

External ePermits

**On-Line Web Application for
Electrical Contractors**

USER INSTRUCTIONS & HELPFUL HINTS

**Effective
June 19, 2011**




TABLE OF CONTENTS

	Page
ePermits - How to Sign On	2
ePermits – Logging on for the First Time (Manage Profile).....	2
ePermits Navigation Panels	4
Top Panel:.....	4
Left Side Panel:	4
Creating an ePermits Application	6
Customer Information.....	7
Service Location	8
General ePermits Data	8
Attach Electronic Plans	10
Work Units	13
Work Unit Summary	15
Application Submitted.....	16
Find an existing ePermits application	19
Icon Legend	22
Rejected ePermits Applications	23
Approved ePermits Applications	25
Creating a Supplemental ePermits Application.....	27
Supplemental Work Units	28
Supplemental Work Unit Summary	32
Rejected Supplemental ePermits Applications.....	34
Approved Supplemental ePermits Applications.....	36
Items to note concerning supplemental ePermits:	37

ePermits - How to Sign On

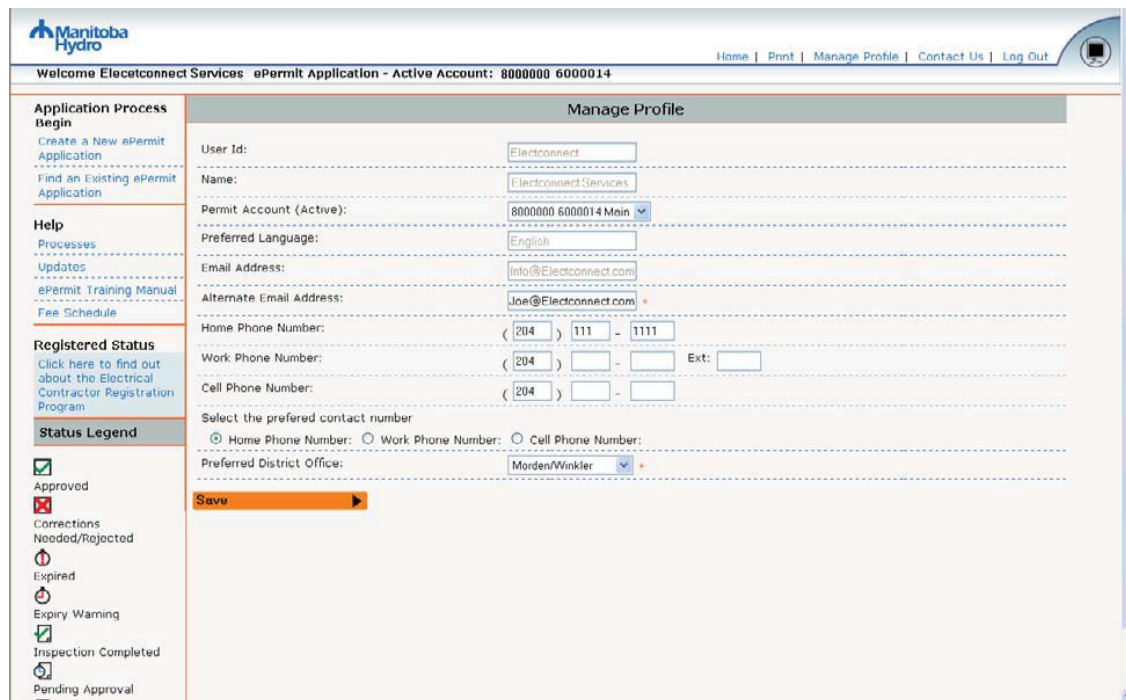
Log on using your Login ID and Password:



The login screen features the Manitoba Hydro logo at the top. Below it is a blue header bar with the text "Log in to ePermits". The main form area contains a "User ID" field with a clear button (X), a "Password" field with masked characters, and a blue "SIGN IN" button. Below the password field is a link "Forgot your user ID or password?". At the bottom, there is a link "Not yet registered? Register now".

ePermits – Logging on for the First Time (Manage Profile)

The first time you logon to ePermits you will be routed to the “Manage Profile” screen where you will be required to provide an email address and select a preferred district office.



