

eSERVICES

HOW TO:

[Sign In](#) | [Change Password](#) | [Contact Us](#)



**Safety
Codes
Council**

Alberta Safety Codes Authority

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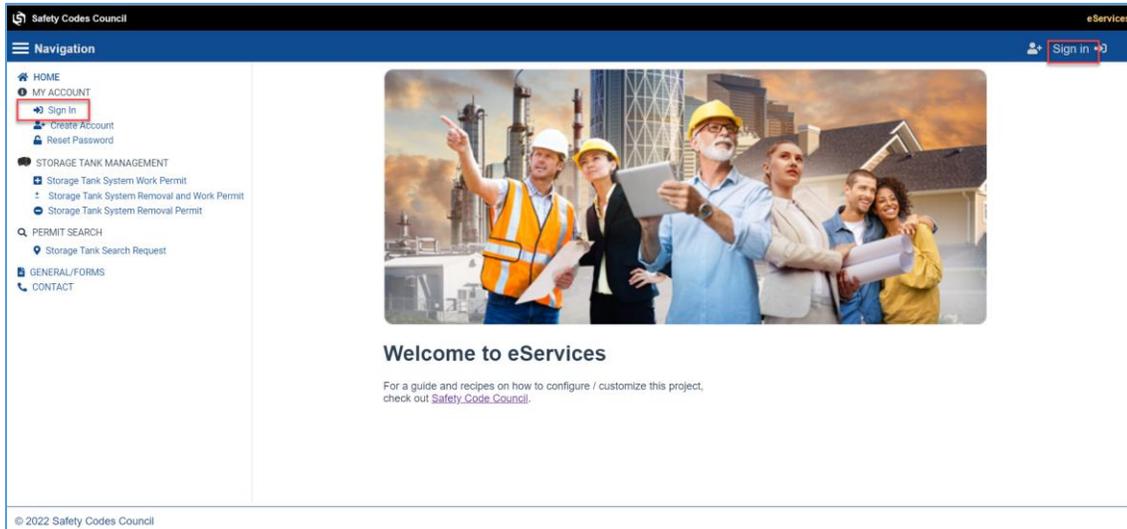
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Sign In, Sign Out, Change Your Password, and Contact Us

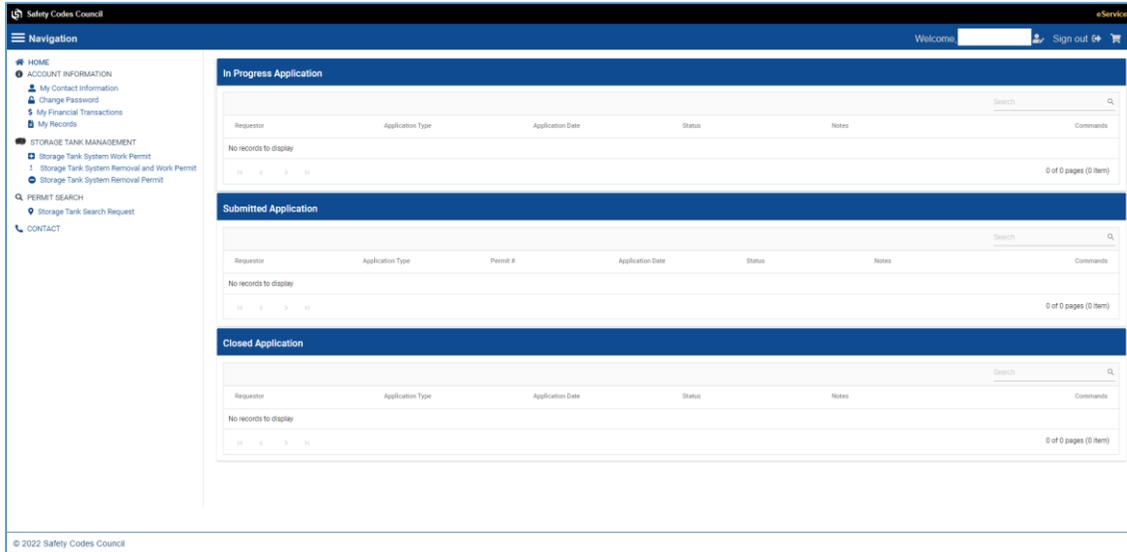
This procedure walks you through the steps to sign in, sign out, change your password and contact the Council via your eServices account.

