Online Business:
Setting Up Your Account

Ministry of Environment

Updated: September 15, 2014

Government of Saskatchewan

This is how we do business now!

The Government of Saskatchewan has launched an online business portal for a modern, streamlined, 24/7 approach to doing business with you. The online business portal is akin to online banking: It makes submitting permits, applications and other documents easy, but it also provides a centralized record of all activity – an interface – that is accessible to both you as the client and the Government of Saskatchewan.

In a growth economy based on natural resources, it is essential that environmental management decisions be based on a complete picture of the landscape, and for this we need modern information management technology. Improvements to data management and sharing will help the province with environmental analysis. This in turn will help us make informed decisions about managing our resources so that we can sustain growth and opportunities.

In order to conduct environmental business with the Government of Saskatchewan using the online portal, it is important that your individual account and organization be registered and set up to include any organizational hierarchical relationships that may exist, as well as appropriately assigned stakeholder roles.

This document has been designed to guide you through the processes of creating a user account; registering an organization, and assigning roles. Once you complete the required steps, you will be able to start doing environmental business online with the Government of Saskatchewan.

Need help setting up your account?

Contact: BusinessAdoption@gov.sk.ca

If you have questions regarding policies or programs, please contact the subject matter expert you normally work with or our Client Service Office at 1-800-567-4224.

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A) CREATE A USER ACCOUNT

This section will guide you through the steps of creating a personal account on the portal. Your personal account will allow you to: apply for any permissions or applications as an individual, create an account for the organization you belong to, and manage any profile information. In order to create a user account you will need a valid email address and personal contact information. Follow the steps below to begin setting up your account.
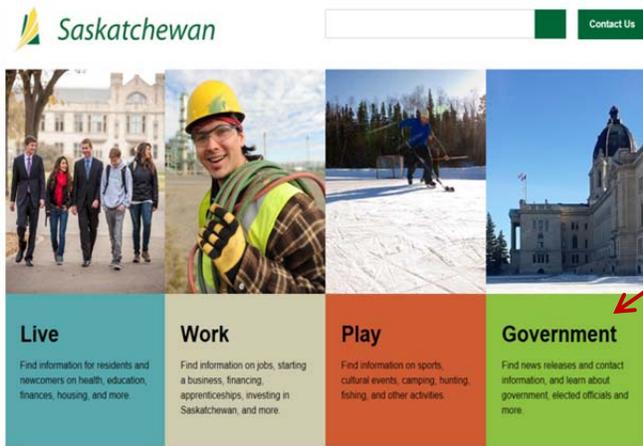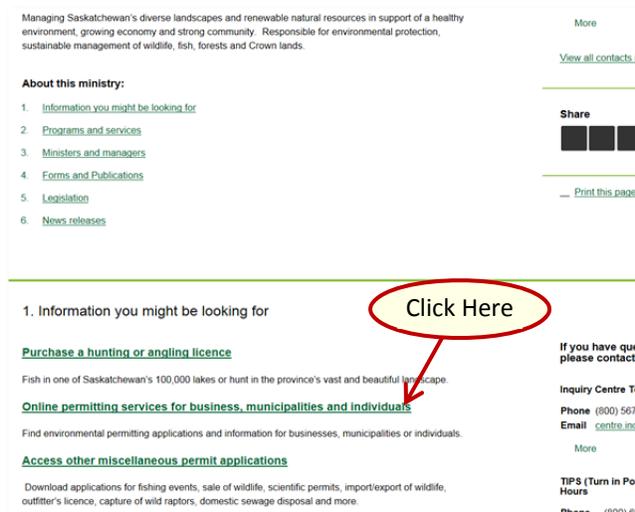

1. Go to the Government of Saskatchewan homepage:
   http://www.saskatchewan.ca/

2. Select the **Government** box.

3. Select **Ministries**, then select **Environment** from the list of Ministries.

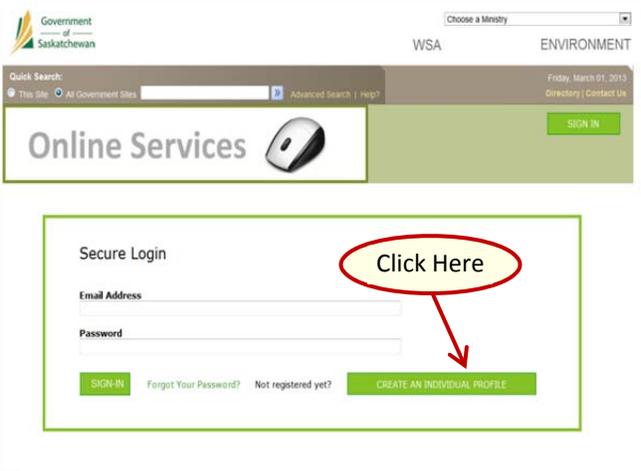4. Scroll down the page to the section on Information you might be looking for.

