

Government of Alberta

**Electronic Disposition System (EDS),
Plan Confirmation Service (PCS),
And Land Analysis Tool (LAT)
Access User Manual**

April 23, 2012

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“Minister” means the Minister responsible of the Alberta Sustainable Resource Development;

“Their employees” means and includes each, any and every officer, employee, servant and agent of either or both of the Crown and the Minister and without limiting the generality of the foregoing, and includes employees of the Crown and the Minister employed in Alberta Sustainable Resource Development.

“EDS” means the Electronic Disposition System and all programs, hardware, documentation, functions and services forming a part thereof or associate therewith.

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1.0 Introduction

The Electronic Disposition System (EDS) Access User Manual is a quick reference document for industry clients working with and submitting applications and information about surface leases to the crown electronically. It is for clients that need access to Lands Division electronic systems such as EDS itself or its supporting applications of PCS and LAT to complete any of the following tasks:

- Create LAT reports to be submitted with EDS EAP applications
- Create PCS submission packages containing the plan of a proposed surface activity
- Submit surface lease applications (such as EZE, LOC, MSL, PIL, PLA, REA, SML, VCE) for EFR or EAP approval processes
- Submit site entries for EAP applications
- Submit reclamation certificate applications

The goal of this guide is to answer the following questions for new users:

- What are EDS, LAT, and PCS for?
- How do EDS, LAT, and PCS fit together?
- How do I get access to EDS, LAT, or PCS?

If you just require the URLs for the web applications or for their main information pages, see Appendix A.

You can find the up-to-date version of this document here:

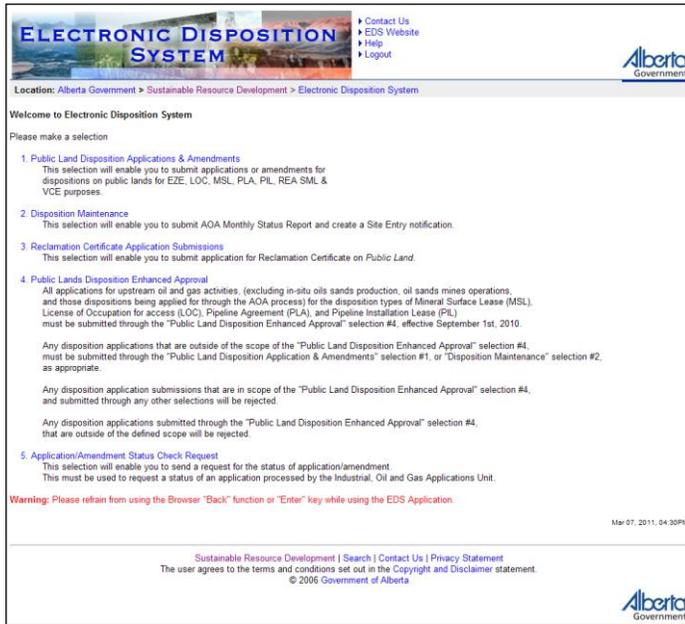
<http://srd.alberta.ca/FormsOnlineServices/IndustryOnlineServices/ElectronicDispositionSystem/Default.aspx>

2.0 SecureXNET, PCS, EDS, and LAT

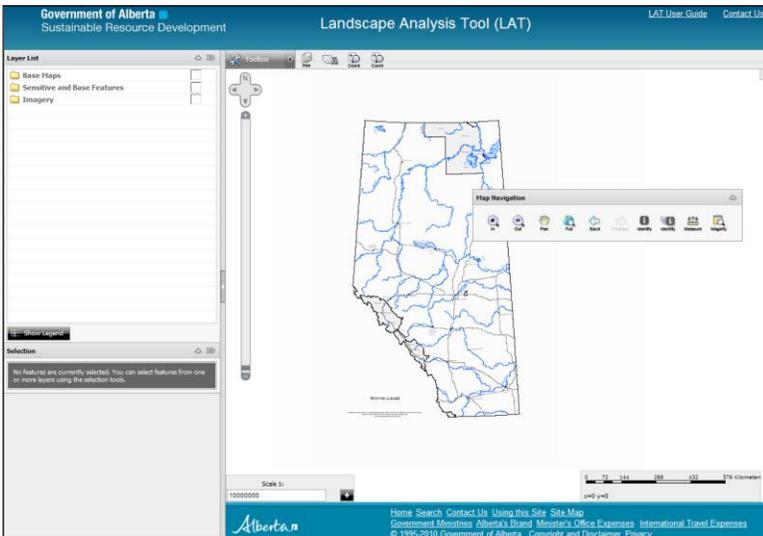
2.1 Overview

The three main web applications used to conduct business with Lands Division are PCS, EDS, and LAT. A website called SecureXNET acts as an encryption layer and must be logged into with a separate account before one of PCS, EDS, or LAT are accessed.

