

# Ministry of Environment | Online Service

## EPB and EA Impacted Sites

### Fund Application



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)

The purpose of this guide is to provide information about the online submission process via the Ministry of Environment's online services website for submitting an Impacted Sites Fund Application.

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**

**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](#)

### **Submission as an Individual (myself)**

You can submit under this role, but the submission will not be associated with an Organization.

If you wish to have the submission associated with an Organization, then proceed with:

### **Submission on Behalf of an Organization**

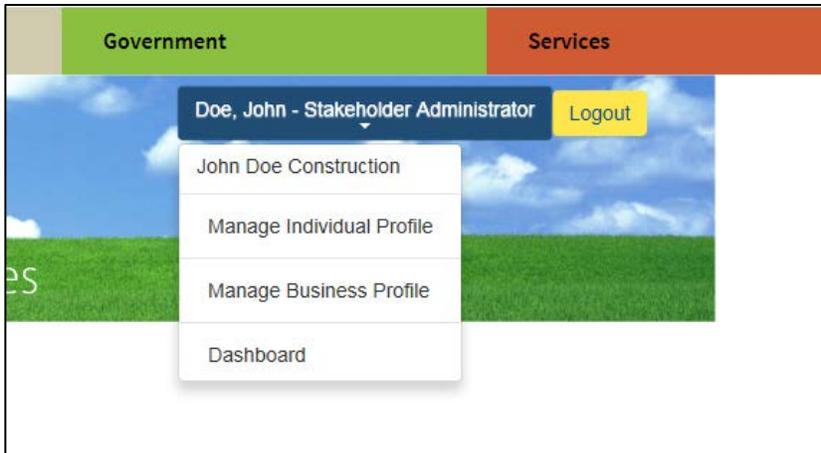
If you want to make a submission on behalf of your organization, select a user profile associated with the organization you would like to make a submission for.

Select the role “**Company Name– Employee**”

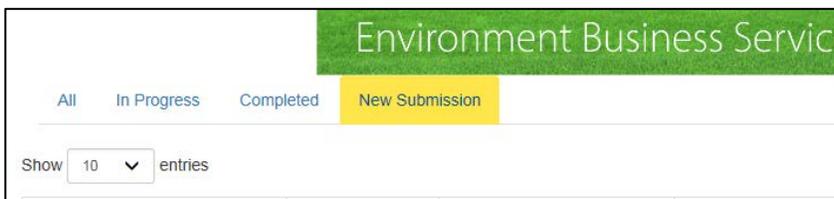
Click on **Select Identity**.

You will be taken to your Dashboard.

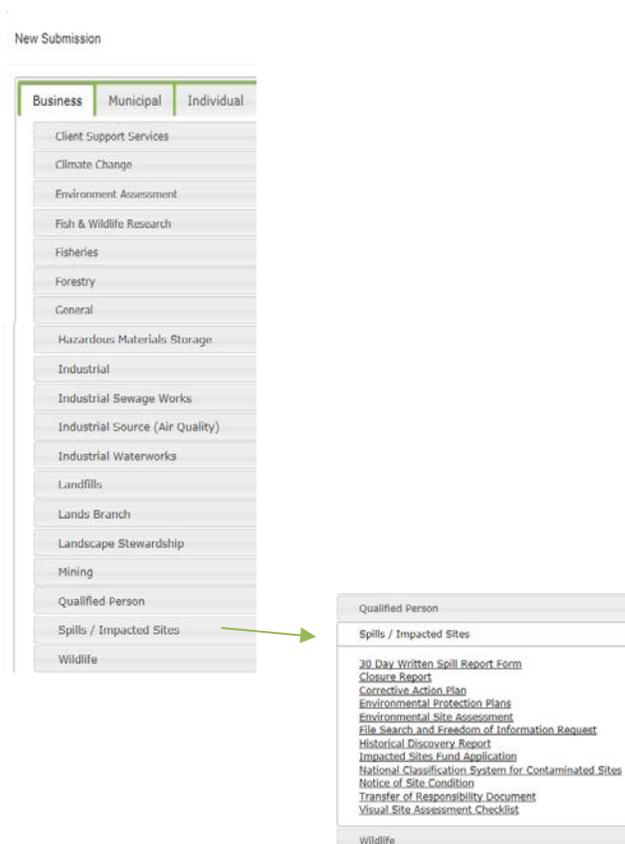
The screenshot shows a dashboard header for "Environment Business Services" with a green background. Below the header is a navigation bar with four tabs: "All", "In Progress", "Completed", and "New Submission". The "New Submission" tab is highlighted in yellow. The main content area below the tabs is currently empty.



