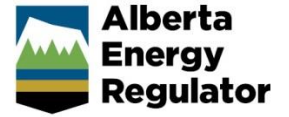


Initiate New Application – General Conditions 1



» Intended User: Pipeline Licence Applicants

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.”

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 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.

Applicant

RA ID:

Name:

Company Name:

Address:

Phone Number:

Email:

Primary Contact:

Consultant

5. Enter the consultant’s email address.

Consultant

RA ID:

Name:

Company Name:

Address:

Phone Number:

Email:

6. Click **Next >**.

7. The **General – Application Information** window displays.

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/licences 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.

Asset ID	Asset Name	Licensee Approval Holder	LLD	Asset Status
No assets				

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

Existing Assets Search

Approval Number:

Asset Reference:

Asset Name:

LLD: LSD SEC TWP RGE M W

Asset ID	Asset Name	Licensee Approval Holder	LLD	Asset Status
No Assets				

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 .

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

Asset ID	Asset Name	Licensee Approval Holder	LLD	Asset Status
<input type="checkbox"/>	0014041602000			RecExempt
<input checked="" type="checkbox"/>	0014041606000			RecCertified
<input type="checkbox"/>	0014043106000			RecExempt
<input type="checkbox"/>	0014043212000			RecCertified
<input type="checkbox"/>	0014051407000			RecCertified

17. Click .

18. The existing assets information displays.

Asset ID	Asset Name	Licensee Approval Holder	LLD	Asset Status
No existing dispositions under license to this BA ID found.				

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

20. Click .

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

OneStop Buttons

cancels the search and closes the Existing Assets Search form.

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.

clears the data from the form.

links the asset to the application.