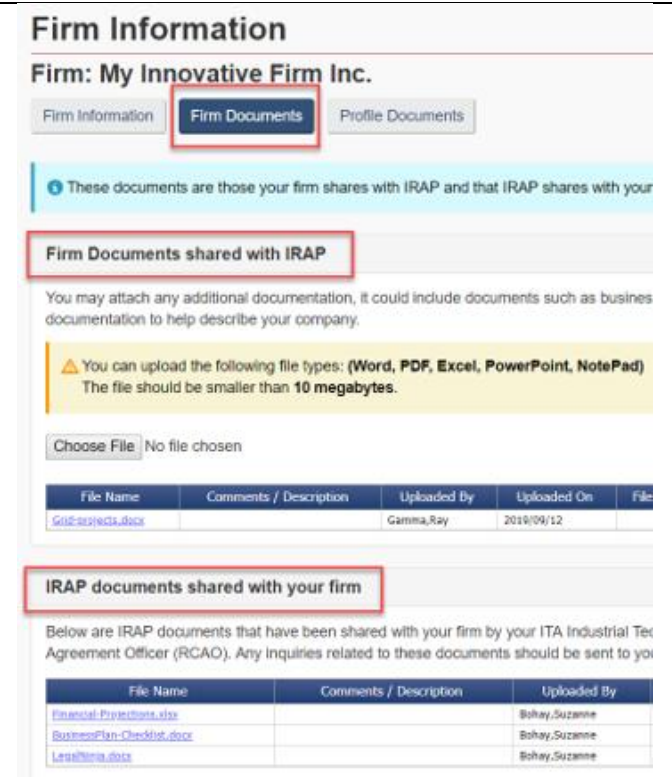
## Sharing Documents on the Firm

A client in IIP who is authorized to manage the firm, e.g., the **assigned Firm Delegated Signing Authority**, can upload and share documents with IRAP representatives through the Firm Information module in the IIP.

Process	Description
<b>Uploading documents</b>	Clients in IIP can upload documents in any supported file types currently in the IIP. When a client in IIP uploads a document, the associated ITA is notified. Documents uploaded will be visible and downloadable to IRAP representatives.
<b>Editing document descriptions</b>	Clients in IIP can edit the comments/description of documents that they upload. Clients cannot edit the comments/description of documents uploaded by IRAP representatives.
<b>Downloading documents</b>	Clients in IIP can download documents uploaded by IRAP representatives, even locked documents.
<b>Deleting documents</b>	Clients in IIP can only delete the documents they upload. They cannot delete documents uploaded or locked by IRAP representatives.

# Viewing Firm Documents

The Firm Delegated Authority will see a link to **Firm Documents** below the **Firm name**. If new documents have been shared with the firm, a red dot will appear beside the **Firm Documents** link and the authority on the firm will receive an email.

<p>1. From the home page, click the <b>Firm Name</b> link to open the <b>Firm Information</b> page.</p>	 <p>The screenshot shows the NRC IRAP Innovation Portal. At the top, there are navigation links: Proposals, Snapshot, Claims, Post Project Reports, Info Centre, My Profile, and Logout. Below this is a 'Welcome to the NRC IRAP Innovation Portal' message. A 'Firm:' field is visible, and to its right are links for 'My Profile' and 'My Documents'. A red box highlights the 'My Documents' link.</p>																						
<p>2. Authorized personnel from the firm will see the complete list of documents uploaded by either the client in IIP or IRAP representatives. The documents are divided into 2 modules:</p> <ul style="list-style-type: none"> <li>• <b>Firm Documents</b></li> <li>• <b>Profile Documents</b></li> </ul>	 <p>The screenshot shows the 'Firm Information' page for 'My Innovative Firm Inc.'. There are three buttons: 'Firm Information', 'Firm Documents', and 'Profile Documents'. The 'Firm Documents' button is highlighted with a red box.</p>																						
<p><b>Firm Documents</b></p> <p>3. From the <b>Firm Information</b> page, click <b>Firm Documents</b>. These documents are those that an authorized firm authority has shared with IRAP and that IRAP representatives have shared with your firm.</p> <p><b>Caution:</b> The firm document buttons <b>will only be visible to authorized personnel</b> to manage the firm. Regular contacts will only see the Firm Information button.</p>	 <p>The screenshot shows the 'Firm Documents' page for 'My Innovative Firm Inc.'. The 'Firm Documents' button is highlighted with a red box. Below it, a message states: 'These documents are those your firm shares with IRAP and that IRAP shares with your firm.' A section titled 'Firm Documents shared with IRAP' is also highlighted with a red box. It includes a warning about file types (Word, PDF, Excel, PowerPoint, NotePad) and a file upload area. Below the upload area is a table of shared documents:</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Comments / Description</th> <th>Uploaded By</th> <th>Uploaded On</th> <th>File</th> </tr> </thead> <tbody> <tr> <td><a href="#">Grid-projects.docx</a></td> <td></td> <td>Gamma,Ray</td> <td>2019/09/12</td> <td></td> </tr> </tbody> </table> <p>At the bottom, there is another section titled 'IRAP documents shared with your firm' which is also highlighted with a red box. It includes a message and another table of shared documents:</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Comments / Description</th> <th>Uploaded By</th> </tr> </thead> <tbody> <tr> <td><a href="#">Financial Projections.xlsx</a></td> <td></td> <td>Bohay,Suzanne</td> </tr> <tr> <td><a href="#">BusinessPlan-Checklist.docx</a></td> <td></td> <td>Bohay,Suzanne</td> </tr> <tr> <td><a href="#">Leads/Inna.docx</a></td> <td></td> <td>Bohay,Suzanne</td> </tr> </tbody> </table>	File Name	Comments / Description	Uploaded By	Uploaded On	File	<a href="#">Grid-projects.docx</a>		Gamma,Ray	2019/09/12		File Name	Comments / Description	Uploaded By	<a href="#">Financial Projections.xlsx</a>		Bohay,Suzanne	<a href="#">BusinessPlan-Checklist.docx</a>		Bohay,Suzanne	<a href="#">Leads/Inna.docx</a>		Bohay,Suzanne
File Name	Comments / Description	Uploaded By	Uploaded On	File																			
<a href="#">Grid-projects.docx</a>		Gamma,Ray	2019/09/12																				
File Name	Comments / Description	Uploaded By																					
<a href="#">Financial Projections.xlsx</a>		Bohay,Suzanne																					
<a href="#">BusinessPlan-Checklist.docx</a>		Bohay,Suzanne																					
<a href="#">Leads/Inna.docx</a>		Bohay,Suzanne																					

