

# An Organization Wishes to Disable a Stakeholder



For assistance while working through this document, please call Client Support Services at 1-800-567-4224 or e-mail [centre.inquiry@gov.sk.ca](mailto:centre.inquiry@gov.sk.ca)

**Please Note:** You will require Stakeholder Administrator rights to complete this process.

The Stakeholder Administrator is responsible for managing the individuals, including employees, consultants, organization administrators, project administrators, and fellow stakeholder administrators who will be interacting with the business portal on behalf of the business they are representing. This responsibility includes:

- Inviting employees/consultants to register as a member of the organization;
- Associating the appropriate stakeholder role; and
- Updating/disabling user account access.

### Secure Login

**Email Address**

  
**Password**

Not registered yet?

**The system will automatically log you out after 30 minutes of inactivity.**

**As you work through a submission, the information you input is saved everytime you click Next.**

### Login

Login using the following link:  
<https://envrbrportal.crm.saskatchewan.ca/login/>

The email address and password will be the one you registered with.

If you have not registered, please refer to the **Registering as an Individual** user guide.

Click the **Sign-In** button once the information is filled in

Environment Business Services

Help

## Select User Profile

Please select which identity you would like to assume for this session.

You can change this at a later time by selecting **Manage Business Profile** from the menu on the top right of any page within this application.

Individual (Myself)  
 John Doe Construction - Organization Administrator  
 John Doe Construction - Stakeholder Administrator  
 John Doe Construction - Project Administrator

Select Identity

### Change User Profile

Click the radio button  
**Organization Name – Stakeholder Administrator.**

Click **Select Identity.**

Environment Business Services

Help

## Manage Stakeholders

### Instructions (click to expand)

### John Doe Construction

Jones, M

- Consultant (disable)
- add stakeholder role

Doe, John

- Organization Administrator (disable)
- Stakeholder Administrator (disable)
- Project Administrator (disable)
- Employee (disable)
- Qualified Person (disable)
- add stakeholder role

hide disabled records

Invite Stakeholder

Return

### Disable a Stakeholder

On this page you will see all of your Stakeholders and their Roles.

To deactivate a stakeholder, click **disable** next to the role you wish to disable.

Environment Business Services

Help

## Manage Stakeholders

Instructions (click to expand)

### John Doe Construction

Jones, M

- add stakeholder role

Doe, John

- Organization Administrator (disable)
- Stakeholder Administrator (disable)
- Project Administrator (disable)
- Employee (disable)
- Qualified Person (disable)
- add stakeholder role

hide disabled records

Invite Stakeholder

Return

You will notice that after you clicked on disable, the role will disappear.

If you do not want to see previously disabled stakeholder roles, click **Hide Disabled Records**.