Ministry of Environment | Online Service

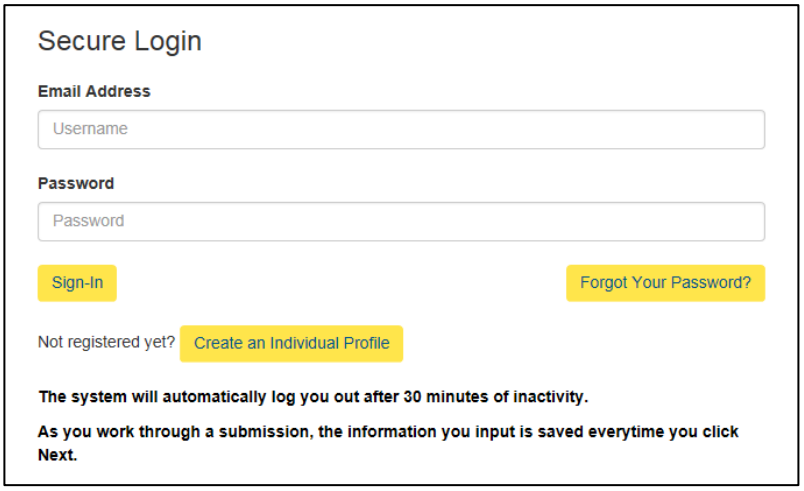
# EPB and EA Impacted Sites Fund Application

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**

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.



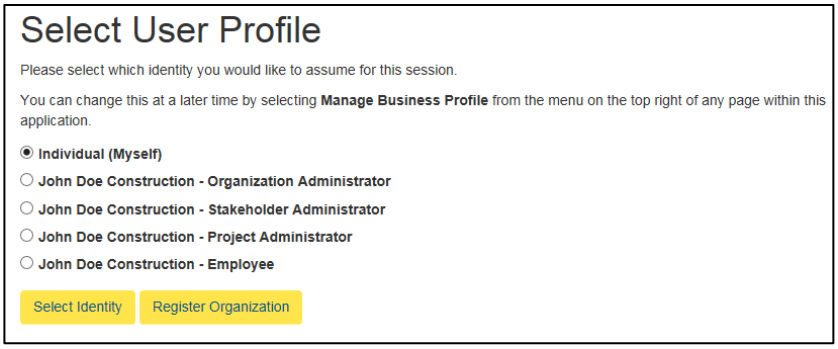

**Login**

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.




**<u>Submission as an Individual (myself)</u>**

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:

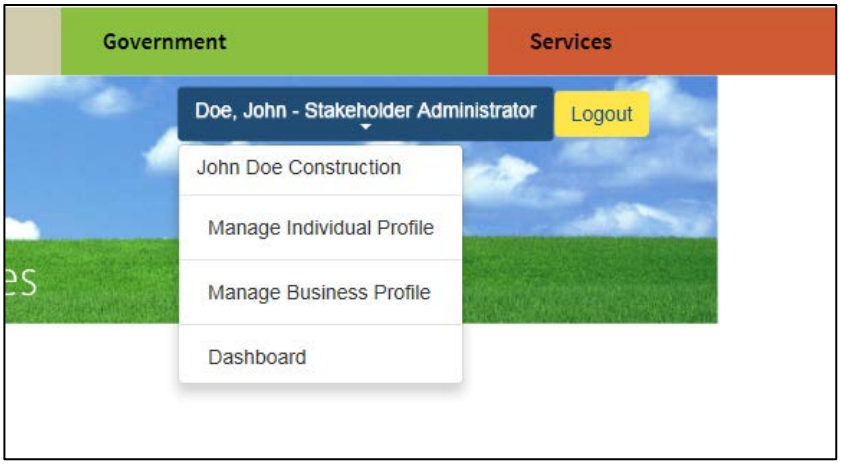
**<u>Submission on Behalf of an Organization</u>**

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**"

