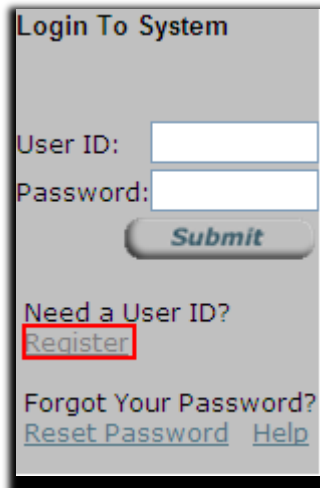


Online Application Renewal

Registering/Creating an online account:

Click this link for the website.

<https://www.trans.gov.ab.ca/TravisWebLogin/redirect.htm>



Login To System

User ID:

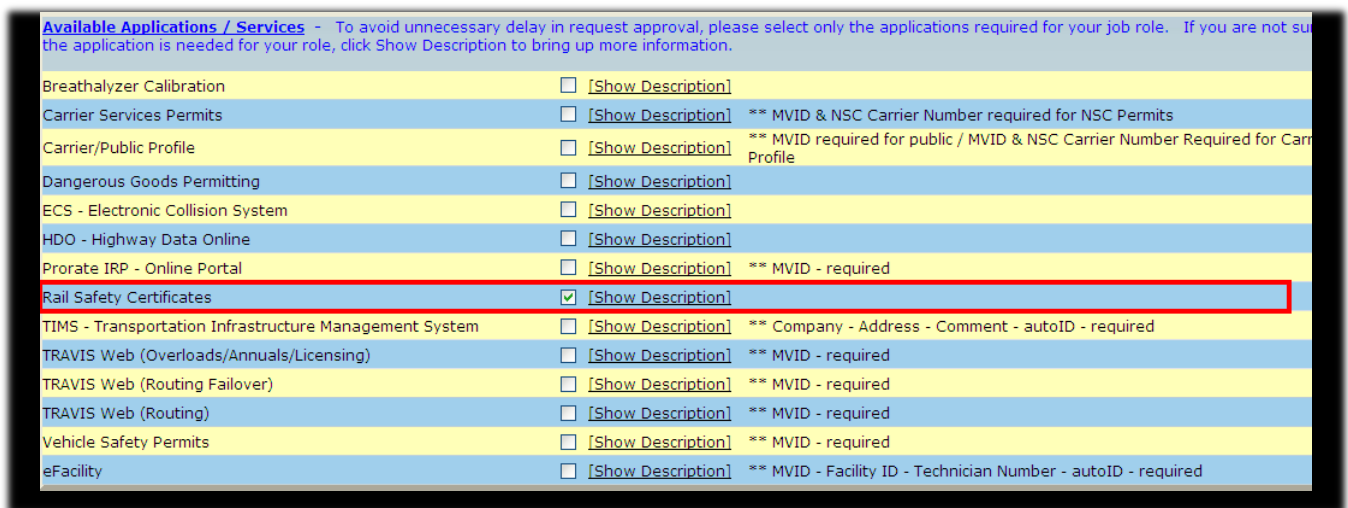
Password:

Need a User ID?
[Register](#)

Forgot Your Password?
[Reset Password](#) [Help](#)

If this is your first time using the website click on Register to make account. If you already have an account login with your User ID and Password.

If you are registering a new account, click on the “I Accept” button after reading the ALBERTA TRANSPORTATION ONLINE ACCESS USER AGREEMENT.



[Available Applications / Services](#) - To avoid unnecessary delay in request approval, please select only the applications required for your job role. If you are not sure the application is needed for your role, click Show Description to bring up more information.

