



# Electronic Disposition System

## Document Upload

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User Guide

Environment and Parks, Government of Alberta

Date of publication: January 11, 2019

Title of publication: Electronic Disposition System - Document Upload User Guide

<https://www.alberta.ca/electronic-disposition-system-overview.aspx>

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# 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 Crown and the Minister and without limiting the generality of the foregoing, and includes employees of the Crown and the Minister employed with 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:
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  - (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.

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# 1 Document Upload Overview

This module allows a revised Application Supplement, which has been requested by the field office to be submitted to the department via the Electronic Disposition System.

## 1.1 1.1 Hours of Operation

The EDS System is available weekdays and weekends including statutory holidays from 5:30a.m. to 11:30p.m.. However, it is unsupported or could experience some system downtime due to maintenance during weekends or statutory holidays.

The EDS support help desk is available weekdays from 8:15a.m. to 4:30p.m., with the exception of statutory holidays.

## 1.2 1.2 Support

To report problems, kindly reference the table below.

Disposition Code and Description	Corresponding Regulatory Body and Contact Information
ALR – Aggregate Land Review Request DLO - License of Occupation DML - Miscellaneous Lease DMS - Mineral Surface Lease DPI - Pipeline Installation Lease DPL - Pipeline Agreement EZE - Easement REA - Rural Electric Association Easement REC - Recreational Lease SMC - Surface Material License SME - Surface Material Exploration SML - Surface Material Lease VCE - Vegetation Control Easement	<b>AEP support helpdesk email:</b> <a href="mailto:EDS.Support@gov.ab.ca">EDS.Support@gov.ab.ca</a> AEP telephone: 780 427-3570 or 780 422-2079 Availability: Weekdays from 8:15a.m. to 4:30p.m., except statutory holidays
LOC - License of Occupation MLL - Miscellaneous Lease MSL - Mineral Surface Lease PIL - Pipeline Installation Lease PLA - Pipeline Agreement RVC - Vegetation Control Easement	<b>AER support helpdesk email:</b> <a href="mailto:inquiries@aer.ca">inquiries@aer.ca</a> AER telephone: 1-855-297-8311

**Table 1 – Disposition Types by Regulator**

In your e-mail, provide the following:

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

## 2 Quick Start: How do I submit an amended Application Supplement using the Document Upload module in EDS?

This quick start section illustrates the basic Document Upload submission process via walkthrough of document upload screens.

The Document Upload workflow includes the following steps and is covered in sections below:

- Logging into EDS.
- Editing the existing Application Supplement, which was flagged for correction by the field staff or legal administrator. The applicant will be notified via email when a revised application supplement is to be uploaded using the Document Upload feature in EDS.
- Downloading and saving the edited Application Supplement to a directory on your computer.
- Logging in and initiating the Document Upload application module.
- Querying the Activity Number, the Application Supplement is linked to.
- Attaching the revised Application Supplement.
- Agree with the "Terms of Use and Disclaimer" and submit the revised supplement.

### 2.1 Logging into EDS

To access the Document Upload application module, login to EDS at:

- [SecureXNET Login](#)

You will be directed to the SecureXNET page displayed below.





Figure 1 - SecureXNET Login Page

1. Click on the link with the caption the **Electronic Disposition System**.
2. You will be directed to another window where you should enter your SecureXNET username and password.
3. Select GoA Client as Account Type.
4. Click on the Login button to proceed to the EDS homepage.

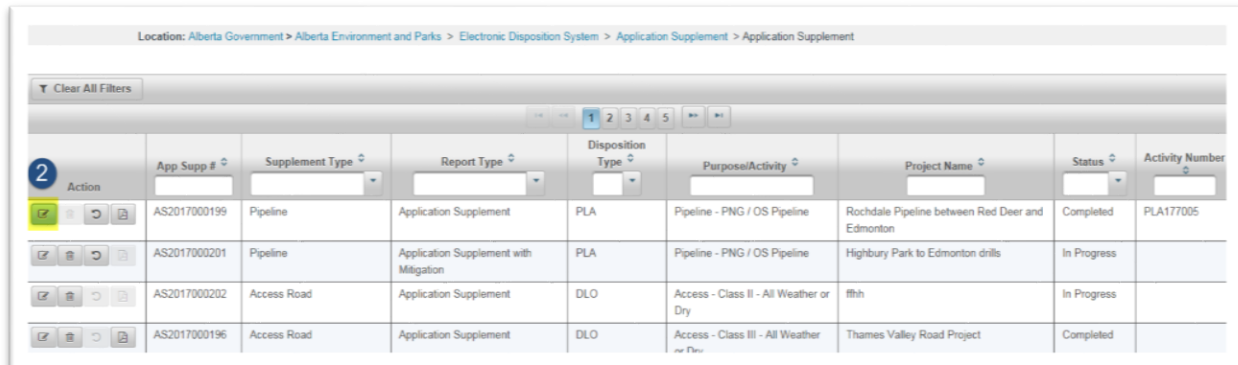
## 2.2 Editing the existing Application Supplement

