

# Registering an Organization

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)

**Note:** This guide is only for people who have already set up an individual account. If you have not created an individual account, please refer to the *Registering as an Individual* user guide.

The purpose of this guide is to help you register an organization with the ministry. Creating an organization will allow you and other individuals of the organization to do business online with the ministry on behalf of the organization. In order to complete this process you will need a personal account and details of the organization (e.g. name, address, phone number, and city). You will also need to know if you are creating an organization for the first time, creating an additional independent organization, or creating affiliate organizations.

### 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 used when Registering as an Individual.

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

### First Time Adding an Organization

Ensure your user profile is set to **Individual (Myself)** and then click **Select Identity**

## Environment Business Services

### 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)



You will be routed to your dashboard, at the top dropdown menu click **Register Organization**

**Environment Business Services**

[Help](#)

## 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.

**Organization**

**Organization Name\***

**Legal Business Name\***

**Business Number**

**Industry**

**Phone\***

**Other Phone**

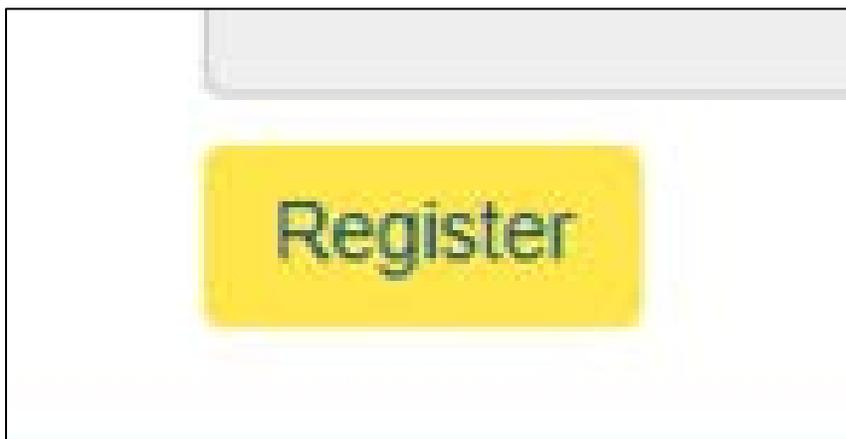
**Fax**

**Address**

### Register Organization

Fill out all the required fields within the registration form. Required fields include:

- Organization Name
- Legal Business Name
- Phone
- Address
- City
- Country
- Province
- Postal / Zip Code



Once you have completed the form, select the **Register** button on the bottom of the page.

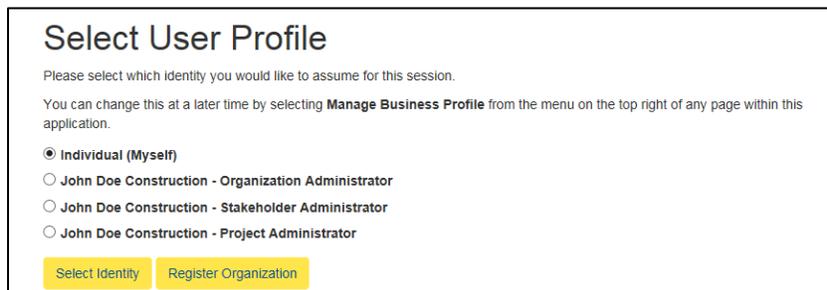


### Confirmation

A confirmation screen will appear. Before you can make submissions to the Ministry of Environment, a representative of the Ministry will verify your organization and notify you when that has happened.

You will be sent an e-mail saying: "A ministry employee will review your organization information and will approve the organization if the information provided is correct. "

You will receive an email when the organization is approved/verified. Select **Return**.



### Logging In After Organization has been Approved

The first time you login after your organization has been approved, you will notice a few new "roles" associated with your account.

For information on these roles refer to:

- **Project Administrator**
- **Stakeholder Administrator**
- **Organization Administrator**

For basic navigation help refer to **Navigation** guide.