

How Do I See What Documents Are Inside a Submission?



For assistance while working through this document, please call Client Support Services at 1-800-567-4224 or e-mail centre.inquiry@gov.sk.ca

The purpose of this guide is to help people determine what documents are inside submitted submissions.

Secure Login

Email Address

Password

Not registered yet?

The system will automatically log you out after 30 minutes of inactivity.
As you work through a submission, the information you input is saved everytime you click Next.

Login

Login using the following link:
<https://envrbrportal.crm.saskatchewan.ca/login/>

The email address and password will be the one you registered with.

If you have not registered, please refer to the *Registering as an Individual* user guide.

Click the **Sign-In** button once the information is filled in.

Select User Profile

Please select which identity you would like to assume for this session.

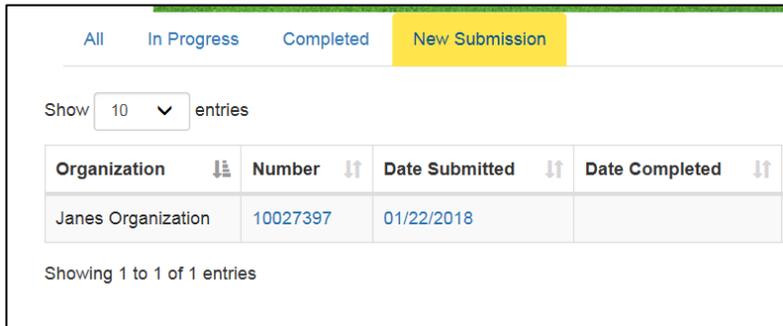
You can change this at a later time by selecting **Manage Business Profile** from the menu on the top right of any page within this application.

- Individual (Myself)
- Janes Organization - Organization Administrator
- Janes Organization - Stakeholder Administrator
- Janes Organization - Project Administrator

Select **Individual (Myself)**

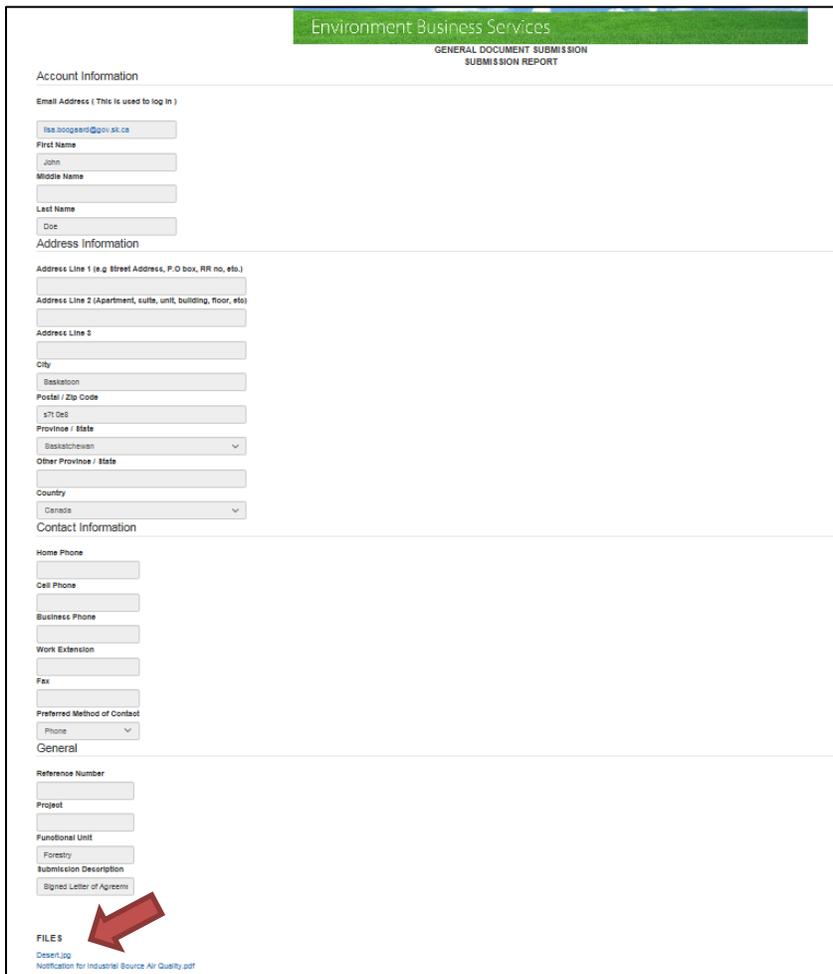


You will then proceed to your dashboard.



To check what documents were uploaded inside a submission, click on the date shown in the **Date Submitted** column.

Please Note: You can only use this feature if the status of the submission is "Submitted".



You will get a new screen and at the bottom showing you the files that were uploaded as part of the submission.

You are able to click on the file names and open them to review.