PCS (Plan Confirmation Service) is primarily used by surveyors to create confirmation packages containing plans or surveys of proposed activities for their clients. PCS provides checks to ensure the plan data meets certain standards and encrypts the data as well. Encrypting the confirmation package contents allows the information to be securely exchanged between parties over unsecured email.



EDS (Electronic Disposition System) is used by land agents to submit surface lease applications, reclamation certificate applications, and to submit site entries.



LAT (Land Analysis Tool) is used by companies and the land agents representing them to plan and to create LAT reports respectively. It is part of the larger framework of EAP (Enhanced Application Process).



SecureXNET is a wrapper website that provides encryption for PCS, EDS, and LAT. You will automatically get a prerequisite SecureXNET account to log into one of PCS, EDS, or LAT. This additional account you will receive to log into SecureXNET is called a GoA Client account, and you must login through the corresponding SecureXNET portal to use one of PCS, EDS, or LAT.

Figure 4 below shows a simplified model of the workflow between the 3 web applications of EDS, PCS, and LAT. For instance:

- A surveyor would submit CAD or shape files and a PDF plan through PCS, getting back a confirmation package;
- The confirmation package, along with other applicable forms and reports would be submitted by a land agent using the EDS application;
- The submitted files are reviewed by SRD;

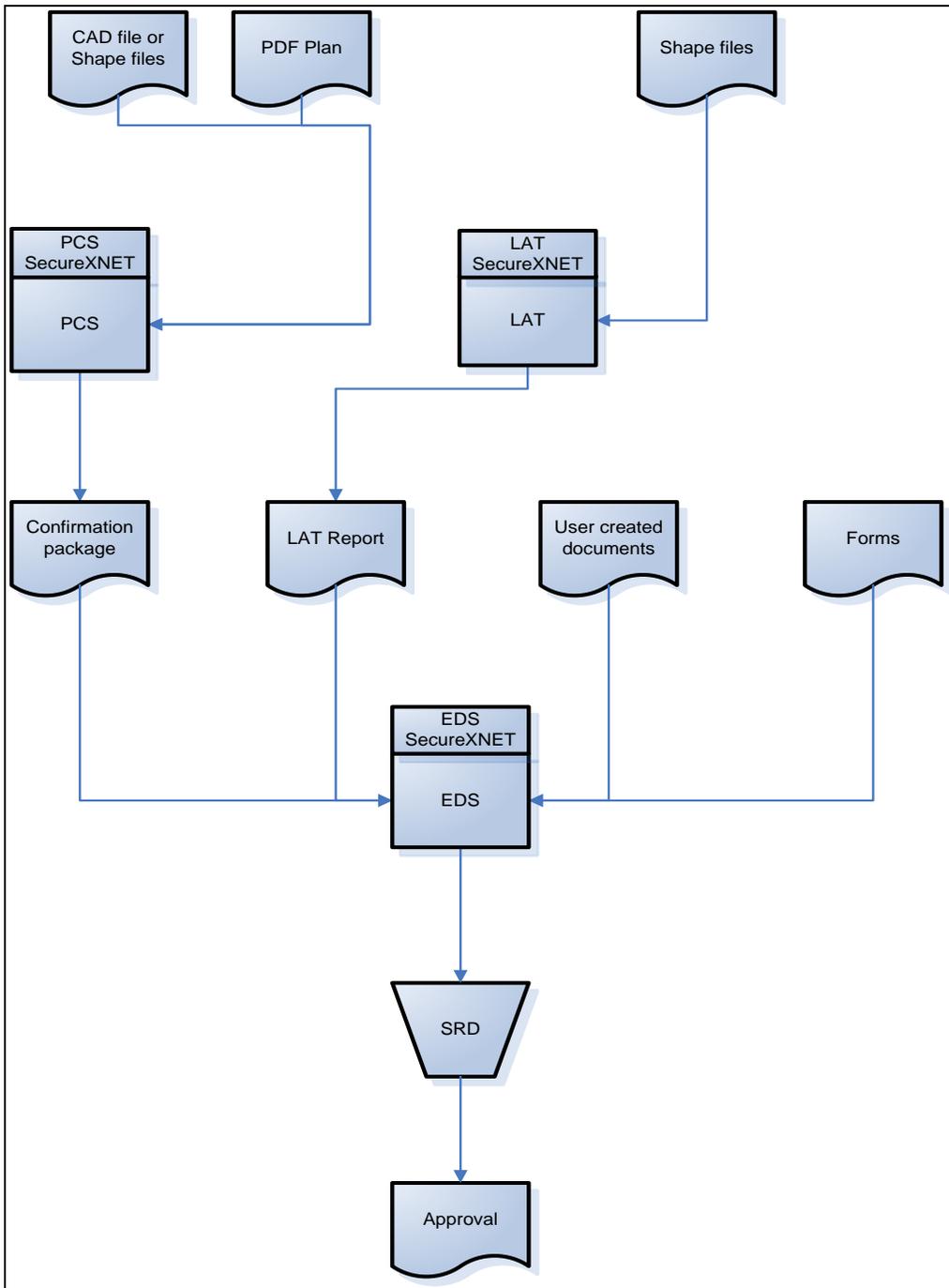


Figure 4

2.2 How do I get a PCS, EDS, or LAT account?

Before you apply for an EDS, PCS, or LAT account your company must have been registered with the Client Registry and you must have a valid LSAS Client ID.

If you do not have an LSAS Client ID, go to srd.alberta.ca and search for “**User IDs & Client IDs for access to Industry Online Services**” fill out the form “**LSAS Client ID Application**” and fax it in as per fax number on the bottom of the form.

To apply for EDS, PCS, or LAT accounts, go to srd.alberta.ca and search for “**User IDs & Client IDs for access to Industry Online Services**” and use the “EDS, LAT & PCS User ID Request Form” following the instructions contained within