Breathalyzer Calibration	<input type="checkbox"/>	[Show Description]	
Carrier Services Permits	<input type="checkbox"/>	[Show Description]	** MVID & NSC Carrier Number required for NSC Permits
Carrier/Public Profile	<input type="checkbox"/>	[Show Description]	** MVID required for public / MVID & NSC Carrier Number Required for Carrier Profile
Dangerous Goods Permitting	<input type="checkbox"/>	[Show Description]	
ECS - Electronic Collision System	<input type="checkbox"/>	[Show Description]	
HDO - Highway Data Online	<input type="checkbox"/>	[Show Description]	
Prorate IRP - Online Portal	<input type="checkbox"/>	[Show Description]	** MVID - required
Rail Safety Certificates	<input checked="" type="checkbox"/>	[Show Description]	
TIMS - Transportation Infrastructure Management System	<input type="checkbox"/>	[Show Description]	** Company - Address - Comment - autoID - required
TRAVIS Web (Overloads/Annuals/Licensing)	<input type="checkbox"/>	[Show Description]	** MVID - required
TRAVIS Web (Routing Failover)	<input type="checkbox"/>	[Show Description]	** MVID - required
TRAVIS Web (Routing)	<input type="checkbox"/>	[Show Description]	** MVID - required
Vehicle Safety Permits	<input type="checkbox"/>	[Show Description]	** MVID - required
eFacility	<input type="checkbox"/>	[Show Description]	** MVID - Facility ID - Technician Number - autoID - required

Make sure to only check off the Rail Safety Certificates box when creating your account. This is the only one that you will need.

Rail Safety Certificates [\[Show Description\]](#)

Then Proceed to filling in your user/company information.

User Information

* Requested User ID (Minimum 6 characters):	<input type="text"/>	?	** MVID:	<input type="text"/>	?
* First Name:	<input type="text"/>		** NSC Carrier Number:	<input type="text"/>	?
* Last Name:	<input type="text"/>		-- Required for Carrier Profiles.		
* Phone:	<input type="text"/>		** Company Address:	<input type="text"/>	
* Individual Work E-mail:	<input type="text"/>		** City:	<input type="text"/>	
** Company Name:	<input type="text"/>		** Province:	<input type="text"/>	
Fax Number:	<input type="text"/>		** Postal Code:	<input type="text"/>	
			** Access Requested and Reason:	<input type="text"/>	

After you have entered your information click this button.

Click here to validate data after you complete the above form

After you have made sure all of your information is correct and complete, click this button:

Data validated. Review the data and then click here again to confirm and save the data

You will then see a preview of all of your information. Please save your username and password for future use. Check your e-mail box for notification regarding you user login name and password information (this may take some time).

Now that you have successfully created an account, you can now go back to the website home page and login with your information:

<https://www.trans.gov.ab.ca/TravisWebLogin/redirect.htm>

You will be prompted to change your password as soon as you login.

After you have successfully changed your password, redirect to the Rail Safety Certificates page (On the left of the webpage)

My Account

Rail Safety Certificates

Application User Guides

Logout

Main Menu

Change Password

My Account

Rail Safety Certificates

Application User Guides

TRAVIS Agencies

Secure Page

Welcome to Alberta Transportation Online Services, Bob Clyne!

1. [Rail Safety Certificates](#)

To request additional services, click on "My Account".

Renewing an Operating Approval (for an existing approval)

You will now see a list of active approvals. Look for your company and make sure to pick the correct site name. "ABC Rail" Edmonton site for example.

[Click here to start a New Permit Application](#)

Existing Permit Applications:
The search returned 3 records. Displaying page 1 of 1.

Organization	Site			Certificate Number	Type	Effective Date	Expiry Date	Renewal?	Status	Comment	Print	Edit
	Name	Type	City									
O ABC RAILWAY	Calgary	Industrial Railway	EDMONTON, AB, CA	18673	Operate Industrial Railway	2010/03/26	2013/03/25	No	Published (2013/02/07 13:32:53)			Edit
O ABC RAILWAY	Edmonton	Industrial Railway	CALGARY, AB, CA	18674	Operate Industrial Railway	2010/06/25	2013/06/24	No	Published (2013/02/07 13:42:43)			Edit
O ABC RAILWAY	Red Deer	Industrial Railway	RED DEER, AB, CA	18675	Operate Industrial Railway	2010/06/09	2013/06/08	No	Published (2013/02/07 13:49:42)			Edit

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When you have found your Organization (with the correct site), click on [edit](#) which is located on the far right side of the webpage.