5. Select the link **Online permitting services for business, municipalities and individuals**.

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6. Select **Businesses** under the Online Services.

7. Select **SIGN-IN** to navigate to the secure login page.

8. The login page appears.

9. As you do not yet have an account, select **CREATE AN INDIVIDUAL PROFILE**.

10. Create a User Account appears.

11. Complete the registration form with as much detail as possible. You must enter the following information:
    a. Email Address (this will be your user ID)
    b. Password - Minimum length is 7 with at least 1 letter, 1 capital letter, 1 number and 1 non-alphanumeric character
    c. Confirm Password
    d. First Name
    e. Last Name
    f. City of Residence
    g. Postal Code
    h. Province


12. Select your Preferred Method of Contact. The choices are:
    a. Phone
    b. Cellular
    c. Email
    d. Fax
    NOTE: Make sure to provide your contact details.

13. Read the details at the bottom on the page including the terms and conditions.

14. Accept the terms and conditions to confirm your accordance to these requirements and select **CREATE USER ACCOUNT**.


15. Your account has successfully been created.

16. You can now select **SIGN-IN** and enter your new user ID (email address) and password.

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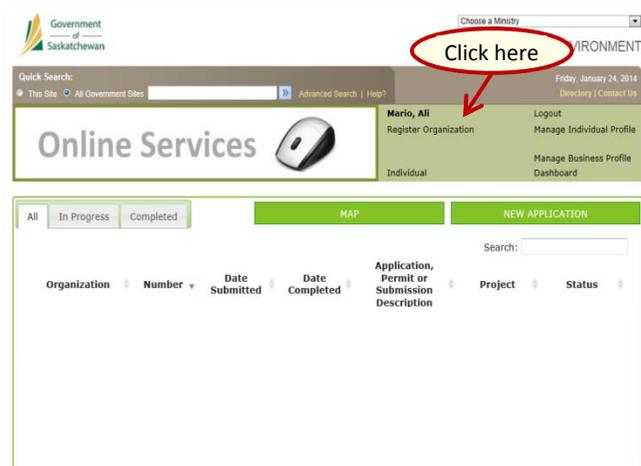
B) REGISTER AN ORGANIZATION

This section will guide you through the steps of registering an organization on the portal. Creating an organization will allow you and other individuals of the organization to do business online with the ministry on behalf of the organization. In order to complete this process you will need a personal account and details of the organization (e.g. name, address, phone number, city). You will also need to know if you are creating an organization for the first time, creating an additional independent organization, or creating affiliate organizations. Follow the steps below to begin registering an organization.
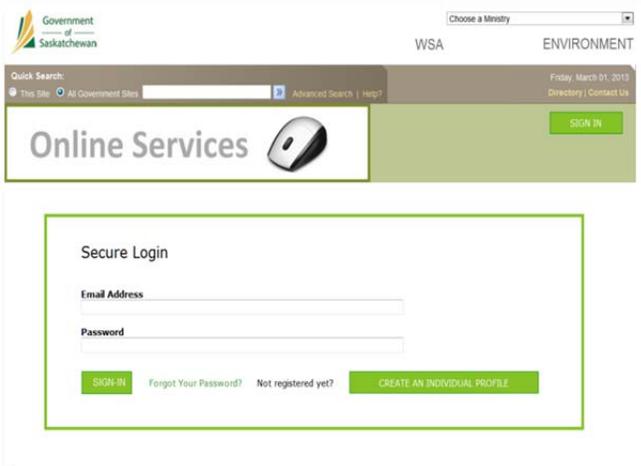
17. On the Secure Login page, enter your email address and password.
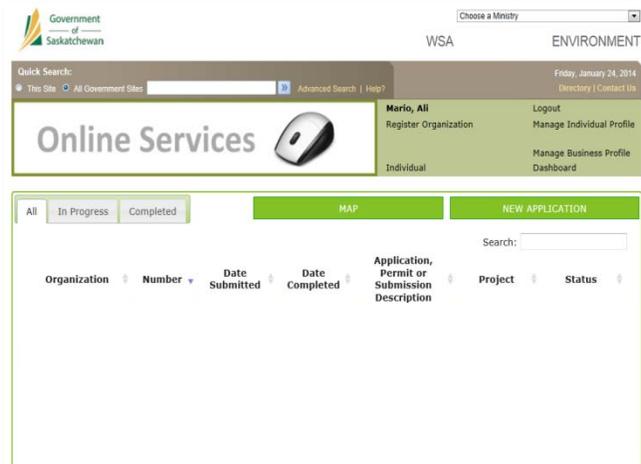
18. This is called the portal dashboard. Follow one of the steps listed below to create an organization:
    a. To register an organization for the first time, start at step 16.
    b. To register an organization that is not associated with a previously created organization, start at step 17; or
    c. To register an organization affiliated with an existing organization, start at step 21.

