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Overview

This document provides a graphical overview of the new application process windows in OneStop.

New Pipeline Application Process Overview

Figure 1 illustrates the complete process for submitting a new construction application to the AER.

Subsequent figures outline further detail for each process step shown above.
General Information Windows Detail

Figure 2 outlines the five windows of the General Information section. These windows show how to create and submit basic data to support an application.

![Figure 2: New Pipeline Application – General Information Windows Detail](image)

Licensing Windows Detail

Figure 3 illustrates the detail of the Licensing windows, which determine the order in which technical pipeline information is entered in OneStop.

![Figure 3: New Pipeline Application – Licensing Windows Detail](image)
Confirmation Windows Detail

Figure 4 outlines the final step in the process the Confirmation windows, where risk rules are applied to the application, and validations are completed.
Log in to OneStop – Pipeline Applications

» Intended User: Pipeline Applicants

Overview

OneStop is a new system at the AER. It is used by industry to submit new pipeline applications.

This quick reference guide outlines how to log in to the system and search for existing submissions.

Log in to OneStop

For direct access to the OneStop system, set your browser to:

https://onestop.aer.ca/onestop

For access to the page with training materials included, please use this link:

https://www1.aer.ca/onestop

1. The login window displays.

2. Enter your user name and password.

3. Click Login

4. The OneStop main page displays.

5. The view opens to the OneStop dashboard.

My Applications

To view existing applications created under your ID:

1. From the left side of the main page, look at the My Applications column.

2. Four columns display: Application ID, Project Name, Status, and Open.

3. You can sort the column in ascending or descending order by clicking on the column name to display the sort arrows.

4. To open a specific application, click Open

5. Use the left menu bar to activate the required windows.
Search by Applications

The right-hand column displays search boxes.

Use these search boxes to search for any application in OneStop, whether it was created by you or by another user.

Search by **Status** by clicking the drop-down list:

Search by **Decision** type by clicking the drop-down list:

The rest of the search fields are free-form text entries.

Search results display on the row below.

When the criteria returns numerous results, you can view more pages by using the page transition bars to move between pages.
Overview

In OneStop, the Dashboard is the industry home page. This guide assumes the following:

1. You have a valid account in OneStop.
2. Your account permissions allow complete view access.
3. You have logged in.

Dashboard

The industry dashboard is divided into four areas:

1. Menu
2. Login information
3. My Applications
4. Search By Applications

Menu

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dashboard</td>
<td>Returns you to the home page from any page in OneStop</td>
</tr>
<tr>
<td>Map Search</td>
<td>Launches the GIS map</td>
</tr>
<tr>
<td>Reports</td>
<td>Launches industry-created reports</td>
</tr>
<tr>
<td>Initiate</td>
<td>Launches the new application workspace</td>
</tr>
<tr>
<td>Close</td>
<td>Displays the available actions at the end of the energy life cycle</td>
</tr>
</tbody>
</table>

Login Information

Your login account information is displayed in the upper right corner of the dashboard header.

Next to your information is also displayed the Logout link.

When you are submitting an application on behalf of another company, that company’s name is displayed as well.

My Applications

Applications drafted or submitted by you are displayed in the My Applications table.

You may select either Draft or Submitted applications here.

1. Click on the My Applications header to select the applications you wish to view.

2. Click Open to view or complete the submission.
Search by Applications

Industry can search for applications using many criteria:

<table>
<thead>
<tr>
<th>Status: select an application status from the drop down list.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision: select an application decision status from the drop down list.</td>
</tr>
<tr>
<td>Application #: enter the OneStop assigned application number.</td>
</tr>
<tr>
<td>Project Name: enter your project name.</td>
</tr>
<tr>
<td>Activity ID: enter the draft submissions activity ID # assigned by OneStop.</td>
</tr>
<tr>
<td>Received Date: select the date range of when the application was submitted to the Alberta Energy Regulator.</td>
</tr>
<tr>
<td>Location: search by legal land description.</td>
</tr>
</tbody>
</table>

Search executes the search based on criteria entered.

Reset clears the search criteria.

Search results are displayed below the criteria form.

Click Open to view the application.

Log out of OneStop

1. Ensure you have completed and saved the data required.

2. In the top right-hand corner of the dashboard, click Logout.

3. The login window displays.
Import Digital Spatial Data (Shapefiles) into OneStop

» Intended User: Pipeline Licence Applicants

Overview

To apply for a pipeline or pipeline installation licence, applicants must upload the proposed pipeline location as shapefiles.

Important:

All spatial data (shapefiles) must be submitted as ESRI™ polyline, or point features, and must conform to the shapefile standards outlined in the ESRI white paper, ESRI Shapefile Technical Description. (https://www.esri.com/library/whitepapers/pdfs/shapefile.pdf)

1. Digital pipeline line spatial data is to represent the location of the line within the sketched or surveyed right-of-way.
2. The pipeline start and end points are not just from lease to lease, but are the exact start and end points of the pipeline application.
3. The pipeline line data should be digitized in the direction of flow of material in the pipeline.
4. The pipeline line spatial data should tie in to the proper pipeline lines that have also been submitted as digital spatial data.
5. Digital pipeline point spatial data is to represent the location of the installation as a point.

Digital Spatial Data Files

Digital spatial data is uploaded as a shapefile. This file contains pipeline location data and often consists of several files loaded as a zip file.

1. Log into OneStop.
2. From the dashboard, use the search criteria to find the required application.
3. Click Search.
4. From the left menu bar, select Licensing.
5. Select Segment/Installation Id.
6. Select Attach File...
    Important: Shapefiles must be loaded first, before loading any other files.
7. Navigate to the location of the required file.
8. Select the required file.

Important: All spatial data (shapefiles) must be submitted as ESRI™ polyline, or point features, and must conform to the shapefile standards outlined in the ESRI white paper, ESRI Shapefile Technical Description. (https://www.esri.com/library/whitepapers/pdfs/shapefile.pdf)

Important: Shapefiles must be loaded first, before loading any other files.
9. Double-click to select and insert the file.

