

**Government of Alberta** 

**Electronic Disposition System - Reclamation  
Certificates and E-Payment User Manual**

*Land Dispositions Branch*

---

June 22, 2012

## **Disclaimer**

In this disclaimer provision:

“Crown” means Her Majesty the Queen in right of the Province of Alberta;

“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.

The Crown, the Minister and their employees and the contractors and technical advisors of the aforesaid:

- (a) Make no warranty or representation, whether expressed or implied, to any person with respect to this material or documentation of EDS or as to the service, performance, quality, merchantability or fitness of any part of the aforesaid for any purpose; and
- (b) Shall not be liable for any action, damages or claims, whether occasioned by negligence or otherwise, that any person, user, Subscriber or any employees of the aforesaid may hereafter have, allege or become entitled to (including but not limited to any claim of third-party contribution of indemnity, any economic or moral loss, or direct, immediate, special, indirect or consequential damages which do, may, or are alleged to arise as a result of:
  - (i) The use of this material or documentation or EDS or any service connection therewith; or
  - (ii) Any error or omissions in data or any loss or partial loss of data or incomplete retrieval of information, even if any or all of the Crown, the Minister or their employees were advised of the possibility of such risk, action, claims or damages, including damages sustained or actions brought by third parties and claims made against the Subscriber by third parties.

The entire risk of loss relating to or associated with the quality and performance of EDS and any product and results thereof shall be assumed by the Subscriber and by any other user of EDS.

**Table of Contents**

**1.0 EDS Overview .....4**

1.1 Hours of Operations .....4

1.2 EDS Use Restrictions.....4

1.2.1 Dispositions Restrictions .....4

1.2.2 Reclamation Certificate Application Submissions Restrictions .....4

1.3 Attachment Requirements.....5

1.3.1 Documents .....5

1.3.2 Request for Reclamation Certificate “Upstream Oil and Gas” Application Package .....5

1.3.3 Request for Reclamation Certificate “Oil Sands Exploration Programs” and “Coal Exploration Programs” .....5

1.3.4 Request for Reclamation Certificate “Sand and Gravel” or “Other” .....6

1.4 EDS URL .....6

1.5 Navigation.....6

**2.0 EDS Front Page.....7**

2.1 Help.....8

**3.0 Reclamation Certificate Application Submissions Screens.....8**

3.1 Client ID Search.....8

3.2 Client Search Results and “Add Disposition” Form.....10

3.2.1 Client Search Results .....10

3.2.2 “Add Disposition” Form .....12

3.3 File Upload Attachment Screen .....13

3.4 Submission Review / Confirmation .....15

3.5 TD Secure Credit Card Payment Screen.....17

3.6 Payment Success and Failure Screens .....18

3.7 Successful Reclamation Submission Screen.....19

**4.0 Using EDS to submit a reclamation certificate application .....19**

**5.0 Getting Support.....21**

**Appendix – A – Reclamation Certificate Application Submission PDF Form .....22**

**Appendix – B – Reclamation Certificate Application Submission Payment Email Receipt.....23**

**Appendix – C - Reclamation Certificate Application Submission Confirmation Email.....24**

### EDS Overview

EDS is an online service that allows clients to submit specified applications/amendments and documents for surface dispositions to SRD electronically. Presently EDS has 4 subsystems:

- **Surface Dispositions** allows for submission of specified purpose codes for License of Occupation (LOC), Mineral Surface Lease (MSL), Pipeline Agreement (PLA), Pipeline Installation Lease (PIL), Easement (EZE), Vegetation Control (VCE) and Rural Electrification Association (REA) disposition types.
- Surface Material Lease allows for submission of Surface Material Lease (SML) and associated License of Occupation (LOC) dispositions.
- Disposition Maintenance has:
  - AOA Maintenance which allows for submission of Area Operating Agreement (AOA) Monthly Status Reports and
  - Site Entry Submissions which allows clients to submit site entries for their Enhanced Approval Process (EAP) applications
- Reclamation Certificate Application Submissions allows for submissions of applications for reclamation certificates on Public Land.
- Public Land Disposition Enhanced Approval for submissions of upstream oil and gas activities.
- Application/Amendment Status Check Request for inquiries about processing of submitted activity applications.

For details about each of the subsystems please review the individual User Manual.

EDS will allow clients to submit applications and amendments during extended hours. It will also provide validation of selected data fields at the client workstation thereby assisting the client to minimize the opportunity for errors on the submission.

Applications that are accepted by EDS for uploading to Land Standing Automated System (LSAS) will be assigned an activity number by EDS and emailed back to the client along with a copy of the application. The opportunity that will be provided by this automated system will ensure that clients are provided with efficient and consistent service.