## Profile Documents

- From the **Firm Information** page, click **Profile Documents**. These are documents your firm's contacts have shared with IRAP and that IRAP representatives have shared with contacts on your firm.

**Note:** Other contacts can find their documents under **My Documents** from the home page.

## Firm Information

Firm: My Innovative Firm Inc.

Firm Information

Firm Documents

Profile Documents

These are documents that contacts on your firm have shared with IRAP

### Documents shared with IRAP by contacts of your firm

Below are documents that contacts of your firm have shared with IRAP th

File Name	Comments / Description	Uplo
<a href="#">myExpenses.docx</a>		Gamma,Ra

### IRAP documents shared with contacts of your firm

Below are documents that IRAP has shared with contacts of your firm.

File Name	Comments / Description	Uploaded By	Shared V
<a href="#">BusinessPlan-Checklist.docx</a>		Bohay,Suzanne	Ray Gamma,Min

## Downloading Documents and Editing Document Descriptions

In the **Profile Document** module, we can only download and edit the Comments or Description added to the documents. If there is an issue with the document, the name of the firm's contact who uploaded the document or the name of the IRAP representative that might have shared a document with a firm's contact is provided.

- From the **Firm Documents** or **Profile Documents** module, click on the document **File Name** link to download it to your files.

**Note:** If a document is uploaded while the client or IRAP representative is in one of the document modules, the person you have shared with will have to refresh the page to see the new document.

## Firm Information

Firm: Innovatrice Inc.

Firm Information

Firm Documents

Profile Documents

These are documents that contacts on your firm have shared with IRAP

### Documents shared with IRAP by contacts of your firm

Below are documents that contacts of your firm have shared with IRAP

File Name	Comments / Description	Uplo
<a href="#">monCompte.docx</a>		Gam
<a href="#">monBudget.xlsx</a>		Gam
<a href="#">myInvoice.docx</a>		Snov
<a href="#">PlanDaction.xlsx</a>		Gam

- Click **Edit** to add comments for your IRAP representative.

Uploaded On	File Size	Action
2019/09/23	43483	<a href="#">Edit</a>
2019/09/23	75572	<a href="#">Edit</a>
2019/09/20	43484	
<input type="text"/>		
<a href="#">Update</a> <a href="#">Cancel</a>		
2019/09/17	75632	<a href="#">Edit</a>

<p>3. Type your comment and or description and click <b>Update</b> to save.</p>	
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## Uploading a Document

Clients can upload documents of any file types currently supported in the IIP. Whenever a client uploads a document, their ITA is notified. Documents uploaded will be visible and downloadable to IRAP representatives.

