Ministry of Environment | Online Service
Organization Administrator

Saskatchewan

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

Note: This guide is only for people with the Organization Administrator role.

The purpose of this guide is to help people become more familiar with the options available with the Organization Administrator role. The Organization Administrator is responsible for adding, updating, and removing organizations within the hierarchy.

Secure Login

Email Address

Username

Password

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.

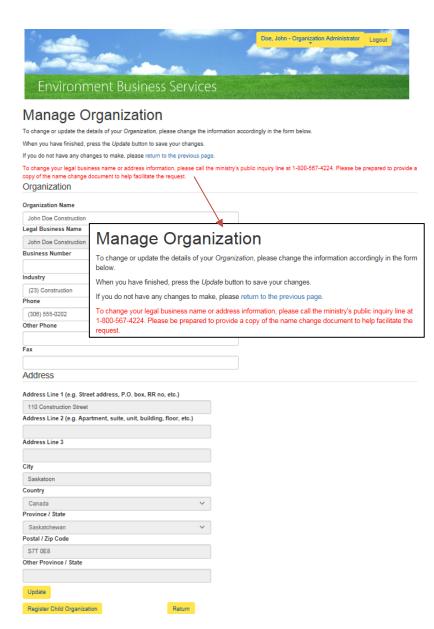Click the **Sign-In** button once the information is filled in.

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

Change User Profile
Click the radio button
Organization name – Organization Administrator.

Press the **Select Identity** button

Manage Organization

To change or update the details of your *Organization*, please change the information accordingly in the form below.

When you have finished, press the *Update* button to save your changes.

If you do not have any changes to make, please return to the previous page.

To change your legal business name or address information, please call the ministry's public inquiry line at 1-800-567-4224. Please be prepared to provide a copy of the name change document to help facilitate the request.

Organization

Organization Name
John Doe Construction

Legal Business Name
John Doe Construction

Business Number

Industry
(23) Construction

Phone
(306) 555-0202

Other Phone

Fax

Address

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

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

Address Line 3

City
Saskatoon

Country
Canada

Province / State
Saskatchewan

Postal / Zip Code
S7T 0E8

Other Province / State

[Update]

[Register Child Organization]   [Return]

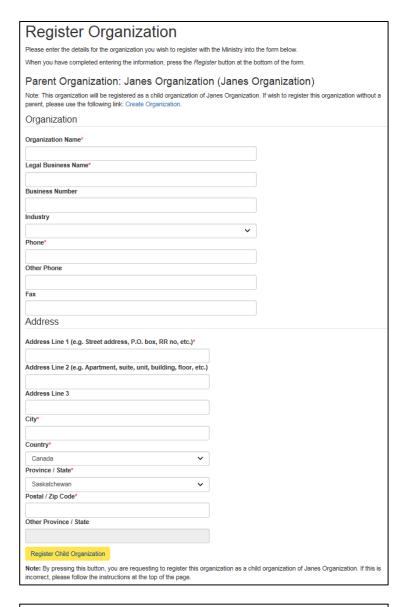## Update organization
Manage Organization appears.

If your Organization is not associated with our financial department you may update any information you'd like. When complete, click **Update**.

If your Organization is associated with our financial department, the red text will appear. This text notifies you to call the public inquiry line at 1-800-567-4224 to make changes to your legal business name or address information.

Register a Child organization
If the current organization has a different branch/location that also sends applications and notifications to the ministry, you can register it as a child organization. This will allow a connection with the "parent organization" while being a separate entity.

Click **Register Child Organization** to add an affiliate to the existing organization.

Register Organization

Please enter the details for the organization you wish to register with the Ministry into the form below.

When you have completed entering the information, press the *Register* button at the bottom of the form.

Parent Organization: Janes Organization (Janes Organization)

Note: This organization will be registered as a child organization of Janes Organization. If wish to register this organization without a parent, please use the following link: Create Organization.

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*

Canada

Province / State*

Saskatchewan

Postal / Zip Code*

Other Province / State

Register Child Organization

Note: By pressing this button, you are requesting to register this organization as a child organization of Janes Organization. If this is incorrect, please follow the instructions at the top of the page.

Register Organization

Parent Organization: Janes Organization (Janes Organization)

Note: This organization will be registered as a child organization of Janes Organization. If wish to register this organization without a parent, please use the following link: Create Organization.

The organization was successfully created and submitted to the Ministry for review. You will receive a confirmation email containing additional information within the next hour.

Return
Note: By pressing this button, you are requesting to register this organization as a child organization of Janes Organization. If this is incorrect, please follow the instructions at the top of the page.

Register Organization appears.

Note that the name of the parent organization is listed on the form.

Complete the empty fields within the registration form.

Required fields include:
- Organization Name
- Legal Business Name
- Email Address
- Main Phone
- Address
- City
- Country
- Province
- Postal / Zip Code

Click **Register Child Organization**.

Should you not want to create a child organization, please refer to the note beneath the name of the organization.

Press the return button once you have read the information provided.

Note: your organization will need to be verified by a ministry employee, so you may not see the child organization right away. You will receive an email upon verification.

Once you press the **Return** button you will be sent back to the Select User Identity page.