Sign In

1. Go to the Safety Codes Council website <https://www.safetycodes.ab.ca/>
2. Select the **eServices** tab to take you to the home page, or alternatively use this link <https://eservices.safetycodes.ab.ca/>
3. Click on the **Sign In** button located on the left hand menu, or alternatively at the top right corner of the page
 - a. **Note:** If you do not have an account, please register by clicking **Create an account** link on the left hand menu
 - b. *There is a user guide on how to create new accounts*



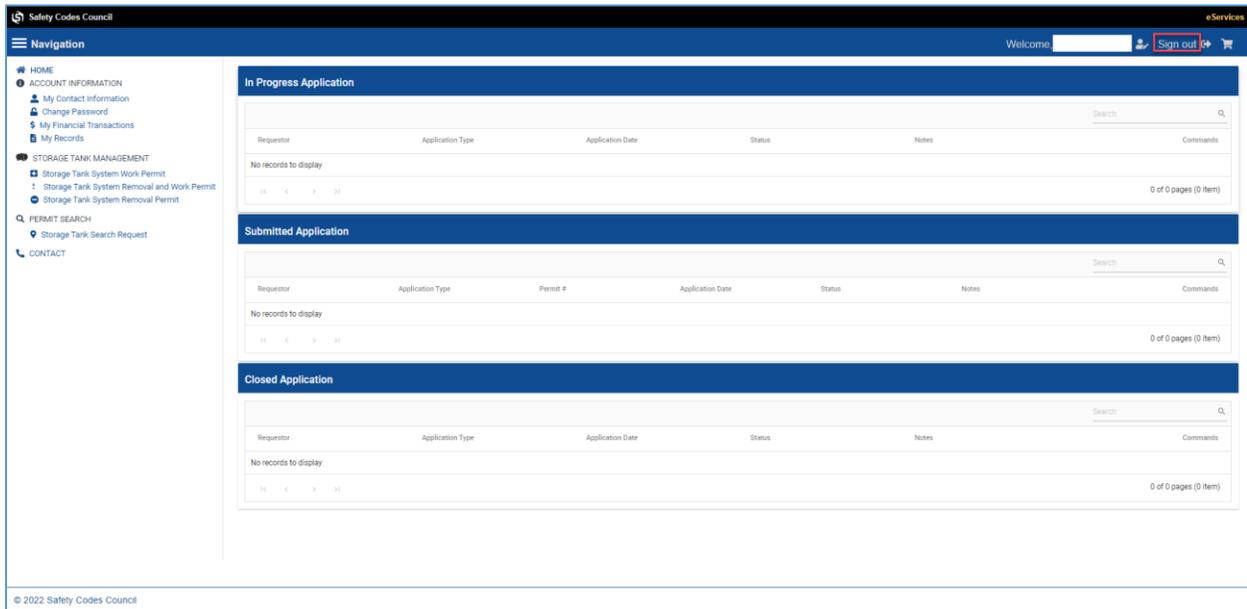
4. Enter your email and password
5. Select sign in
6. This will take you to the dashboard



The screenshot shows the Safety Codes Council eServices dashboard. The top right corner features a 'Sign out' button. The main content area is divided into three sections: 'In Progress Application', 'Submitted Application', and 'Closed Application'. Each section contains a table with columns for Requestor, Application Type, Application Date, Status, Notes, and Commands. All three tables currently display 'No records to display' and '0 of 0 pages (0 item)'. A navigation menu is visible on the left side of the dashboard.

Sign Out

1. From the dashboard page, click on the **Sign out** button on the top right



This screenshot is identical to the previous one, but the 'Sign out' button in the top right corner is highlighted with a red box, indicating the next step in the process.

