



# **Submitting data through the spatial data directives submission portal**

Submitting Data Through the Spatial Data Directives Submission Portal | Agriculture and Forestry  
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## Overview

A new data submission portal was developed to replace the secure FTP site previously used to submit data under the Spatial Data Directives. Disposition holders can now submit Final Harvest (CCP), Silvicultural Activities (SAP), Forest Harvest Plan (FHP), Annual Operating Plan (AOP) and As-Built (ASB) data through the portal. This portal allows you to upload a zip file containing a File Geodatabase (FGDB) with your spatial and attribute data. The portal also provides services to validate your data and enable you to track your data through the audit process for CCP and SAP submissions. The general steps to access the portal include:

1. Acquire a MyAlberta Business ID (MABI) account for your company.
2. Delegate users that will submit and track data submissions for your company.
3. Obtain access to the SDD Submission Portal using MABI credentials.
4. Logon to the Spatial Data Directives (SDD) Submission Portal to upload and track CCP, SAP and other types of submissions.

The following sections of this document provides information to complete these tasks. To get started logon to the SDD portal using the following link:

<https://www.alberta.ca/spatial-data-directives-submission-portal.aspx>

## Sign up for a MABI Account

Access to the SDD portal is controlled using your **MyAlberta Business ID** (MABI) credentials. This is a digital ID that is associated with your company and provides access to a variety of GoA services and programs including the SDD portal. If you do not yet have a MABI account, you will need to create one before you can submit any data. When you navigate to the portal using the link provided, you can create a MABI account:

[Continue to MyAlberta Digital ID →](#)

Click on the **Continue to MyAlberta Digital ID** link and then select the **Sign Up** button to start the registration process.

The screenshot shows a web interface for logging in or signing up for a MyAlberta Digital ID for Business account. On the left, there is a 'Log In with MyAlberta Digital ID for Business' section with two input fields: 'User Name' and 'Password', each with a 'Forgot?' link to its right. Below these fields is a 'Log In' button. On the right, there is a 'New to MyAlberta Digital ID for Business?' section with a link 'Find out more about MyAlberta Digital ID for Business' and a blue 'Sign Up' button.

This displays a form to fill-out with your business information:

### General Business Information

**Business Name and Physical Address**

Business Name (Legal Name) Your business name is the legal name used to register your business.

SDD Portal UAT Ltd

Physical Business Location Country: Canada

Physical Business Location Province/State: Alberta

Physical Business Location City/Municipality: Edmonton

Physical Business Location Street Address: 7000 113 St NW

Address Line 2:

Physical Business Location Postal/Zip Code: T6H 5T6

Telephone: (780) 422-5386 Extension:

Fax: (123) 123-1234

### Business Number and Details

Business Number: 123456789

Incorporation Certificate ID:

Business Type: Non-Profit Organization

Jurisdiction: Provincial

Industry Type: Agriculture, Forestry, Fishing and Hunting

Operating or Trade Name: SDD Portal UAT Ltd  Same as business name

### Business Mailing Address

Mailing Address Country: Canada  Same as Physical Address

Mailing Address Province/State: Alberta

Mailing Address City/Municipality: Edmonton

Mailing Address Street: 7000 113 St NW

Address Line 2:

Mailing Address Postal/Zip Code: T6H 5T6

To administer your MABI account, you need to create a user:

### User Name

User name: SDD\_Portal\_UAT\_Tester

Your user name is the unique name you will use to access your MyAlberta Digital ID for Business account. It must be between 6 and 30 characters long and may contain letters, numbers, periods, dashes, @, underscores, and hyphens. User names cannot contain two hyphens in a row.

### Password

Password: [Redacted]

Show Password

Confirm Password: [Redacted]

Your password must be at least 8 characters.

Your password cannot:

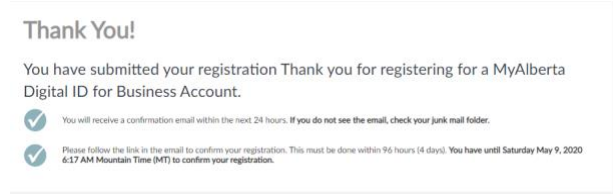
- be a commonly used password,
- contain part of your username,
- start or end with a space, or
- use the same character 4 times in a row.

