

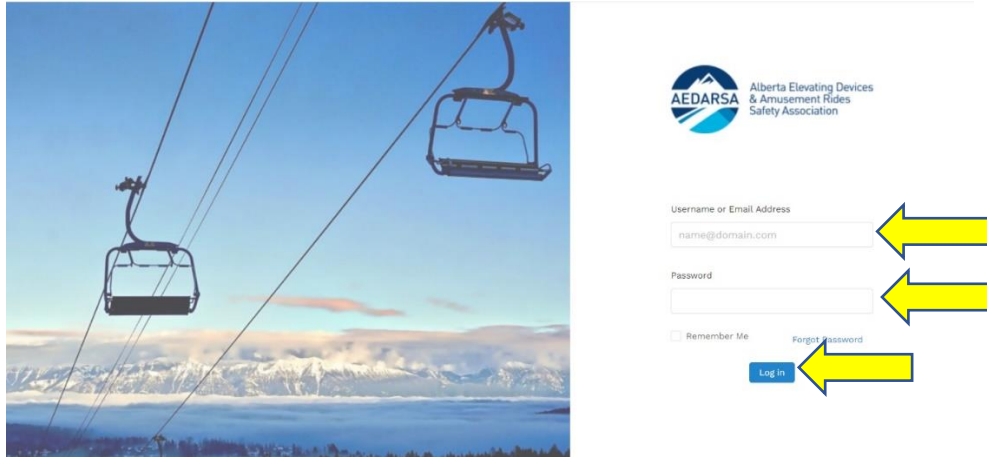
AEDARSA oNe-X Guide

Log in screen

All owner/areas received an email with log in credentials from AEDARSA to allow access to the portal. This email included the email address and a password. If you did not receive the log in credentials, please contact Rob Eeglon rob.eeglon@AEDARSA.com

Steps to follow:

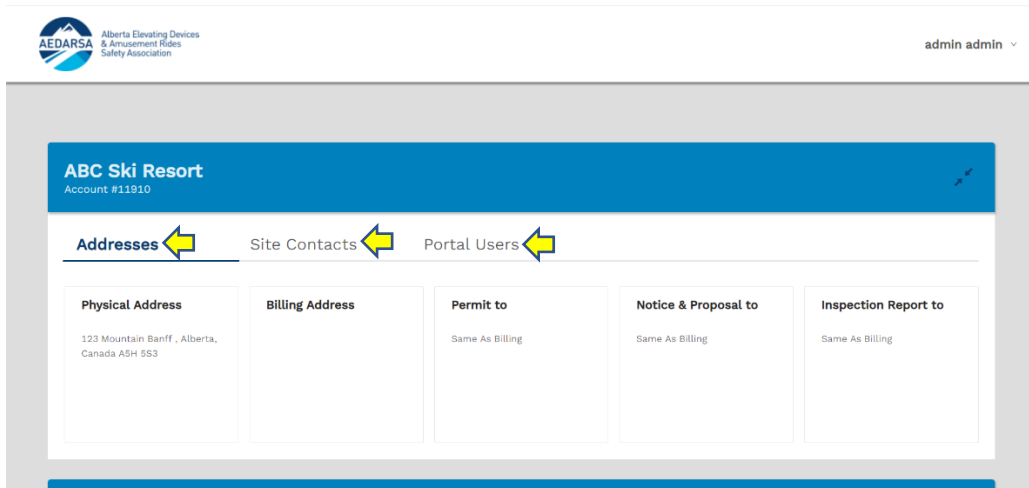
1. Enter username or email address
2. Enter password
3. Log in



The login screen features a scenic background image of a ski lift against a blue sky with snow-capped mountains. On the right side, the AEDARSA logo is displayed above the text "Alberta Elevating Devices & Amusement Rides Safety Association". Below this, the login form includes a "Username or Email Address" field with the placeholder "name@domain.com", a "Password" field, a "Remember Me" checkbox, a "Forgot Password" link, and a blue "Log in" button. Three yellow arrows point to the input fields and the "Log in" button.

