

eSERVICES

HOW TO: Create a New Account



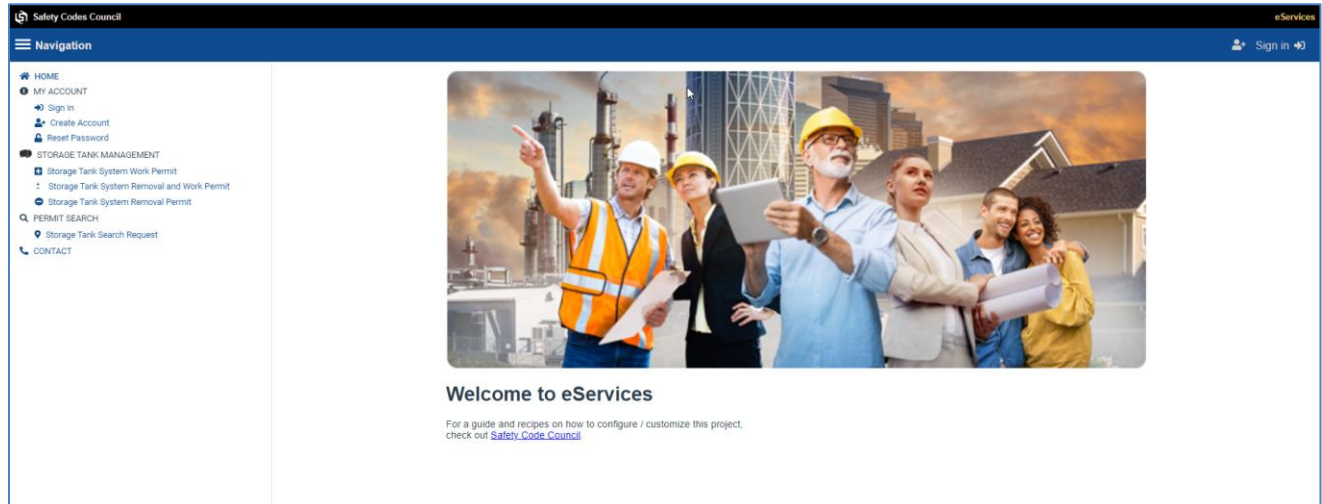
**Safety
Codes
Council**

Alberta Safety Codes Authority

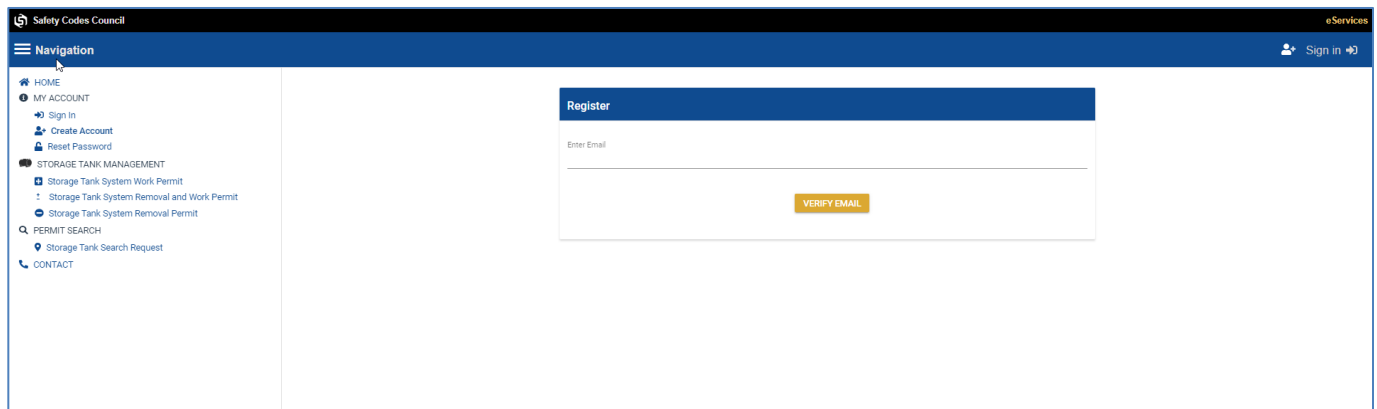
Create a New Account

This procedure walks you through the steps to create a new account in eServices.

