
Electronic Disposition System

Access and overview



Electronic Disposition System | Access and overview | Forestry and Parks

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This publication is available online at [Electronic Disposition System – Overview | Alberta.ca](https://www.alberta.ca/electronic-disposition-system-overview)

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Disclaimer

In this disclaimer provision:

“Crown” means His Majesty the King in right of the Province of Alberta;

“Minister” means the Minister responsible for the ministry of Forestry and Parks;

“Their employees” means and includes each, any and every officer, employee, servant, and agent of either or both Crown and the Minister and without limiting the generality of the foregoing and includes employees of the Crown and the Minister employed in Forestry and Parks.

“EDS” means the Electronic Disposition System and all programs, hardware, documentation, functions and services forming a part thereof or associate therewith.

The Crown, the Minister and their employees and the contractors and technical advisors of the aforesaid:

- (a) Make no warranty or representation, whether expressed or implied, to any person with respect to this material or documentation of EDS or as to the service, performance, quality, merchantability or fitness of any part of the aforesaid for any purpose; and
- (b) Shall not be liable for any action, damages or claims, whether occasioned by negligence or otherwise, that any person, user, subscriber or any employees of the aforesaid may hereafter have, allege or become entitled to (including but not limited to any claim of third-party contribution of indemnity, any economic or moral loss, or direct, immediate, special, indirect or consequential damages which do, may, or are alleged to arise as a result of:
 - (i) The use of this material or documentation or EDS or any service connection - therewith; or
 - (ii) Any error or omissions in data or any loss or partial loss of data or incomplete retrieval of information, even if any or all of the Crown, the Minister or their employees were advised of the possibility of such risk, action, claims or damages, including damages sustained or actions brought by third parties and claims made against the subscriber by third parties.

The entire risk of loss relating to or associated with the quality and performance of EDS and any product and results thereof shall be assumed by the subscriber and by any other user of EDS.



Contents

Electronic Disposition System	2
EDS Access.....	2
Alberta.ca Accounts.....	2
New EDS users.....	2
Steps to get EDS access.....	2
Client ID.....	2
Electronic Disposition System (EDS) user ID.....	4
Existing EDS users.....	4
Steps to link an Alberta.ca Account to an EDS user ID.....	4
Recovering your EDS user ID.....	5
Resetting your EDS user ID password.....	6
System overview	8
Application prerequisites.....	8
Application submissions.....	8
Disposition maintenance.....	9
EDS support	9
General system information	9
Document uploading requirements.....	10
Plan Confirmation Service	10
New PCS users.....	10
Existing PCS users.....	11
Plan submission packages.....	11

Electronic Disposition System

The Electronic Disposition System (EDS) is a web application used to submit surface disposition applications to Forestry and Parks (the ministry), and quarry applications to the Alberta Energy Regulator (AER). EDS has three main categories of service: application prerequisites, application submissions, and disposition maintenance.

EDS Access

All EDS users require an ID to access the system.

EDS now uses Alberta.ca Accounts to log in to the system, and an Alberta.ca Account must be linked to your EDS user ID to access the system.

Alberta.ca Accounts

An Alberta.ca Account is required to access Government of Alberta services.

To create an Alberta.ca Account, follow the instructions on the [Alberta.ca Account](#) creation page.

[Alberta.ca Account instructional guides and videos.](#)

There are two types of Alberta.ca Accounts: individual, and organization.

The type of Alberta.ca Account linked to an EDS user ID should match, that is, if your EDS user ID is part of an organization then an Alberta.ca Account for organizations should be used for EDS login.

New EDS users

New EDS users require the following:

- Client ID
- Alberta.ca Account
- EDS user ID

It is recommended that new users receive their Client ID first, as it is needed for the EDS user ID application form.