Main Page

The main page allow access to the area physical address, site contact and portal users (if any changes are required, please contact Rob Eeglon at rob.eeglon@AEDARSA.com),



The main page displays the AEDARSA logo and the user's role "admin admin" in the top right corner. A blue header bar for "ABC Ski Resort" (Account #11910) contains navigation tabs: "Addresses", "Site Contacts", and "Portal Users", each with a yellow arrow pointing to it. Below the tabs, five white boxes are arranged in a row, each with a title and content:

Physical Address	Billing Address	Permit to	Notice & Proposal to	Inspection Report to
123 Mountain Banff, Alberta, Canada A5H 5S3		Same As Billing	Same As Billing	Same As Billing

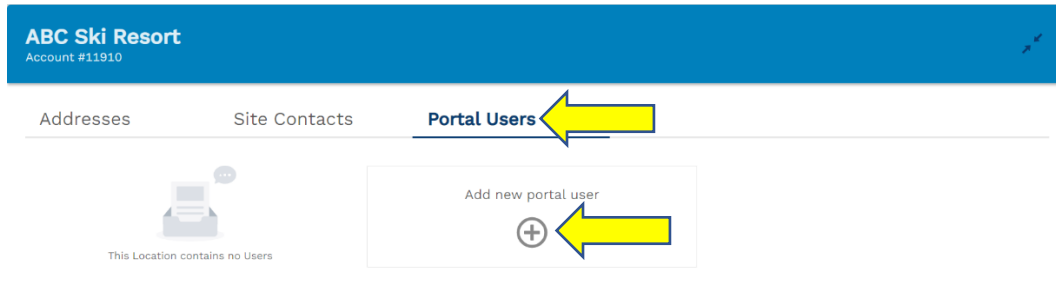
AEDARSA oNe-X Guide

Portal Users

Portal users can be edited by an Administrator. Individuals can be added or deleted.

Steps to Follow:

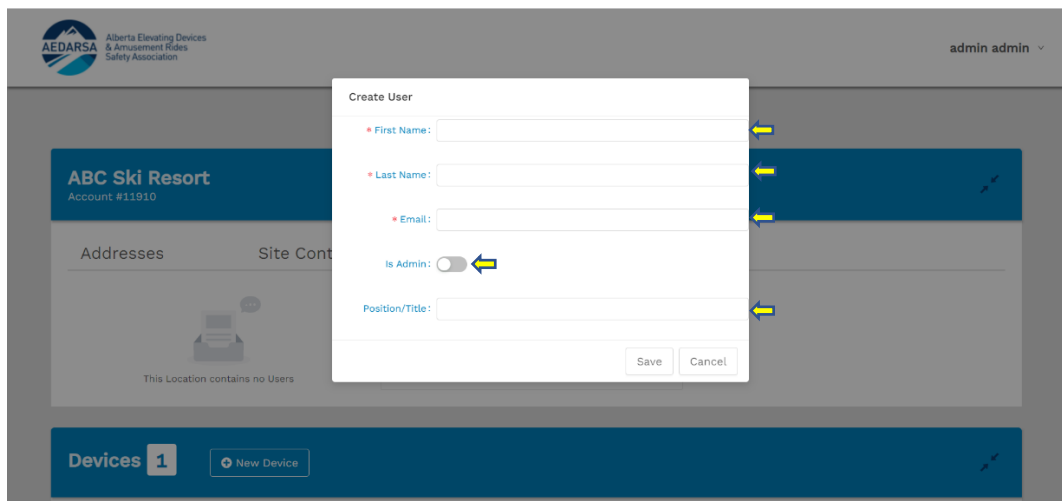
1. Click on Portal user
2. Add new portal user



Create User tab will pop up. To create a new user.

