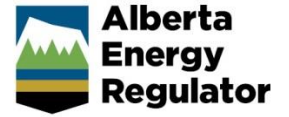


# Initiate New Application – General Conditions 1

» Intended User: Water Act Approval Applicants



## Overview

Applicants will use OneStop to submit an application for an approval under Section 37(1) of the Water Act. Within OneStop, structured data is required for the following categories of Water Act Approvals:

1. Dam Safety Approval
2. Reservoir Approval
3. Wetland Approval
4. Other (all other activities that affect a water body, for example: rerouting a flowing water body, installing a water pumping system with a lake or river, or conducting ongoing groundwater dewatering)

This guide assumes the following:

5. You have a valid account in OneStop.
6. You have logged in.
7. The applicant is displayed in the login information as a corporate applicant or delegate **“Acting as.”**

## 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

1. Click **Initiate > New Application**.

From the left menu bar, your selections are as follows:

### General

The general section asks questions common to all applications.

### General – Contact Information

Note: The applicant and consultant information **must not** be changed on this screen.

When the data is incorrect, you must click on the **Delete Draft** button and check your account details with your administrator.

### Applicant

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

### Consultant

4. Enter the consultant's email address.

Consultant

SAID:

Name:

Company Name:

Address:

Phone Number:

Email:

5. Click **Next**.

6. The **General – Application Information** window appears.

Application Information

Do you want to add this application to an existing Project?

Are there existing dispositions and/or licenses to link to this application?

### Application Information

1. Click **No** to create a new project.

2. Enter your new **Project Name**.

Do you want to add this application to an existing Project?

Project Name:

3. Or, Select **Yes** to add the application to an existing project.

Do you want to add this application to an existing Project?

Project Name:

4. The search box appears. Click **Search**.

5. The **Project Search** window appears.

Project Search

Project Name:

Asset ID:

LLD: LSD  SEC  TWP  RGE  M  W

Select	Project Name	Company
No Integrations		

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.

Select	Project Name	Company
<input type="radio"/>	PN0A 14.2	
<input type="radio"/>	PN0A 14.8	
<input type="radio"/>	PN0A 14.8	
<input type="radio"/>	PN0A 14.8	
<input type="radio"/>	PN0A 14.8	

8. Click the **Select** radial button next to the required application.

Select

9. Click **Select Project**.

10. The project name appears in the field box.

Do you want to add this application to an existing Project?  Yes  No

Project Name: PNoA 14.8

11. Answer the existing authorizations question.

Are there existing authorizations to link to this project?  Yes  No

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 appears

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

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

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 **Search**.

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 **Add**.

18. The existing assets information appears.

Are there existing #permissions and/or #assets to link to this asset?  Yes  No

Asset ID	Asset Name	Licensee Approval Holder	LLD	Asset Status
0014041602000				RecExempt

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

20. Click **Next**.

21. The **General – Proposed Activity** window appears.

General – Proposed Activity

Proposed Activity

This application is for:

This application is for the following activities:

This application is for:

22. Click **Public Land**, or **Private Land**, or both if applicable  
Can copy from Amendment document

23. Click on the related energy activity (Pipelines, Wells, Facilities)  
Can copy from Amendment document

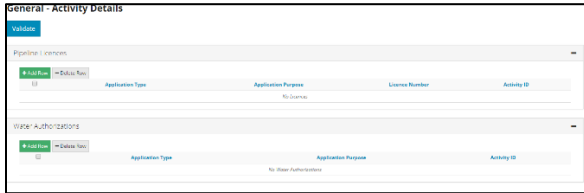
24. Click on the AER Sector (Mine, In-Situ, Oil and Gas, Transmission Pipeline)  
Can copy from Amendment document

25. Click **Next**.

26. The General – Additional Information window  
Can copy from Amendment document from 7 to 18

27. Click **Next**.

28. The **General –Activity Details** window appears.



29. Under Water Authorizations click **+Add Row** to create an Activity ID for each application purpose in the scope of the application

30. Under Application Type, select **Water Approval** for each row that was created

31. Under Application Purpose, select one of Dam Safety, Reservoir, Wetlands, or Other for each row that was created

32. Click **Next**.

33. Refer to other QRG for next steps in the process of Dam Safety, Reservoir or Wetlands activities.