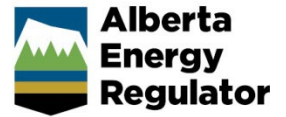


Updating a Pipeline Notification

Intended User: Submitters of pipeline notifications



Overview

This quick reference guide (QRG) describes how to update an existing pipeline notification. OneStop allows applicants to search and open a previously submitted notification, update the data, and re-submit the notification with updated information.

Log In to OneStop

1. Log in to [OneStop](#) (aer.ca > Systems & Tools > OneStop > Access OneStop) using your Digital Data Submission (DDS) system username and password.

A screenshot of the OneStop login interface. At the top left is the Alberta Energy Regulator logo, and at the top right is the "OneStop" logo. Below the logos are two input fields: "Username" and "Password". Each field has a red "x" icon on the right side. At the bottom left of the form is a "Login" button.

2. Click **I Agree** to accept the disclaimer. You *must* accept it to proceed.

A screenshot of a disclaimer page. The title is "Disclaimer". The page contains three sections: "Purpose", "Copyright & Disclaimer", and "Terms of Use". At the bottom right, there are two buttons: "I Agree" (green) and "I Disagree" (red).

Search an Existing Pipeline Notification

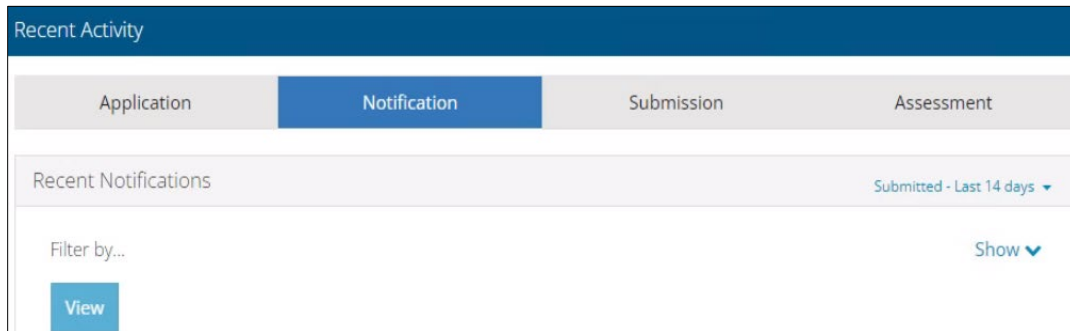
Important

Only notifications submitted within 90 days of the original submission date can be updated. Notifications older than 90 days are not eligible for updates.

Recent Activity – Past 14 Days

Use this option to search for notifications submitted in the past 14 days.

1. From the OneStop landing page, scroll down to the Recent Activity section. Click the **Notification** tab.



2. A list of all recently submitted notifications is displayed. Check the box beside the pipeline notification you wish to update.

Results

Filter by...

View Update Delete

<input checked="" type="checkbox"/>	Notification ID ▾	Operator Name ▾	Application/Authorization ▾	Legal Land Description ▾	Notification Type ▾	Status ▾	Received Date
<input checked="" type="checkbox"/>	99999999	My Company Ltd.		01-01-001-01W6	New Line Construction	Submitted	12/2/2022

3. Click **Update**.  The notification opens and is ready for editing.

Enterprise Search – Past 90 days

Use this option to search for notifications submitted in the past 90 days.

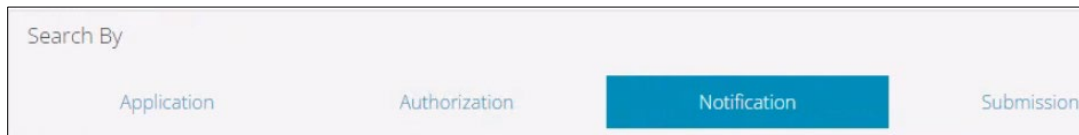
Tip

You can also use this option to search for notifications submitted in the past 14 days.

1. From the OneStop landing page, click **Search** on the top right navigation bar.



2. The enterprise search window opens. Click the **Notification** tab.



3. The Notification Search form appears. Complete as much of the form as possible to narrow the list of results. Click **Search**.