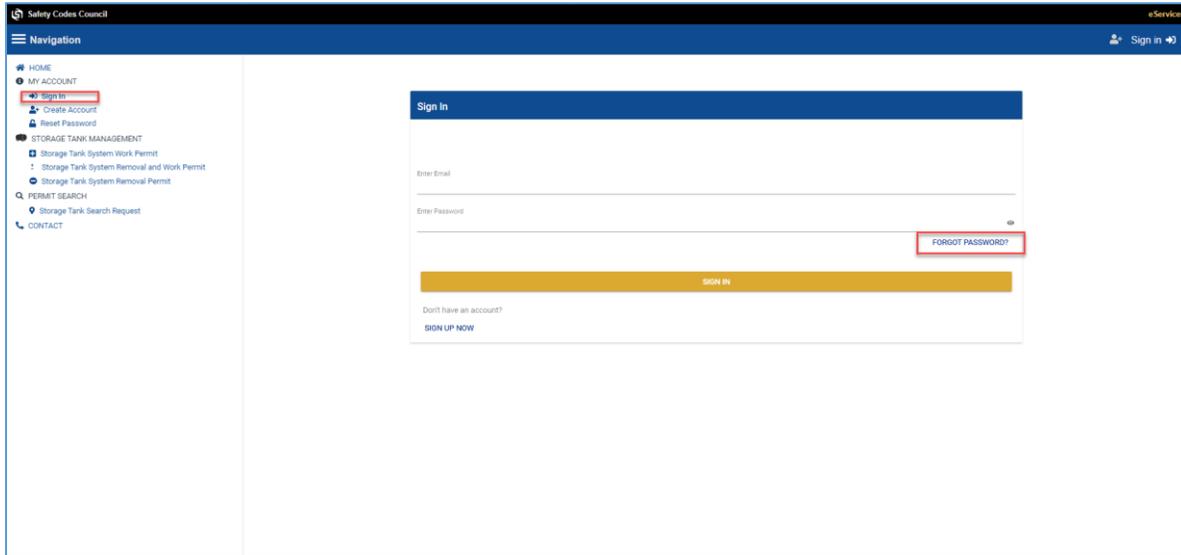
Forgot Password – Reset Password - Change Your Password

There are three ways to change your password:

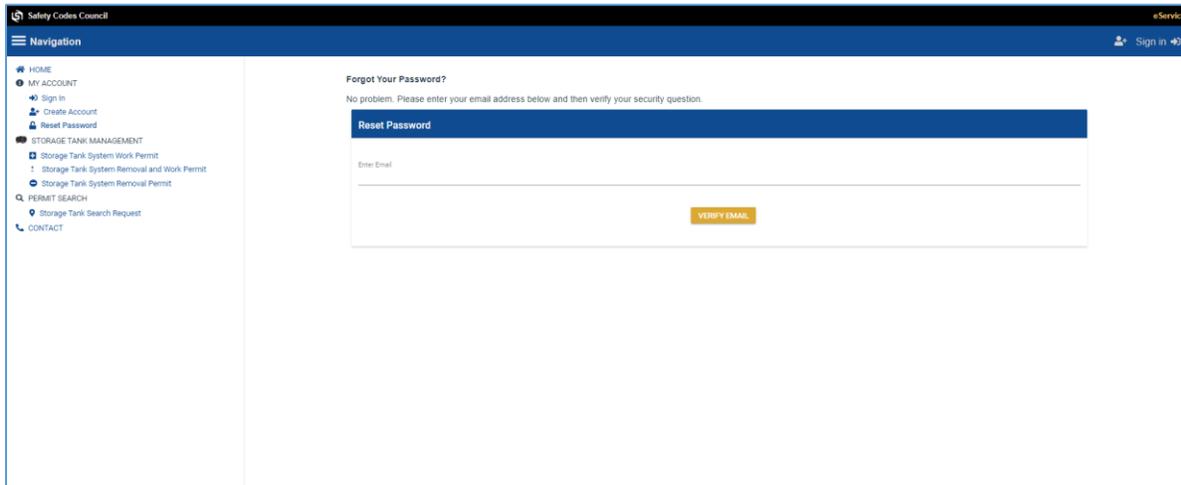
1. **Option 1-Forgot Password** - From the **Sign In** link on the home page (*ONLY if you forgot your password*)
2. **Option 2- Reset Password** - From the **Reset Password** option on the home page (*ONLY if you forgot your password*)
3. **Option 3-Change Your Password** - From the **Change Password** link within the account (*ONLY if you **KNOW** your password*)

Option 1-Forgot Password: Sign in (Not logged in)

1. Go to the Safety Codes Council website <https://www.safetycodes.ab.ca/>
2. Select the **eServices** tab to take you to the home page, or alternatively use this link <https://eservices.safetycodes.ab.ca/>
3. Click on the **Sign in** button on the left hand menu
4. Click on the **Forgot Password** link on the page