First Organization

19. Select Register Organization in the top banner.

     * Now skip to step 25
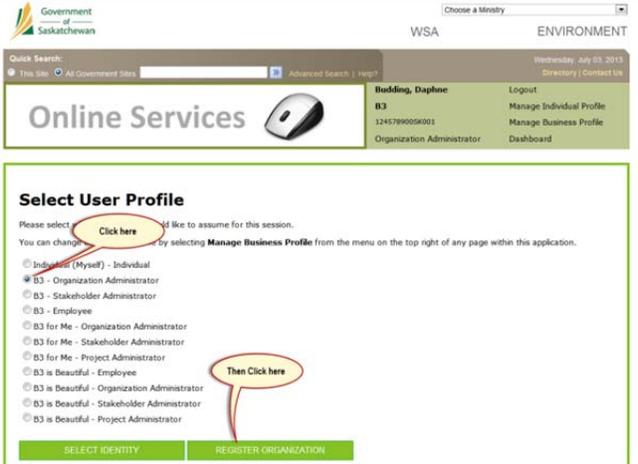
Saskatchewan Ministry of Environment
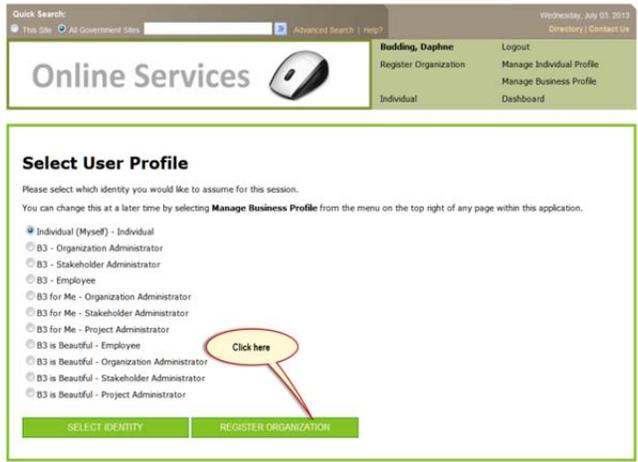
Additional Organizations

(not associated with a previously created organization)

20. Ensure that your user profile is set to Individual.

21. Select the **REGISTER ORGANIZATION** button at the bottom right.

    * Now skip to step 25

Affiliate Organizations

To create affiliate organizations, register each in a hierarchical manner, beginning with:

Highest level – Parent Organization; e.g. Head Office; then
Lower levels – Child Organizations; e.g. Regional Office/Site.

22. When registering an organization and its divisions, begin with the highest level of the organization.

23. Select the Organization Administrator role for the organization for which you wish to create an affiliate.

24. Select the **REGISTER ORGANIZATION** button at the bottom right.
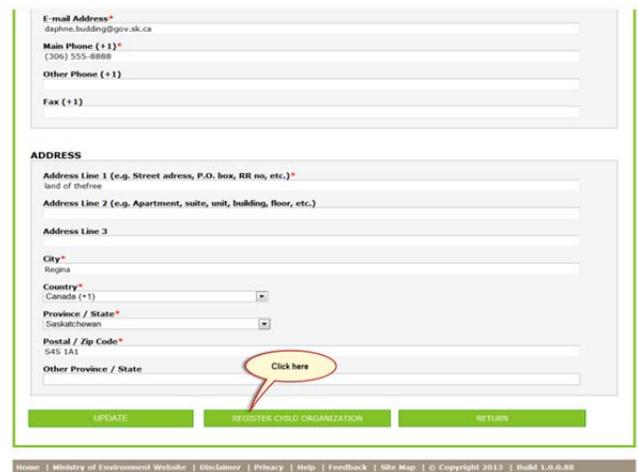
25. The Manage Organization page opens. This page contains all of the details about your existing organization.

