TECHNICAL SAFETY BC

Submitting your annual reporting declaration

STEP 1: Download the spreadsheet

- Go to Directive D-ED 2020-02 "Annual Contractor Reporting" and download the Appendix: Annual Contractor Reporting Spreadsheet. This spreadsheet has two tabs to complete, one for units and one for certified mechanics.

STEP 2: Fill out your spreadsheets

- Confirm that your dates follow the format of MM/DD/YY.
- Ensure that your licence and certification numbers start with LED or CED.
- Check that all fields are filled out and that unit numbers are correct.
- If you do not have information to enter, do not put N/A or any other character; the field must be left blank.
- Do not delete row headers or make edits to the spreadsheet itself.

  Reminder: This is a declaration of work performed; do not enter future or scheduled dates

STEP 2: Convert spreadsheet file type

- After the spreadsheet is filled in and before submitting the completed document, you must convert the Excel workbook file by saving it as a CSV file type (the online system will only accept the file type CSV).
- When saving as a CSV file type, you will be required to save each spreadsheet tab individually. This will result in you having two separate spreadsheets (1-Units and 2-Certified Mechanics) to be submitted.

File name:	D-ED-2020-02_Annual_Contractor_Reporting_Spreadsheet (3)
Save as type:	CSV (Comma delimited)

STEP 3: Log in to your online account

- Log in to our online services with your licensed contractor account. If you are not yet registered with our online services, please follow the "not registered" instructions from the login screen.
- Follow the menu on the left-hand side and click on the "Units" tab; you will then see a blue button that says "Submit Annual Contractor Declaration" on the top right (as shown below) click on this button.

STEP 5: Submit your completed spreadsheets

- Fill out the declaration form with your contact information and attach the spreadsheet(s) by browsing your computer files or using the drag-and-drop function. Sign off on the declaration and preview your document before submitting. Confirm the information is correct and click the "Submit" button.
- If there are validation errors, you will see a screen that says "We have validated your data and found some errors. Please correct the error(s) below and resubmit." Below this message, you will find a list that indicates what row the error is in, the unit number, and what the error is. Once the error is corrected, please resubmit the spreadsheet.

We have validated your data and found some errors. Please correct the error(s) below and resubmit.

File Name: test case QA - unit data with errors.csv

Row Number	Unit Number	Error Messages

- If there are no validation errors, you will see a screen with a message that says "Thank you! We have received your spreadsheet(s)."

Thank you! We have received your spreadsheet(s). It may take three to five business days to process your file(s). You will be notified the outcome of the upload via email.