10. The shapefile displays in OneStop.

11. Click Submit Shapefile.

12. OneStop processes the file. This takes 10–30 seconds depending on the file size.

13. While the file is processed, you can continue with the application.

14. Once the file is loaded into Map Viewer, the information displays on the Pipe Location and Status row at the bottom of this window.

15. Move to the top of the window again.

16. Click View on Map.

17. The Base Map Data Disclaimer displays.

18. Click I Agree.

19. The AER logo displays as Map Viewer is opened.

20. Once loaded, the shapefile area displays.

Important: When you need to change a shapefile that is currently attached to a licence, upload the new file required.

OneStop overwrites the old file and enters the new file into Map Viewer.
**Attach Files**

1. Two additional files must also be attached to the Licensing – Line/Installation Detail page and submitted as a portable document format (PDF).

   - Attach Right of Way
   - Attach Pipeline Location

2. Attach right-of-way

   Attach a PDF right-of-way (ROW) plan as described in section 6.9.14.4 of Directive 056.

3. Pipeline Location

   In addition to uploading the shapefile for the pipeline location, a map of the pipeline location for the shapefile must also be submitted.

   This is required to allow the public to have view access of the proposed location during the Public Notification of Application period.

   **PDF of pipeline line location**

   A map representing the spatial information included in the pipeline line shapefiles that are submitted as a part of the application. It should include the appropriate Dominion Land Survey grids and labels to allow the reader to understand the proposed location of the assets.

   **PDF of pipeline installation location**

   A map representing the spatial information included in the pipeline installation point shapefiles that are submitted as a part of the application. It should include the appropriate Dominion Land Survey grids and labels to allow the reader to understand the proposed location of the assets.

   The map should include this supporting information:

   - Map title, including a reference to the asset types, (pipeline or installation)
   - BA name
   - Date
   - Appropriate Dominion Land Survey grid and labels that provide appropriate context to the location of the assets
     - North arrow
     - Legend describing the symbols included on the map
The AER requires all spatial data submissions to be referenced to the NAD83 datum and projected to the following:

### Pipeline Spatial Data

<table>
<thead>
<tr>
<th>NAD 1983 10TM AEP Forest</th>
<th>NAD 1983 CSRS 10TM AEP Forest</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAD_1983_10TM_AEP_Forest</td>
<td>NAD_1983_CSRS_10TM_AEP_Forest</td>
</tr>
<tr>
<td>WKID: 3400 Authority: EPSG</td>
<td>WKID: 3402 Authority: EPSG</td>
</tr>
<tr>
<td>Projection: Transverse Mercator</td>
<td>Projection: Transverse Mercator</td>
</tr>
<tr>
<td>False Easting: 500000.0</td>
<td>False Easting: 500000.0</td>
</tr>
<tr>
<td>False Northing: 0.0</td>
<td>False Northing: 0.0</td>
</tr>
<tr>
<td>Central Meridian: -115.0</td>
<td>Central Meridian: -115.0</td>
</tr>
<tr>
<td>Scale Factor: 0.9992</td>
<td>Scale Factor: 0.9992</td>
</tr>
<tr>
<td>Latitude Of Origin: 0.0</td>
<td>Latitude Of Origin: 0.0</td>
</tr>
<tr>
<td>Linear Unit: Meter (1.0)</td>
<td>Linear Unit: Meter (1.0)</td>
</tr>
<tr>
<td>Angular Unit: Degree (0.0174532925199433)</td>
<td>Angular Unit: Degree (0.0174532925199433)</td>
</tr>
<tr>
<td>Prime Meridian: Greenwich (0.0)</td>
<td>Prime Meridian: Greenwich (0.0)</td>
</tr>
<tr>
<td>Datum: D_North_American_1983</td>
<td>Datum: D_North_American_1983_CSRS</td>
</tr>
<tr>
<td>Spheroid: GRS_1980</td>
<td></td>
</tr>
<tr>
<td>Semi-major Axis: 6378137.0</td>
<td>Semi-major Axis: 6378137.0</td>
</tr>
<tr>
<td>Semi-minor Axis: 6356752.314140356</td>
<td>Semi-minor Axis: 6356752.314140356</td>
</tr>
<tr>
<td>Inverse Flattening: 298.257222101</td>
<td>Inverse Flattening: 298.257222101</td>
</tr>
</tbody>
</table>

### Pipeline Line Data

**Feature Name:** Pipeline Segment

**Description:** Information describing the pipeline line (pipeline centre line, not right-of-way centre) location.

**Geometry:** polyline

**Pipeline Segment Attributes:**

<table>
<thead>
<tr>
<th>Field name</th>
<th>Type</th>
<th>Allowable values</th>
<th>Value description</th>
<th>Mandatory or optional</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>FID</td>
<td>Object ID</td>
<td>System defined</td>
<td>Mandatory</td>
<td>Unique identifier</td>
<td></td>
</tr>
<tr>
<td>Shape</td>
<td>Geometry</td>
<td>System defined</td>
<td>Mandatory</td>
<td>The spatial feature</td>
<td></td>
</tr>
<tr>
<td>UniqueID</td>
<td>Long integer</td>
<td></td>
<td>Mandatory</td>
<td>A unique number to represent the pipeline segment</td>
<td></td>
</tr>
<tr>
<td>PrevLineNo</td>
<td>Long integer</td>
<td></td>
<td>Optional</td>
<td>Previous pipeline segment line number; this is for application amendments. This column will be empty for new construction.</td>
<td></td>
</tr>
<tr>
<td>Geom_Src</td>
<td>Text</td>
<td>as-planned, construction, as-built, ROW centre line, mapping</td>
<td>Mandatory</td>
<td>Indicates the source drawing of the data, or how the data was generated. “Mapping” refers to the legacy AER mapping standards.</td>
<td></td>
</tr>
</tbody>
</table>
Pipeline line topology and business rules
1. Must not self-intersect
2. Must not self-overlap
3. Must not overlap another pipe centre-line
4. All pipelines must be digitized in the direction of the substance flow through the pipeline

