

# How to complete your net worth online

## WHAT YOU NEED TO KNOW

FCC offers you two ways to send a net worth statement through your Online Services account:

1. Create a working copy net worth, update and save at any time.
2. Upload your existing net worth statement or other supporting financial documents.

### 1 | CALCULATE YOUR NET WORTH

- Sign into your Online Services account.
- From the Online Services Dashboard – scroll down the left-hand menu and under **Tools**, click **Net Worth**.
- Enter the date of your net worth.
- Choose whether your net worth is individual or joint (spouse/common-law only). If you select joint – assets and liabilities will be split 50/50. If you select individual – each of you must create your own net worth.
- Joint net worth – your spouse/common-law must have their own FCC Online Services account and unique email to review and acknowledge their net worth.

#### a | ENTER FINANCIAL INFORMATION

- Add your Current and Term Assets – provide a description of assets and add full values.
- Your Current and Term Liabilities – click on **Import** to pull in your FCC liabilities. You can edit these values. FCC leases will not be imported.
- Enter descriptions of all other liabilities and full value owing.
- You can tab between pages.

#### b | REVIEW AND SUBMIT

- Review and acknowledge the **FCC Privacy Commitment and Integrity Declaration**.
- Provide your acknowledgement and authorization – check the box and click **Submit**.

### c | INDIVIDUAL NET WORTH

- When all the information is correct – click **Submit**. Your FCC team will contact you within two business days if required.
- The process is now complete. You'll receive a confirmation email. If you don't see this confirmation email – look for it in your Junk or Spam folder.

### d | JOINT NET WORTH

- When all the information is correct – click **Submit**. An email will be sent to your spouse/common-law to sign into Online Services to review and acknowledge the net worth information you provided.
- Once both acknowledgments are received by FCC, you and your spouse/common-law can sign into their Online Services account to review and acknowledge the completed net worth.
- Once submitted – both you and your spouse/common-law will receive a confirmation email. If you don't see this confirmation email – look for it in your Junk or Spam folder.

### 2 | UPLOAD YOUR NET WORTH AND OTHER SUPPORTING FINANCIAL DOCUMENTS

- Go to **My Documents** to securely upload your files.
- Browse or drag and drop your supporting financial documents (e.g., tax return, financial statements, accountant-prepared documents).
- Add a document category.
- Provide your acknowledgement and authorization and click **Next**.
- Review and acknowledge the **FCC Privacy Commitment and Integrity Declaration**.
- Click **Submit**.

### QUICK TIPS

- To avoid your emails going into your Junk or Spam folder, please add **donotreply@fcc-fac.ca** to your contacts.
- Download a copy of your submitted net worth by clicking the PDF link on your **Net Worth Summary** page.
- Clearly name your documents (e.g. name-taxreturn-2022.xls).