

# Ministry of Environment | Online Service

## Individual Submitting on Behalf of Multiple 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](mailto:centre.inquiry@gov.sk.ca)

This guide is 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 for individuals who are submitting on behalf of multiple organizations.

IE: A Consultant or Qualified Person who is submitting on behalf of Company A, then Company B, and then for Company C.

### Login

Login using the following link:

<https://envrbrportal.crm.saskatchewan.ca/login/>

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

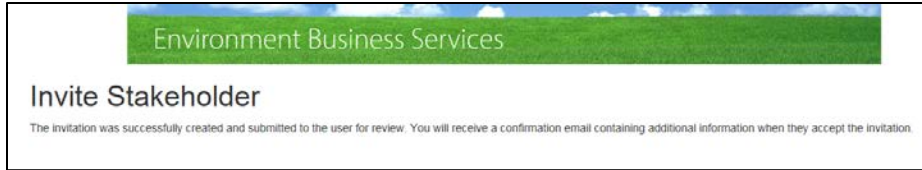
If you have not registered, please refer to the **Registering as an Individual** user guide.

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

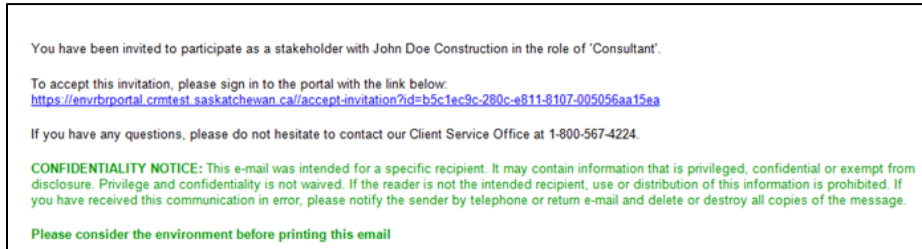
### Select User Profile

This page will show your stakeholder roles.

If you do not see the Organization that you want to submit on behalf of, then you need to contact that Organization and request they invite you to submit on their behalf.



The Organization will follow the steps in the *Stakeholder Administrator* user guide, and will send you an invitation.



The Organization will see this alert after they've sent you the invite.

Once the Organization invites you, you will receive this email.

Click on the link and sign into your portal account.



When you log into your portal account, you will notice the additional role.

Example: “John Doe Construction – Consultant”

This role will not give you control over the Organization’s Portal profile. It will only allow access to submit on behalf of that Organization.

For instructions on making a submission, depending on submission type, please review the various guides available.