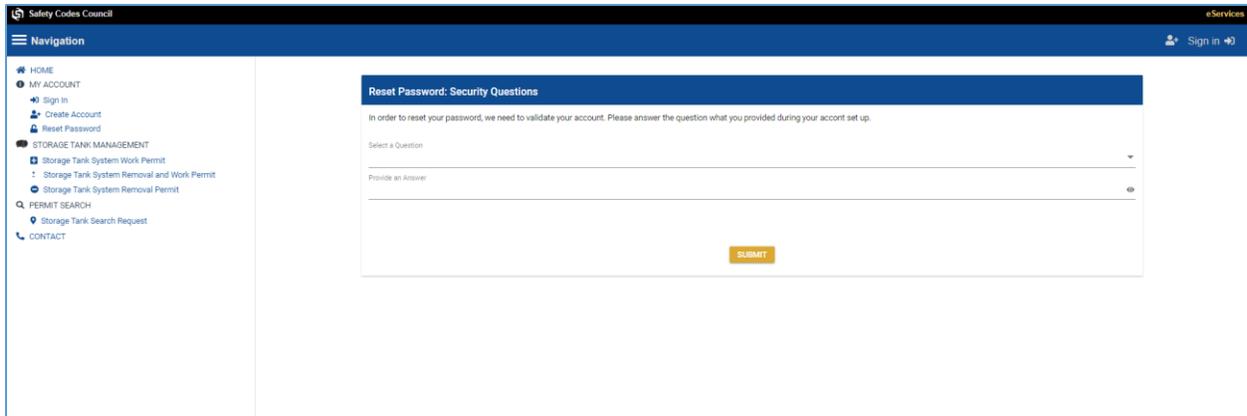
5. Enter your email and select verify email



6. An email will be sent to the email address with the security code
7. Enter the security code into the field on the screen
 - a. *Security code is only valid for **15 minutes**. If you copy and paste this code after 15 minutes, it will be invalid, and you will need to start the process over, to get a new security code*
 - b. *If you do not receive the security code email, and have checked your junk/spam folders, contact the ITS helpdesk at 780-413-0099/1.888.413.0099 - Option 4*
8. Select **Verify Code**

9. Select a security question and provide the answer

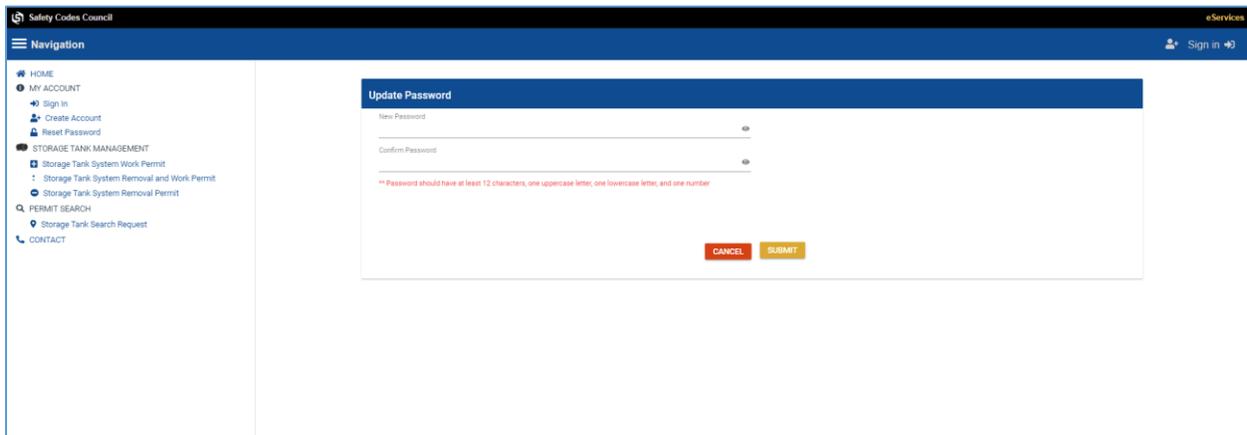
- a. **Note:** *If the wrong answer is entered 3 times, the account will be locked and you will need to contact the Council to unlock the account*



The screenshot shows the 'Reset Password: Security Questions' form. The form title is 'Reset Password: Security Questions'. Below the title, there is a message: 'In order to reset your password, we need to validate your account. Please answer the question what you provided during your account set up.' The form contains two input fields: 'Select a Question' (a dropdown menu) and 'Provide an Answer' (a text input field). A yellow 'SUBMIT' button is located at the bottom right of the form area.