Expand the Application Prerequisites category, clicking on the Application Supplement (NEW) module.



Figure 2 – Accessing the Application Supplement module

1. Click to launch the Application Supplement module.

A screenshot of a web application interface showing a table of Application Supplement records. The table has columns for 'App Supp #', 'Supplement Type', 'Report Type', 'Disposition Type', 'Purpose/Activity', 'Project Name', 'Status', and 'Activity Number'. The first row is highlighted in yellow. In the 'Action' column of the first row, there is a yellow highlight on the edit icon (a square with a pencil). The table also includes a 'Clear All Filters' button and a pagination control showing page 1 of 5.





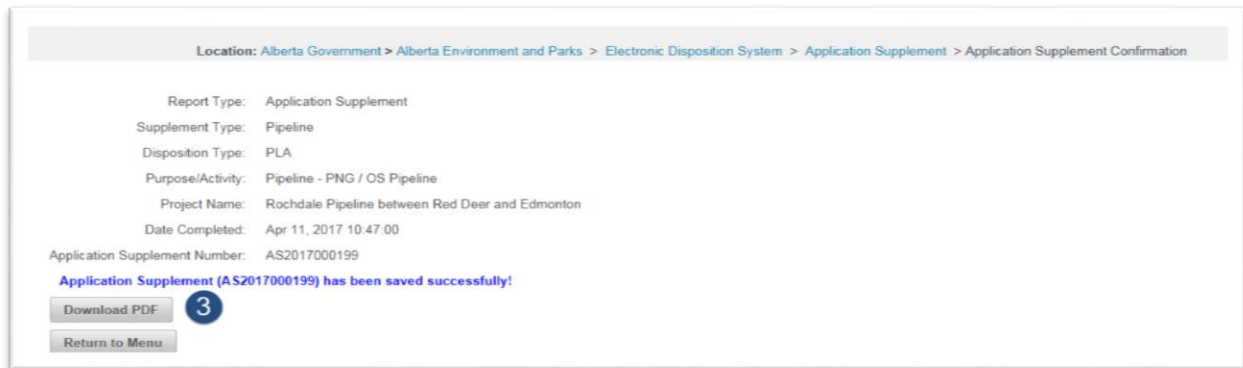
Action	App Supp #	Supplement Type	Report Type	Disposition Type	Purpose/Activity	Project Name	Status	Activity Number
	AS2017000199	Pipeline	Application Supplement	PLA	Pipeline - PNG / OS Pipeline	Rochdale Pipeline between Red Deer and Edmonton	Completed	PLA177005
	AS2017000201	Pipeline	Application Supplement with Mitigation	PLA	Pipeline - PNG / OS Pipeline	Highbury Park to Edmonton drills	In Progress	
	AS2017000202	Access Road	Application Supplement	DLO	Access - Class II - All Weather or Dry	ftth	In Progress	
	AS2017000196	Access Road	Application Supplement	DLO	Access - Class III - All Weather	Thames Valley Road Project	Completed	

