



# Electronic Disposition System

No Entry

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User Guide

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For more information regarding this content visit: <https://www.alberta.ca/electronic-disposition-system-overview.aspx>

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# No Entry Overview

A proof of non-entry must be submitted if the disposition site has not been entered and the disposition holder wishes to cancel the disposition prior to expiration.

## Please Note:

Once you submit a no entry it cannot be reversed.

## Upload Documents Requirements

All documents submitted to the department 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 & white      300 dpi
- Colour                150 dpi

File names must not contain spaces. Use of special characters such as \*, -, (, ), @, % or \$ are not allowed.

## Pre-Requisites

- Valid Client Id must match Client ID for the Activity.
- Disposition must not be in application status, and cannot be cancelled.
- Disposition must not have a Reclamation Certificate.
- Cannot submit a no entry if disposition has a Site entry or a Long Term Document.
- You cannot submit more than 7 dispositions per No Entry transaction.
- The No Entry application date must be within 6 months of the site entry deadline.
- You cannot submit a partial no-entry, only full no-entries are accepted.
- You must have one key land ATS, or PBL to verify the Activity Number.

## Use Restrictions

- Allowable disposition types for No Entry submissions are DLO, DML, DMS, DPI, DPL, EZE, LOC, MLL, MSL, LOC, PIL, PLA, REA, REC, RVC, SME, SML and VCE purposes.
- One No Entry for each disposition only.
- Clients and stakeholders involved must be active and registered in LSAS.

# How to Submit a No Entry

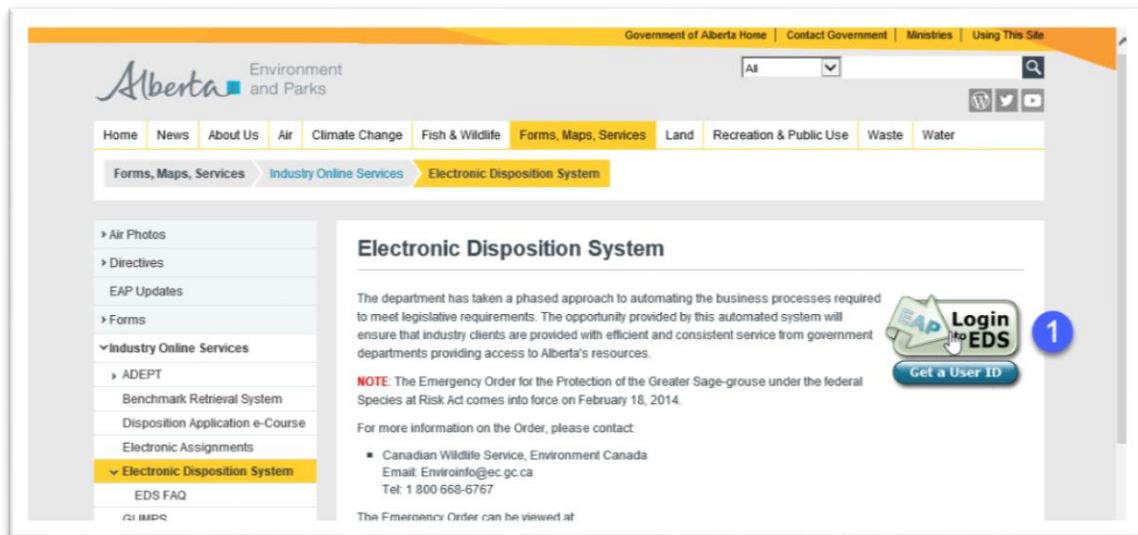
This section illustrates the basic steps involved in submitting a No Entry using the Electronic Disposition System (EDS).

## Logging into EDS

You can access the No Entry Module through the Electronic Disposition System

- [Electronic Disposition System](#)

Login to EDS by clicking the “Login to EDS” icon as shown below:



**Figure 1 - Electronic Disposition System Link**

After clicking the “Login to EDS” icon (1) you will be directed to the SecureXNET landing page as shown in Figure 2.





**Figure 2 - SecureXNET Landing Page**

To log into SecureXNET click on the **Electronic Disposition System** link. You will be directed to another window where you will enter your secureXNET username and password.



**Figure 3 - SecureXNET Login**

Select **GoA Client** as Account Type. Click on the **Login** button to proceed to the EDS homepage. Once you log into EDS you will see the main EDS screen.

# Accessing the Disposition Maintenance Module

The **No Entry Submissions Module (2)** is located within the **Disposition Maintenance Module (1)** as shown in Figure 3.



