# Online Application Renewal

**<u>Registering/Creating an online account</u>**:

Click this link for the website.
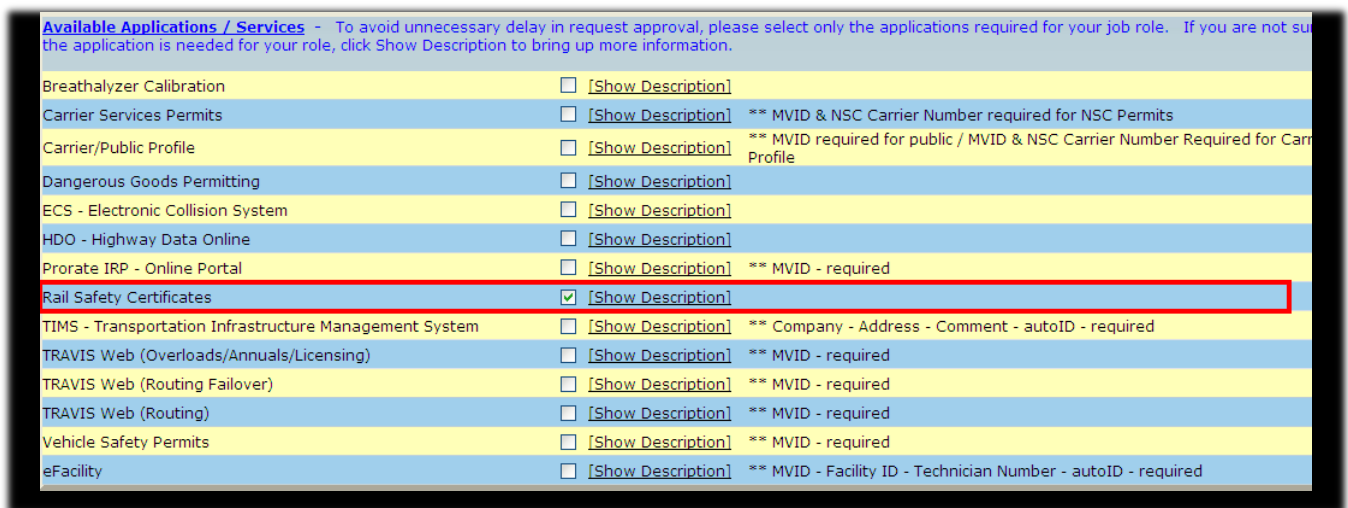https://www.trans.gov.ab.ca/TravisWebLogin/redirect.htm



If this is your first time using the website click on Register to make acount. 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.

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



Then Proceed to filling in your user/company information.



After you have entered your information click this button.



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



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)

## 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.



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.
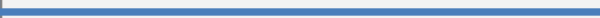
**Creating a new Operating Certificate / Approval (ignore this page if approval was renewed)**
<mark>**If you do not** see a list of approvals that are ready to edit you must create one. (Otherwise continue down THIS page to renewing an Operating Approval)</mark>



After clicking on Click here to start a New Permit Application a new page will be brought up.
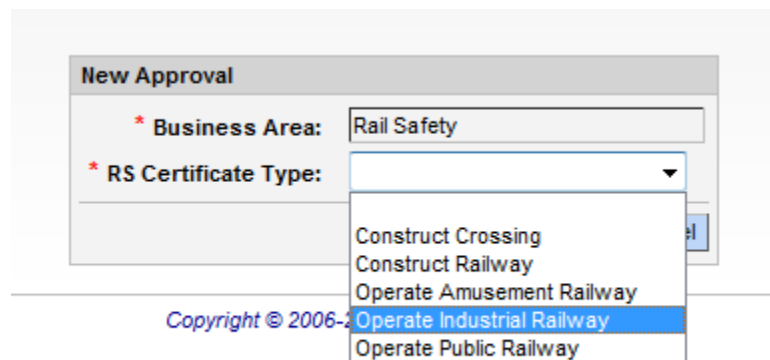


Click on the scroll down bar on RS Certificate Type and select Operate Industrial Railway.
A new page with a NEW operating approval will be created and is now ready for data entry.
Continue down this document to Updating Operating Approval data, and you will see some of the required fields that will 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.
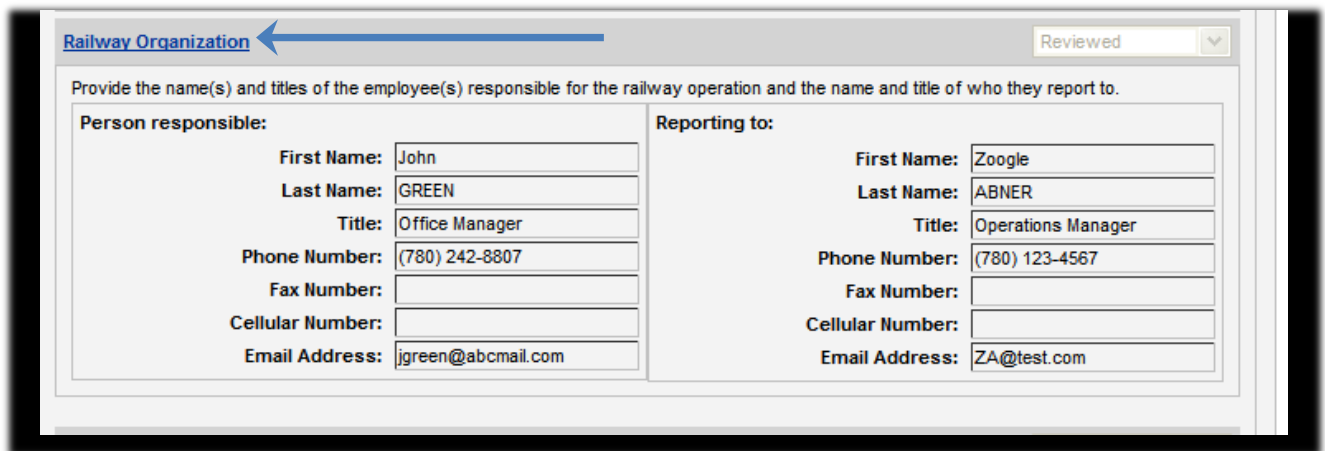