The "Manage Profile" screen displays user information and contact details. On the left is a sidebar with navigation links: "Application Process Begin", "Help", "Registered Status", and "Status Legend". The main content area shows fields for "User Id", "Name", "Permit Account (Active)", "Preferred Language", "Email Address", "Alternate Email Address", "Home Phone Number", "Work Phone Number", "Cell Phone Number", "Select the preferred contact number", and "Preferred District Office". A "Save" button is at the bottom. The status legend includes icons for "Approved", "Corrections Needed/Rejected", "Expired", "Expiry Warning", "Inspection Completed", and "Pending Approval".

Field	Value
User Id	Electconnect
Name	Electconnect Services
Permit Account (Active)	8000000 6000014 Main
Preferred Language	English
Email Address	Info@Electconnect.com
Alternate Email Address	Joe@Electconnect.com
Home Phone Number	(204) 111 - 1111
Work Phone Number	(204) - Ext:
Cell Phone Number	(204) -
Select the preferred contact number	<input checked="" type="radio"/> Home Phone Number <input type="radio"/> Work Phone Number <input type="radio"/> Cell Phone Number
Preferred District Office	Morden/Winkler

User Id – your Login User ID is displayed

Name – the name/business name on your account is displayed

Permit Account – if you have more than one permit account then you can switch account to a different account by selecting it from the drop down menu.

Preferred Language – your preferred language is displayed

Email Address - your email address from your account is displayed


Alternate Email Address – you must provide an email address that you would like your ePermits application status notifications sent to

Preferred Contact Number – you must provide at least one contact number and indicate which your preferred contact number is.

Preferred District Office - The district office that you select here will be the one where your ePermits applications are sent to for approval.

ePermits Navigation Panels

Top Panel:



ePermit Application - Active Account: 8200105 6000014 [Switch Account](#)

[Home](#) | [Print](#) | [Manage Profile](#) | [Contact Us](#) | [Log Out](#)

Home – refreshes screen - **Do this often as the system does not warn you that it has timed out!**

Print – prints the current page you are on














Manage Profile – allows you to edit your profile information

Contact Us – enables you to ask questions or send comments regarding ePermits to Manitoba Hydro via email

Log Out – enables you to log off from your ePermits session safely

Left Side Panel:

<div>Application Process Begin Create a New ePermit Application <hr/>Find an Existing ePermit Application</div> <div>Help Processes <hr/>Updates <hr/>ePermit Training Manual <hr/>Fee Schedule</div> <div>Registered Status Click here to find out about the Electrical Contractor Registration Program</div>	<div>Help <p>Processes – an overview of ePermits processes</p><p>Updates – an overview of the most recent changes to ePermits with the most recent listed first</p><p>User Instructions and Helpful Hints – complete instructions on how to use ePermits</p><p>Fee Schedule – link to the current Manitoba Hydro “Schedule of Electrical Permit Fees”</p></div> <div>Registered Status <p>This is a link to the Manitoba Hydro web page for the “Registered Electrical Contractor Program” (RECP)</p></div>
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Status Legend	Status Legend
 Approved  Corrections Needed/Rejected  Expired  Expiry Warning  Permit Completed  Pending Approval  Saved but not Submitted  Supplemental Approved  Supplemental Pending Approval  Supplemental Saved but not Submitted  Supplemental with Corrections Needed/Rejected  Voided  Deleted	<p>This is a legend of the different icons used on your home page to indicate the status of your applications.</p> <p>Approved – application has been approved and a permit has been issued</p> <p>Corrections Needed / Rejected – the application has been rejected and corrections need to be made and the application re-submitted for approval</p> <p>Expired – the permit has reached its expiry date</p> <p>Expiry Warning – an expiry warning letter has been sent (two months prior to the expiry date of the permit)</p> <p>Inspection Completed – the inspection for the permit has been completed</p> <p>Pending Approval – application has been submitted for approval but has not been approved yet</p> <p>Saved but not submitted – application has been created but not yet submitted for approval</p> <p>Supplemental Approved – Supplemental application has been approved and added to the original permit that was issued</p> <p>Supplemental Pending Approval – Supplemental application has been submitted for approval but has not been approved yet</p> <p>Supplemental Saved but not submitted – Supplemental application has been created but not yet submitted for approval</p> <p>Supplemental Corrections Needed / Rejected – the supplemental application has been rejected and corrections need to be made and the application re-submitted for approval</p> <p>Voided – permit has been voided and the answers can be viewed; however changes cannot be made</p> <p>Deleted - permit has been deleted and is no longer available for viewing or changing</p>

Creating an ePermits Application

Select “Create a New ePermits Application” by clicking on the link from the left side navigationpanel.