Packaging
Pipeline line data (aka pipeline segments) shapefiles must be provided and named as described below:

Pipeline_Segment.shp (required)
Pipeline_Segment.shx (required)
Pipeline_Segment.dbf (required)
Pipeline_Segment.prj (required and the spatial reference must be NAD 1983 10TM AEP Forest or NAD 1983 CSRS 10TM AEP Forest)
Pipeline_Segment.sbn (optional)
Pipeline_Segment.sbx (optional)

**Important:** All files must be included in a zip file.
Please submit separate zip files for pipeline segments and pipeline installations.
**Pipeline Installation Data**

**Feature Name:** Pipeline Installation  
**Description:** Information describing the pipeline installation location.  
**Geometry:** point

**Pipeline Installation Attributes:**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Allowable Values</th>
<th>Value Description</th>
<th>Mandatory or Optional</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>FID</td>
<td>Object ID</td>
<td>System Defined</td>
<td>Mandatory</td>
<td>Mandatory</td>
<td>Unique identifier</td>
</tr>
<tr>
<td>Shape</td>
<td>Geometry</td>
<td>System Defined</td>
<td>Mandatory</td>
<td>The spatial feature</td>
<td></td>
</tr>
<tr>
<td>UniqueID</td>
<td>Long Integer</td>
<td></td>
<td>Mandatory</td>
<td>A unique number to represent the pipeline installation</td>
<td></td>
</tr>
<tr>
<td>PrevInstID</td>
<td>Long Integer</td>
<td></td>
<td>Optional</td>
<td>Previous pipeline installation ID; This is for application amendments. This column will be empty for new construction.</td>
<td></td>
</tr>
<tr>
<td>Geom_Src</td>
<td>Text</td>
<td>as-planned, construction, as-built, ROW centre-line, mapping</td>
<td>Mandatory</td>
<td>Indicates the source drawing of the data, or how the data was generated. 'Mapping' refers to the legacy AER mapping standards.</td>
<td></td>
</tr>
</tbody>
</table>

Pipeline Installation topology and business rules
1. Must not be multi-part point geometry

**Packaging**

Pipeline installation point shapefiles must be provided and named as described below:
- Pipeline_Installation.shp (required)
- Pipeline_Installation.shx (required)
- Pipeline_Installation.dbf (required)
- Pipeline_Installation.prj (required and the spatial reference must be NAD 1983 10TM AEP Forest or NAD 1983 CSRS 10TM AEP Forest)
- Pipeline_Installation.sbn (optional)
- Pipeline_Installation.sbx (optional)
- Pipeline_Installation.shp.xml (optional)

**Important:** All files must be included in a zip file.  
Please submit separate zip files for pipeline segments and pipeline installations.
Manual Entry of Pipeline Data
» Intended User: Pipeline Licence Applicants

Overview
Applicants may either upload data or enter data manually on the Licensing > Segment /Installation ID segments.

Shapefiles must be uploaded to have data available on the map viewer, but manual data entry may be used for some fields in place of uploading .csv files.

Manually Enter Pipe Specifications

1. In the Pipe Specification section, click Add Row.

2. A new row displays. Enter the required data.
   You must also enter an ID number for each row added (1, 2, 3).

<table>
<thead>
<tr>
<th>ID</th>
<th>OD (mm)</th>
<th>WT (mm)</th>
<th>Material</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Tab to accept the data and move to the next field. Enter text by typing for the fields of OD, WT, MOP, Stress Lvl, and Partial Pressure.
   Example: 10.21

4. Use the drop-down lists to select the required information for Material, Type, Grade, Joints, IP, EC, Liner Type, and Liner Grade. Example:
   - Composite
   - Aluminum
   - Coating
   - Fibreglass
   - Polyethylene
   - Polyvinyl Chloride
   - Stainless Steel
   - Steel

5. Complete the data entry for each row.

6. Click Save.

Manually Enter Pipe Location and Status

1. In the Pipe Location and Status section, the From Location and To Location fields are populated from the shapefile upload.

2. The remainder of the fields in the row must be entered manually.

3. Tab to accept the data and move to the next field.
   Enter text by typing for the fields Length (km) and H2S Rel Vol.
   Use the drop-down lists to select data for the fields of FC, Status, Envr, HDD/Bored, CSA Class Loc, BD, Surface Line and ID.

<table>
<thead>
<tr>
<th>FC</th>
<th>Length (km)</th>
<th>Status</th>
<th>Envr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pipeline</td>
<td>22.00</td>
<td>Not Constructed</td>
<td>Surface Line</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HDD/Bored</th>
<th>H2S Rel Vol</th>
<th>Level</th>
<th>CSA Class Loc</th>
<th>BD</th>
<th>Surface Line</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>50.00</td>
<td>LEVEL 1</td>
<td>Location 1</td>
<td>YES</td>
<td>YES</td>
<td>1</td>
</tr>
</tbody>
</table>

When you enter an ID number in the Pipe Specification section, the ID numbers created display in the ID drop-down list in the Pipe Location section.

4. Click Save.
Remove Rows

1. Click the checkbox at the beginning of the rows to be deleted. You can delete more than one row at a time.

<table>
<thead>
<tr>
<th>ID</th>
<th>OD (mm)</th>
<th>WT (mm)</th>
<th>Material</th>
<th>Type</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10.20</td>
<td>11.20</td>
<td>Aluminum</td>
<td>6063</td>
<td>000A</td>
</tr>
</tbody>
</table>

2. Click **Remove Selected**

3. The row is removed from the window and the application.

4. Click **Save**
Import .csv Files into OneStop

» Intended User: Pipeline Licence Applicants

Overview

Pipeline licence applicants may input Pipeline Specification data into OneStop in various ways.

You may:

- use .csv files to upload data,
- manually load data, OR
- do a combination of both.

These files are often created in Excel and uploaded for use in other applications.

A .csv file extension means comma-separated values. These files are often created in Excel and uploaded for use in other applications.

They are text files that can be edited in any text editor. The fields of data in each row of the file are separated by a comma. Individual rows are separated by a newline (a character used to represent the end of a line of text).

