

# Submitting OneStop Site Entry Notification

» Intended User: Public Land applicants

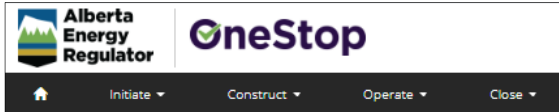


## Overview

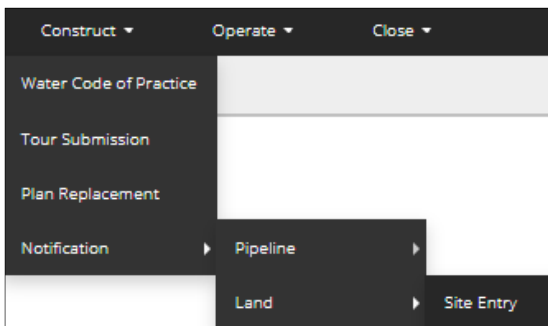
This quick reference guide describes how to submit a Site Entry Notification (SEN) for a disposition with an issued status in OneStop.

## Getting to Site Entry Notification

1. Click **Construct** in the top navigation bar.

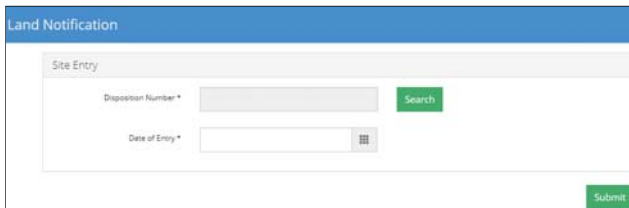


2. Select **Notification > Land > Site Entry**.

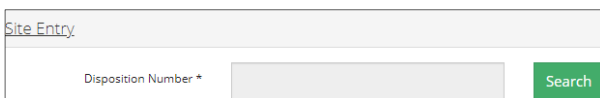


## Land Notification

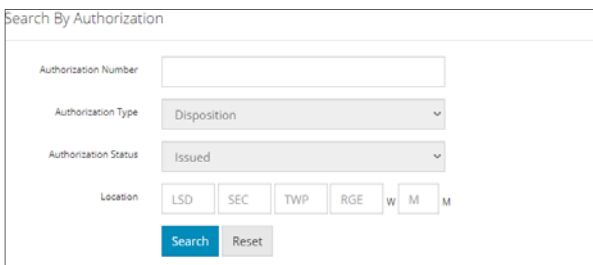
The Land Notification page opens.



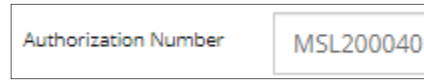
3. **Mandatory:** Click **Search** to find your disposition number.



The **Search by Authorization** window opens.



4. **Option 1: Authorization number** – Enter the number (disposition number) in the **Authorization Number** field.



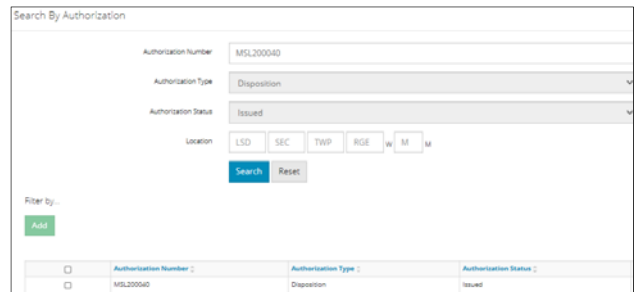
5. **Option 2: Location** – Enter the legal land location in the **Location** fields.



6. **Mandatory:** Click **Search**.



Results will appear in the table below.



7. **Mandatory:** Select the **check box** beside the disposition number that requires a SEN.

<input type="checkbox"/>	Authorization Number	Authorization Type
<input checked="" type="checkbox"/>	MSL200040	Disposition

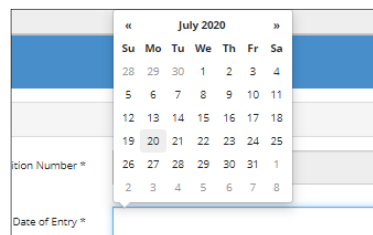
8. **Mandatory:** Click **Add**.



The window closes and the authorization number (disposition number) appears in the Disposition Number field.



9. **Mandatory:** Click the **Date of Entry** field and select the date from the calendar.



10. Click **Submit**.



## Filtering Results

1. Filter results by any column field. Click **Show** on the right side of the pane to display the filters.

Filter by... Show ▾

Add

2. Enter a value in the **Licensee** field, or select the appropriate authorization status from the drop-down menu. Click **Apply Filters**.

Filter by...

Authorization Status  Issued ▾ Licensee  Search values like...

Uncheck boxes to hide columns.

Apply Filters

Filtered results appear in the table below.

Authorization Number ▾	Authorization Type ▾	Authorization Status ▾
MSL200040	Disposition	Issued

3. Click **Clear Filters** on the right side of the pane to remove your selection.

Clear Filters

Per page 10 ▾

4. Optional: Click **Hide** on the right side of the pane to hide the filters.

Hide ▲

## Declaration and Disclaimer

1. **Mandatory:** Select **I Agree** or **I Disagree** to confirm your compliance with the declaration and disclaimer terms.

Declaration and Disclaimer

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") and the submitter is authorized to provide the personal information to the AER. I acknowledge that the information submitted may be disclosed as part of an AER proceeding and may be placed on the public record, or may be routinely publicly disseminated.

Where statutory confidentiality applies, I acknowledge that the AER 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.

I Agree I Disagree

- a) If **I Agree**, a SEN confirmation number is generated. Click **OK**.

Thank you for submitting your Site Entry Notification. Your Site Entry Notification number is 30674554.

OK

- b) If **I Disagree**, a SEN confirmation number will not be generated. The window closes and you are returned to the Land Notification – Site Entry page.

I Disagree

Site Entry

Disposition Number \* MSL200040 Search

Date of Entry \* 07/20/2020