Create an Account

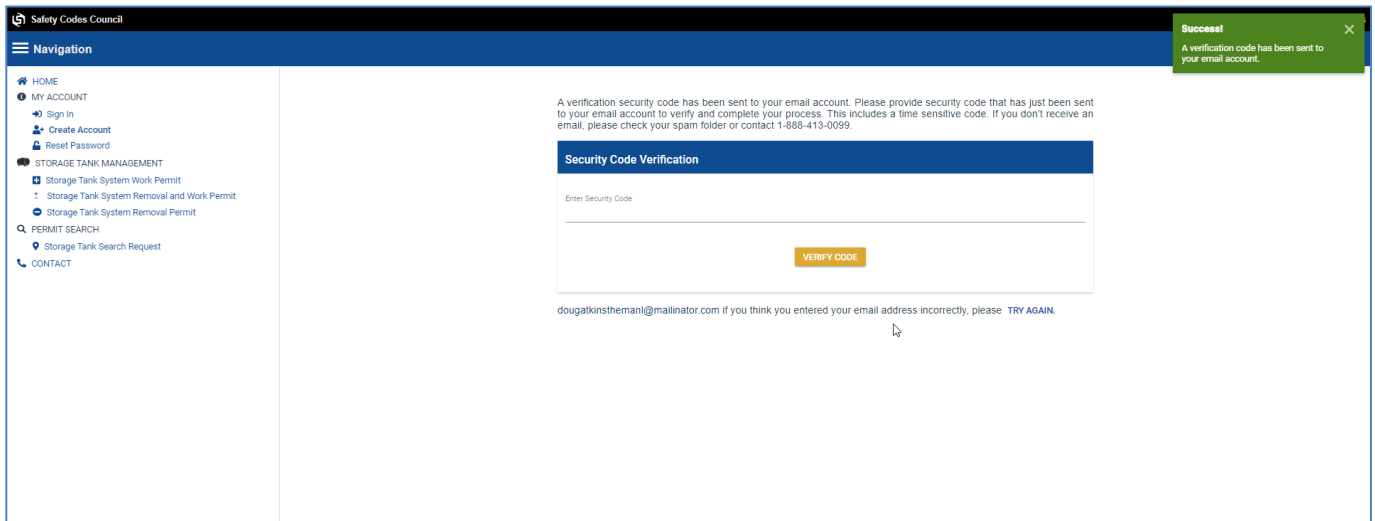


1. Go to the Safety Codes Council website <https://www.safetycodes.ab.ca/>
2. Select the **eServices** tab to take you to the home page, or alternatively use this link <https://eservices.safetycodes.ab.ca/>
3. Click the **Create an Account** link
4. Enter your email address
5. Click on verify email button

