



PORT of
vancouver

Vancouver Fraser
Port Authority

Permit portal user guide

January 2021

Canada


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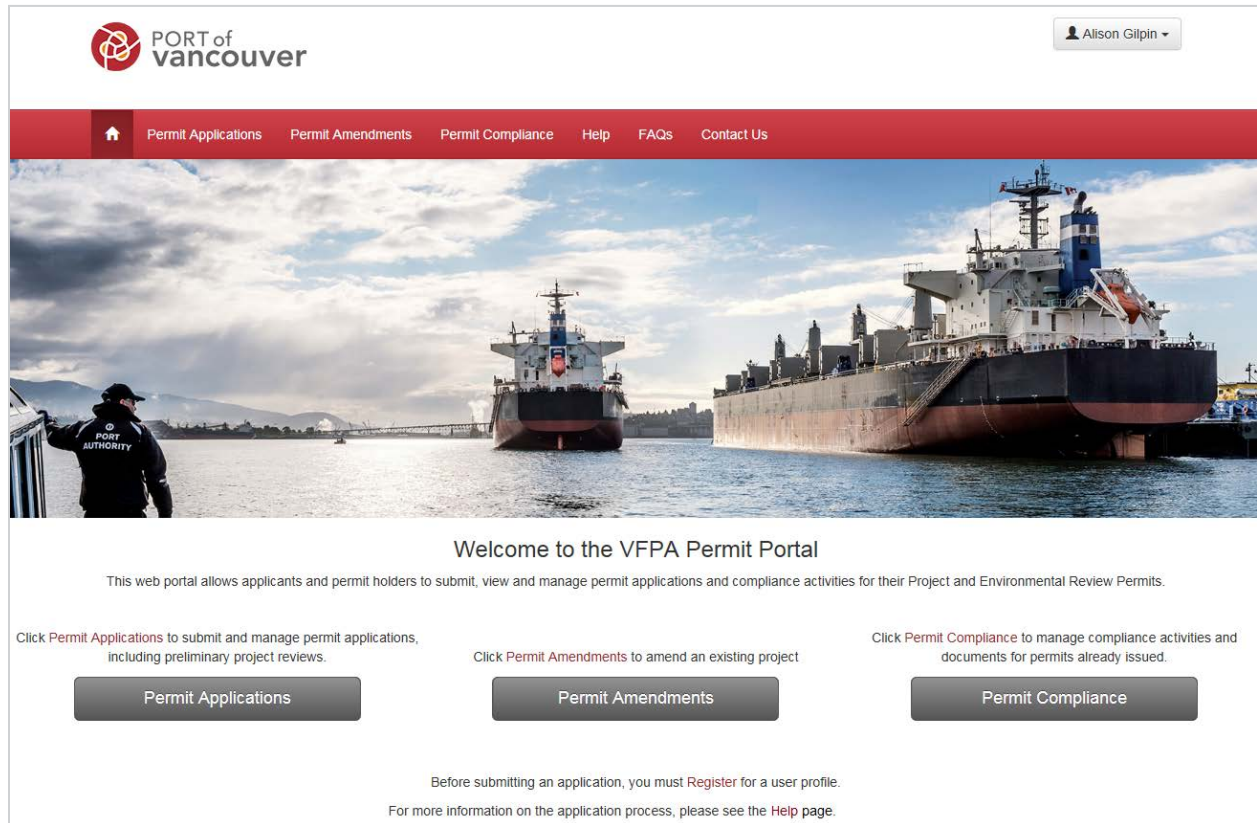
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1. Introduction

The permit portal allows permit holders and applicants to submit, view, and manage permit applications and compliance activities for their Project and Environmental Review Permits. This guide provides an introduction to the user interface and provides step-by-step instructions for how to use the portal.

| | |
|---|--|
|  | Note: For information about the Project and Environmental Review process, see the portal Help page. |
|---|--|



1.1. Browser Compatibility

We recommend using Internet Explorer 11, Chrome, or Firefox when using the portal. Internet Explorer 10 and earlier versions are not supported.

2. Your permit portal account

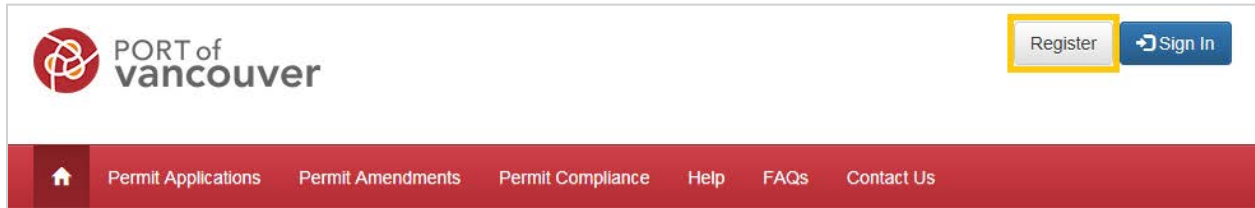
An account is required to view and submit applications through the permit portal.

2.1. Registering an account

If you do not have an account, you will need to register.

To register an account:

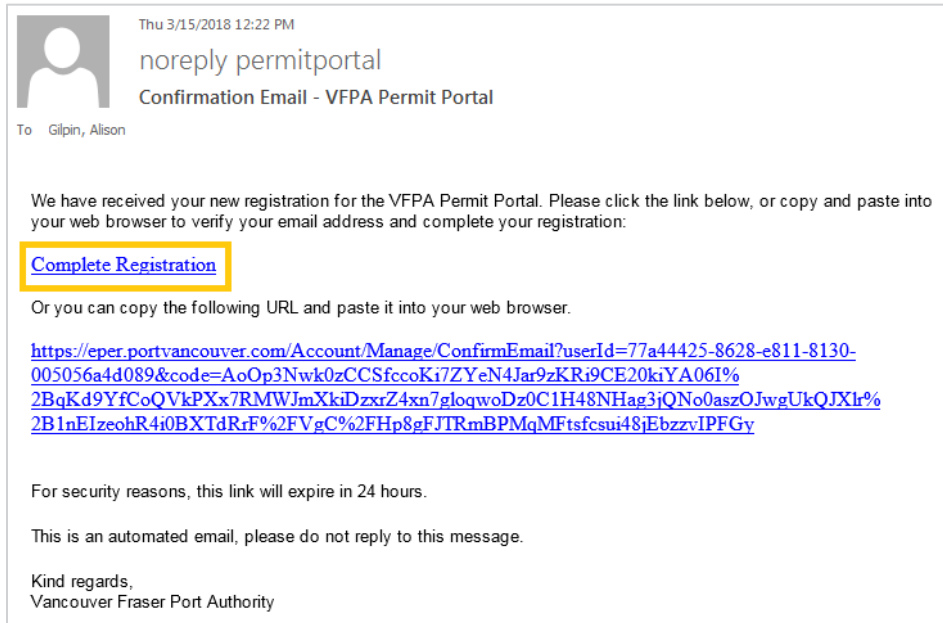
1. Click the **Register** button located at the top-right of the page.



2. Fill in your contact information and a password that meets the listed requirements.

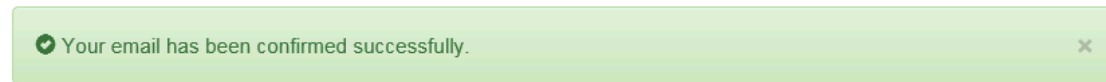
3. Click the **Register** button at the bottom of the form.

4. Go to the inbox of the email account you used to register and open your confirmation email.



5. Click the **Complete Registration** link in your email message to confirm your email address and activate your account.

You will see a message confirming your email and account registration.

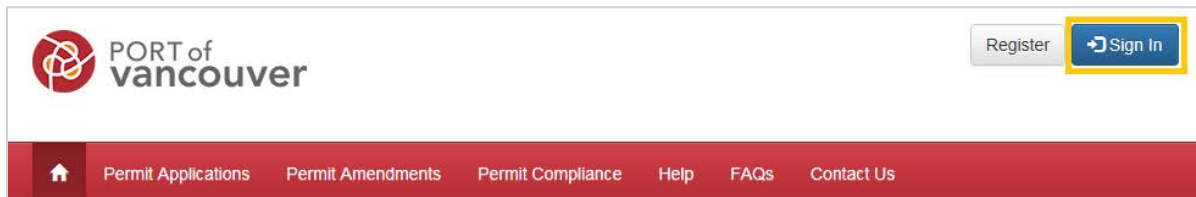


2.2. Signing in to your account

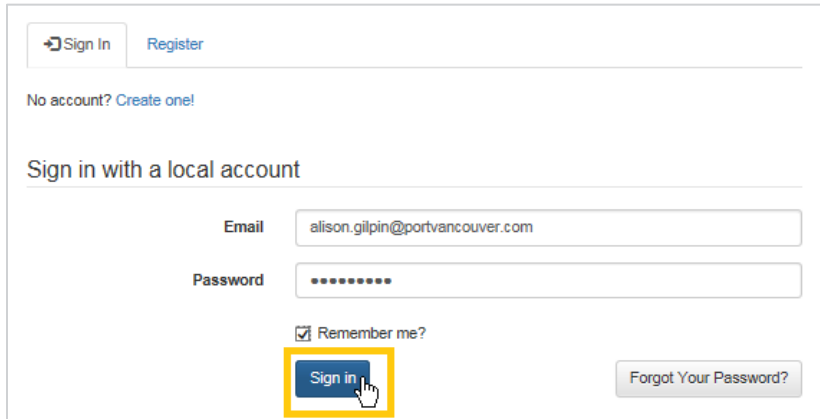
Once you have successfully completed your registration, you can sign in to your account.

To sign in to your account:

1. Click the **Sign In** button located at the top-right of the page.



2. Type your email and password.



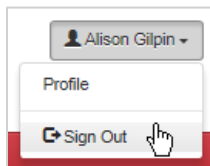
3. Click the **Sign In** button.

2.3. Signing out of your account

If you are using a shared computer, you should sign out of your account when you are finished using the portal.

To sign out of your account:

1. Click your name at the top-right of the page.
2. Click **Sign Out**.



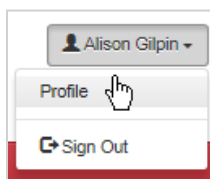
2.4. Viewing your profile

The information you submitted when you registered an account is part of your profile.

Before you begin, you must be signed in to your account.


To view your profile:

1. Click your name at the top-right of the page.
2. Click **Profile**.



Your profile information will appear.

Profile

 Alison Gilpin

Profile

Security

- Change Password
- Change Email

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be displayed alongside any applications you make on the site.

The **Email Address** and **Phone** number are required but will not be displayed on the site.

Your **Organization** is required, and a **Title** is optional.

Your Information

| | | | |
|----------------------------|--|-----------------------|---|
| First Name * | <input type="text" value="Alison"/> | Last Name * | <input type="text" value="Gilpin"/> |
| E-mail * | <input type="text" value="alison.gilpin@portvancouver.com"/> | Phone Number * | <input type="text" value="555-555-5555"/> |
| Organization Name * | <input type="text" value="Port of Vancouver"/> | Title | <input type="text"/> |

2.5. Updating your profile information

If your profile information has changed or is incorrect, you can update your information.

Before you begin, you must view your profile.

To update your profile information:

1. Click the field you would like to update (First Name, Last Name, Phone Number, Organization Name or Title).
2. Delete the old or incorrect information and type the new information.
3. Click the **Update** button at the bottom.

Profile

Alison Gilpin

Please provide some information about yourself.
The **First Name** and **Last Name** you provide will be displayed alongside any applications you make on the site.
The **Email Address** and **Phone** number are required but will not be displayed on the site.
Your **Organization** is required, and a **Title** is optional.

Your Information

First Name * Alison **Last Name *** Gilpin

E-mail * alison.gilpin@portvancouver.com **Phone Number *** 555-555-5555

Organization Name * Port of Vancouver **Title**

Update

You will see a message confirming your profile update.



2.6. Changing your email

Before you begin, you must view your profile.

