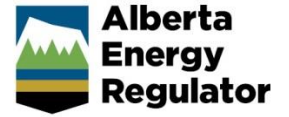


Log in to OneStop – Pipeline Applications

» Intended User: Pipeline Applicants



Overview

OneStop is a new system at the AER. It is used by industry to submit new pipeline applications.

This quick reference guide outlines how to log in to the system and search for existing submissions.

Log in to OneStop

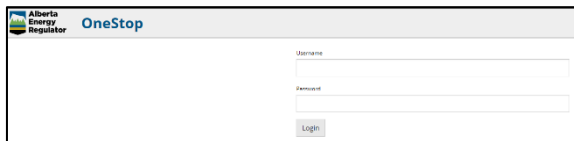
For direct access to the OneStop system, set your browser to:

<https://onestop.aer.ca/onestop>

For access to the page with training materials included, please use this link:

<https://www1.aer.ca/onestop>

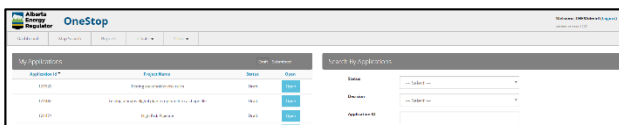
1. The login window displays.



2. Enter your user name and password.

3. Click .

4. The OneStop main page displays.



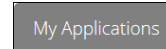
5. The view opens to the OneStop dashboard.



My Applications

To view existing applications created under your ID:

1. From the left side of the main page, look at the My Applications column.




2. Four columns display: **Application ID**, **Project Name**, **Status**, and **Open**.

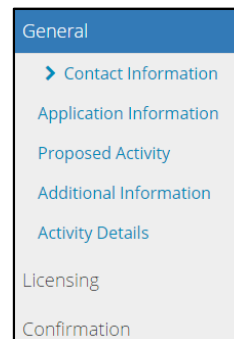
Application ID	Project Name	Status	Open
124517	test	Draft	Open
124512	test	Draft	Open
124504	New Project 6/19	Draft	Open
123952		Draft	Open
123950		Draft	Open
123948		Draft	Open
123944		Draft	Open
123941		Draft	Open
123930		Draft	Open
123900		Draft	Open

3. You can sort the column in ascending or descending order by clicking on the column name to display the sort arrows.



4. To open a specific application, click .

5. Use the left menu bar to activate the required windows.



Search by Applications

The right-hand column displays search boxes.

Use these search boxes to search for any application in OneStop, whether it was created by you or by another user.

The screenshot shows a search interface titled "Search By Applications". It includes several search criteria: Status (dropdown), Decision (dropdown), Application ID (text input), Project Name (text input), Activity ID (text input), Received Date (Between range selector), and Location (checkboxes for LSD, SEC, TWP, RGE, W, M). At the bottom, there are "Search" and "Reset" buttons, and a table header with "Application Id", "Project Name", "Status", and "Open" columns. Below the header, it says "No Search Results".

The rest of the search fields are free-form text entries.

This close-up shows the search fields: Application ID (text input), Project Name (text input), Activity ID (text input), Received Date (Between range selector), And (text input), and Location (checkboxes for LSD, SEC, TWP, RGE, W, M).

This close-up shows the search fields: Status (dropdown with "Draft" selected), Decision (dropdown with "--- Select ---" selected), Application ID (text input), and Project Name (text input with "Test Pipeline" entered).

Search by **Status** by clicking the drop-down list:

The screenshot shows the "Status" dropdown menu open. The options listed are: --- Select ---, --- Select ---, Approved, Awaiting Decision, Awaiting info, Denied, Draft, On Hold - Seasonal, Rejected, Submitted, Technical Review, Under Review, and Withdrawn.

Once you have entered your search criteria, click



Search results display on the row below.

Application ID	Project Name	Status	Open
121218	adew	Approved	Open
122444		Approved	Open
122446		Approved	Open

Search by **Decision** type by clicking the drop-down list:

The screenshot shows the "Decision" dropdown menu open. The options listed are: --- Select ---, --- Select ---, Issued, and Rejected.

When the criteria returns numerous results, you can view more pages by using the page transition bars to move between pages.

