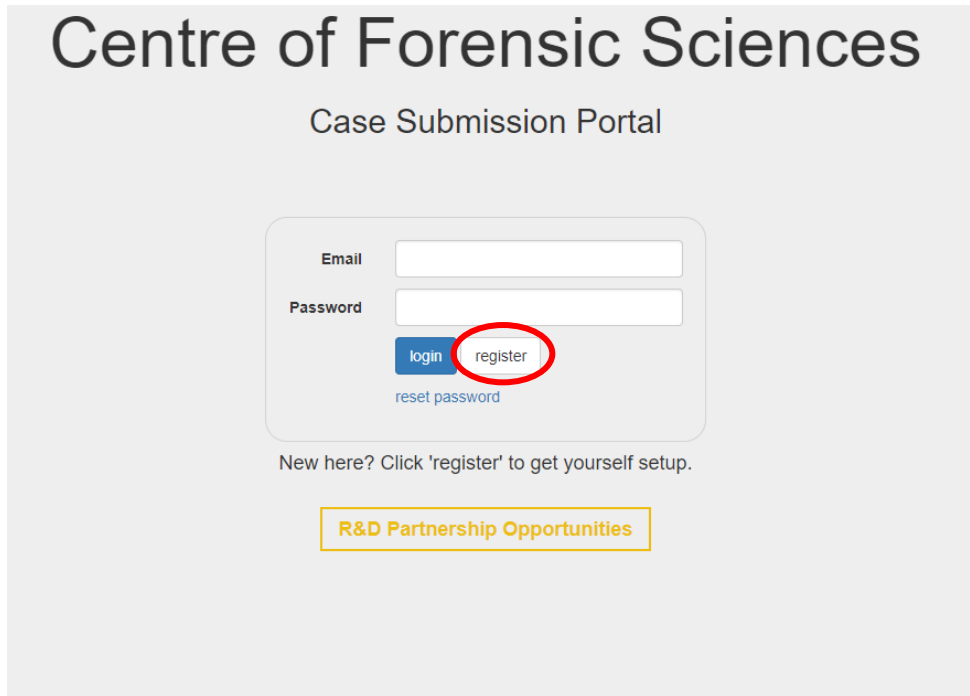
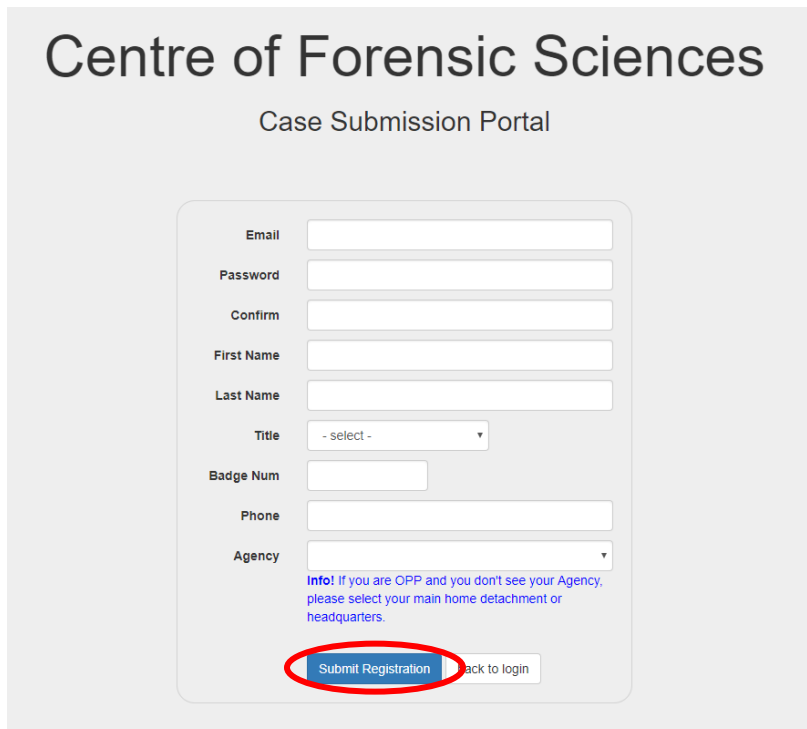


# Registration Help

- When you are on the CFS Case submission home page, click on register



- You will be brought to the page bellow
  - Fill out your information on this page and then click Submit Registration



- **After you will receive one of two emails.**
  - **If you have an authorised email, you will receive the first email**
    - **Click the link in your email to confirm your email address**

Thank you for registering with the CFS Submission Portal.  
Click the link below to confirm your registration.

<https://www.cfsgov.ca/User/ConfirmReCeive?Token=41d3d4f7-900e-42b1-a6b8-ae99270f1c43&Email=noah.pizzirusso@ontario.ca>

- **If you do not have an authorised email address, you will receive an email saying to wait until you get authorisation.**
  - **You will have to wait for an administrator to accept your registration**
  - **After which you will receive a second email to confirm your registration**

## Registration Under Review



CFS Submission Portal <donotreply@ontario.ca>

Thu 2019-05-02 9:27 AM

You ☾

Thank you for registering with the CFS Submission Portal.