To change your email:

1. On the left side of your profile under Security, click **Change Email**.

Profile

Alison Gilpin

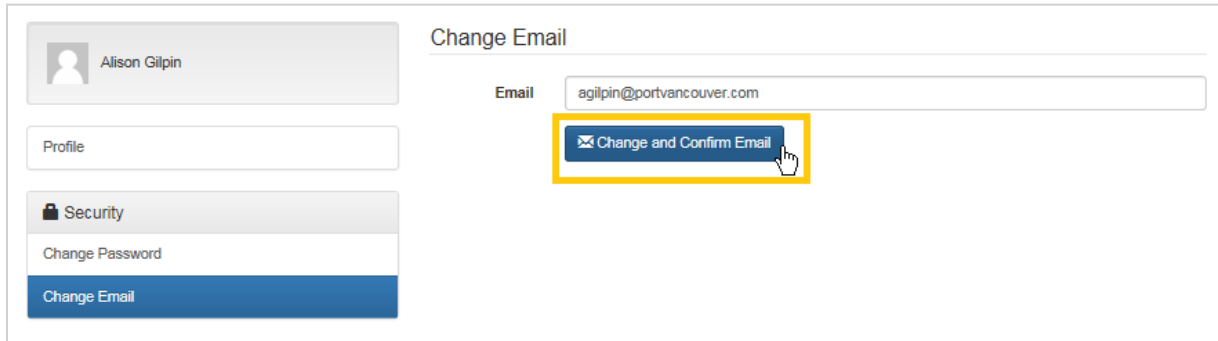
Profile

Security

Change Password

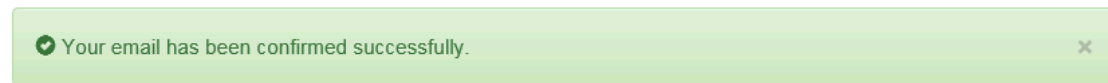
Change Email

2. Delete your old email address and type a new email address.



3. Click the Change and Confirm Email button.
4. Go to the inbox of the email account you registered and open your confirmation email.
5. Click the Confirm Email link in your email message to confirm your new email address.

You will see a message confirming your new email.



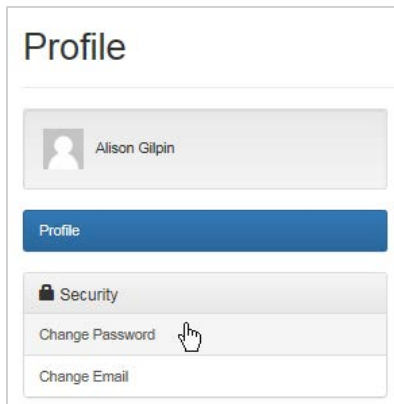
2.7. Changing your password

If you know your current password, but would like to change it, you can do so while signed in to your account. (If you have forgotten your password and are unable to sign in to your account, see 2.8 Resetting your password.)

Before you begin, you must view your profile.

To change your password:

1. On the left side of your profile under Security, click **Change Password**.



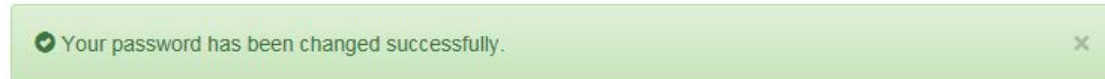
2. Type your old password and a new password.

| | | |
|--|--------------|--|
| | Note: | <p>Passwords must contain:</p> <ul style="list-style-type: none">• At least six (6) characters total• At least one (1) uppercase character (A-Z)• At least one (1) numeric character (0-9)• At least one (1) special character (~!@#\$\$%^&*()_-=}{ ~\<>/?) |
|--|--------------|--|

The screenshot shows a user profile for Alison Gilpin. On the left, there is a navigation menu with 'Change Password' selected. The main form is titled 'Change Password' and contains the following fields: 'Email' (alison.gilpin@portvancouver.com), 'Old Password' (masked with dots), 'New Password' (masked with dots), and 'Confirm Password' (masked with dots). A blue 'Change Password' button is highlighted with a yellow box and a mouse cursor.

3. Click the **Change Password** button.

You will see a message confirming your password change.



2.8. Resetting your password

If you have forgotten your password and are unable to sign in to your account, you can reset your password. (If you know your current password, but would like to change it, see 2.7 Changing your password.)

To reset your password:

1. Click the **Sign In** button located at the top-right of the home page.

The screenshot shows the top of the PORT of vancouver website. The logo is on the left. On the right, there are 'Register' and 'Sign In' buttons. The 'Sign In' button is highlighted with a yellow box. Below the logo is a navigation bar with links: Home, Permit Applications, Permit Amendments, Permit Compliance, Help, FAQs, and Contact Us.

2. Click the **Forgot Your Password?** Button at the bottom-left of the form.

The screenshot shows the sign-in form. It has 'Sign In' and 'Register' buttons at the top. Below them is a link: "No account? Create one!". The main section is titled "Sign in with a local account" and contains fields for 'Email' and 'Password'. There is a checkbox for "Remember me?". At the bottom, there is a "Sign in" button and a "Forgot Your Password?" button, which is highlighted with a yellow box and a mouse cursor.

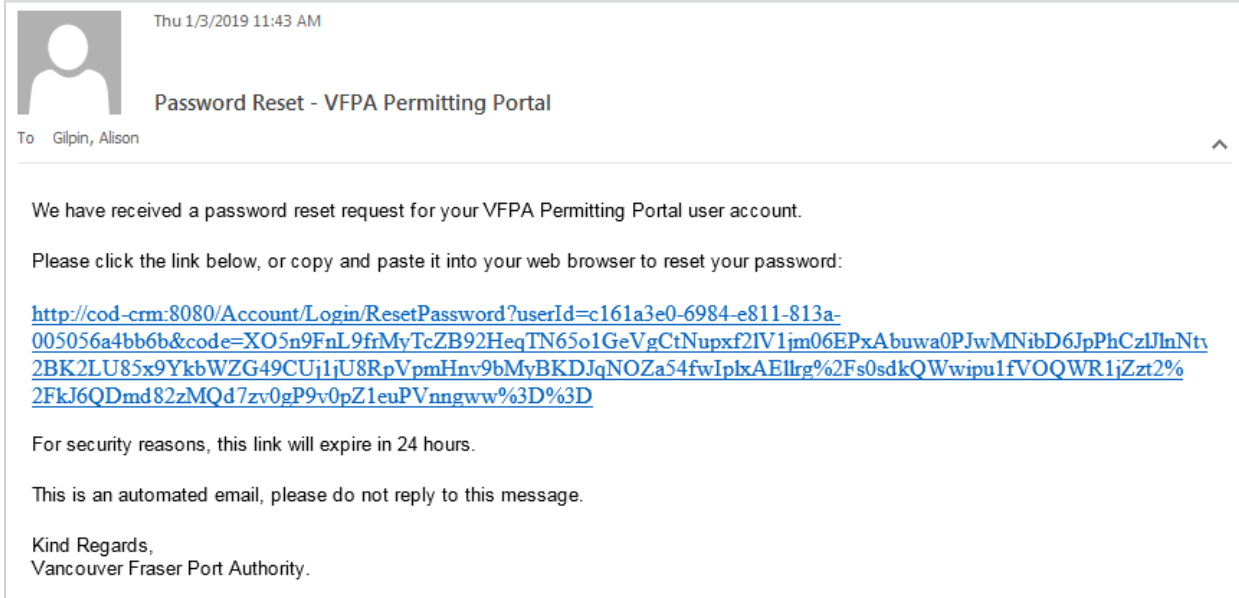
3. Type your email address.

The screenshot shows the "Forgot your password?" form. It has an 'Email' field containing "alison.gilpin@portvancouver.com". Below the field is the text: "Enter your email address to request a password reset." At the bottom, there is a blue "Send" button, which is highlighted with a yellow box and a mouse cursor.

4. Click the **Send** button. You will see a message with instructions to check your email.


Please check your email to reset your password. Please note that you will only receive an email if you have a confirmed account.

5. Go to the inbox for your email account and open your password reset email.



6. Click the link in your email message. This will open the Reset Password form.

7. Type a new password.

| | | |
|---|--------------|---|
|  | Note: | <p>Passwords must contain:</p> <ul style="list-style-type: none">• At least six (6) characters total• At least one (1) uppercase character (A-Z)• At least one (1) numeric character (0-9)• At least one (1) special character (~!@#%\$^&*()_ -+={} []\<>/?) |
|---|--------------|---|

Reset Password

New Password

Confirm New Password

Reset

8. Click the **Reset** button. You will see a message confirming your password reset.

Reset Password

Your password has been reset.

Sign In

- Click the Sign In button and use your new password to sign in to your account.

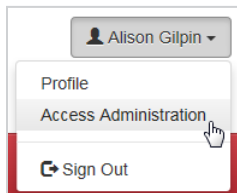
3. Permit portal access administration


If you have submitted a permit application for a project, or have been granted access administrator rights for a project, you will have the ability to manage access to that project. The information in this section applies to those users only.

3.1. Viewing a project access page

To view a Project Access page:

- Click your name at the top-right of the page.
- Click **Access Administration**. The Access Administration page will appear with a list of your projects.



| | |
|---|--|
|  | Note: You will only see the Access Administration option if you have submitted a permit application or have been granted access administrator rights. |
|---|--|

- Click a PER # or project title.

A screenshot of the 'Access Administration' page in the permit portal. The page header includes the 'PORT of vancouver' logo and a user profile dropdown for 'Alison Gilpin'. A navigation bar contains links for 'Permit Applications', 'Permit Amendments', 'Permit Compliance', 'Help', 'FAQs', and 'Contact Us'. Below the navigation bar, the breadcrumb 'Home / Access Administration' is shown. The main heading is 'Access Administration'. On the left, there is a user profile card for 'Alison Gilpin' with a menu containing 'Profile' and 'Access Administration'. On the right, there is a table with three columns: 'PER #', 'Project Title', and '# of Users with Project Access'. The table contains four rows of data. A mouse cursor is pointing at the 'Test Project - Category B' link in the second column of the last row.

| PER # | Project Title | # of Users with Project Access |
|--------|---|--------------------------------|
| 19-022 | Test Project - Category C | 2 |
| 19-040 | Test Project - Category D | 2 |
| 19-043 | Test Project - Category A | 4 |
| 19-056 | Test Project - Category B | 1 |

The Project Access page will appear.

Home / Access Administration / Project Access

Project Access

Project Title: Test Project - Category B
PER Number: 19-056
Permit Expiry Date:

The users that have access to your project are listed below. To change user information or permissions, click the **User Name**. To grant another user access to your project, click **Add User** below.

Add User

| User Name | Project Role | Organization | Application | Amendments | Compliance | Access Administrator |
|---------------|------------------|--------------|-------------|------------|------------|----------------------|
| Alison Gilpin | Permit Applicant | VFPA | Yes | Yes | Yes | Yes |

Project Permissions

Below is a brief description of the different Portal Permission Sets.

Application:
Allows user to view applications and download/upload application documents.

Amendments:
Provides ability to view project application documents as well as ability to submit and edit amendment requests.

Compliance:
Provides ability to view project application documents, view and edit Compliance documentation and submit Compliance Self-Reports.

Access Administrator:
Provides ability to grant project access to other third-party users.

3.2. Granting project access to a new user

To grant project access to a new user:

1. Click the **Add User** button. A new window will appear.

Home / Access Administration / Project Access

Project Access

Project Title: Test Project - Category B
PER Number: 19-056
Permit Expiry Date:

The users that have access to your project are listed below. To change user information or permissions, click the **User Name**. To grant another user access to your project, click **Add User** below.

Add User

| User Name | Project Role | Organization | Application | Amendments | Compliance | Access Administrator |
|---------------|------------------|--------------|-------------|------------|------------|----------------------|
| Alison Gilpin | Permit Applicant | VFPA | Yes | Yes | Yes | Yes |

Project Permissions

Below is a brief description of the different Portal Permission Sets.

Application:
Allows user to view applications and download/upload application documents.

Amendments:
Provides ability to view project application documents as well as ability to submit and edit amendment requests.

Compliance:
Provides ability to view project application documents, view and edit Compliance documentation and submit Compliance Self-Reports.

Access Administrator:
Provides ability to grant project access to other third-party users.

2. Type the email for the user and press **Enter**.

Add User [Close]

Please complete the following to grant access to this project.

Email: *

Project Role *

Application *
 Yes No

Amendments *
 Yes No

Compliance *
 Yes No

Access Administrator *
 Yes No

I accept responsibility for sharing information about this project and certify that I have the authority to act on behalf of the tenant or permit holder on the subject port property.

If the user is already registered, the portal will display their information to the right.

Add User [Close]

Please complete the following to grant access to this project.

Email: * Jennifer Mawby
 604-555-5555
VFPA

Project Role *

Application *
 Yes No

Amendments *
 Yes No

If the user is not registered, the portal will display a message and a **Register New User** button to the right.

Add User [Close]

Please complete the following to grant access to this project.

Email: * This email address is not registered in the portal. The user will be required to register before access is granted.

Project Role *

Application * Click Register New User to enter information about this user and send them a registration request.
 Yes No

Amendments *
 Yes No

3.2.1. To grant project access to a registered user

1. Fill in the required information for the user, including user permissions.

2. Check the box to accept responsibility for sharing information about the project.

Add User ✕

Please complete the following to grant access to this project.

