



EDS Application / Amendment Status Check Request User Guide

April 19, 2018

Revision History

Version	Date	Author/Organization	Description
V1.00	2011-06-09	Monarch Delumen	<ul style="list-style-type: none">• First Draft
V2.00	2017/04/10	Alex Crosland	<ul style="list-style-type: none">• Update screen shots
V3.00	2018/04/19	Alex Crosland	<ul style="list-style-type: none">• SMC and SME Applications

Disclaimer

In this disclaimer provision:

“Crown” means Her Majesty the Queen in right of the Province of Alberta;

“Minister” means the Minister responsible for the department of Alberta Environment and Parks;

“Their employees” means and includes each, any and every officer, employee, servant and agent of either or both of the Crown and the Minister and without limiting the generality of the foregoing, and includes employees of the Crown and the Minister employed in Alberta Environment and Parks.

“EDS” means the Electronic Disposition System and all programs, hardware, documentation, functions and services forming a part thereof or associate therewith.

The Crown, the Minister and their employees and the contractors and technical advisors of the aforesaid:

- (a) Make no warranty or representation, whether expressed or implied, to any person with respect to this material or documentation of EDS or as to the service, performance, quality, merchantability or fitness of any part of the aforesaid for any purpose; and
- (b) Shall not be liable for any action, damages or claims, whether occasioned by negligence or otherwise, that any person, user, Subscriber or any employees of the aforesaid may hereafter have, allege or become entitled to (including but not limited to any claim of third-party contribution of indemnity, any economic or moral loss, or direct, immediate, special, indirect or consequential damages which do, may, or are alleged to arise as a result of:
 - (i) The use of this material or documentation or EDS or any service connection therewith; or
 - (ii) Any error or omissions in data or any loss or partial loss of data or incomplete retrieval of information, even if any or all of the Crown, the Minister or their employees were advised of the possibility of such risk, action, claims or damages, including damages sustained or actions brought by third parties and claims made against the Subscriber by third parties.

The entire risk of loss relating to or associated with the quality and performance of EDS and any product and results thereof shall be assumed by the Subscriber and by any other user of EDS.

1.0 EDS Overview

The Electronic Disposition System (EDS) is a web application which clients use to submit applications related to surface dispositions to department of Alberta Environment and Parks (AEP) and to the Alberta Energy Regulator (AER). EDS comprises three main categories of services; and those in turn expand to options as shown below:

- **Application Prerequisites:**

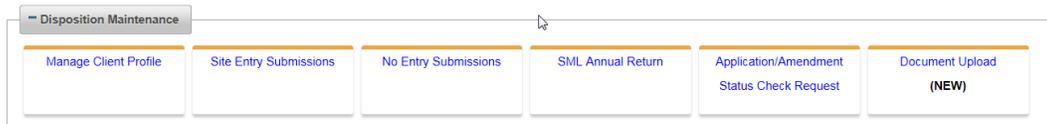
- **First Nations / Metis Settlements Consultation Submissions** - Submit a Pre-consultation Assessment Request, Adequacy Assessment Request, respond to a request for information, and view the status of your submission for CEP, DLO, DML, DMS, DPI, DPL, EPC, EZE, FAC, GEO, LOC, MLL, MME, MSL, OSE, PIL, PLA, RDS, REA, REC, RLC, RVC, SMC, SME, SML, TFA, VCE and WAC purposes.
- **Application Supplement** - Generate an Application Supplement document to be uploaded as part of an Application/Amendment submission for dispositions on public land for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, REC, RVC, SMC, SME, SML and VCE purposes.
- **Landscape Analysis Tool** - Obtain a LAT report to be used in support of an Application/Amendment submission for dispositions on public lands for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, REC, RVC, SMC, SME, SML and VCE purposes. It can also be used to generate a report for an Aggregate Land Review Request (ALR).
- **Plan Confirmation Service** - Generate an Encrypted Plan Package to be used in support of an Application/Amendment.

