



National Energy
Board

Office national
de l'énergie

How to Log in to your NEB account with your GCKey

Step-by-step instructions

2016



Canada

Outline

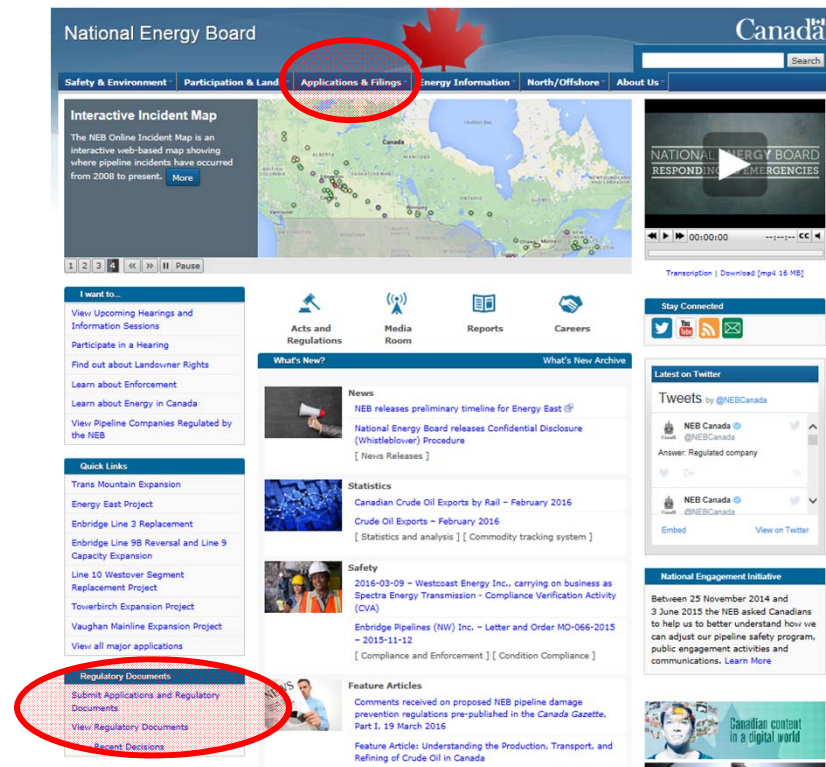
This presentation provides step-by-step instructions on how log in to your existing NEB Account using your GCKey. The instructions include images of what you will see on your computer screen as you go through the process.

This presentation shows how to:

- Access the NEB's Participation System
- Sign up to the GCKey System
- Access your NEB Account

Step 1

1. First, visit the NEB homepage at:
www.neb-one.gc.ca.
2. To access the NEB's Public Participation System, go either under "Applications and Filings" at the top of the page, or under "Regulatory Documents" shortcut on the left side.
3. Select "Submit Applications and Regulatory Documents".



Step 2

1. In order to log in to a NEB Account, you must click on either "Apply to Participate" or "File Hearing Documents", depending on what you want to do.
2. Both options will bring you to a similar screen.

National Energy Board

Canada

Safety & Environment | Participation & Lands | Applications & Filings | Energy Information | North/Offshore | About Us

Home > Applications & Filings > Submit Applications and Regulatory Documents

Applications & Filings

- Submit Applications and Regulatory Documents
- View Regulatory Documents
- Major Applications and Projects
- Recent Decisions
- Court Challenges

Submit Applications and Regulatory Documents

If you are a Company Proponent (not an Intervenor) that needs to electronically file documents please choose from the following options:

- File under the NEB Act/OPR**
(export/import, facilities, tolls & tariffs, etc.)
- File under COGOA/CPRA**
(northern/offshore activity permissions, etc.)

If you want to Apply to Participate, have been accepted as a Hearing Participant or want to file documents for a non-hearing, please choose from the following options:

- Apply to Participate**
(hearings with opportunities to participate)
- File Hearing Documents**
(for proposed Intervenor and Considers)
- File Non-Hearing Documents**
(letters of comment, import/export)

For anyone needing to file sensitive documents:

- File Documents Requiring Enhanced Security**
(sensitive documents under NEB Act 5.16.1)

Related Links

- Acts and Regulations
 - National Energy Board Act
 - Onshore Pipeline Regulations
 - Canada Oil and Gas Operations Act
 - Canada Petroleum Resources Act (s. 28 and 35)
- NEB Filing Manual
- Process Flowchart
- Electricity Filing Manual
- Filers Guide to Electronic Submission [PDF 446 KB]
- Memorandum of Guidance on Electronic Filing [PDF 66 KB]