Email: * Jennifer Mawby
 604-555-5555
VFPA

Project Role *
 ▼

Application *
 Yes No

Amendments *
 Yes No

Compliance *
 Yes No

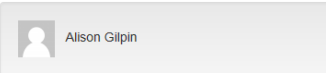
Access Administrator *
 Yes No

I accept responsibility for sharing information about this project and certify that I have the authority to act on behalf of the tenant or permit holder on the subject port property.

3. Click **Grant Access**.

Home / Access Administration / Project Access

Project Access



Alison Gilpin

Profile

Access Administration

Project Title: Test Project - Category B
PER Number: 19-056
Permit Expiry Date:

The users that have access to your project are listed below. To change user information or permissions, click the **User Name**. To grant another user access to your project, click **Add User** below.

| User Name | Project Role | Organization | Application | Amendments | Compliance | Access Administrator |
|----------------|------------------|--------------|-------------|------------|------------|----------------------|
| Alison Gilpin | Permit Applicant | VFPA | Yes | Yes | Yes | Yes |
| Jennifer Mawby | Consultant | VFPA | Yes | No | No | No |

Project Permissions

Below is a brief description of the different Portal Permission Sets.

Application:
Allows user to view applications and download/upload application documents.

Amendments:
Provides ability to view project application documents as well as ability to submit and edit amendment requests.

Compliance:
Provides ability to view project application documents, view and edit Compliance documentation and submit Compliance Self-Reports.

Access Administrator:
Provides ability to grant project access to other third-party users.

The user will appear on the Project Access page.

3.2.2. To grant project access to an unregistered user

1. Click the **Register New User** button. The window will change to show required fields for registering a new user.

Vancouver Fraser Port Authority
User guide – permit portal

Add User

Please complete the following to grant access to this project.

Email: *
 Register New User

Project Role *

Application *
 Yes No

Amendments *
 Yes No

Compliance *
 Yes No

Access Administrator *
 Yes No

I accept responsibility for sharing information about this project and certify that I have the authority to act on behalf of the tenant or permit holder on the subject port property.

Grant Access **Cancel**

This email address is not registered in the portal. The user will be required to register before access is granted.
Click Register New User to enter information about this user and send them a registration request.

4. Fill in the required information for the new user, including user permissions.
5. Check the box to accept responsibility for sharing information about the project.

Register New User

Contact Email *

Contact First Name *

Contact Last Name *

Project Role *

Application *
 Yes No

Amendments *
 Yes No

Compliance *
 Yes No

Access Administrator *
 Yes No

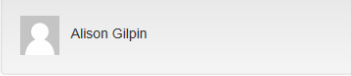
I accept responsibility for sharing information about this project and certify that I have the authority to act on behalf of the tenant or permit holder on the subject port property.

Grant Access **Cancel**

6. Click **Grant Access**.

Home / Access Administration / Project Access

Project Access



Alison Gilpin

Project Title: Test Project - Category B
PER Number: 19-056
Permit Expiry Date:

The users that have access to your project are listed below. To change user information or permissions, click the **User Name**. To grant another user access to your project, click **Add User** below.

[Add User](#)

Project Permissions

Below is a brief description of the different Portal Permission Sets.

Application:
Allows user to view applications and download/upload application documents.

Amendments:
Provides ability to view project application documents as well as ability to submit and edit amendment requests.

Compliance:
Provides ability to view project application documents, view and edit Compliance documentation and submit Compliance Self-Reports.

Access Administrator:
Provides ability to grant project access to other third-party users.

| User Name | Project Role | Organization | Application | Amendments | Compliance | Access Administrator |
|----------------|---------------------|--------------|-------------|------------|------------|----------------------|
| Alison Gilpin | Permit Applicant | VFPA | Yes | Yes | Yes | Yes |
| Jane Doe | Independent Monitor | | No | No | Yes | No |
| Jennifer Mawby | Consultant | VFPA | Yes | No | No | No |

The new user will appear on the Project Access page and receive an email asking them to register to use the permit portal.

3.3. Resending a registration request to a new user

If a new user did not receive their registration email, you can resend it.


Before you begin, you must view a Project Access page.

To resend a registration request to a new user:

1. Click the user name. A new window will appear. If a user is not registered, the portal will display a **Resend invitation** button.

Home / Access Administration / Project Access

Project Access



Profile

Access Administration

Project Title: Test Project - Category B
PER Number: 19-056
Permit Expiry Date:

The users that have access to your project are listed below. To change user information or permissions, click the **User Name**. To grant another user access to your project, click **Add User** below.

Add User

| User Name | Project Role | Organization | Application | Amendments | Compliance | Access Administrator |
|----------------|---------------------|--------------|-------------|------------|------------|----------------------|
| Alison Gilpin | Permit Applicant | VFPA | Yes | Yes | Yes | Yes |
| Jane Doe | Independent Monitor | | No | No | Yes | No |
| Jennifer Mawby | Consultant | VFPA | Yes | No | No | No |

Project Permissions

Below is a brief description of the different Portal Permission Sets.

Application:
Allows user to view applications and download/upload application documents.

Amendments:
Provides ability to view project application documents as well as ability to submit and edit amendment requests.

Compliance:
Provides ability to view project application documents, view and edit Compliance documentation and submit Compliance Self-Reports.

Access Administrator:
Provides ability to grant project access to other third-party users.

2. Click the **Resend invitation** button.

Edit User Permissions ✕

This user has not registered in the portal. Resend invitation

User Name
Jane Doe

Project Role *
Independent Monitor

Application *
 Yes No

Amendments *
 Yes No

Compliance *
 Yes No

Access Administrator *
 Yes No


Update
Cancel
Remove User Access

3. The user will receive an email asking them to register to use the permit portal.

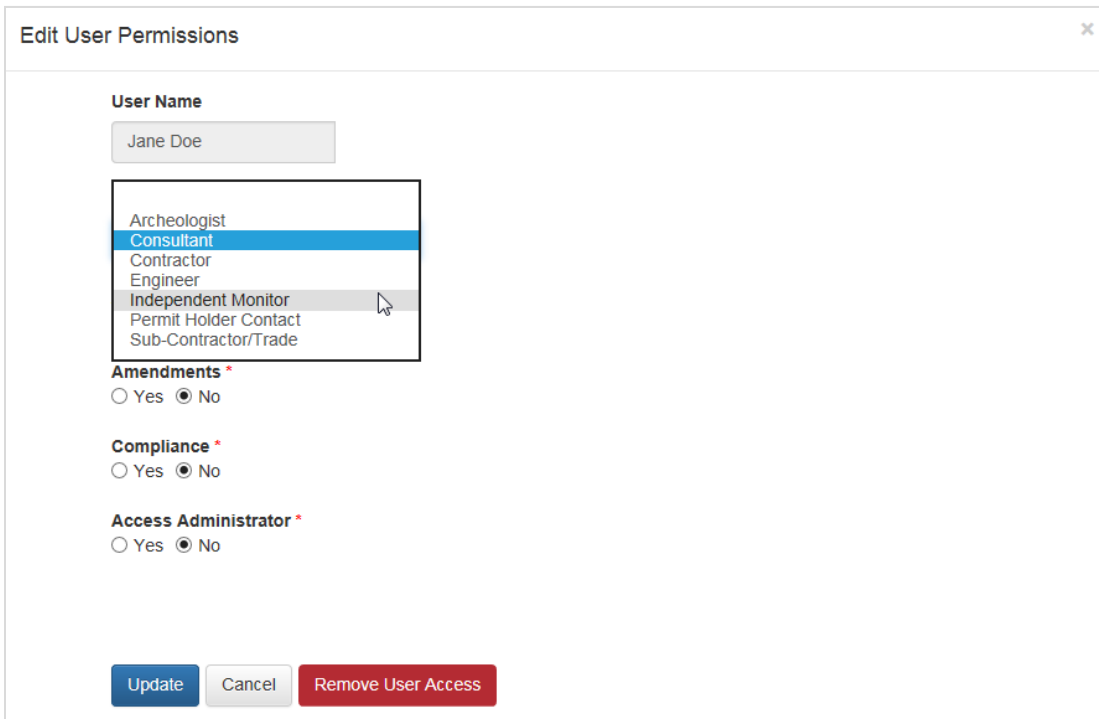
3.4. Changing user project roles

Before you begin, you must view a Project Access page.

To change user project roles:

1. Click the user name. A new window will appear.
2. Click the down arrow () located to the right of the **Project Role**.
3. Select a role from the list.

| | |
|---|---|
|  | Note: Selecting Permit Holder Contact grants the user access to all sections of the project (Application, Amendments, and Compliance) and gives them access administrator rights. There can only be one Permit Holder Contact per project. |
|---|---|



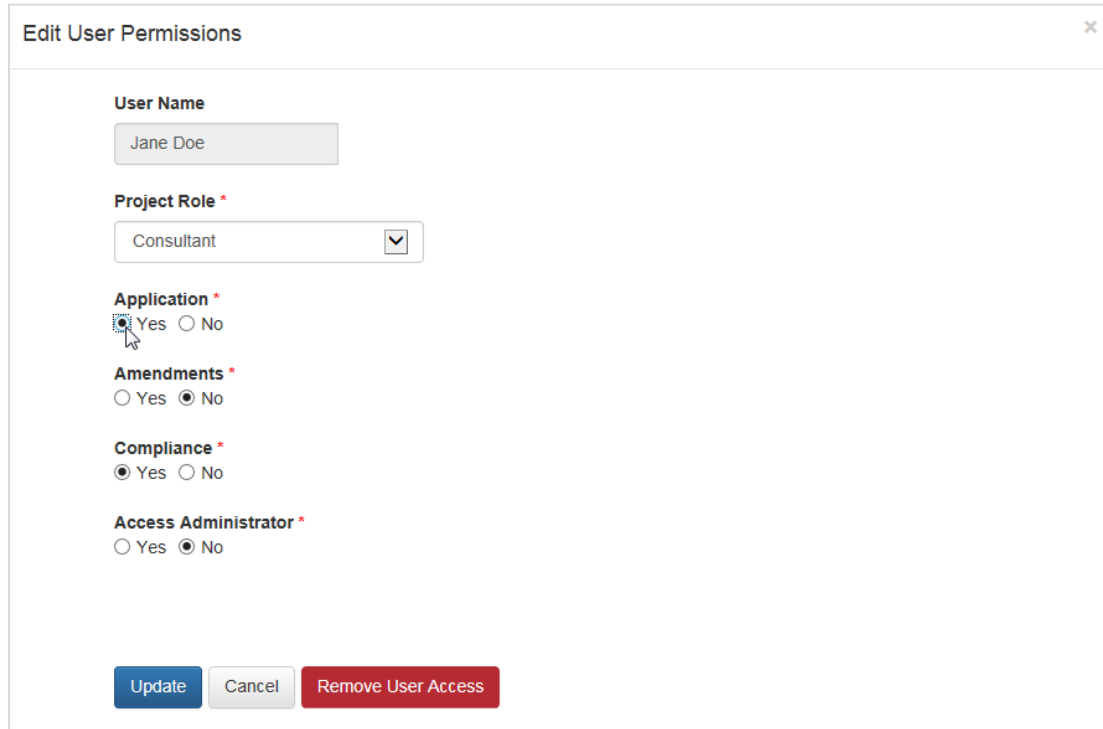
4. Click the **Update** button. The window will close.
5. The updated project role for the user will appear.

3.5. Changing user permissions

Before you begin, you must view a Project Access page.