- **Application Submissions:**

- **Public Land Disposition Applications** - Submit applications for dispositions on public land for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, REC, RVC, SMC, SME, SML and VCE purposes. It can also be used to submit an application for an Aggregate Land Review Request (ALR).
- **Public Land Disposition Amendments** - Submit amendments for dispositions on public land for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, REC, RVC, SML and VCE purposes.
- **Renewals** - Submit a request to renew an application for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA and REC purposes.
- **Reclamation Certificate Application Submissions** - Submit an application for Reclamation Certificate on public land for DLO, DML, DMS, DPI, DPL, EZE, MLP, SMC and SML purposes.

- **Plan Submission Package** - Upload an Encrypted Plan Package for CEP, CNC, CNT, CUP, DRS, FDL, FDS, FGL, GRL, GRP, GRR, HRS, ISP, KRS, LDR, PEZ, PGP, PGL, PHP, PLC, PLS, PML, PMP, PMS, PNT, PPA, PPI, PRA, PRD, PRE, PRL, PRS, PSH, PSL, PSM, RDS, RLC, ROE, ROW, and RRD purposes.

- **Disposition Maintenance:**



- **Manage Client Profile** - Edit the list of other clients allowed to manage your data.
- **Site Entry Submissions** - Submit a site-entry for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, REC, RVC, SMC, SME, SML and VCE purposes.
- **No Entry Submissions** - Submit a no entry for DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, PIL, PLA, REA, REC, RVC, SMC, SME, SML and VCE purposes.
- **SML Annual Return** - Send Annual Return data for SML disposition.
- **Application/Amendment Status Check Request** - Send a request for status of an application/amendment.
- **Document Upload** - Upload a revised Application Supplement.

For details about each of the subsystems please review the documentation located at:

- [Electronic Disposition System](#)

2.0 Hours of Operations

EDS Support help desk is available Monday to Friday from 8:15 am to 4:30 pm except statutory holidays. The system is available from 5:00 am to 11:30 pm every-day.

2.1 Application / Amendment Status Check Request

- For Alberta Environment and Parks activities, a status check can be submitted 30 days after the application/amendment date of submission.
- For Alberta Energy Regulator activities, a status check can be submitted 30 days after the application/amendment date of submission for a routine application.
- Clients and stakeholders involved must be active and registered in GLIMPS

2.2 Attachment Requirements

- All documents submitted through EDS other than the plan submission package must be in a portable document format (.pdf). Documents that require imaging must be scanned to the following standard and converted into a .pdf format for submission.
- Black and White 300 dpi
- Colour 150 dpi

3.0 Relevant Links

3.1 User name and password maintenance

To change or reset your SecureXNET EXTERN ADS account password use:

- [EXTERN ADS - User Name Help](#)

3.2 Accessing PCS (Plan Confirmation Service)

To create a plan package for use with your application or amendment, a user can access this module through the Electronic Disposition System (EDS) under the 'Application Prerequisites'. If you were granted access for PCS only, this url is still viable through SecureXNET here:

- [SecureXNET - Plan Confirmation Service](#)

3.3 Accessing EDS (Electronic Disposition System)

For submissions through EDS, a user must be granted access, must activate their account, and would login through SecureXNET here:

- [SecureXNET - Electronic Disposition System](#)