.csv files can be used to create numerous rows of data that can then be uploaded at one time.

Upload Pipeline Attributes via a .csv file

Note: This guide assumes the applicant has already uploaded the required shapefile associated to this pipe location. For further information on uploading shapefiles, please refer to the Upload Digital Spatial Data Quick Reference Guide.

1. Once you have uploaded a shapefile, the specification grid is populated with ID numbers and location data. The remainder of the fields can be entered manually or populated with data from a .csv file.

2. Locate the Pipe Specification section (middle of the window). Load the .csv file for this section first.

3. Locate the Download csv template button.

4. Click the button to download the OneStop .csv template. Open the template.

   A spreadsheet displays populated with the ID number and location data from the shapefile.

5. Use the spreadsheet to enter data for the remaining fields.

   Numerical fields, such as rating, are entered as in any spreadsheet.
Important:
Text fields, such as power source, must exactly match the display value in the corresponding dropdown in the application.

Power Source

Electric
Multiple
Natural Gas
Reciprocating
Others
Unknown

7. Save the changes to the .csv file. The file is uploaded to OneStop.

Important:
Misspelled or invalid values do not populate the grid after import. These fields remain blank.

Important: The .csv files must match the data in the shapefile.
This means the following:
- Data in the .csv file matches the location of the shapefile.
- Instance ID is included in each row of the .csv file, to match the row(s) created by the shapefile.
OneStop evaluates the data. When the data doesn’t match, ID numbers are not generated for pipe location rows.
For details on what information is required of shapefiles, which .csv data must match, please refer to the Import Digital Spatial Data (Shapefiles) quick reference guide.

Remove Rows

1. Click the checkbox at the beginning of the row(s) to be deleted. (You can delete more than one row at a time).

<table>
<thead>
<tr>
<th></th>
<th>ID</th>
<th>OD (mm)</th>
<th>WT (mm)</th>
<th>Material</th>
<th>Type</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>16.20</td>
<td>11.20</td>
<td>Aluminum</td>
<td>6063</td>
<td>080A</td>
</tr>
</tbody>
</table>

2. Click the Remove Selected button. The row is removed from the window and the application.

3. Click the Save button.

Enter Pipeline Data Manually

Data for the Pipe Specifications and Pipe Locations sections may also be entered manually. For further detail on manual data entry, please refer to the Manual Entry of Pipeline Data quick reference guide.
Overview

Applicants may submit new pipeline and pipeline installation licence applications under section 6 of Directive 056: Energy Development Applications and Schedules (Directive 056) for the following:

1. New Construction – Addition to Existing Licence Number
2. New Construction – New Licence Number
3. Unlicensed – Addition to Existing Licence Number
4. Unlicensed – New Licence Number

This guide assumes the following:

1. You have a valid account in OneStop.
2. You have logged in.
3. The applicant is displayed in the login information as a corporate applicant OR delegate “Acting as.”

Initiate New Application

1. From the Dashboard, click

2. Select

General

The general information section asks questions common to all applications.

General – Contact Information

Note: The applicant and consultant information cannot be changed on this screen.

When the data is incorrect, you must delete and check your account details with your administrator.

Applicant

3. Enter the email address for the applicant.
4. Use the drop-down list to select whether or not the contact is the primary contact.

Consultant

5. Enter the consultant’s email address.
6. Click Next.

7. The General – Application Information window displays.

   Application Information
   Do you want to add this application to an existing Project? Yes No
   Are there existing dispositions and/or licenses to link to this application? Yes No

Application Information

1. Select No to create a new project.

2. Enter your new Project Name.

3. OR Select Yes to add the application to an existing project.

4. The search box displays. Click Search.

5. The Project Search window displays.

6. Use the search criteria to select the application required.
   - Project Name: enter a project name or a portion of the existing project name.
   - Asset ID: enter an asset ID associated with the existing project.
   - LLD: enter the legal land description for the project.

7. Click Search. Associated results display.

8. Click the Select radio button next to the required application.

9. Click Select Project.

10. The project name displays in the field box.

11. Answer the existing dispositions/licenses question.
12. Select **No** when there are no links for the application. OR Select **Yes** to display the asset table for linking to the application.

13. The Asset ID row displays.

14. Click **Add**. The Existing Assets Search window displays.

Important: Only existing licences and dispositions held under the applicant’s BA ID can be linked to the application. The **Existing Assets Search** only displays assets that meet these criteria.

15. Only **Location** may be used as a search criterion. Enter the legal land description (LLD) required OR click **Search**.

16. Search results display. Use the radio button on the left of the results to select the location required.

17. Click **Add**.

18. The existing assets information displays.

19. Use the **Remove** button to remove a row that is not required or that is incorrect.

20. Click **Next**.

21. Refer to the QRG *Initiate New Application - General Conditions 2* for the next step in the process.

**OneStop Buttons**

- **Close** cancels the search and closes the Existing Assets Search form.
- **Search** executes your search.
  Only existing licences and dispositions held under the applicant’s BA ID can be linked to the application.
  The **Existing Assets Search** only displays assets that meet these criteria.
- **Reset** clears the data from the form.
- **** links the asset to the application.
Initiate New Application – General Conditions 2

» Intended User: Pipeline Licence Applicants

Overview

This guide continues the process of initiating a new application. It follows the Initiate New Application General Conditions 1 quick reference guide.

This content is the next step in the Initiate > General > Application Information section.

General – Proposed Activity

The General – Proposed Activity window

1. Click the appropriate button to select whether the activity is located on public or private land, or both.

   Public Land | Private Land

   **Public Land** is owned or administered by the Government of Alberta or the Government of Canada.

   **Private Land** may be owned by private persons, corporations, municipalities, and Métis Settlements. Sometimes this land is called **freehold land** to distinguish it from public land.

2. Select **Pipelines** as the activity.

3. Select the type of development associated with the application. Oil and Gas would typically be selected for small gathering systems; transmission for larger pipelines.