Figure 4 - EDS Main Menu

- 1 Click **Disposition Maintenance (1)** to open Disposition Maintenance modules menu
- 2 Select **No Entry Submissions (2)** module

## Client and Disposition Information

Once you are into the **No Entry Submissions Module** you can begin entering in your no entry information.

The screenshot shows the Alberta Environment and Parks website interface. At the top, there are logos for Alberta Environment and Parks and Alberta Energy Regulator. Navigation links include Contact Us, EDS Website, Help, Logout, and a search bar. The breadcrumb trail indicates the current location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Site No Entry.

The main form area is titled "Please enter an Applicant ClientID and corresponding Disposition Number(s)". It contains an "Applicant ClientID" input field with the value "8084944001" and a "Disposition Number(s)" table with 7 rows. The first row of the table contains the value "DLO187023". Below the table are "Cancel" and "Next" buttons. A warning message is displayed below the form: "Warning: Please refrain from using the Browser 'Back', 'Forward', 'Refresh(F5)' function or 'Enter' key while using the Application." At the bottom, there are links for "Alberta Environment and Parks | Search | Contact Us | Report a Problem | Privacy Statement" and a statement: "The user agrees to the terms and conditions set out in the Copyright and Disclaimer statement."

**Figure 5 - Enter Client ID and Disposition Number(s)**

1. Enter the Client ID that is associated with the dispositions for which you are completing a No Entry.
2. Enter your disposition number(s). You can submit up to a maximum of 7 disposition numbers.
3. Click **"Next"** to continue.

## Disposition Verification Land Key Entry Page

Government of Alberta Home | Using This Site | Services | Contact Us

Alberta Environment and Parks | Alberta Energy Regulator

Contact Us | EDS Website | Help | Logout | Search AEP at: <http://aep.alberta.ca>

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Site No Entry

**NO ENTRY is defined as: A site that was not constructed and no disturbance has taken place. This site was entered for survey purposes only or not at all.**

Contact:	Pennoyer, Theresa	Applicant:	YAP, SHARON
Company:	YAP, SHARON	ClientID:	8060811001
Address:	9915 100 ST FLOOR 2	Address:	9915 100 ST FLOOR 2
City:	EDMONTON	City:	EDMONTON
Province:	Alberta	Province/State:	Alberta
Postal Code:	TSK 2G8	Postal/Zip:	TSK 2G8
Country:	CANADA	Country:	CANADA
Email Address: *	<input type="text" value="Theresa.Pennoyer@gov.ab.ca"/>		
Phone Number: *	<input type="text" value="(780)643-1856"/>		
Fax Number:	<input type="text" value="(780)643-6888"/>		

For verification purpose, please enter only one key land, ATS or PBL

Activity Number	ATS Land						PBL Land				Date of Site Visit	Applicant File Number	Contact File Number
	Qtr	Sec	Twp	Rge	Mer	Subdivision	Plan	Block	Lot				
DLO187007	NW	9	14	4	4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2018-04-24	<input type="text"/>	<input type="text"/>	

Remarks:   
1824 characters remaining

Cancel Back **Next**

**Warning: Please refrain from using the Browser "Back", "Forward", "Refresh(F5)" function or "Enter" key while using the Application.**

Alberta Environment and Parks | Search | Contact Us | Report a Problem | Privacy Statement  
The user agrees to the terms and conditions set out in the Copyright and Disclaimer statement.  
© 1995 - 2018 Government of Alberta

Apr 24, 2018 01:08:28PM  
build date: Apr 12, 2018 10:40:43AM

**Figure 6 - Site Verification**

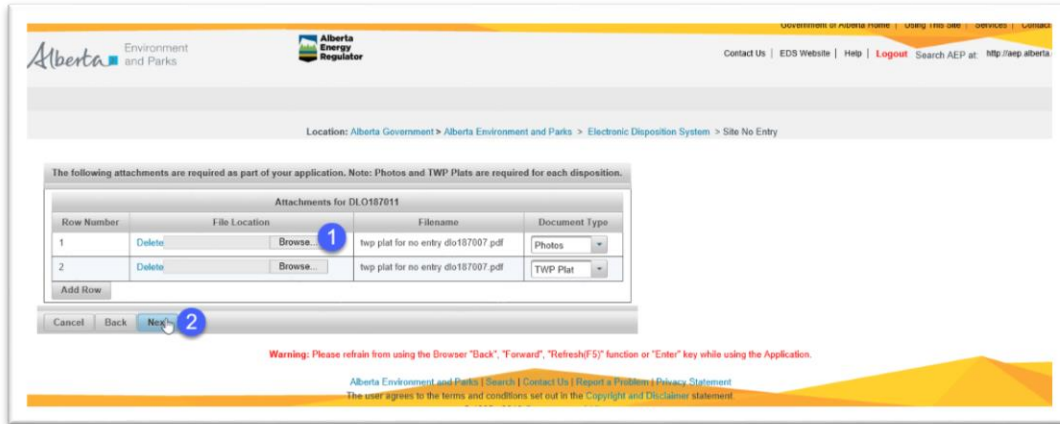
After you click “**Next**” you will need to enter in more information to verify your disposition number.