### Email Address

Email: doug.crane@gov.ab.ca

Confirm Email: doug.crane@gov.ab.ca

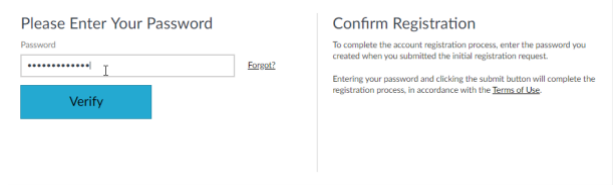
Once complete, submit the form and you will be notified that you will be receiving a confirmation email:



When you receive the email it will provide a link to **Complete Registration**, click on this link.



You will need to login with the name and password of the user you created when you initially filled in the registration form:



By logging on, you will have completed the registration process.



By clicking on the **Continue** button, you will be provided access to the MABI site and your account. The next step in the process is to create the users who you wish to delegate to submit data for your organization.



## Delegate Users to Access Portal

As the owner of the MABI account, you have the capability to create and manage users that will represent your organization and have permission to submit data to the portal. To create a new user, select the **Invite Users** tab provided when you logon to the MABI site. Enter the email for the user you wish to delegate.

Manage Business Details | Manage Business Users | **Invite Users**

Invite users to be a part of this business

Invite users to create an account associated with your business. Once they complete the registration process, they can access participating online government services on behalf of your business.

Enter the email address of the person you want to invite and click the plus sign to validate their email. You can invite multiple users at once or add each one individually. You can only invite users once you click the plus sign.

Email  
bforest.lab@gmail.com + Click on + sign to validate email

Send Invite Clear All

Once you click on the + sign next to the email address, it will confirm that the entry is a valid email and will allow you to **Send Invite**.

Manage Business Details | Manage Business Users | **Invite Users**

Invite users to be a part of this business

Invite users to create an account associated with your business. Once they complete the registration process, they can access participating online government services on behalf of your business.

Enter the email address of the person you want to invite and click the plus sign to validate their email. You can invite multiple users at once or add each one individually. You can only invite users once you click the plus sign.

bforest.lab@gmail.com -  
Email  
+ Click on + sign to validate email

Send Invite Clear All

The interface will indicate that the user invite is pending activation by the recipient.

Manage Business Details | Manage Business Users | **Invite Users**

Invite users to be a part of this business

Invite users to create an account associated with your business. Once they complete the registration process, they can access participating online government services on behalf of your business.

Enter the email address of the person you want to invite and click the plus sign to validate their email. You can invite multiple users at once or add each one individually. You can only invite users once you click the plus sign.

Email  
+ Click on + sign to validate email

Send Invite Clear All

Users Invited

Email Address	Status
bforest.lab@gmail.com	pending

The user you invited will receive an invitation using the email that you entered.



By clicking on the link **MyAlberta Digital ID for Business**, the user will be presented with a form to complete:

### Sign Up for a Delegate Account

Your MyAlberta Digital ID for Business account can be used to access participating online government services. To create an account, complete the form below. If you have a personal MyAlberta Digital ID affiliated your email address, the accounts will not be linked.

**Delegate Information**

User Name  
BurtForest

Your user name is the unique name you will use to access your MyAlberta Business ID account. It must be between 6 and 30 characters long and may contain letters, numbers, periods, dashes, @, underscores, and hyphens. User names cannot contain two hyphens in a row.

Password  
\*\*\*\*\*

Your password must be at least 8 characters.  
Your password cannot:  
- be a commonly used password,  
- contain part of your username,  
- start or end with a space, or  
- use the same character 4 times in a row.

Show Password

Confirm Password  
\*\*\*\*\*

**Email Address**

Email  
Bforest\_ab@gmail.com

**Personal Information**

JOB Title  
GIS Operator

First Name  
Burt

Middle Name

Last Name  
Forest

First name must be between 1 and 30 characters  
Last Name must be between 1 and 30 characters

Telephone  
((222) 222-2234

Extension

Cell Phone  
((222) 222-2234

Fax  
((222) 222-2234

**Personal and Privacy Information Consent Terms**

I agree to the [Terms of Use](#)

You will receive a confirmation email after you complete the registration form. Follow the link in the email within 96 hours to confirm your account creation. If you do not follow the link within 96 hours, the account will not be created and you will need to resubmit your information.

Once the form has been submitted and accepted, the user can request access to the SDD Submission Portal.

Welcome to MyAlberta Digital ID for Business!

You have successfully completed your registration.

You can now log in using your MyAlberta Digital ID for Business to access participating online government services on behalf of your company.

