

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 baseline submissions as required under the Output Based Performance Standard (OBPS) Program.

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

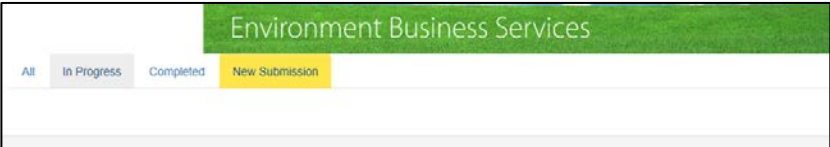
[Select Identity](#) [Register Organization](#)

Submission on Behalf of an Organization

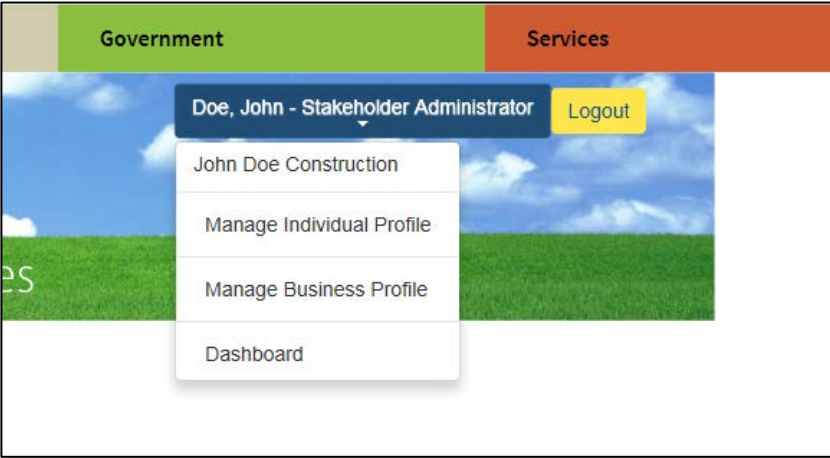
If you want to make a submission on behalf of your organization, select a user profile associated with the organization you would like to make a submission for.

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

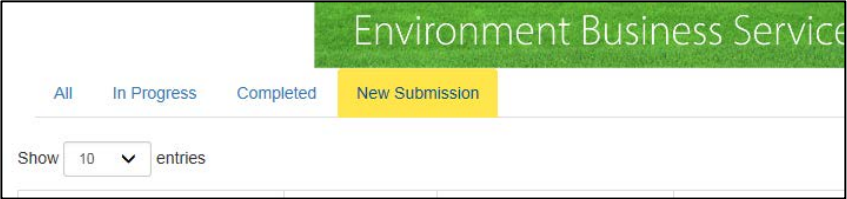
Click on **Select Identity**.



You will be taken to your Dashboard.



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**.

New Submission

Business Municipal Individual

- Client Support Services
- Climate Change
- Environment Assessment
- Fish & Wildlife Research
- Fisheries
- Forestry
- General
- Hazardous Materials Storage
- Industrial
- Industrial Sewage Works
- Industrial Source (Air Quality)
- Industrial Waterworks
- Landfills
- Lands Branch
- Landscape Stewardship

Business Municipal Individual

- Client Support Services
- Climate Change
 - OBPS Baseline
 - OBPS Registration
- Environment Assessment
- Fish & Wildlife Research
- Fisheries
- Forestry

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 **Climate Change**, and then from the drop down select **OBPS Baseline**.

Doe, John - Employee Logout

Environment Business Services

Pre-fill Conditions	Application: Climate Change - OBPS Baseline
Applicant Information	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.
Confirm Stakeholder Profile	
Review Individual Organization Profile	It is recommended that the user avoid the Back and Forward buttons on the browser navigation bar, as this may cause a system error.
Identify Project	Click the button below to start the application process.
Functional Unit Selection	Next
Locations	
Attach General Document	
Pre-Submit Conditions	

 Have a Question?
1-800-567-4224

You will be routed to the Application page.

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

Environment Business Services

Application: Climate Change - OBPS Baseline Transaction Number: 10028943

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

Next Cancel

Have a Question? 1-800-567-4224

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

Environment Business Services

Application: Climate Change - OBPS Baseline Transaction Number: 10028943

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

Have a Question? 1-800-567-4224

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

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

Application: Climate Change - OBPS Baseline Transaction Number: 10028943

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**.

Environment Business Services

Application: Climate Change - OBPS Baseline Transaction Number: 10028943

Please select a project name:

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**.

Environment Business Services

Application: Climate Change - OBPS Baseline Transaction Number: 10028943

Your choice if made, has been preselected, please verify. If you have not made one, please select the Functional unit and permission now...*

If unsure which Functional Unit to submit to, select Client Support Services

Climate Change

Submission description:*
OBPS Baseline

Previous Next Cancel

Have a Question?
1-800-567-4224

For this submission type, confirm you've selected **Climate Change** and **OBPS Baseline**.

Click **Next**.

Environment Business Services

Application: Climate Change - OBPS Baseline Transaction Number: 10028943

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.

Map showing Canada with search menu:

- Basemap
- Search
 - Civic Address
 - Geographic Coordinates
 - UTM Coordinates
 - Land Description
 - Survey Plan
 - Parcel Number
 - River Lot
- Overview Map

Name	Description	Source

Narrative Description of Location

Previous Next Cancel

Have a Question?
1-800-567-4224

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

Location

Location information is not required as part of the OBPS Baseline submission.

If you wish to submit location information, you can use the features in the menu along the left hand side to enter your location information.

Click **Next**.

Environment Business Services

Application: Climate Change - OBPS Baseline Transaction Number: 10028943

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

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

OBPS Baseline submissions must include:

- A copy of the Verification Report from a third party verifier (pdf attachment)
- Excel Baseline Submission Form
 - Note: A scanned copy of the declaration form is acceptable if you are unable to include an electronic signature on the excel form

Environment Business Services

Application: Climate Change - OBPS Baseline Transaction Number: 10028943

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File Name	Description
Test.txt	Test OBPS Baseline

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

Attach Documents

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**.

Pre-Submit Conditions

To accept the conditions, place a check mark in the box and then click **Submit**.

Application Submitted

You will get an **Application Submitted** message.

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