   Mine | In Situ | Oil and Gas | Transmission Pipeline

General – Additional Information

The General – Additional Information window

4. Click **Next**.

   The activity requires an EPEA approval

   Water Act Code of Practice notifications will be submitted

   The activity requires a Water Act Approval

   The activity requires a Water Act License
1. Indicate when there are outstanding stakeholder concerns.
   Select No OR
   Select Yes and Attach File... to locate and upload documentation as outlined on pages 6–46 of Directive 056, question 2.

2. When you click Attach File..., a pop-up window displays to allow you to search for the required document on your computer. Browse to select the required document.

3. The document displays below the question.

4. Indicate when the site requires an Environmental Protection and Enhancement Act (EPEA) approval. Refer to section 6.9.30, Conservation and Reclamation Requirements of Directive 056.
   Select No
   Select Yes when an EPEA approval is required.

5. Select Attach Application and Attach File... to locate and upload the application for an EPEA approval.

6. The file attachment displays.
   This activity requires an EPEA approval
   Select
   Attach Application Enter Approval Number
   Attach Application
   (111 bytes)

7. Select Enter Approval Number when the application has been previously submitted to the AER.

8. Enter the approval number.
   Select
   Attach Application Enter Approval Number
   Enter Approval Number Example: 2469122

9. Indicate whether EPEA Code of Practice (EPEA COP) notifications are submitted.
   Select No OR
   Select Yes. Select from the dropdown menu when the EPEA COP is required.

10. Indicate when Water Act Code of Practice (Water Act COP) notifications will be submitted.
    Water Act Code of Practice notifications will be submitted
    Yes No
    Release of Hydrostatic Test Water
    - hydrostatic testing
    - pipelines crossing waterbodies
    - water course crossing
11. Select **No** OR **Yes**. Check which Water Act COP to submit.

- hydrostatic testing
- pipelines crossing waterbodies
- water course crossing

12. Indicate when this application requires Water Act approval.

- This activity requires a Water Act Approval
  - Yes
  - No
  - Attach File...

13. Select **No** OR **Yes**. Select **Yes** and Attach File... to locate and upload the application for a Water Act approval.

- This activity requires a Water Act Approval
  - Yes
  - No
  - Attach File...

14. Indicate when this application requires a Water Act licence.

- This activity requires a Water Act Licence
  - Yes
  - No
  - Attach File...

15. Select **No** OR **Yes**. Select **Yes** and Attach File... to locate and upload the application for a Water Act approval.

- This activity requires a Water Act License
  - Yes
  - No
  - (422 bytes)

16. Click **Next ▶**.

### Pipeline Licences

1. The General – Activity Details window displays.

2. Click **Add Row** to enter a licence type. Multiple licence types can be applied for in a single application.

3. Click the Application Type field drop-down list to select the required type.

4. Click the Application Purpose field drop-down list to select the type of application required.
5. Enter the **Licence Number**, when applicable.

6. Click **Validate** to confirm your entry. This populates the **Activity ID**.

   ![Application Table]

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Application Program</th>
<th>Licence Number</th>
<th>Activity ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   **Important:** For each application type entered in the pipeline licences table, an activity ID is created.

   Each activity ID needs to be entered **separately**.

7. Click **Save**

8. To remove a row, click **✓** beside the row. Click **Delete Row**

9. Click **Save**

10. Click **Next** to move to the next step in the application process—licensing. Please refer to the *Initiate New Application – Licensing* quick reference guide for details on this section.
Initiate New Application – Licensing – General Application

» Intended User: Pipeline Applicants

Overview

Applicants are required to enter the data for each Activity ID created by the Application Type and Application Purpose entered in the Activity Details window.

This quick reference guide outlines how applicants enter data in the Licensing > General Application window.

This guide assumes the following:
1. You have a valid account in OneStop.
2. Your account permissions allow complete view access.
3. You have logged in.
4. The applicant is displayed in the Login Information under company or “Acting as” delegate.
5. You have started an application and completed the General section.
6. An application type was entered in the Pipeline Licences table in the Activity Detail screen.
7. An Activity ID was created.

Licensing – General Application

When an applicant selects an Application Type and Application Purpose on the General > Activity Details window, licensing windows are generated for each activity in the table and are labelled as Activity ID. Information for each activity needs to be entered separately.

Licensing

› General Application
  Line/Installation Detail
  Technical/Environmental Information

Licenseing – General Application window

1. A blank row displays. Select the Application Type (pipeline) and Type of Application (new construction) from each drop-down list.

Participant Involvement Requirements

1. Indicate whether the requirements have been met.

Select

Yes

Select

No

Attach File...

To locate and upload documentation as outlined on pages 6–45 of Directive 056 under question 1.

2. Use the rolling bar to select and enter the distance in kilometres to the nearest residence.

1.5

3. When ‘Installation’ is selected under Application Type, an additional question displays.
Enter the distance in kilometres to the nearest surface development. 

Type of Activity

1. Indicate when this activity is for a temporary surface pipeline.

2. When you select **Yes**, the ‘in-use-until period’ date box displays.

3. From the drop-down list, select the month and year of use (one-year maximum)

   ![In use until](image)  August 2017
Overview
Applicants are required to enter technical consideration, environmental requirements and emergency response planning for each Activity ID created by the Application Type and Application Purpose entered in the Activity Details.

This quick reference guide outlines how an applicant enters data in Licensing > Technical/Environmental Information. This guide assumes the following:

1. You have a valid account in OneStop.
2. Your account permissions allow complete view access.
3. You have logged in.
4. The applicant is displayed in the Login Information under your company or “Acting as” delegate.
5. You have started an application and completed the General section.
6. An application type was entered in the Pipeline Licences table on the Activity Detail window.
7. An Activity ID was created.

Licensing
When an applicant selects an Application Type and Application Purpose on the General > Activity Details window, licensing windows are generated for each activity in the table and labelled as Activity ID. Information for each activity needs to be entered separately.

Important: When you answer “No” to any question in the technical considerations, only one button is displayed.

You can only upload one document. When you answer “No” to two or more questions because they don’t meet the requirements, the explanation for questions must be in the same uploaded file.