To change user permissions for a project:

1. Click the user name. A new window will appear.
2. Select the appropriate Project Permissions, you can select Yes or No for:
3. Application
4. Amendments
5. Compliance



Edit User Permissions

User Name
Jane Doe

Project Role *
Consultant

Application *
 Yes No

Amendments *
 Yes No

Compliance *
 Yes No


Access Administrator *
 Yes No

Update **Cancel** **Remove User Access**

6. Click the **Update** button. The window will close.
7. The updated permissions for the user will appear.

3.6. Granting access administrator rights to a user

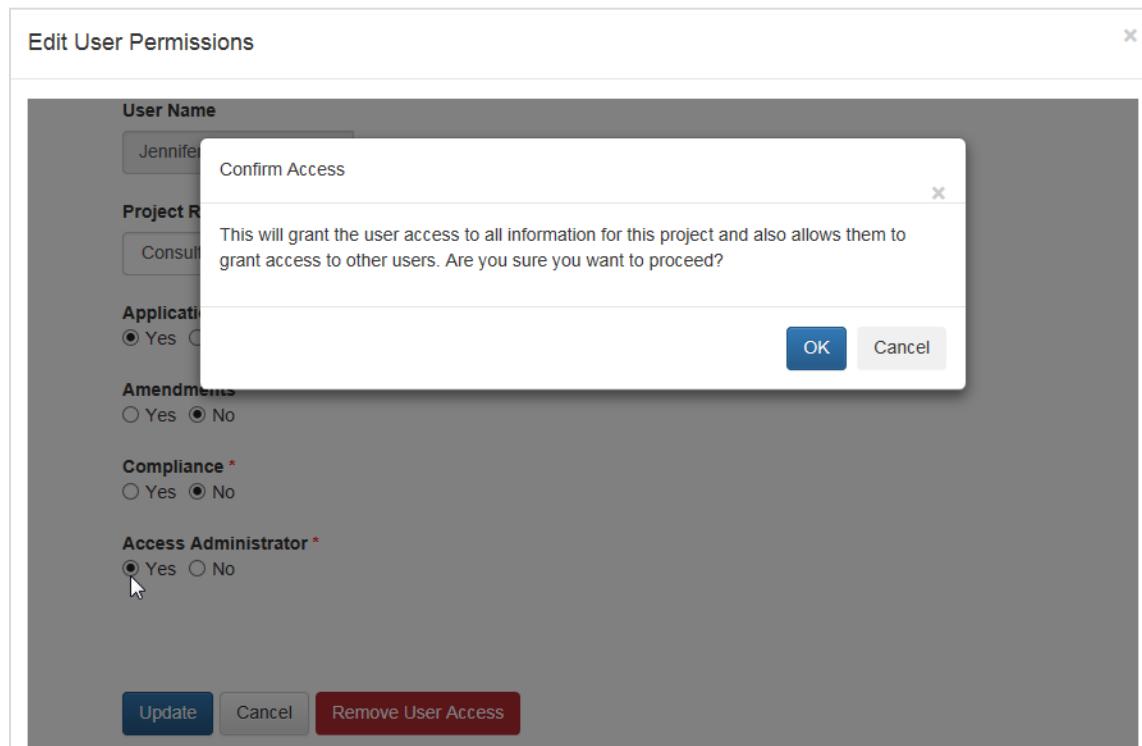
If you grant access administrator rights to a user, they will have the ability to manage access to a project and grant access to other users.

| | |
|---|---|
|  | Note: Granting access administrator rights will also grant the user access to all sections of the project (Application, Amendments, and Compliance). |
|---|---|

Before you begin, you must view a Project Access page.

To grant access administrator rights to a user:

1. Click the user name. A new window will appear.
2. Select **Yes** next to **Access Administrator**. A message will appear confirming that you want to allow this user to grant access to other users.



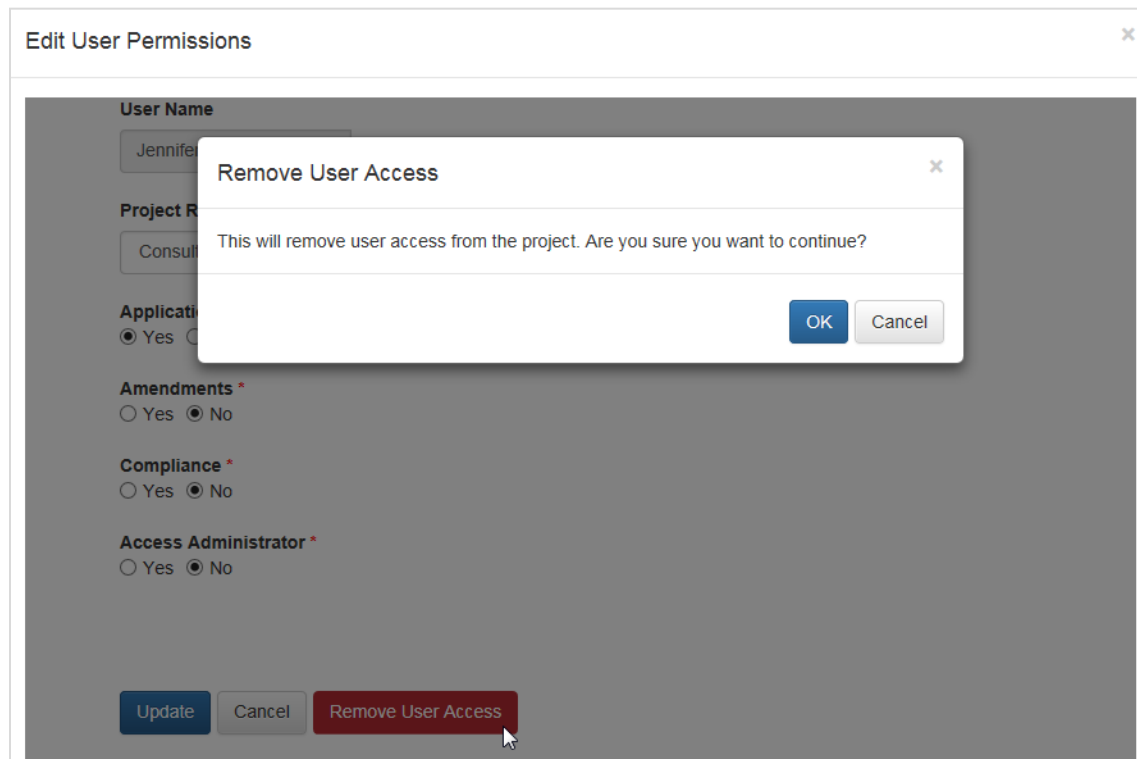
3. Click the **OK** button. The message will close.
4. Click the **Update** button. The window will close.
5. The updated permissions for the user will appear.

3.7. Removing user access to a project

Before you begin, you must view a Project Access page.

To remove user access to a project:

1. Click the user name. A new window will appear.
2. Click the **Remove User Access** button at the bottom-right of the window. A message will appear confirming that you want to remove the user from this project.



3. Click the **OK** button. The message will close.
4. The user will no longer appear in the Project Access list.

4. Permit applications

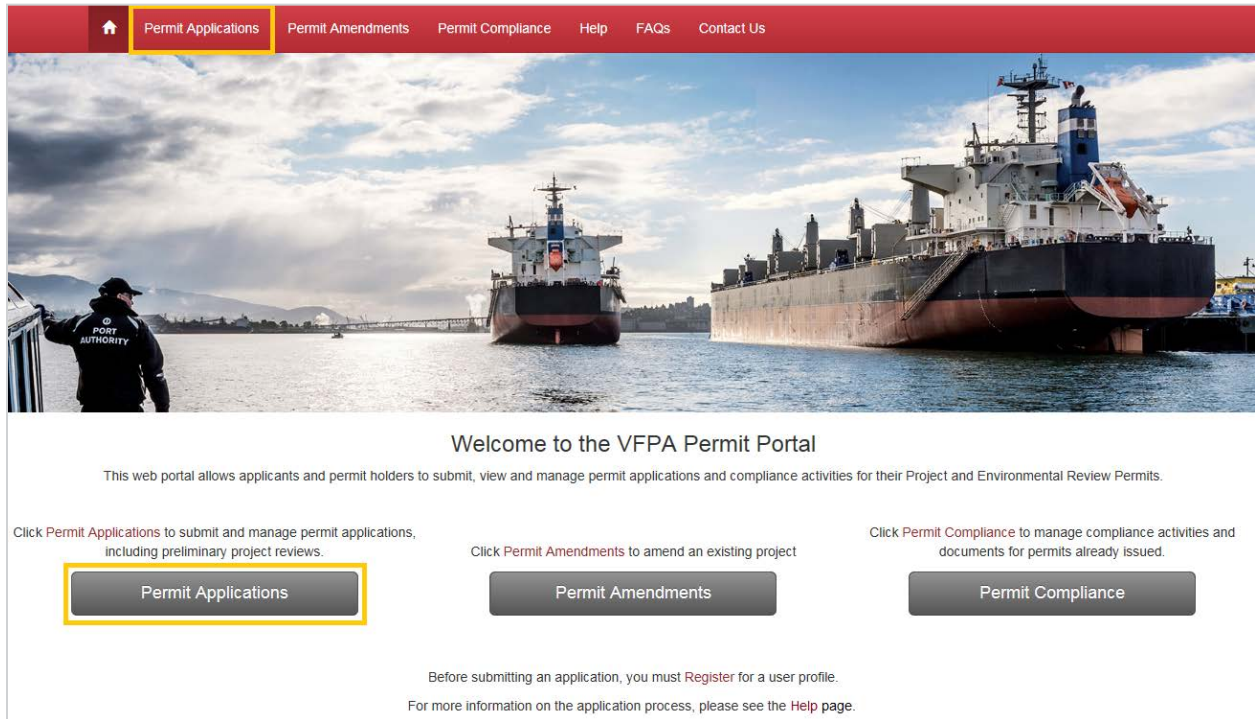
The Permit Applications section of the portal allows users to submit and manage permit applications, including preliminary project reviews.

4.1. Viewing the permit applications main page

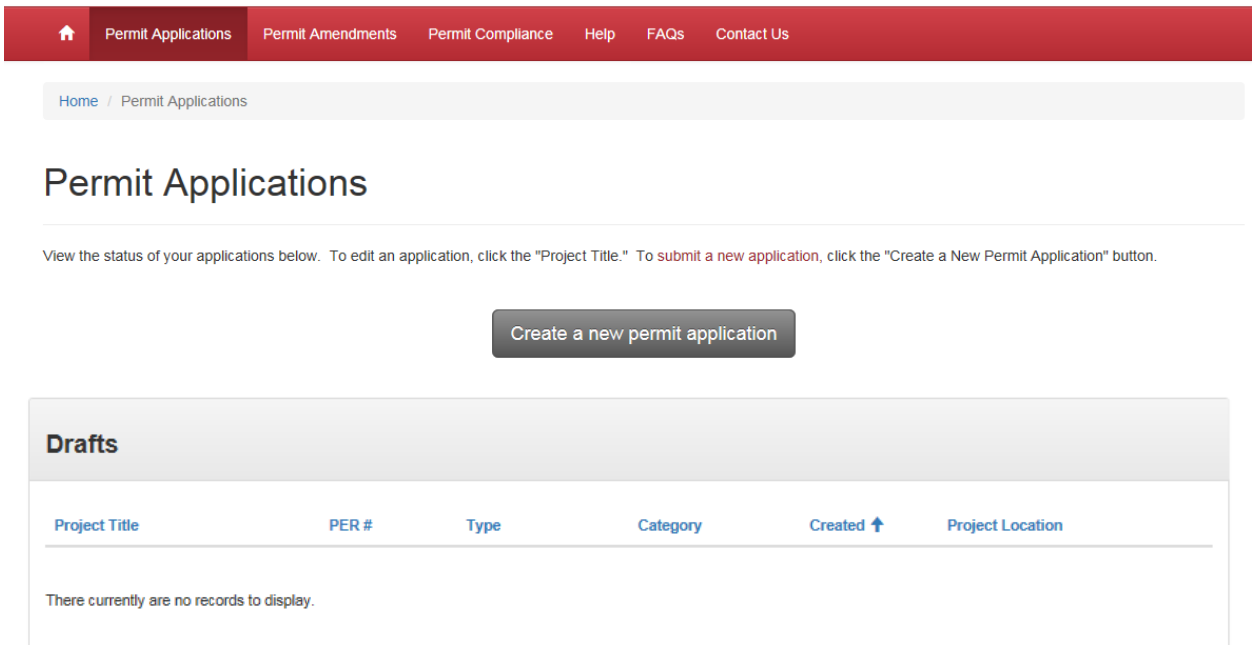
The Permit Applications main page displays a summary of your permit applications.

To view the Permit Applications main page:

1. While on the portal home page, click the **Permit Applications** button or click the **Permit Applications** tab in the menu bar from any page of the portal.



The Permit Applications main page displays your draft, in progress, and completed permit applications.



| In Progress | | | | | | | | |
|----------------------|--------|-------------|--------------------|-----------|-----------|--------------|-------|--------------------|
| Project Title | PER # | Type | Confirmed Category | Submitted | Accepted | Project Lead | Phone | Status |
| Test Project - Cat B | 18-030 | Application | CATEGORY B | 7/26/2018 | | PER Test2 | | New Application |
| Project Title | 18-028 | Preliminary | CATEGORY C | 7/26/2018 | 10/1/2018 | | | Prelim In Progress |

| Completed | | | | | | | |
|--|-------|------|--------------------|-------------|--------------|-------|--------|
| Preliminary Project Reviews | | | | | | | |
| Project Title | PER # | Type | Confirmed Category | Completed ↑ | Project Lead | Phone | Status |
| There currently are no records to display. | | | | | | | |
| Permit Applications | | | | | | | |
| Project Title | PER # | Type | Confirmed Category | Completed | Project Lead | Phone | Status |
| There currently are no records to display. | | | | | | | |

4.2. Creating a new permit application

Before you begin, you must view the Permit Applications main page.