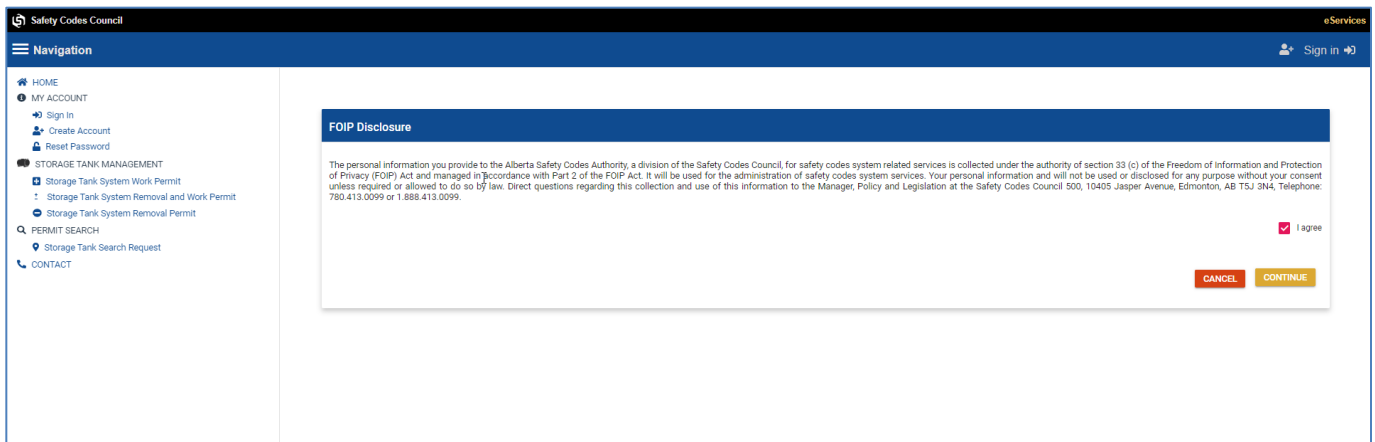


Note: if the email already exists on eServices, an email will be sent confirming the account exists, and will present the options to either login or reset the password.

If the email does not exist, then a security code is sent to the email address to complete the registration.

