

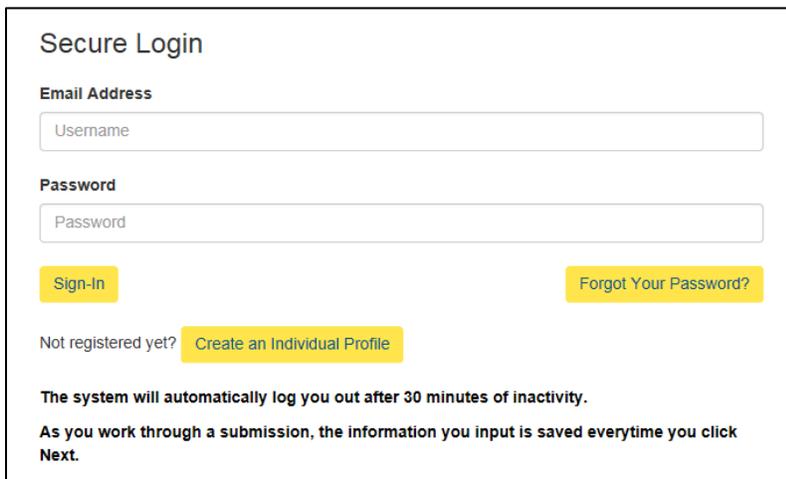
For assistance while working through this document, please call Client Support Services at 1-800-567-4224 or e-mail centre.inquiry@gov.sk.ca

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

The purpose of this guide is to help people become more familiar with the options available with the Stakeholder Administrator role. The Stakeholder Administrator is responsible for managing the individuals, including employees, consultants, organization administrators, project administrators, and fellow stakeholder administrators who will be interacting with the business portal on behalf of the business they are representing.

This responsibility includes:

- Inviting employees/consultants to register as a member of the organization;
- Associating the appropriate stakeholder role; and
- Updating/disabling user account access.



The screenshot shows the 'Secure Login' page. It features two input fields: 'Email Address' (containing 'Username') and 'Password'. Below these are two buttons: 'Sign-In' and 'Forgot Your Password?'. A link 'Create an Individual Profile' is shown next to the text 'Not registered yet?'. At the bottom, there are two lines of text: 'The system will automatically log you out after 30 minutes of inactivity.' and 'As you work through a submission, the information you input is saved everytime you click Next.'

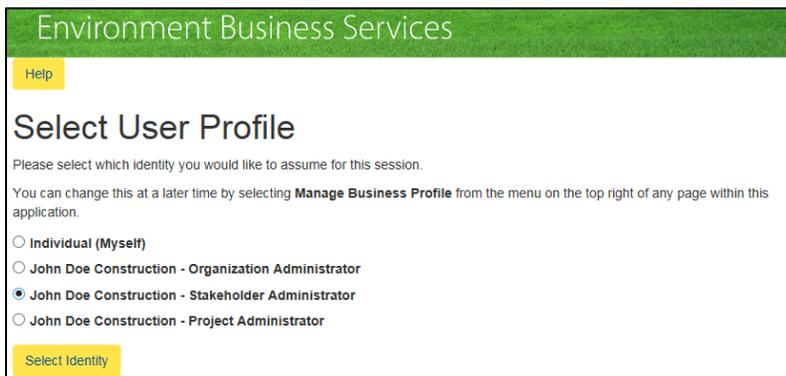
Login

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



The screenshot shows the 'Environment Business Services' header with a 'Help' button. Below is the 'Select User Profile' section. It includes instructions: '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.' There are four radio button options: 'Individual (Myself)', 'John Doe Construction - Organization Administrator', 'John Doe Construction - Stakeholder Administrator' (which is selected), and 'John Doe Construction - Project Administrator'. A 'Select Identity' button is at the bottom.

Change User Profile

Click the radio button **Organization Name – Stakeholder Administrator**.

Click **Select Identity**.

Manage Stakeholders

Instructions [\(click to expand\)](#)

John Doe Construction

Doe, John

- [Organization Administrator \(disable\)](#)
- [Stakeholder Administrator \(disable\)](#)
- [Project Administrator \(disable\)](#)
- [Employee \(verify\)](#)
- [add stakeholder role](#)

hide disabled records

[Invite Stakeholder](#)

[Return](#)

Adding a New Stakeholder

On this page you will see all of your Stakeholders and their Roles.

