



## Submitting an Application on Waterline...

### Setting up an account:

In order to submit an application on Waterline first you need to have an account. To create an account:

- a. 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

- b. 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.
- c. Fill in all fields that do not say '(Optional)'. You can select this information later when filling out a schedule 4.
- d. 'Notification Profile' – You will receive notifications on your applications and licences but if you would like to follow other applications or licences you can set up to receive these through your notification profile. You can follow applications by type of application and geographic area including First Nations Territory, Nearest Community or by Watershed. You can also select at which point along the application process you would like to be notified.
- e. You will be asked to except the 'Terms of Use' for our site before creating an account
- f. 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.
- g. You can change your 'Notification Profile' at any time by going to 'Edit Profile' and making your changes there.







## Submitting an application:

1. From the Top Tool Bar select 'Create' and pick from the drop down menu the appropriate application type



2. Fill out the Schedule 4 information with all required field (only fields marked optional can be skipped)
  - 'Permanent Mailing Address' – you can use your login profile 'From my profile' or add another address
  - 'Seasonal Mailing Address' – if selected will open up additional fields where you can add seasonal information
  - 'Agent' – if you have an agent their information select yes and additional fields will open asking for agent information
  - 'General' –
    - 'Water Source' - if you click  you can add additional water sources or  to remove. If one of the fields in 'Water Source' are not applicable put in n/a as all fields are required.
    - 'Type of Undertaking'- is used to calculate your water use fees
    - 'Water Use' – click all that are applicable
    - 'Quantity of Water' – is used to calculate your water use fees
    - 'Fees' – are automatically filled out including a 'Total Due'
    - 'Other persons affected' – include neighbors, downstream water users and identified water users that will be affected
3. 'Print, Save and Continue' –
  - h. Will produce a pdf version of your schedule 4 that you can sign and upload as a required document.



- i. An email confirmation will be sent to whoever filled out the online Schedule 4 confirming the creation of a new application and provide your application number.
- j. After it will bring you to 'Document Submissions' for your application.

## Upload a Document F

Document Type  
Fuel Spill Contingency Plan ▾

File Name

10MB Max upload size

You will be able to see uploaded documents below and will be able to remove them at this time

## Documents Pending Review

Document Type	Load Date ▾	File Type	Size	Remove
<u>Schedule 4</u>	2012-06-19	pdf	637 K	

Once these documents have been uploaded a Licencing Officer will review your application and contact you to discuss your application.