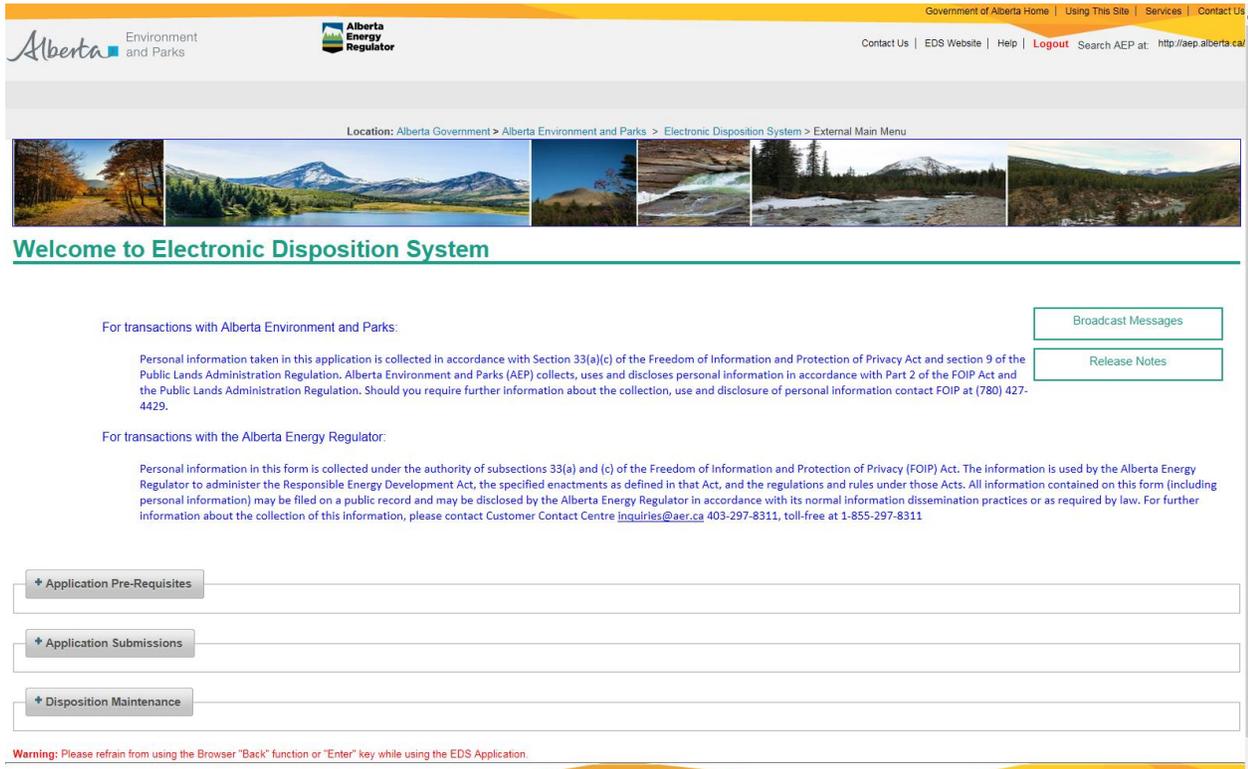
As of April 28, 2017 users are granted full access for the modules under the 'Application Prerequisites' in EDS.

3.4 Accessing LAT (Landscape Analysis Tool)

To create LAT reports for dispositions on publiclLands, a user can access LAT through SecureXNET here:

- [SecureXNET - LAT Login](#)

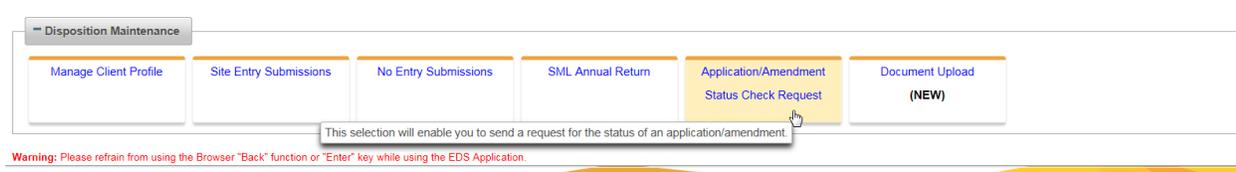
4.0 EDS Front Page



The screenshot shows the EDS Front Page with the following elements:

- Header:** Government of Alberta Home | Using This Site | Services | Contact Us | Contact Us | EDS Website | Help | Logout | Search AEP at: <http://aep.alberta.ca/>
- Navigation:** Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > External Main Menu
- Image Gallery:** A row of six landscape images showing various natural settings.
- Section Header:** Welcome to Electronic Disposition System
- Text:** For transactions with Alberta Environment and Parks:
Personal information taken in this application is collected in accordance with Section 33(a)(c) of the Freedom of Information and Protection of Privacy Act and section 9 of the Public Lands Administration Regulation. Alberta Environment and Parks (AEP) collects, uses and discloses personal information in accordance with Part 2 of the FOIP Act and the Public Lands Administration Regulation. Should you require further information about the collection, use and disclosure of personal information contact FOIP at (780) 427-4429.
- Buttons:** Broadcast Messages, Release Notes
- Text:** For transactions with the Alberta Energy Regulator:
Personal information in this form is collected under the authority of subsections 33(a) and (c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information is used by the Alberta Energy Regulator to administer the Responsible Energy Development Act, the specified enactments as defined in that Act, and the regulations and rules under those Acts. All information contained on this form (including personal information) may be filed on a public record and may be disclosed by the Alberta Energy Regulator in accordance with its normal information dissemination practices or as required by law. For further information about the collection of this information, please contact Customer Contact Centre inquiries@aer.ca 403-297-8311, toll-free at 1-855-297-8311.
- Menu:** + Application Pre-Requisites, + Application Submissions, + Disposition Maintenance
- Warning:** Please refrain from using the Browser "Back" function or "Enter" key while using the EDS Application.

To access 'Application / Amendment Status Check Request', open **Disposition Maintenance** by clicking the **+** key, this will expand to the sub-modules available through this option.



The screenshot shows the expanded Disposition Maintenance menu with the following sub-modules:

- Manage Client Profile
- Site Entry Submissions
- No Entry Submissions
- SML Annual Return
- Application/Amendment Status Check Request (highlighted)
- Document Upload (NEW)

A tooltip points to the 'Application/Amendment Status Check Request' button with the text: "This selection will enable you to send a request for the status of an application/amendment."

Warning: Please refrain from using the Browser "Back" function or "Enter" key while using the EDS Application.

4.1 Status Check Page

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Application/Amendment Status Check Request

Application/Amendment Status Check Request	
Disposition #:	
Status Check Date:	
Disposition Submission Date:	
Company Name:	
All consents submitted:	<input type="checkbox"/> Consent Submitted Date: <input type="text"/>
Deficiencies Resolved:	<input type="checkbox"/> Deficiencies Resolved Date: <input type="text"/>
Urgent Status:	<input type="checkbox"/> (reason) <input type="text"/>
File Number:	
<input type="button" value="Cancel"/> <input type="button" value="Next"/>	
PLEASE NOTE: <ul style="list-style-type: none"> Responses to status inquiries will be in accordance with Regulator application processing timelines. The Regulator will not respond to status inquiries that fall within the Regulator's processing timelines. For AER Applicants visit link for more details: http://www.aer.ca/rules-and-regulations/bulletins/aer-bulletin-2014-25 	

- Disposition #: The user must enter the activity/disposition type and number, press 'Tab'.
- By pressing the 'Tab' key, it will pre-populate the 'Status Check date', 'Disposition Submission Date', and the 'Company name'.
- Indicate 'All consents submitted' by engaging the check box and the date of the submission.
- Indicate 'Deficiencies Resolved' by engaging the check box and the date of completion.
- Urgent Status: Engage the check box and enter a reason for the request for the urgent status request.
- This would allow a user to request status before the 30 day allowable window.
- By clicking the 'Cancel' button, the request for status will be cancelled and will not message the 'Regulator'.
- By clicking 'Next', the user will be directed to the 'Review Page' to ensure their data entry is correct.