To create a new permit application:

1. Click the **Create a new permit application** button at the top of the page. A Submit Application page will appear.

Permit Applications

View the status of your applications below. To edit an application, click the "Project Title." To **submit a new application**, click the "Create a New Permit Application" button.

[Create a new permit application](#)

2. Select the appropriate form for your project:

For all Category A and most Category B* projects, click the **Project Permit Application** button.

For all Category C and Category D projects, click the **Preliminary Project Review** button.

*If your Category B project is more complicated and/or requires additional technical analysis, you may request a Preliminary Project Review by selecting that form instead.

Submit Application

To submit an application for Project and Environmental Review Project Permit, please complete the appropriate form for your category:

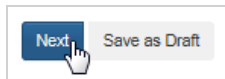
Project Permit Application: Categories A & B

Preliminary Project Review

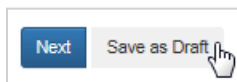
Please select Preliminary Project Review for all Category C & D projects. Preliminary Project Reviews are optional for Category B projects. Before submitting an application, please review information about our [permit application process](#).

Information and documents submitted through these forms may be made public during the Project and Environmental Review Process and are subject to the Access to Information Act.

3. Fill in information for your project.
4. Click **Next** to go to the next page of the permit application form.



5. When you have finished entering information, click **Save as Draft**.



6. Your project will appear in the *Drafts* section of the Permit Applications main page.

4.3. Editing your draft permit application

Before you begin, you must view the Permit Applications main page.

To edit your draft permit application:

1. Click the project title located in the *Drafts* section of the Permit Applications main page.

| Drafts | | | | | |
|----------------|-------|------|------------|-----------|------------------|
| Project Title | PER # | Type | Category | Created ↑ | Project Location |
| Test Project B | | | CATEGORY B | 7/10/2018 | |

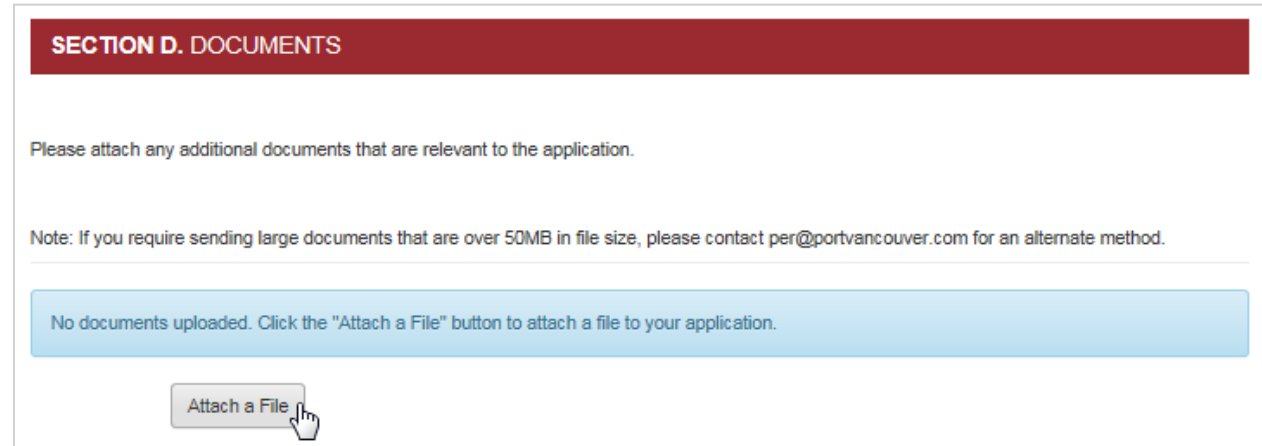
2. Continue filling in information for your project.
3. When you have finished filling in information, click **Save as Draft**.
4. If you are ready to submit your permit application, see 4.5 Submitting your permit application.

4.4. Attaching documents to your draft permit application

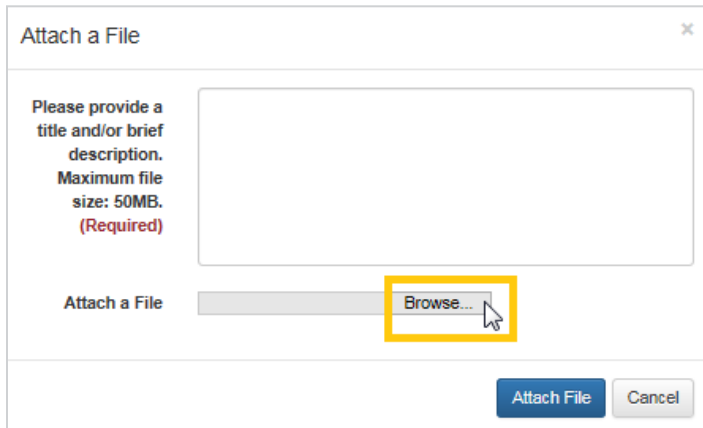
Before you begin, you must view the Permit Applications main page.

To attach documents to your draft permit application:

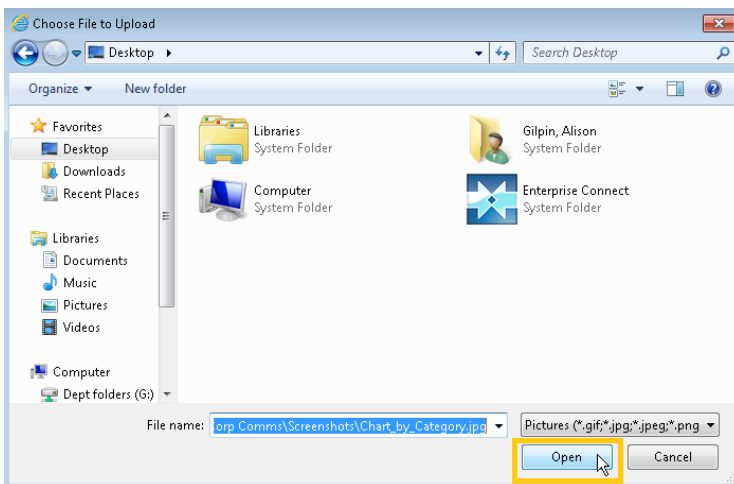
1. Click the project title located in the *Drafts* section of the Permit Applications main page.
2. Go to the *Documents* section of your permit application form.



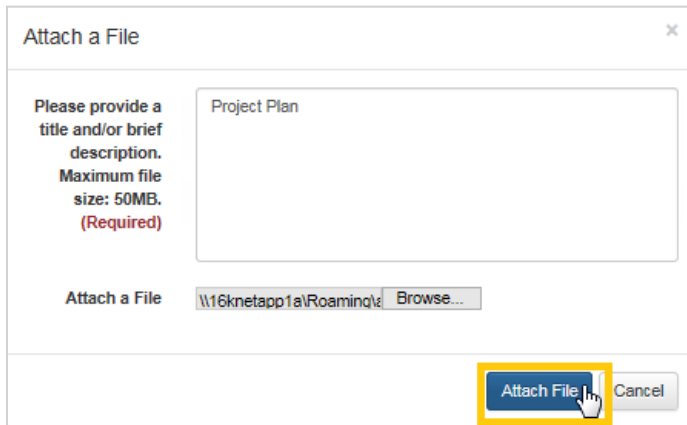
3. Click the **Attach a File** button. A new window will open allowing you to attach files from your computer.
4. Click **Browse** or **Choose File** (this may vary depending on your browser). A dialog box will open allowing you to choose files from your computer.



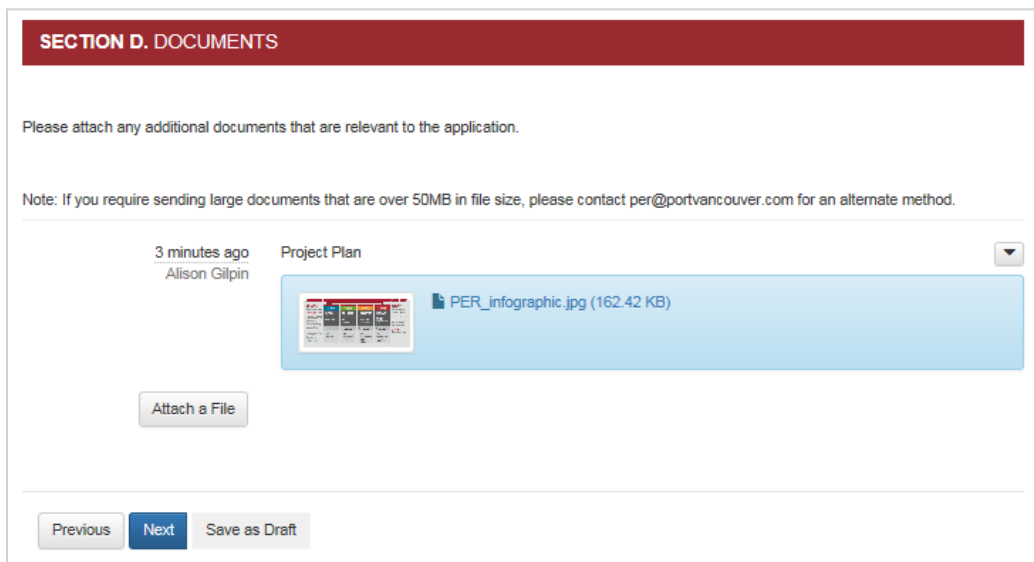
5. Select your file and click the **Open** button. The dialog box will close.



6. Type a description for your document in the box.
7. Click the **Attach File** button at the bottom. The window will close and your document will appear on the page as an attachment.



8. Click **Next** to continue editing your permit application or **Save as Draft** to continue later.



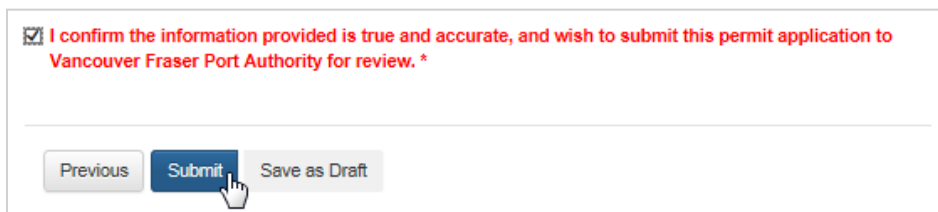
9. If you are ready to submit your permit application, see 4.5 Submitting your permit application.

4.5. Submitting your permit application


Before you begin, you must view the Permit Applications main page.

To submit your permit application:

1. Click the project title located in the *Drafts* section of the Permit Applications main page.
2. On the last page of the application, review the content to ensure all relevant and required information has been filled in.
3. Check the box to confirm that the information you are providing is true and accurate, and that you want to submit your permit application.



4. Click the **Submit** button.

| | |
|---|---|
|  | Note: Once you click Submit , the information in your permit application cannot be changed. |
|---|---|

You will see a message confirming your application submission and your project will move to the *In Progress* section of the Permit Applications main page.

Submission completed successfully.

4.6. Viewing your submitted permit application

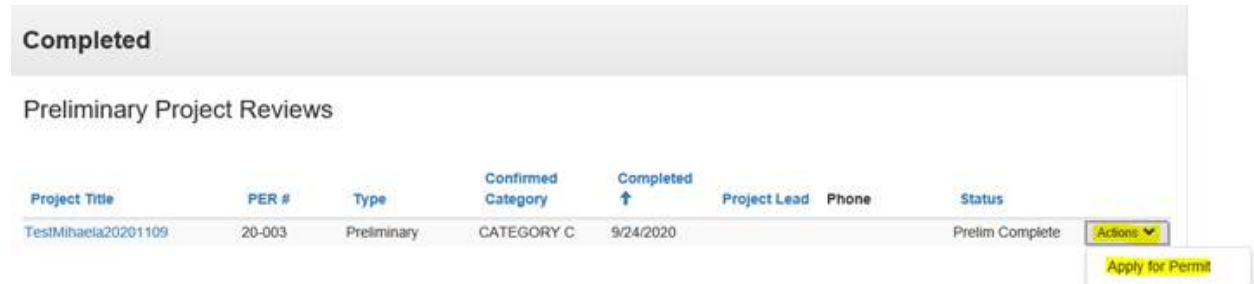
Before you begin, you must view the Permit Applications main page.

