

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)

The purpose of this guide is to provide information about the online submission process via the Ministry of Environment's online services website for registry in the Output Based Performance Standard (OBPS) Program.

The submission process is the same for individuals and those associated with an organization. However, the navigation to the submission page is different.

### 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.

### 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

[Select Identity](#) [Register Organization](#)

**Submission on Behalf of an Organization**

If you want to make a submission on behalf of your organization, select a user profile associated with the organization you would like to make a submission for.

Select the role **“Company Name– Employee”**

Click on **Select Identity**.

Environment Business Services

All In Progress Completed **New Submission**

You will be taken to your Dashboard.

Government Services

Doe, John - Stakeholder Administrator Logout

- John Doe Construction
- Manage Individual Profile
- Manage Business Profile
- Dashboard

**Note:** If you selected a role that has the word **Administrator** in it you will find your Dashboard by clicking the blue profile box and selecting **Dashboard** from the drop down menu.

Environment Business Service

All In Progress Completed **New Submission**

Show 10 entries

**New Submission**

Once on the dashboard, press the **New Submission**.

New Submission

Business Municipal Individual

- Client Support Services
- Climate Change
- Environment Assessment
- Fish & Wildlife Research
- Fisheries
- Forestry
- General
- Generic Training
- Hazardous Materials Storage
- Industrial
- Industrial Sewage Works
- Industrial Source (Air Quality)
- Industrial Waterworks
- Landfills
- Lands Branch

Business Municipal Individual

- Client Support Services
- Climate Change
- OBPS Registration
- Environment Assessment
- Fish & Wildlife Research
- Fisheries

The tabs on the top of the menu are Business / Municipal / Individual.

Select the one that matches who you are submitting as.

From the menu, select **Climate Change**, and then from the drop down select **OBPS Registration**.

Doe, John - Employee Logout

## Environment Business Services

Pre-fill Conditions	Application: Climate Change - OBPS Registration
Applicant Information	This form details the information to be submitted by any person or organization wishing to make a submission to the Ministry of Environment. Please use this form to make a submission for which a specialized form has not been developed.
Confirm Stakeholder Profile	
Review Individual Organization Profile	It is recommended that the user avoid the Back and Forward buttons on the browser navigation bar, as this may cause a system error.
Identify Project	Click the button below to start the application process.
Functional Unit Selection	<a href="#">Next</a>
Locations	
Attach General Document	
Pre-Submit Conditions	

You will be routed to the Application page.

Review the information and then click **Next**.



Doe, John - Employee    Logout

## Environment Business Services

Application: Climate Change - OBPS Registration    Transaction Number: 10028769

Pre-fill Conditions

Applicant Information

Confirm Stakeholder Profile

Review Individual Organization Profile

Identify Project

Functional Unit Selection

Locations

Attach General Document

Pre-Submit Conditions

Organization
Individual

### Organization

**Organization Name**

**Legal Business Name**

**Business Number**

**Industry**

**Phone**

**Other Phone**

**Fax**

**Address**

**Address Line 1 (e.g. Street address, P.O. box, RR no, etc.)**

**Address Line 2 (e.g. Apartment, suite, unit, building, floor, etc.)**

**Address Line 3**

**City**

**Country**

**Province / State**

**Postal / Zip Code**

**Other Province / State**

Previous
Next
Cancel

Review the information listed on the page and then click **Next**.

Doe, John - Employee    Logout

## Environment Business Services

Application: Climate Change - OBPS Registration    Transaction Number: 10028769

Pre-fill Conditions

Applicant Information

Confirm Stakeholder Profile

Review Individual Organization Profile

Identify Project

Functional Unit Selection

Locations

Attach General Document

Pre-Submit Conditions

Please select a project name:

Previous
Next
Cancel

If your Organization has a Project Administrator, and they've set up a project list you can pick the project from the drop down list.

If not, click **Next**.

Environment Business Services

Application: Climate Change - OBPS Registration    Transaction Number: 10028769

Your choice if made, has been preselected, please verify. If you have not made one, please select the Functional unit and permission now...\*

*If unsure which Functional Unit to submit to, select Client Support Services*

Climate Change

Submission description:\*  
OBPS Registration

Previous    Next    Cancel

For this submission type, confirm you've selected **Climate Change** and **OBPS Registration**.

Click **Next**.

Environment Business Services

Application: Climate Change - OBPS Registration    Transaction Number: 10028769

Please select your geographic location method based on the choices on the right side of the page. Once the location is entered, it will appear on the map. Alternatively, a narrative description of the location can be entered below.

Menu

- Basemap
- Search
  - Civic Address
  - Geographic Coordinates
  - UTM Coordinates
  - Land Description
  - Survey Plan
  - Parcel Number
  - River Lot
- Overview Map

Name	Description	Source

Narrative Description of Location

Previous    Next    Cancel

**Note:** You must have Internet Explorer 7 or higher to be able to use the mapping tool.

### Location

You can use the features in the menu along the left hand side to enter your location information.

Click **Next**.

Environment Business Services

Application: Climate Change - OBPS Registration    Transaction Number: 10028769

Please upload your document(s) using the form below.

**Please note:**The system will time out after 1 hour and document upload times will vary depending on your computer system, network access and the size of the file.

If any file exceeds the size of 2GB or if you are unable to upload your document due to time out issues, please contact 1-800-567-4224 or email [centre.inquiry@gov.sk.ca](mailto:centre.inquiry@gov.sk.ca)

Please select a file to submit.

Please provide a description for your file.

**OBPS Registration submissions must include:**

- Excel Registration Form
- Facility Boundary Map (as a pdf attachment)
- Proof of Authorized Official Status

**Attach Documents**

Any documents related to your submission are attached here.

To attach a document, click **Browse**. Select the file to be submitted and click **Open**.

Include a description of the file and then click **Submit File**.

**Note:** To upload more files please repeat process.

Click **Next**.

Once uploaded, your file will appear in under File Name / Description fields.

You can upload more files by repeating this process, delete files by clicking on the garbage can to the right of the file, or continue on to submit your submission.

Click **Next**.

Environment Business Services

Application: Climate Change - OBPS Registration    Transaction Number: 10028769

Please upload your document(s) using the form below.

**Please note:**The system will time out after 1 hour and document upload times will vary depending on your computer system, network access and the size of the file.

If any file exceeds the size of 2GB or if you are unable to upload your document due to time out issues, please contact 1-800-567-4224 or email [centre.inquiry@gov.sk.ca](mailto:centre.inquiry@gov.sk.ca)

File Name	Description
Generic Training Document.docx	Generic Training Document

Please select a file to submit.

Please provide a description for your file.

Have a Question? 1-800-567-4224

Environment Business Services

Application: Climate Change - OBPS Registration    Transaction Number: 10028769

Once the document is received by the Ministry, you will receive an email from the Ministry of Environment confirming receipt of your submission.  
I certify that the information I have provided in this application is true and accurate in every respect.

I accept these conditions.\*

Previous    Submit    Cancel

**Pre-Submit Conditions**  
Accept the conditions listed and click **Submit**.

Environment Business Services

Application: Climate Change - OBPS Registration    Transaction Number: 10028769

Have a Question?  
1-800-567-4224

**Application Submitted**

We have received your application. Please refer to the application number (displayed above) when inquiring about your application. If you have any additional questions or require additional information, please contact the Ministry at your convenience.

To see a list of your applications and their status, see the [Dashboard](#) page.

**Application Submitted**  
You will get an **Application Submitted** message.

To return to your dashboard click **Dashboard**.