

eSERVICES

HOW TO: Apply for Storage Tank Search Request



Safety
Codes
Council

Alberta Safety Codes Authority

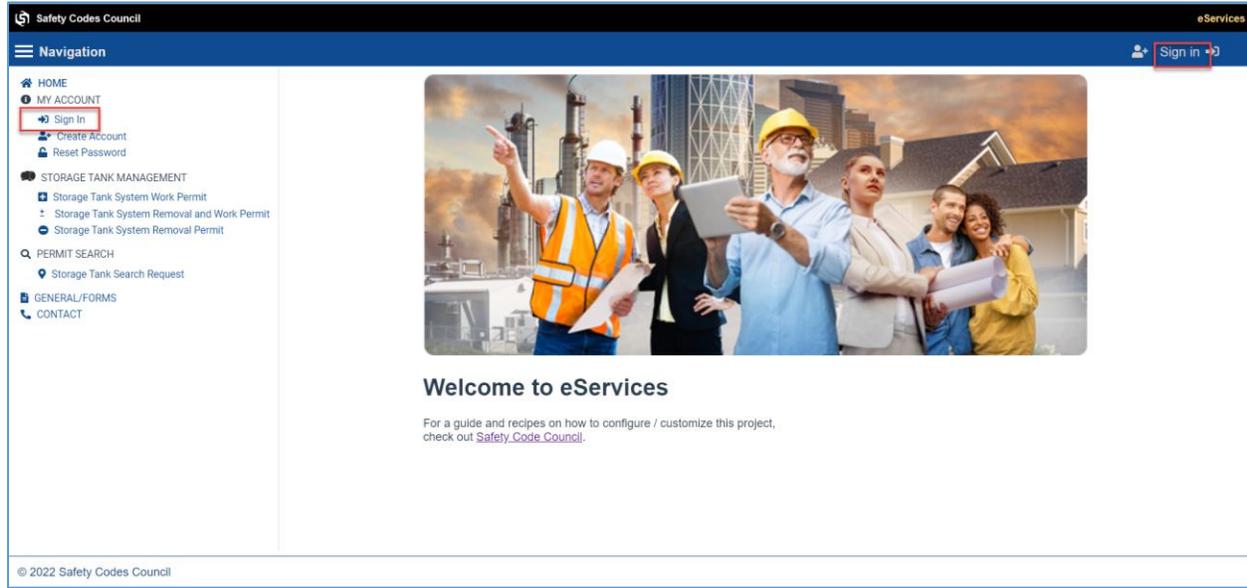
Table of Contents

Initiate Application	03
Option 1 – Continue as Guest	04
Option 2 & 3 – Create Account or Sign In	09
Ability to Save Application	09
Ability to Accept Payment Later	09
Credit Card	11
Cheque	12
EFT	13
Credit	13

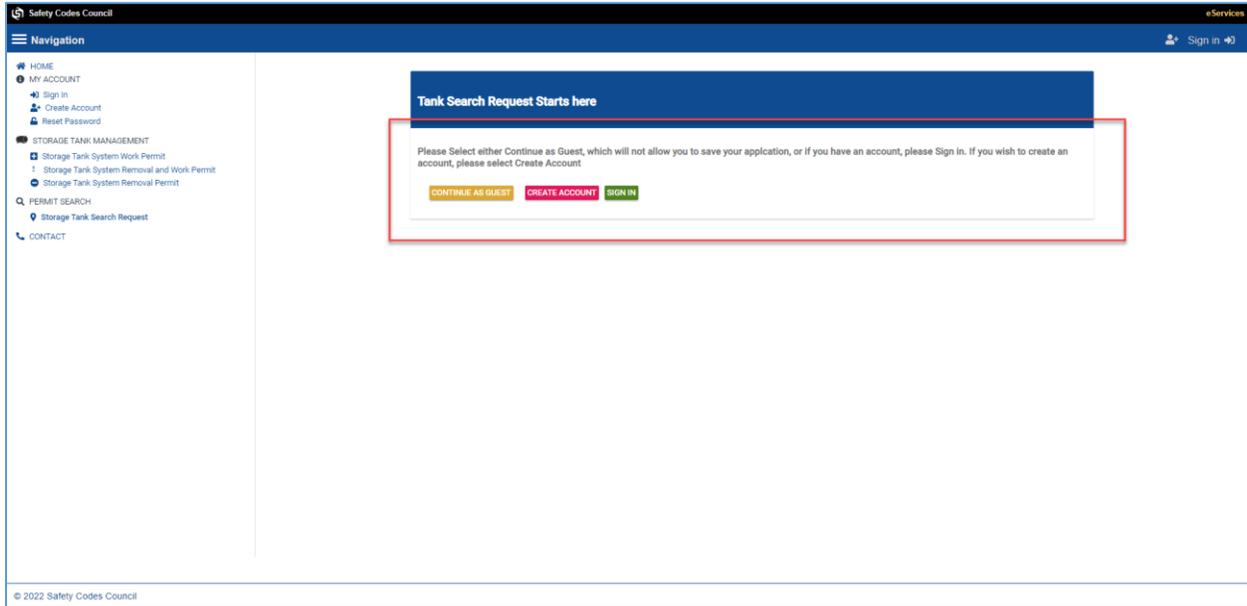
Apply for Storage Tank Search Request

This walks you through the steps to apply for a storage tank search request.

