



# Move My Licence: *Water Act*

## Moving water licences to the Digital Regulatory Assurance System (DRAS)

### Get easy access to your *Water Act* licence information. Move your licence today!

There's a new, easy-to-use tool available to help you manage your water licence(s) and water use with greater transparency, completeness, accuracy and timeliness.

The Digital Regulatory Assurance System (DRAS) is Alberta's modernized environmental regulatory system. It is a secure online platform which will help licence holders compile and view all parts of their licence(s) and activities that are subject to environmental regulation.

### What is Move My Licence

DRAS has been accepting new applications for *Water Act* licences and other types of water authorizations since 2021. However, the records associated with water licences issued prior to 2021 are still housed in a series of older electronic and paper-based systems that aren't reliably connected to each other.

Move My Licence is a call for water licence holders in Alberta to 'move' their water licences **issued before November 2021** to DRAS by the end of 2024.

This does not change or replace any licence already issued to you and does not affect the priority number on any licence.

### What records need to be moved to DRAS?

Any water licences issued under the *Water Act* must be moved. That includes all records of the water licences issued under Alberta's past and current water use related legislation.

Documents associated with water approvals and authorizations under the *Environmental Protection and Enhancement Act* and the *Public Lands Act* are not currently required to move but will be included as part of future DRAS releases.

If your licence, amendment, or renewal was issued using DRAS, you do not have to move your licence since it is already in DRAS.

### Make your move in three simple steps

For detailed instructions, see the next pages of this handout.

1. Log in to DRAS using your Alberta.ca or MADI-B account.
2. Select the 'Move my pre-DRAS water licence records' application form and enter your valid *Water Act* licence number and licence name.
3. Finish by verifying the auto-populated information and click Submit.

After moving your licence, you will have full access to all the functionality DRAS has to offer. More information on DRAS is available at <https://www.alberta.ca/digital-regulatory-assurance-system>.

### Have these items handy before moving your licence!

- Your licence or authorization number for **each** *Water Act* licence issued to you for as far back as you have records.
- Think about what you want to name each licence for your DRAS dashboard.

### How does moving your water licence to DRAS help you with water management?

You will be able to take advantage of several functionalities to manage your licence and support the management of Alberta's water. You can:

- Access and view licence records, including priority number and water use reports, in a single secure location.
- Apply for new licences, renewals or amendments.
- Receive email reminders to renew a licence and to submit water reporting requirements listed for your licence.
- Submit a notification when water use is planned under a licence in areas downstream of water infrastructure, like dams.
- Submit incident notifications and track their status at any time.
- See who in government is assigned to your case.
- Delegate user permission to another person to submit water use reports or apply for new water licences on your behalf.

## Detailed Steps for How to Move My Licence

Move my Licence does not change or replace any licence already issued to you and does not affect the priority number on any licence.

If you were issued a licence using DRAS or applied for an amendment or renewal using DRAS, you do not have to move your licence since it is already in DRAS.

### Step 1

DRAS uses the Government of Alberta's digital identification for individuals and businesses. Alberta.ca accounts allow individuals to access a number of digital systems, and MyAlberta Digital ID for Business (MADI-B) allows access to digital services for businesses.

**If your licence is issued to an individual, we recommend using an Alberta.ca account to log into DRAS to move your licence.**

**If your licence is in the name of a business or organization, we recommend you use a MADI-B account to move your licence.**

