

eSubmission

Setting up an Account and Security Roles

eSubmission is the online portal for permit holders to submit a variety of operational data directly to the Commission in order to meet regulatory and conditional data submission requirements. Access to each application within eSubmission is restricted to users with a Commission user account and the appropriate security role.

Step 1. Create an Account

If you currently have an account, please do not create a new one. Existing user accounts have access to the eSubmission portal. To create a new account:

- Go to the [eSubmission Online System page](#) and select **Set Up an Account**.
- Enter an email address and select **Submit**.
- Follow the prompts to complete the

account setup.

Step 2. Obtain Security Role(s)

Once a user account has been created, limited access is granted to the eSubmission portal. Full access to applications with eSubmission is granted by the Company Administrator. If there is not a designated Company Administrator, view the [Company Administrator Document](#). Available roles in eSubmission include the following:

- **Asset Transfer Administrator**
Allows users to access the Commission's system for processing transfers of assets and corporate structure changes.
- **Drill Comp Prod Rep**
Allows users to access, submit and provide information and data regarding drilling, completions and production results.
- **DCP Admin**
Allows users to view and download all well submissions the permit holder has made through the eSubmission portal.
- **Geophysical Portal**
Allows the user to access and submit geophysical information through the Geophysical application within eSubmission.
- **Land Representative**
Allows the user to view permitted oil and gas activities and submit Post Construction and Preliminary Statutory Rights of Way Plans through the Permit Administration application within eSubmission.
- **Methane Reporting**
Allows users to submit Leak Detection, Quantification, and Repair submissions within eSubmission.
- **Waste Disposal Representative**
Allows the user to submit and review waste related data such as sumps and pits through the Waste Disposal application within eSubmission.
- **Water Representative**
Allows the user to view Short Term Water Use approvals and submit water withdrawal volumes through the Water Use application in eSubmission.
- **Liability Management Representative**
Allows user to submit Dormant Sites Annual Work Plans and Annual Reports that are required under the Dormancy and Shutdown Regulation as well as corporate financial information.

