

eSubmission

Making a Water Use Submission

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. Users should ensure a XML editor has been installed and set as the default program for editing XML files prior to making a water use submission.

Step 1. Sign into eSubmission

Step 2. Expand the 'Water Use' section

Step 3. Generate a Water Use Submission Template

- Select 'Water Use Approval'. Search for a Water Use approval by entering one or more search criteria.
- Select 'Find'.
- Select one or many Water Use numbers.
- Click 'Generate XML Water use Submission Template'.

Step 4. Record Water Withdrawal Volumes

Each month approved for water withdrawal at a Point of Diversion will be displayed in a template. If present, monthly withdrawal volumes previously reported to the Commission will be displayed.

Months requiring a submission will have a volume of -999. Operators are required to submit monthly volumes by the 25 day following the end of each calendar year quarter. However, eSubmission provides operators the option to submit volumes after each month has passed, or immediately following the termination or cancellation of an approval. Volumes for months that have not yet passed should always be left as -999.

- **Enter volumes and save file**

Volumes reported must be greater than or equal to 0. If no water was withdrawn for an approved month, a submission of 0 is still required. Once volumes are entered, save the file and ensure it adheres to the standard file naming convention: STWU_YYYYMM_OPERATORCODE_OPTIONAL.XML.

Step 5. Select 'Load Water Volumes'

Step 6. Select 'I Accept Responsibility'

Step 7. Add the populated template

Step 8. Select 'Submit to OGC'