Figure 3 – Editing the existing Application Supplement

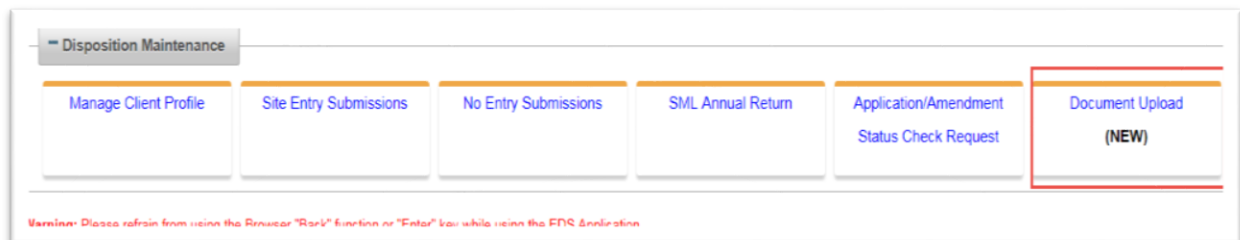
2. Click on the edit icon (highlighted in yellow) to edit the Application Supplement document. Edit the applicable sections of the web form clicking on the “Next” button until you get to the Review page. Once you are satisfied with all data entered in the field, proceed to the “Terms of Use and Disclaimer” page clicking “I Agree and Submit” button to submit the transaction.



**Figure 4 – Downloading the edited Application Supplement**

3. A Confirmation screen is displayed next as shown above. Click on “Download PDF” button to download and save the Application Supplement to a file directory.

## 2.3 Logging in and initiating the Document Upload application module



**Figure 5 – Accessing the Document Upload module**

From the EDS homepage, expand 'Disposition Maintenance' category to access the Document Upload feature. Click on it to launch. On the next page:

Document Upload module should only be used where the Application Supplement submitted with the Application/Amendment transaction has been unlocked as revisions were requested as communicated by the field staff or legal administrators at the Provincial Approval Section via an email sent to the applicant.

Document Upload functionality is not a substitute for submitting changes to an Application Supplement where there is a change of purpose/activity description or boundary to the plan. In such circumstances, submitting an amendment transaction using the Amendment module is appropriate – where a new Application Supplement will have to be created.



The screenshot shows a web interface for the Electronic Disposition System (EDS). At the top, a breadcrumb trail reads: "Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Upload Document/Attachment". Below this, there is a search form. A blue circle with the number "4" is positioned above the "Activity Number:" label. The input field contains the text "PLA177005" and has a small "x" icon to its right. To the right of the input field is a "Search" button. Below the input field is a large empty rectangular box, with a blue circle containing the number "5" positioned above it. At the bottom left of the form area, there are "Back" and "Next" buttons.

**Figure 6 – Querying the Activity Number the edited Application supplement is linked to**

4. Enter the Activity number.
5. Click on the Search button.

The Applicant/Disposition Holder's name and Purpose/Activity description will be displayed next.

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Upload Document/Attachment

Activity Number:

Applicant/Disposition Holder : PENN WEST PETROLEUM LTD.  
 Purpose/Activity : Pipeline - PNG / OS Pipeline

Update Existing Document	
Document Type	Upload New Document
Application Supplement	<input type="button" value="Browse..."/> 6

Back Next 7

**Figure 7 – Attaching the revised Application Supplement**

6. Click on the Browse button, selecting the Application Supplement saved in Step 3. Only **PDF files** are recongizable file types to be uploaded.
7. Click on Next.
8. On the next page will be the Terms of Use and Disclaimer text, click on 'I Agree and Submit' to submit the revised application supplement to the department.

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Upload Document/Attachment

**Terms of Use and Disclaimer**

Alberta Environment and Parks (AEP)/Alberta Energy Regulator (AER) are providing this Web site to enable the electronic submission of aboriginal consultation requests and documents that are required for the decision of Adequacy. Dispositions being applied for under the Public Lands Administration Regulation (PLAR) will only be considered if consultation has been assessed and a decision has been rendered for those proposed activities, as required under the "AEP Lands and Forestry First Nations Consultation - Operating Procedures - May 4, 2011".

By submitting information through this Web site you agree that you:

1. Are a valid EDS Client or Authorized User given authorization by the company's Site Administrator.
2. Consent to the terms and conditions set out below.
3. Understand that this Web site supports the request and issuance of File Number for Consultation (FNC) numbers and facilitates the submission of associated consultation documents that are specified in AEP's "AEP Lands and Forestry First Nations Consultation - Operating Procedures - May 4, 2011".
4. Agree that the information being submitted is accurate and not falsified in any manner. The information that you submit, as well as the time at which it is submitted, will be used by Regulatory Body and the reviewer to assess pre-consultation requirements and adequacy prior to your application for a formal disposition.
5. Through the amalgamation of any company, which initiated the inheritance of File Number for Consultation (FNC) Case files, FNC activities and decisions as granted by Alberta Environment and Parks/Alberta Energy Regulator, I do acknowledge that through the continued use and submission of any FNC number for disposition application, that I as the applying company do assume any commitments made by us or the prior company we have amalgamated.

