Creating an Account & Setting Notifications...

Creating an Account
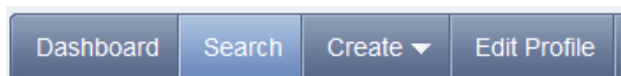
1. Found on the sign in page. Select 'Sign Up'

    Need an Account?

    If you don't have an account, click 'Sign Up' to customize your user profile.

    [Sign Up]

2. Provide your email address and password. Your email is not available to the public unless it is part of a schedule 4 and your password is not available to anyone.

3. Fill in all fields that do not say '(Optional)'. You can select this information later when filling out a schedule 4.

4. 'Notification Profile' – You can follow applications by type of work proposed, at what point the application is in our process and/or geographic area including First Nations Territory, Nearest Community or by Watershed.

5. You will be asked to except the 'Terms of Use' for our site before creating an account

6. Select 'Create Account'. This sends off an email to you confirming the creation of your account. You are brought back to the log in page where you can log in now.

7. You can change your 'Notification Profile' at any time by going to 'Edit Profile' and making your changes there.

    [Dashboard] [Search] [Create ▼] [Edit Profile]

Setting Notifications

1. The Notification Profile is broken down into three steps. You must select something from each Step in order to receive any notifications.

Suite 106, 419 Range Road, Whitehorse, Yukon Y1A 3V1 Ph: 867-456-3980 Fax: 867-456-3890
419, chemin Range, bureau 106, Whitehorse (Yukon) Y1A 3V1 Tél: 867-456-3980 Téléc: 867-456-3890
ywb@yukonwaterboard.ca   www.yukonwaterboard.ca

a.   Step 1 allows you to choose notifications by work described in a licence (undertaking). Selecting a notification by undertaking will notify you on all water licences throughout the Yukon.

Step 1 - Please choose what type of applications you want to be notified about.   [Check All]

- ☐ Agriculture
- ☐ Conservation
- ☐ Hydro (Power)
- ☐ Industrial
- ☐ Miscellaneous
- ☐ Municipal
- ☐ Placer Mining (+5 to 10 Year Licence)
- ☐ Placer Mining (up to 5 Year Licence)
- ☐ Quartz Mining
- ☐ Recreational

b.   Step 2 allows you to choose notifications based on the different stages of the application.

Step 2 - Then choose at what point in the process you would like to be notified.   [Uncheck All]

Notify me when:
- ☑ at the start of the public comment period of an application
- ☑ when a new intervention has been uploaded on an application
- ☑ at the end of the public comment period of an application
- ☑ once the Board has made a decision
- ☑ when reports are being uploaded after a licence has been issued
- ☑ when any new document has been uploaded on an application

c.   Step 3 allows you to choose criteria from a variety of geographic areas including: First Nation Territories, nearest community or watersheds.

Step 3 - Lastly, choose the geographical areas that you are interested in hearing about.   [Uncheck All]

Select applications by First Nation Territory: (Optional)
- ☐ Carcross/Tagish
- ☐ Champagne and Aishihik
- ☐ Kluane
- ☐ Kwanlin Dün
- ☐ Liard
- ☐ Little Salmon/Carmacks
- ☐ Nacho Nyak Dun
- ☐ Ross River Dena
- ☐ Selkirk
- ☐ Ta'an Kwäch'än
- ☐ Teslin Tlingit
- ☐ Tr'ondëk Hwëch'in
- ☐ Vuntut Gwitchin
- ☐ White River

Select the nearest community: (Optional)
- ☐ Beaver Creek
- ☐ Burwash Landing / Destruction Bay
- ☐ Carcross and Tagish
- ☐ Carmacks
- ☐ Champagne
- ☐ Dawson
- ☐ Eagle Plains
- ☐ Faro
- ☐ Haines Junction
- ☐ Johnsons Crossing
- ☐ Keno / Elsa
- ☐ Lower Post
- ☐ Marsh Lake
- ☐ Mayo
- ☐ Old Crow
- ☐ Pelly Crossing
- ☐ Ross River
- ☐ Stewart Crossing
- ☐ Swift River
- ☐ Teslin
- ☐ Upper Liard
- ☐ Watson Lake
- ☐ Whitehorse

Select applications by watersheds (Optional)
- ☐ 40 Mile River
- ☐ 60 Mile River
- ☐ Alsek River
- ☐ Big Creek River
- ☐ Big Salmon River
- ☐ Indian River
- ☐ Klondike River
- ☐ Liard River
- ☐ Mayo River
- ☐ McQuesten River
- ☐ Nisutlin River
- ☐ Nordenskiold River
- ☐ Peel River
- ☐ Pelly River
- ☐ Porcupine River
- ☐ Southern Lakes
- ☐ Stewart River
- ☐ White River
- ☐ Yukon River North
- ☐ Yukon River South

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d.　At the bottom of the page there is a tool that will help you determine what notifications you will get based on your selection

Global Notification Settings

Based on your user-specific notification settings, you will be notified for...

1. Hydro (Power), and Municipal undertakings

2. That are in the following stages:

   ○ at the start of the public comment period of an application
   ○ when a new intervention has been uploaded on an application
   ○ at the end of the public comment period of an application
   ○ once the Board has made a decision
   ○ when reports are being uploaded after a licence has been issued
   ○ when any new document has been uploaded on an application

3. And are in the following geographic areas:

   ○ First Nation Territories: Carcross/Tagish

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