Click on Railway Organization and this will open another page.



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



**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**

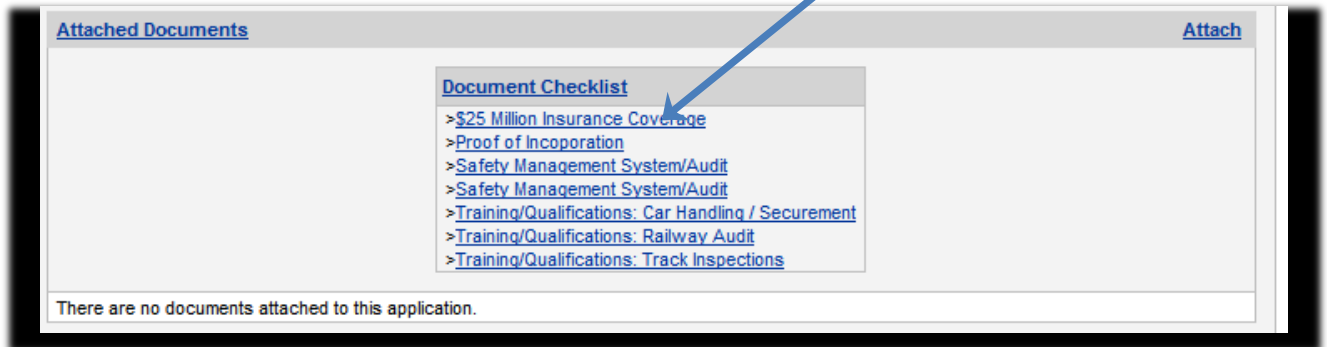| Proof of Insurance | Reviewed ▾ |

**Attaching Documents**

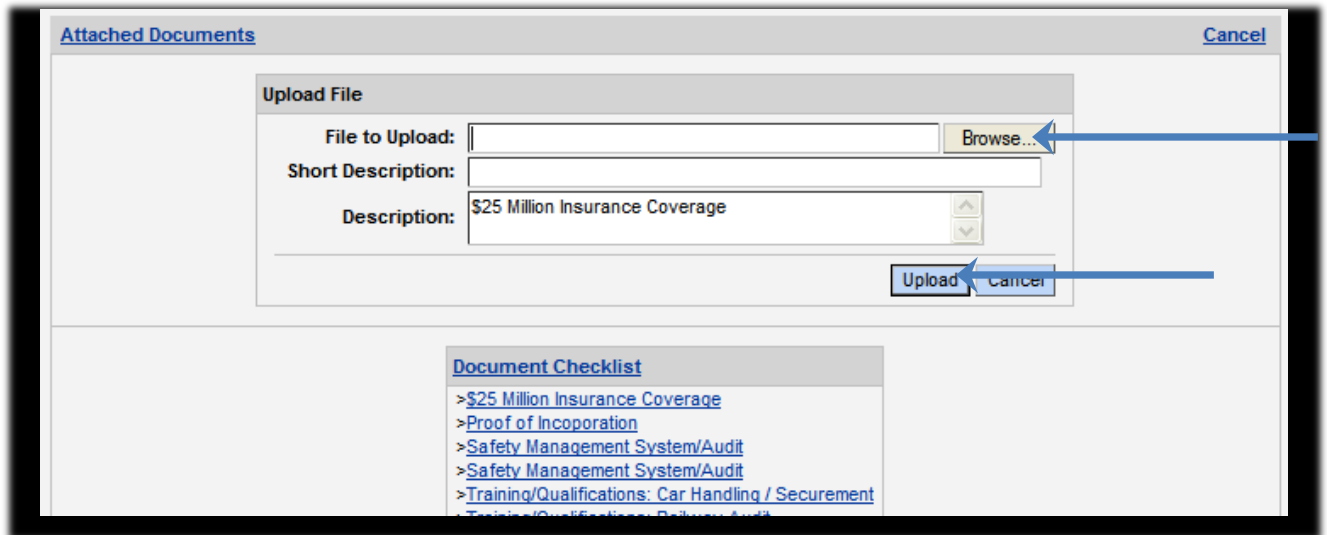Attach Documents by clicking on the Attach documents link.

| 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.

## 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.)