You will be contacted shortly once your registration is reviewed by CFS staff.



CFS Submission Portal <donotreply@ontario.ca>

Thu 2019-05-02 9:30 AM

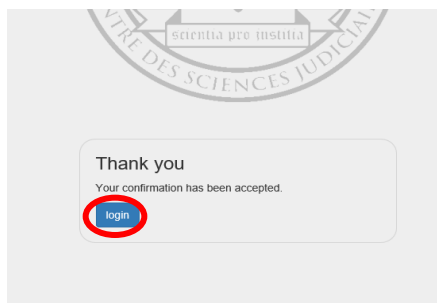
You ☾

Thank you for registering with the CFS Submission Portal.

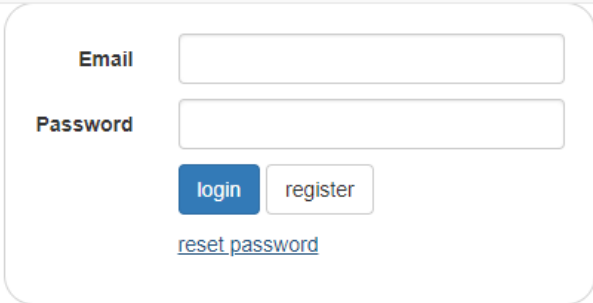
Click the link below to confirm your registration.

<https://www.cfsgov.ca/User/ConfirmReCeive?Token=832a446a-8e6c-4029-b4bc-766de2c89754&Email=pizzirussonoah@hotmail.com>

- **You will be re directed to the CFS Web Submission website.**
  - **Click on Login**

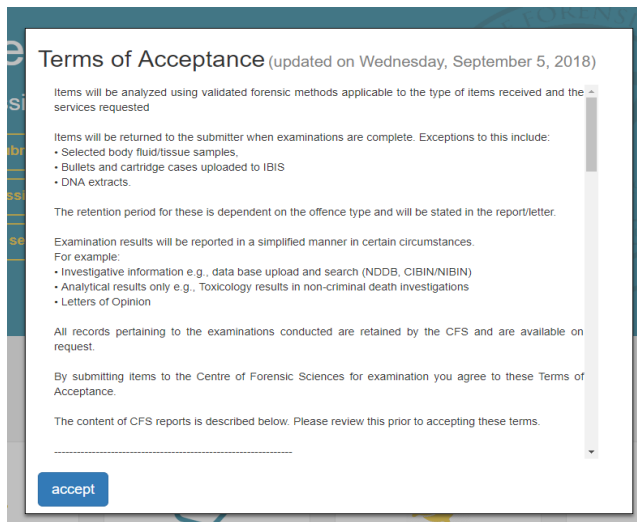


- **Put your email and Password you just created to sign in.**



A login and registration form with two input fields for 'Email' and 'Password'. Below the fields are two buttons: 'login' (blue) and 'register' (white with blue border). A blue underlined link 'reset password' is located below the buttons.

- **Finally you must Accept the “Terms of Acceptance”**
  - **Note: you must scroll to the bottom on the terms before clicking the Accept button**



A screenshot of the 'Terms of Acceptance' page, updated on Wednesday, September 5, 2018. The page contains several paragraphs of text and a list of bullet points. At the bottom left, there is a blue 'accept' button. The text includes:

Items will be analyzed using validated forensic methods applicable to the type of items received and the services requested

Items will be returned to the submitter when examinations are complete. Exceptions to this include:

- Selected body fluid/tissue samples,
- Bullets and cartridge cases uploaded to IBIS
- DNA extracts.

The retention period for these is dependent on the offence type and will be stated in the report/letter.

Examination results will be reported in a simplified manner in certain circumstances. For example:

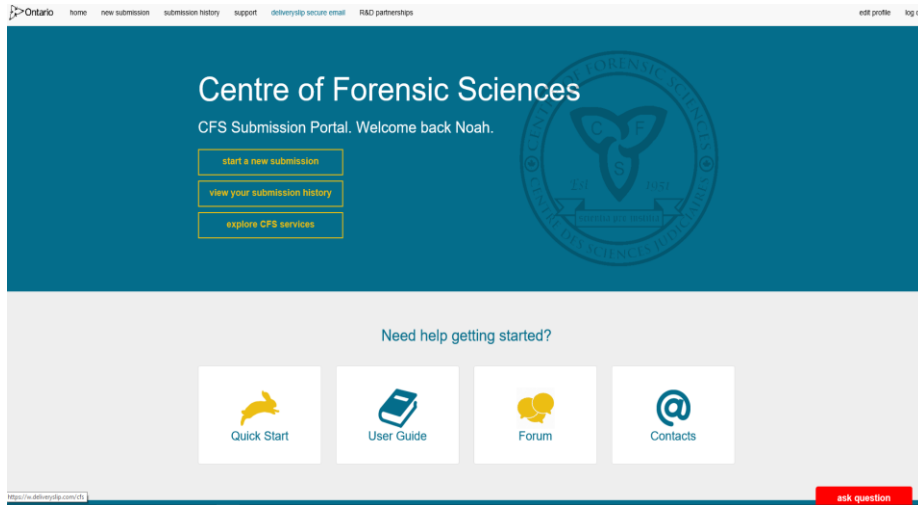
- Investigative information e.g., data base upload and search (NDDB, CIBIN/NIBIN)
- Analytical results only e.g., Toxicology results in non-criminal death investigations
- Letters of Opinion

All records pertaining to the examinations conducted are retained by the CFS and are available on request.