Initiate Application



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. Select the **Storage Tank Search Request** link from the left hand menu
 - a. **You do not need to create an account or be signed in to submit this application**
 - b. However, only account holders can **save a draft of the application** and continue at a later time
 - c. Also, only account holders will have the application and payment history stored on the account
4. Select one of the sign in options displayed
 - a. **Continue as guest**
 - i. Select a municipality
 - ii. Enter your email
 - b. **Create account**
 - i. Enter your email
 - ii. Create your account
 - iii. Initiate application
 - c. **Sign in**
 - i. Enter user name
 - ii. Enter password
 - iii. Initiate application



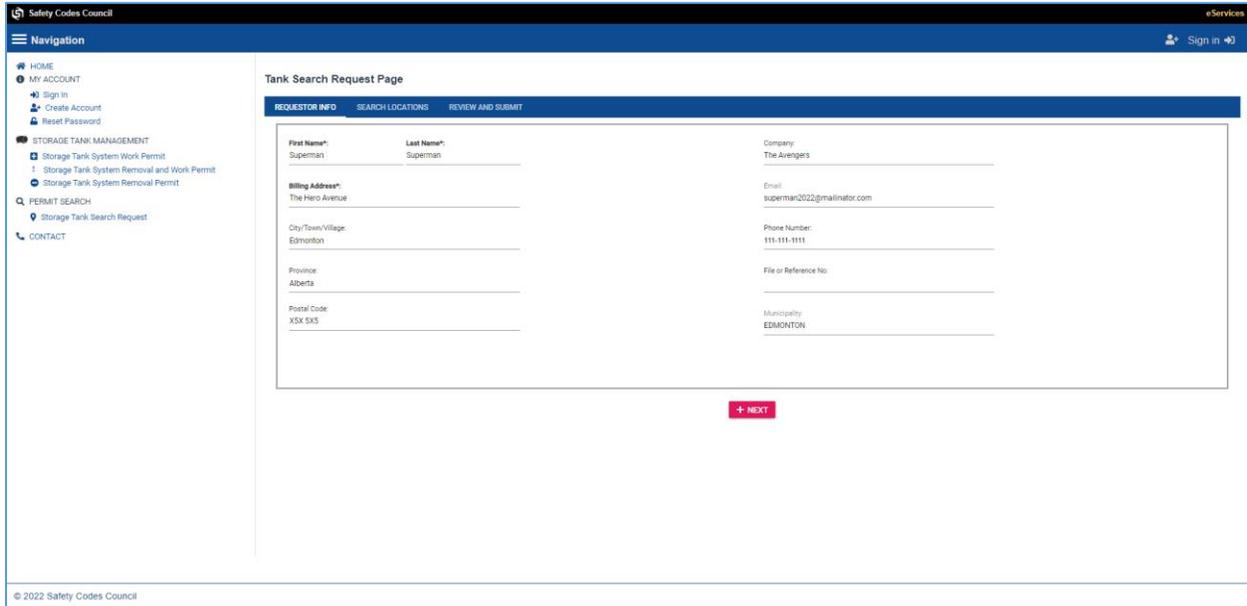
A. Option 1 - Continue as Guest

- a. Select the **Storage Tank Search Request** link from the left hand menu
- b. Select continue as guest option
- c. Select the **Municipality** where the search request will be completed
- d. Add your **Email Address**
 - i. A copy of the application, invoice & receipt will be sent to this email address. This is a mandatory field.
- e. Select **Continue**
- f. Application tab is displayed with three sections below to be completed;
 - i. Requestor Info
 - ii. Search Locations
 - iii. Review & Submit

Note: Selecting the next button or a different tab will save the text already entered on the page

i. Requestor Info (Only fields with * are mandatory)

- i. **First Name***: Enter your **First name** (Person requesting this search)
- ii. **Last Name***: Enter your **Last name** (Person requesting this search)
- iii. **Billing Address***: Your **Billing Address** (Person requesting this search)
- iv. **City/Town/Village***: Your **City/Town/Village**
- v. **Province***: Your **Province**
- vi. **Postal Code***: Your **Postal Code**
- vii. **Company**: Your **Company** name
- viii. **Email**: Your **Email** used to initiate the application (This cannot be changed on this page)
- ix. **Phone Number**: Your **Phone Number**
- x. **File or Reference No**: If you have an internal reference number that you want to use
- xi. **Municipality**: Municipality where search will be completed. This is auto-populated from the municipality selected at the start of the application
- xii. Click **Next**