26. At the bottom of the screen select the middle button, **REGISTER CHILD ORGANIZATION**.
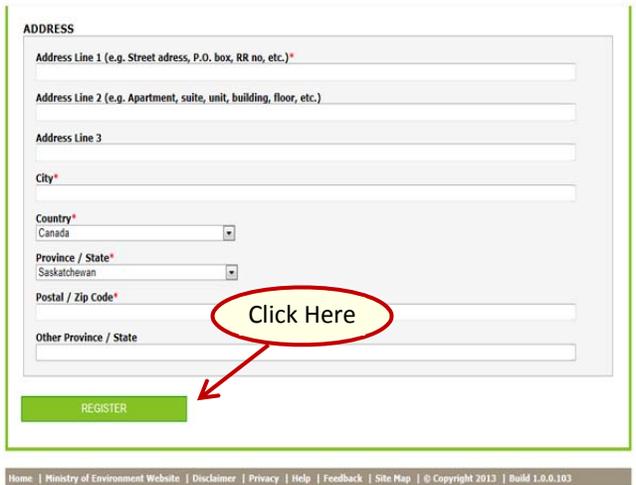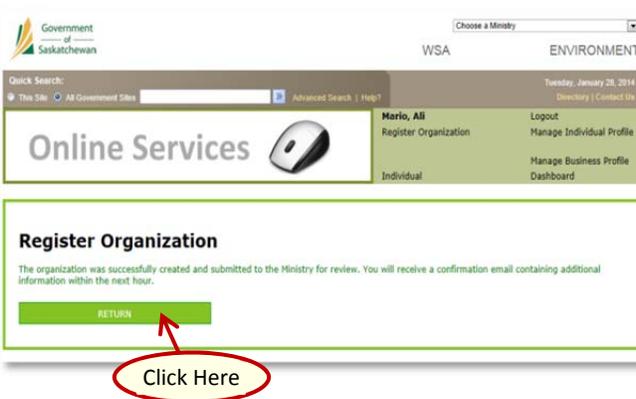
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27. Register Organization Page appears.

28. Complete the empty fields within the registration form.

    Required fields (*) are:
    a. Organization Name
    b. Legal Business Name
    c. Email Address
    d. Main Phone
    e. Address
    f. City
    g. Country
    h. Province
    i. Postal / Zip Code

29. Once you have completed the form, select **REGISTER**.

30. A confirmation screen appears with the following message (to the left).

31. Before you can begin to make submissions to the Ministry of Environment, a representative of the Ministry will verify your organization and notify you when that has happened.

32. Check the email address you used in association with the organization registration for further information.

33. Select **RETURN**.
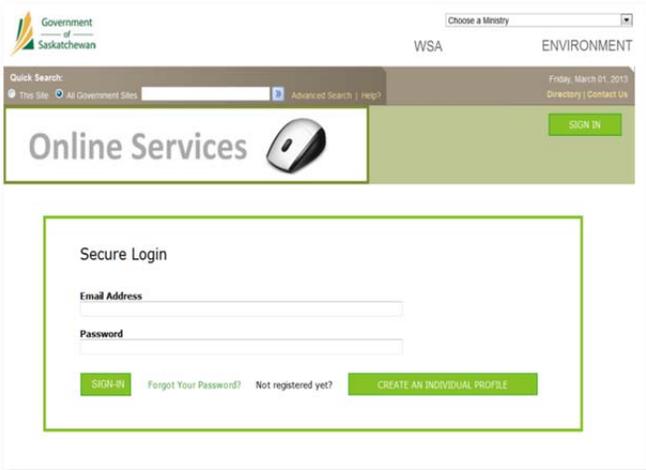
34. Secure Login appears.

35. Login with your email address and password.

    Signing in will allow individuals to:
    a. Select which role they wish to use while using the portal dashboard;
    b. Manage their individual profile;
    c. View submissions to the ministry by themselves and other members of the organization; and
    d. Initiate a submission to the Ministry of Environment.

36. The Select User Profile Page appears to allow you to select the role you wish to use while using the portal dashboard.

C) ASSIGN STAKEHOLDER ROLES

This section will guide you through the steps of assigning stakeholder roles within your organization. Assigning stakeholder roles within your organization will allow other individuals to also act on behalf of your organization. In order to assign stakeholder roles to other individuals, the individual must first create their own personal account. When that is complete, you will need the email address of the individual you will be inviting and which stakeholder role they should have. Follow the steps below for definitions of each stakeholder role and how to assign these roles.
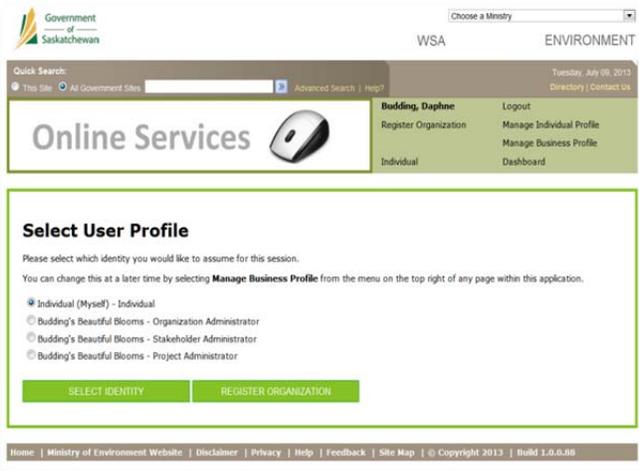
37. As part of registering your organization, you will have been issued three roles:
    a. **Stakeholder Administrator** – has the ability to invite other individuals to represent the organization in one or more roles; such as employees and/or consultants
    b. **Organization Administrator** – has the responsibility of managing the organizational structure, including adding/removing organizations within the hierarchy and changing the location of organizations within the hierarchy;
    c. **Project Administrator** – has the ability to commission and decommission projects.
    Note: You can either keep one, two, or all three of these roles or you can assign them to another person in your organization.

