

Submitting OneStop Site Entry Notification

» Intended User: Public Land applicants

Overview

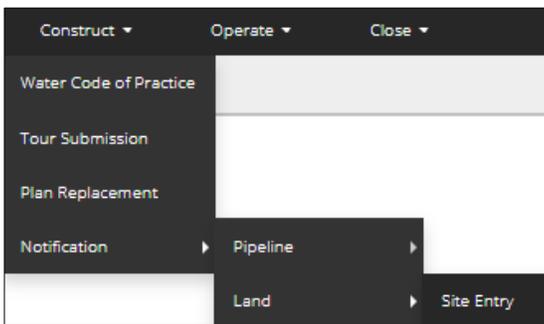
This quick reference guide describes how to submit a Site Entry Notification (SEN) for a disposition with an issued status in OneStop.

Getting to Site Entry Notification

1. Click **Construct** in the top navigation bar.

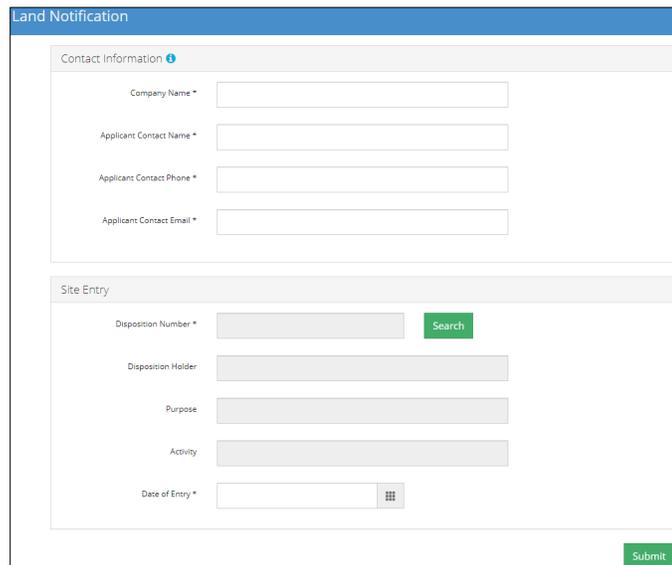


2. Select **Notification > Land > Site Entry**.



Land Notification

The Land Notification page opens.



The screenshot shows the 'Land Notification' page with two main sections:

- Contact Information:** Fields for Company Name, Applicant Contact Name, Applicant Contact Phone, and Applicant Contact Email.
- Site Entry:** Fields for Disposition Number (with a Search button), Disposition Holder, Purpose, Activity, and Date of Entry (with a calendar icon).

A green Submit button is located at the bottom right of the form.

1. **Mandatory:** Enter contact information: **Company Name, Applicant Contact Name, Applicant Contact Phone, and Applicant Contact Email.**



This screenshot shows the 'Contact Information' form with the following fields:

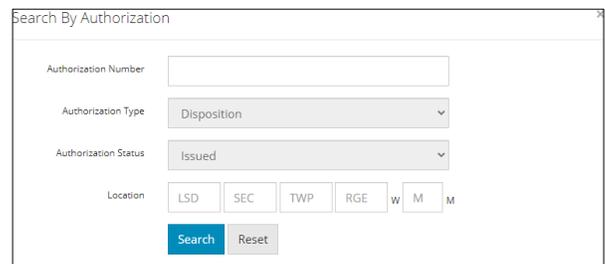
- Company Name *
- Applicant Contact Name *
- Applicant Contact Phone *
- Applicant Contact Email *

2. **Mandatory:** Click **Search** to find your disposition number.



This screenshot shows the 'Site Entry' form with the 'Disposition Number *' field and a green 'Search' button.

The **Search by Authorization** window opens.



This screenshot shows the 'Search By Authorization' window with the following fields:

- Authorization Number
- Authorization Type: Disposition
- Authorization Status: Issued
- Location: LSD, SEC, TWP, RGE, W, M, M

Buttons for Search and Reset are at the bottom.

3. **Option 1: Authorization number** – Enter the disposition number in the **Authorization Number** field.



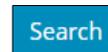
This screenshot shows the 'Authorization Number' field containing the value 'RML210014'.

4. **Option 2: Location** – Enter the legal land location in the **Location** fields.



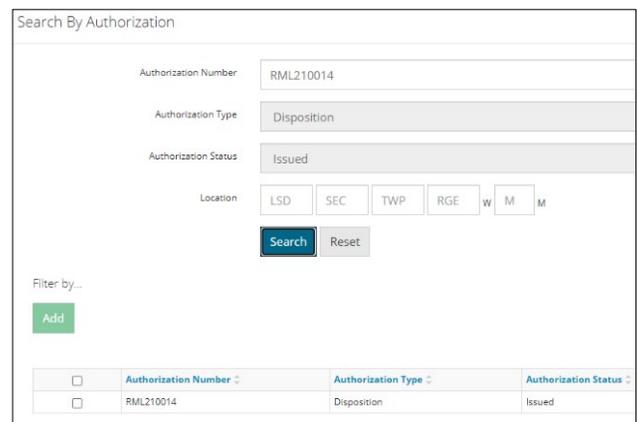
This screenshot shows the 'Location' fields with the values: LSD, SEC, TWP, RGE, W, M, M.

5. **Mandatory:** Click **Search**.



This screenshot shows the blue 'Search' button.

Results will appear in the table below.



This screenshot shows the 'Search By Authorization' window with search results displayed in a table. The 'Authorization Number' field is filled with 'RML210014'.

Authorization Number	Authorization Type	Authorization Status
<input type="checkbox"/> RML210014	Disposition	Issued

There is also a 'Filter by...' section with an 'Add' button.

- 6. **Mandatory:** Check the box beside the disposition number that requires a SEN.

<input checked="" type="checkbox"/>	Authorization Number	Authorization Type
<input checked="" type="checkbox"/>	RML210014	Disposition

- 7. **Mandatory:** Click **Add**.



The window closes and the authorization number (disposition number) autofills the Site Entry section.

Site Entry

Disposition Number * Search

Disposition Holder

Purpose

Activity

Date of Entry *

- 8. **Mandatory:** Click the **Date of Entry** field and select the date from the calendar.

tion Number *

Date of Entry *

« July 2020 »

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

- 9. Click **Submit**.



Filtering Results

- 10. Filter results by any column field. Click **Show** on the right side of the pane to display the filters.

Filter by... Show ▾

Add

- 11. Enter a value in the Licensee field or select the appropriate authorization status from the drop-down menu. Click **Apply Filters**.

Filter by...

Authorization Status Issued ▾ **Licensee** Search values like...

Uncheck boxes to hide columns.

Apply Filters

Filtered results appear in the table below.

Authorization Number	Authorization Type	Authorization Status
MSL200040	Disposition	Issued

- 12. Click **Clear Filters** on the right side of the pane to remove your selection.

Clear Filters

Per page ▾

- 13. Optional: Click **Hide** on the right side of the pane to hide the filters.

Hide ▲

Declaration and Disclaimer

- 14. **Mandatory:** Select **I Agree**, or **I Disagree** to confirm your compliance with the declaration and disclaimer terms.

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

- a) If **I Agree**, I Agree a SEN confirmation number is generated. Click **OK**.

Thank you for submitting your Site Entry Notification. Your Site Entry Notification number is 30674554.



- b) If **I Disagree**, I Disagree a SEN confirmation number will not be generated. The window closes and returns you to the Land Notification – Site Entry page.

Site Entry

Disposition Number * Search

Date of Entry *