The screenshot shows a web browser window with the Safety Codes Council logo in the top left and 'eServices' in the top right. The page title is 'Tank Search Request Page'. Below the title are three tabs: 'REQUESTOR INFO', 'SEARCH LOCATIONS', and 'REVIEW AND SUBMIT'. The 'REQUESTOR INFO' tab is active, showing a form with the following fields and values:

First Name*	Last Name*	Company
Superman	Superman	The Avengers
Billing Address*	The Hero Avenue	
City/Town/Village	Edmonton	
Province	Alberta	
Postal Code	X5X 5X5	
Email	superman2022@mailinator.com	
Phone Number	111-111-1111	
File or Reference No.		
Municipality	EDMONTON	

At the bottom of the form is a red button labeled '+ NEXT'.

ii. Search Locations

Note: A minimum of one of either **Address (includes city/prov/postal code)** or **Lot/Block/Plan** or **Legal Land Description** **MUST** be captured

Address

- i. **Address:** The search locations' address
 1. **Note: The address cannot contain multiple Specific location information required. Broad range location information may result in multiple locations found with information processed for each which will generate a fee to be paid for each as a cost recovery measure.**
 2. ***User MUST enter at least one address type.**
- ii. **City/Town/Village:** The search locations' city/town/village
- iii. **Select a Municipality:** The search locations' municipality

Lot/Block/Plan

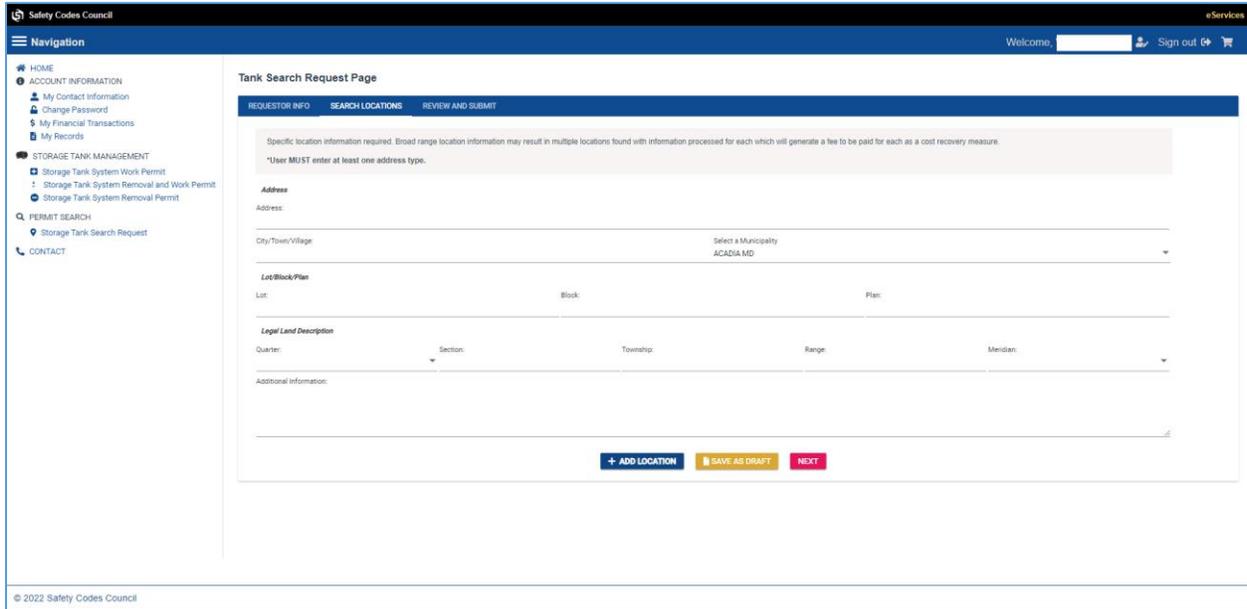
- i. **Lot:** The search locations' lot
- ii. **Block:** The search locations' block
- iii. **Plan:** The search locations' plan

Legal Land description

- i. **Quarter:** The search locations' quarter
- ii. **Section:** The search locations' section
- iii. **Township:** The search locations' township
- iv. **Range:** The search locations' range
- v. **Meridian:** The search locations' meridian

Additional Information: Any additional information that can be added to support the search