Pre-Application Links

- Pre-Application Project Description
- Pre-Application Meeting

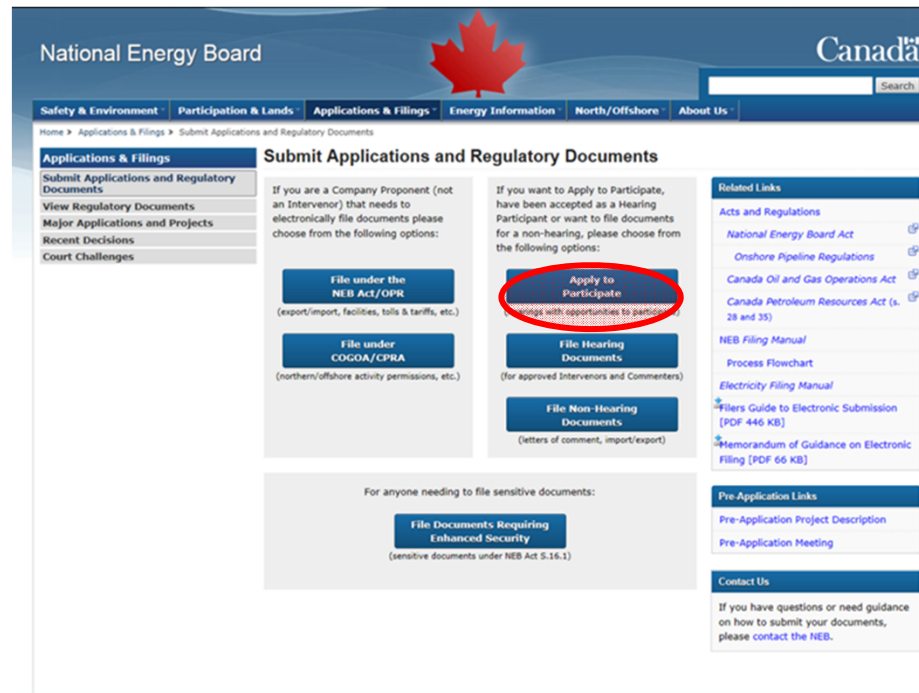
Contact Us

If you have questions or need guidance on how to submit your documents, please contact the NEB.

Step 2-a

To log in to your NEB account when you select “Apply to Participate”:

1. Select “Apply to Participate”.
2. The Participation System will automatically take you to the NEB Account login page.



The screenshot displays the National Energy Board (NEB) website interface. The header includes the NEB logo, a red maple leaf, and the word "Canada". A navigation menu at the top lists: Safety & Environment, Participation & Lands, Applications & Filings (selected), Energy Information, North/Offshore, and About Us. Below the navigation, the breadcrumb trail reads: Home > Applications & Filings > Submit Applications and Regulatory Documents. The main content area is titled "Submit Applications and Regulatory Documents" and is divided into two columns. The left column contains a sidebar with links: "Submit Applications and Regulatory Documents", "View Regulatory Documents", "Major Applications and Projects", "Recent Decisions", and "Court Challenges". The right column contains several sections: "If you are a Company Proponent (not an Intervenor) that needs to electronically file documents please choose from the following options:" with buttons for "File under the NEB Act/OPR" and "File under COGSA/CPRA"; "If you want to Apply to Participate, have been accepted as a Hearing Participant or want to file documents for a non-hearing, please choose from the following options:" with buttons for "Apply to Participate" (highlighted with a red circle), "File Hearing Documents", and "File Non-Hearing Documents"; and "For anyone needing to file sensitive documents:" with a button for "File Documents Requiring Enhanced Security". On the far right, there are "Related Links" and "Pre-Application Links" sections.

Step 2-b

To log in to your NEB account when you select “File Hearing Documents”:

1. Select “File Hearing Documents”. This will bring you to a new page called “File Hearing Documents”.
2. On the File Hearing Documents page, select “Participation Portal”.
3. The Portal will automatically take you to the NEB Account login page.

Regulatory Documents

If you want to Apply to Participate, have been accepted as a Hearing Participant or want to file documents for a non-hearing, please choose from the following options:

Apply to Participate

(hearings with opportunities to participate)

File Hearing Documents

(for approved Intervenor and Commenters)

File Non-Hearing Documents

(letters of comment, import/export)



The screenshot shows the National Energy Board website. The top navigation bar includes 'Safety & Environment', 'Participation & Lands', 'Applications & Filings', 'Energy Information', 'North/Offshore', and 'About Us'. The 'Applications & Filings' menu is expanded, showing 'Submit Applications and Regulatory Documents', 'View Regulatory Documents', 'Major Applications and Projects', 'Recent Decisions', and 'Court Challenges'. The main content area is titled 'File Hearing Documents' and contains a 'Participation Portal' button (circled in red) and an 'e-file (Electronic Document Submission)' button. A 'Please note' box at the bottom states: 'If you use e-file, you are responsible to serve your document(s) to all of your hearing's participants using any of the methods allowed under the Rules (i.e. email, facsimile, regular mail or hand delivery)'. The date 'Date modified: 2015-09-16' is visible in the bottom right corner.