10. Enter the new password following the password rules

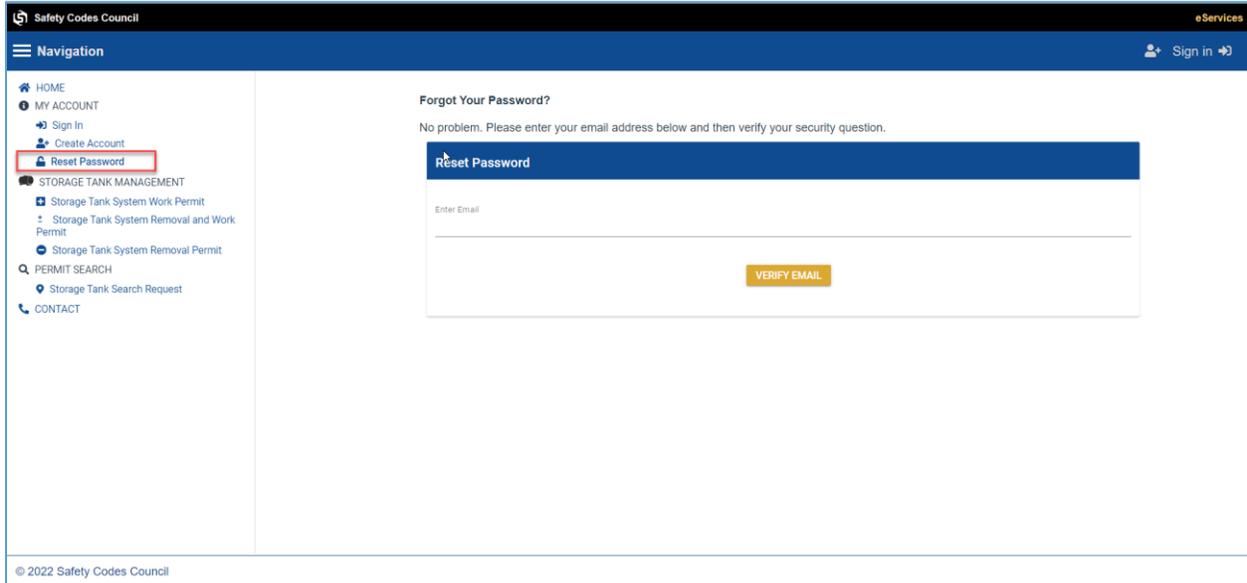
- a. **You cannot reuse the same password twice**



The screenshot shows the 'Update Password' form. The form title is 'Update Password'. Below the title, there are two input fields: 'New Password' and 'Confirm Password'. A red asterisk followed by the text 'Password should have at least 12 characters, one uppercase letter, one lowercase letter, and one number' is displayed below the input fields. At the bottom right of the form area, there are two buttons: 'CANCEL' and 'SUBMIT'.

Option 2: Reset Password (Not logged in)

1. Go to the Safety Codes Council website <https://www.safetycodes.ab.ca/>
2. Select the **eServices** tab to take you to the home page, or alternatively use this link <https://eservices.safetycodes.ab.ca/>
3. Click on the **Reset Password** link on the left hand menu