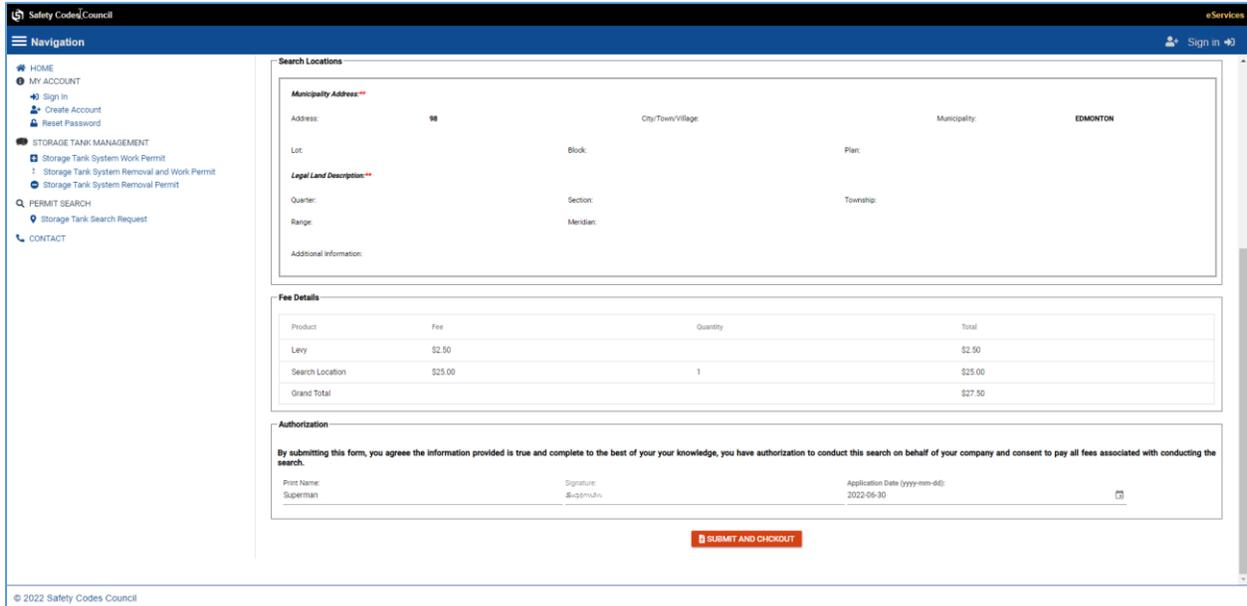
Note: You can add more search locations using the Add Location button. A maximum of 50 search locations can be submitted by one user.



iii. Review & Submit

This section allows a final review before submission, and system prompts for any mandatory fields that were not completed.

- i. **Requestor Info:** Summary of requestor info captured on the application
- ii. **Search Locations:** Summary of search locations captured on the application
- iii. **Fee Details:** Details of the cost to complete the search(es)
- iv. **Authorization:** Authorization details, Name, Signature and Date
 1. You must authorize the application by typing in the Applicant Name* and it will auto-generate a signature for you
 - a. Note: The date of signature displayed on your application cannot be changed.
 - b. It will display the current date, as that is the date of your application submission.
- v. Click **Submit & Checkout** button



Navigation

- HOME
- MY ACCOUNT
 - Sign In
 - Create Account
 - Reset Password
- STORAGE TANK MANAGEMENT
 - Storage Tank System Work Permit
 - Storage Tank System Removal and Work Permit
 - Storage Tank System Removal Permit
- PERMIT SEARCH
 - Storage Tank Search Request
- CONTACT

Search Locations

Municipality Address *

Address: 98 City/Town/Village: Municipality: EDMONTON

Lot: Block: Plan:

Legal Land Description *

Quarter: Section: Township:

Range: Meridian:

Additional Information:

Fee Details

Product	Fee	Quantity	Total
Levy	\$2.50		\$2.50
Search Location	\$25.00	1	\$25.00
Grand Total			\$27.50

Authorization

By submitting this form, you agree the information provided is true and complete to the best of your knowledge, you have authorization to conduct this search on behalf of your company and consent to pay all fees associated with conducting the search.

Print Name: Superman Signature: [Signature] Application Date (yyyy-mm-dd): 2022-06-30

SUBMIT AND CHECKOUT

© 2022 Safety Codes Council

- g. Invoice checkout page will be displayed
- h. **Total amount:** Amount captured on the fee detail section of the application
- i. **Available payment methods:** Guest users can only pay via credit card option
 - i. Using this payment method will submit your application immediately the payment is made on eServices
- j. **Customer Note:** If you have any notes to add to the submission, these can be captured here
- k. **Billing information:** These are the details for the requestor making the payment. The details are filled from the application, but can be updated as required
- l. Select Process Transaction
 - i. Payment successful message will be displayed with a copy of the receipt
- m. Once the application has been successfully submitted by making the payment, you will receive a confirmation email with;
 - i. **A copy of the application**
 - ii. **A Receipt**
 - iii. **An invoice**