To view your submitted permit application:

1. Click the project title located in the *In Progress or Completed* section of the Permit Applications main page.
2. Scroll down to view the information you submitted. The displayed information is read-only and cannot be changed.

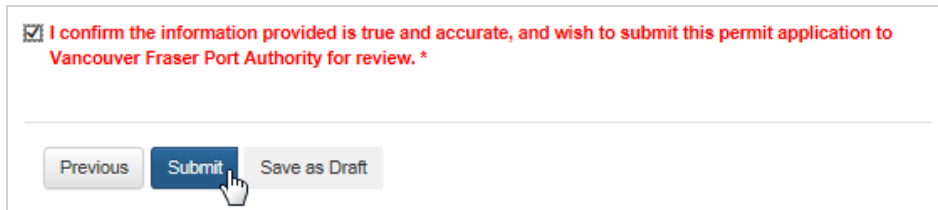
4.7. Using a completed Preliminary Application to submit a Permit Application

1. If you had submitted a Preliminary Application, you will find it under the *Completed* section of the Permit Applications main page. Click on **ACTIONS – Apply for Permit**.



| Project Title | PER # | Type | Confirmed Category | Completed | Project Lead | Phone | Status | Actions |
|---------------------|--------|-------------|--------------------|-----------|--------------|-------|-----------------|------------------|
| TestMihaela20201109 | 20-003 | Preliminary | CATEGORY C | 9/24/2020 | | | Prelim Complete | Apply for Permit |

2. On the last page of the application, review the content to ensure all relevant and required information has been provided.
3. Check the box to confirm that the information you are providing is true and accurate, and that you want to submit your permit application.



I confirm the information provided is true and accurate, and wish to submit this permit application to Vancouver Fraser Port Authority for review. *

Previous Submit Save as Draft

4. Click the **Submit** button.

5. Permit amendments

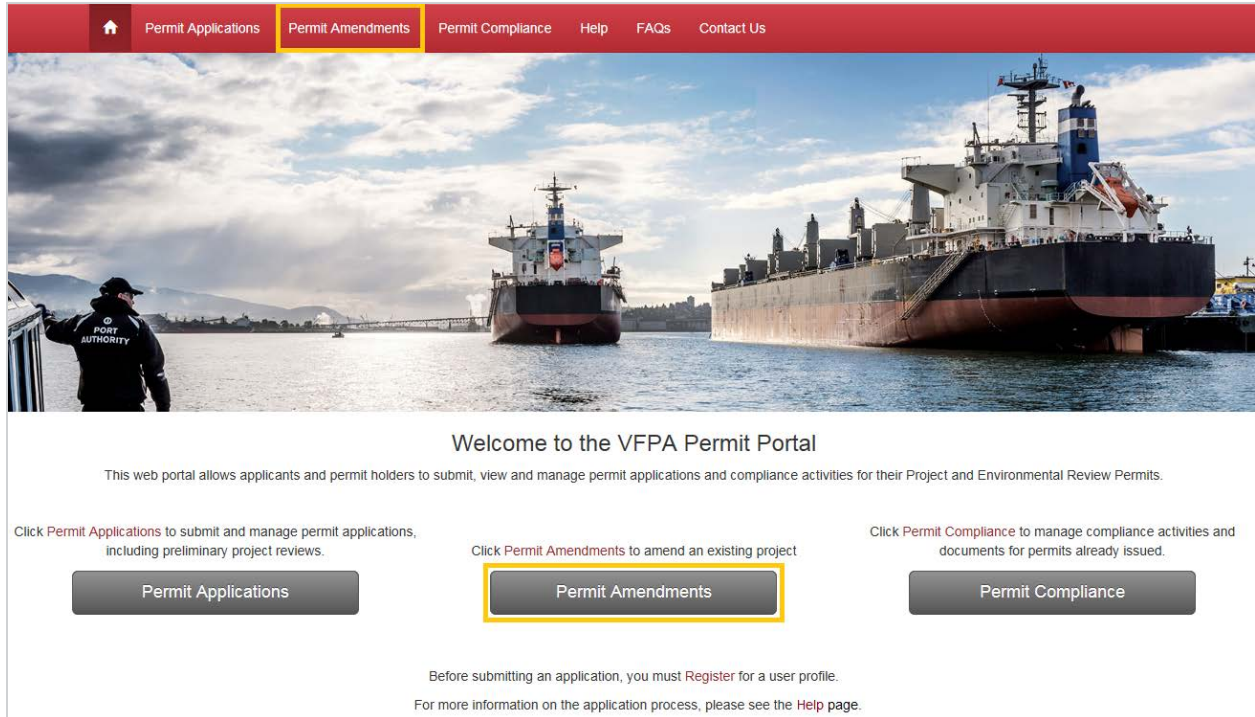
The Permit Amendments section of the portal allows users to request amendments to existing permits and submit related amendment information and documents.

5.1. Viewing the permit amendments main page

The Permit Amendments main page displays a summary of your permits.

To view the Permit Amendments main page:

While on the portal home page, click the **Permit Amendments** button or click the **Permit Amendments** tab in the menu bar from any page of the portal.



The Permit Amendments main page displays your active permits and expired permits.

Home / Permit Amendments

Permit Amendments

Active Permits

Your active permits are listed below. Click the "Project Title" to view or submit a permit amendment request for your project.

| Project Title ↑ | PER # | Category | Permit Issue Date | Permit Commencement Date | Permit Expiry Date | Amendments Requested |
|---------------------------|--------|------------|-------------------|--------------------------|--------------------|----------------------|
| Test Project - Category A | 19-043 | CATEGORY A | 7/3/2019 | 7/4/2019 | 9/1/2020 | 1 |
| Test Project - Category C | 19-022 | CATEGORY C | 6/19/2019 | 6/20/2019 | 6/20/2020 | |


Expired Permits

Your expired permits are listed below. This list includes all permits that have expired within the last five years. These permits are not eligible for amendment.

| Project Title ↑ | PER # | Category | Permit Expiry Date | Previous Amendments |
|-----------------|--------|------------|--------------------|---------------------|
| Test Project | 19-006 | CATEGORY A | 3/31/2019 | |

5.2. Viewing a project amendment page

If your project has an active permit, it will be displayed in the *Active Permits* section of the Permit Amendments main page.

| | | |
|---|--------------|---|
|  | Note: | Permits that have expired within the last five years are listed in the <i>Expired Permits</i> section for your reference, but are not eligible for amendment. |
|---|--------------|---|

Before you begin, you must view the Permit Amendments main page.

To view amendment information for a project:

Click the project title on the Permit Amendments main page.

Home / Permit Amendments / Project Amendment

Test Project - Category C

PER Number: 19-022
Permit Issue Date: 6/19/2019
Permit Expiry Date: 6/20/2020

Permit Amendments

View the status of your amendments below. To view or edit an amendment, click the "Amendment Number". To start a new amendment, click **New Permit Amendment** below.

[New Permit Amendment](#)

| Amendment Number ↑ | Submitted Date | Submitted By | Status |
|--------------------|----------------|--------------|--------|
| 19-022-01 | | | Draft |

A Project Amendment page will appear. This page will allow you to create and view amendment requests for your project. If you do not have any amendment requests for your project, this section will show the message "There are no records to display".

5.3. Creating a new permit amendment request

Before you begin, you must view a Project Amendment page.

To create a new permit amendment request:

1. Click the **New Permit Amendment** button. A page describing Amendment Fees will appear.
2. Click the **Create Amendment** button to continue.

Create Permit Amendment

Amendment Fees

Amendments to project permits are subject to a non-refundable project permit amendment fee. These fees do not include expenses related to any further studies or documentation that may be required to support the amendment request.

The following fees will apply:

| Permit Amendment |
|--|
| \$525 (incl. GST) IF CONSULTATION IS NOT REQUIRED* |
| 1/2 BASE PERMIT FEE (plus GST) IF CONSULTATION IS REQUIRED |

Fees payable will be confirmed by VFPA after a determination on whether consultation is required. Once determined, please submit a cheque payable to Vancouver Fraser Port Authority c/o Planning and Development Department. Payment will be processed prior to the VFPA starting work on this amendment.

[Create Amendment](#) [Cancel](#)

3. An Amendment page for your project will appear. This page will allow you to create amendment items, upload documents, and submit your amendment request.

Test Project - Category C

Permit Amendment - 19-022-01

This page allows you to add amendment items and upload supporting documents for this amendment. To submit an amendment request, you will need to complete the following sections below:

1. Amendment Items
2. Documents
3. Submit Amendment

Once your amendment request is submitted, you can upload additional documents, but will not be able to add or edit amendment items.

Notifications

There are no notifications to display.

1. Amendment Items

Amendment items are any permit changes that you would like to include in this amendment (for example: date extensions or permit condition modifications). Click the button below to add amendment items or click the "Amendment Item" to see item details. You may add multiple items to this amendment by clicking **Add Item** after each one.

Add Item

| Item Number ↑ | Amendment Item | Amendment Type | Created | Submitted | Status |
|---------------|----------------|----------------|---------|-----------|--------|
|---------------|----------------|----------------|---------|-----------|--------|

There are no Amendment Items to display.

2. Documents

Click **Upload Document** below to upload supporting documents for your amendment.

Upload Document

| Name | Last Updated | Updated By | Read Only |
|------|--------------|------------|-----------|
|------|--------------|------------|-----------|


No files exist in this folder.

3. Submit Amendment

When you are finished adding all items and documents, click **Submit Amendment** below.


Submit Amendment

Save as Draft

| | | |
|---|--------------|--|
|  | Note: | All information on this page will be saved as a draft until you click Submit Amendment . It will be listed on the Project Amendment page with a status of <i>Draft</i> until submitted. |
|---|--------------|--|


5.4. Deleting a permit amendment

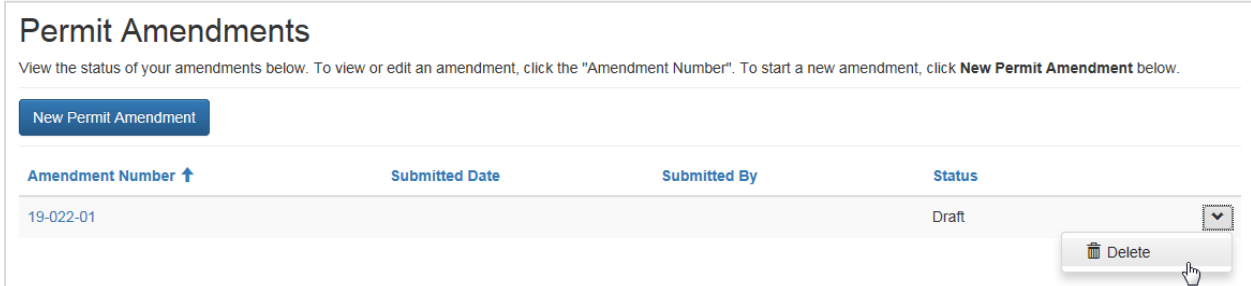
If you would like to delete an amendment request, you can do so while it is in draft form.

| | | |
|---|--------------|--|
|  | Note: | You may only delete a permit amendment if it has not been submitted. |
|---|--------------|--|

Before you begin, you must view a Project Amendment page.

To delete a permit amendment:

- Click the down arrow () located to the far right of the row for the Amendment you would like to delete.




Permit Amendments
View the status of your amendments below. To view or edit an amendment, click the "Amendment Number". To start a new amendment, click **New Permit Amendment** below.

[New Permit Amendment](#)

| Amendment Number ↑ | Submitted Date | Submitted By | Status |
|--------------------|----------------|--------------|--------|
| 19-022-01 | | | Draft |

[Delete](#)

- Click **Delete**.

| | |
|---|--|
|  | Note: Amendments are automatically numbered and the next amendment you create will be numbered as if the deleted amendment still existed. For example, if you deleted Amendment 19-006-01 and later created a new amendment, the new amendment would automatically be numbered 19-006-02. |
|---|--|

5.5. Adding items to your permit amendment request

Before adding any items to your permit amendment request, you must view an Amendment page.

To add items to your permit amendment request:

- Click the **Add Item** button in the *Amendment Items* section. A new window will appear. You can request three types of amendment items for your permit:
 - Date Extension
 - Scope or Methodology Change
 - Modify Permit Conditions

5.5.1. To request a date extension:

- Click the down arrow () located to the far right of Amendment Type.