Thank you



# Get Permission to Access SDD Submission Portal

While your MABI account provides you access to the SDD portal, you will still need permission to upload and manage submissions. This is a one-time process that is done the first time you access the portal. Navigate to portal using the following link:

<https://www.alberta.ca/spatial-data-directives-submission-portal.aspx>

Click on the **Continue to MyAlberta Digital ID**



Enter the **User Name** and Password that you created when you filled out your MABI account information.

Log in with MyAlberta Digital ID for Business

User Name  
 [Forgot?](#)

Password  
 [Forgot?](#)

New to MyAlberta Digital ID for Business?

[Find out more about MyAlberta Digital ID for Business.](#)

On your first login, you will be asked to request an account. Even though you already have a MABI account, you will also need a portal account so you can receive emails and track your submissions through the portal.

Request Account

First Name:

Last Name:


Company:

ARIS Stakeholder Code:

Email Address:

Phone Number:

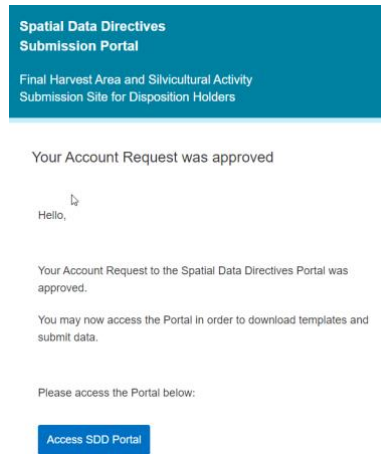
On sending the request, you will be notified by email the status of your access request.

 **Account Request Not Processed**

Your Account Request has not yet been processed.


You will be notified by email once your Request has been processed.

On account approval, you will receive an email:



By clicking on the **Access SDD Portal**, you will be provided with a list of available options.

## Data Provider

- [Download SDD Template FGDB](#)
- [Upload Data Submission for Audit](#)
- [Review Submission Status](#)
- [Spatial Data Directive Documents](#) 

In the future when you wish to access the portal click on the link:

<https://www.alberta.ca/spatial-data-directives-submission-portal.aspx>

Click on the **Continue to MyAlberta Digital ID**



Log in using your MABI information, which will take you directly to the SDD Submission Portal Data Provider page:

The screenshot shows the login interface for MyAlberta Digital ID for Business. On the left, under the heading "Log in with MyAlberta Digital ID for Business", there are two input fields: "User Name" with the value "Burt.Forest" and a "Forgot?" link, and "Password" with masked characters and a "Forgot?" link. Below these is a blue "Log In" button. On the right, under the heading "New to MyAlberta Digital ID for Business?", there is a link "Find out more about MyAlberta Digital ID for Business." and a blue "Sign Up" button.

# Download SDD Template FGDB

## Final Harvest Areas and Silvicultural Activities

To ensure that data is consistent for all submissions, a set of template FGDBs have been created and are available for download from the portal. There are templates for both Final Harvest Areas and Silvicultural Activities. For each data type, two templates are provided, one for UTM Zone 11 and UTM Zone 12. Download the appropriate template for your working area.

The download page provides a set of dropdown boxes that allow you to select the data type (CCP or SAP) and the UTM zone for the spatial reference for your desired working area.

## Download SDD Template FGDB

SDD Submission Type:

Final Harvest Areas - CCP

UTM Zone:

UTM Zone 11


Template Version:

1\_0

When the **Download Template** is clicked, it will download the template to your default download location.

Download Template

The FGDB template is contained in a zipfile that will need to be extracted. Once you have populated the appropriate feature class in the FGDB provided, rename the FGDB to reflect your organization's Stakeholder Code and the date for the submission. You will need to zip your FGDB in order to upload it to the portal. The name of the zip file should be the same as the FGDB that it contains.

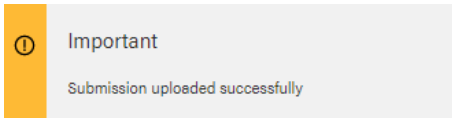
 SSSS\_CCP\_yyyymm....zip

## OTH Data Types (FHP, AOP, and As-Builts)

FGDB templates have been created and are available for download at:  
<https://www.alberta.ca/spatial-data-directives-submission-portal.aspx>

# Upload Submission to Portal

Select the **Upload Data Submission for Audit** option off the Data Provider page. You will need to fill in some information such as your organization's ARIS Stakeholder code. Also, make sure that you affirm the **Terms of Use** checkoff box. You can now click on the **Submit Package for Audit** button. Navigate to the location on your network where your data submission zipfile is located and select it. Once selected you can click on the **Submit Package for Audit** button to complete the upload. If there are no errors with the zipfile, you will receive a message indicating you submission has been uploaded.