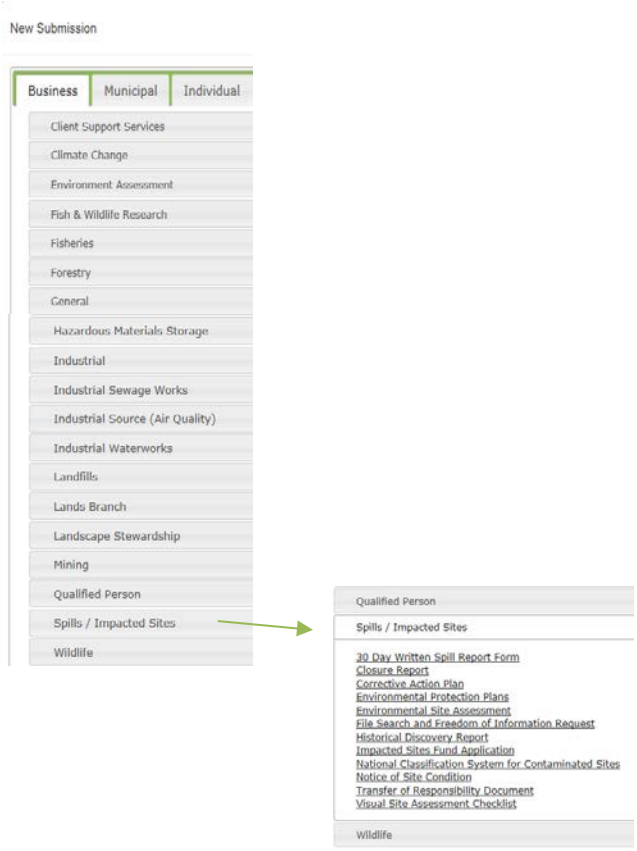
Click on **Select Identity.**

You will be taken to your Dashboard.




**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.

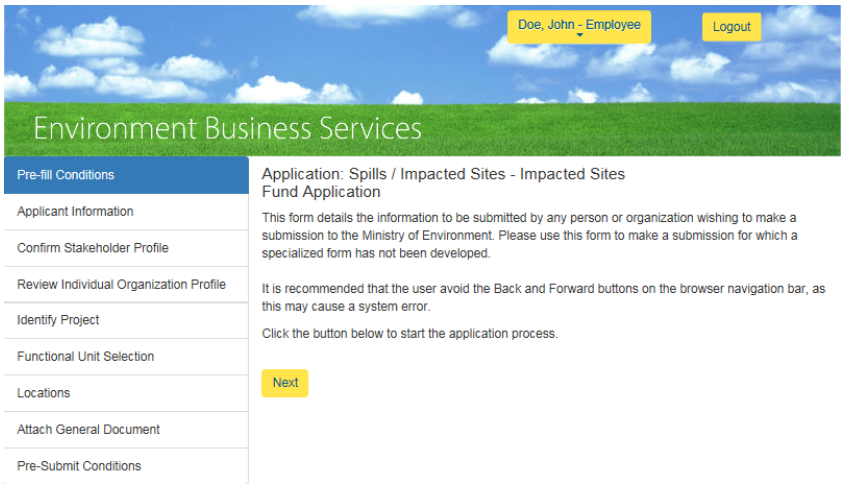
**<u>New Submission</u>**
Once on the dashboard, press the **New Submission**.




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

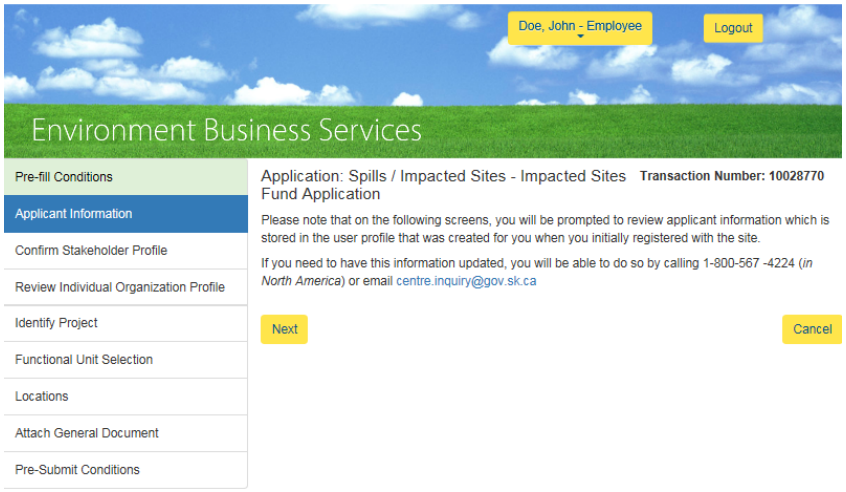
Select the one that matches who you are submitting as.