Notification Search

Notification ID: 9999999

Authorization Number: 1234567

OR

Legal Land Description (LLD): QTR LSD SEC TWP RGE W M M

Notification Type: New Line Construction

Notification Status: Submitted

Received Date: Between 06/01/2023 And 07/21/2023

Search Reset Save Parameters Load Parameters

4. A list of notifications is displayed in the Results section. Check the box beside the notification you wish to update.

Results

Filter by...

View Update Delete

<input checked="" type="checkbox"/>	Notification ID	Operator Name	Application/Authorization	Legal Land Description	Notification Type	Status	Received Date
<input checked="" type="checkbox"/>	99999999	My Company Ltd.		01-01-001-01W6	New Line Construction	Submitted	12/2/2022

5. Click **Update**. The notification opens and is ready for editing.

Update a Previously Submitted Pipeline Notification

1. With the notification record open, click **Update** at the top right of the screen. This enables edit mode.

Pipeline Notification Update Delete

Validate

Pipeline - New Construction

What type of authorization is this notification for? * Well Pipeline Facility

What authorization number is this notification for? * 99999

Does this location have an EPEA approval? * Yes No

General Information

Notification Date: June 27, 2023 2:36 PM

Authorization Number: 99999

Authorization Holder: Your Company Ltd.

2. Update the information in any of the data fields with your new values.
3. In the Comments section, enter a reason for updating this notification.

Comments

Please enter any comments related to this notification

The end date and time have been updated due to extension of the pipeline construction operation.

Validate and Submit Notification

1. Click **Validate** to check for errors. Validate
2. Errors will be highlighted in red. Fix any errors and click **Validate** again.

<p style="font-size: small; color: #666;">Company Contact Name *</p> <input style="width: 95%; border: 1px solid #ccc; border-bottom: 2px solid #d9534f;" type="text"/> <p style="font-size: x-small; color: #d9534f;">▲ Required field</p>	<p style="font-size: small; color: #666;">Phone *</p> <input style="width: 95%; border: 1px solid #ccc; border-bottom: 2px solid #d9534f;" type="text"/> <p style="font-size: x-small; color: #d9534f;">▲ Required field</p>
<p style="font-size: small; color: #666;">Contractor Company *</p> <input style="width: 95%; border: 1px solid #ccc; border-bottom: 2px solid #d9534f;" type="text"/> <p style="font-size: x-small; color: #d9534f;">▲ Required field</p>	<p style="font-size: small; color: #666;">Phone *</p> <input style="width: 95%; border: 1px solid #ccc; border-bottom: 2px solid #d9534f;" type="text"/> <p style="font-size: x-small; color: #d9534f;">▲ Required field</p>

3. Click **Accept Disclaimer**. Accept Disclaimer
4. Click **I Agree** to accept the declaration and disclaimer. You *must* agree to submit the notification.

Declaration and Disclaimer

I confirm that any personal information submitted to the AER is compliant with the submitter's obligations under applicable privacy protection legislation (e.g., Personal Information Protection Act or "PIPA") and the submitter is authorized to provide the personal information to the AER. I acknowledge that the information submitted may be disclosed as part of an AER proceeding and may be placed on the public record, or may be routinely publicly disseminated.

Where statutory confidentiality applies, I acknowledge that the AER may make all or any portion of the information submitted publicly available on expiry of statutory confidentiality status.

I confirm that the information submitted is accurate and includes a complete representation of all the information that is required to be submitted. I am aware that providing false or misleading information to the AER may result in enforcement action. I acknowledge that submission of complete and accurate information is the sole responsibility of the regulated party.

I Agree
I Disagree

5. Click **Submit** to finalize your updates to the notification.
 - a) Optional: To save your entry and return to it later, click **Save**.

Comments


Please enter any comments related to this notification

This is the demo text.

Validate View Disclaimer Save Submit

- 6. Click **Yes** to accept the declaration and disclaimer.


Declaration and Disclaimer

 You are submitting on behalf of **Your Company Ltd.** (BA ID 0000). By clicking "Yes", you are submitting a flaring notification. Please ensure all information is **provided**.

No Yes

- 7. The New Construction Notification Processing message box appears. *Do not navigate away until processing is complete.*


New Construction Notification Processing

 New Construction notification [redacted] is currently processing. Please do not navigate away until it is finished.

OK

- 8. The Submitted Notification message box appears. Click **OK**. OneStop returns you to the main landing page.

Submitted Notification

 You have submitted this **Pipeline** notification. The notification number is 9999999.

OK