Steps to get EDS access

- Request a Client ID

Client ID

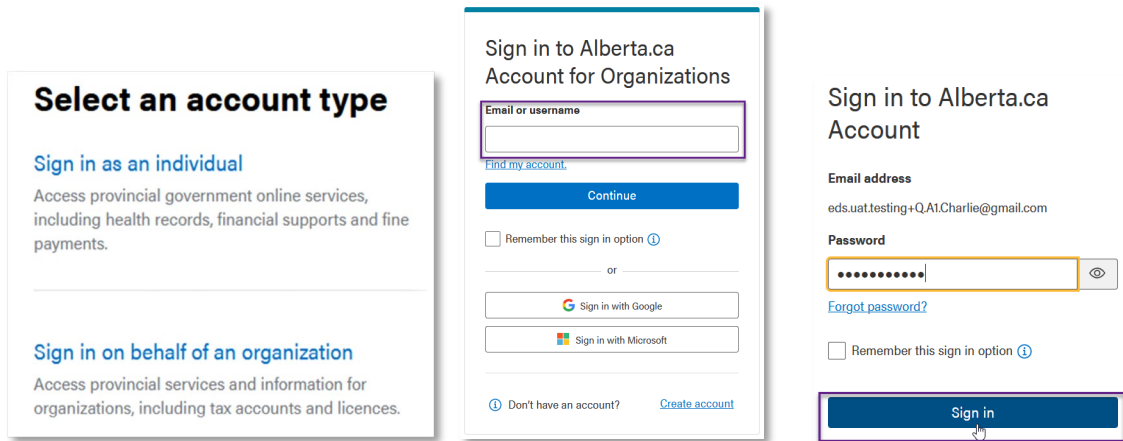
A Client ID is required to hold a disposition.

To request a Client ID or to update Client ID information, complete the [Client ID Application and Amendment form](#) and email it to crownlanddatasupport@gov.ab.ca.

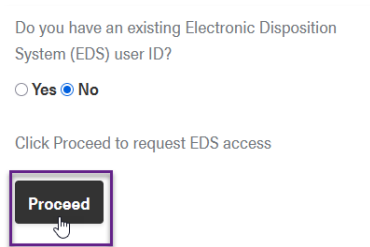
- Create Alberta.ca Account or use an existing Alberta.ca Account

- The type of Alberta.ca Account linked to an EDS user ID should match, that is, if your EDS user ID is part of an organization then an Alberta.ca Account for organizations should be used for EDS log in.
- If your Alberta.ca Account for organizations is linked to more than one organization, then you must select the correct organization that should be linked to your EDS user ID.
- Government of Alberta employees who access the EDS external side should use the Alberta.ca Account for organization account for their ministry or work area.

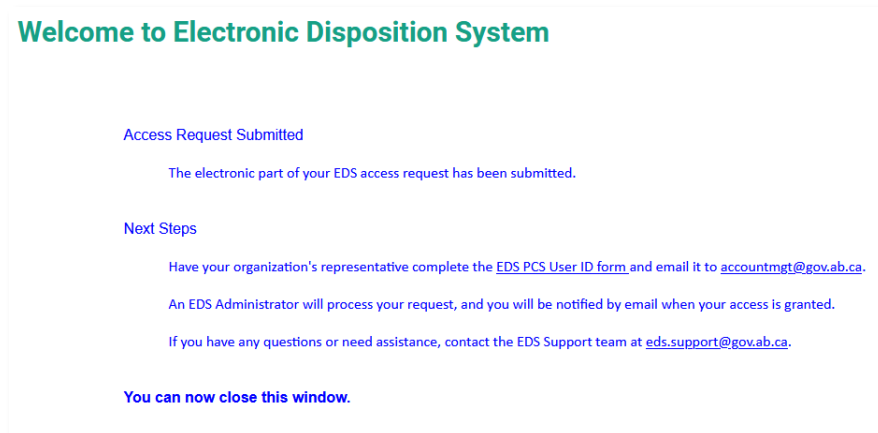
- Sign in to [EDS](#) using the Alberta.ca Account that you will be using for EDS.



- Answer 'Do you have an existing Electronic Disposition System (EDS) user ID?' by clicking 'NO' and then click 'Proceed'.



- The electronic portion of your EDS access request has now been submitted. You can now close the 'Welcome to Electronic Disposition System' page in your browser.



- Request EDS user ID following the Electronic Disposition System steps.

Electronic Disposition System (EDS) user ID

An EDS user ID is required to access the EDS.

To request an EDS account or to update your EDS user ID information when you have staffing and contact information changes, complete the [EDS PCS User ID form](#) and email it to accountmgt@gov.ab.ca.

Account creation may take up to 10 business days.

- The requestor will receive an email from accountmgt@gov.ab.ca when their account is ready for use.
- Sign in to [EDS](#) using the same Alberta.ca Account that you used to make the EDS access request.