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

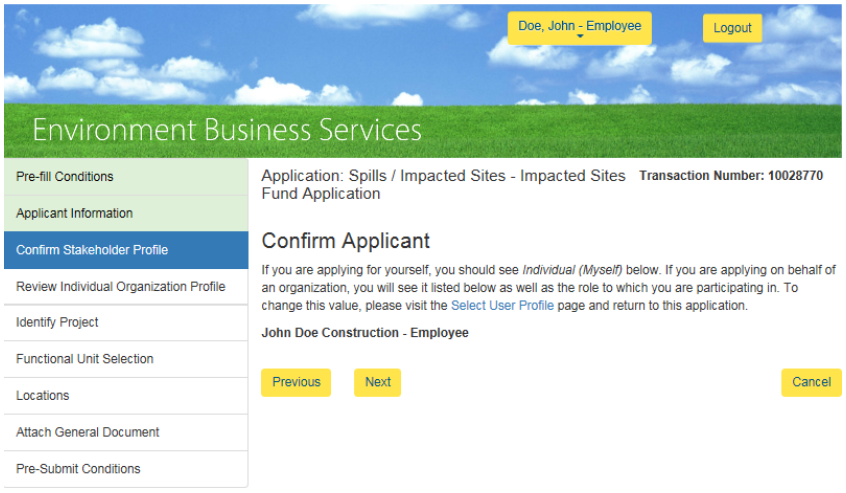



You will be routed to the Application page.

