Completing OneStop Amendment Information Screen



» Intended User: Public Land applicants

Overview – Amendment Information

This quick reference guide (QRG) describes how to complete the Amendment Information screen in OneStop for disposition amendments.

By getting here you have already initiated an amendment for a disposition, and if applicable, its associated disposition also being amended. Now you need to complete the Amendment Information screen for each activity.

Getting to the Amendment Information Screen

There are two ways to reach to the Amendment Information screen after initiating an amendment.

Click Amendment Information in the left navigation bar.

| General |
|---------------------------|
| Public Lands Amendment |
| > Overview |
| Amendment Information |

or

From the Overview screen click **Next** at the lower left corner of the screen.

| Public Lands Amendment - Overview | |
|-----------------------------------|------|
| Validate | |
| Associated Disposition | * |
| Re-Upload Shapefile | * |
| Public Land Dispositions | ~ |
| Plan Information | ~ |
| Plan Replacement | * |
| Validate | |
| | |
| | _ |
| <pre> Previous Next ></pre> | Save |
| Novt 🔪 | |

Amendment Information

Select Yes or No if you are modifying lands.

1. If No, proceed to Validate Entry.





2. **Mandatory**: If **Yes**, select one modification or a combination of available modifications:

| mendment Information | | | |
|--|-------------|----------------|----------------------------|
| Are you modifying lands? * 🚯 | Yes No | | |
| Describe the modification to the lands * 🚯 | Add Land(s) | Delete Land(s) | Realign/Shift/Move Land(s) |

- Add Land(s)
- Delete Land(s)
- Realign/Shift/Move Land(s)
- Add Land(s) + Realign/Shift/Move Land(s)
- Delete Land(s) + Realign/Shift/Move Land(s)

Note: To de-select, click each option again.

Add Land(s)

a) **Mandatory**: Select the reason(s) why you are adding lands.

 Absorption of Disposition
 Disposition Expansion
 Other

 • Absorption of Disposition – Provide an explanation.
 • Other
 • Other

| Why are you adding lands? * | Absorption of Disposition | Disposition Expansion | Other |
|-----------------------------|---|-----------------------|-------|
| Please Explain * | Being absorbed into N amendment for this M | | |

• Disposition Expansion – No further action is required. Proceed to Validate Entry.

| Absorption of Disposition | Disposition Expansion | Other | |
|---------------------------|-----------------------|-------|--|
|---------------------------|-----------------------|-------|--|

• Other – Explain the other reason.

| Why are you adding lands? * () | Absorption of Disposition | Disposition Expansion | Other |
|--------------------------------|---------------------------|-----------------------|-------|
| Please Explain * | | | |

Delete Land(s)

b) Select the reason(s) for deleting lands.

| | Partial Reclamation Certificate | No Entry | New Disposition | Other |
|--|---------------------------------|----------|-----------------|-------|
|--|---------------------------------|----------|-----------------|-------|

• **Partial Reclamation Certificate** – Search for the reclamation certificate number.

| Why are you deleting lands? * | Partial Reclamation Certificate | No Entry | New Disp |
|---------------------------------------|---------------------------------|----------|----------|
| eclamation Certificate Number * | | 2 | Search |
| Mandatory: C | lick Search. The Se | earch by | |
| Authorization v | | , | |
| Search | | | |
| Council Du Austra vice | | | |
| Search By Authoriza | ition | | |
| 5 | | | |
| Authorization Num | | | |
| | ber | 1 | ~ |
| Authorization Num Authorization Ty | vpe Reclamation Certification | 1 | ~ |
| Authorization Num | vpe Reclamation Certification | | ~ |

ii) Mandatory: Enter the authorization number, authorization status, or legal land location. Click Search.

| Authorization Number | | |
|----------------------|---------------------------|-------|
| Authorization Type | Reclamation Certification | ~ |
| Authorization Status | Issued | ~ |
| Location | LSD SEC TWP RGE | м М м |
| | Search Reset | |

Results appear in the table below.

| Authorization Number 🗘 | Authorization Type 🗘 | Authorization Status |
|------------------------|---------------------------|----------------------|
| 1771999 | Reclamation Certification | Issued |
| 1701274 | Reclamation Certification | Issued |
| 1727882 | Reclamation Certification | Issued |
| 1667193 | Reclamation Certification | Issued |

iii) Optional: Click Reset to clear the selection.



iv) Optional: Repeat **Step (ii)**, or click **Close** to close the window without saving your search.



v) Mandatory: Select only one reclamation certificate. Click Add.

| Filter b | / | | |
|----------|------------------------|---------------------------|----------------------|
| | Authorization Number 🌲 | Authorization Type 🌲 | Authorization Status |
| | 1771999 | Reclamation Certification | Issued |
| | 1701274 | Reclamation Certification | Issued |

The window closes.

The reclamation certification number is added to the Amendment Information screen.

| Reclamation Certificate Number * | 30660682 |
|-------------------------------------|----------|
| Number | |

 No Entry – Select the date from the calendar to verify when the entry was confirmed. The date cannot be in the future.

| nendment Informatior | ** | July 2020 | | | >> | | | |
|--|----------------------------------|-----------|----|----|----|----|----|----------|
| | Su | Мо | Tu | We | Th | Fr | Sa | |
| e you modifying lands? * | 28 | 29 | 30 | 1 | 2 | 3 | 4 | |
| 0 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| escribe the modification | 12 13 14 15 16 17 18 Realign/Shi | | | | | | | |
| to the lands * 🟮 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| Why are you deleting | 26 27 28 29 30 31 1 | No Entry | | | | | | |
| lands? * | 2 | 3 | 4 | 5 | 6 | 7 | 8 | No End y |
| Verify the date that no entry was confirmed * | | | | | | | | I |

• New Disposition – No further action is required. Proceed to Validate Entry.

| Partial Reclamation Certificate | No Entry | New Disposition | Other |
|---------------------------------|----------|-----------------|-------|
|---------------------------------|----------|-----------------|-------|

• Other – Describe the other reason.

| artial Reclamation Certificate | No Entry | New Disposition | Other |
|--------------------------------|-------------------------------|--|--|
| | | | |
| a | rtial Reclamation Certificate | rtial Reclamation Certificate No Entry | rtial Reclamation Certificate No Entry New Disposition |

Realign/Shift/Move Land(s)

c) Explain why you are realigning, shifting, or moving lands.



Validate Entry

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

| Are you modifying lands? * 🜖 | Yes No | | | | | |
|---|---------------------------------|------------|------------------|---|--|--|
| Describe the modification to the lands * () | Add Land(s) Delete Land(s) | Realign/Sh | ift/Move Land(s) | | | |
| Why are you deleting lands? * | Partial Reclamation Certificate | No Entry | New Disposition | C | | |
| lands: ^ | ▲ This field is required. | | | | | |

Alberta Energy Regulator



Save Entry

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

| A MSL (30642888) | | | | | |
|--|---------------------------------|----------------------------|---------------|-------|------|
| ellsite - PNG Productio | n (SW) | | | | |
| ilidate | | | | | |
| mendment Informati | on | | | | - |
| Are you modifying lands? * () | Yes No | | | | |
| Describe the modification to the lands * 0 | Add Land(s) Delete Land(s) | Realign/Shift/Move Land(s) | | | |
| Why are you deleting lands? * | Partial Reclamation Certificate | No Entry No | w Disposition | Other | |
| lidate | | | | | |
| | | | | | |
| Previous Next > | | | | | Savo |