**TIP:** To make it easier to locate submissions, use the **User Reference** box to enter some unique information regarding your submission. This will allow you to perform a search using this information when you later wish to review a submission.

## Upload Data Submission for Audit

ARIS Stakeholder Code:

User Reference:

SDD Submission Type:

Notes:

Terms of Use:

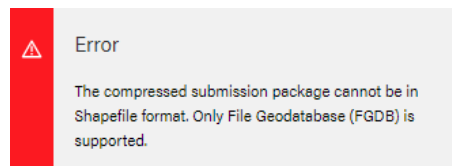
Checking the box indicates that you agree with the [terms of use](#) for the data that you will be uploading. The information gathered is governed by Part 2 of the [Freedom of Information and Protection of Privacy \(FOIP\) Act](#).

Submission Package:  
 No file chosen

Zip and 7-Zip formats are accepted.  
The maximum zip file size you may upload is 1024 MB (megabytes).

**Submit Package for Audit**

An initial validation is performed on the zipfile and, if it does not meet minimum standards the upload, will fail and you will get an error message such as:



Reasons for a failed zipfile include:

1. More than one FGDB are contained in your zipfile.
2. The zipfile is password-protected.
3. You submitted a shapefile.
4. You submitted an empty zipfile.

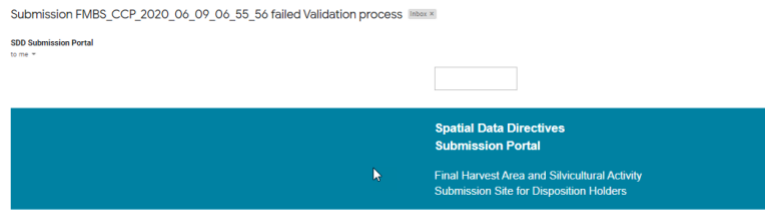
If there are no problems with the zipfile, the data is uploaded and run through an initial data validation process. This process performs basic quality assurance tests on both your spatial and attribute data. You will be sent an email once this validation is complete indicating the status of the review.

## Validation Fails

If errors are detected in your submission through this initial validation, you will receive an email indicating the rejection of the submission. It will also provide you with a button to **View Submission**. When this button is clicked, it will take you to the SDD Submission Portal. From the list of available options, select **Review Submission Status**.

This provides you with access to all your SDD submissions. When a submission is uploaded it is assigned a **Submission ID** using the date and time that the upload occurred. For example, FMBS\_CCP\_06\_09\_06\_55\_56 was uploaded on June 9, 2020 at 6:55:56 am. The easiest way to find your submission is to cut and paste from your email the Submission ID into the **Search** box provided. Alternatively, you can use any other relevant information you provided when you submitted the data such as the **User Reference**.

When you have found the submission you are interested in, click on the **View** link associated with it. This will display the details of the submission. To determine the errors that were detected, use the **Download Documents** button provided. This will download a zipfile to your PC. The name of the zipfile will be the same as the Submission ID but with a QC appended to the name. In our example, it would be FMBS\_CCP\_2020\_06\_09\_06\_55\_56\_QC.zip. In this zipfile you will find two items, an FGDB and a PDF report. The FGDB contains the quality control results of the audit on your data. The PDF contains a list of the problems found through the audit.



### Review Submission Status

Show  entries

Search:

Submission ID	Submission Name	User Reference	Audit Stage	Audit Status	
OOOO_SAP_2020_05_20_07_18_29	OOOO_SAP_20170530.gdb.zip	No Errors 2 SAP	Geomatics Review	Failed	<a href="#">View</a>
OOOO_SAP_2020_05_20_07_18_29	OOOO_SAP_20170530.gdb.zip	No Errors 1 SAP	Reviews Complete	Accepted	<a href="#">View</a>
FMBS_CCP_2020_06_09_06_55_56	FMBS_CCP_20180901.gdb.zip	Test it	Received	Failed	<a href="#">View</a>
FMBS_CCP_2020_06_20_07_17_30	FMBS_CCP_20180907.gdb.zip	No Errors 2	Geomatics Review	Failed	<a href="#">View</a>
FMBS_CCP_2020_05_20_07_16_59	FMBS_CCP_20180907.gdb.zip	No Errors 1	Reviews Complete	Accepted	<a href="#">View</a>
FMBS_CCP_2020_05_12_17_35_11	FMBS_CCP_20180901.gdb.zip	Att Errors	Received	Failed	<a href="#">View</a>
FMBS_CCP_2020_05_12_17_33_15	FMBS_CCP_20180907.gdb.zip	No Errors	Reviews Complete	Accepted	<a href="#">View</a>
FMBS_CCP_2020_05_06_08_20_50	FMBS_CCP_20180907.gdb.zip	Any information you wish to use to track your submission	Received	Pending	<a href="#">View</a>
AAAA_SAP_2020_05_12_17_36_18	AAAA_SAP_20170123.gdb.zip	Spatial Errors	Received	Failed	<a href="#">View</a>