38. For an organization, an additional two roles exist:
    a. **Employee** Stakeholder – granted the authority to participate in, and interact with, applications for permissions and document submissions. This role allows the individual to create and submit an application on behalf of the organization.
   b. **Consultant** Stakeholder – allows a consultant to act on behalf of the organization.

39. You will also have an **Individual (Myself)** – individual role used when representing your own interests (not your organization's); for example, applying for a Burning Permit.

Individual Profile

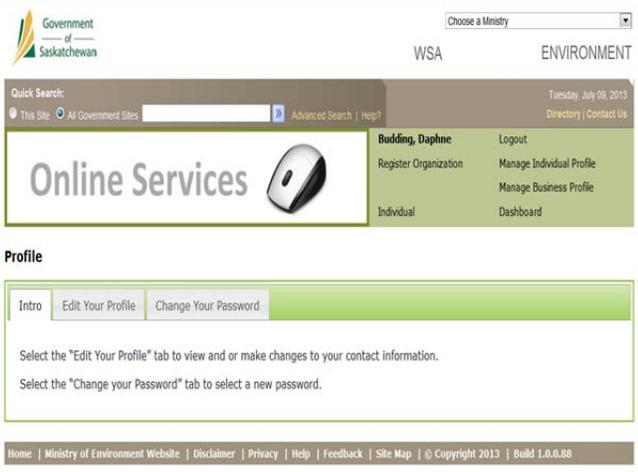40. Select the radio button beside Individual (Myself) – Individual.

41. Select the green **SELECT IDENTITY** button.

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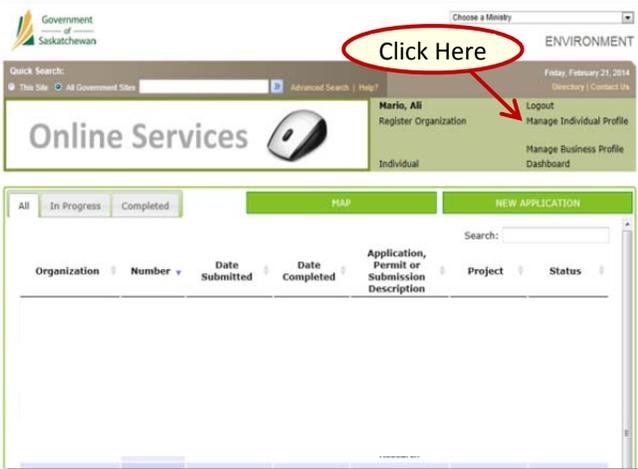
Note: If you have previously made submissions to the ministry, this screen will not be blank

42. Select **Manage Individual Profile**.


43. Select **Edit Your Profile** to make changes to your:
    a. Address Information;
    b. Email Address; or
    c. Contact Information.

44. Select **Change Your Password** to edit your password.

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Stakeholder Administrator

45. The Stakeholder Administrator is responsible for managing the individuals, including employees, consultants, organization administrators, project administrators, and fellow stakeholder administrators who will be interacting with the business portal on behalf of the business they are representing.

46. This responsibility includes:
    a. Inviting employees/consultants to register as a member of the organization;
    b. Associating the appropriate stakeholder role; and
    c. Updating/disabling user account accesses.

47. To select this role, select the radio button associated with Stakeholder Administrator, then click Select Identity.

48. Manage Stakeholders appears.

49. To disable a stakeholder role that is currently assigned to you, select **disable** at the end of the role.

50. To add a stakeholder role to your own account, select **add stakeholder role** below your name.

51. Select the Stakeholder Role from the dropdown (consultant, employee, individual, organization/project/stakeholder administrator) Note: you cannot select a role that has already been assigned to you.