### 1.1 Hours of Operations

**EDS Support help desk is available Monday to Friday 8:15 am to 4:30 pm except statutory holidays. The system is available from 6:30 am to 10:00 pm everyday.**

### 1.2 EDS Use Restrictions

#### 1.2.1 Dispositions Restrictions

- EDS is limited to MSL, LOC, PLA, PIL, EZE, VCE, SML and REA disposition types for processing applications and amendments.
- Applications or amendments processed using EDS at this time must have only one applicant.
- The maximum number of different dispositions types on a plan is two.
- Confirmation Number can only be used once.
- One selected purpose for each disposition type only.
- Multiple plans for an activity will not be accepted.
- Clients and stakeholders involved must be active and registered in LSAS
- Successful submission does not denote approval by the Crown

#### 1.2.2 Reclamation Certificate Application Submissions Restrictions

When accessing the Reclamation Certificate Request option, the certificate is restricted to one client identification number, the holder can not be cancelled and the disposition is required to be in their name. We require the user to

be restricted to one Mineral Surface Lease (MSL) per request. The user must check at least one (1) schedule to be required for attachment. Users can not use a Pipeline Agreement (PLA) as an associated facility but must complete a request for reclamation certificate individually. The user must indicate that the request is not within a special areas or provincial park area, therefore not allowing the request to continue. The user must have an option to be able to submit more than one certificate per session for e-payment purposes.

Dispositions Reclamation Maintenance is restricted to the submission for a ‘Request for Reclamation Certificate’ and is to be used for the cancellation of activities which fall under the definition of ‘specified land’ under the *Alberta Environmental Protection and Enhancement Act*.

The holder is not to send copies to the Public Land District Offices unless a Grazing Reserve is involved and they are the registered owner of the reserve.

All information is to be on standard 8.5” X 11” paper and is to be single sided.

### 1.3 Attachment Requirements

#### 1.3.1 Documents

All documents submitted to the department other than the plan submission package and the AOA Monthly Status Report must be in a Microsoft Word (.doc) or portable document format (PDF). Documents that require imaging must be scanned to the following standard and converted into a PDF format for submission.

Black & white 300 dpi

Colour 150 dpi

The file naming must not contain spaces or more than one dot (period). Use of special characters such as \*, -, (, ), @, %, \$, or % are not allowed in the file name.

#### Reclamation Request Documents required for submission are:

- Cover Letter
- Application Package including the application form and all applicable schedules which can include: Schedule One, Attachments, Schedule Two, Phase 1, Environmental Site Assessment, Schedule Three, Drilling Waste Documentation, Schedule Four, Phase 2 Environmental Site Assessment and Schedule Five, Reclamation Information

#### 1.3.2 Request for Reclamation Certificate “Upstream Oil and Gas” Application Package

When submitting a Request for Reclamation Certificate for Upstream Oil and Gas, a zip package must contain:

- Cover Letter
- Use the Current Wellsite Reclamation application form which can be found on the Environment website at: [environment.alberta.ca](http://environment.alberta.ca)
- All applicable schedules [Schedules one (1) to five (5)]
- Electronic payment in the amount of &700.00 (Seven Hundred Dollars)

#### 1.3.3 Request for Reclamation Certificate “Oil Sands Exploration Programs” and “Coal Exploration Programs”

When submitting an application for Reclamation certificate for exploration programs, a zip package must contain:

- Cover Letter
- Use the Current Wellsite Reclamation application form which can be found at [environment.alberta.ca](http://environment.alberta.ca) and search for “Wellsite reclamation certificate application process”.
- All applicable schedules [Schedules one (1) to five (5)]
- Electronic payment in the amount of \$300.00 (Three Hundred Dollars)
- Follow the Coal and Oil Sands Exploration Reclamation Requirements Directive 2010-01 at [srd.alberta.ca](http://srd.alberta.ca)

**1.3.4 Request for Reclamation Certificate “Sand and Gravel” or “Other”**

When submitting an application for Reclamation Certificate for sand and gravel or other dispositions requiring a reclamation certificate, a zip package must contain:

- Cover Letter
- Use the current “Surface Materials Reclamation Certificate Request” form located at [srd.alberta.ca](http://srd.alberta.ca) and
- Plan (Highlighted in yellow)
- Electronic payment in the amount of \$300.00 (Three Hundred Dollars)

**1.4 EDS URL**

Within the address bar of the browser, type the following URL: **https://securexnet.env.gov.ab.ca/eds\_login.html**

**1.5 Navigation**

EDS functions like most web applications, other than the Enter and Back keys on your browser. Please use the buttons provided to navigate to the pages required.