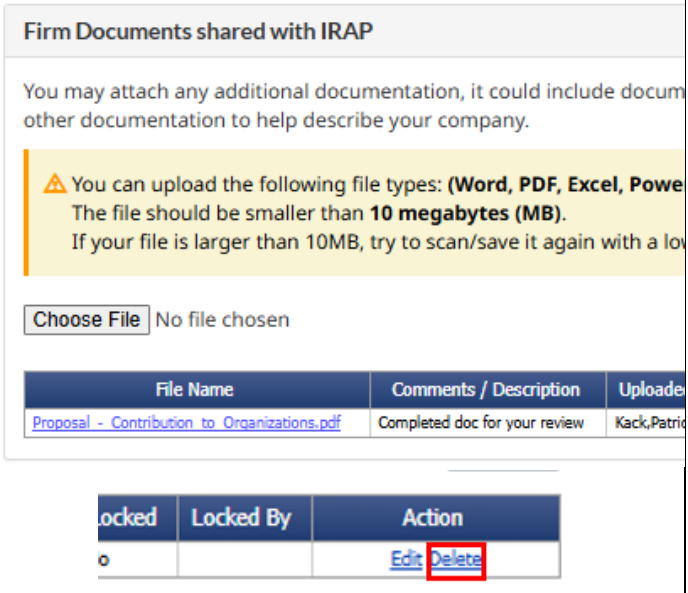
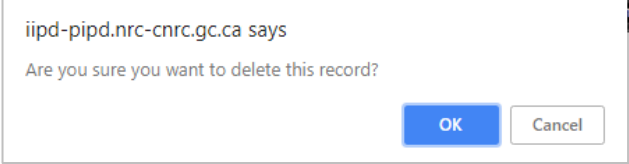
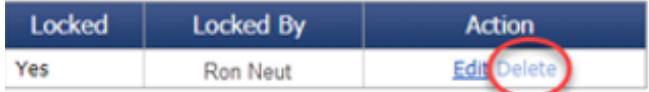
These instructions provide information on how to upload a document in the **Firm Information** module via the IIP, **available only to authorized personnel**. E.g., delegated signing authority.

<p>1. From the <b>Firm Documents</b> or <b>Profile Documents</b> module, click on <b>Choose File</b>.</p>	
<p>2. Locate and select the file to be uploaded and click <b>Open</b>.</p>	
<p>3. Click <b>Attach</b> to upload the file.</p> <p>The document has been successfully uploaded. Documents uploaded in IIP are updated in real time and available to view by IRAP representatives and the authorities on the firm.</p>	

# Deleting a Document

Clients in IIP can only delete the documents they upload. Clients in IIP cannot delete documents uploaded or locked by IRAP representatives

These instructions provide information on deleting documents in the **Firm Information** module of the IIP.

<p>1. Click the <b>Delete</b> link to delete the shared document.</p>	 <p><b>Firm Documents shared with IRAP</b></p> <p>You may attach any additional documentation, it could include documents or other documentation to help describe your company.</p> <p><b>⚠ You can upload the following file types: (Word, PDF, Excel, PowerPoint)</b> The file should be smaller than <b>10 megabytes (MB)</b>. If your file is larger than 10MB, try to scan/save it again with a lower resolution.</p> <p><input type="button" value="Choose File"/> No file chosen</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Comments / Description</th> <th>Uploaded By</th> </tr> </thead> <tbody> <tr> <td><a href="#">Proposal - Contribution to Organizations.pdf</a></td> <td>Completed doc for your review</td> <td>Kack, Patricia</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Locked</th> <th>Locked By</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td><a href="#">Edit</a> <a href="#">Delete</a></td> </tr> </tbody> </table>	File Name	Comments / Description	Uploaded By	<a href="#">Proposal - Contribution to Organizations.pdf</a>	Completed doc for your review	Kack, Patricia	Locked	Locked By	Action	<input type="checkbox"/>		<a href="#">Edit</a> <a href="#">Delete</a>
File Name	Comments / Description	Uploaded By											
<a href="#">Proposal - Contribution to Organizations.pdf</a>	Completed doc for your review	Kack, Patricia											
Locked	Locked By	Action											
<input type="checkbox"/>		<a href="#">Edit</a> <a href="#">Delete</a>											
<p>2. Click <b>OK</b> on the confirmation of delete that will pop up at the top of the page if you wish to proceed.</p> <p>The shared document has been deleted and no longer appears in the grid.</p>	 <p>iipd-pipd.nrc-cnrc.gc.ca says Are you sure you want to delete this record?</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>												
<p><b>Caution:</b> If the document is 'locked', the <b>Delete</b> option is greyed out.</p>	 <table border="1"> <thead> <tr> <th>Locked</th> <th>Locked By</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>Ron Neut</td> <td><a href="#">Edit</a> <a href="#">Delete</a></td> </tr> </tbody> </table>	Locked	Locked By	Action	Yes	Ron Neut	<a href="#">Edit</a> <a href="#">Delete</a>						
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Yes	Ron Neut	<a href="#">Edit</a> <a href="#">Delete</a>											