Step 3

1. There are 2 secure methods to log in. You can log in as a Sign-in Partner or use the GCKey Log In. This presentation focuses on the GCKey log in method.
2. Click on “GCKey Log In”. You will temporarily be redirected the Service Canada, GCKey Sign In / Sign Up page.

National Energy Board

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Create or Log in to My NEB Account

To Apply to Participate in hearing or write a Letter of Comments you must create a NEB Account. **Please remember User ID and e-mail address used during registration for future access to the account.**

Choose a secure sign-in method:

Use a Sign-In Partner

[Sign-In Partner Log In](#)

- Use the same sign-in information you use for other online services (e.g. online banking).
- None of your information (e.g. financial, banking) will be shared with NEB. Your Sign-In Partner will not know which government service you are using.
- **Note:** When choosing this option, you will be temporarily leaving the National Energy Board site.
 - ▶ [View the full list of Sign-in Partners](#)

Sign in with or Register for a GCKey user ID and password

[GCKey Log In](#)

- Sign in with a GCKey user ID and password if you do not use one of the Sign-In Partners.
- Register for a GCKey user ID and password if you do not have one.

Resource Centre

Frequently Asked Questions

What if I forgot my GCKey User ID?

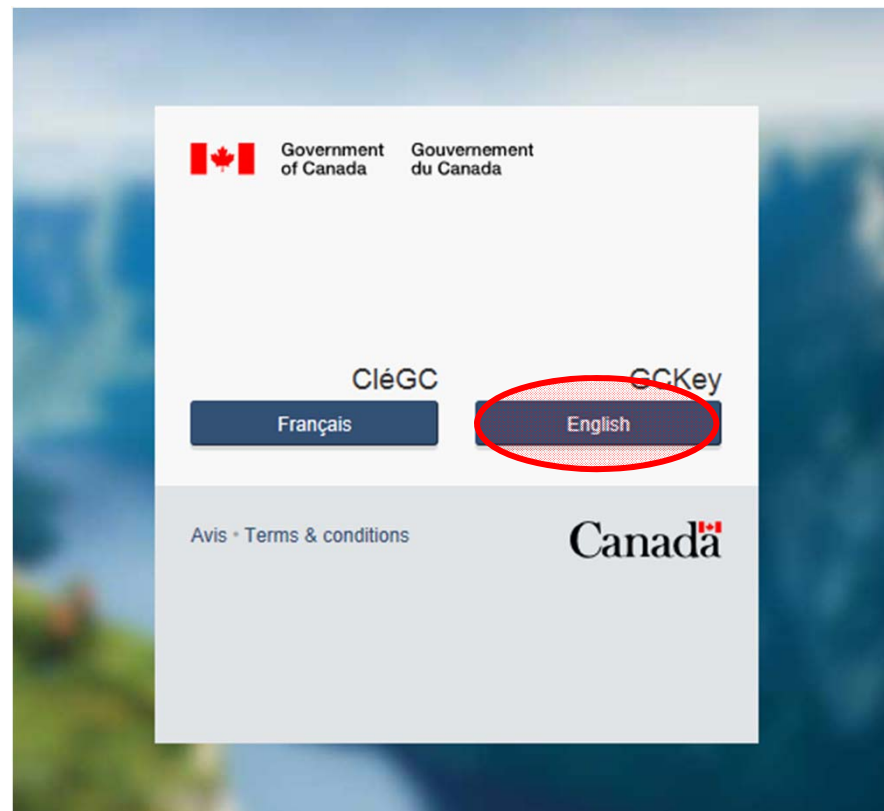
What if I forgot my GCKey Password?

What if my Sign-In Partners login changed?

What if I forgot my Sign-In Partner password?


Step 4

1. Click on your language of preference.



Step 5

1. Enter your username and password.
2. Click on the link "Sign In".

 Government of Canada / Gouvernement du Canada

Definitions | Frequently Asked Questions (FAQ) | Help

Home → Sign In / Sign Up

Welcome to GCKey

Sign In

Username: (required)

Password: (required)

[Forgot your password?](#)

Sign In | Clear All

Simple Secure Access

A simple way to securely access Government of Canada online services.