1. You must enter in one key land location either an **ATS** OR a **PBL**
2. Enter the **Date of Site Visit** for each activity number you entered.
3. Once you have finished keying in the information click “**Next**” to continue.

**Note:** that the other editable fields in this form are optional. However, be sure that you verify that the email address and phone number are up to date, as the e-mail address in this Email Address field will be where your copy of the No Entry form is sent.

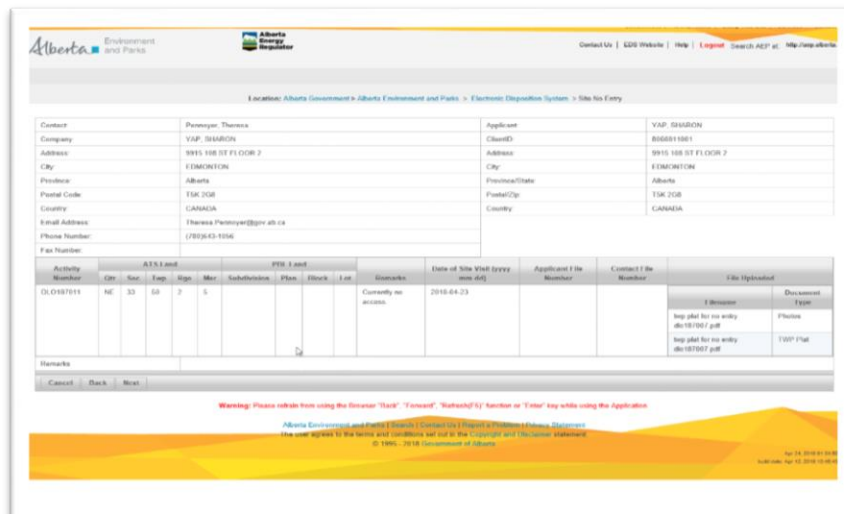
# Uploading Supporting Documents

The next page allows you to select your files for upload in support of your No Entry Submission. Your Document Type must be either a PDF or a TIFF file. Refer to Section 2.1 for document specifications.



**Figure 7 - Upload Supporting Documents**

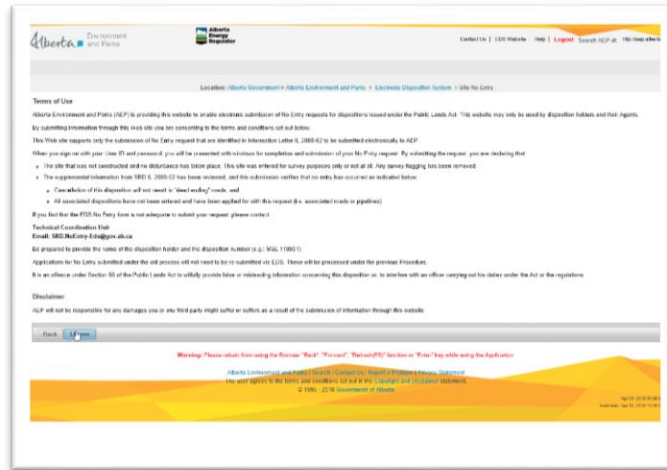
1. Select the files you would like to upload by clicking “Browse”
2. Once you have selected your files click “Next” to proceed.
3. No Entry Confirmation Page
4. Once you click “Next” you will be brought to a summary page (Figure 8). Verify the information you entered is correct and click “Next”.