Showing 1 to 9 of 9 entries Previous  Next

### Review Submission Status Detail

<b>Submission ID:</b>	FMBS_CCP_2020_06_09_06_55_56
<b>Submission Name:</b>	FMBS_CCP_20180901.gdb.zip
<b>User Reference:</b>	Test it
<b>Audit Stage:</b>	Received
<b>Audit Status:</b>	Failed
<b>Geomatics Audit Status:</b>	Pending
<b>Geomatics Auditor Comments:</b>	
<b>Business Audit Status:</b>	Pending
<b>Business Auditor Comments:</b>	
<b>Completion Date:</b>	2020-06-09 06:56:53
<b>Audit Documents:</b>	<input type="button" value="Download Documents"/>

## Validation Passes

If the initial validation process does not find any errors in your submission, you will receive an email. This enables the submission to proceed to the next setp of the audit process which is the **Geomatics Audit**. This stage of the audit reviews the spatial and attribute information to ensure it meets requirements such as spatial accuracy. If the Geomatics Audit is successful then it proceeds to the final stage of the process which is the **Business Audit**. This is performed by a business area expert to ensure the data complies with regulatory requirements. Once it has passed this phase of the audit, the submission will be accepted. As it proceeds through the audit process, you will receive emails indicating the status of your submission.

### Spatial Data Directives Submission Portal

Final Harvest Area and Silvicultural Activity  
Submission Site for Disposition Holders

Submission: FMBS\_CCP\_2020\_06\_09\_07\_37\_29

#### Validation Succeeded

Submission FMBS\_CCP\_2020\_06\_09\_07\_37\_29 has passed the Validation process.

It will now proceed to a Geomatics Audit for review.

Please login to the Portal to view the Submission's details.

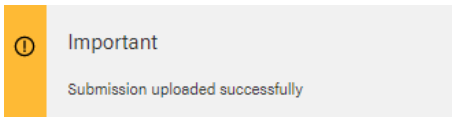
[View Submission](#)

# Other (OTH) Data Types Submissions (FHP, AOP, and As-Builts)

When you select the **Upload Data Submission for Audit** option on the Data Provider page, you will note that there is a third choice **Other Submissions – OTH** in addition to the two SDD Submission Types CCP and SAP.

This third option allows for securely uploading data submissions that were formerly uploaded to a GoA SFTP site (which has been decommissioned by Service Alberta). This includes the datasets under Spatial Data Directive No. 2 - Forest Harvest Plan/Annual Operating Plan/As-Builts and in the future could include more types of data submissions.

You will still need to fill in some information such as your organization's ARIS Stakeholder code. Also, make sure that you affirm the **Terms of Use** checkoff box. You can now click on the **Submit Package for Audit** button. Navigate to the location on your network where your data submission zipfile is located and select it. Once selected, you can click on the **Submit Package for Audit** button to complete the upload. You will receive a message indicating your submission has been uploaded.



## Upload Data Submission for Audit

**ARIS Stakeholder Code:**

**User Reference:**

**SDD Submission Type:**

**Notes:**

**Terms of Use:**

Checking the box indicates that you agree with the [terms of use](#) for the data that you will be uploading. The information gathered is governed by Part 2 of the [Freedom of Information and Protection of Privacy \(FOIP\) Act](#).

**Submission Package:**  
 No file chosen

Zip and 7-Zip formats are accepted.  
The maximum zip file size you may upload is 1024 MB (megabytes).

No validations will be performed on these data submissions. For the time being, these datasets will be manually validated. As a result, the submissions will not appear in the tracking system.

Questions about the Spatial Data Directives, data submissions or accounts should be directed to [AF.SDD@gov.ab.ca](mailto:AF.SDD@gov.ab.ca).