<b>Buttons</b>	<b>Description</b>
Submit	This button is located on the bottom of the review page. When the button is selected the data provided is committed to the database.
Back	This button is located on the bottom of most pages. The button is selected to go back to the previous page.
Correct	This button is available when the system detects that there is an error in the data provided. Selecting the button allow the uses to go to the page with the error.
Browse	This button is used to browse for the attachments. Selecting this button opens a file-browsing window. Select the file required by highlighting the file, or double clicking on the file and select the OPEN button on the window.
Cancel	This button is used to return to the main page.
Next	This button is located at the bottom of most pages. Selecting this button forwards to the next page in the process.
Finish	This button is located on the successful submission page (the last button in submitting a successful application or amendment). Selecting this button returns you to the main page.
Display & Print Form	This button enables you to print or save the application or amendment form. Selecting this button launches Adobe Reader where you can select to save or print the files.
<b>Hyper Link</b>	
Click here to correct the above form	This Link is located under each form in the Submission Review page. This gives the user an opportunity to make corrections to a form.
Click here to correct attachments	This Link is located under each form in the Submission Review page. This gives the user an opportunity to make corrections to the attachments.

## 2. EDS Front Page



**ELECTRONIC DISPOSITION SYSTEM**

- ▶ Contact Us
- ▶ EDS Website
- ▶ Help
- ▶ Logout



Location: [Alberta Government](#) > [Sustainable Resource Development](#) > [Electronic Disposition System](#)

**Welcome to Electronic Disposition System**

Please make a selection

- 1. Public Land Disposition Applications & Amendments**  
 This selection will enable you to submit applications or amendments for dispositions on public lands for EZE, LOC, MSL, PLA, PIL, REA SML & VCE purposes.
- 2. Disposition Maintenance**  
 This selection will enable you to submit AOA Monthly Status Report and create a Site Entry notification.
- 3. Reclamation Certificate Application Submissions**  
 This selection will enable you to submit application for Reclamation Certificate on *Public Land*.
- 4. Public Lands Disposition Enhanced Approval**  
 All applications for upstream oil and gas activities, (excluding in-situ oils sands production, oil sands mines operations, and those dispositions being applied for through the AOA process) for the disposition types of Mineral Surface Lease (MSL), License of Occupation for access (LOC), Pipeline Agreement (PLA), and Pipeline Installation Lease (PIL) must be submitted through the "Public Land Disposition Enhanced Approval" selection #4, effective September 1st, 2010.  
  
 Any disposition applications that are outside of the scope of the "Public Land Disposition Enhanced Approval" selection #4, must be submitted through the "Public Land Disposition Application & Amendments" selection #1, or "Disposition Maintenance" selection #2, as appropriate.  
  
 Any disposition application submissions that are in scope of the "Public Land Disposition Enhanced Approval" selection #4, and submitted through any other selections will be rejected.  
  
 Any disposition applications submitted through the "Public Land Disposition Enhanced Approval" selection #4, that are outside of the defined scope will be rejected.
- 5. Application/Amendment Status Check Request**  
 This selection will enable you to send a request for the status of application/amendment.  
 This must be used to request a status of an application processed by the Industrial, Oil and Gas Applications Unit.

Warning: Please refrain from using the Browser "Back" function or "Enter" key while using the EDS Application.

Sep 14, 2011, 02:35PM

---

[Sustainable Resource Development](#) | [Search](#) | [Contact Us](#) | [Privacy Statement](#)  
 The user agrees to the terms and conditions set out in the [Copyright and Disclaimer](#) statement.  
 © 2006 Government of Alberta



After successfully signing on, Industry Clients will be presented with a menu that offers three service options. The service options are:

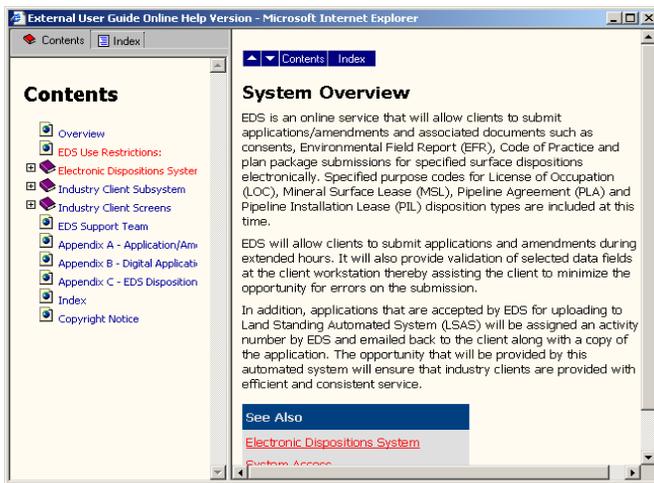
- Public Land Disposition Applications & Amendments
  - Create applications
  - Amend dispositions
  - Amend two associated dispositions
  - Amend One of two associated dispositions
  - Amend an existing disposition and create a new associated disposition
  - Plan package submission for paper applications and amendments
- Area Operating Agreement Maintenance
  - Submission for AOA Monthly Reports
- Reclamation Certificate Application Submissions
  - Submit an application for a reclamation certificate

## 2.1 Help



The three Help function, located at the top of the page is “Contact Us”, “EDS Website” and “Help”.