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

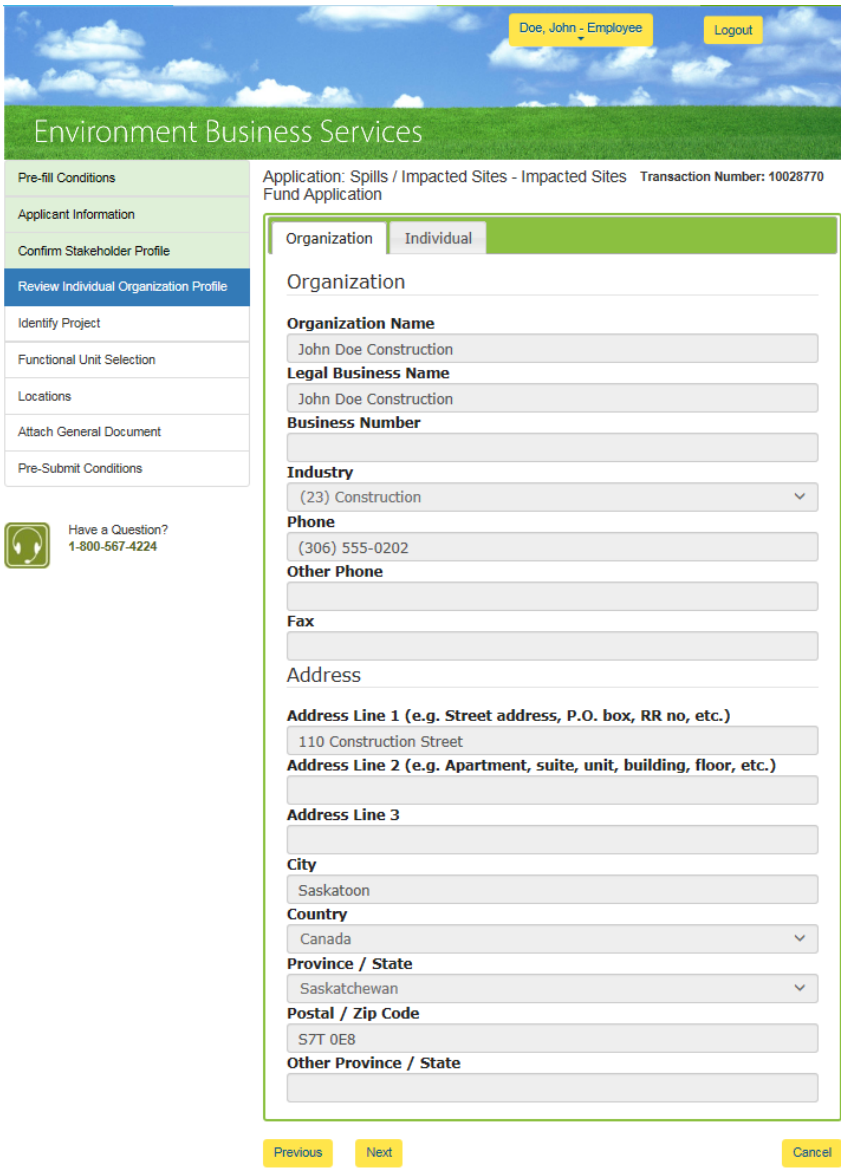



Review the information and then click **Next.**

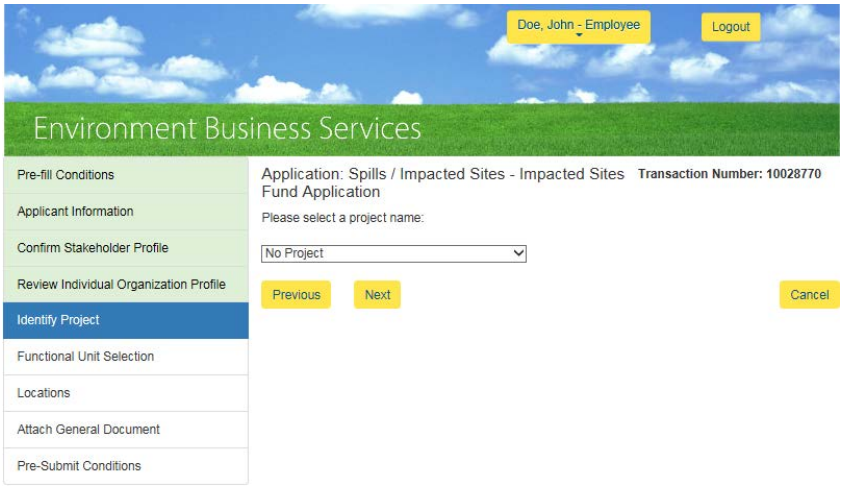



On this page, you will confirm the role you've selected.