The image displays three sequential screenshots of the Alberta.ca sign-in process. The first screenshot, titled "Select an account type", offers two options: "Sign in as an individual" (for provincial government services) and "Sign in on behalf of an organization" (for provincial services and information). The second screenshot, titled "Sign in to Alberta.ca Account for Organizations", features a text input field for "Email or username", a "Continue" button, a "Remember this sign in option" checkbox, and social login buttons for Google and Microsoft. The third screenshot, titled "Sign in to Alberta.ca Account", shows the "Email address" field pre-filled with "eds.uat.testing+QA1.Charlie@gmail.com", a "Password" field with masked characters and a visibility toggle, a "Forgot password?" link, another "Remember this sign in option" checkbox, and a prominent "Sign in" button at the bottom.

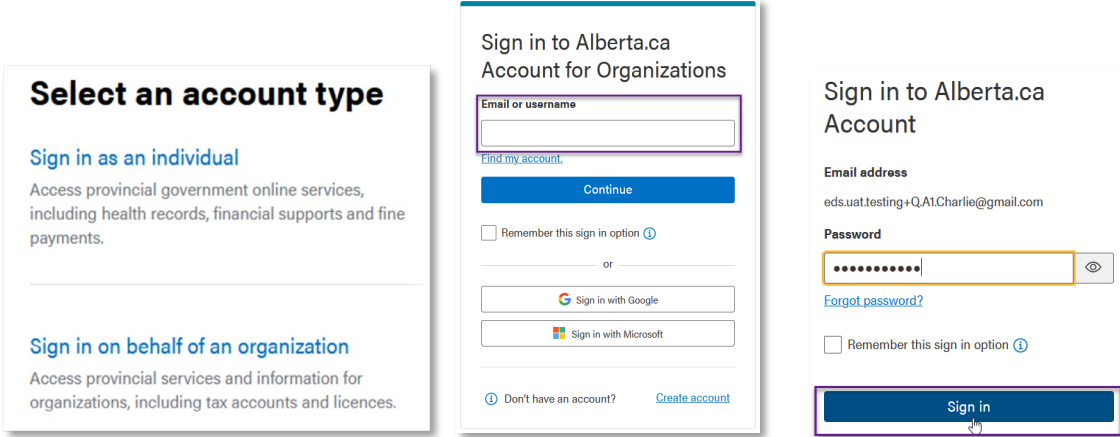
- You should now be signed in to EDS.

Existing EDS users

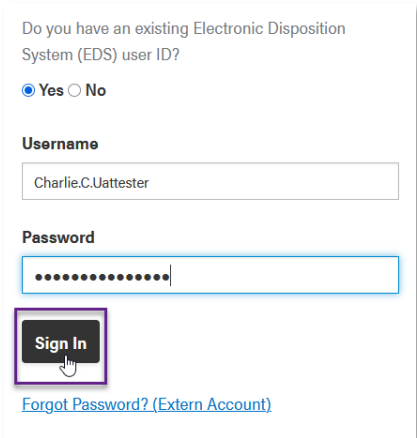
Steps to link an Alberta.ca Account to an EDS user ID

- Create Alberta.ca Account or use an existing Alberta.ca Account
 - The type of Alberta.ca Account linked to an EDS user ID should match, that is, if your EDS user ID is part of an organization then an Alberta.ca Account for organizations should be used for EDS log in.
 - If your Alberta.ca Account for organizations is linked to more than one organization, then you must select the correct organization that should be linked to your EDS user ID.
 - Government of Alberta employees who access the EDS external site should use the Alberta.ca Account for organization account for their ministry or work area.

- Sign in to [EDS](#) using the Alberta.ca Account that you want to link to your EDS user ID



- Link your EDS user ID
 - You will need your EDS user ID and password
 - If you have forgotten your EDS user ID, follow the Recovering your EDS user ID steps
 - If you have forgotten your EDS user ID password, you can reset it using the Resetting your EDS user ID steps
- Answer 'Do you have an existing Electronic Disposition System (EDS) user ID?' by clicking 'YES', enter your EDS user ID and password, and then click 'Sign In'.



- You should now be signed in to EDS.
- You will now only use the Alberta.ca Account to log into EDS.