- Selecting ‘Contact Us’ will generate an email to [EDS.support@gov.ab.ca](mailto:EDS.support@gov.ab.ca) where you can indicate any questions or comments.
- Selecting ‘EDS Website’ will forward you to the EDS website where you can browse information available.
- Selecting ‘Help’ will launch the EDS Online Help.



The Online Help will show a number of topics are displayed.

To print any topic right click your mouse and select print.

For information on Electronic Disposition System, go to [srd.alberta.ca](http://srd.alberta.ca) and search for EDS.

<http://srd.alberta.ca/FormsOnlineServices/IndustryOnlineServices/ElectronicDispositionSystem/EDSFAQ.asp>

## 3. Reclamation Certificate Application Submissions Screens

### 3.1 Client ID Search



**Client Search Screen Components**

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Applicant Client ID	TEXT ENTRY, M	APPLICANT CLIENT ID This is the pre-assigned ID used to identify the applicant
Cancel	BUTTON	CANCEL Clicking this button will cancel the service and return to the Industry Client menu
Next	BUTTON	NEXT Clicking this button will trigger a validation of the APPLICANT CLIENT ID. If valid, the Client Search Results screen will be displayed. If not valid, an error screen will be displayed.
Label in red	TEXT	TEXT A notice that states: “Reclamation Certificate Application within Private Land, Special Areas or Provincial Parks cannot be submitted online. Please apply to Alberta Environment (Regulatory Approval Centre).”

Legend: M : Mandatory field  
O : Optional field

**Error message will display**



- Client ID entered must be 10-digit number
- Client ID must match LSAS record
- Client ID must be valid and active
- Client ID cannot be of type “Mineral”
- Client ID entered is not validated against the stakeholder name

### 3.2 Client Search Results and “Add Disposition” Form

#### 3.2.1 Client Search Results

**ELECTRONIC DISPOSITION SYSTEM**

Contact Us  
EDS Website  
Help  
Logout

Alberta Government

Location: Alberta Government > Sustainable Resource Development > Electronic Disposition System

### Request For Reclamation Certificate

Client ID:	8060811001
Applicant:	YAP, SHARON
Address:	9915 108 ST FLOOR 2
City:	EDMONTON
Province/State:	Alberta
Postal/ZIP:	TSK 2G8
Country:	CANADA

Digital Reply:  
Forward copy of Application Request to  
Email Address:  
krystian.staniszewski@gov.ab.ca

Contact:	Staniszewski, Krystian
Company:	YAP, SHARON
Address:	9915 108 ST FLOOR 2
City:	EDMONTON
Province:	Alberta
Postal Code:	TSK 2G8
Country:	CANADA
Email Address:	krystian.staniszewski@gov.ab.ca

Add Disposition

Request Package:  
Application Package including the application form and all applicable schedules. (Check boxes below of those schedules include)

Schedule One  
 Schedule Two  
 Schedule Three  
 Schedule Four  
 Schedule Five

Back Next »

#### Client Search Results Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Applicant Client ID	DISPLAY ONLY	APPLICANT CLIENT ID This is the APPLICANT CLIENT ID specified on the previous screen.
Organization Name	DISPLAY ONLY	ORGANIZATION NAME This is the name of the applicant organization.
Address	DISPLAY ONLY	ADDRESS This is the street address of the organization.
City	DISPLAY ONLY	CITY This is the city associated with the address of the organization.
Province/State	DISPLAY ONLY	PROVINCE/STATE This is the province or state associated with the address of the organization.
Postal/Zip	DISPLAY ONLY	POSTAL/ZIP This is the postal or zip code associated with the address of the organization.
Country	DISPLAY ONLY	COUNTRY This is the country associated with the address of the

## EDS – Reclamation Certificates and E-Payment

Field or button name	Properties	Name/Remarks
		organization.
Contact	DISPLAY ONLY	CONTACT This is the name of the contact person applying for the reclamation certificate
Email Address	DISPLAY ONLY	EMAIL ADDRESS This is the email address of the contact person applying for the reclamation certificate
Digital Reply Email Address	TEXTBOX	DIGITAL REPLY EMAIL ADDRESS This is the email address where a confirmation email will be sent once a request for a reclamation certificate has been submitted.
Back	BUTTON	BACK Clicking this button triggers a return to the Client Search screen.
Next	BUTTON	NEXT Clicking this button will trigger a validation of the APPLICANT CLIENT ID. If valid, the Applicant Search Result screen will be displayed. If not valid, an error screen will be displayed.