Licensing – Technical Considerations
The Licensing – Technical/Environmental Information window:

1. Select Yes when the pipeline meets CSA Z662 standards.

2. Select No when the pipeline does not meet CSA Z662 standards.
3. Check which standards are not met.

   - [ ] Material
   - [x] Design
   - [ ] Operational

4. Select **Attach File...** to locate and upload the document which outlines what, and why, CSA Z662 standards are not being met.

5. Indicate when the pipeline meets the requirements of a sour-service pipeline as defined in the current edition of CSA Z662.

   The pipeline does not have to operate or be maintained to sour-service requirements it only needs to be designed and constructed.

6. Indicate when the design of the pipeline is registered with ABSA.

7. Indicate if the production streams with different H₂S contents will be blended.

8. Select **No** when the application does not change the level designation of this pipeline or a connecting pipeline.

   Select **Yes** when the application will change the level designation of this pipeline or a connecting pipeline.

9. Select whether the level will decrease or increase.

   - [Select]
   - Decrease
   - Increase

### Connecting Pipelines

When this application connects to another pipeline not associated to this activity, the licence and line number of the connecting pipeline must be entered.

1. In the **connecting pipelines** section, click the **Add Row** button on either the **From Location** or **To Location**.

2. The **Existing Licences and Line Numbers Search** displays.

   - [ ] License No.
   - [ ] Line No.

3. Enter the Licence No. to complete the search.

   Line No. is optional.
4. Click **Search**

5. Search results display.

<table>
<thead>
<tr>
<th>Licence #</th>
<th>Line #</th>
</tr>
</thead>
<tbody>
<tr>
<td>26981</td>
<td>1</td>
</tr>
<tr>
<td>26981</td>
<td>2</td>
</tr>
<tr>
<td>26981</td>
<td>3</td>
</tr>
<tr>
<td>26981</td>
<td>4</td>
</tr>
<tr>
<td>26981</td>
<td>5</td>
</tr>
</tbody>
</table>

6. Click the checkbox associated with the row you want to add to the table.

<table>
<thead>
<tr>
<th>Licence #</th>
<th>Line #</th>
</tr>
</thead>
<tbody>
<tr>
<td>26981</td>
<td>1</td>
</tr>
</tbody>
</table>

7. Click **Add**

8. The licence # displays in the row.

<table>
<thead>
<tr>
<th>Licence #</th>
<th>Line #</th>
</tr>
</thead>
<tbody>
<tr>
<td>26981</td>
<td>2</td>
</tr>
</tbody>
</table>

9. Click **Save**

### Environmental Requirements

The Environmental Requirements segment:

- **Environmental Requirements**
  - The proposed pipeline/installation is located within the Calgary or Edmonton Transportation/Utility Corridor
  - Options: Yes or No

1. Select **Yes** when the proposed pipeline/installation is located within the Calgary or Edmonton transportation utility corridor.

2. An additional question displays.

- **If yes, the pipeline/installation has ministerial consent from Alberta Infrastructure**
  - Options: Yes or No

3. Select **Yes** when ministerial consent has been granted.

4. Click **Save**

### Emergency Response Planning

The emergency response planning segment:

- **Emergency Response Planning**
  - Maximum calculated emergency planning zone (km)
  - Number of surface developments in the emergency planning zone

1. Enter the maximum calculated emergency planning zone in kilometres.

2. Enter the number of surface developments in the emergency planning zone.

   **Emergency Response Planning**
   - Maximum calculated emergency planning zone (km): 50
   - Number of surface developments in the emergency planning zone: 3

3. Click **Save**

### Remove Connecting Pipelines Rows

1. When a row is not required or is selected incorrectly, you can remove the row from the view and OneStop.

   Click the checkbox at the beginning of the row to be deleted. You can delete more than one row at a time.

<table>
<thead>
<tr>
<th>Licence #</th>
<th>Line #</th>
</tr>
</thead>
<tbody>
<tr>
<td>26981</td>
<td>1</td>
</tr>
<tr>
<td>26981</td>
<td>2</td>
</tr>
</tbody>
</table>

2. Click **Remove Selected**

3. The row is removed from the window and OneStop.

4. Click **Save**
Initiate New Pipeline Application
Confirmation Overview

» Intended User: Pipeline Applicants

Overview
When an application is complete, with no failed validations, it may be submitted to the Alberta Energy Regulator.

This Confirmation > Overview quick reference guide outlines how applicants finalize the application and submit it for review.

This guide assumes the following:
1. You have a valid account in OneStop.
2. Your account permissions allow complete view access.
3. You have logged in.
4. The applicant is displayed in the Login Information under your company or “Acting as” delegate.
5. You have completed the entry and validation of an application and are ready to submit it.

Confirmation Disclaimer

2. The application declaration and disclaimer displays.

<table>
<thead>
<tr>
<th>Declaration and Disclaimer</th>
</tr>
</thead>
<tbody>
<tr>
<td>I confirm that any personal information submitted to the AER is compliant with the submitter’s obligations under applicable privacy protection legislation e.g., Personal Information Protection Act or “PIPA”. I acknowledge that the information submitted may be disclosed as part of an AER proceeding and may be placed on the public record, and that all personal information held by the AER is subject to the Freedom of Information and Protection of Privacy Act (FOIP). Where statutory confidentiality applies, I acknowledge that the IER may make all or any portion of the information submitted publicly available on expiry of statutory confidentiality status. I confirm that the information submitted is accurate and includes a complete representation of all the information that is required to be submitted. I am aware that providing false or misleading information to the AER may result in enforcement action. I acknowledge that submission of complete and accurate information is the sole responsibility of the regulated party.</td>
</tr>
</tbody>
</table>

3. When you click [I Agree] the disclaimer is closed.

<table>
<thead>
<tr>
<th>View Disclaimer</th>
</tr>
</thead>
<tbody>
<tr>
<td>is now displayed.</td>
</tr>
</tbody>
</table>

4. [Save and Submit Application] is enabled.