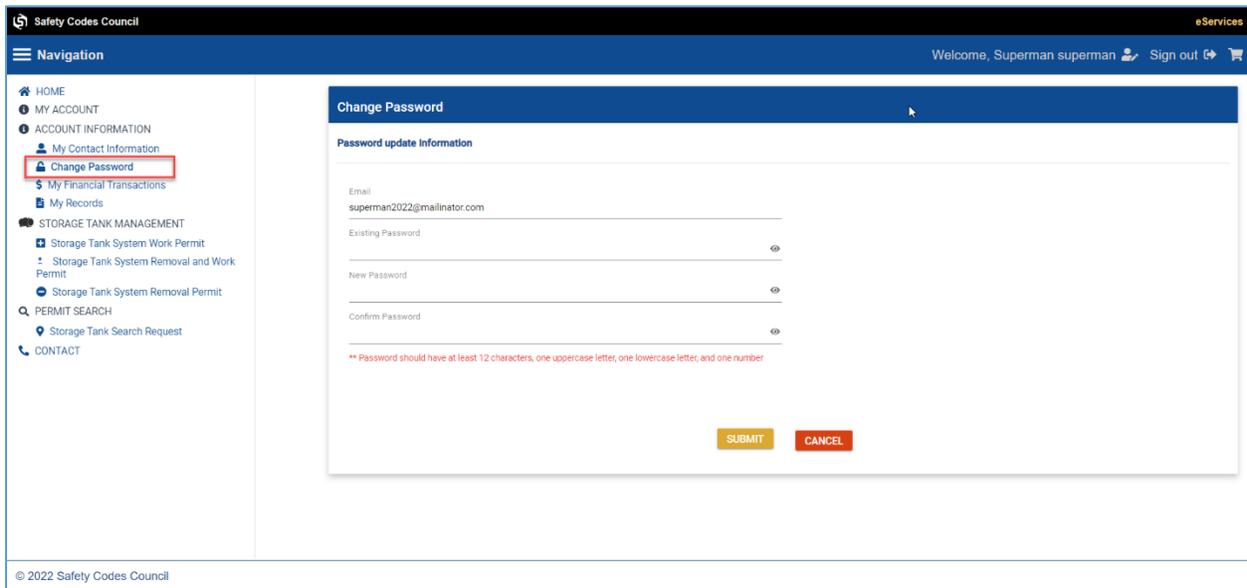
The screenshot shows the Safety Codes Council eServices interface. On the left, a navigation menu lists various options, with 'Reset Password' highlighted by a red rectangular box. The main content area is titled 'Forgot Your Password?' and includes the instruction: 'No problem. Please enter your email address below and then verify your security question.' Below this is a 'Reset Password' form with a text input field labeled 'Enter Email' and a yellow 'VERIFY EMAIL' button. The footer of the page reads '© 2022 Safety Codes Council'.

4. Enter your email and select verify email
5. An email will be sent to the email address with the security code
6. Enter the security code into the field on the screen
 - a. *Security code is only valid for **15 minutes**. If you copy and paste this code after 15 minutes, it will be invalid, and you will need to start the process over, to get a new security code*
 - b. *If you do not receive the security code email, and have checked your junk/spam folders, contact the ITS helpdesk at 780-413-0099/1.888.413.0099 - Option 4*
7. Select **Verify Code**
8. Select a security question and provide the answer
 - a. *Note: If the wrong answer is entered 3 times, the account will be locked and you will need to contact the Council to unlock the account*
9. Enter the new password following the password rules

Option 3: Change password (Logged in User)

1. Go to the Safety Codes Council website <https://www.safetycodes.ab.ca/>
2. Select the **eServices** tab to take you to the home page, or alternatively use this link <https://eservices.safetycodes.ab.ca/>
3. Click on the **Sign In** button on the left hand menu
 - a. **Note:** *If you do not have an account, please register by clicking **Create an account** link on the left hand menu*