The Regulatory Body has the ability to suspend or cancel any disposition based on the omission or submission of erroneous information by the client used by AEP/AER in its decision making as per PLAR 26(1)(c).

The Regulatory Body will not be responsible for any damages you or any third party might suffer or suffers as a result of the submission of information through this Web site.

Personal information required for this form is collected in accordance with Section 33(a)(c) of the Freedom of Information and Protection of Privacy Act (FOIP Act) and Section 5 of the Public Lands Act and Section 6 of the Public Lands Administration Regulation. The personal information collected will be used to correspond with the applicant regarding their application. Should you require further information about the collection or use of your personal information, contact FOIP at (780) 427-4429.

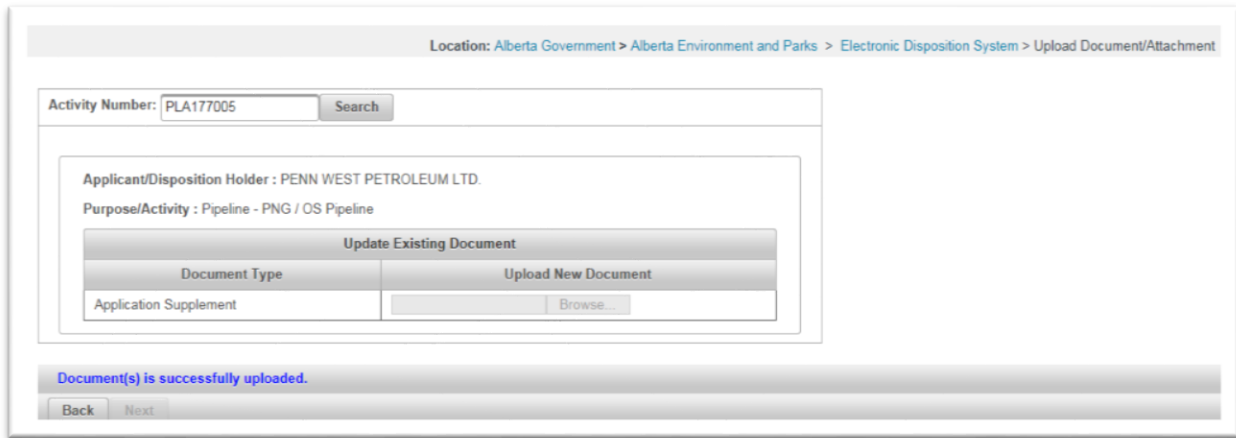
Documents or information provided to Alberta Environment and Parks/Alberta Energy Regulator pursuant to Section 15(1)(a) of the Water (Ministerial) Regulation are public records which are accessible by the public.

The Crown claims ownership of the bed and shore of all permanent and naturally occurring bodies under Section 3(1) of the **Public Lands Act**. A License of Occupation under the **Public Lands Act** is required for permanent occupation of public land.

Back I Agree and Submit 8

**Figure 8 – Terms of Use and Disclaimer text**

Upon submitting, a confirmation window is displayed with the text saying the Document is successfully uploaded.



**Figure 9 – Edited Application Supplement attached through Document Upload successfully uploaded**

At this juncture, the document upload feature is disabled for the activity number queried earlier as the application supplement has been locked from receiving revisions linked to the activity number. The status for the application supplement uploaded is also changed to 'Submitted' as seen from the Application Supplement homepage.

To utilise this feature to submit an amended application supplement, you will have to be contacted by email saying an amended application supplement is required.

# 3 Troubleshooting Document Upload Error Messages

Some error messages may be encountered when uploading a revised application supplement using the Document Upload module.

## 3.1 Invalid File Type Upload

PDF is the recognized file type, that should be uploaded using the Document Upload feature. Any other file type uploaded will result in the error message shown below.

