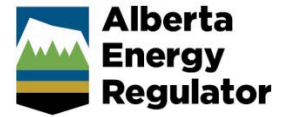


# Pipeline Applications – Industry Roles

» Intended User: Pipeline Applicants



## Overview

On June 26, 2017, the AER is implementing a new online process for new pipeline construction applications under the *Pipeline Act*. This process uses the OneStop application platform.

Companies submitting applications for new pipeline construction must ensure their employees and delegates have the appropriate roles set up in the OneStop production environment.

This guide assumes the following:

- The user has a valid business associate (BA) code. BA codes are obtained from the Petroleum Registry of Alberta:  
[Petrinex](http://www.petrinex.ca/62.asp) <http://www.petrinex.ca/62.asp>
- The user has a valid Digital Data Submissions (DDS) System account.  
Check the *DDS User Guide* to help you set up a DDS account.  
[http://portal.aer.ca/static\\_files/SRP/Documents/DDSUserGuide.pdf](http://portal.aer.ca/static_files/SRP/Documents/DDSUserGuide.pdf)

This quick reference guide explains the pipeline applications user roles for industry. Check the *DDS User Guide* to further information on how to set up or add user roles in DDS.

## Industry Roles in DDS

Three new roles were added to DDS for pipeline applications. These roles provide users with access to OneStop.

Role	Function
<b>Search pipeline application</b>	Users with this role may search and view applications in OneStop.
<b>Save pipeline application as draft</b>	This role allows users to enter and save draft applications. This role also includes the <b>Search Pipeline</b> role.
<b>Submit pipeline application</b>	Users with this role may submit new applications. This role also includes the <b>Save Pipeline</b> role.

Important: To access reports, OneStop requires users to have the business intelligence role assigned to them.