52. Enter your email address.

53. Select **Add Stakeholder Role** at the bottom of the page.

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Click Here
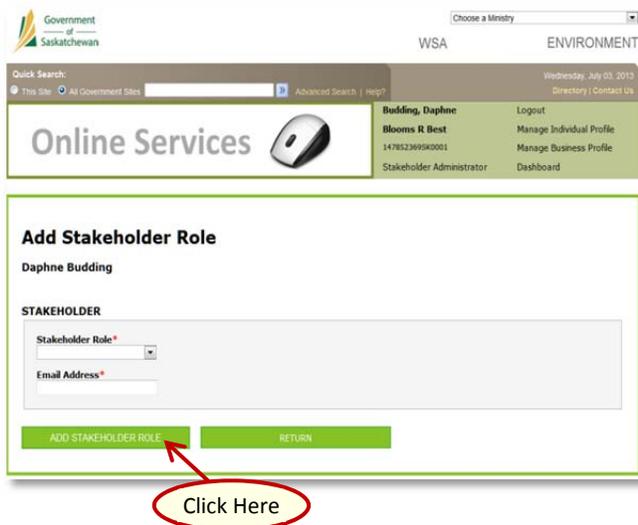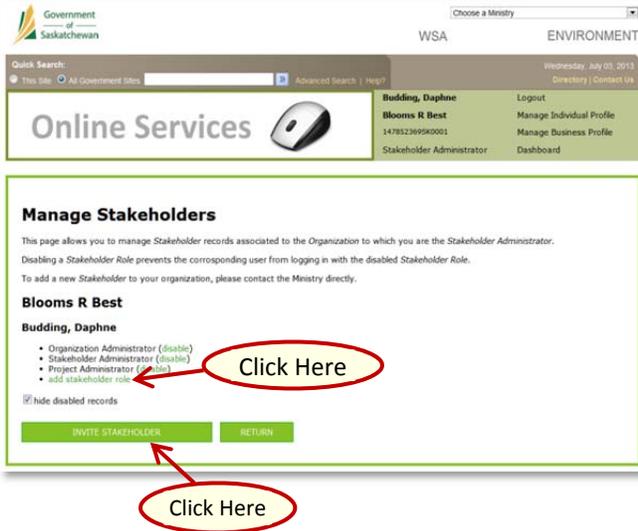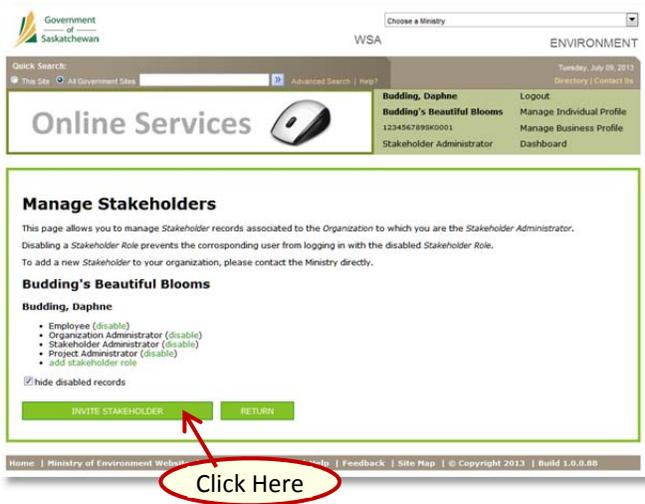
54. The new stakeholder role appears under your name.

55. To invite others to represent the organization, select **INVITE STAKEHOLDER** at the bottom of the screen.


Click Here
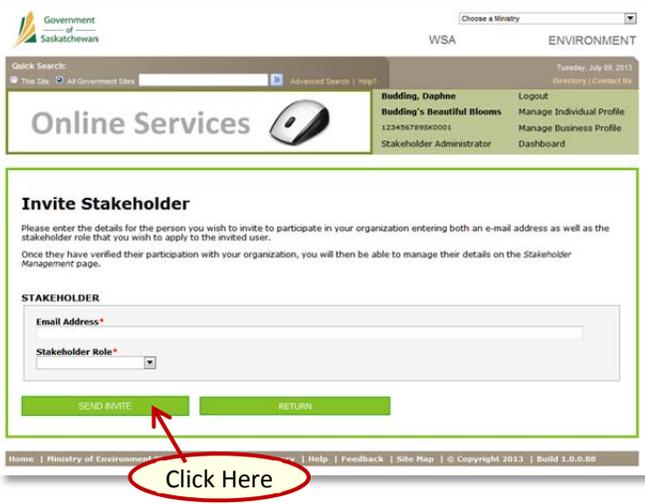
56. Enter the email address of the individual you wish to invite.

57. Enter the role you wish to assign the individual for your organization.

58. Select **SEND INVITE**.

59. The invited individual will receive an email informing him/her that they have been invited to represent the organization in the role you selected from the invitation screen.

60. This individual must follow the steps outlined in the email to accept the invitation and to register in the portal.

    Note: An individual can only be assigned one role at a time. If you want to assign multiple roles, the process must be repeated.