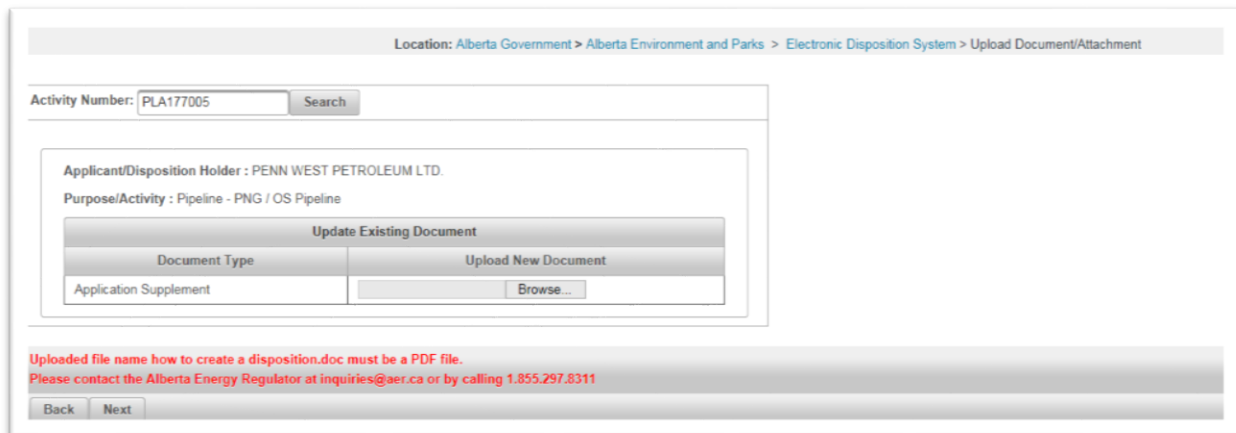


Figure 10 – Error message showing invalid file type being uploaded

To resolve this, make sure the attached file is in PDF format and contains the revised application supplement data.

## 3.2 Most current version of Application Supplement not uploaded

For a revised Application Supplement to be accepted through the Document Upload module, the most current version of the edited supplement **must be** attached. An error message shown below is displayed when the supplement attached is not the most current version.

Update Existing Document	
Document Type	Upload New Document
Application Supplement	<input type="button" value="Browse..."/>

The attached supplement is not the most current version.  
Please contact the Alberta Energy Regulator at [inquiries@aer.ca](mailto:inquiries@aer.ca) or by calling 1.855.297.8311

Figure 11 – Attached Supplement not being the current version

To rectify this error, go back to the Application Supplement homepage and click on Download PDF icon to download and save the most current version of the Application Supplement to be uploaded through the Document Upload module, that is linked to the activity number queried in the figure above.

## 3.3 Activity Number is not in a valid state

According to the Document Upload validations, you can only upload a revised application supplement through the Document Upload module for an activity number that is active and not cancelled.

The error message similar to the one below is displayed when you are attempting to upload a revised application supplement through the Document Upload where the activity number is cancelled.



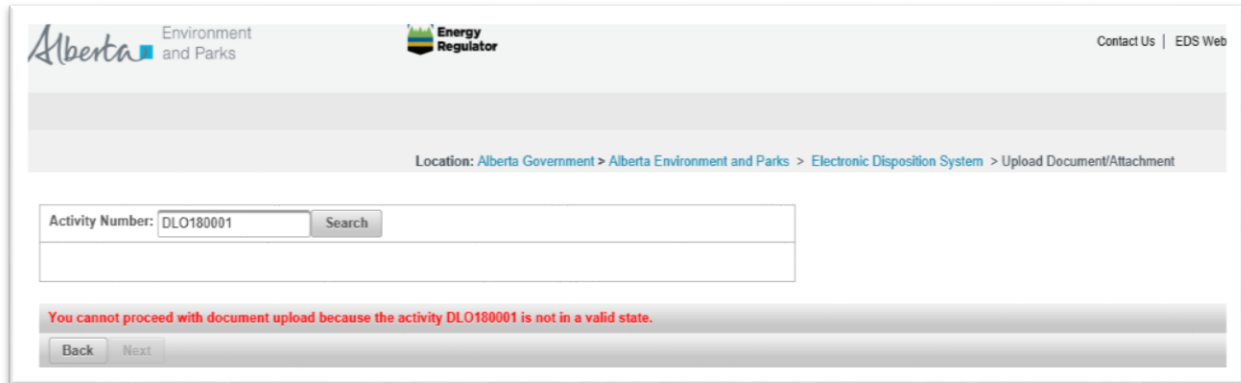


Figure 12 - Activity is not in a valid state

To have us investigate this, simply contact

- [EDS Support team](#)

### 3.4 Disposition does not exist

A revised Application Supplement can only be submitted through the Document Upload module for a valid disposition type which exists in the EDS database.