Safety Codes Council
eServices

Navigation

- HOME
- MY ACCOUNT
 - Sign In
 - Create Account
 - Reset Password
- STORAGE TANK MANAGEMENT
 - Storage Tank System Work Permit
 - Storage Tank System Removal and Work Permit
 - Storage Tank System Removal Permit
- PERMIT SEARCH
 - Storage Tank Search Request
- CONTACT

Invoice Checkout

Order Information

Total Amount*
\$27.50

Available Payment Methods: Credit Card

Invoice Type	Status	Invoice Number	Total Fee	Total Levy	Invoice Date
Search		5001112	\$25.00	\$2.50	Jun 30, 2022

Customer Note
Leo test Search Request Gust Payment

Billing Information

First Name*
Supe

Last Name*
Superman

Company Name
The Avengers

Phone Number
111-111-1111

Email*
superman2022@gmailinator.com

Address*
The Hero Avenue

City
Edmonton

Select a Province
Alberta

Postal Code
X5X 5X5

PROCESS TRANSACTION

© 2022 Safety Codes Council

Safety Codes Council
Success
Payment made successfully

Navigation

- HOME
- MY ACCOUNT
 - Sign In
 - Create Account
 - Reset Password
- STORAGE TANK MANAGEMENT
 - Storage Tank System Work Permit
 - Storage Tank System Removal and Work Permit
 - Storage Tank System Removal Permit
- PERMIT SEARCH
 - Storage Tank Search Request
- CONTACT

SAFETY CODES COUNCIL

TRANSACTION APPROVED - THANK YOU

PAYMENT DETAILS

TYPE: PURCHASE

DATE: 2022-09-30T12:22:12

ORDER ID: eServices_Search_20220930102208

AMOUNT(CAD): \$27.50

CARDHOLDER: LEO XU

CARD NUM: 5454****5454

ACCOUNT: 11

REP NUM: 98014030011800960

AUTH CODE: 1007130

CUSTOMER DETAILS

CUST ID:

EMAIL: superman2022@gmailinator.com

© 2022 Safety Codes Council

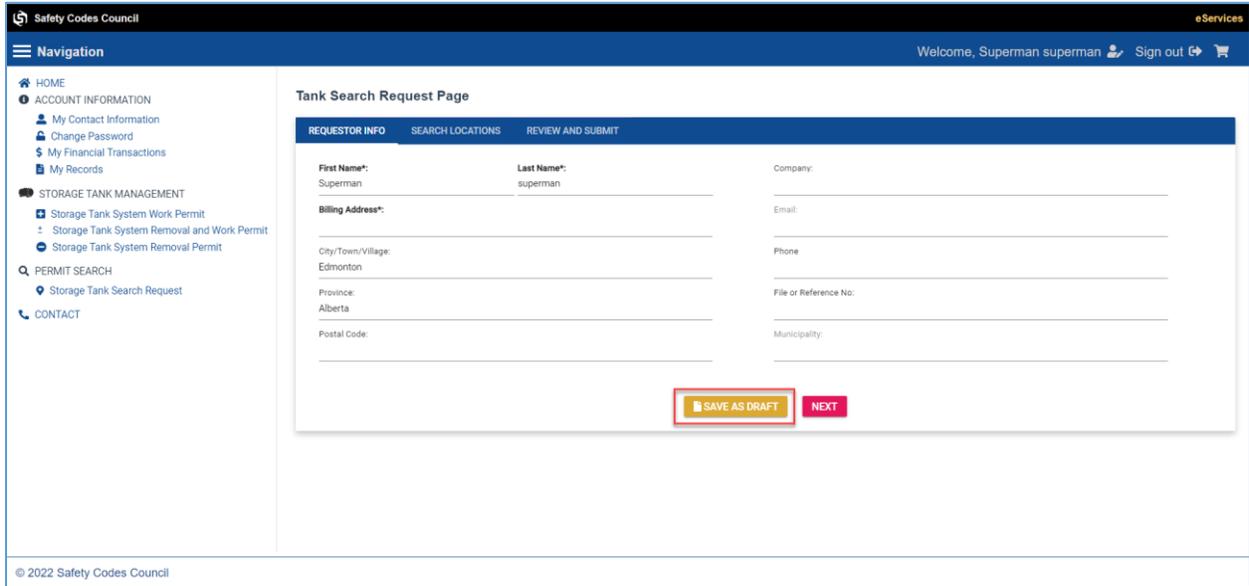
Last update: 11-Nov-22

Page 8 of 14

B. Option 2 & 3 - Create Account or Sign In

These options will follow the same application flow as the guest user, with the only differences listed below;

Ability to save the application – The save as draft button will be displayed to a logged on user, and you can save the application to return and complete it at a future time/date.