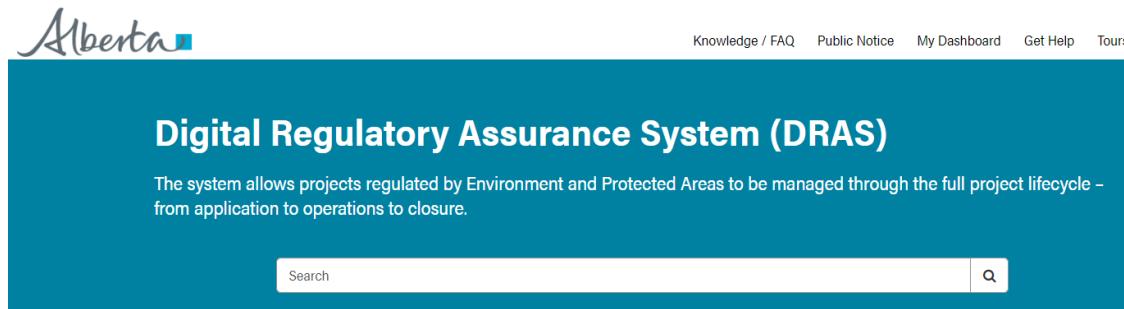
If you do not yet have an account, you can sign up for a free account at the following links:

- a) Alberta.ca for an individual account - <https://account.alberta.ca>.
- b) MyAlberta Digital ID for Business - <https://business.account.alberta.ca/#/>.




### Step 2

Go to the [DRAS portal](#) and login using your Alberta.ca or MADI-B account.

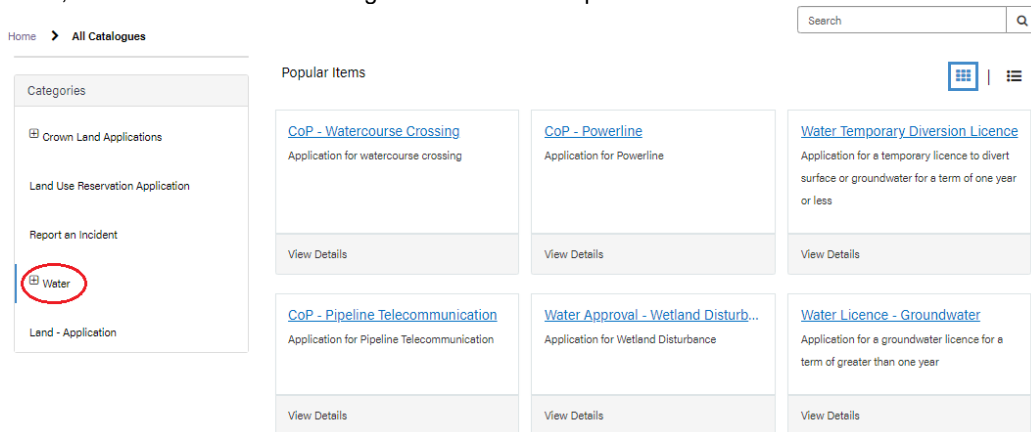
- a) Click on the **Submit an Application** box



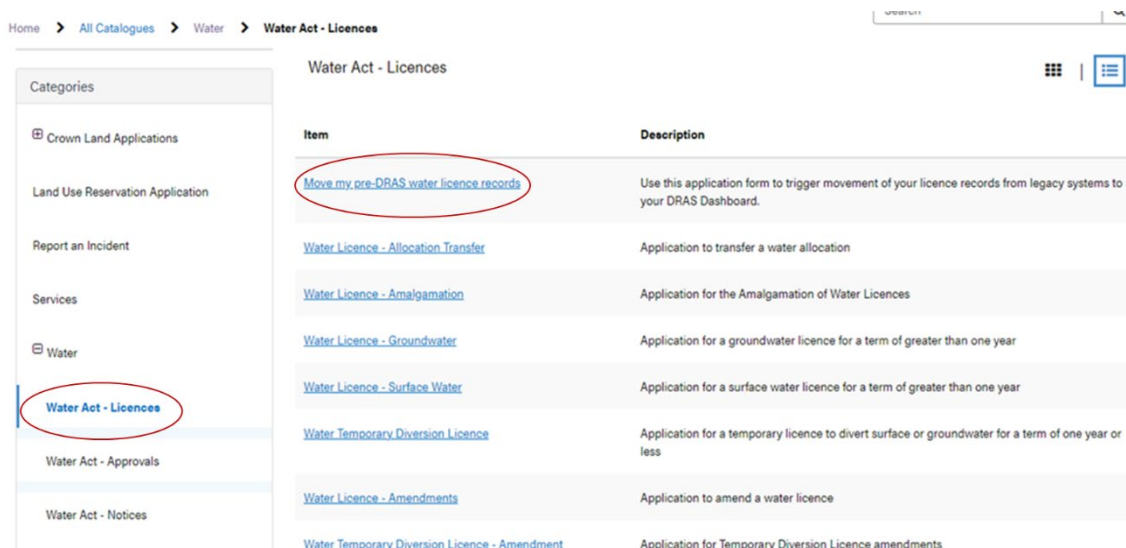
Environment and Protected Areas is committed to a common sense, fair and predictable regulatory process while maintaining our high environmental standards. Applicants and operators of projects regulated by Environment and Protected Areas will use the digital system through the lifecycle of the project. To learn more about DRAS before submitting an application, visit the [Digital Regulatory Assurance System](#) page on Alberta.ca.