Legend:    *M*        :        *Mandatory field*  
              *O*        :        *Optional field*

3.2.2 “Add Disposition” Form

On the same page as the client search results, below the client search results, there is a button called “Add Disposition”. On clicking the button, the client gets a form where the activity number, type, and associated facilities can be specified.

### Request For Reclamation Certificate

Client ID:	8060811001
Applicant:	YAP, SHARON
Address:	9915 108 ST FLOOR 2
City:	EDMONTON
Province/State:	Alberta
Postal/ZIP:	T5K 2G8
Country:	CANADA

Digital Reply:  
Forward copy of Application Request to  
Email Address:

---

Contact:	Staniszewski, Krystian
Company:	YAP, SHARON
Address:	9915 108 ST FLOOR 2
City:	EDMONTON
Province:	Alberta
Postal Code:	T5K 2G8
Country:	CANADA
Email Address:	krystian.staniszewski@gov.ab.ca

---

Add Disposition

Activity Number:

Activity Type:

Prepared Wellsite (Not Drilled)    Oil Wellsite

Sweet Gas Wellsite    Sour Gas Wellsite

D and A Wellsite    Disposal Well

Oil Production Site    Battery Site

Other Facility

Associated Facilities:

Campsite    Borrow Site    Remote Sump

Access Road

Log Deck/Storage (Green Area)    other

Del

Request Package:  
Application Package including the application form and all applicable schedules. (Check boxes below of those schedules include)

Schedule One

Schedule Two

Schedule Three

Schedule Four

Schedule Five

“Add Disposition” Form Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
<b>Disposition</b>		
Add Disposition	BUTTON	<p>ADD DISPOSITION</p> <p>Clicking this button adds a form with the following fields. Activity Number, Activity Type, Associated Facilities. Up to 3 such forms can be added, meaning that only one main and up to two associated dispositions can be applied for per submission</p>

Field or button name	Properties	Name/Remarks
		session.
Activity Number	TEXT ENTRY	ACTIVITY NUMBER The unique number associated with the surface disposition for which a reclamation certificate is being sought.
Activity Type	CHECKBO XES	ACTIVITY TYPE The type of the surface disposition.
Associated Facilities	CHECKBO XES	ASSOCIATED FACILITIES The associated facilities of the surface disposition.
<b>Request Package</b>		
Request Package	CHECKBO XES	REQUEST PACKAGE Used to indicate which schedules are being included with the reclamation certificate application.
<p><i>Legend:</i>    <i>M</i>        :        <i>Mandatory field</i></p> <p>                  <i>O</i>        :        <i>Optional field</i></p>		

### 3.3 File Upload Attachment Screen

#### File Upload Attachment Screen Components

The following table lists all elements available on this screen:

**EDS – Reclamation Certificates and E-Payment**

<b>Field or button name</b>	<b>Properties</b>	<b>Name/Remarks</b>
Browse	BUTTON	BROWSE Clicking this button will invoke a dialogue to locate and select the required file.
Upload	BUTTON	UPLOAD Clicking this button will initiate the file upload, and the user will have to wait until it's indicated the Upload is complete.
Back	BUTTON	BACK Clicking this button will return to the previous screen.
Next	BUTTON	NEXT Clicking this button will load the submission review / confirmation page.

*Legend: M : Mandatory field*  
*O : Optional field*

3.4 Submission Review / Confirmation



**ELECTRONIC DISPOSITION SYSTEM**

- [▶ Contact Us](#)
- [▶ EDS Website](#)
- [▶ Help](#)
- [▶ Logout](#)



Location: [Alberta Government](#) > [Sustainable Resource Development](#) > [Electronic Disposition System](#)

### Request For Reclamation Certificate Confirm

<b>Client ID:</b>	8060811001
<b>Applicant:</b>	YAP, SHARON
<b>Address:</b>	9915 108 ST FLOOR 2
<b>City:</b>	EDMONTON
<b>Province/State:</b>	Alberta
<b>Postal/ZIP:</b>	T5K 2G8
<b>Country:</b>	CANADA

Digital Reply:  
Forward copy of Application  
Request to Email Address:  
krystian.staniszewski@gov.ab.ca

---

<b>Contact:</b>	Staniszewski, Krystian
<b>Company:</b>	YAP, SHARON
<b>Address:</b>	9915 108 ST FLOOR 2
<b>City:</b>	EDMONTON
<b>Province:</b>	Alberta
<b>Postal Code:</b>	T5K 2G8
<b>Country:</b>	CANADA
<b>Email Address:</b>	krystian.staniszewski@gov.ab.ca

---

<b>Disposition</b>
--------------------

**Activity Number:** LOC090001  
**Activity Type:** Prepared Wellsite (Not Drilled)  
**Associated Facilities:** Campsite

---

Request Package:  
Application Package includes the application form and all applicable schedules.

