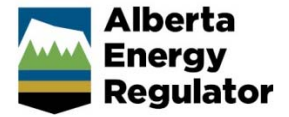# Completing OneStop Access Screen

» Intended User: Public Land applicants
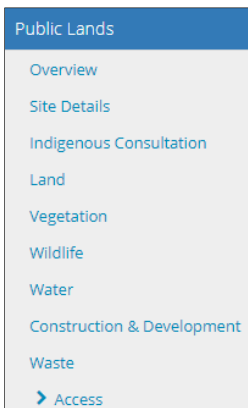
Overview – Access

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.
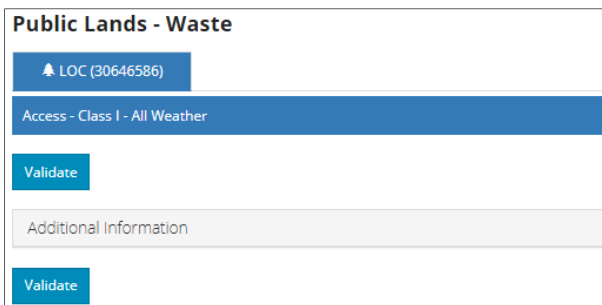
Getting to Access Screen

There are two ways to reach to the Access screen:
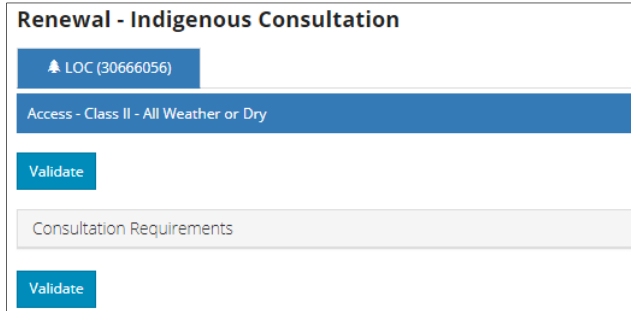
Click **Access** in the left navigation bar.

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**.**
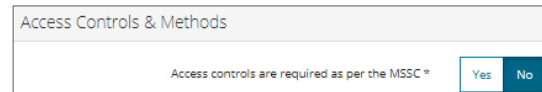

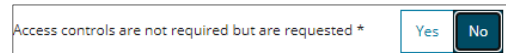## Access Controls and Methods

New Application

Mandatory: Select **Yes** or **No** to indicate if access controls are required as per the MSSC.
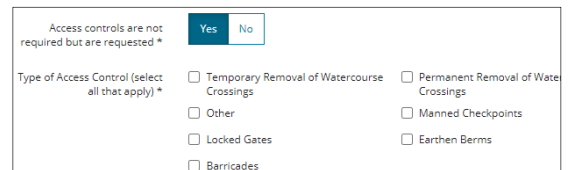
1. If **No**, proceed to the next question.

a) **Mandatory**: Select **Yes** or **No** to indicate if controls are not required but are requested.
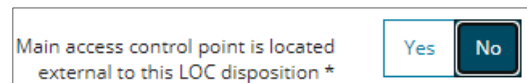
i) If **No**, proceed to **Validate Entry**.

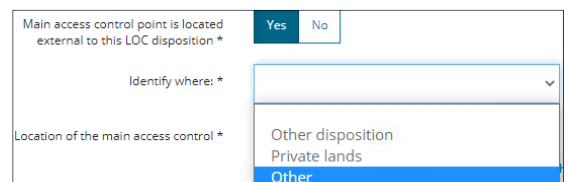ii) If **Yes**, select the types of access controls that apply.

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**.

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

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

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.

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

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**.

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

Validate Entry

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

> **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.