5. Should you click [I Disagree] the disclaimer is closed.

<table>
<thead>
<tr>
<th>Save and Submit Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>is not enabled.</td>
</tr>
</tbody>
</table>

You cannot submit your application until you have accepted the Declaration and Disclaimer.

Confirmation - Overview window

Before submitting the application, applicants must review and accept the disclaimer statement.

1. Select [Accept Disclaimer] to open the Declaration and Disclaimer message.
Save and Submit Application

1. Click **Save and Submit Application**

2. When there are no errors, the Confirm Application Submission dialog box displays.

3. Click **No** if you want to leave the application in draft form OR

4. Click **Yes** to submit the application.

5. One of two Confirm Application Submission dialog boxes displays.

   When there are no errors or warnings on the application, you receive this message:

   Clicking “Yes” below will submit this Pipeline application to AER for review and approval. Please ensure that all required data has been provided. Proceed?

6. Click **Yes** to proceed.

7. When errors are detected that haven’t yet been fixed, you receive this message, and the left menu bar displays where errors exist:

   Your application has errors and could not be submitted. Please fix them before resubmitting.

8. Click **OK** to fix errors. Repeat the steps necessary to complete the application. Return to this window and resubmit.

9. The Application Submitted dialog box displays and assigns the licence application number.

10. The Disclaimer Accepted message displays.

11. Click **Save**

12. Click **OK** to return to the Dashboard.

13. The application displays in My Applications in the Submitted section.
Overview
Applicants may add a new or unlicensed pipeline to an existing pipeline licence when the new pipeline is part of the same system and transports the same substance and H2S content.

This guide assumes the following:
1. You have a valid account in OneStop.
2. You have logged in.
3. The applicant is displayed in the Login Information as a corporate applicant OR as a delegate “Acting as.”
4. You have completed the General questions up to the Activity Details window, as outlined in the Initiate New Pipeline Application - General Conditions quick reference guide.

General - Activity Details

1. The General - Activity Details window displays.

2. Click to enter a licence type. Multiple application types may be applied for in a single application.

3. Click the Application Type field drop-down list to select the required type.

4. Click the Application Purpose field drop-down list to select the type of application required.

5. Enter the Licence Number to add this pipeline.
Example: Licence Number 21960

6. Click Validate to confirm your entry. This populates the Activity ID.

7. Click Save

8. To remove a row, click beside the row. Click Delete Row

9. Click Save

10. Click Next to move to the next step in the application process – Licensing > General Application.

11. The Activity ID with the Application Type and Application Purpose displays in the General Application section.
12. Click **Next** to move to the next step in the application process – **Licensing-Line/Installation Detail**.

13. Upload the shapefile as outlined in the *Initiate New Pipeline Application - Import Digital Spatial Data*.

14. The pipeline licence number and licence details are prepopulated in the **Segment/Installation ID** section.

```
<table>
<thead>
<tr>
<th>Segment/Installation ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licence</td>
</tr>
<tr>
<td>25784</td>
</tr>
</tbody>
</table>
```

15. Click **Save**

16. Proceed through the application process to validate the changes and submit the application.
Pipeline Applications – Add to Existing Installation Licence

Overview
Applicants may add a new or unlicensed pipeline installation to an existing pipeline licence when the new pipeline installation handles the same substance and H₂S content.

This guide assumes the following:
1. You have a valid account in OneStop.
2. You have logged in.
3. The applicant is displayed in the login information as a corporate applicant OR as a delegate “Acting as.”
4. You have completed the General questions up to the Activity Details window, as outlined in the Initiate New Pipeline Application - General Conditions quick reference guide.

General – Activity Details

5. Enter the Licence Number to add this pipeline. Example:

   Licence Number
   25784

6. Click Validate to confirm your entry. This populates the Activity ID.

   Application Type | Application Purpose | Licence Number | Activity
   Installation | New Construction - Addition to Existing Licence Number | 2196 | 1225

7. Click Save.

8. To remove a row, click beside the row. Click Delete Row.

9. Click Save.

10. Click Next to move to the next step in the application process – Licensing – General Application.

11. The Activity ID with the Application Type and Application Purpose displays in the General Application section.
12. Click **Next** to move to the next step in the application process – **Licensing-Line/Installation Detail**.

13. Upload the shapefile as outlined in **Initiate New Pipeline Application - Import Digital Spatial Data**.

14. The pipeline licence number and licence details are prepopulated in the **Segment/Installation ID** section.

```
Segment/Installation ID
Licence
23754
```

15. Complete the entry of the Line/Installation window.

16. Click **Save**

17. Proceed through the application process to validate the changes and submit the application.
Manual Entry of Pipeline Installation Data

» Intended User: Pipeline Licence Applicants

Overview

Applicants may either upload data or enter data manually on the Licensing > Line/Installation Detail.

Shapefiles must be uploaded to have data available on the map viewer, but manual data entry may be used for some fields in place of uploading .csv files.

Manually Enter Segment/Installation ID

1. In the Segment/Installation ID section, enter the required data.

   The Licence field is carried forward from the General – Activity Details window when the installation is an Addition to Existing Licence Number.

   Enter up to three difference substances for the installation. Enter the H₂S content in mol/kmol

Manually Enter Installation Specification

In the Installation Specification section, the Inst No. and Location fields are populated from the shapefile upload.

<table>
<thead>
<tr>
<th>Inst No.</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSD</td>
<td>SEC</td>
</tr>
<tr>
<td>10</td>
<td>35</td>
</tr>
<tr>
<td>RGE</td>
<td>M</td>
</tr>
<tr>
<td>3</td>
<td>5</td>
</tr>
</tbody>
</table>

2. Enter the remaining data.

3. Use the drop-down lists to select the Inst Type Compressor Station, Line Heater, Oil Loading and Unloading Terminal, Pump Station, or Tank Farm. Example:

   Compressor Station
   Compressor Station
   Line Heater
   Oil Loading and Unloading Terminal
   Pump Station
   Tank Farm

4. Enter the Comp/Pump Rate (kW) when applicable.

5. Use the drop-down lists to select the Power Source, when applicable.

   Electric, Multiple, Natural Gas, Reciprocating, Turbine, or Unknown

   Example:

   Electric
   Electric
   Multiple
   Natural Gas
   Reciprocating
   Turbine
   Unknown

6. Use the drop-down lists to select the Status. For a new construction of an installation, the status should be Permitted in most cases.