Steps to follow:

1. Enter first name
2. Enter Last name
3. Enter user email
4. Click if the new user is an admin or content editor
5. Admin privileges include the following:
 - I. Submitting the renewal package
 - II. Submitting the safety examination checklists
 - III. Signing off on directives
 - IV. Other additional features to be added soon
6. Content Editor privileges include the following:
 - I. Submitting the safety examination checklists
7. Enter Position/Title
8. Save information
9. This will then send an email to the new user with log in credentials to access the oNe-X Portal

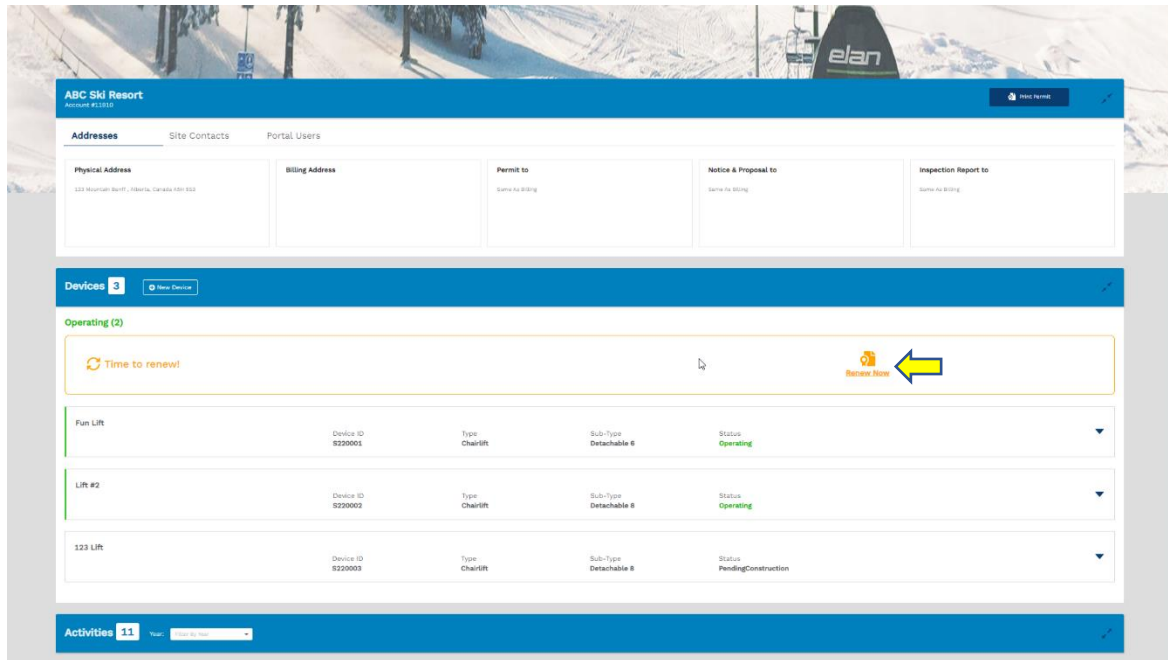


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Permit of Operation Renewal

Portal users (Administrators) can complete and submit the Renewal for Permit of Operation.

To start the renewal process you follow the renew now link identified below.



ABC Ski Resort
Account #12345

Addresses Site Contacts Portal Users

Physical Address: 123 Mountain Road, Alberta, Canada T0N 000
Billing Address: Same As Billing
Permit to: Same As Billing
Notice & Proposal to: Same As Billing
Inspection Report to: Same As Billing

Devices 3 [New Device](#)

Operating (2)

Time to renew! [Renew Now](#)

Device	Device ID	Type	Sub-Type	Status
Fun Lift	S220001	Chairlift	Detachable 6	Operating
Lift #2	S220002	Chairlift	Detachable 8	Operating
123 Lift	S220003	Chairlift	Detachable 8	PendingConstruction