Schedule One: Y  
 Schedule Two: N  
 Schedule Three: N  
 Schedule Four: N  
 Schedule Five: N

Upload File: test.zip

Application Fee: \$700.00

Back
Cancel
PaybyCreditCard

**Submission Review Screen Components**

The following table lists all elements available on this screen:

<b>Field or button name</b>	<b>Properties</b>	<b>Name/Remarks</b>
Fields “Client ID” through “Email Address”	TEXT FIELDS	SEE SECTION 3.2.1 See section 3.2.1
Disposition	TEXT FIELD	DISPOSITION The portion of the page listing the dispositions (or activities) and their respective activity types and associated facilities for which a reclamation certificate is being sought – as entered on the form described in section 3.2.2.
Activity Number	TEXT FIELD	ACTIVITY NUMBER The unique number associated with the surface disposition for which a reclamation certificate is being sought – as entered on the form described in section 3.2.2.
Activity Type	TEXT FIELD	ACTIVITY TYPE The activity type – as entered in the form described in section 3.2.2.
Associated Facilities	TEXT FIELD	ASSOCIATED FACILITIES The facilities associated with the disposition – as entered in the form described in section 3.2.2.
Request Package	TEXT FIELD	REQUEST PACKAGE The portion of the page listing and indicating for which schedules checkboxes were checked and for which they weren't.
Schedule One through Schedule Five	TEXT FIELD	SCHEDULE ONE (TWO, ..., FIVE) The text fields show, one by one, which schedules were checked and which were not – as entered in the form described in section 3.2.2.
Upload File	TEXT FIELD	UPLOAD FILE The field shows the name of the zip file being submitted.
Application Fee	TEXT FIELD	APPLICATION FEE The field shows the application fee the client is being charged (once they click the PaybyCreditCard button and successfully complete the payment).
Back	BUTTON	BACK Button that allows the client to go back to the previous screen.
Cancel	BUTTON	CANCEL Button that allows the client to cancel and return to the main EDS menu.
PaybyCreditCard	BUTTON	PAYBYCREDITCARD Button that redirects the client to the Eigendev/Mirapay site, using which the client will be able to electronically pay for the submission.

*Legend: M : Mandatory field*  
*O : Optional field*

3.5 TD Secure Credit Card Payment Screen

MiraPay Secure Credit Card Payment Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Invoice/Order Number	TEXT FIELD	INVOICE/ORDER NUMBER The merchant that is receiving the payment.
Amount	TEXT FIELD	AMOUNT The amount the client is being charged for their application.
Name on card	TEXT ENTRY BOX	NAME ON CARD The client's name.
Credit Card Type	DROP-DOWN MENU	CREDIT CARD TYPE The credit card type which will be processed for the application fee.
Credit Card Number	TEXT	CREDIT CARD NUMBER

## EDS – Reclamation Certificates and E-Payment

Field or button name	Properties	Name/Remarks
	ENTRY BOX	The credit card number which will be processed for the application fee.
Expiry Date	DROP-DOWN MENU	EXPIRY DATE The expiry date for the credit card.
Credit Card CVD	TEXT ENTRY BOX	CREDIT CARD CVD The 3-digit security number located on the back of the card.
Submit Payment	BUTTON	SUBMIT PAYMENT On pressing the button the system will attempt to process the payment and the client will be redirected to either an “Approved” page if successful or “Declined” page if not successful.
Cancel Payment	BUTTON	CANCEL PAYMENT This allows the client to cancel the payment.