To invite others to represent the organization, Select **Invite Stakeholder** at the bottom of the screen.

Invite Stakeholder

Please enter the details for the person you wish to invite to participate in your organization entering both an e-mail address as well as the stakeholder role that you wish to apply to the invited user.

Once they have verified their participation with your organization, you will then be able to manage their details on the Stakeholder Management page.

Stakeholder Role:

Email*

[Return](#)

[SEND INVITATION](#)

Invite Stakeholder

Fill out the **Email Address** of the individual you wish to invite.

Enter the **Stakeholder Role** you wish to assign to the individual for your organization.

Click **Send Invite**.

Invite Stakeholder

The invitation was successfully created and submitted to the user for review. You will receive a confirmation email containing additional information when they accept the invitation.

The invited individual will receive an email informing him/her that they have been

invited to represent the organization in the role you selected.

The individual must follow the steps outlines in the email to accept the invitation and to register in the portal.

Not Registered as an Individual

Those who do not have an account will have to register an individual account before being able to accept this invitation.

Registered as an Individual

Those with an existing account simply have to follow the link given in the automatic email they will receive to accept the invite.

Note: An individual can only be assigned one role at a time. If you want to assign multiple roles, the process must be repeated.

Adding Roles to Existing Stakeholders

There might be times when an employee/individual in your organization requires other stakeholder roles to complete a submission.

This section of the guide will explain how to grant existing employee/individuals multiple roles.

Sign on to the **Organization - Stakeholder Administrator** role as described in the previous section.



The screenshot shows a web interface for 'Environment Business Services'. At the top is a green header with the text 'Environment Business Services'. Below the header is a yellow 'Help' button. The main heading is 'Select User Profile'. Below this, there is a paragraph: '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.' There are four radio button options: 'Individual (Myself)', 'John Doe Construction - Organization Administrator', 'John Doe Construction - Stakeholder Administrator' (which is selected), and 'John Doe Construction - Project Administrator'. At the bottom of the form is a yellow 'Select Identity' button.

Manage Stakeholders

Instructions [\(click to expand\)](#)

John Doe Construction

Doe, John

- [Organization Administrator \(disable\)](#)
- [Stakeholder Administrator \(disable\)](#)
- [Project Administrator \(disable\)](#)
- [Employee \(verify\)](#)
- [add stakeholder role](#)

hide disabled records

Invite Stakeholder

Return

Under the individuals name, click **Add Stakeholder Role**. This is located as the last bullet.

John Doe

Stakeholder Role:*

Email:*

Return

ADD STAKEHOLDER ROLE

Select a **Stakeholder Role** from the dropdown and enter the individuals **Email Address**.

You should provide the same email used when the individual in question was initially added to the organization.

Click **Add Stakeholder Role**, once you have filled out the required information. The change will be made instantly.

Manage Stakeholders

Instructions [\(click to expand\)](#)

John Doe Construction

Doe, John

- [Organization Administrator \(disable\)](#)
- [Stakeholder Administrator \(disable\)](#)
- [Project Administrator \(disable\)](#)
- [Employee \(disable\)](#)
- [Qualified Person \(disable\)](#)
- [add stakeholder role](#)

hide disabled records

Invite Stakeholder

Return

Adding Stakeholder Roles to Your Own Account

To add a stakeholder role to your own account, select **Add Stakeholder Role** below your name.

John Doe

Stakeholder Role:*

Email:*

Return

ADD STAKEHOLDER ROLE

Select the **Stakeholder Role** from the dropdown (consultant, employee, individual, organization/project/stakeholder administrator etc.).

Note: You cannot select a role that has already been assigned to you.

Enter your **Email Address**.

Manage Stakeholders

Instructions [\(click to expand\)](#)

John Doe Construction

Doe, John

- [Organization Administrator \(disable\)](#)
- [Stakeholder Administrator \(disable\)](#)
- [Project Administrator \(disable\)](#)
- [Employee \(disable\)](#)
- [Qualified Person \(disable\)](#)
- [add stakeholder role](#)

[hide disabled records](#)

[Invite Stakeholder](#)

[Return](#)

Disable Stakeholder Roles

To disable a stakeholder role that is currently assigned to you, select **Disable** at the end of the role.