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Application/Amendment Status Check Request

Application/Amendment Status Check Request	
Disposition #:	DLO140187
Status Check Date:	2017/04/12
Disposition Submission Date:	2014/09/29 15:40:48
Company Name:	SHARON YAP
All consents submitted:	<input checked="" type="checkbox"/> Consent Submitted Date: 2014/09/29
Deficiencies Resolved:	<input type="checkbox"/> Deficiencies Resolved Date: <input type="text"/>
Urgent Status:	<input type="checkbox"/> (reason) <input type="text"/>
File Number:	Test_1 x
<input type="button" value="Cancel"/> <input type="button" value="Next"/>	
PLEASE NOTE: <ul style="list-style-type: none"> Responses to status inquiries will be in accordance with Regulator application processing timelines. The Regulator will not respond to status inquiries that fall within the Regulator's processing timelines. For AER Applicants visit link for more details: http://www.aer.ca/rules-and-regulations/bulletins/aer-bulletin-2014-25 	

4.2 Application/Amendment Status Check Request review page

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Application/Amendment Status Check Request

Application/Amendment Status Check Request Confirmation	
Disposition #	DLO140187
Status Check Date:	2017/04/12
Application/Amendment Submission Date:	2014/09/29 15:40:48
Consents:	All consents submitted: Yes Date:2014/09/29
Deficiencies:	Deficiencies Resolved: No Date:
Urgent Status:	No
Company Name:	SHARON YAP
File Number:	Test_1
<input type="button" value="Back"/>	<input type="button" value="Submit"/>

The user can now review to confirm the data entered prior to a submission. The user can go 'Back' to make any corrections, or click 'Submit' to commit the request to the system.

4.3 Application/Amendment Status Check Confirmation Page

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Application/Amendment Status Check Request

The Status Check Request for DLO140187 has been received.
The Status Check Request Confirmation number STR201700002 has been assigned.
The request will be processed using following guidelines:
<ul style="list-style-type: none">Responses to status inquiries will be in accordance with Regulator application processing timelines. The Regulator will not respond to status inquiries that fall within the Regulator's processing timelines.For AER Applicants visit link for more details: http://www.aer.ca/rules-and-regulations/bulletins/aer-bulletin-2014-25

The user will be presented with the confirmation page and display 'The Status Check Request Confirmation' number assigned to the transaction.

4.4 Disposition Status Request email notification

Extra line breaks in this message were removed.

From: AEP EDS-SupprtTest Sent: Wed 4/12/2017 11:09 AM
To: AEP EDS-SupprtTest; Alexandra Crosland
Cc:
Subject: Disposition DLO140187 Status Check Request

Status request(STR201700002) sent for disposition # DLO140187 on 2017/04/12.

The application/amendment submission date: 2014/09/29 15:40:48 The Company Name: SHARON YAP
The request was made by user: Crosland, Alexandra X (alexandra.crosland@gov.ab.ca) All consent submitted: Yes Submission Date: 2014/09/29 All deficiencies resolved: No Resolution Date: None Urgent Request : No
Reason: None
File Number: Test_1

The 'Regulator' will respond within their time guidelines:

- For AEP status requests: status check to be enabled 30 days after application submission.
- For AER status requests: status check to be enabled 30 days after application submission for routine; and 45 days after application submission (for non-routine). (For historical applications, prior to deployment of the public land disposition application changes (routine/non-routine), the status check will be enabled 30 days after the application was submitted.)

5.0 Error message display

Application/Amendment Status Check Request	
Disposition #:	177002
Status Check Date:	2017/04/12
Disposition Submission Date:	
Company Name:	
All consents submitted:	<input type="checkbox"/> Consent Submitted Date: <input type="text"/>
Deficiencies Resolved:	<input type="checkbox"/> Deficiencies Resolved Date: <input type="text"/>
Urgent Status:	<input type="checkbox"/> (reason) <input type="text"/>
File Number:	
EDS has no applications nor amendments on file for 177002.	
<input type="button" value="Cancel"/> <input type="button" value="Next"/>	
PLEASE NOTE: <ul style="list-style-type: none"> Responses to status inquiries will be in accordance with Regulator application processing timelines. The Regulator will not respond to status inquiries that fall within the Regulator's processing timelines. For AER Applicants visit link for more details: http://www.aer.ca/rules-and-regulations/bulletins/aer-bulletin-2014-25 	

EDS has no applications or amendments on file for 177002.

