Disclaimer

In this disclaimer provision:

“Crown” means Her Majesty the Queen in right of the Province of Alberta;

“Minister” means the Minister responsible for the department of Alberta Environment and Parks;

“Their employees” means and includes each, any and every officer, employee, servant and agent of either or both Crown and the Minister and without limiting the generality of the foregoing, and includes employees of the Crown and the Minister employed with Alberta Environment and Parks.

“EDS” means the Electronic Disposition System and all programs, hardware, documentation, functions and services forming a part thereof or associate therewith.

The Crown, the Minister and their employees and the contractors and technical advisors of the aforesaid:

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(b) Shall not be liable for any action, damages or claims, whether occasioned by negligence or otherwise, that any person, user, Subscriber or any employees of the aforesaid may hereafter have, allege or become entitled to (including but not limited to any claim of third-party contribution of indemnity, any economic or moral loss, or direct, immediate, special, indirect or consequential damages which do, may, or are alleged to arise as a result of:

(i) The use of this material or documentation or EDS or any service connection - therewith; or

(ii) Any error or omissions in data or any loss or partial loss of data or incomplete retrieval of information, even if any or all of the Crown, the Minister or their employees were advised of the possibility of such risk, action, claims or damages, including damages sustained or actions brought by third parties and claims made against the Subscriber by third parties.

The entire risk of loss relating to or associated with the quality and performance of EDS and any product and results thereof shall be assumed by the Subscriber and by any other user of EDS.
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1 Document Upload Overview

This module allows a revised Application Supplement, which has been requested by the field office to be submitted to the department via the Electronic Disposition System.

1.1 1.1 Hours of Operation

The EDS System is available weekdays and weekends including statutory holidays from 5:30 a.m. to 11:30 p.m. However, it is unsupported or could experience some system downtime due to maintenance during weekends or statutory holidays.

The EDS support help desk is available weekdays from 8:15 a.m. to 4:30 p.m., with the exception of statutory holidays.

1.2 1.2 Support

To report problems, kindly reference the table below.
<table>
<thead>
<tr>
<th>Disposition Code and Description</th>
<th>Corresponding Regulatory Body and Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALR – Aggregate Land Review Request</td>
<td>AEP support helpdesk email: <a href="mailto:EDS.Support@gov.ab.ca">EDS.Support@gov.ab.ca</a></td>
</tr>
<tr>
<td>DLO - License of Occupation</td>
<td>AEP telephone: 780 427-3570 or 780 422-2079</td>
</tr>
<tr>
<td>DML - Miscellaneous Lease</td>
<td>Availability: Weekdays from 8:15a.m. to 4:30p.m., except statutory holidays</td>
</tr>
<tr>
<td>DMS - Mineral Surface Lease</td>
<td></td>
</tr>
<tr>
<td>DPI - Pipeline Installation Lease</td>
<td>AER support helpdesk email: <a href="mailto:inquiries@aer.ca">inquiries@aer.ca</a></td>
</tr>
<tr>
<td>DPL - Pipeline Agreement</td>
<td>AER telephone: 1-855-297-8311</td>
</tr>
<tr>
<td>EZE - Easement</td>
<td></td>
</tr>
<tr>
<td>REA - Rural Electric Association Easement</td>
<td></td>
</tr>
<tr>
<td>REC - Recreational Lease</td>
<td></td>
</tr>
<tr>
<td>SMC - Surface Material License</td>
<td></td>
</tr>
<tr>
<td>SME - Surface Material Exploration</td>
<td></td>
</tr>
<tr>
<td>SML - Surface Material Lease</td>
<td></td>
</tr>
<tr>
<td>VCE - Vegetation Control Easement</td>
<td></td>
</tr>
<tr>
<td>LOC - License of Occupation</td>
<td></td>
</tr>
<tr>
<td>MLL - Miscellaneous Lease</td>
<td></td>
</tr>
<tr>
<td>MSL - Mineral Surface Lease</td>
<td></td>
</tr>
<tr>
<td>PIL - Pipeline Installation Lease</td>
<td></td>
</tr>
<tr>
<td>PLA - Pipeline Agreement</td>
<td></td>
</tr>
<tr>
<td>RVC - Vegetation Control Easement</td>
<td></td>
</tr>
</tbody>
</table>

**Table 1 – Disposition Types by Regulator**

In your e-mail, provide the following:

- steps taken along with screenshots showing values entered
- what happened / what was the error
- what you expected to happen instead
2 Quick Start: How do I submit an amended Application Supplement using the Document Upload module in EDS?

This quick start section illustrates the basic Document Upload submission process via walkthrough of document upload screens.

The Document Upload workflow includes the following steps and is covered in sections below:

- Logging into EDS.
- Editing the existing Application Supplement, which was flagged for correction by the field staff or legal administrator. The applicant will be notified via email when a revised application supplement is to be uploaded using the Document Upload feature in EDS.
- Downloading and saving the edited Application Supplement to a directory on your computer.
- Logging in and initiating the Document Upload application module.
- Querying the Activity Number, the Application Supplement is linked to.
- Attaching the revised Application Supplement.
- Agree with the “Terms of Use and Disclaimer” and submit the revised supplement.

2.1 Logging into EDS

To access the Document Upload application module, login to EDS at:

- SecureXNET Login

You will be directed to the SecureXNET page displayed below.
1. Click on the link with the caption the **Electronic Disposition System**.

2. You will be directed to another window where you should enter your SecureXNET username and password.

3. Select GoA Client as Account Type.

4. Click on the Login button to proceed to the EDS homepage.

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**Figure 1 - SecureXNET Login Page**
2.2 Editing the existing Application Supplement

Expand the Application Prerequisites category, clicking on the Application Supplement (NEW) module.