Next, a page will come up containing your company's information from the last renewal. The **FIRST** thing you should do is click on the renew button on the left side of the webpage.


View Approval

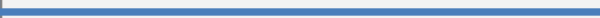
* Business Area:

* RS Certificate Type:

Current Application Status: Published
Certificate Status Issue Date: 2010/06/25
Certificate Status Expiry Date: 2013/06/24


View/Print Current


View/Print Current

[Renew](#) 

Delivery Options

Please specify delivery options:

Email Fax Mail

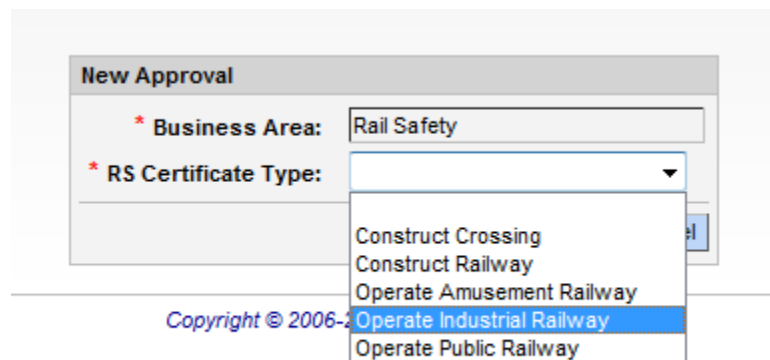
Delivered?

Creating a new Operating Certificate / Approval (ignore this page if approval was renewed)

If you do not see a list of approvals that are ready to edit you must create one. (Otherwise continue down THIS page to renewing an Operating Approval)



After clicking on [Click here to start a New Permit Application](#) a new page will be brought up.



Click on the scroll down bar on RS Certificate Type and select Operate Industrial Railway. A new page with a NEW operating approval will be created and is now ready for data entry. Continue down this document to Updating Operating Approval data, and you will see some of the required fields that will be needed. (Make sure to click on the existing approval when you return, otherwise you will have created two approvals for one company site).

The remaining instructions are for a renewal document, for a new operating approval the data will be blank and need to be filled in.

Updating Operating Approval Data

After you have renewed your railway operating approval, you can start to input/update your company's information. The most common thing that needs updating is usually the person making the application and the Railway Organization (People working in your organization). Make any changes necessary to the data and always make sure to periodically save at the bottom of the page.



[Person Making Application](#)

I certify that I understand and agree to abide by the above requirements, and that information provided in this application is true and correct.
Person making application (update as necessary):

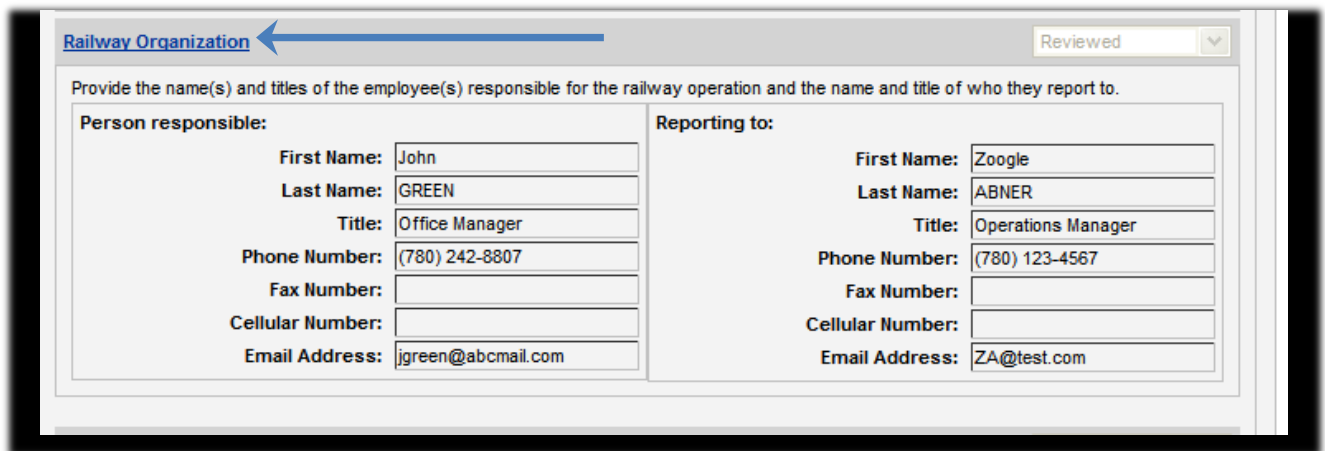
First Name:	John	Phone Number:	(780) 242-8807
Last Name:	GREEN	Fax Number:	
Title:	Office Manager	Cellular Number:	
		Email Address:	jgreen@abcmail.com