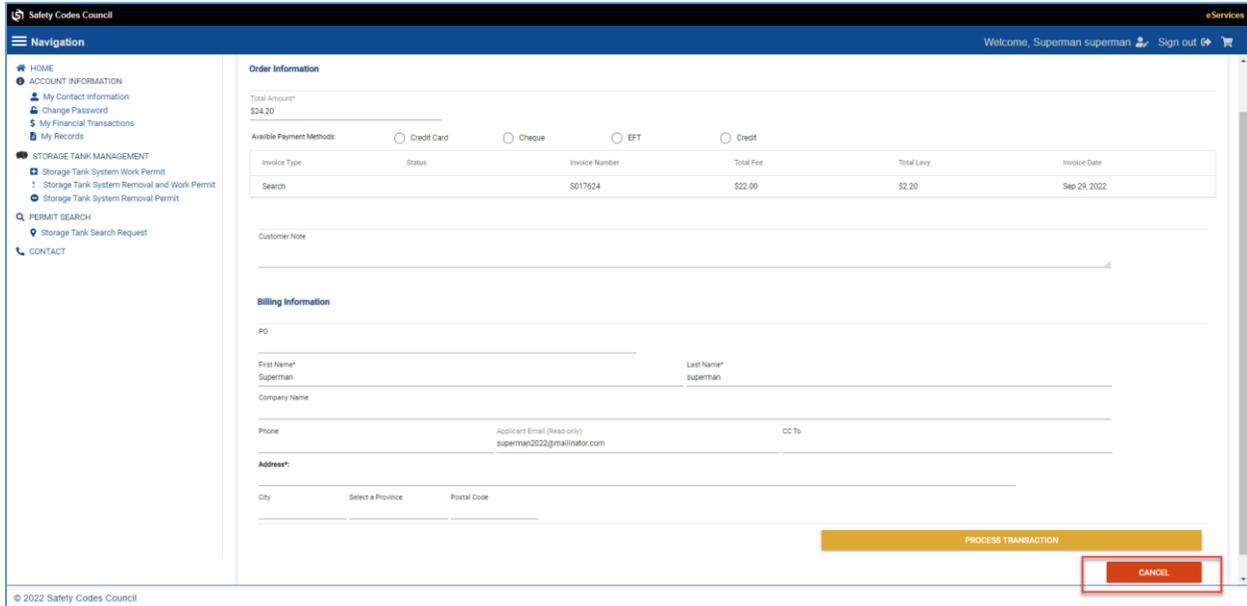
The screenshot shows the 'Tank Search Request Page' in the Safety Codes Council eServices portal. The page has a navigation menu on the left and a main content area. The main content area contains a form with the following fields:

- REQUESTOR INFO**
 - First Name*: Superman
 - Last Name*: superman
 - Company: _____
- Billing Address***
 - Email: _____
 - City/Town/Village: Edmonton
 - Phone: _____
 - Province: Alberta
 - File or Reference No: _____
 - Postal Code: _____
 - Municipality: _____

At the bottom of the form, there are two buttons: 'SAVE AS DRAFT' (highlighted with a red box) and 'NEXT'.

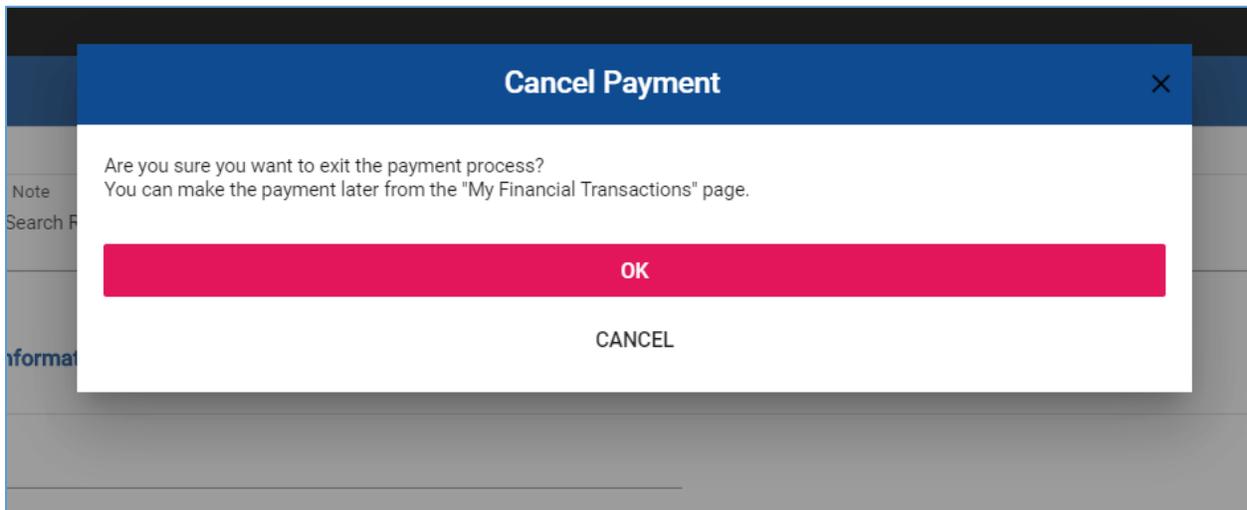
Ability to complete payment later - You have the ability to complete the payment process at a later time/date by following the steps below;