Figure 13 - Disposition does not match allowed types

To resolve this error message, ensure the activity number typed in the field is a valid activity number that was issued by the department when you submitted your Application/Amendment transaction electronically through EDS.

### 3.5 Unable to attach a revised Application Supplement

If the Browse button is missing from the Document Upload interface, this means the Application Supplement hasn't been unlocked by the legal administrators.

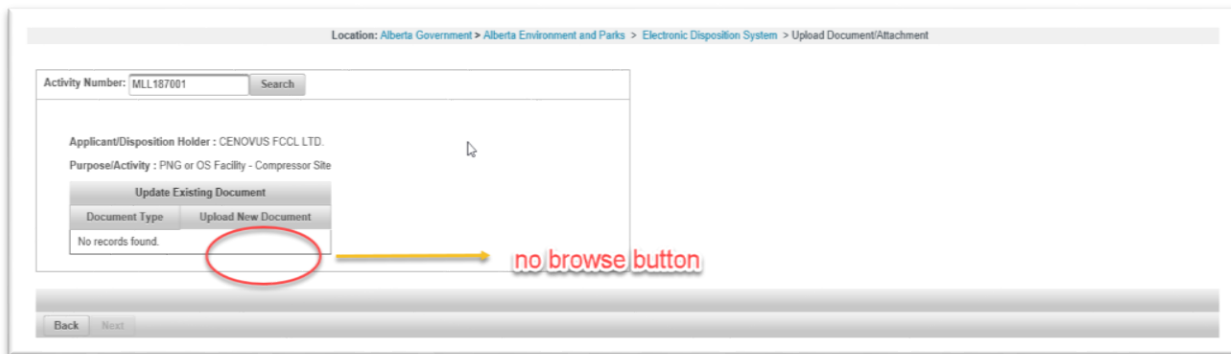


Figure 14 - No browse button to upload revised supplement

If you have been informed by the regional office a revised supplement is to be submitted through the Document Upload module and the browse button is missing, please contact EDS Support so we can relay this to the legal administrators for the supplement to be unlocked.

## 3.6 Application Supplement attached is not associated with the activity

This error highlights that the version of an Application Supplement attached via the Document Upload module is not linked to the Activity Number queried in the Document Upload module.



The screenshot shows a web interface for document upload. At the top, the breadcrumb path is: LOCATION: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Upload Documents/Attachment. Below this, there is a search bar with 'Activity Number: MLL187001' and a 'Search' button. The main content area displays: Applicant/Disposition Holder : CENOVUS FCCL LTD. Purpose/Activity : PNG or OS Facility - Compressor Site. There are two buttons: 'Update Existing Document' and 'Upload New Document'. Under 'Upload New Document', there is a table with 'Document Type' as 'Application Supplement' and a 'Browse...' button. At the bottom, a red error message states: 'The Application Supplement attached with number AS2018000599 is not associated with this activity MLL187001. Please contact the Alberta Energy Regulator at inquiries@aer.ca or by calling 1.855.297.8311'. Navigation buttons 'Back' and 'Next' are at the very bottom.

**Figure 15 - Application Supplement attached not linked to Activity Number**

To rectify this error message, you must submit an edited version of the Application Supplement linked to the activity number. Kindly refer to

- [Quick Start: How do I submit an amended Application Supplement using the Document Upload module in EDS](#)

## 3.7 You are not authorized to upload documents

Data supplied on an Application Supplement form contains industry's standard sensitive information. For this reason, land agents or anyone required to upload a revised Application Supplement through the Document Upload module must have their EDS Account profiles provisioned to submit applications on behalf of the Client ID linked to the Activity number generated, that holds the Application Supplement form.



**Figure 16 - You are not authorized to upload documents**

You will need to contact EDS Support to have us provision your Account profile so you are able to submit revised supplements for the Client ID linked to the Activity number. A Consent form will also need to be requested from the individual or authorizing Manager of the company you are representing as a land agent. The EDS Support staff member will communicate this to you once your account profile has been edited to grant the required access to the client id.