   Permitted, abandoned, discontinued etc.

   Example:

   Abandoned
   Deleted
   Discontinued
   Not Constructed
   Operating
   Permitted
   Removed

7. Click Save.
# OneStop Pipeline Applications Buttons

» Intended User: All OneStop users

## Overview
The guide outlines the buttons and navigation tools used in OneStop pipeline application windows.

## Application Buttons

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Login</strong></td>
<td>Once you have entered your username and password, click the button to log into OneStop.</td>
</tr>
<tr>
<td><strong>Logout</strong></td>
<td>Click the button to log out of OneStop and be returned to the Login page.</td>
</tr>
<tr>
<td><strong>Open</strong></td>
<td>Opens the file or application selected.</td>
</tr>
<tr>
<td><strong>Search</strong></td>
<td>Executes a search based on the criteria selected.</td>
</tr>
<tr>
<td><strong>Map Search</strong></td>
<td>When clicked, the button displays in black and opens the map search application.</td>
</tr>
<tr>
<td><strong>Reports</strong></td>
<td>Opens a new window outside of the OneStop system, and displays available pipeline reports.</td>
</tr>
<tr>
<td><strong>Dashboard</strong></td>
<td>Displays on the Industry Dashboard view. Use the drop-down list to select the search criteria for the application required.</td>
</tr>
<tr>
<td><strong>Applications</strong></td>
<td>Displays on the Industry Dashboard view. Use the drop-down list to set search criteria for the type of application required.</td>
</tr>
<tr>
<td><strong>Next</strong></td>
<td>Saves the data and moves to the next window.</td>
</tr>
<tr>
<td><strong>Save</strong></td>
<td>Saves the data; remains on current window.</td>
</tr>
<tr>
<td><strong>Previous</strong></td>
<td>Saves the data and moves to the previous window.</td>
</tr>
<tr>
<td><strong>Validate</strong></td>
<td>Validates the data in the current window.</td>
</tr>
<tr>
<td><strong>No/Yes</strong></td>
<td>Blue button indicates the field answer is selected. White button indicates the field answer is NOT selected.</td>
</tr>
<tr>
<td><strong>Reset</strong></td>
<td>Resets the data in a form.</td>
</tr>
<tr>
<td><strong>Attach File...</strong></td>
<td>Opens a Search dialog box, where you can navigate to select a file to attach to the application.</td>
</tr>
<tr>
<td><strong>Add Row</strong></td>
<td>Adds a row of fields to input additional data.</td>
</tr>
<tr>
<td><strong>Dashboard</strong></td>
<td>Dashboard returns you to the home page. The button turns black when selected.</td>
</tr>
<tr>
<td><strong>I Agree</strong></td>
<td>The accept/decline button displays when you open the map search application. Should you decline, you cannot open the application.</td>
</tr>
<tr>
<td><strong>I Disagree</strong></td>
<td>Used to accept a disclaimer message. Moves you to the next step.</td>
</tr>
</tbody>
</table>

*OneStop Buttons and Navigation Tools Quick Reference Guide*
<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Map It!</td>
<td>Opens the map search application and places the pipeline segment on the map.</td>
</tr>
<tr>
<td>View on Map</td>
<td>Opens the map search application and displays the location selected on the Alberta map.</td>
</tr>
<tr>
<td>Submit Shapefile</td>
<td>Submits the uploaded shapefile to OneStop and attaches it to the application.</td>
</tr>
<tr>
<td>Validate Application</td>
<td>System validates the application and presents any risk rules triggered.</td>
</tr>
<tr>
<td>Remove Selected</td>
<td>Removes the selected row from the view and OneStop.</td>
</tr>
<tr>
<td>Save and Submit Application</td>
<td>Saves the data from the entire application, moves the application out of draft mode, and submits it to the AER for review.</td>
</tr>
<tr>
<td>Delete Draft</td>
<td>Deletes the current application.</td>
</tr>
<tr>
<td>Close</td>
<td>Cancels the search and closes the Existing Asset Search form.</td>
</tr>
<tr>
<td>Search</td>
<td>Executes your search. Only existing licences and dispositions held under the applicant's BA ID can be linked to the application. The Existing Asset Search only displays those assets that meet this criterion.</td>
</tr>
<tr>
<td>Reset</td>
<td>Clears the data from the form.</td>
</tr>
<tr>
<td>✓</td>
<td>Links the asset to the application.</td>
</tr>
</tbody>
</table>
**Overview**

On June 26, 2017, the AER is implementing a new online process for new pipeline construction applications under the Pipeline Act. This process uses the OneStop application platform.

Companies submitting applications for new pipeline construction must ensure their employees and delegates have the appropriate roles set up in the OneStop production environment.

This guide assumes the following:

- The user has a valid business associate (BA) code. BA codes are obtained from the Petroleum Registry of Alberta: Petrinex [http://www.petrinex.ca/62.asp](http://www.petrinex.ca/62.asp)

This quick reference guide explains the pipeline applications user roles for industry. Check the DDS User Guide to further information on how to set up or add user roles in DDS.

### Industry Roles in DDS

Three new roles were added to DDS for pipeline applications. These roles provide users with access to OneStop.

<table>
<thead>
<tr>
<th>Role</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search pipeline application</td>
<td>Users with this role may search and view applications in OneStop.</td>
</tr>
<tr>
<td>Save pipeline application as draft</td>
<td>This role allows users to enter and save draft applications. This role also includes the Search Pipeline role.</td>
</tr>
<tr>
<td>Submit pipeline application</td>
<td>Users with this role may submit new applications. This role also includes the Save Pipeline role.</td>
</tr>
</tbody>
</table>

**Important:** To access reports, OneStop requires users to have the business intelligence role assigned to them.