 <b>About the Application Process</b> Learn more about who needs to apply, what to apply for, and how to apply. <a href="#">Learn More &gt;</a>	 <b>Submit an Application</b> View the full list of applications available and begin the application process. <a href="#">Start Application &gt;</a>	 <b>My Dashboard</b> View your current and past activities, including your applications, authorizations, outstanding items, and submitted Statements of Concern and Help requests. <a href="#">View My Items &gt;</a>
--	---	---

b) Then, click on **+Water** in the Categories list on the left panel



c) Click on **Water Act – Licences** and you will get access to the 'Move my pre-DRAS water licence records' form. Click on **Move my pre-DRAS water licence records** to open the form.



- d) In the 'Move my pre-DRAS water licence' form, confirm and make necessary updates to your contact information.
- e) Indicate if you are submitting the application on behalf of another organization or individual. If yes, indicate an individual or a Company/Organization. Otherwise, select No and proceed to the Pre-DRAS authorization number field.
- f) Enter the licence number using the numbers before the first dash. For example, if your licence is 00012334-00-00, you only need to enter in 12334. Once you enter your number, click outside of the field and allow time for the system to populate your licence information. DRAS will validate that the number matches in the system.
  - o If DRAS finds a match, it will input the information regarding your licence in the fields below and ask you to name your licence.
  - o If DRAS does not find a match, it will tell you that it could not find a match and clear out the number.
  - o If your number is correct but DRAS cannot find the record in its system, please contact EPA at [regulatoryassurance.support@gov.ab.ca](mailto:regulatoryassurance.support@gov.ab.ca) so we can help figure out the problem.
- g) Assign a name to the licence. Use a brief descriptive name that will allow you to track your licence(s).
- h) Complete the Certification area by checking the **I certify** box, then navigate to the lower area of the screen. Click on the **Submit** button.

\* I certify that:

I have reviewed the licence information and can confirm that I am the authorization holder or their representative and the information reflected on the form matches the licence I am claiming. I understand that providing false or misleading information, data, records, reports or documents as a part of this regulatory process is an offence under section 142(1)(a) of the Water Act. I declare that the information provided in this application is true and accurate.

Submit

 Add attachments

If you have not completed a field or a step, DRAS will let you know with a pop-up warning.

Your new application number with the name you assigned will show at the top of the screen. You will also receive a confirmation email that you have moved your licence to DRAS. Another confirmation email will follow when you can begin reporting water use in DRAS (if applicable).

**Note: Repeat step 2 for each water licence issued to you prior to November 2021.**

Click **Home** to return to step 2.



Need help? Front counter staff at Environment and Protected Areas regional offices can assist you. You can also contact us at [regulatoryassurance.support@gov.ab.ca](mailto:regulatoryassurance.support@gov.ab.ca) if you have questions.