

Ministry of Environment | Online Service Making a Submission



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

The purpose of this guide is to provide information about the online submission process via the Ministry of Environment's online services website. 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

Submission on Behalf of You, as an Individual

Select the **Individual (myself)** user profile.

Press **Select Identity** button.

Note: If you are not associated with an organization, you will be taken directly to the dashboard.

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

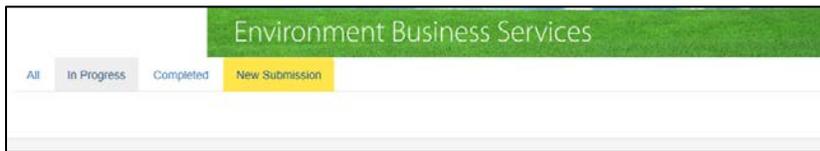
Select Identity

Register Organization

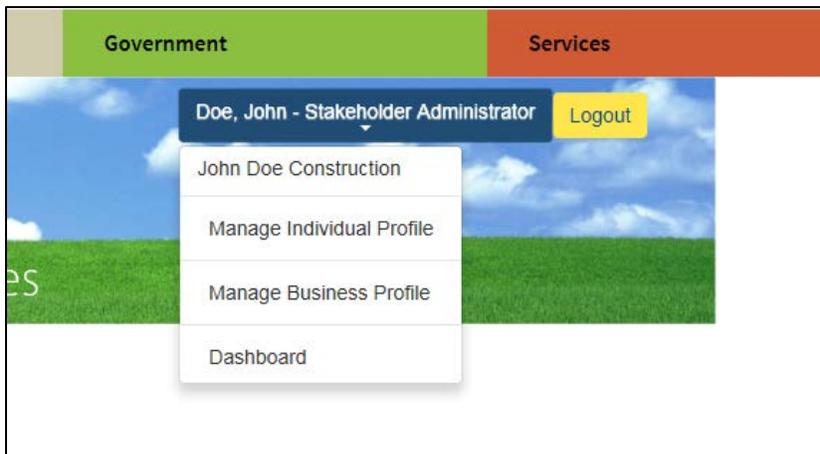
Submission on Behalf of an Organization

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.

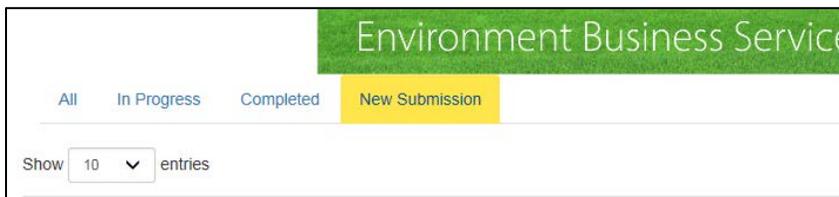
Press **Select Identity** button.



You will be taken to your Dashboard.



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



New Submission

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

Business	Municipal	Individual
Client Service Office		
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		
Landscape Stewardship		
Mining		
Qualified Person		
Spills / Impacted Sites		
Wildlife		

General
Environmental Performance Reports
Environmental Protection Plans
Event Reporting
Other
Project Proposal
Request for Authorization/Letter of Notification
Scheduled Reporting

Select one of the **Submissions Types** from the list.

Please note the tabs on the top (Business / Municipal / Individual) and select the one that matches who you are submitting as.

Once you have selected the corresponding **Tab** (Business/Municipal/Individual), you can now select from the menu items.

Each menu item heading will expand with a subsection of items to choose from.

Environment Business Services	
Pre-fill Conditions	Application: General - Other
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	It is recommended that the user avoid the Back and Forward buttons on the browser navigation bar, as this may cause a system error.
Review Individual Organization Profile	Click the button below to start the application process.
Identify Project	
Functional Unit Selection	Next
Locations	
Attach General Document	
Pre-Submit Conditions	

Once at the application page, follow the instructions on the application and provide required information where prompted.

Application: General - Other Transaction Number: 10027398

Please select a project name:

You can tie a submission to a specific project if desired.

If you are unaware of how to do so, please refer to the **Online Services – Project Administrator** guide

Application: General - Other Transaction Number: 10027398

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

Location

If you see this page during your submission, make sure to provide the address of the site you are submitting for.

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

Click **Next**.

Application: General - Other Transaction Number: 10027398

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

Please note: 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 100 MB, please contact the FTP Site Administrator at 1-800-567-4224. The representative will provide you with temporary access to this FTP site to submit these larger files.

If taking advantage of the FTP site, please include the transaction number in the name of the file(s) you are submitting through the FTP site. This will assist the representative of the Ministry of Environment in locating and routing the files appropriately.

Please select a file to submit.

Browse...

Please provide a description for your file.

Submit File

Previous
Next
Cancel

Attach Documents

Any documents related to your submission are attached here.

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

Click **Open**.

Include a description of the file.

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.

Application: General - Other Transaction Number: 10027398

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File Name	Description	
Making a Submission.pdf	Making a Submission	

Please select a file to submit.

Browse...

Please provide a description for your file.

Pre-Submit Conditions

Accept the conditions listed and press the **Submit** button.

Application: General - Other Transaction Number: 10027398

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

Application: General - Other

Transaction Number: 10027398

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.

Subject: Submission Number 10027398 - Received CRA00011264

The Ministry of Environment has received your submission of 'General' 'Other' and has forwarded it to the applicable Ministry branch for review. The submission number is 10027398. The Ministry will contact you if additional information is required, and will notify you when the approval process for this submission is complete. Go to the Dashboard once logged in to see a list of your submissions and their status.

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Please consider the environment before printing this email

You will also receive an e-mail confirming your submission.