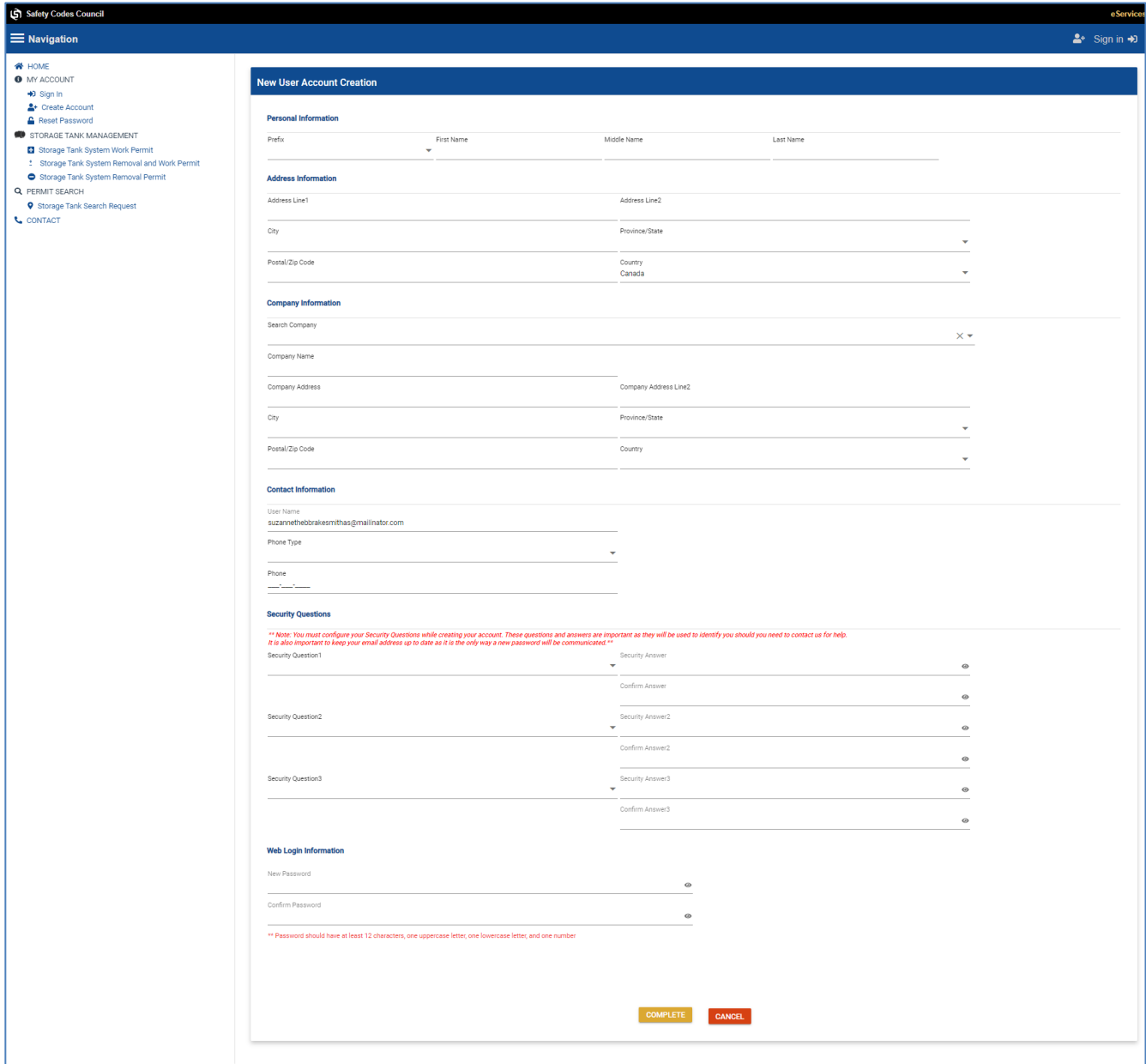


6. Login to your email
7. Copy the security code
8. Enter or paste security code in the verify code section
 - a. *Security code is only valid for **15 minutes**. If you copy and paste this code after 15 minutes it will be invalid, and you will need to start the process over to get a new security code*
 - 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*
9. Click on verify
10. Once account is verified, FOIP page will be displayed



11. Read the **FOIP Disclosure**
12. Click the **I Agree** checkbox
13. Click on **Continue** button
14. Complete all mandatory sections of the personal information page

New User Account Creation Page



The screenshot shows the 'New User Account Creation' page with the following sections:

- Personal Information:** Fields for Prefix, First Name, Middle Name, and Last Name.
- Address Information:** Fields for Address Line1, Address Line2, City, Province/State, Postal/Zip Code, and Country.
- Company Information:** Fields for Search Company, Company Name, Company Address, Company Address Line2, City, Province/State, and Postal/Zip Code.
- Contact Information:** Fields for User Name (pre-filled with 'suzannehebbralesmithas@mailinator.com'), Phone Type, and Phone.
- Security Questions:** Three sets of Security Question and Confirm Answer fields.
- Web Login Information:** Fields for New Password and Confirm Password.

Buttons for 'COMPLETE' and 'CANCEL' are located at the bottom right of the form.

*(Note mandatory fields are denoted with *)*

1. Personal Information

- Prefix:** enter your prefix (Not mandatory)
- First Name*:** enter your legal first name
- Middle Name:** enter your legal middle name (Not mandatory)
- Last Name*:** enter your legal last name

2. Address Information

- Address Line1*:** enter your address (Address suggestions are displayed to select as you type in the details)
- Address Line 2:** enter your address (Only if needed)

- c. **City***: enter the city (if suggestion selected, this will be auto populated, but can be changed) -
- d. **Province/State***: select your province/state
- e. **Postal Code/Zip Code***: enter your postal code/zip
- f. **Country***: select your country (if suggestion selected, this will be auto populated, but can be changed)

3. Company Information

- a. **Search Company:** This search option will list all the available companies on eServices. If the company cannot be found within the search, it can be entered manually within the “Company Name” field
 - i. *Search company field will provide suggestions as user starts to type in the details, and will narrow down the list based on data entered into the field*
- b. **Company Name:** This is your company name.
 - i. If the company is found and selected from the search field above, the data in this field will be populated
 - ii. The company name can be entered or updated manually within this field if the data is not found or is incorrect
 - 1. *If you select a company from the list, the details for field’s C-G below will be auto-populated. If the data within any of the fields is incorrect, you can update it manually*
- c. **Company Address Line 1 & 2:** This is your company address.
 - i. If the company is found and selected from the search field above, the data in this field will be populated
 - ii. The company address can be entered or updated manually within this field if the data is not found or is incorrect
 - 1. *Company address field will provide suggestions as user starts to type in the details, and will auto-populate if the address is selected.*
- d. **City/Town:** This is your company’s City/Town.
 - i. If the company is found and selected from the search field above, the data in this field will be populated
 - ii. The city/town can be entered or updated manually within this field if the data is not found or is incorrect
- e. **Province:** This is your company’s Province.
 - i. If the company is found and selected from the search field above, the data in this field will be populated
 - ii. The province can be entered or updated manually within this field if the data is not found or is incorrect
- f. **Postal Code/Zip:** This is your company’s postal code/ zip.
 - i. If the company is found and selected from the search field above, the data in this field will be populated
 - ii. The postal code/zip can be entered or updated manually within this field if the data is not found or is incorrect
- g. **Country:** This is your company’s country

4. Contact Information

- a. **User name***: This is the email that was used to create the account. Email cannot be updated on this page, please refer to the “Account Overview” user guide on how to update username email address.
- b. **Phone Type***: Select applicable phone type
- c. **Phone***: enter your primary area code and phone number

5. Security questions

Note: You must configure your Security Questions while creating your account. These questions and answers are important as they will be used to identify you should you need to contact us for help, or in the event you need to reset your password.

