

Ministry of Environment | Online Service

Creation and Registration of Parent and Child Organizations



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

This guide is only for people who have already set up an individual account. If you have not created an individual account, please refer to the *Registering as an Individual* user guide.

The purpose of this guide is to help you register an organization with the ministry. Creating an organization will allow you and other individuals of the organization to do business online with the ministry on behalf of the organization. In order to complete this process you will need a personal account and details of the organization (e.g. name, address, phone number, city). You will also need to know if you are creating an organization for the first time, creating an additional independent organization, or creating affiliate organizations.

Secure Login

Email Address

Password

Sign-In **Forgot Your Password?**

Not registered yet? **Create an Individual Profile**

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
- John Doe Construction - Employee
- John Doe Construction - Qualified Person

Select Identity Register Organization

Adding Affiliate Organizations

To create affiliate or parent-child organizations, register each in a hierarchical manner.

Begin with the highest level of the organization.

Select the **Organization Administrator** role by clicking the radio button next to the administrator.

Click **Select Identity**.

Manage Organization

To change or update the details of your *Organization*, please change the information accordingly in the form below.

When you have finished, press the *Update* button to save your changes.

If you do not have any changes to make, please [return to the previous page](#).

Organization

Organization Name

John Doe Construction

Legal Business Name

John Doe Construction

Manage Organization

The Manage Organization page opens. This page contains all the details about your existing organization.

Update

Register Child Organization Return

Click **Register Child Organization** at the bottom of the page.

Register Organization

Please enter the details for the organization you wish to register with the Ministry into the form below.

When you have completed entering the information, press the *Register* button at the bottom of the form.

Parent Organization: John Doe Construction (John Doe Construction)

Note: This organization will be registered as a child organization of John Doe Construction. If wish to register this organization without a parent, please use the following link: [Create Organization](#).

Organization

Organization Name*

Legal Business Name*

Register Child Organization

Fill out all the required fields within the registration form.

Required fields include:

- Organization Name
- Legal Business Name
- Email Address
- Main Phone
- Address
- City
- Country
- Province
- Postal / Zip Code

Register Child Organization

Note: By pressing this button, you are requesting to register this organization as a child organization of John Doe Construction. If this is incorrect, please follow the instructions at the top of the page.

Once you have completed the form, select the **Register Child Organization**.

Environment Business Services

[Help](#)

Register Organization

Parent Organization: John Doe Construction (John Doe Construction)

Note: This organization will be registered as a child organization of John Doe Construction. If wish to register this organization without a parent, please use the following link: [Create Organization](#).

The organization was successfully created and submitted to the Ministry for review. You will receive a confirmation email containing additional information within the next hour.

[Return](#)

Note: By pressing this button, you are requesting to register this organization as a child organization of John Doe Construction. If this is incorrect, please follow the instructions at the top of the page.

Confirmation

A confirmation screen will appear showing you that the child organization has been registered.

Before you can begin to make submissions to the Ministry of Environment, a representative of the Ministry will verify your organization and notify you when that has happened.

The organization you registered, John Doe Construction - Saskatoon, has been successfully submitted for verification. A ministry employee will review the submitted information and, once the organization has been verified, a confirmation message will be sent.

CONFIDENTIALITY NOTICE: This e-mail was intended for a specific recipient. It may contain information that is privileged, confidential or exempt from disclosure. Privilege and confidentiality is not waived. If the reader is not the intended recipient, use or distribution of this information is prohibited. If you have received this communication in error, please notify the sender by telephone or return e-mail and delete or destroy all copies of the message.

Please consider the environment before printing this email

You will be sent an e-mail with the following information:

A ministry employee will review your organization information and will approve the organization if the information provided is correct.

You will receive an email when the organization is approved/verified.

Select **Return**.

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
- John Doe Construction - Employee
- John Doe Construction - Qualified Person
- Jonny's Construction - Organization Administrator
- Jonny's Construction - Stakeholder Administrator
- Jonny's Construction - Project Administrator

Select Identity Register Organization

The first time you login after your Child Organization has been approved, you will notice a few new “roles” associated with your account and the multiple organizations.

For information on these roles please refer to the user guides named:

- Project Administrator
- Stakeholder Administrator
- Organization Administrator

For basic navigation help on online services, please refer to the **Navigation** guide.