

## Public Lands Application Process – Supplements Frequently Asked Questions (FAQs)

With the new Public Lands Disposition Application Requirements, taking effect on April 28, 2017, Environment and Parks (AEP) has created the following FAQs to assist with the transition of creating a supplement within the Electronic Disposition System (EDS).

### 1. What do I need to access and complete a supplement form?

You will need to have an EDS account to create a supplement. If you are employed by a company, the company should already have a client ID that your EDS account will be associated with. If you are a land agent or consultant that works independently or for multiple companies, you will need to obtain an EDS account. Please contact EDS Support at the email below to obtain an EDS account.

- [EDS.Support@gov.ab.ca](mailto:EDS.Support@gov.ab.ca)

### 2. Can multiple users access the same supplements created and saved within the Electronic Disposition System (EDS)?

Yes, multiple users will be able to access the same supplements. However, only those with an EDS account associated with the same client ID will be able to access those supplements.

Only one user at a time will be able to access and edit a supplement.

**Example:** Dave, Ashley, Corey, Steve, and Julie all work for Company A. Company A has a client ID of 111-1111-111. Since all five of them work for Company A, they all have an EDS account associated with the client ID of 111-1111-11. They all have the ability to view, edit, and save the same supplement but not simultaneously.

### 3. I am a land agent who prepares and submits supplements for multiple clients. Will I be able to generate multiple supplements within EDS for all of my clients?

Yes, using your own EDS account, multiple supplements can be created within EDS for your different clients. The supplement does not form part of the application until it is attached to an application as part of the application submission process. You can create and save the supplement as a pdf and email it to your client.

As multiple supplements can be created, it is a good idea to enter in a project name or a unique identifier to identify which supplement will be attached to which application for which client.

#### **4. How can I facilitate the collection of information by numerous users into a supplement form?**

There is no limit to how many supplements can be created. You are able to create and complete “Dummy” supplements. Screen shots of the completed “Dummy” supplements can be sent via email to whoever is collating the supplement information.

Due to the configuration of EDS and the dynamic supplement forms, you will not be able to print off a blank form.

#### **5. If I am a land agent who has been asked to review and edit specific sections of multiple supplements for multiple clients, how can I do this?**

Request the clients provide you with either a screenshot of the supplement questions, or to copy and paste the supplement questions into a Word document for you. Once you have reviewed and edited the supplement questions you may email them to your client.

The Instructions for the Completion of EDS Supplements for Formal Disposition Applications Manual is available by searching the Environment and Parks website. This manual is available to help you answer questions.

- [Environment and Parks](#)

#### **6. What does it mean when I click submit and receive my supplement number?**

Receiving a supplement number only means that a supplement has been generated for a specific disposition type and is now complete. The supplement still needs to be attached to the application as a pdf. EDS will validate the supplement at time of submission for all applications submitted entirely through EDS.

**Note:** A supplement is not reviewed or seen by AEP until it is attached to an application for a disposition and submitted through EDS.

#### **7. Who can see and modify the supplements I have created?**

If you are an individual and you have not assigned anyone to work under your EDS account, only you will be able to see those supplements. If you are employed by a company, anyone with an EDS account associated with your company’s client ID will be able to see and modify those supplements.