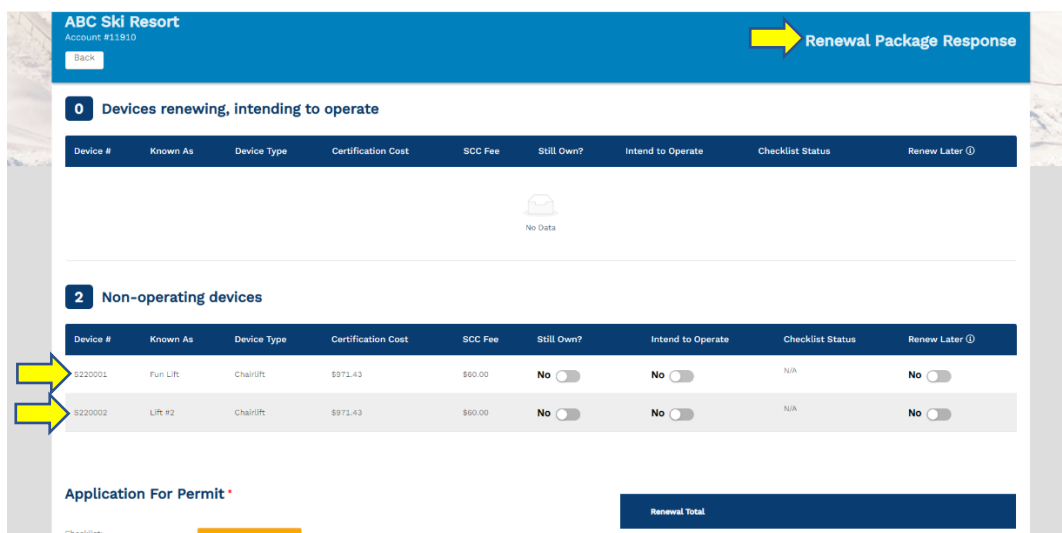
Activities 11 Year: 2024-2025

The renew now link takes you to the Renewal Package Response with devices that have been previously identified to AEDARSA listed below.

*Note: New devices will not show in the renewal package

Steps to follow:

1. Do you still own the device check the (Yes/No) tab
2. Do you intend to operate the device check the (Yes/No) tab
3. Do you intend to operate the device with a delayed opening due to conditions, maintenance requirements ect. Check the renew later tab. * Note Devices that are identified as renew later will not be added to the Permit of Operation



ABC Ski Resort
Account #11910

[Back](#) [Renewal Package Response](#)

0 Devices renewing, intending to operate

Device #	Known As	Device Type	Certification Cost	SCC Fee	Still Own?	Intend to Operate	Checklist Status	Renew Later
No Data								

2 Non-operating devices

Device #	Known As	Device Type	Certification Cost	SCC Fee	Still Own?	Intend to Operate	Checklist Status	Renew Later
S220001	Fun Lift	Chairlift	\$971.43	\$60.00	No	No	N/A	No
S220002	Lift #2	Chairlift	\$971.43	\$60.00	No	No	N/A	No

Application For Permit *

Checklist: [View Checklist](#) [Renewal Total](#)

AEDARSA oNe-X Guide

After you have identified the devices you still own, intend to operate or renew later they move into intend to operate

S210001 has been selected as still own, intend to operate and is not identified as renew later. The checklist must be completed. This can be done by Portal Administrators and Content editors.

ABC Ski Resort
Account #11910

Back

Renewal Package Response

2 Devices renewing, intending to operate

Device #	Known As	Device Type	Certification Cost	SCC Fee	Still Own?	Intend to Operate	Checklist Status	Renew Later
S220001	Fun Lift	Chairlift	\$971.43	\$60.00	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	In Progress Checklist	<input type="checkbox"/> No
S220002	Lift #2	Chairlift	---	---	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	Renew Later	<input checked="" type="checkbox"/> Yes

0 Non-operating devices

Device #	Known As	Device Type	Certification Cost	SCC Fee	Still Own?	Intend to Operate	Checklist Status	Renew Later
No Data								

Completing the Safety Examination Checklist (SEC) steps:

1. Click on Checklist tab

ABC Ski Resort
Account #11910

Back

Renewal Package Response

2 Devices renewing, intending to operate

Device #	Known As	Device Type	Certification Cost	SCC Fee	Still Own?	Intend to Operate	Checklist Status	Renew Later
S220001	Fun Lift	Chairlift	\$971.43	\$60.00	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	In Progress Checklist	<input type="checkbox"/> No
S220002	Lift #2	Chairlift	---	---	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	Renew Later	<input checked="" type="checkbox"/> Yes

0 Non-operating devices

Device #	Known As	Device Type	Certification Cost	SCC Fee	Still Own?	Intend to Operate	Checklist Status	Renew Later
No Data								

2. This takes you to the Safety Examination Checklist page (SEC). Complete the SEC.

ABC Ski Resort
Account #11910

Back

Fun Lift

Fun Lift

Device Number: S220001

Type: Chairlift

Sub-Type: Operating

Status: Detachable 6

Passenger Ropeway - Above Surface lift

Referenced clauses from the CSA (2015) Passenger Ropeway & Passenger Conveyor Code are included for reference purposes.
Foundations and all structural, mechanical and electrical components must be examined and maintained in a safe operating condition in accordance with the code in force at the time the lift was installed.

