Log In and Security Role Requirements for the New Application Management System

EFFECTIVE DATE: July 11, 2016

As part of the Business Transition Strategy to transform paper-based oil and gas application processes to digital, the BC Oil and Gas Commission (Commission) is advising industry of the log in and security role requirements for the new Application Management System (AMS) which launches on July 11. After this date, most oil and gas applications in British Columbia will be submitted through AMS. We recommend at this time that company administrators check that security roles are set up correctly for the new system prior to launch.

AMS Security Roles
There are two roles in the new system for submitting applications and for spatial access: *Applications* and *Application Analysis Tool Access.*

1. Applications
The *Applications* security role currently exists in KERMIT and will function similarly in AMS. Existing login credentials will work in the new system. The *Applications* role grants AMS users full access to create and submit applications, as well as view and edit all applications for the company that it holds the *Applications* security role for. This role can also view invoices created by application submissions, but cannot pay. The Application Analysis tool can also be accessed through this permission.

2. Application Analysis Tool Access
This role is new for AMS and is designed specifically for those responsible for planning and preparing spatial data packages. It allows authorized individuals the ability to plan oil and gas activities in the Application Analysis page of AMS where users can upload shapefiles, view uploaded spatial data in an interactive webmap and generate an application analysis report to review the land impacts of a proposed location. This role allows users to download shapefile templates that are compatible with AMS spatial data submission standards and then validate the prepared spatial packages to ensure they are ready to be used to start an application within AMS. This permission is assigned by a company administrator. This role does not have the authority to create applications, or have access to any application information.

How to assign roles?
The company administrator for each registered company with the Commission remains responsible for assigning security roles in KERMIT for the new system. A guide for assigning roles is [here]. Please note that

it is the responsibility of the applicant company to administer the correct security roles for AMS. Pre-existing KERMIT users assigned the *Applications* role will have access to AMS and maintain their permissions.

New companies
Companies that are not registered with the Commission are required to apply to be registered in our Corporate Directory. Full details on how to do this is in the Permit Operations and Administration Manual.

AMS Payment, which is the payment portion of the Application Management System, has specific roles for administering and paying invoices. These were outlined in INDB 2016-11.

More information on the Business Transition Strategy and the changes associated with the launch of the Application Management System can be found here.

Should you have any questions regarding this Industry Bulletin, please contact:

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