PER Number: 19-022 Amendment Number: 01

Amendment Type *

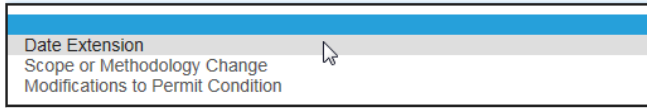
Short Descriptive Title *

Type a short descriptive title for the amendment item.
e.g. "Additional Pier Expansion added to the project"


[Add Item](#) [Cancel](#)

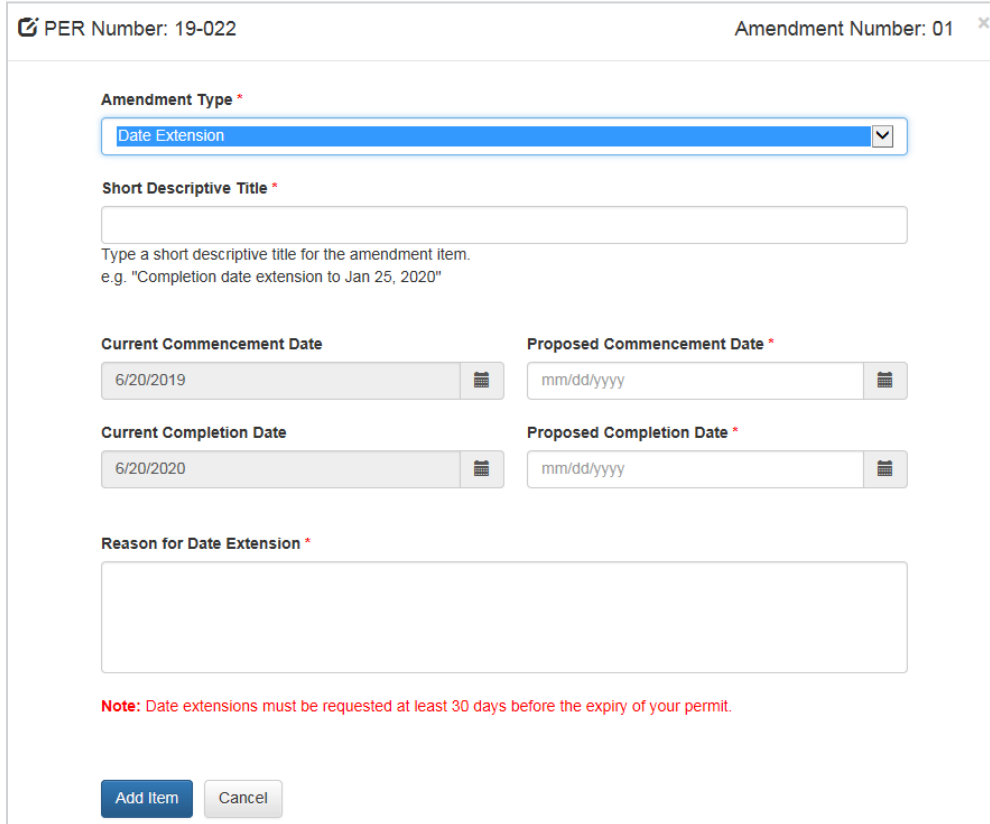
- Select **Date Extension** as the Amendment Type. The options in the window will change accordingly.

Amendment Type *




3. Fill in the required fields.

 **Note:** Date extensions must be requested at least 30 days before the expiry of your permit.

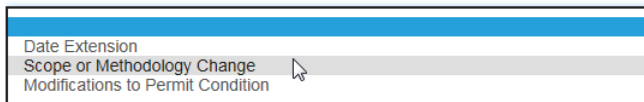


4. Click the **Add Item** button at the bottom when you have finished entering information. The window will close and you will see the date extension listed in your amendment items.

5.5.2. To request a scope or methodology change:

1. Click the down arrow () located to the far right of Amendment Type.
2. Select **Scope or Methodology Change** as the Amendment Type. The options in the window will change accordingly.

Amendment Type *



3. Fill in the required fields.

PER Number: 19-022 Amendment Number: 01

Amendment Type *
Scope or Methodology Change

Short Descriptive Title *
Type a short descriptive title for the amendment item.
e.g. "Additional Pier Expansion added to project"


Change in Scope or Methodology *

Reason for Proposed Change *

Add Item Cancel

4. Click the **Add Item** button at the bottom when you have finished entering information. The window will close and you will see the scope or methodology change listed in your amendment items.

5.5.3. To request to modify permit conditions:

1. Click the down arrow () located to the far right of Amendment Type.
2. Select **Modifications to Permit Condition** as the Amendment Type. The options in the window will change accordingly.

Amendment Type *

Date Extension
Scope or Methodology Change
Modifications to Permit Condition

3. Fill in the required fields.

PER Number: 19-022 Amendment Number: 01

Amendment Type *
Modifications to Permit Condition

Short Descriptive Title *
Type a short descriptive title for the amendment item.
e.g. "#37 - Allow overnight construction for July 24-26, 2018"

Permit Condition Number *

Change in Permit Conditions *

Reason for Proposed Change *

Add Item Cancel

4. Click the **Add Item** button at the bottom when you have finished entering information. The window will close and you will see the permit condition modification listed in your amendment items.

5.6. Editing items for your permit amendment request

Before editing any items for your permit amendment request, you must view an Amendment page.

Note: You may only edit an amendment item if the amendment request has not been submitted.

To edit items for your permit amendment request:

1. Click the item number of the amendment item you would like to edit. A window will appear containing the information for your item.

| Item Number ↑ | Amendment Item | Amendment Type | Created | Submitted | Status |
|---------------|---|----------------|--------------------|-----------|--------|
| 01 | Completion date extension to April 30, 2019 | Date Extension | 2/20/2019 10:08 AM | | |


2. Edit the information you would like to change.
3. Click the **Update Item** button at the bottom when you have finished editing.

Update Item Cancel


- The window will close and your item will be updated in the list.


5.7. Deleting items from your permit amendment request

Before deleting any documents from your permit amendment request, you must view an Amendment page.

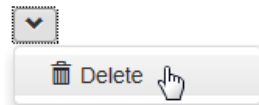
| | |
|---|---|
|  | Note: You may only delete an amendment item if the amendment request has not been submitted. |
|---|---|

To delete items from your permit amendment request:

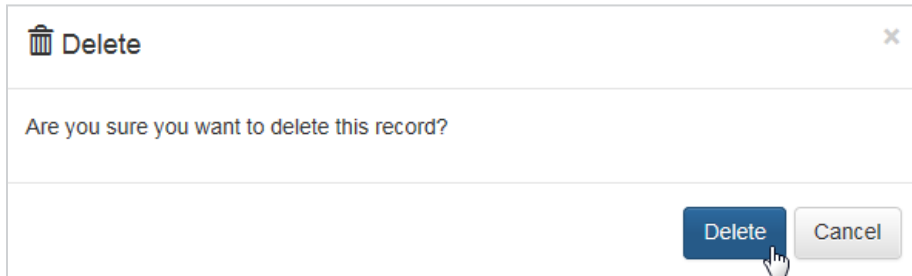
- Click the down arrow () located to the far right of the row for the Amendment Item you would like to delete.

| Item Number ↑ | Amendment Item | Amendment Type | Created | Submitted | Status |
|---------------|---|----------------|--------------------|-----------|---|
| 01 | Completion date extension to April 30, 2019 | Date Extension | 2/20/2019 10:08 AM | |  |


- Select **Delete**. A message will appear to confirm you want to delete the amendment item.



- Click the **Delete** button.



The message will close and the amendment item will disappear from your list.

| | |
|---|--|
|  | Note: Amendment items are automatically numbered and the next amendment item you create will be numbered as if the deleted amendment item still existed. For example, if you deleted Amendment Item 01 and then created a new amendment item, the new item would be numbered Amendment Item 02. |
|---|--|

5.8. Adding documents to your permit amendment request

Before adding any documents to your permit amendment request, you must view an Amendment page.

To add documents to your permit amendment request:

- Click the **Upload Document** button in the *Documents* section. A new window will appear.

2. Documents

Click **Upload Document** below to upload supporting documents for your amendment.

Upload Document

| Name | Last Updated | Updated By | Read Only |
|--------------------------------|--------------|------------|-----------|
| No files exist in this folder. | | | |

2. Click **Browse** or **Choose File** (this may vary depending on your browser). A dialog box will open allowing you to choose files from your computer.

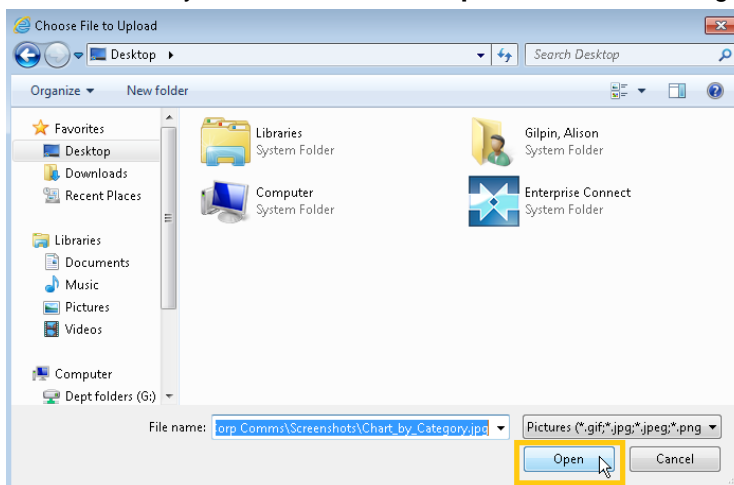
Attach a File

Please provide a title and/or brief description.
Maximum file size: 50MB.
(Required)

Attach a File **Browse...**

Attach File **Cancel**

3. Select your file and click the **Open** button. The dialog box will close.




4. Click the **Upload Document** button. The window will close and your document will be listed in the *Documents* section.

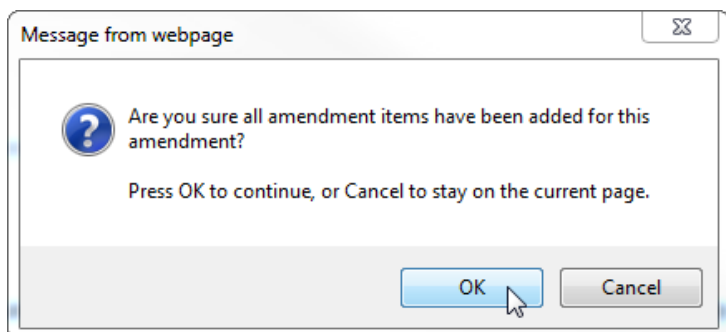
5.9. Submitting your permit amendment request

Before submitting your permit amendment request, you must view an Amendment page.

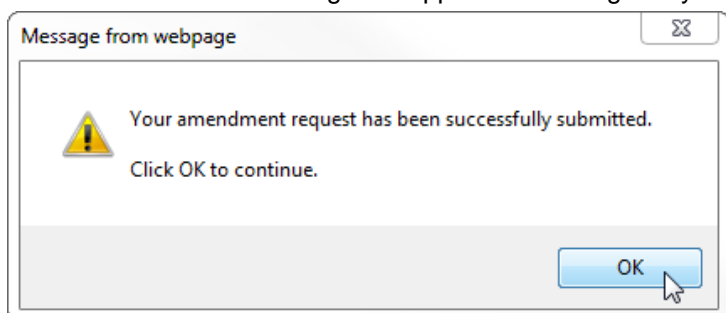
To submit your permit amendment request:

1. Review the content to ensure you have included all relevant items and documents for your amendment request.
2. Click **Submit Amendment** at the bottom of the page. A message will appear confirming that all items have been added and you want to submit.

| | |
|---|---|
|  | Note: Once submitted, you can upload additional documents for your amendment request, but will not be able to add or delete amendment items. |
|---|---|



3. Click **OK**. A message will appear confirming that you have submitted your amendment request.




4. Click **OK**. Your amendment request will be listed on the Project Amendment page with a status of *Submitted*.

5.10. Viewing your submitted permit amendment request

Before you begin, you must view the Permit Amendments page.

To view your submitted permit amendment request:

5. Click the number of the amendment you would like to view. Your Amendment page will appear.
6. Click the item number to view the details for that item or the document name to view the uploaded document.

| | |
|---|--|
|  | Note: Once submitted, you can view amendment item details, but will not be able to add or delete amendment items. |
|---|--|

5.10.1. Notifications

The *Notifications* section of the Amendment page displays messages from the VFPA regarding the amendment to your permitted project. If you do not have any notifications, this section will show the message "There are no notifications to display".