Rev: REV2/18/20

Generated: Mar 28, 2020

Drive Terminal	Y	N	NA
4.32.1-503 Disconnect Function & Condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.31.6-529 Displacement Switches Tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.4.1-528 All Safety & Stop Switches	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.29.3.2-527 Overspeed Device Tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.18-526 Maximum Rated Speed: m/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.6-529 Emergency Brake: Stop Distance: m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Return Terminal	Y	N	NA
4.32.1.5-541 Equipment and Terminal Grounding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.15-542 Condition of Foundations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.9-543 Bulbwheel Condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.27-544 Protection at Terminal Structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.20.9-545 Assembly Alignments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.31.6-546 Displacement Switches Tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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- After you complete the SEC you will have to validate and submit

6.14.7-687 Carrier Security Drive Terminal	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	13.2-721 Training (Operations and Maintenance)	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
688 Return Terminal	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	4.34-720 All Signs Posted	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
6.14.3-685 Carrier Detach SwitchDrive Terminal	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	4.35.3-719 Smoke Detectors Tested	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
684 Return Terminal	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	13.6.3-718 Housekeeping	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
6.14.4-683 Carrier Anti Collision Drive Terminal	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	13.20-717 Fire Extinguishers, Location & Condition	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
682 Return Terminal	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	4.13/12.4.3-716 Fuel Storage	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
12.4.1-697 All Safety and Stop Switches Tested	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	13.19-715 First Aid Equipment & Personnel on site	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	13.16.2-714 Evac. Equipment, Location & Condition	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
		11.8.4-713 Condition of Anchors/Guy Lines	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
		12.9-712 Condition of Electrical Components	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
		4.39.2-729 Manufacturer's Manual	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
			<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>

- After you validate and submit the status of the Checklist changes from orange to green. The SEC has been saved and will be submitted with the renewal. This will need to be completed for each device.

ABC Ski Resort
Account #111110
Renewal Package Response

Back

2 Devices renewing, intending to operate

Device #	Known As	Device Type	Certification Cost	SEC Fee	Still Own?	Intend to Operate	Checklist Status	Renew Later
920080	Pun 1-8	Chairlift	\$971.43	\$40.00	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	Completed Checklist	<input type="checkbox"/> No
922080	Lift #2	Chairlift	---	---	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	Renew Later	<input checked="" type="checkbox"/> Yes

0 Non-operating devices

Device #	Known As	Device Type	Certification Cost	SEC Fee	Still Own?	Intend to Operate	Checklist Status	Renew Later
No Data								

The Renewal Application checklist now needs to be completed. The steps to follow:

- Click on checklist tab

ABC Ski Resort
Account #111110
Renewal Package Response

Back

2 Devices renewing, intending to operate

Device #	Known As	Device Type	Certification Cost	SEC Fee	Still Own?	Intend to Operate	Checklist Status	Renew Later
920080	Pun 1-8	Chairlift	\$971.43	\$40.00	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	Completed Checklist	<input type="checkbox"/> No
922080	Lift #2	Chairlift	---	---	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	Renew Later	<input checked="" type="checkbox"/> Yes

0 Non-operating devices

Device #	Known As	Device Type	Certification Cost	SEC Fee	Still Own?	Intend to Operate	Checklist Status	Renew Later
No Data								

Application For Permit

(Required)

Checklist

☐ I have completed the checklist and have been approved to be renewed online to my next season.

☐ I have not completed the checklist and have been approved to be renewed online to my next season.

Renewal Fee

Permit Application Fee	\$40.00
Permit Fee	\$40.00
Permit Fee	\$40.00
Grand Total	\$120.00

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2. This takes you to the Renewal Checklist. Complete the Checklist validate and submit.