Organization Administrator

61. The Organization Administrator is responsible for adding, updating, and removing organizations within the hierarchy.

62. Select the Organization Administrator radio button, then click **SELECT IDENTITY**.
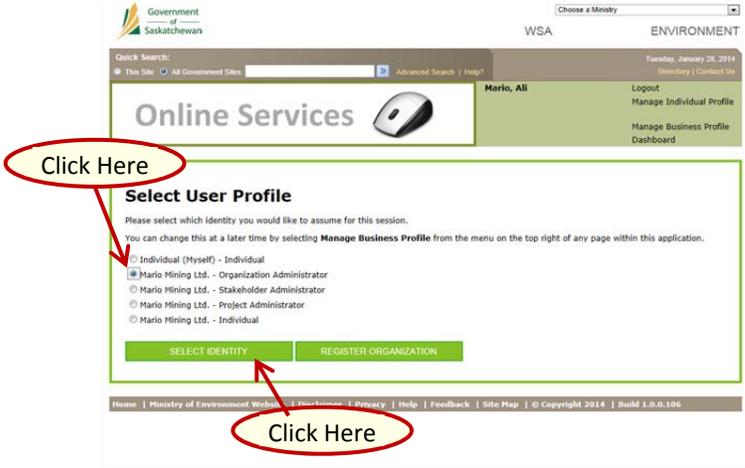
63. Manage Organization appears.

64. Update any Organization Information if needed, then select **SUBMIT** at the bottom of the page.

65. Click **REGISTER CHILD ORGANIZATION** to add an affiliate to the existing organization.
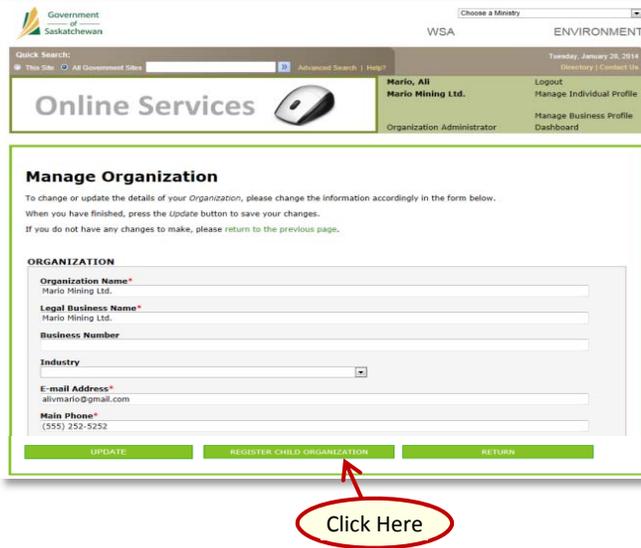

Project Administrator

66. The Project Administrator is responsible for the management and upkeep of projects within the organization.

67. The Project Administrator can add or disable projects within his/her organization.

68. From the Select User Profile page, select Project Administrator, then click **SELECT IDENTITY**.

Click Here
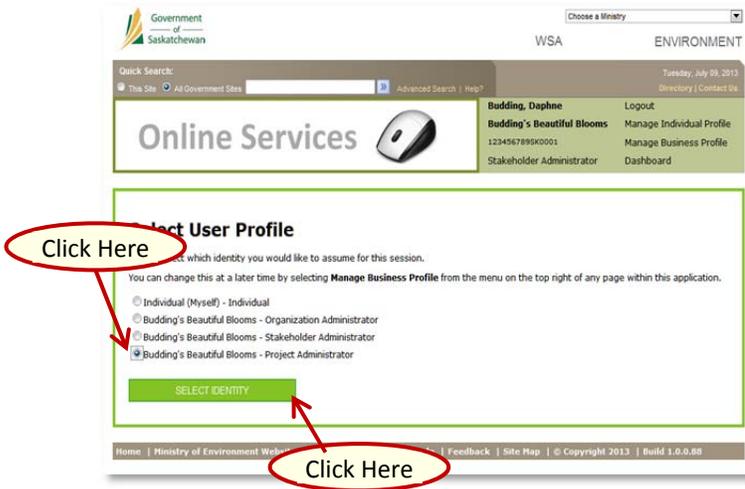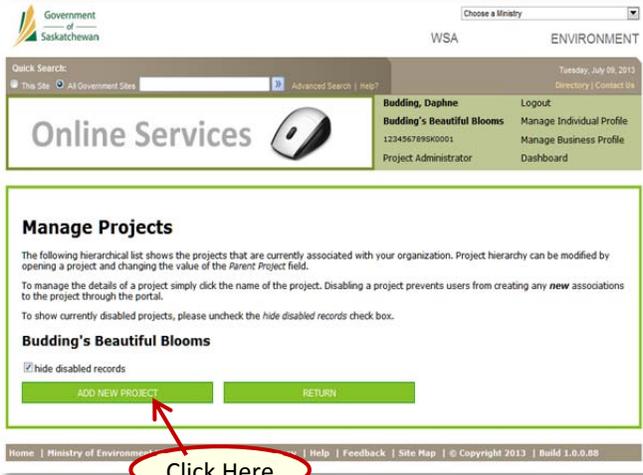
69. Manage Projects page appears.

