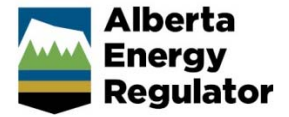


# Completing OneStop Access Screen

» Intended User: Public Land applicants



## Overview – Access

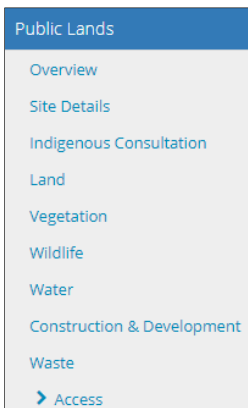
This quick reference guide (QRG) describes how to complete the Access screen in OneStop. The Access screen is used for disposition applications, amendments, and renewals for licence of occupation (LOC) disposition types with an access purpose.

By getting here you have already initiated an application, amendment, or renewal for one or more public land access roads, and now need to complete the Access screen for each activity.

## Getting to Access Screen

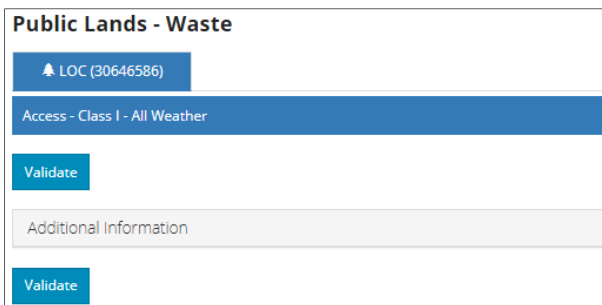
There are two ways to reach to the Access screen:

Click **Access** in the left navigation bar.

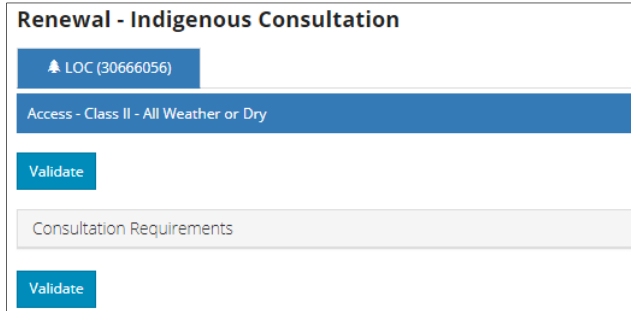


or

For new dispositions and amendments, click **Next** in the bottom left corner of the Waste screen.



For renewals, click **Next** in the bottom left corner of the Indigenous Consultation screen.

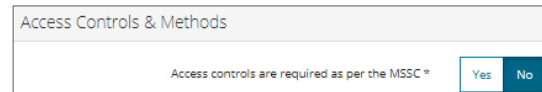


## Access Controls and Methods

### New Application

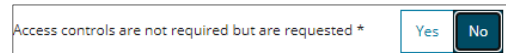
**Mandatory:** Select **Yes** or **No** to indicate if access controls are required as per the MSSC.

1. If **No**, proceed to the next question.

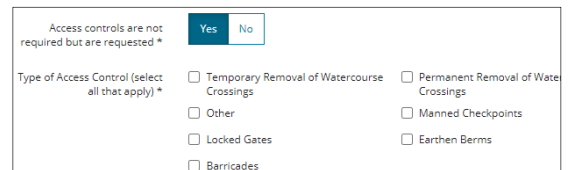


a) **Mandatory:** Select **Yes** or **No** to indicate if controls are not required but are requested.

i) If **No**, proceed to **Validate Entry**.

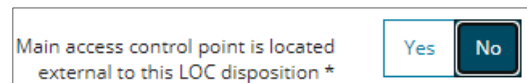


ii) If **Yes**, select the types of access controls that apply.

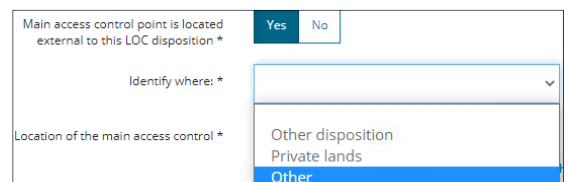


iii) **Mandatory:** Select **Yes** or **No** if the main access control point is located external to this LOC disposition.

(1) If **No**, proceed to **Step b**).



(2) If **Yes**, select the location from the drop-down menu.



- **Other Disposition** – Enter the **Disposition Number**.

Identify where: \*

Disposition Number \*

- **Private Lands** – No further action is required. Proceed to **Validate Entry**.

Identify where: \*

- **Other** – Enter the location in the text box.

Identify where: \*

Other \*

- b) **Mandatory:** Enter the legal land location of the main access control.

Location of the main access control \*

LSD	Section	Township	Range	Meridian
12	9	63	10	6

- c) **Optional:** Provide additional information about the access controls and methods in the text box.

Additional Information

2. If **Yes** answer in **Step 1**, repeat **steps 1 a) ii) to c)** above.

Access Controls & Methods

Access controls are required as per the MSSC \*  Yes  No

**Amendment or Renewal**

**Mandatory:** Select **Yes** or **No** to indicate whether access was previously closed by condition or order.

1. If **No**, proceed to **Validate Entry**.

Access Controls & Methods

Access previously closed by condition or order pursuant to section 54.01 of the Public Lands Act? \*  Yes  No

2. If **Yes**, repeat **steps 1 a) ii) to c)** in **New Application**.

Access Controls & Methods

Access previously closed by condition or order pursuant to section 54.01 of the Public Lands Act? \*  Yes  No

**Validate Entry**

1. Click **Validate** at the top or bottom left side of the screen. Errors will appear in red. Fix errors.

Validate

Access Controls & Methods

Access previously closed by condition or order pursuant to section 54.01 of the Public Lands Act? \*  Yes  No

Type of Access Control (select all that apply) \*

Temporary Removal of Watercourse Crossings  Permanent Removal of Watercourse Crossings

Other  Manned Checkpoints

Locked Gates  Kermans Barms

Barriers  **Must select at least one value.**

Main access control point is located external to this LOC disposition? \*  Yes  No

Location of the main access control \*

LSD	Section	Township	Range	Meridian
12	9	63	10	6

Additional Information

Validate

**Tip:**

Validate and fix errors as you go. You cannot complete your submission until all errors have been fixed.

**Save Entry**

2. **Mandatory:** Click **Save** at the bottom right of the screen to save your entry.

Public Lands - Access

LOC (D9646586)

Access - Class 1 - All Weather

Validate

Access Controls & Methods

Validate

Previous Next

Save

**Save**