One username.
One password.

Sign Up

Your GCKey can be used to access multiple Government of Canada online [Enabled Services](#).

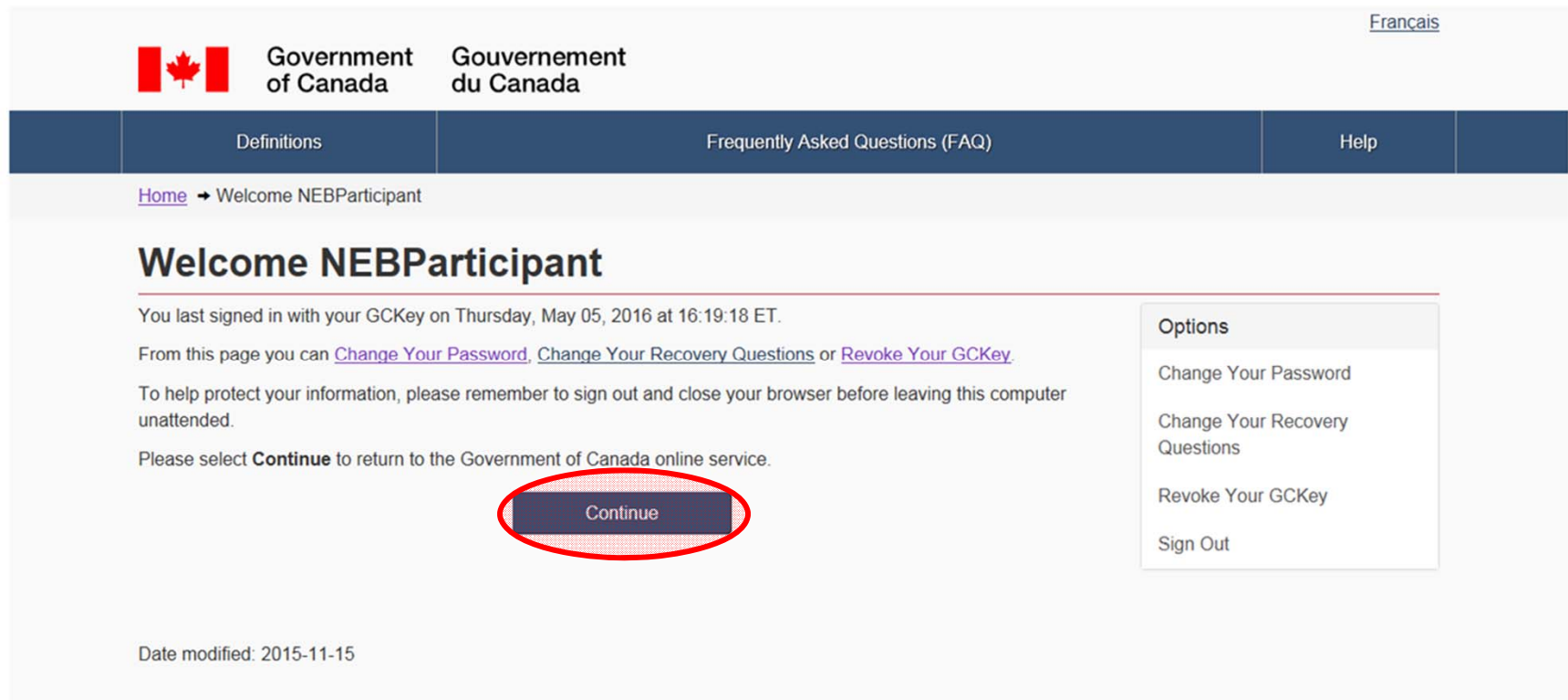
Please select Exit to leave the GCKey service and return to the Government of Canada online service.

Exit


Date modified: 2015-11-15

Step 6

1. Click on "Continue". You will be redirected to your NEB account.



[Français](#)



Government of Canada

Gouvernement du Canada

Definitions

Frequently Asked Questions (FAQ)

Help

[Home](#) → Welcome NEBParticipant

Welcome NEBParticipant

You last signed in with your GCKey on Thursday, May 05, 2016 at 16:19:18 ET.

From this page you can [Change Your Password](#), [Change Your Recovery Questions](#) or [Revoke Your GCKey](#).

To help protect your information, please remember to sign out and close your browser before leaving this computer unattended.

Please select **Continue** to return to the Government of Canada online service.

[Continue](#)

Options

- [Change Your Password](#)
- [Change Your Recovery Questions](#)
- [Revoke Your GCKey](#)
- [Sign Out](#)

Date modified: 2015-11-15

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