[illegible]

3. After you validate and submit the status of the Checklist changes from orange to green. The Application for Permit Checklist has been saved and will be submitted with the renewal.

ABC Ski Resort

Renewal Package Response

2

Devices renewing, intending to operate

Device ID	Version ID	Device Type	Certification Code	SWP Fee	SWP Count	Intend to Operate	Disabled Status	Renewal Link
123456	7.2.1.0	Display	8751-12	\$20.00	0 Yes	Yes	Not Disabled	Yes
654321	7.2.1.0	Display	8751-12	\$20.00	0 Yes	Yes	Not Disabled	Yes

3

Non-operating devices

Device ID	Version ID	Device Type	Certification Code	SWP Fee	SWP Count	Intend to Operate	Disabled Status	Renewal Link
<div> <div>Download</div> </div>								

Application For Permit*

Download

Download Renewal

Download link

Link generated on

SWP Fee

SWP Count

Link valid for

Download link

Signature

Link generated on

SWP Fee

SWP Count

Link valid for

Download link

Signature

Digital signature and acknowledgment*

☐ I, the undersigned, acknowledge that the information provided to the application is true and correct.
 ☐ I certify that I am the person responsible for this documentation.

Submit Renewal Package

?

4. To submit now complete the digital signature. Submit Renewal Package will light up once the digital signature is completed.

ABC Ski Resort
Renewal Package Response

2 Devices renewing, intending to operate

Device #	Device No.	Device Type	Certification Code	ABC Fee	ABC Count	Intend to Operate	Checklist Status	Renewal Date
123456	789-10	Device	ABC-123	\$10.00	1	Yes	Completed	2024-12-31
654321	101-11	Device	ABC-456	\$10.00	1	Yes	Completed	2024-12-31

0 Non-operating devices

Device #	Device No.	Device Type	Certification Code	ABC Fee	ABC Count	Intend to Operate	Checklist Status	Renewal Date
No Data								

Application for Permit

123456 [Renewal Package](#)

Digital signature and acknowledgement

☒ I am not eligible to receive this information pursuant to the Access to Information Act.

☒ I certify that I am the owner of the vehicle to be licensed.

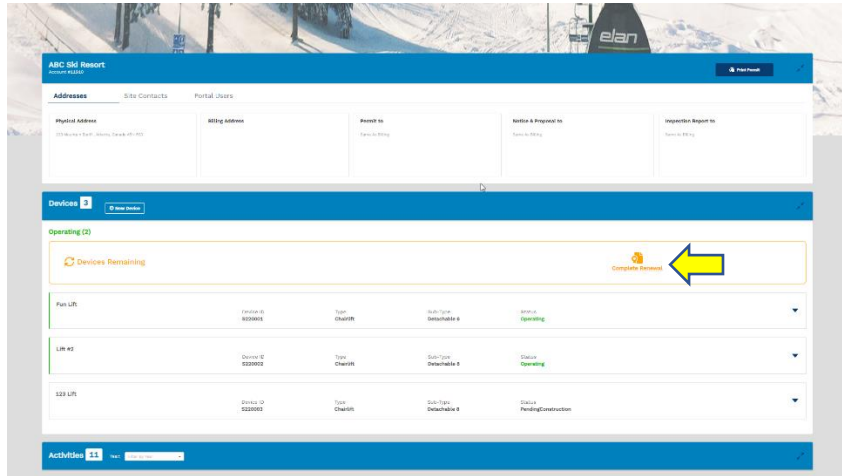
[Renewal Package](#)

5. **Submit!** This sends an e-mail to AEDARSA identifying that ABC Ski Resort has submitted a renewal package.

