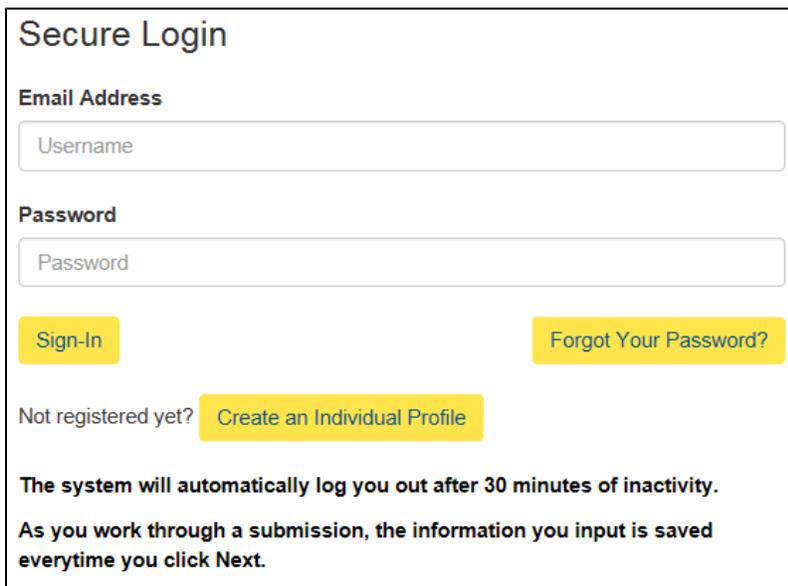


For assistance while working through this document, please call Client Support Services at 1-800-567-4224 or e-mail centre.inquiry@gov.sk.ca

The purpose of this guide is to help people become more familiar with navigating our online services site.



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.



Views

When you login to the online services website you will see two different views depending on if you are registered as an individual, and whether you are registered with or without organization connections.

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)**
- Janes Organization - Organization Administrator**
- Janes Organization - Stakeholder Administrator**
- Janes Organization - Project Administrator**

Select Identity

Register Organization

Individual

As an individual you will be sent directly to the dashboard. The dashboard will appear empty until you select the **New Submission** button, and make a submission as an individual.

If you need to be associated with an organization, you will have to find the “Stakeholder Administrator” for the organization in question, and ask them to invite you.

You can call 1-800-567-4224 to find out who that is.

Organization

If your account is associated with an organization, you will initially be sent to the page **Select User Profile**. Depending on which user profile you pick, you will be sent to a different page.

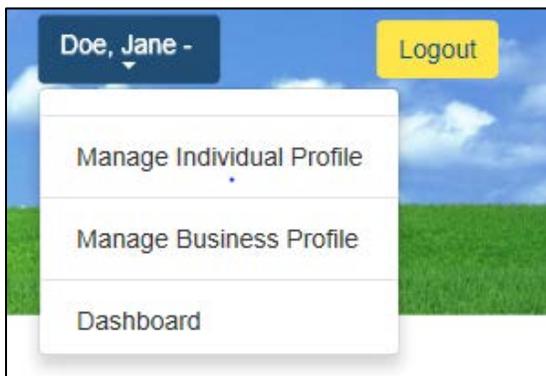
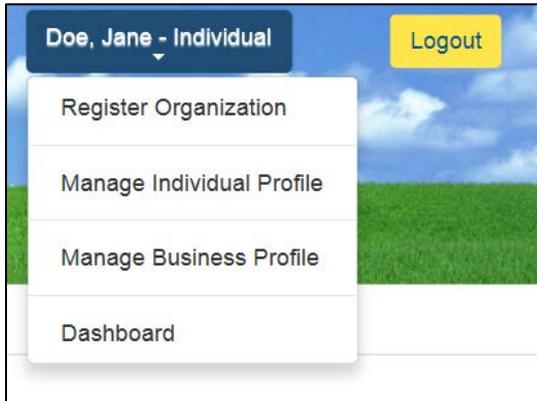
Most user profiles will direct you to the dashboard, but the following three have their own pages:

Organization Administrator
Stakeholder Administrator
Project Administrator

For more information on the three profiles, please review their user guides.

Menu Options

You will have menu options available at all times, to help you navigate around online services. The view will be different if you have an organization association, or if you don't.



Individual Menu Options

If you're not associated with an organization, there are five different buttons that you can select:

Logout: This will log you out of online services.

Register Organization: This will take you to a page where you can register an organization.

Manage Individual Profile: This will take you to a page where you can edit your individual information

Manage Business Profile: This will take you to your dashboard.

Dashboard: This will take you to your dashboard.

Organization Menu Options

If you are associated with an organization you will be given the following menu options. The menu box will indicate what organization you have selected and for what role. There are four buttons to select:

Logout: This will log you out of online services.

Manage Individual Profile: This will take you to a page where you can edit your individual information

Manage Business Profile: This will take you back to the Select User Profile page to change the current user profile selection.

Dashboard: This will take you to your dashboard
When you are on your



Dashboard page, if it appears to be empty, this is because you have not made any submissions to the ministry.

Refer to **Online Services – Making a Submission** for help.

Once you make a submission, it will appear on your dashboard.

Organization	Number	Date Submitted
Janes Organization	10027397	01/22/2018

Showing 1 to 1 of 1 entries

Continuing Submissions:

You can check the submissions you have made by clicking on the date shown in the **Date Submitted** column. If you had previously canceled a submission or left it unfinished, it should appear on your dashboard with a **Continue** button. You can continue the submission by selecting that button.

Organization	Number	Date Submitted	Date Completed
Janes Organization	10027397	01/22/2018	

Showing 1 to 1 of 1 entries

Checking Approval Documents

To check what documents were uploaded inside a submission, click on the date shown in the **Date Submitted** column.

You will get a new popup and at the bottom it will show you the files that were uploaded as part of the submission.

FILES
TEST.docx