Fill out the account request form and email it to eds.support@gov.ab.ca allowing 7 to 10 business days for processing. Each staff using EDS, PCS, or LAT must have their own SecureXNET GoA account and corresponding EDS account or PCS or LAT permissions. Staff from EDS Support will contact the user to provide a SecureXNET GoA Client login ID and an EDS login ID and password (if EDS was requested). The GoA Client account still has to be activated by the user:

https://extern.wln.gov.ab.ca/help/User_Name_Maint.asp?a=RGE

When you click ACTIVATE EXTERN ADS User Name and follow the instructions, you will receive an email which you must act on within 60 minutes of initiation of the activation process. Once you’ve activated the account and set a password you can precede with using EDS, PCS, or LAT. For EDS you will get a ready username and password. For SecureXNET GoA client id, you have to activate it yourself and set the password yourself.

You are responsible for the status and security of your own GoA EXTERN ADS User Name and password.

2.3 How do I maintain my SecureXNET GoA account and my PCS, EDS, or LAT accounts?

2.3.1 GoA Account Maintenance

Every 90 days an email will be sent to each GoA account holder to change the account password. To change your password the email will direct you to:

https://extern.wln.gov.ab.ca/help/User_Name_Maint.asp?a=RGE

You can use the above website to activate, reset, or change your password as well.

2.3.2 EDS Username and Password Maintenance

Inform EDS Support of changes to staffing, email addresses and phone numbers. If there are any errors or omission to the contact information on the application or amendment form contact EDS Support to correct.

2.4 System Availability and Login Timeouts

EDS and PCS are available 7 days a week between 7am – 10pm. They time out after 10 minutes of inactivity, at which point the user must login again.

LAT is available 7 days a week.

SecureXNET will time out and log you out after one hour of idle time. Simply log back in to continue.

2.5 User Access Process

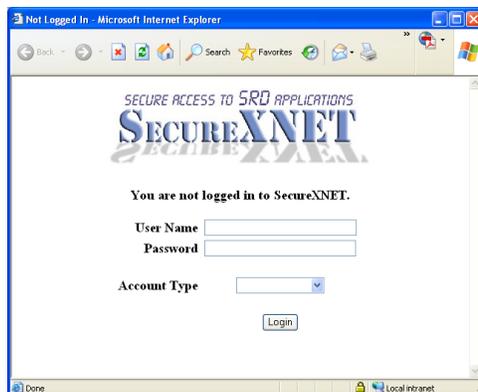
2.5.1 Logging into EDS

Industry clients will be required to perform the following steps to access the EDS:

1. Open a Web Browser (i.e. Internet Explorer, Netscape or Mozilla Firefox). The web application will place a cookie in your system during your session. The cookie is removed once you have logged out or once you have closed down your internet browser.
2. Within the address bar of the browser, type the following URL:
https://securexnet.env.gov.ab.ca/eds_login.html
3. The following SRD SecureXNET window is displayed:

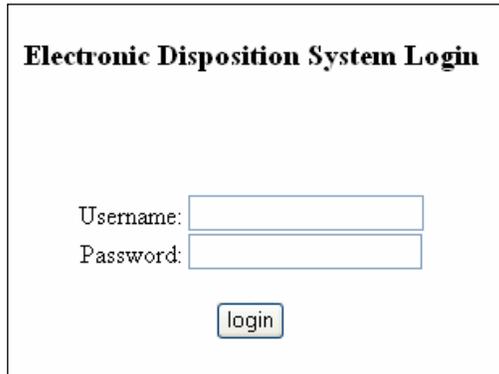


4. Select “**the Electronic Dispositions System**” link
5. The following window is displayed



6. Enter the appropriate GoA User Name and Password information. Select **GoA Client** Account Type from the dropdown list.
 - GoA Employee
 - **GoA Client**
 - External Client

7. Click on the Login button.
8. If the login authentication is successful, the following window will display:



Electronic Disposition System Login

Username:

Password:

9. Enter your EDS User Name and Password then click the login button.
10. In the event of a keystroke error, this process can be started again by right clicking your mouse and selecting 'Refresh' or by closing this window and returning to the SecureXNET window and selecting the EDS link again. To end your session of EDS simply close down your browser.

2.5.2 Logging into PCS

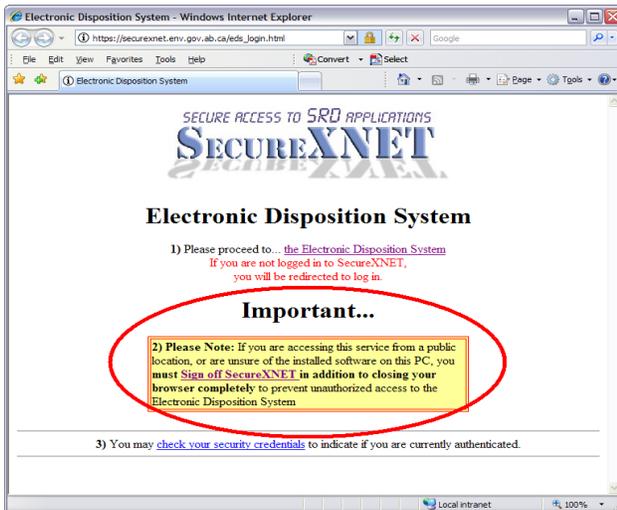
1. Open a Web Browser and load the following URL: https://securexnet.env.gov.ab.ca/pcs_login.html
2. Click the "the Plan Confirmation Service" link.
3. Enter your GoA user name and password, select GoA Client from the Account Type drop-down menu, and click Login.
4. You're presented with the first screen of two in the PCS package creation process.

2.5.3 Logging into LAT

1. Open a Web Browser and load the following URL: https://securexnet.env.gov.ab.ca/lat_login.html
2. Click the "the Landscape Analysis Tool" link.
3. Enter the GoA user name and password, select GoA Client from the Account Type drop-down menu, and click Login.
4. You're presented with the LAT GUI.

2.6 Logging off SecureXNET

Click on the **Sign off SecureXNET** link in the SecureXNET window (Figure X) and after a successful signoff you'll get a pop-up window with the message "The signoff operation was successful".



3.0 Getting Support

If there are any problems with the SecureXNET login contact the GoA help at 780-427-4357 and select option 1.

EDS Support Team

Phone enquiries regarding login accounts/passwords or system problems should be directed to:

Alex Crosland – (780) 415-4609

Sharon Yap – (780) 422-2518

Krystian Staniszewski – (780) 644-1862

Pauline Peterson, Team Lead – (780) 415-4612

Lands Division Reception – (780) 427-3570

EDS support help desk is available Monday to Friday 8:15am to 4:30pm except statutory holidays.

System and Documentation Feedback

Please send any feedback or suggestions to eds.support@gov.ab.ca.

Appendix A – Web pages and Forms

The web pages and forms referenced in this manual are available on the SRD website. To access the web pages and forms, search “Form Title” or “Web Page Title” at srd.alberta.ca.

EDS, PCS, and LAT Web Pages and Forms:

- Electronic Disposition System (EDS)
- Plan Confirmation Service (PCS)
- Landscape Analysis Tool (LAT)
- Enhanced Approval Process (EAP)
- EAP Manuals & Guides
- User IDs & Client IDs for Access to Industry Online Services Forms

PCS, EDS, LAT - https://securexnet.env.gov.ab.ca/pcs_login.html