



Electronic Disposition System

Renewals

User Guide

Environment and Parks, Government of Alberta
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EDS Disposition Renewal Application User Guide
<https://www.alberta.ca/electronic-disposition-system-overview.aspx>

For more information regarding this content visit: <https://open.alberta.ca/dataset/3e4bccf4-6758-4e4a-bfb9-f7f063b83962/resource/d3739e94-9dd4-4514-8ba3-67ca1ebff81b/download/GoA-Publications-Guideline.pdf>

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EDS Disposition Renewal Application Overview

The Electronic Disposition System (EDS) is a web-based system used to apply for, manage, and maintain surface dispositions. Disposition Renewal Applications are submitted to the department of Alberta Environment and Parks (AEP) and to the Alberta Energy Regulator (AER) and constitute a stage in the lifecycle of a surface disposition.

For more information about Public Lands Dispositions, an overview of Disposition Management, EDS modules and manuals see:

- <https://www.alberta.ca/alberta-environment-and-parks-land-forms.aspx>
- [_____](#)

EDS Hours of Operation and Support

The EDS system is available seven days a week from 5:30 a.m. to 11:30 p.m. See table below showing support contact information based on disposition type.

Disposition Code and Description	Corresponding Regulatory Body and Contact Information
DLO - License of Occupation DML - Miscellaneous Lease DMS - Mineral Surface Lease DPI - Pipeline Installation Lease DPL - Pipeline Agreement EZE - Easement REA - Rural Electric Association Easement REC - Recreational Lease SMC - Surface Material License SME - Surface Material Exploration SML - Surface Material Lease VCE - Vegetation Control Easement	AEP support helpdesk email: EDS.Support@gov.ab.ca AEP telephone: 780 427-3570 or 780 422-2079 Availability: Weekdays from 8:15 a.m. to 4:30 p.m., except statutory holidays
LOC - License of Occupation MLL - Miscellaneous Lease MSL - Mineral Surface Lease PIL - Pipeline Installation Lease PLA - Pipeline Agreement RVC - Vegetation Control Easement	AER support helpdesk email: inquiries@aer.ca AER telephone: 1-855-297-8311

Submitting a Disposition Renewal Application in EDS

Prerequisites

Proponents submitting a disposition renewal application in EDS must obtain prerequisites in support of a successful application. Submissions without the minimum prerequisites will not be accepted. The prerequisites and related information are listed below.

Client ID and EDS User Account

Proponents must acquire an EDS user account, which in turn requires a client ID (10 digit unique identifier assigned to individuals or companies conducting business with the Government of Alberta); apply for a client ID using the “Application/Amendment for Client ID” form and for the

EDS user account using the “User ID Request Form” both under heading “User IDs & Client IDs for access to Industry Online Services” on below page:

- <https://www.alberta.ca/alberta-environment-and-parks-land-forms.aspx>

Disposition Renewal Application

Proponents must download, complete, and submit a Disposition Renewal Application for every disposition they intend to renew. The “Disposition Renewal Application” form can be found on page below.

- <https://www.alberta.ca/alberta-environment-and-parks-land-forms.aspx>

The following sections show the screens and steps that must be taken to submit a Public Land Disposition Application.

EDS Main Menu screen

With the required prerequisites completed, begin the disposition renewal application process by logging into EDS:

- https://securexnet.env.gov.ab.ca/eds_login.html

Proceed by clicking “Application Submissions” menu and then “Renewals”.

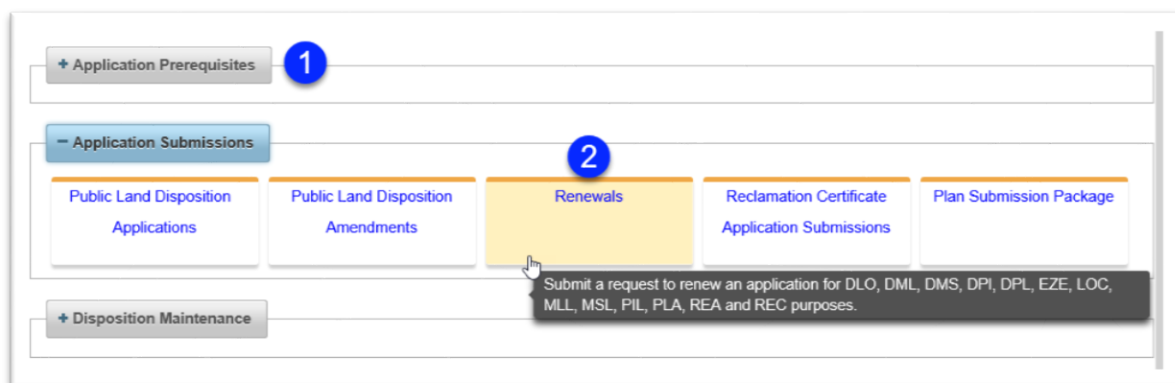


Figure 1 - EDS Main Menu screen

Disposition Renewal Application Applicant Client ID screen

Once EDS displays the “Renewal Application: Applicant Client ID” screen, proceed per steps below.