Click on Railway Organization and this will open another page.



[Railway Organization](#) Reviewed

Update any information by clicking in the appropriate box and overwrite it.



[Railway Organization](#) Reviewed

Provide the name(s) and titles of the employee(s) responsible for the railway operation and the name and title of who they report to.

Person responsible:	Reporting to:
First Name: John	First Name: Zoogie
Last Name: GREEN	Last Name: ABNER
Title: Office Manager	Title: Operations Manager
Phone Number: (780) 242-8807	Phone Number: (780) 123-4567
Fax Number:	Fax Number:
Cellular Number:	Cellular Number:
Email Address: jgreen@abcmail.com	Email Address: ZA@test.com

Make sure to save the data often by clicking on the [Save](#) button at the bottom of the page. If the website times out due to inactivity or if you loss your connection the data you entered may be lost.

Overview of the Track and Equipment Inventory section

[Track and Equipment Inventory](#)

Reviewed

Confirm that all of the information is current.

If you're planning new capital programs in the next 3-5 years or if there are plans for more major track or equipment changes click on the Future Capital Programs section and provide information regarding the proposed changes.

[Future Capital Program](#)

Reviewed

Describe capital programs that may be planned in the next 3 to 5 years

Are you planning any major track or equipment purchases, repairs or upgrades? Yes No

If so, please describe:

Update Insurance information

[Proof of Insurance](#)

Reviewed

Attaching Documents

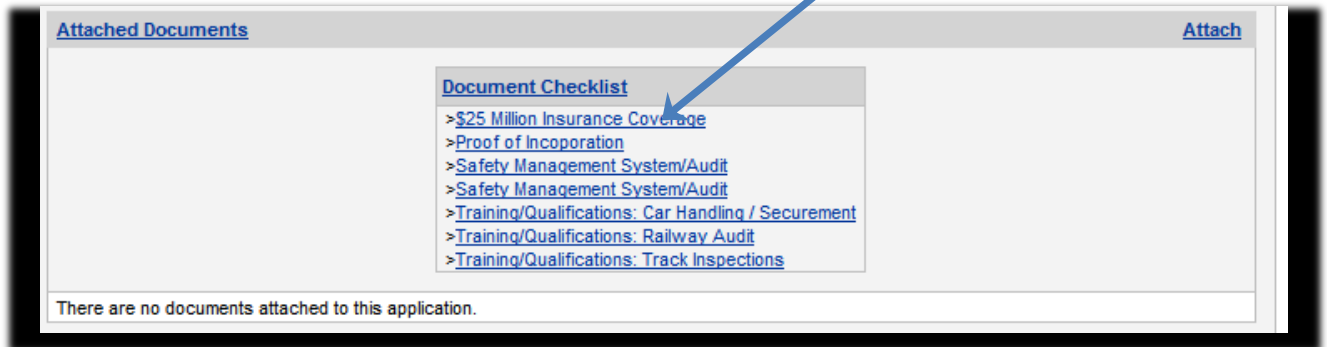
Attach Documents by clicking on the Attach documents link.