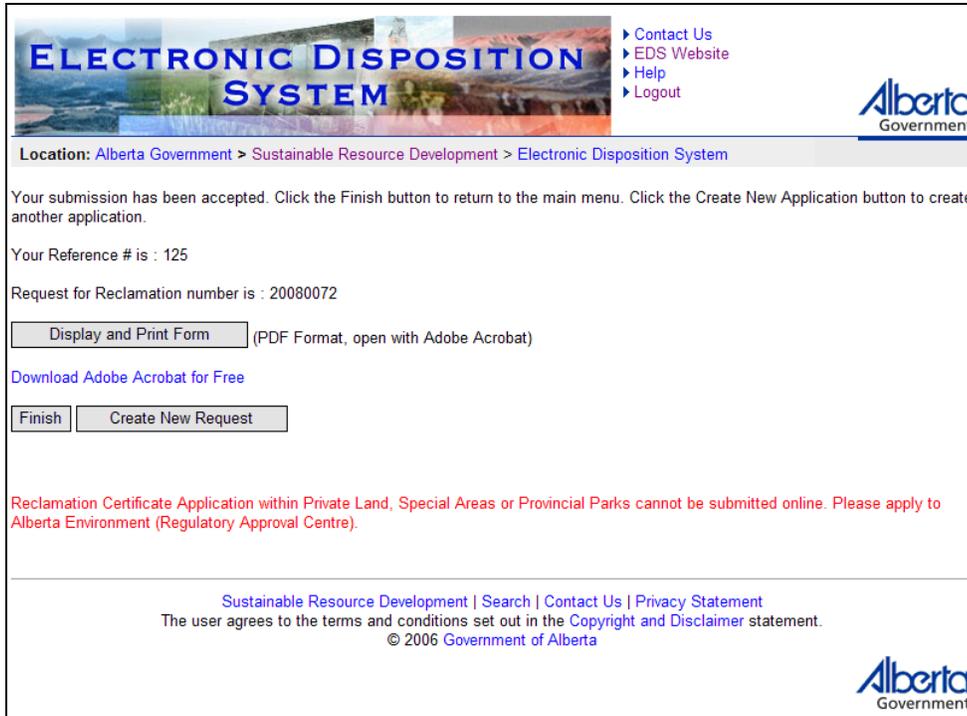
Legend: *M* : Mandatory field  
*O* : Optional field

### 3.6 Payment Success and Failure Screens

#### MiraPay Success and Failure Screen Components

See sections 3.4 and 3.7 for the tables listing all the elements on the above screens.

### 3.7 Successful Reclamation Submission Screen



#### Successful Reclamation Submission Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Display and Print Form	BUTTON	DISPLAY AND PRINT FORM Clicking the button downloads the reclamation certificate application form in PDF format.
Finish	BUTTON	FINISH Clicking the finish button redirects the client to the main EDS menu.
Create New Request	BUTTON	CREATE NEW REQUEST Allows the client to go directly to the reclamation certificate application page to apply for reclamation certificates for more dispositions.

Legend: *M* : Mandatory field  
*O* : Optional field

## 4. Using EDS to submit a reclamation certificate application

Before you can use EDS to submit a reclamation certificate application, all of the below conditions must be met. In most cases the conditions will be met, but on the off chance that they're not, here are some tips:

1. Check that cookies are enabled in Internet Explorer. This is how you enable them for Internet Explorer 6.0 or greater:
  - a. Select "Internet Options" from the Tools menu.
  - b. Click on the "Privacy" tab.

- c. Click the “Default” button under “Settings” (if it’s grayed out it means cookies are already enabled).
  - d. Click “OK”
2. Check that Java is installed: [java.com](http://java.com). And if it isn’t, install it from: [java.com](http://java.com).
3. Enable JavaScript if it isn’t already enabled:
  - a. Click “Internet Options” from the Tools menu.
  - b. Click on the “Security” tab.
  - c. Click the “Custom Level” button.
  - d. Enable “Active scripting” under the “Scripting” section.
  - e. Confirm that you want to change the security settings for the zone by clicking “Yes” if you get a warning.
  - f. Click “OK”
4. Check that your browser has 128 bit encryption. To check Internet Explorer, click the “Help” menu and then “About Internet Explorer”. Look for a line that says “Cipher Strength: 128-bit”. If you don’t have it, upgrade Internet Explorer to a newer version: [microsoft.com](http://microsoft.com)

And here are the steps required for submitting a reclamation certificate application:

1. Open up Internet Explorer and surf to [https://securexnet.env.gov.ab.ca/eds\\_login.html](https://securexnet.env.gov.ab.ca/eds_login.html) and click the “**the Electronic Disposition System**” link. A new window opens.
2. Enter in your SecureXNET username (it should have the format john.smith – first name, a period, and last name) and your password, choose “**GOA Client**” for Account Type and click Login. You’re redirected to the EDS login screen.
3. Enter in your EDS username (it usually has the format jsmith – first letter of first name and last name) and password. You’re logged in and looking at a menu with the third link being “**3. Reclamation Certificate Application Submissions**”.
4. Click the link mentioned above in step 3: “**3. Reclamation Certificate Application Submissions**”.
5. Enter in the **Applicant Client ID** and click Next. You’re redirected to the “**Request for Reclamation Certificate**” page.
6. Check the email address field (to the right of the Client ID address table) that it is the correct one. If not, change it. An email acknowledging your submission as well as a payment receipt will be sent to that email address.
7. Below the Client ID Address tables there is an “**Add Disposition**” button. Click it and enter in the activity number, select its type and associated facilities using the provided checkboxes. (Repeat up to 2 more times if you’re applying for a reclamation certificate for 3 dispositions.)
8. Check the checkboxes below the disposition form(s) to indicate which schedules you’re including with your application.
9. Click **Next**. You’re redirected to a File Upload page. Here you’re able to upload your zipped files pertaining to the RC application. If this is your first time using EDS to submit an RC application, you’ll have to install an ActiveX control.
10. If you don’t have to ActiveX control installed, click the yellow bar just above the EDS page inside Internet Explorer. Now click Install ActiveX control.
11. After the ActiveX control is installed, and the upload applet starts up, click the **Browse** button and navigate to and double-click your zipped submission files.
12. Click **Upload** and wait for the status to say **Upload is complete!**
13. Click **Next**. You’re redirected to the confirmation page. Check over the information to make sure everything is alright.

14. Click **PaybyCreditCard**. You're redirected to EigenDev's MiraPay site.
15. Enter in your **Credit Card Number** and **Expiry Date**.
16. Click **Complete Payment**. You're redirected to either an "Approved" or "Declined" page.
17. Click **Close Window**. Back in EDS you're either seeing the message "Your submission has been accepted" or still the review/confirmation page informing you that the submission/transaction wasn't successfully processed.
18. Either click **Finish, Display and Print Form**, or **Create New Request** if you've successfully submitted, or resubmit and correct the credit card number and/or expiry date if the payment didn't succeed.

## **5. 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

Raquel Penedo – (780) 415-4613

Krystian Staniszewski – (780) 644-1862

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

Lands Division Reception – (780) 427-3570

### **System and Documentation Feedback**

Please send any feedback or suggestions to [eds.support@gov.ab.ca](mailto:eds.support@gov.ab.ca).

**Appendix - A – Reclamation Certificate Application Submission PDF Form**

<b>Request For Reclamation Certificate Report</b>	
Reference Number:	86
Application Number:	20080033
Client ID	8060811001
Applicant	YAP, SHARON
Address	9915 108 ST FLOOR 2
City	EDMONTON
Province	Alberta
Postal Code	T5K 2G8
Country	CANADA
Forward Email	karen.scott@gov.ab.ca
Contact	Scott, Karen
Company	YAP, SHARON
Address:	9915 108 ST FLOOR 2
City	EDMONTON
Province	Alberta
Postal Code:	T5K 2G8
Country:	CANADA
Email Address:	karen.scott@gov.ab.ca
Dispositions:	
Activity Number:	PLA001234
Activity Type:	Other EUB Facility (Describe)
Associated Facilities:	other
Request Package:	
Schedule One:	Y
Schedule Two:	N
Schedule Three:	N
Schedule Four:	N
Schedule Five:	Y
upload file:	New Folder_102MB.zip

**Appendix - B – Reclamation Certificate Application Submission Payment  
Email Receipt**

Subject: SRD Redamation Certificate Application Internet Purchase UAT	
This is a credit card receipt for an internet transaction made from: SRD Application For Reclamation Certificate (UAT)	
Order Date:	9/14/2011 3:42:47 PM
Invoice Number:	1957
Bank Auth Number:	TEST
Amount:	700.00 CAD
Transaction ID:	10000101
Transaction Source:	Internet Orders
Name on Card:	Name On Card
Card Type:	Visa
Email Address:	client@company.com
CLIENT INFORMATION:	
Name:	
SRD INFORMATION:	
Online Address:	
<a href="http://www.srd.alberta.ca/FormsOnlineServices/Forms/LandsForms/">http://www.srd.alberta.ca/FormsOnlineServices/Forms/LandsForms/</a>	
Merchant Name:	GOA Lands Online Services UAT
COMMENTS:	

**Appendix - C Reclamation Certificate Application Submission Confirmation Email**

Subject: EDS Reclamation Application 20110106 Submitted for LOC070001

Attachments:  20110106.pdf (3 KB)

The Reclamation Application has been received in EDS.  
The application will be reviewed by Sustainable Resource Development (SRD) staff.

Reclamation Application Number is 20110106

Disposition: LOC070001

This message is generated by Electronic Disposition System (EDS) on 2011.09.14 at 15:43:04  
Please do not reply to this message.