Figure 2 – Renewal Application: Applicant Client ID screen

1. Enter the Applicant’s Client ID (10 digit unique identifier assigned to individuals or companies conducting business with the Government of Alberta) and click Next. EDS validates the client id as follows:
 - a. Client ID entered must be a 10 digit number
 - b. Client ID must match a client ID on the department’s system of record
 - c. Client ID must be valid and active
 - d. Client ID cannot be of type “Mineral”

Renewal Application Upload screen

The “Renewal Application Upload” screen displays three main sections: contact information, “Found Dispositions”, and “New Dispositions”. The Found Dispositions table shows activities for which notifications have been sent. To submit a renewal request for one of the activities under “Found Dispositions”, upload a renewal application, and do so for every activity you wish to renew. On the other hand, the “New Dispositions” section allows renewal submissions for

activities for which notifications have not been sent. To submit those, enter a disposition number and upload a renewal application.

Renewals cannot be requested for dispositions where the company is struck, cancelled, in receivership, or bankrupt. Dispositions for which renewal requests are submitted must be at minimum past half their term and cannot have a renewal for the same disposition already in progress (which has not been rejected), and the surface activity must be entered and not have a record of no-entry on file.

To complete the “Renewal Application Upload” form, consult the screenshot and step descriptions below:

Location: [Alberta Government](#) > [Alberta Environment and Parks](#) > [Electronic Disposition System](#) > [Renewal Application Upload](#)

Create Application for Surface Disposition Renewal

To submit a renewal application for a disposition in the (Found Dispositions) section, upload a corresponding renewal application. To submit renewal applications for activities not listed in (Found Dispositions) section, use the (New Dispositions) section instead to enter the disposition number and upload a corresponding renewal application.

Contact:	Extesting, Krystian	Applicant:	YAP, SHARON
Company:	YAP, SHARON	ClientID:	8060811001
Address:	9915 108 ST FLOOR 2	Address:	9915 108 ST FLOOR 2
City:	EDMONTON	City:	EDMONTON
Province:	Alberta	Province/State:	Alberta
Postal Code:	T5K 2G8	Postal/Zip:	T5K 2G8
Country:	CANADA	Country:	CANADA
Email Address:	krystian.staniszewski@gov.ab.ca		
Phone Number:	(780)644-1862		
Fax Number:			

Found Dispositions								
Row #	Disposition Number	Purpose	Client File Id	Expiry Date (YYYY/MM/DD)	Notifications Issued	Renewal Application	Uploaded File	
					2 year 18 month			

New Dispositions								
Row #	Disposition Number	Purpose	Client File Id	Expiry Date (YYYY/MM/DD)	Renewal Application	Uploaded File		
1	Delete DLO187013	Recreation Trail - Summer Motorized		2019/10/24		Browse...	Browse...	Renewal Application.pdf
2	Delete					Browse...	Browse...	
3	Delete					Browse...	Browse...	
4	Delete					Browse...	Browse...	
5	Delete					Browse...	Browse...	

[Add Row](#)

Remarks Section

Remarks (Maximum 512 characters)

[Cancel](#) [Back](#) [Next](#)

Figure 3 – Renewal Application Upload screen

1. EDS displays contact details on file for submitter and applicant.
2. The “Found Dispositions” section displays activities eligible for renewal application, where a notification has been sent to the service client (the checkboxes under the “Notification Issued” column indicate if the 2 year or 18 month notifications have been sent).

3. Any dispositions matching criteria outlined in step 2 are listed in the table.
4. To submit a renewal application for one of the activities in the “Found Dispositions” section, upload a corresponding renewal application. Repeat for every activity in the “Found Dispositions” section you wish to renew.
5. The “New Dispositions” section allows users to submit renewal applications for eligible activities but for which neither a two year nor an eighteen month notification has been sent yet.
6. To submit a renewal application for an eligible activity not listed in “Found Dispositions”, enter its activity number under the Disposition Number column in the “New Dispositions” section.
7. And upload a corresponding renewal application.
8. Click Next to proceed. EDS will make the following checks and display errors in case of failure:
 - a. The disposition expiry date cannot be greater than half the term from the current date – the disposition must be past half its term;
 - b. The disposition cannot have a pending renewal request (though rejected requests may be reapplied for);
 - c. The surface activity must not have a record of no-entry;
 - d. The disposition must have a record of site entry and its latest active plan must be a survey;

Note that early renewal application submissions will have their renewal term added to the date of renewal, and not the existing expiry date, to arrive at the new expiry date.

