

# Online Submission Requirements for Permit Holders

## 2. Online Submission Requirements for Permit Holders

The Commission maintains a web page of [Online Services](#) through which permit holders are required to submit information to the Commission during the various stages of the oil and gas activity's life cycle. This chapter provides an introduction to the online services and links to additional information for account set up, system navigation and using the system.

Users may access the [Online Services](#) from the Commission's website. It is recommended to access the online services through a high speed internet to maximize performance. Only one account is required to assess all the online services.

### **Please Note:**

This manual is written as a whole and provided to industry in sections to allow permit holders to access activity chapters. It is prudent of the permit holder to review the manual in its entirety and be aware of the content in other sections of the manual.

### 2.1 Corporate Registry

The Commission maintains a corporate registry of companies. As part of the new company registration process, the Commission creates a system administration account for the applicant company. Companies must then designate authorized individuals with an application security role on behalf of a company.

## 2.2 Application Management System (AMS)

The Application Management System is an online portal applicants use to submit oil and gas and associated activity applications. Users may prepare multiple permit applications at the same time by selecting one or all of the activities of the oil and gas project. Multi-activity applications provide a complete picture of the project and the Commission encourages applicants to consider applying for all activities at the same time.

Registered applicants are ready to begin the application submission process once the pre-planning stages are complete and the administrators and/or agents for a company are registered in the Corporate Registry.

## 2.3 KERMIT

KERMIT is the Commission's Knowledge, Enterprise, Resource, Management, Information and Technology data system. KERMIT enables electronic submission of performance and/or compliance data and accepts various operational submissions related to oil and gas activities post approval. Access to [KERMIT](#) and documentation for using the KERMIT system is found on the [Online Services](#) page of the Commission's website.

## 2.4 eSubmission

eSubmission is an online portal to accept direct submission to the Commission of data and reports required by permit holders. Permit holder have regulatory requirements for information to submit to the Commission, including operational updates, spatial information and/or schematics of the oil and gas activity to keep the Commission abreast on the progress of the permitted oil and gas activity. Access to eSubmission and documentation for using the [eSubmission portal](#) is found on the [Online Services](#) page of the Commission's website.

## 2.5 Additional Online Services

In addition to the portals for online submission of applications and operational related materials, Online Services provides a number of online tools, services and reports including:

- eLibrary.
- Activity based statistics.
- Geospatial services and datasets.
- Area-based analysis.
- Data downloads and geology facility system.

For further information or assistance gaining access to these [Online Services](#), follow the link on the page.