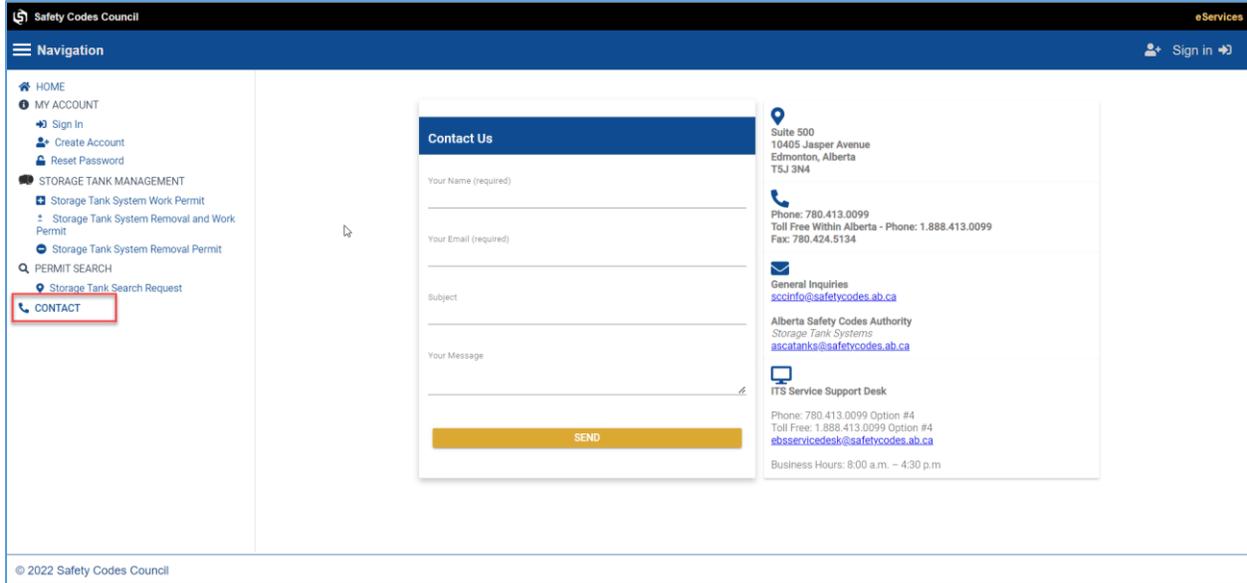
- b. There is a user guide on how to create new accounts*
4. Enter your email and password
5. Select **Sign In**
6. This will take you to the dashboard
7. Select the **Change Password** link on the left hand menu
8. Enter existing password
 - a. You cannot reuse the same password twice*
9. Enter new password
10. Confirm new password
11. Click **Submit**
12. Password is now updated, and you will need to login again to continue



The screenshot shows the 'Change Password' page in the Safety Codes Council eServices portal. The page has a blue header with the 'eServices' logo and a user greeting: 'Welcome, Superman superman'. A navigation menu on the left lists various options, with 'Change Password' highlighted in a red box. The main content area is titled 'Change Password' and contains a 'Password update Information' section. This section includes four input fields: 'Email' (pre-filled with 'superman2022@mailinator.com'), 'Existing Password', 'New Password', and 'Confirm Password'. Below the fields is a red asterisk warning: '** Password should have at least 12 characters, one uppercase letter, one lowercase letter, and one number'. At the bottom of the form are two buttons: 'SUBMIT' (yellow) and 'CANCEL' (red).

Contact Us

1. Go to the Safety Codes Council website <https://www.safetycodes.ab.ca/>
2. Select the **eServices** tab to take you to the home page
3. Click on the **Contact** link from the left hand menu
4. Fill out the contact form
 - a. **Your Name:** Your name
 - b. **Your Email:** Your email address
 - c. **Subject:** Title of your inquiry
 - d. **Your Message:** Summary of the request/question/comment you need to send to the Council
5. Click **Send**
6. Alternatively, use one of the contact details provided for;
 - a. Address
 - b. Phone
 - c. Email
 - d. support



The screenshot shows the Safety Codes Council eServices website. The top navigation bar includes the logo, the name "Safety Codes Council", and the "eServices" label. A "Sign in" link is visible in the top right. The main content area is divided into three sections. On the left is a navigation menu with categories: HOME, MY ACCOUNT (containing Sign In, Create Account, and Reset Password), STORAGE TANK MANAGEMENT (containing Storage Tank System Work Permit, Storage Tank System Removal and Work Permit, and Storage Tank System Removal Permit), PERMIT SEARCH (containing Storage Tank Search Request), and CONTACT (highlighted with a red box). The central section is a "Contact Us" form with fields for "Your Name (required)", "Your Email (required)", "Subject", and "Your Message", followed by a yellow "SEND" button. The right section provides contact details: Suite 500, 10405 Jasper Avenue, Edmonton, Alberta, T5J 3W4; Phone: 780.413.0099; Toll Free Within Alberta - Phone: 1.888.413.0099; Fax: 780.424.5134; General Inquiries email: scinfo@safetycodes.ab.ca; Alberta Safety Codes Authority Storage Tank Systems email: ascatanks@safetycodes.ab.ca; ITS Service Support Desk; Phone: 780.413.0099 Option #4; Toll Free: 1.888.413.0099 Option #4; ebsservicesdesk@safetycodes.ab.ca; Business Hours: 8:00 a.m. - 4:30 p.m. The footer contains the copyright notice "© 2022 Safety Codes Council".