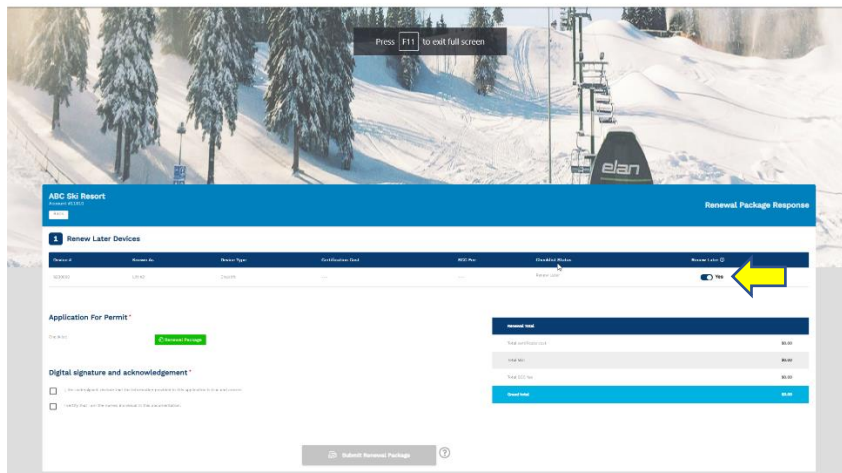
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Renewing later? Easy following these steps:

1. Follow the complete renewal link identified below



2. The complete renewal link allows you to change the state of the device from renew later to renew now. This prompts the portal user to complete the SEC



AEDARSA oNe-X Guide

3. Complete the SEC the same way from previous steps.

ABC Ski Resort
Renewal Package Response

Renew Later Devices

Device ID	Renewal Fee	Device Type	Certification Cost	SEC Fee	Checklist Status	Renew Later ID
12345678	\$15.00	Chairlift	\$15.00	\$15.00	In Progress	12345678

Application For Permit

Digital signature and acknowledgement:

☐ I am the designated person who has authority to provide the information in this application to the state and county.

☐ I hereby declare that the information provided in this application is true and correct.

Submit

4. Digital signature will be required again prior to submitting. Submit after completion. An e-mail will be sent to AEDARSA identifying that ABC Ski Resort has submitted a SEC for a device that was renewed later. * Note After this step is completed the device will be added to the Permit of Operation

ABC Ski Resort
Renewal Package Response

Renew Later Devices

Device ID	Renewal Fee	Device Type	Certification Cost	SEC Fee	Checklist Status	Renew Later ID
12345678	\$15.00	Chairlift	\$15.00	\$15.00	In Progress	12345678

Application For Permit

Digital signature and acknowledgement:

☒ I am the designated person who has authority to provide the information in this application to the state and county.

☒ I hereby declare that the information provided in this application is true and correct.