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

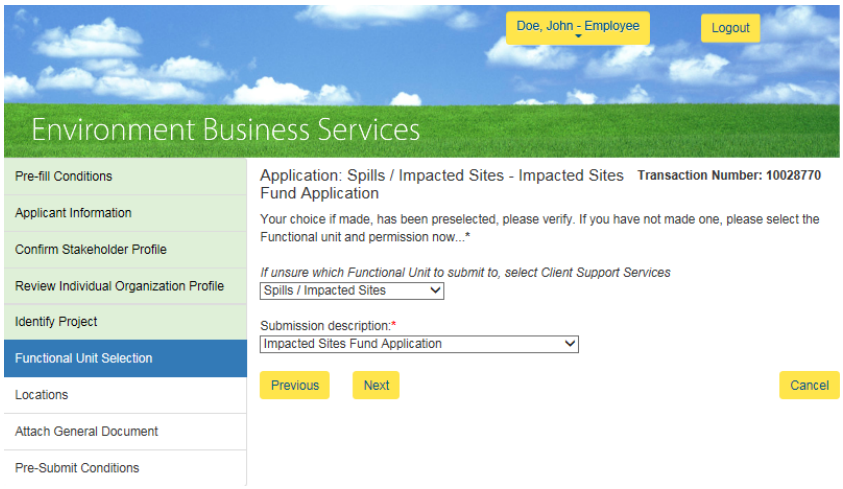



Review the information listed on the page and then click **Next.**



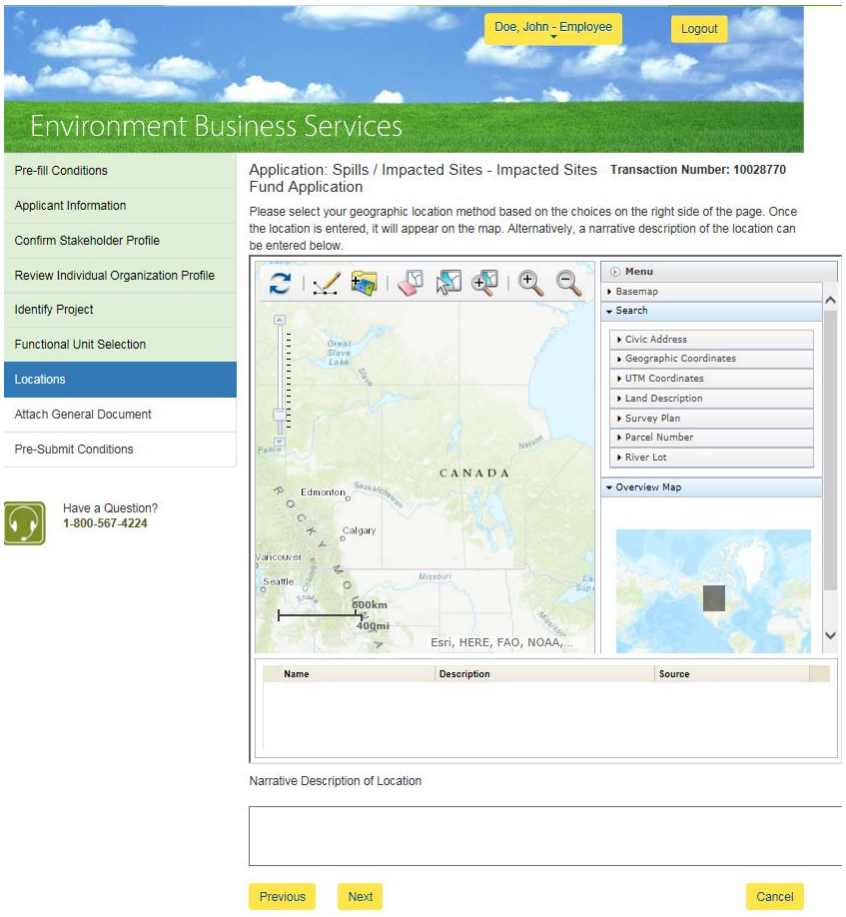

If your Organization has a Project Administrator, and they've set up a project list you can pick the project from the drop down list.

If not, click **Next.**




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

Click **Next.**

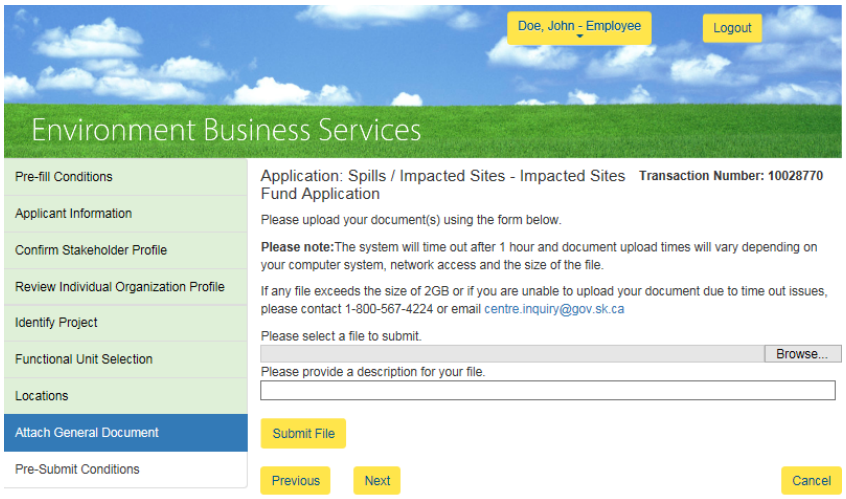



**Note:** You must have Internet Explorer 7 or higher to be able to use the mapping tool.

**<u>Location</u>**

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

Click **Next**.