[Attached Documents](#)

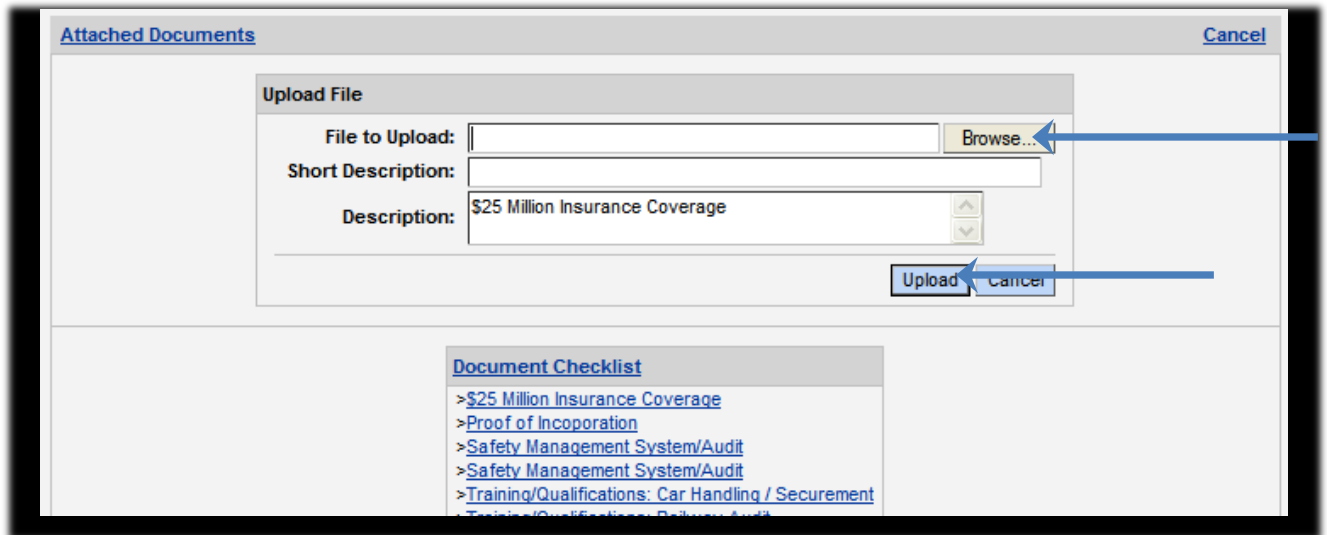
[Attach](#)

Date: Friday Feb 8, 2013

Choose the document you wish to attach.



Click on Browse to locate the file on your computer.




When you have successfully located your file click on .


Safety Management System and Self/External Audit Requirements

Self-Audits are not required currently; however, after June 30, 2013 and before January 1, 2014; all Industrial Railways are required to submit a self-audit. On January 1, 2014, all Category 1 and 2 operating approval renewals will be required to submit an external audit and Category 3 Railways will be required to submit an internal audit as part of their operating renewal application.


Safety Management System/Audit Reviewed ▾


Safety Management System Plan

Attached: 

Not Attached and Reason: 

Self/External Audit

Attached: 

Not Attached and Reason: 

Submitting Operating Approval for Review and Approval

When all of the information has been complete, go to the bottom of the application form and click on the submit button. This will submit the application to Alberta Transportation for review and renewal of your operating approval.

If any of the information is incomplete, you will be informed by email of the incomplete application. At this time you may access your application form to update the information.

Please be aware that Alberta Transportation will not send out Railway Operating Approval prior to one month before the expiry of the current operating approval. (i.e. if your operating approval expires on April 15, 2013, we will not send out the operating approval before March 15, 2013.)

Useful Sites:

Web sites that list the majority of regulations, rules and standards adopted by Alberta:

Rail Association of Canada.....	http://www.railcan.ca
Alberta Infrastructure and Transportation ..	http://www.trans.gov.ab.ca
Transport Canada.....	http://www.tc.gc.ca/rail/menu.htm