Submit

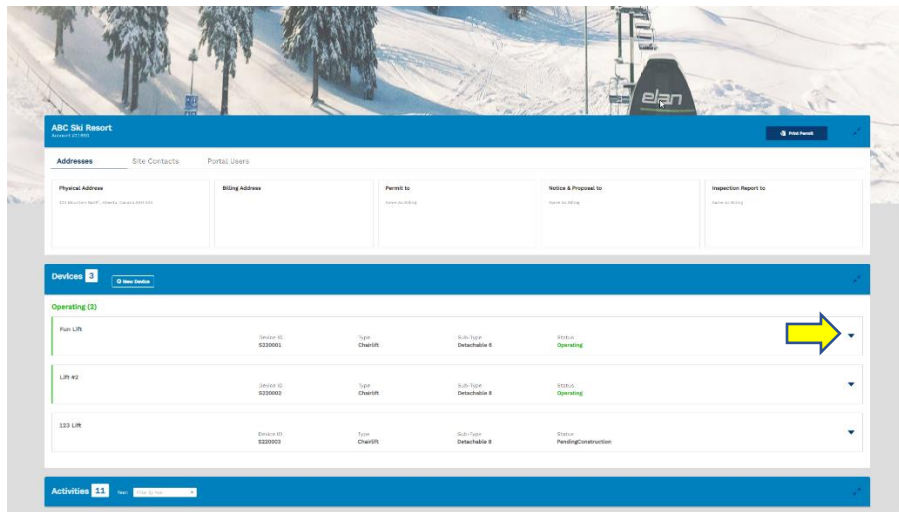
AEDARSA oNe-X Guide

Closing off on Directives

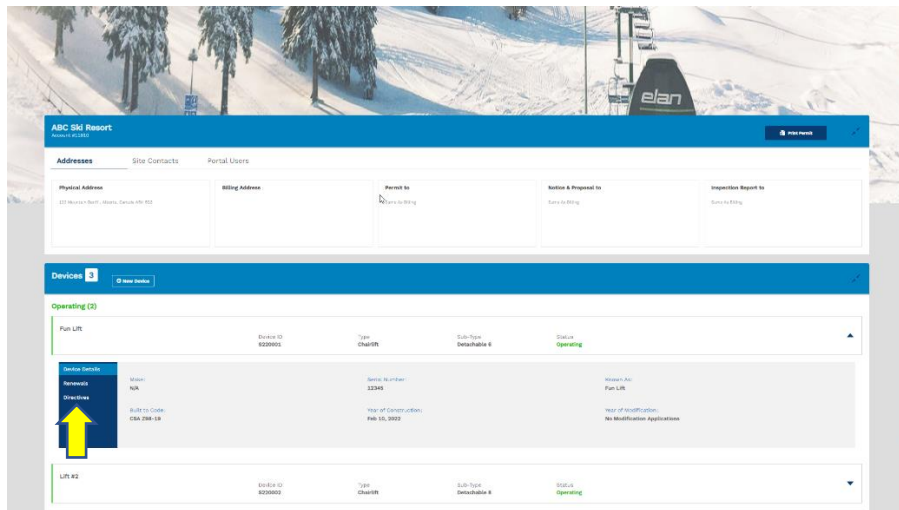
Portal users (Administrators) can sign off on directives once completed.

To sign off on directives follow the step below:

1. Identify the device you want to close directives off. Open this tab



2. From this tab click directives



AEDARSA oNe-X Guide

3. Previous inspection directives show up with submit directives tab

[illegible]

4. Enter the completion details and upload any required documents

[illegible]

AEDARSA oNe-X Guide

5. Complete the digital signature and submit the directives

[illegible]

6. After submission you will get a pop up indicating that directives for the device have been submitted. AEDARSA is notified that ABC Ski Resort submitted directives.

[illegible]

AEDARSA oNe-X Guide

Activities

Portal users have access to activities that are filtered by year. The activity tab includes previous inspection reports, the renewal checklists (including the SEC), invoice information.

The screenshot illustrates the user interface of the AEDARSA oNe-X portal. The top section, titled 'ABC Ski Resort', includes tabs for 'Addresses', 'Site Contacts', and 'Portal Users'. Below these are fields for 'Physical Address', 'Billing Address', 'Permit to', 'Notice & Proposal to', and 'Inspection Report to'. The 'Devices' section shows a list of three devices: 'Fun Lift', 'Lift #2', and 'L23 Lift'. A yellow arrow points to the 'Activities' tab, which is highlighted with a blue bar and a yellow arrow pointing right. The 'Activities' section displays a table of activities with columns for 'Event', 'Number', 'Date', and 'Status'.

Event	Number	Date	Status
Received	00000000	May 4, 2022	Notified No Response
Initial inspection invoice	00000000	May 4, 2022	Notified - Inspected Not Due Yet
Application for Development Invoice	00000000	May 4, 2022	Notified - Inspected Not Due Yet
Review of Operation Invoice	00000000	May 4, 2022	Notified - Completed
Received	00000000	May 4, 2022	Notified - Completed
Review of Operation Invoice	00000000	May 4, 2022	Notified - Completed
Application for Development Invoice	00000000	May 4, 2022	Notified - Inspected Not Due Yet
Initial inspection invoice	00000000	May 4, 2022	Notified - Inspected Not Due Yet
Application for Development Invoice	00000000	May 4, 2022	Notified - Inspected Not Due Yet
Initial inspection for 00000000	00000000	May 4, 2022	Notified - Completed by the Region - No Outstanding Directives
Initial inspection for 00000000	00000000	May 4, 2022	Notified - Completed by the Region - Outstanding Directives

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Printing off a Permit of Operation

Portal users can print off Permit of Operations. This is done by clicking on the Print Permit tab. *Note Permit of Operation will need to be released by AEDARSA prior to having this feature