The next time you sign into EDS, you will only need to use the Alberta.ca Account and password information that has been linked to your EDS account.

Recovering your EDS user ID

- Email accountmgt@gov.ab.ca the following information:
 - First name
 - Middle initial
 - Last name
 - Organization name
 - Email associated to your EDS account

Resetting your EDS user ID password

- Answer 'Do you have an exiting Electronic Disposition System (EDS) user ID?' by clicking 'YES', and then click 'Forgot Password? (Extern Account)'

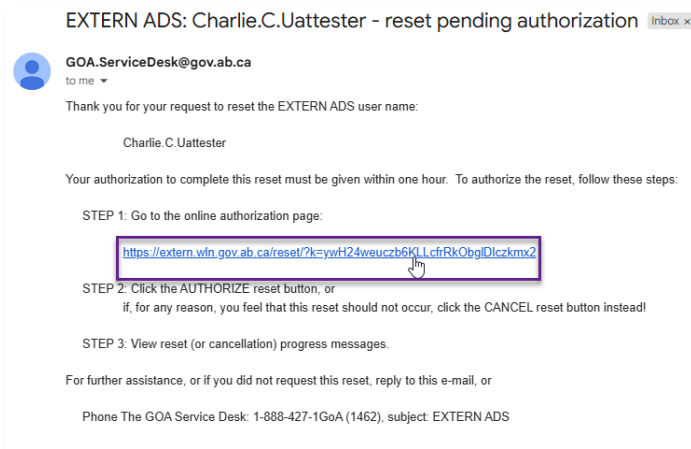
- You will be redirected to the 'Government of Alberta external active directory services EXTERN ADS User Name Help'
- Go to 'Forgot your password?' and click 'RESET EXTERN ADS Password'

- Type your EXTERN ADS User Name
 - You will need your EDS user ID to reset your password
 - If you have forgotten your EDS user ID, follow the Recovering your EDS user ID steps
- Type a new password using the 'password rules' on the right of the screen
- Click 'Submit Request'

- Click 'Quit - Go to User Name Menu', and close the Extern ADS page in your browser.



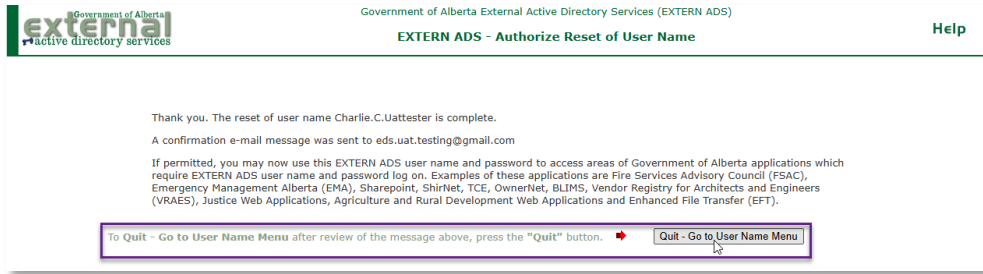
- Sign in to the email account linked to your EDS user ID and open the 'EXTERN ADS – reset pending authorization' and click 'Go to authorization page' linked in step 1.



- Click 'Authorize reset'



- Your password has now been reset. Click 'Quit - Go to User Name Menu' and close the Extern ADS page in your browser.



System overview

EDS is available daily, including statutory holidays, from 5:30 am to 11:30 pm.

Application prerequisites

- First Nations/Metis Settlements Consultation submissions:
 - Submit a Pre-consultation Assessment Request, Adequacy Assessment Request, respond to a request for information, and view the status of your submission for DLO, DML, DMS, DPI, DPL, EPC, EZE, FAC, RDS, REA, REC, SMC, SME, SML, TCL, TFA, and VCE purposes.
- Application supplement:
 - Generate an application supplement document to be uploaded as part of an application/amendment submission for DLO, DML, DMS, DPI, DPL, EZE, REA, REC, SMC, SME, SML, TCL, and VCE purposes.
- Landscape Analysis Tool (LAT):
 - Obtain a LAT report to be used in support of an application/amendment submission for dispositions on public land for DLO, DML, DMS, DPI, DPL, EZE, REA, REC, SMC, SME, SML, TCL, and VCE purposes.
- Plan Confirmation Service:
 - Generate an encrypted plan submission package to be used in support of an application/amendment.