**Figure 8 - Summary Page**

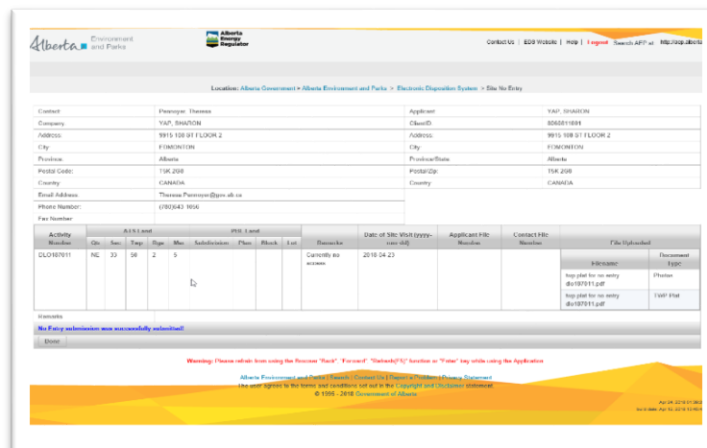
# Agreeing with the "Terms of Use and Disclaimer".

You will then see the Terms of Use page. Read the terms of use and disclaimer and if you agree click **"I Agree"** to submit your No Entry.



**Figure 9 - Terms of Use**

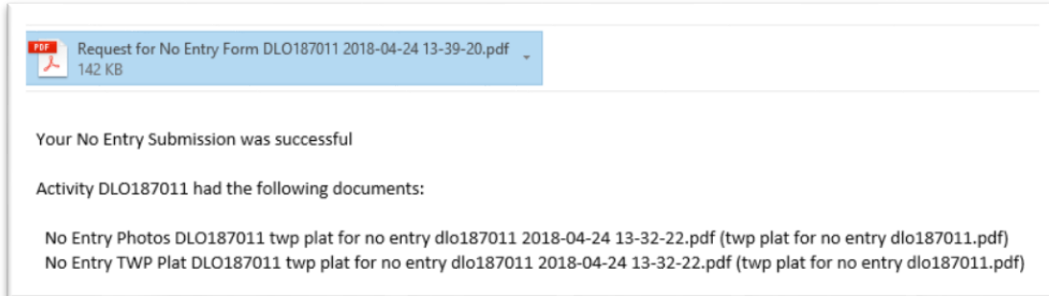
Once your Site No Entry has been submitted you will see a summary page with blue text at the bottom that reads **"No Entry submission was successfully submitted"**



**Figure 10 - No Entry Success Page**

Once your Site No Entry has been submitted you will see a summary page with blue text at the bottom that reads **"No Entry submission was successfully submitted"**

You will also receive an e-mail that has attached a form for each disposition for which you supplied a no entry. (Figure 10)



**Figure 11 - Sample E-mail for No Entry with 1 Disposition**

Qtr/LS	Sec	Twp	Rge	Mer	Subdivision Plan	Block	Lot
NE	33	50	2	5			

**Figure 12 - Sample No Entry PDF Form**

# Troubleshooting

Errors in this module display at the bottom of the page above the button bar as shown below.

Government of Alberta Home | Using this site | Services | Contact Us | EDS Website | Help | Logout | Search AEP at: <http://aep.alberta.ca>

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Site No Entry

Please enter an Applicant ClientID and corresponding Disposition Number(s)

Applicant ClientID: 8084944001

Disposition Number(s)
1
2
3
4
5
6
7

At least 1 Disposition # is required. 1

Cancel Next

Warning: Please refrain from using the Browser "Back", "Forward", "Refresh(F5)" function or "Enter" key while using the Application.

Alberta Environment and Parks | Search | Contact Us | Report a Problem | Privacy Statement  
The user agrees to the terms and conditions set out in the Copyright and Disclaimer statement  
© 1995 - 2018 Government of Alberta

May 14, 2018 11:18:38  
build date: Apr 12, 2018 10:45:43

Figure 13 - Error Messages

## Common Errors and Messages

### **“The Client ID 8012211001 does not match the client id for DLO160207”**

- This error indicates that the client ID entered and the Client ID used to create DLO160207 is not the same. The client ID you enter on this screen must correspond to the client ID on the disposition.

### **“Error found at Application on row 1: Disposition DLO0990063 has a status of the “In Use” under the Industrial Inspections tab”**

- This error indicates that the disposition has been entered upon.



**“Error found at Disposition DLO0160207: At least one of each document type (Photos, TWP Plat) must be uploaded.”**

- This error is a result of attempting to submit only one of the two required files to support your No Entry submission.
- This error could also be a result of trying to upload the wrong type of file. The file must be either a .tiff file or a .pdf file. See Section 2.1 for more information concerning file specifications.

**“Found Error: on Row EZE120014 Date of Site Visit: Validation Error: Value is required”**

- Indicates that the site visit date is blank. You must enter the date of site visit.

**“Error found at ATS on Row EZE120014: Please verify and re-enter.”**

- This indicates that there is something missing or incorrect with the land location you entered that corresponds with your disposition.