By submitting items to the Centre of Forensic Sciences for examination you agree to these Terms of Acceptance.

The content of CFS reports is described below. Please review this prior to accepting these terms.

- **Welcome to the CFS Web Submission home Page.**
  - **At the bottom of the page you can find guides on how to navigate the website.**



## Delivery Slip Registration

- After you create a case for the first time, you will receive an email that looks like below.

### CFS Secure Email

Follow the secure link below to start using CFS Secure Email.

<https://w.deliveryslip.com/cfs?ik=0ae63c9b2e324f3abeb2c56381a92c53&mg=971c53d8-854c-46ad-a0d9-2aa056832126>

#### Message from Centre of Forensic Sciences:

To ensure the confidentiality of your information and to comply with Ontario Government policies on information privacy, please join this Secure Messaging Portal so that we can communicate securely. It uses the same security technologies as Internet banking to make communicating confidential information safe and secure.

This product is accessible to all users, including people with disabilities in accordance with the Ontario Government accessibility standards.

Click here to connect to the [Accessible Version](#).

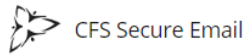
Please keep this notification on accessing Secure Messaging for future reference:

1. Clicking on the link above is safe and will open a browser window where a registration form will appear when you access for your first time.
2. Enter the required information such as your e-mail address (the e-mail address where you received this notification message).
3. Choose a unique and secure PASSWORD. This password is not linked to any other passwords you may have with other e-mail programs.
4. Next time you receive a new secure message from me; it will contain a link to access the Secure Messaging Portal. Click it to access the login page.

\*\*\* Please do not reply to this message \*\*\*

This email address is not monitored. We are unable to respond to messages sent to this address.

- Click the link and you will be brought to a registration screen (see below)



The security of communications is a cornerstone of our business. Please choose one of the methods below to finish your registration.

[Redacted]

First name  Last name

Password

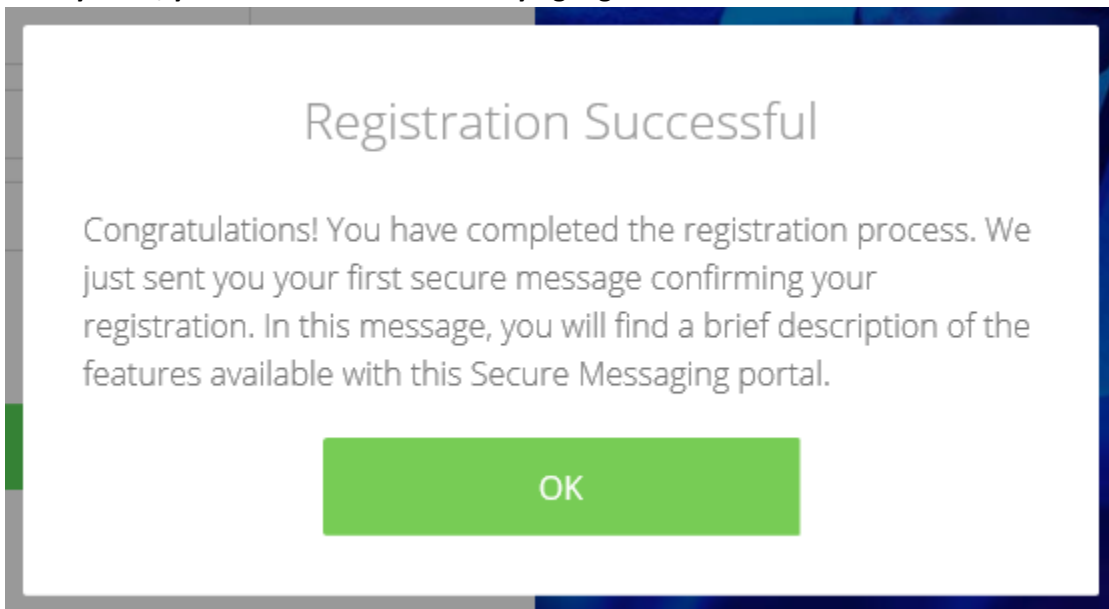
Confirm password

I have read and agreed to the [Privacy Policy](#).

Register

[Back to login screen](#)

- **Fill in your information and hit register**
- **Once you do, you will see a final screen saying registration successful.**



- Click "OK"
- You are now set up with a delivery slip account.