6. Permit compliance

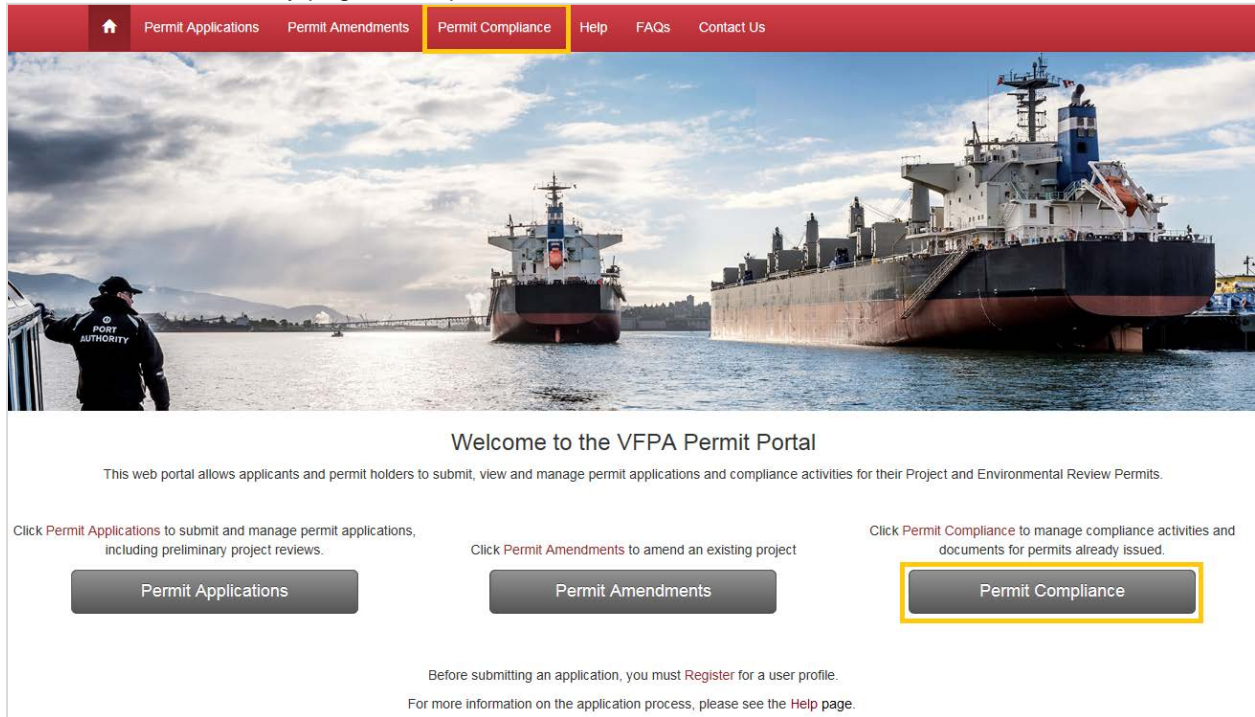
The Permit Compliance section of the portal allows users to manage compliance activities and documents for permits that have already been issued.

6.1. Viewing the permit compliance main page

The Permit Compliance main page displays projects that require formal compliance submissions to satisfy permit conditions.

To view the Permit Compliance main page:

While on the portal home page, click the **Permit Compliance** button or click the **Permit Compliance** tab in the menu bar from any page of the portal.



The Permit Compliance main page displays projects that require formal compliance submissions to satisfy permit conditions. If you do not have any projects requiring formal compliance submissions, the page will show the message "There are no records to display".

Home / Permit Compliance

Permit Compliance

The projects listed below are part of VFPA's compliance monitoring program. Click on a "Project Title" to view project details, manage permit requirements and submit documents.
Note to permit holders: Category A permits are excluded from the list below.

In Progress

| Project Title ↑ | PER Number | Category | Permit Expiry Date ↑ | Stage | Status |
|---|------------|------------|----------------------|------------------|-----------------|
| Test Project - Category C | 19-022 | CATEGORY C | 6/20/2020 | Pre-Construction | CME In Progress |

Completed

| Project Title ↑ | PER Number | Category | Permit Expiry Date ↑ | Status |
|----------------------------------|------------|----------|----------------------|--------|
| There are no records to display. | | | | |

6.2. Viewing compliance information for a project

If your project requires formal compliance submissions to satisfy permit conditions, it will have a Project Compliance page.

Before you begin, you must view the Permit Compliance main page.

To view compliance information for a project:

1. Click the project title on the Permit Compliance main page.

Home / Permit Compliance

Permit Compliance

The projects listed below are part of VFPA's compliance monitoring program. Click on a "Project Title" to view project details, manage permit requirements and submit documents.
Note to permit holders: Category A permits are excluded from the list below.

In Progress

| Project Title ↑ | PER Number | Category | Permit Expiry Date ↑ | Stage | Status |
|---|----------------------------|--------------------------|--------------------------------------|-----------------------|------------------------|
| Test Project - Category C | 19-022 | CATEGORY C | 6/20/2020 | Pre-Construction | CME In Progress |

Completed

| Project Title ↑ | PER Number | Category | Permit Expiry Date ↑ | Status |
|----------------------------------|----------------------------|--------------------------|--------------------------------------|------------------------|
| There are no records to display. | | | | |

A Project Compliance page will appear. This page will allow you to upload documents and submit Self-Reports for your project in order to satisfy permit conditions.

Home / Permit Compliance / Project Compliance

Test Project - Category C

Notifications

There are no notifications to display.

Self-Reporting

Upcoming Report Submissions
Click on the "Report Name" to view or submit your self-report.

| Name ↑ | Stage | Due Date ↑ | Status |
|----------------|-------------------|------------|--------|
| Self-Report 01 | Pre-Construction | 2/25/2020 | |
| Self-Report 02 | Construction | 5/25/2020 | |
| Self-Report 03 | Post-Construction | 10/25/2020 | |

Reports Submitted

| Name ↑ | Stage | Due Date ↑ | Submitted Date | Status |
|----------------------------------|-------|------------|----------------|--------|
| There are no records to display. | | | | |

Documents

Click the **Upload Document** button below to upload compliance monitoring documents (**excluding Self-Reports**) for this project.

| Name | Last Updated | Updated By | Read Only |
|--------------------------------|--------------|------------|-----------|
| No files exist in this folder. | | | |

6.2.1. Notifications

The *Notifications* section of the Project Compliance displays messages from the VFPA regarding the compliance of your permitted project. If you do not have any notifications, this section will show the message "There are no notifications to display".

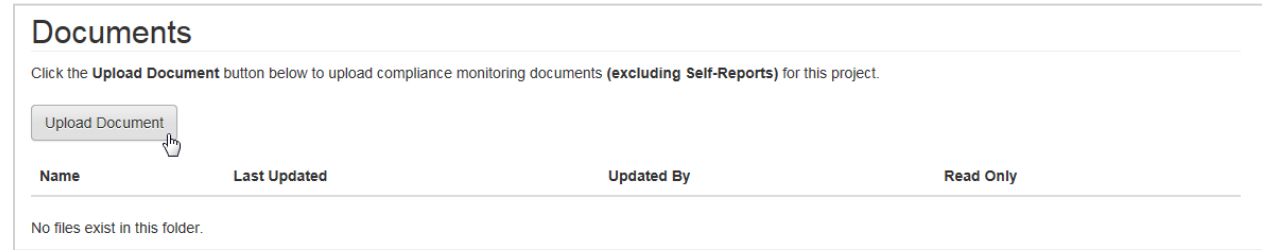
6.3. Uploading compliance documents for a project

In order to meet the conditions of your permit, you may need to upload compliance documents for your project.

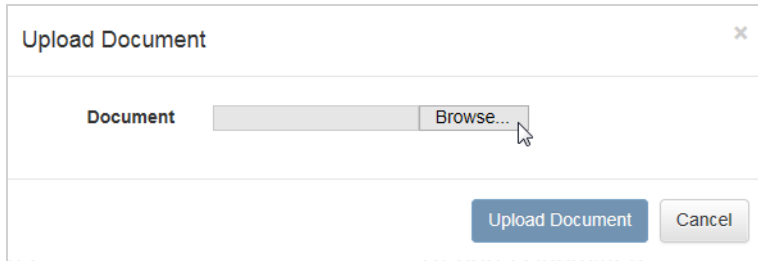
Before you begin, you must view the Project Compliance page for your project.

To upload Compliance documents for a project:

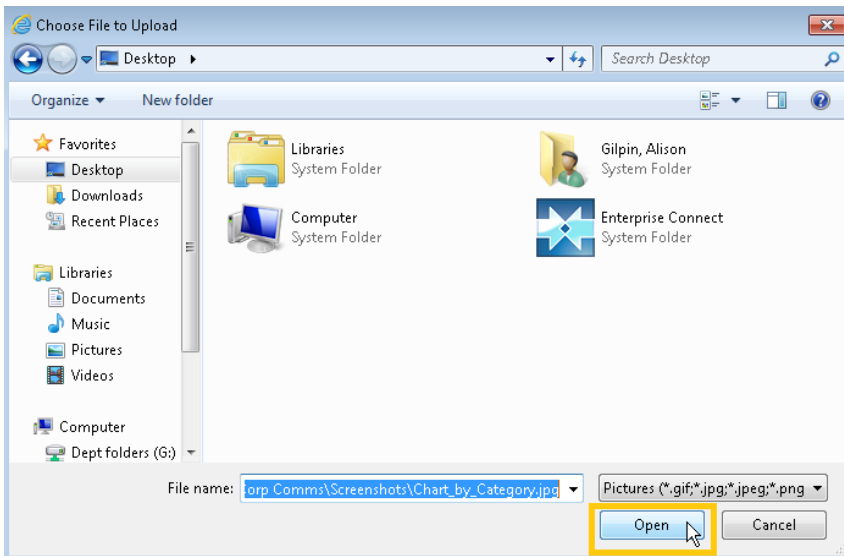
1. Click the **Upload Document** button located in the *Documents* section of your Project Compliance page. A new window will open allowing you to upload files from your computer.



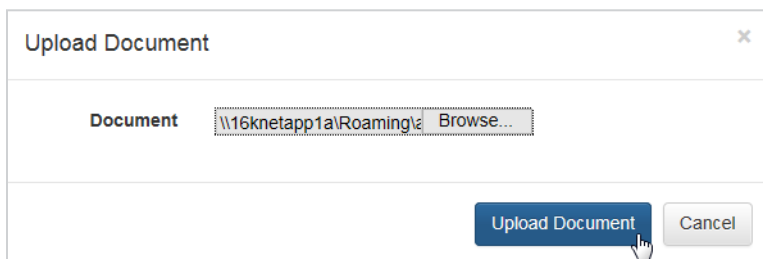
2. Click **Browse** or **Choose File** (this may vary depending on your browser). A dialog box will open allowing you to choose files from your computer.



3. Select your file and click **Open**. The dialog box will close.



4. Click the **Upload Document** button.



5. The window will close and you will see your uploaded document listed under the *Documents* section.

6.4. Submitting self-reports (for category C and D projects)

If your permitted project is a Category C or D, you will be required to submit Self-Reports.

Before you begin, you must view the Project Compliance page for your project.

To submit a Self-Report:

1. Click the report name under the *Self-Reporting* section of your Project Compliance page. A Self-Report page will appear.

Self-Reporting

Upcoming Report Submissions
Click on the "Report Name" to view or submit your self-report.

| Name ↑ | Stage | Due Date ↑ | Status |
|--------------------------------|-------------------|------------|--------|
| Self-Report 01 | Pre-Construction | 2/25/2020 | |
| Self-Report 02 | Construction | 5/25/2020 | |
| Self-Report 03 | Post-Construction | 10/25/2020 | |

Reports Submitted

| Name ↑ | Stage | Due Date ↑ | Submitted Date | Status |
|----------------------------------|-------|------------|----------------|--------|
| There are no records to display. | | | | |

2. Click **Browse** or **Choose File** (this may vary depending on your browser). A dialog box will open allowing you to choose and upload files from your computer.

Home / Permit Compliance / Project Compliance / Self-Report

Self-Report 01

Project Title *
Test Project - Category C - CME

Due Date *
2/25/2020

Attach a Self-Report *

3. Select your file and click **Open**. The dialog box will close.

Choose File to Upload

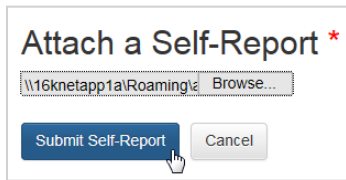
Desktop

Libraries: Libraries (System Folder), Computer (System Folder), Enterprise Connect (System Folder)

File name: orp Comms\Screenshots\Chart_by_Category.jpg

Open

4. Click the **Submit Self-Report** button at the bottom.



You will see a notification that your Self-Report has been submitted. Your submitted Self-Report will move to the *Reports Submitted* section of the Project Compliance page.

The Self-Report was successfully submitted. [Click here](#) to return to the Project Compliance page.