

WATERS – Water Act TDL Entry Review System

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Answers:

1. How do I register?

Registration only requires that you have an email address. Your email address is considered unique and is used for your user-id. Enter other identifying information as required on the registration form and select a password. You are now enrolled as a TDL Online user.

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2. Is there any cost for registration?

There is no cost for registering as a TDL Online user or for submitting TDL applications online.

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3. How do I submit a TDL application?

To submit a TDL application online, both the user entering the application and the applicant must be known to Alberta Environment. When you enroll as a TDL Online user, you become known to Alberta Environment so you can begin submitting TDL applications under your own name.

If you need to submit a TDL application on behalf of an organization, the organization must authorize you to represent them. The organization needs to designate an administrator that can authorize users to represent it.

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4. How do I know that someone is not using my name to request a licence?

A TDL Online user can only submit a TDL application on his/her own behalf or for an organization that he/she is authorized to represent. Even an employee of the organization must be authorized to submit a TDL application on the organization's behalf.

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5. Who is the organization's administrator and what does he/she do?

The organization's administrator is the person designated by the organization to manage who can submit a TDL application on the organization's behalf. (See "How do I know that someone is not using my name to request a licence?")

Each applicant must have at least one administrator. An administrator is assigned when an Alberta Environment administrator creates an applicant entry.

Additional administrators can be added by the applicant's administrator. This is helpful if one administrator is not available.

The applicant's administrator can approve a request to represent the applicant or the administrator can initiate the setup of a user as the applicant's representative. The administrator can remove a user as the applicant's representative at anytime.

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6. How does an organization designate an administrator?

A prescribed authorization form completed by someone in authority within the organization must be submitted to Alberta Environment. The authorization form identifies who the organization designates to be its administrator and describes the authority and responsibility of this role.

The individual designated to be the organization's administrator must be a registered user. (See "How do I register?")

By submitting the authorization form the organization becomes known to Alberta Environment, (See "How do I submit a TDL application?")

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7. What else can I do besides submitting a TDL application?

Once the application is submitted, you can:

- view its status;
- submit additional documentation, (e.g. in response to a request for additional information);
- submit a request to withdraw the application;
- request to view the application as it was submitted.

You can also view all temporary diversion licences issued to you or an organization that you represent in the last twelve months.

You can submit a request to amend or cancel a current licence.

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8. Can I continue to use the TDL application form to make an application?

Yes. A link to the latest TDL application form is available on the TDL Online home page. You have two options; you can print the form, complete it and mail it to Alberta Environment or you can complete an electronic version of the form and email it to Alberta environment. In either case the TDL application will be processed in the usual manner.

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9. Can I submit other types of *Water Act* applications to the Department?

The TDL application is the only *Water Act* application that can be submitted online at this time. In the future, other applications and reporting will be available online using the same user id and password as you have setup for WATERS.

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