Application submissions

- Public land disposition applications:
 - Submit applications for DLO, DML, DMS, DPI, DPL, EZE, REA, REC, SMC, SME, SML, TCL, and VCE purposes.
- Public land disposition amendments:
 - Submit amendments for DLO, DML, DMS, DPI, DPL, EZE, REA, REC, SML, TCL, and VCE purposes.

- Renewals:
 - Submit a request to renew an application for DLO, DML, DMS, DPI, DPL, EZE, REA, REC, SML, TCL, and VCE purposes.
- Reclamation Certificate application submissions:
 - Submit a request for a Reclamation Certificate for DLO, DML, DMS, DPI, DPL, EZE, MLP, SMC, SML, and TCL purposes.
- Plan submission package:
 - Upload an encrypted plan package for, CUP, DRS, FDL, FDS, FGL, GRL, GRP, GRR, LRR, LDR, PEZ, PGL, PGP, PHP, PLC, PLS, PML, PMP, PMS, PPA, PPI, PRA, PRD, PRE, PRL, PRS, PSH, PSL, PSM, RDS, RLC, ROE, and ROW purposes.

Disposition maintenance

- Site entry submissions:
 - Submit a site-entry for DLO, DML, DMS, DPI, DPL, EZE, REA, REC, SMC, SME, SML, TCL, and VCE purposes.
- No entry submissions:
 - Submit a no entry for DLO, DML, DMS, DPI, DPL, EZE, REA, REC, SMC, SME, SML, TCL, and VCE purposes.
- Surface material annual return:
 - Submit SML/RML Annual Returns (including Annual Operating Reports and public works confirmation) and Accrual Report.
- Application/amendment status check request
 - Submit a request for status of an application/amendment.
- Document upload:
 - Upload a revised application supplement.

For details about each submission type, review the user guides located at [Electronic Disposition System – Overview](#).

EDS support

Support is available weekdays from 8:15 am to 4:30 pm, excluding statutory holidays.

For EDS technical support email eds.support@gov.ab.ca and provide the following:

- Steps taken along with screenshots showing values entered.
- What happened/what was the error.
- What you expected to happen instead.

For EDS user ID support email accountmgt@gov.ab.ca.

General system information

- EDS submissions are limited to only one valid Client ID number per application.
- Only one purpose can be selected for each disposition type.

- The maximum number of disposition types shown on a plan is two (for example, SML and DLO).
- Multiple plans for an activity will not be accepted, unless authorized by the ministry.
- First Nations/Metis Settlements Consultation submissions (FNC) are required for new applications, and amendments that change the purpose or the boundary/dimensions.
- Landscape Analysis Tool (LAT) reports, confirmation number/encrypted package and File Number for Consultation (FNC) can only be used once for an application, but can be used again for submission, if an application or amendment was rejected.
- The Plan Submission Package module found under the Application Submissions category must be used for all application types.
- Successful submissions do not denote approval by the Crown.

Document uploading requirements

All documents submitted, other than the plan package submissions, must be in a portable document format (.pdf). Images must be scanned and converted to pdf using the following standards:

- Black & white - 300 dpi
- Colour - 150 dpi

File names must not contain spaces. Use of special characters such as *, @, % or \$ are not allowed.

For application and amendment modules, filenames used for attachments being uploaded can only contain the following characters: [_a-zA-Z0-9\-\[\]\(\) @#,&\.\.]+

Plan Confirmation Service

The Plan Confirmation Service (PCS) is the online system to create plan submission packages for public lands dispositions.

All PCS users require an ID to access the system.

PCS now uses Alberta.ca Accounts to log in to the system, and an Alberta.ca Account must be linked to your PCS user ID to access the system.

New PCS users

Use the same steps to get a New PCS user ID by following the steps in the New EDS users section, but substitute EDS sign in to [PCS](#) sign in.

Existing PCS users

Use the same steps to link your Alberta.ca Account to your existing PCS user ID by following the steps in the Existing EDS users section, but substitute EDS sign in for [PCS](#) sign in.

Plan submission packages

A plan submission package is required for all applications and amendments. The plan package is an encrypted file that is produced and downloaded from the [Plan Confirmation Service](#) (PCS).