It is also important to keep your email address up to date as it is the only way a new password will be communicated. **

- a. **Security Question 1***: Select a question and enter your answer. Confirm the answer in the next field.
- b. **Security Question 2***: Select a question and enter your answer. Confirm the answer in the next field.
- c. **Security Question 3***: Select a question and enter your answer. Confirm the answer in the next field.

6. Web Login Information

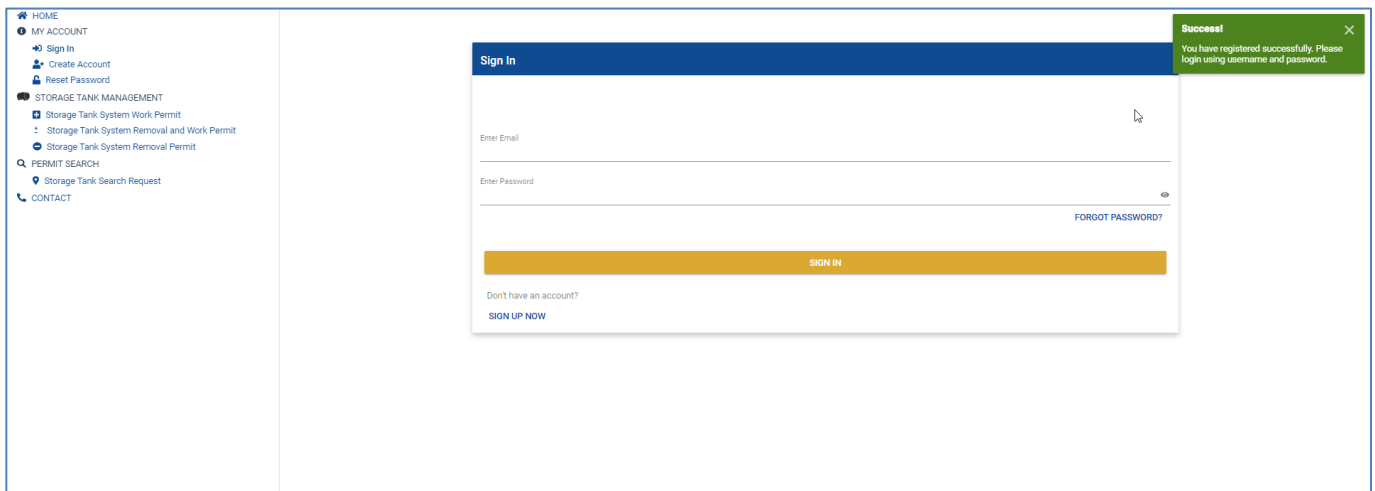
Note: Password should have at least 12 characters, one uppercase letter, one lowercase letter, and one number

- a. **New Password:** Enter your desired password
- b. **Confirm password:** repeat your new password

Note: If you forget your password you can request a reset by clicking the **Forgot your password?** Link on the logon screen.

*Kindly refer to the "Sign In, Change Password & Contact Us" user guide on how to reset your password.

7. Select complete button to create account
8. **Alternatively:** Select cancel button to start all over again.
 - a. Account will not be created, and all previous steps need to be completed again.
9. **Account created success message will be displayed**
10. You will now be required to login to your account with your username and password



The screenshot displays a web application interface. On the left is a navigation menu with categories: HOME, MY ACCOUNT (containing Sign In, Create Account, Reset Password), STORAGE TANK MANAGEMENT (containing Storage Tank System Work Permit, Storage Tank System Removal and Work Permit, Storage Tank System Removal Permit), PERMIT SEARCH (containing Storage Tank Search Request), and CONTACT. The main content area shows a 'Sign In' form with fields for 'Enter Email' and 'Enter Password', a 'FORGOT PASSWORD?' link, a yellow 'SIGN IN' button, and a 'Don't have an account? SIGN UP NOW' link. A green success message box in the top right corner reads: 'Success! You have registered successfully. Please login using username and password.'