![Application Prerequisites](image)

**Figure 2 – Accessing the Application Supplement module**

1. Click to launch the Application Supplement module.

![Application Supplement](image)

**Figure 3 – Editing the existing Application Supplement**

2. Click on the edit icon (highlighted in yellow) to edit the Application Supplement document. Edit the applicable sections of the web form clicking on the “Next” button until you get to the Review page. Once you are satisfied with all data entered in the field, proceed to the “Terms of Use and Disclaimer” page clicking “I Agree and Submit” button to submit the transaction.
3. A Confirmation screen is displayed next as shown above. Click on “Download PDF” button to download and save the Application Supplement to a file directory.

2.3 Logging in and initiating the Document Upload application module
From the EDS homepage, expand ‘Disposition Maintenance’ category to access the Document Upload feature. Click on it to launch. On the next page:

Document Upload module should only be used where the Application Supplement submitted with the Application/Amendment transaction has been unlocked as revisions were requested as communicated by the field staff or legal administrators at the Provincial Approval Section via an email sent to the applicant.

Document Upload functionality is not a substitute for submitting changes to an Application Supplement where there is a change of purpose/activity description or boundary to the plan. In such circumstances, submitting an amendment transaction using the Amendment module is appropriate – where a new Application Supplement will have to be created.

![Figure 6 – Querying the Activity Number the edited Application supplement is linked to](image)

4. Enter the Activity number.

5. Click on the Search button.

The Applicant/Disposition Holder’s name and Purpose/Activity description will be displayed next.
6. Click on the Browse button, selecting the Application Supplement saved in Step 3. Only PDF files are recognizable file types to be uploaded.

7. Click on Next.

8. On the next page will be the Terms of Use and Disclaimer text, click on 'I Agree and Submit' to submit the revised application supplement to the department.

Figure 7 – Attaching the revised Application Supplement

Figure 8 – Terms of Use and Disclaimer text
Upon submitting, a confirmation window is displayed with the text saying the Document is successfully uploaded.

![Document Upload success](image)

**Figure 9 – Edited Application Supplement attached through Document Upload successfully uploaded**

At this juncture, the document upload feature is disabled for the activity number queried earlier as the application supplement has been locked from receiving revisions linked to the activity number. The status for the application supplement uploaded is also changed to ‘Submitted’ as seen from the Application Supplement homepage.

To utilise this feature to submit an amended application supplement, you will have to be contacted by email saying an amended application supplement is required.
3 Troubleshooting Document Upload

Error Messages

Some error messages may be encountered when uploading a revised application supplement using the Document Upload module.

3.1 Invalid File Type Upload

PDF is the recognized file type, that should be uploaded using the Document Upload feature. Any other file type uploaded will result in the error message shown below.

![Figure 10 – Error message showing invalid file type being uploaded](image)

To resolve this, make sure the attached file is in PDF format and contains the revised application supplement data.
3.2 Most current version of Application Supplement not uploaded

For a revised Application Supplement to be accepted through the Document Upload module, the most current version of the edited supplement must be attached. An error message shown below is displayed when the supplement attached is not the most current version.

![Image of error message](image)

**Figure 11 – Attached Supplement not being the current version**

To rectify this error, go back to the Application Supplement homepage and click on Download PDF icon to download and save the most current version of the Application Supplement to be uploaded through the Document Upload module, that is linked to the activity number queried in the figure above.

3.3 Activity Number is not in a valid state

According to the Document Upload validations, you can only upload a revised application supplement through the Document Upload module for an activity number that is active and not cancelled.

The error message similar to the one below is displayed when you are attempting to upload a revised application supplement through the Document Upload where the activity number is cancelled.
To have us investigate this, simply contact

- EDS Support team

### 3.4 Disposition does not exist

A revised Application Supplement can only be submitted through the Document Upload module for a valid disposition type which exists in the EDS database.
To resolve this error message, ensure the activity number typed in the field is a valid activity number that was issued by the department when you submitted your Application/Amendment transaction electronically through EDS.

### 3.5 Unable to attach a revised Application Supplement

If the Browse button is missing from the Document Upload interface, this means the Application Supplement hasn’t been unlocked by the legal administrators.

![Image](image.png)

**Figure 14 - No browse button to upload revised supplement**

If you have been informed by the regional office a revised supplement is to be submitted through the Document Upload module and the browse button is missing, please contact EDS Support so we can relay this to the legal administrators for the supplement to be unlocked.
3.6 Application Supplement attached is not associated with the activity

This error highlights that the version of an Application Supplement attached via the Document Upload module is not linked to the Activity Number queried in the Document Upload module.

To rectify this error message, you must submit an edited version of the Application Supplement linked to the activity number. Kindly refer to

- Quick Start: How do I submit an amended Application Supplement using the Document Upload module in EDS

3.7 You are not authorized to upload documents

Data supplied on an Application Supplement form contains industry’s standard sensitive information. For this reason, land agents or anyone required to upload a revised Application Supplement through the Document Upload module must have their EDS Account profiles provisioned to submit applications on behalf of the Client ID linked to the Activity number generated, that holds the Application Supplement form.
Figure 16 - You are not authorized to upload documents

You will need to contact EDS Support to have us provision your Account profile so you are able to submit revised supplements for the Client ID linked to the Activity number. A Consent form will also need to be requested from the individual or authorizing Manager of the company you are representing as a land agent. The EDS Support staff member will communicate this to you once your account profile has been edited to grant the required access to the client id.