

A Summary of the Various Portal Roles

The purpose of this guide is to assist Portal users in understanding the various roles that individuals may have access to when using the Online Portal.

Please Note: When making submissions through the Portal, if you leave them in a saved status and want to return to the submission, you can only access submissions from the role you submitted them from.

When making submissions that will be associated to an Organization, it is best business practice to make submissions under the role of 'Employee'.

Example:

Depending on which Portal User Roles you have, you might be able to see all submissions associated with the Organization's Dashboard.

But, in order to access the portal submission and continue working through the submission process, you must be logged in under the same role that the submission was submitted under.

Scenario: You have multiple Portal User Roles. You submitted Transaction Number 1001010 under the "Employee" role and left the submission in a status of "Saved". You are now returning to finish making the submission. Because you started the submission under the "Employee" role you would have to choose "Employee" when signing-in so that you could access Transaction Number 1001010 and continue through the submission pages.

The following are brief summaries of the most commonly used Portal User Roles.

INDIVIDUAL

As an individual you can make submissions to the Ministry of Environment but they will only be associated to your Individual profile.

These submissions will not show up under on Organization's dashboard.

EMPLOYEE

The Employee is granted the authority to participate in, and interact with, applications for permissions and document submissions. This role allows the individual to create and submit an application on behalf of the organization. The submission will be associated, or linked to, the employee and the organization profiles.

Please note: It is best practice to make all submissions under the role of Employee when the submissions will be associated with an Organization.

CONSULTANT

The Consultant role allows a consultant to act on behalf of the organization. A consultant may be in a position where they are submitting on behalf of multiple organizations.

To review a step-by-step user guide, click [here](#).

QUALIFIED PERSONS

A Qualified Person can only apply for designation in the province or finalize submissions requiring a QP. They cannot do any day to day submissions under this user role.

There are multiple Portal User Guides pertaining the a Qualified Person available

- Frequently Asked Questions Regarding Qualified Persons Application, [here](#).
- Qualified Person Application, [here](#).
- Submitting a Qualified Person Certification Standard (QPCS), [here](#).

ORGANIZATION ADMINISTRATOR

The Organization Administrator is responsible for adding, updating, and removing organizations within the hierarchy. The Organizational Administrator is able to create child organizations.

To review a step-by-step user guide, click [here](#).

STAKEHOLDER ADMINISTRATOR

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.

To review a step-by-step user guide, click [here](#).

PROJECT ADMINISTRATOR

The Project Administrator is responsible for the creation, management and upkeep of projects within the organization. The Project Administrator can add or disable projects within their organization.

To review a step-by-step user guide, click [here](#).