**Note:** If you selected a role that has the word **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**.



The tabs on the top of the menu are Business / Municipal / Individual.

Select the one that matches who you are submitting as.

From the menu, select **Spills / Impacted Sites**, and then from the drop down select **Impacted Sites Fund Application**.

Environment Business Services

Application: Spills / Impacted Sites - Impacted Sites Fund Application

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.

It is recommended that the user avoid the Back and Forward buttons on the browser navigation bar, as this may cause a system error.

Click the button below to start the application process.

Next

You will be routed to the Application page.

Review the information and then click **Next**.

Environment Business Services

Application: Spills / Impacted Sites - Impacted Sites Fund Application Transaction Number: 10028770

Please note that on the following screens, you will be prompted to review applicant information which is stored in the user profile that was created for you when you initially registered with the site.

If you need to have this information updated, you will be able to do so by calling 1-800-567-4224 (in North America) or email [centre.inquiry@gov.sk.ca](mailto:centre.inquiry@gov.sk.ca)

Next Cancel

Review the information and then click **Next**.

Environment Business Services

Application: Spills / Impacted Sites - Impacted Sites Fund Application Transaction Number: 10028770

**Confirm Applicant**

If you are applying for yourself, you should see *Individual (Myself)* below. If you are applying on behalf of an organization, you will see it listed below as well as the role to which you are participating in. To change this value, please visit the [Select User Profile](#) page and return to this application.

John Doe Construction - Employee

Previous Next Cancel

On this page, you will confirm the role you've selected.

Review the information and then click **Next**.

Doe, John - Employee    Logout

## Environment Business Services

Application: Spills / Impacted Sites - Impacted Sites    Transaction Number: 10028770  
Fund Application

Pre-fill Conditions

Applicant Information

Confirm Stakeholder Profile

Review Individual Organization Profile

Identify Project

Functional Unit Selection

Locations

Attach General Document

Pre-Submit Conditions

Organization
Individual

**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**

**Province / State**

**Postal / Zip Code**

**Other Province / State**

Previous    Next    Cancel

Review the information listed on the page and then click **Next**.

Doe, John - Employee    Logout

## Environment Business Services

Application: Spills / Impacted Sites - Impacted Sites    Transaction Number: 10028770  
Fund Application

Pre-fill Conditions

Applicant Information

Confirm Stakeholder Profile

Review Individual Organization Profile

Identify Project

Functional Unit Selection

Locations

Attach General Document

Pre-Submit Conditions

Please select a project name:

No Project

Previous    Next    Cancel

If your Organization has a Project Administrator, and they've set up a project list you can pick the project from the drop down list.

If not, click **Next**.

