

Here are instructions on how to log on to the EPAP System via DDS. Please keep this for future reference. As you add additional Authorized Contacts, they will also use these instructions.

I will follow up with a separate email with instructions on how you can add additional Authorized Contacts to the EPAP System.

**Once you are an Authorized Contact in the EPAP System, here is how you log in**

To log onto the EPAP System, navigate to the **ERCB public Web site** ([www.ercb.ca](http://www.ercb.ca)). Click on the “Industry Zone” tab in the horizontal menu, to initiate the drop-down menu. Then select “Data Submission and Reporting” and click.



Figure 1: Industry Zone menu

This brings up the Digital Data Submission (DDS) Home page.

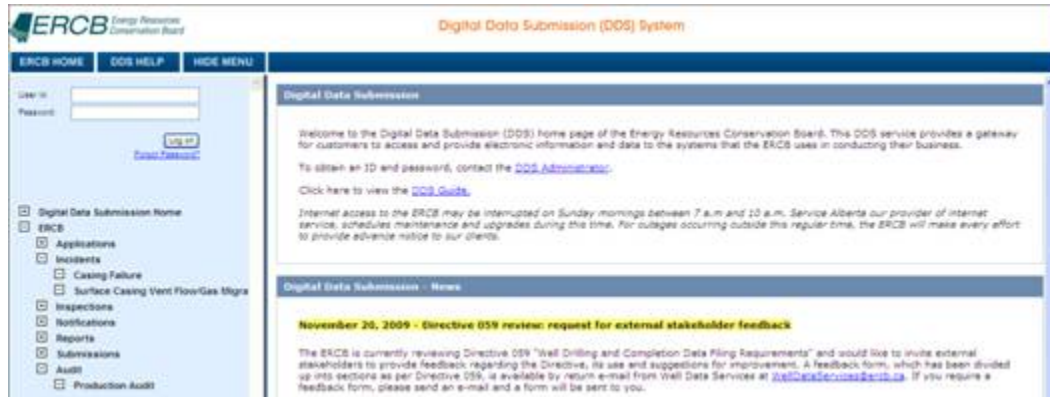


Figure 2: DDS Main Page and Menu

From the menu on the left-hand side, locate the link to *Production Audit* and click. This brings up the following screen which contains a description of EPAP and links to helpful resources.



In the area provided in the menu on the left-hand side, enter your DDS User ID and Password and click Log On.

*Note: If you do not know your DDS User ID and Password, please contact the DDS Admin at [DDSAdministrator@ercb.ca](mailto:DDSAdministrator@ercb.ca) as I do not have the ability to reset this.*

Clicking Log On will now activate the ability to expand the Production Audit Link to access the link to the EPAP System. Click on the (+) Production Audit link, then click the EPAP link. This will bring you straight to the EPAP System itself.

Logging into the EPAP System will open the Home page. This page contains three tabs, **General**, **My Questionnaires**, and **My Findings**. **You may also use the top tool bar to access information.** Any of these tabs can be accessed at any time by clicking **Home** on the horizontal menu (top tool bar).

## Introduction Tab

Home Assessments Findings Dashboards Reports Search Logout Help

General My Questionnaires My Findings

**Login Information**  
Licensed for use by: Energy Resources Conservation Board  
You are logged in as: 33512  
Your last login was on: 2/22/2011 10:12 AM

**General Instructions**

Welcome to the ERCB's **Enhanced Production Audit Program** system.

This system supports the ERCB's Enhanced Production Audit Program (EPAP), which is designed to

- raise the level of assurance regarding operators' compliance with ERCB measurement and reporting requirements, and
- raise the level of compliance with ERCB measurement and reporting requirements.

To access your data, click on the *Data* tab above, or on one of the saved searches below.

**Create New**  
No self-registration records found.

**My Searches**  
No saved searches exist or you do not have access.

I hope this helps you.