- i. Complete search request application form
- ii. Select the option to **Submit & checkout**
- iii. This will redirect you to the payment page
- iv. Complete the order/billing information
- v. Select **process transaction**
- vi. If you decide not to make the payment at this point, select the **“Cancel”** button



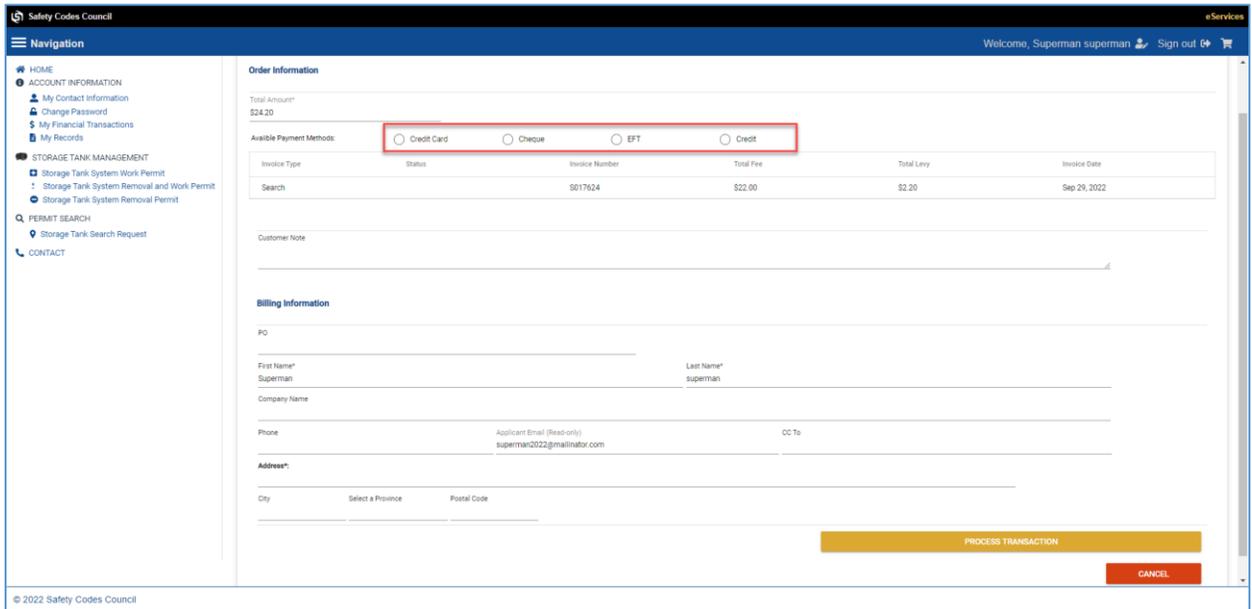
© 2022 Safety Codes Council

vii. Confirm that you will like to cancel the payment process at this moment



- viii. This will redirect you to the **“My Financial Transactions”** page,
 - 1. You can access this page anytime from the left hand menu
- ix. To make the payment from this page, follow the steps below;
 - 1. Go to the **My Open Invoices** section
 - 2. Identify the application to be submitted
 - a. The payment status on the application will be **“Pending Payment”**
 - b. The invoice can be printed out from this section
 - 3. Select the **Add to Cart** button on the application
 - 4. You will be redirected to the checkout page
- x. Select a payment method
 - 1. *This is the standard process flow if completing the application, and checking out in one transaction*

- xi. There are a number of available payment options, and the one available to you may differ as per the instructions below;



Order Information

Total Amount*
\$24.20

Available Payment Methods: Credit Card Cheque EFT Credit

Invoice Type	Status	Invoice Number	Total Fee	Total Levy	Invoice Date
Search		S817624	\$22.00	\$2.20	Sep 29, 2022

Customer Note

Billing Information

PO

First Name* Superman Last Name* superman

Company Name

Phone Applicant Email (Read-only) CC To
superman2022@mailinator.com

Address*

City Select a Province Postal Code

PROCESS TRANSACTION

CANCEL

© 2022 Safety Codes Council

1. Credit card:

- This payment option is available to all logged in users
- Using this payment method will submit your application immediately the payment is made on eServices
- You will receive a confirmation email when the application has been successfully submitted.
- This application can be found on the **“Submitted Application”** section on the eServices home page after payment has been made

Payment Completed – Receipt Available for ASCA Tanks Application

To superman2022

From noreply@safetycodes.ab.ca

Received 2022-09-29 08:19:42

HTML JSON RAW LINKS ATTACHMENTS

Thank you for completing your payment. Your application has now been submitted to ASCA.