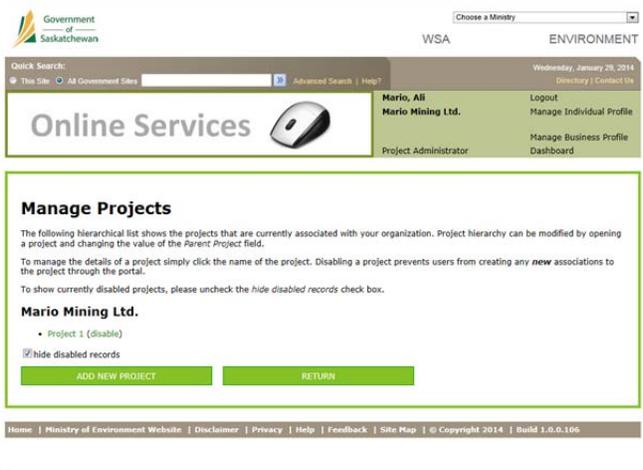70. Select **ADD NEW PROJECT**.

Click Here
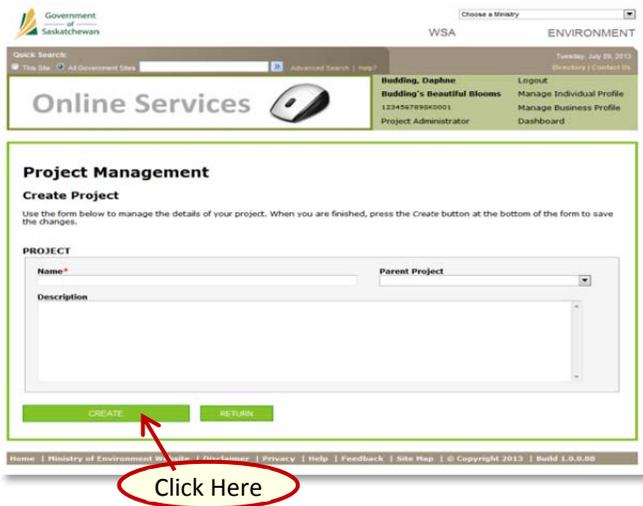
71. Enter the name of the project.

72. Select the Parent Project from the Parent Project dropdown, if applicable.

73. Provide a description of the project.

74. Once the information is added, select **CREATE**.

   Note: The project can now be referenced in all applications and submissions made to the Ministry of Environment.

75. The Manage Projects page will now show the project you created.

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D) ACCESS APPLICATIONS

This section will assist you in beginning the process of submitting an application or permission to the ministry. If you are making a submission on behalf of your organization, you will need to ensure that you have signed into the portal and selected a stakeholder role that belongs to the organization that you are applying on behalf of. Follow the steps below to begin this process.
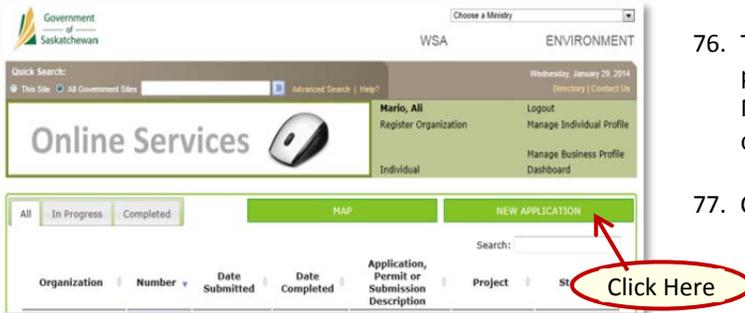
76. To access applications, submissions, and permissions that you want to submit to the Ministry of Environment, go to your main dashboard (shown to the left).

77. Click on NEW APPLICATION.

78. New Application page appears.

79. If you are making a submission on behalf of your organization, remain under the Business tab.

    Note: the Municipal tab holds permissions/applications for an individual to submit on behalf of their municipality and the Individual tab holds permissions/applications for an individual to submit for their own personal interest.

80. Find the relevant area you will be submitting to (e.g. Hazardous Materials Storage) then find the application or permission you need to submit to the ministry.

    You are now ready to submit permits and/or applications online with the Ministry of Environment!

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