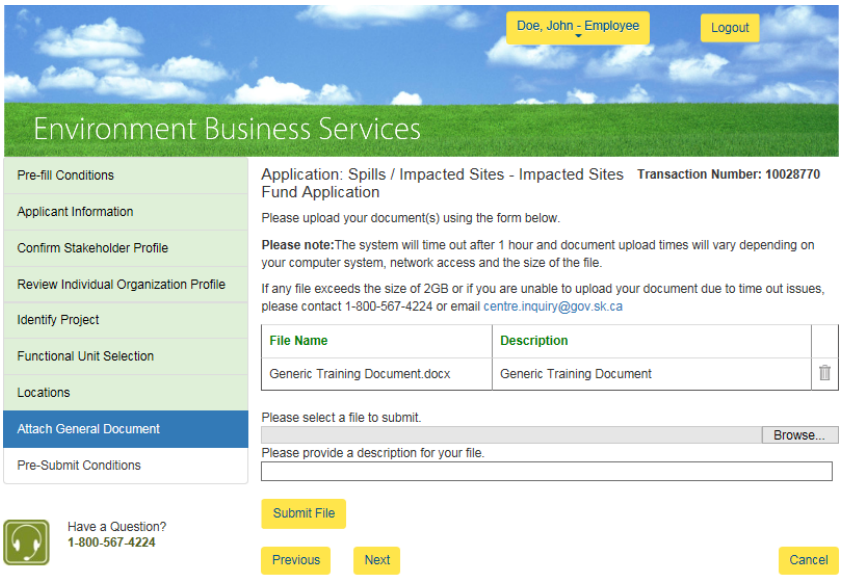

**<u>Attach Documents</u>**
Any documents related to your submission are attached here.

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.

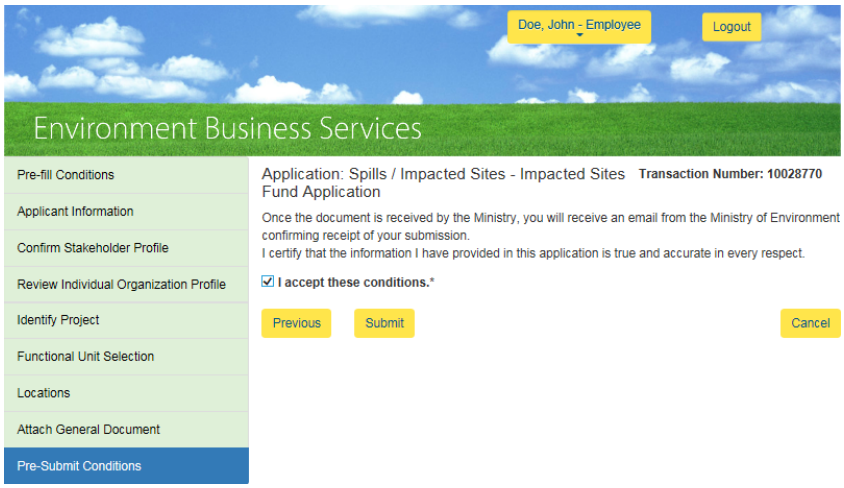
Click **Next**.



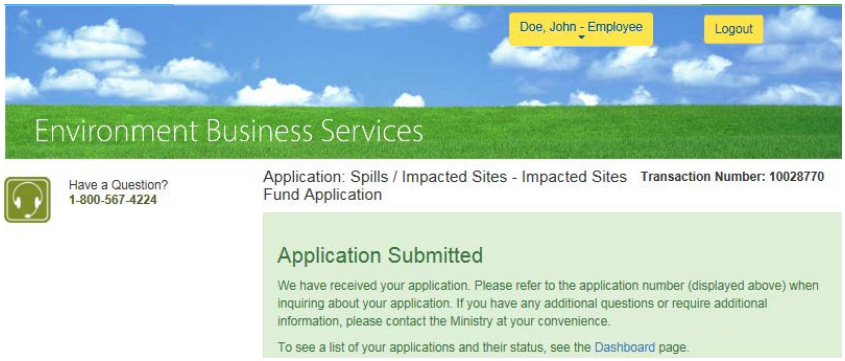

Once uploaded, your file will appear in under File Name / Description fields.

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.**




**<u>Pre-Submit Conditions</u>**
Accept the conditions listed and click **Submit**.




**<u>Application Submitted</u>**
You will get an **Application Submitted** message.

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