You can download a copy of your receipt by logging into your eService’s account [here](#) and clicking on My Financial Transactions > Closed Invoice

If you have any questions regarding your application, please contact ASCA Tanks at ascatanks@safetycodes.ab.ca or 1-888-413-0099.

2. Cheque:

- a. This payment option is available to all logged in users
- b. Using this payment method will put the application in a **hold**, and processing of the application will only begin when the **cheque** has been received and cleared.
 - i. *It is your responsibility to send in the cheque to the Council's Accounting department using the details provided on the invoice.*
- c. You can print out the invoice when you select the cheque option by following the steps below;
 - i. Login to eServices
 - ii. Select the **"My Financial Transactions"** page from the left hand menu
 - iii. Identify the application to be submitted
 1. The payment status on the application will be **"Pending Payment"**
 - iv. Open the PDF and print out the invoice
- d. This application can be found on the **"In Progress Application"** section on the eServices home page
- e. Once the Council's Accounting team receives your payment, they will process the payment and apply the payment to the application
- f. You will receive a confirmation email when the payment has been successfully applied to your application, which will submit your application for processing
- g. The ASCA Tanks team will begin working on the application only after the payment has been applied by the Council's Accounting team

Application Not Complete – Awaiting Payment

To	superman2022
From	noreply@safetycodes.ab.ca
Sending IP	209.90.176.40
Received	2022-09-29 08:20:27

HTML JSON RAW LINKS ATTACHMENTS

Hello Superman superman,

Your eServices application(s) will be submitted once payment has been received.

If cheque was selected as form of payment, please make cheques payable to Safety Codes Council and mail to: 500, 10405 Jasper Ave, Edmonton T5J 3N6

If EFT was selected as form of payment, please contact accounting@safetycodes.ab.ca for EFT information.

3. EFT :

- a. This payment option is available to all logged in users
- b. Using this payment method will put the application in a **hold**, and processing of the application will only begin when the **EFT** has been received and cleared.
 - i. *It is your responsibility to send in the EFT to the Council's Accounting department using the details provided on the invoice.*
- c. You can print out the invoice when you select the EFT option by following the steps below;
 - i. Login to eServices
 - ii. Select the **"My Financial Transactions"** page from the left hand menu
 - iii. Identify the application to be submitted
 1. The payment status on the application will be **"Pending Payment"**
 - iv. Open the PDF and print out the invoice
- d. This application can be found on the **"In Progress Applications"** section on the eServices home page
- e. Once the Council's Accounting team receives your payment, they will process the payment and apply the payment to the application
- f. You will receive a confirmation email when the payment has been successfully applied to your application which will submit your application for processing
- g. The ASCA Tanks team will begin working on the application only after the payment has been applied by the Council's Accounting team

4. Credit:

- a. This payment option is restricted to only specified users
- b. If this option is available to you when checking out, selecting this option will **submit your application** for processing by the ASCA Tanks team
 - i. *It is your responsibility to reconcile your credit account with the Council's Accounting department*
- c. You will receive a confirmation email when you select this payment option, with additional details
- d. This application can be found on the **"Submitted Applications"** section on the eServices home page

Application Not Complete – Awaiting Payment

To	superman2022
From	noreply@safetycodes.ab.ca
Received	2022-09-29 08:17:32

[HTML](#) [JSON](#) [RAW](#) [LINKS](#) [ATTACHMENTS](#)

Hello Superman superman,
Your STS Search Request application has been submitted as credit was selected as a form of payment.
However, payment will be required.
If issuing cheque, please make cheques payable to Safety Codes Council and mail to: 500, 10405 Jasper Ave, Edmonton T5J 3N6
If paying via EFT, please contact accounting@safetycodes.ab.ca for EFT information

- xii. After selecting your payment method, select process transaction
- xiii. Depending on your selected payment method, you will receive a confirmation email with details relating to your payment method
- xiv. Go to “My Financial Transactions” section on the left hand menu,
- xv. Your invoice can be found on either the “My Open” or “My Closed” ” section
 - 1. A PDF copy of the invoice can be downloaded & printed
- xvi. Your receipt can be found on the “My Closed Invoices” section
 - 2. A PDF copy of the receipt can be downloaded
- xvii. Go back to eServices
- xviii. Select the “Home” section on the left hand side menu,
- xix. Depending on your payment method, you will find your record of the pending application or submitted application on one of the following sections on the home page;
 - 1. “In Progress Application” section – If payment has not been received/applied to your application
 - 2. “Closed Application” section – If your application has been submitted for processing
 - 3. A PDF copy of the application can be downloaded from any of the sections