The user did not enter the type of activity/disposition they wish to request status for.

Or,

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Application/Amendment Status Check Request

Application/Amendment Status Check Request	
Disposition #:	MSL179999
Status Check Date:	2017/04/12
Disposition Submission Date:	
Company Name:	
All consents submitted:	<input type="checkbox"/> Consent Submitted Date: <input type="text"/>
Deficiencies Resolved:	<input type="checkbox"/> Deficiencies Resolved Date: <input type="text"/>
Urgent Status:	<input type="checkbox"/> (reason) <input type="text"/>
File Number:	
EDS has no applications nor amendments on file for MSL179999.	
<input type="button" value="Cancel"/> <input type="button" value="Next"/>	
PLEASE NOTE: <ul style="list-style-type: none"> Responses to status inquiries will be in accordance with Regulator application processing timelines. The Regulator will not respond to status inquiries that fall within the Regulator's processing timelines. For AER Applicants visit link for more details: http://www.aer.ca/rules-and-regulations/bulletins/aer-bulletin-2014-25 	

EDS has no applications or amendments on file for MSL179999.

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Application/Amendment Status Check Request

Application/Amendment Status Check Request	
Disposition #:	DLO177002
Status Check Date:	2017/04/12
Disposition Submission Date:	2017/02/13 15:21:39
Company Name:	YAP, SHARON
All consents submitted:	<input type="checkbox"/> Consent Submitted Date: <input type="text"/>
Deficiencies Resolved:	<input type="checkbox"/> Deficiencies Resolved Date: <input type="text"/>
Urgent Status:	<input type="checkbox"/> (reason) <input type="text"/>
File Number:	
The status check date 2017/04/12 is before the target due date 2017/06/13.	
<input type="button" value="Cancel"/> <input type="button" value="Next"/>	
PLEASE NOTE: <ul style="list-style-type: none"> Responses to status inquiries will be in accordance with Regulator application processing timelines. The Regulator will not respond to status inquiries that fall within the Regulator's processing timelines. For AER Applicants visit link for more details: http://www.aer.ca/rules-and-regulations/bulletins/aer-bulletin-2014-25 	

The status check date 2017/04/12 is before the target due date 2017/06/13.

The user is requesting a status check prior to the target due date.

Application/Amendment Status Check Request	
Disposition #:	
Status Check Date:	
Disposition Submission Date:	
Company Name:	
All consents submitted:	<input type="checkbox"/> Consent Submitted Date: <input type="text"/>
Deficiencies Resolved:	<input type="checkbox"/> Deficiencies Resolved Date: <input type="text"/>
Urgent Status:	<input type="checkbox"/> (reason) <input type="text"/>
File Number:	
<input type="button" value="Cancel"/>	<input type="button" value="Next"/>

PLEASE NOTE:

- Responses to status inquiries will be in accordance with Regulator application processing timelines. The Regulator will not respond to status inquiries that fall within the Regulator's processing timelines.
- For AER Applicants visit link for more details: <http://www.aer.ca/rules-and-regulations/bulletins/aer-bulletin-2014-25>

Disposition #: Validation Error: Value is required.

The user proceeded by clicking 'Next' without the required fields being populated.

6.0 Getting Support

If there are issues with the SecureXNET login, contact the GoA help desk at:

- 1 888 427-1462 (1GOA)

EDS Support

To report issues, email EDS Support at:

- EDS.Support@gov.ab.ca

In your email provide the following:

- steps taken along with screenshots showing values entered
- what happened / what was the error
- what you expected to happen instead

To report problems by phone, call us at:

- 780 427-3570 or
- 780 422-2079