

Application Management System Training

Creating Amendments

The Application Management System (AMS) is the BC Oil and Gas Commission's new online portal for the submission and payment of oil and gas permit applications. This guide will outline how to create amendments. **For more details see the relevant section in the Oil and Gas Activity Application Manual.**

Step 1. Click *Create an Application* on the Dashboard toolbar

In the right hand corner of the Dashboard toolbar, click *Create an Application*. Once clicked, a vertical drop-down menu will load indicating what type of application you would like to create. Click *Amendment*.

Step 2. Search *Permitted Activities and Retrieve*

Search for the permitted activity by inputting any one of the values (Approval Determination Number, Legacy OGC File Number or Authorized Activity Number). If selecting Authorized Activity Number, you must first specify the applicable activity. Once inputted, select *Retrieve*.

Step 3. Select Applicable Activities to Amend

A vertical drop-down menu will populate all of the associated permitted activities based on the inputted value. Select the applicable activities that the amendment applies to and select *Next*.

Step 4. Select Land Only, Technical Only or Technical and Land Amendments

Indicate if the selected activities to amend are for land or technical amendments.

Land Only Amendments

If you select Land Only, then you will be required to upload spatial data before starting the amendment. After uploading the spatial data, tabs related to the land will be enabled for the user to edit/save and validate.

Technical Only Amendments

If you selected Technical Only, you will not be required to upload spatial data. Only the activity details tabs will be enabled to edit/save/validate.

Land and Technical Amendments

After uploading the spatial data, tabs related to land as well as activity details tabs will be enabled to edit, save and validate.

Step 5. Add Activity Types if necessary

Click *Add Activity Types* to add to the amendment. If selected, a popup window will be displayed. Select the applicable activities to add, accept the disclaimer and select OK.

Step 6. Select *Next* when Complete