Renewal Application Confirmation screen

The “Renewal Application Confirmation” screen displays all information entered at the Renewals Application Upload screen for user to confirm. Click Submit to proceed, or Back to make any corrections.

Location: Alberta Government > Alberta Environment and Parks > Electronic Disposition System > Renewal Application Confirmation

Confirm Application for Surface Disposition Renewal

Contact:	Extesting, Krystian	Applicant:	YAP, SHARON
Company:	YAP, SHARON	ClientID:	8060811001
Address:	9915 108 ST FLOOR 2	Address:	9915 108 ST FLOOR 2
City:	EDMONTON	City:	EDMONTON
Province:	Alberta	Province/State:	Alberta
Postal Code:	T5K 2G8	Postal/Zip:	T5K 2G8
Country:	CANADA	Country:	CANADA
Email Address:	krystian.staniszewski@gov.ab.ca		
Phone Number:	(780)644-1862		
Fax Number:			

Found Dispositions

Entered Dispositions

Disposition Number	Purpose	Client File Id	Expiry Date (YYYY/MM/DD)	Renewal Application
DLO187013	Recreation Trail - Summer Motorized		2019/10/24	Renewal Application.pdf

Remarks Section

Client Remarks

Back Submit

Figure 4 – Renewal Application Confirmation screen

1. To continue, click the Submit button.

Renewal Application Disclaimer screen

The “Renewal Application Disclaimer” screen shows the Terms of Use to the submitter to accept before finalizing their submission:

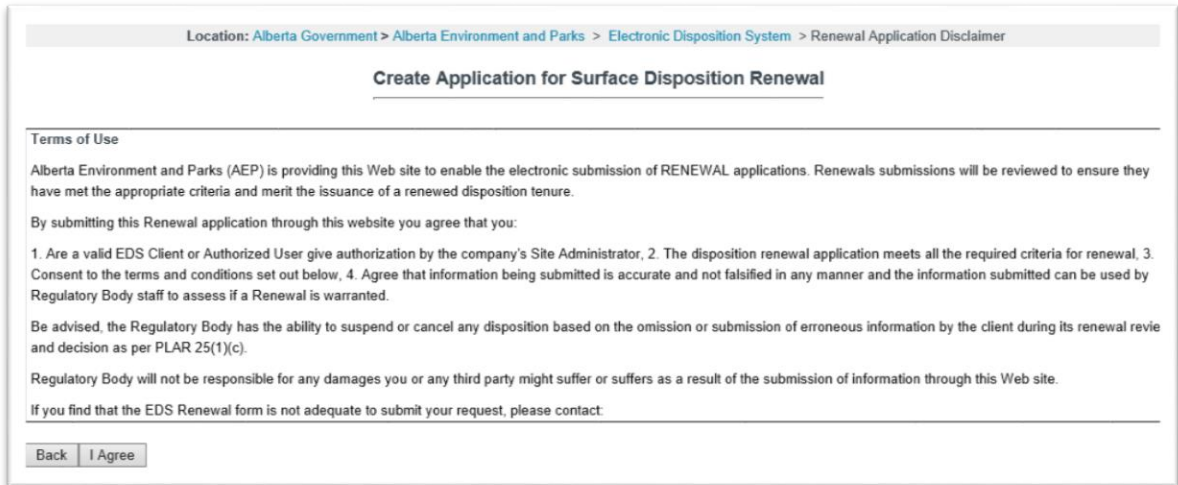


Figure 5 – Renewal Application Disclaimer screen

1. Click the “I Agree” button to submit the renewal application, or the Back button to make any corrections.

Renewal Application Confirmation screen

Upon successful submission EDS displays Renewal Application Confirmation screen, allowing the proponent to return to the main menu. A confirmation email containing a receipt of the application is sent to the proponent, and the renewal application is forwarded to the applicable regulatory agency.

Confirm Application for Surface Disposition Renewal

Contact:	Extesting, Krystian	Applicant:	YAP, SHARON
Company:	YAP, SHARON	ClientID:	8060811001
Address:	9915 108 ST FLOOR 2	Address:	9915 108 ST FLOOR 2
City:	EDMONTON	City:	EDMONTON
Province:	Alberta	Province/State:	Alberta
Postal Code:	T5K 2G8	Postal/Zip:	T5K 2G8
Country:	CANADA	Country:	CANADA
Email Address:	krystian.staniszewski@gov.ab.ca		
Phone Number:	(780)644-1862		
Fax Number:			

Found Dispositions

Entered Dispositions

Disposition Number	Purpose	Client File Id	Expiry Date (YYYY/MM/DD)	Renewal Application
DLO187013	Recreation Trail - Summer Motorized		2019/10/24	Renewal Application.pdf

Remarks Section

Client Remarks	
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Renewal Disposition was successfully submitted!

[Return to Main Menu](#)

Figure 6 – Renewal Application Confirmation screen