Doe, John - Employee    Logout

## Environment Business Services

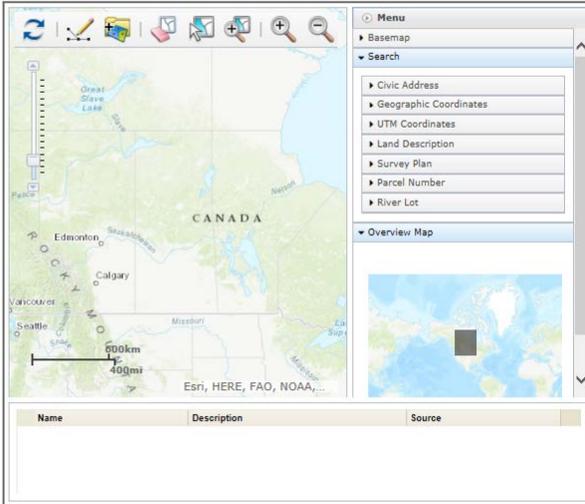
Pre-fill Conditions	Application: Spills / Impacted Sites - Impacted Sites    Transaction Number: 10028770 Fund Application
Applicant Information	Your choice if made, has been preselected, please verify. If you have not made one, please select the Functional unit and permission now...*
Confirm Stakeholder Profile	If unsure which Functional Unit to submit to, select Client Support Services
Review Individual Organization Profile	Spills / Impacted Sites
Identify Project	Submission description:*
<b>Functional Unit Selection</b>	Impacted Sites Fund Application
Locations	Previous    Next    Cancel
Attach General Document	
Pre-Submit Conditions	

For this submission, confirm you've selected **Spills / Impacted Sites** and **Impacted Sites Fund Application**.

Click **Next**.

Doe, John - Employee    Logout

## Environment Business Services

Pre-fill Conditions	Application: Spills / Impacted Sites - Impacted Sites    Transaction Number: 10028770 Fund Application
Applicant Information	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.
Confirm Stakeholder Profile	
Review Individual Organization Profile	
Identify Project	
Functional Unit Selection	
<b>Locations</b>	
Attach General Document	
Pre-Submit Conditions	

Have a Question? 1-800-567-4224

Narrative Description of Location

Previous    Next    Cancel

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

**Location**  
You can use the features in the menu along the left hand side to enter your location information.

Click **Next**.

Environment Business Services

Application: Spills / Impacted Sites - Impacted Sites    Transaction Number: 10028770  
Fund Application

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

**Please note:**The system will time out after 1 hour and 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 2GB or if you are unable to upload your document due to time out issues, please contact 1-800-567-4224 or email [centre.inquiry@gov.sk.ca](mailto:centre.inquiry@gov.sk.ca)

Please select a file to submit.

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 and click **Open**.

Include a description of the file and then click **Submit File**.

**Note:** To upload more files please repeat process.

Click **Next**.

Environment Business Services

Application: Spills / Impacted Sites - Impacted Sites    Transaction Number: 10028770  
Fund Application

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

**Please note:**The system will time out after 1 hour and document upload times will vary depending on your computer system, network access and the size of the file.  
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File Name	Description	
Generic Training Document.docx	Generic Training Document	

Please select a file to submit.

Please provide a description for your file.

Submit File    Previous    Next    Cancel

Have a Question?  
1-800-567-4224

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.

Click **Next**.

The screenshot shows the 'Pre-Submit Conditions' step of an application process. At the top, there is a header with a blue sky and green field background, containing the text 'Environment Business Services' and user information 'Doe, John - Employee' and 'Logout'. Below the header is a sidebar menu with the following items: 'Pre-fill Conditions', 'Applicant Information', 'Confirm Stakeholder Profile', 'Review Individual Organization Profile', 'Identify Project', 'Functional Unit Selection', 'Locations', 'Attach General Document', and 'Pre-Submit Conditions' (which is highlighted in blue). The main content area displays the application title 'Application: Spills / Impacted Sites - Impacted Sites Fund Application' and 'Transaction Number: 10028770'. It includes a confirmation message: '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.' Below this is a checkbox labeled 'I accept these conditions.\*' which is checked. At the bottom of the main content area are three buttons: 'Previous', 'Submit', and 'Cancel'.

**Pre-Submit Conditions**  
 Accept the conditions listed and click **Submit**.

The screenshot shows the 'Application Submitted' confirmation page. It features the same header as the previous screenshot. Below the header, there is a contact icon and the text 'Have a Question? 1-800-567-4224'. The main content area displays the application title 'Application: Spills / Impacted Sites - Impacted Sites Fund Application' and 'Transaction Number: 10028770'. A green box contains the heading 'Application Submitted' and the following text: '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.

To return to your dashboard click **Dashboard**.