Manitoba Hydro

Welcome Electconnect Services ePermit Application - Active Account: 8000000 6000014

Home | Print | Manage Profile | Contact Us | Log Out

Application Process
Begin
[Create a New ePermit Application](#)
[Find an Existing ePermit Application](#)

Help
[Processes](#)
[Updates](#)
[ePermit Training Manual](#)
[Fee Schedule](#)

Registered Status
[Click here to find out about the Electrical Contractor Registration Program](#)

Status Legend
☒ Approved
☒ Corrections Needed/Rejected
☒ Expired
☒ Expiry Warning
☒ Inspection Completed
☒ Pending Approval

Manage Profile

User Id:

Name:

Permit Account (Active):

Preferred Language:

Email Address:

Alternate Email Address:

Home Phone Number: () -

Work Phone Number: () - Ext:

Cell Phone Number: () -

Select the preferred contact number:
☒ Home Phone Number: ☐ Work Phone Number: ☐ Cell Phone Number:

Preferred District Office:

Save

Customer Information

Enter the information for your customer (for whom the work is being done) and then select

Continue ►:

Manitoba Hydro

Welcome Electconnect Services ePermit Application Active Account: 8000000 6000014

Home | Print | Manage Profile | Contact Us | Log Out

Application Process Begin

- Create a New ePermit Application
- Find an Existing ePermit Application
- Customer Information

Help

- Processes
- Updates
- ePermit Training Manual
- Fee Schedule

Registered Status

Click here to find out about the Electrical Contractor Registration Program

Status Legend

- ☒ Approved
- ☒ Corrections Needed/Rejected
- ☒ Expired
- ☒ Expiry Warning
- ☒ Inspection Completed
- ☒ Pending Approval
- ☒ Saved but not Submitted
- ☒ Supplemental Approved

Create a new ePermit Application

Customer for whom the work is being done

Avoid unnecessary punctuation in all fields.
Do not use periods when entering customer info.
Click Continue to proceed to the next screen.
Click Save & Exit to save your work and come back to it later.
The application will not be submitted until you click 'Submit for Approval' on the final screen.

Name: Jack Smith

Mailing Address: 1 Winnipeg Street

Postal Code: X0X 0X0

City or Town: Winnipeg

Region: Manitoba

Country: CANADA

Phone No. (Home): (204) 111 - 1111 At least 1 phone number is required.

Phone No. (Work): (204) 222 - 2222 Ext. 12345

Phone No. (Cell): (204) 333 - 3333

Select the preferred contact number:
☒ Home ☐ Work ☐ Cell

Fax No.: (204) 444 - 4444

Email Address: JSmith@mts.net

Contact First Name: Jack

Contact Last Name: Smith

Continue ► **Save & Exit** ►

Use links provided on the left hand and top navigation panels to navigate between pages. Additional links will be provided for each page of the application you fill out. You can use these links to navigate to any page in the application.


Other buttons:

You can **Save & Exit** on any screen that has the **Save & Exit** ► button. Keep in mind that all required screen fields must be entered before you can Save & Exit.

'I' boxes – any question with this symbol ⓘ allows the user to click and receive a definition, further explanation, and/or examples.

Enter the legal description of the location of where the work is being done and then select

Continue 


[Home](#) | [Print](#) | [Manage Profile](#) | [Contact Us](#) | [Log Out](#)

Welcome Electconnect Services ePermit Application - Active Account: 8000000 6000014

Application Process
Begin

[Create a New ePermit Application](#)
[Find an Existing ePermit Application](#)
[Customer Information](#)
[Service Location](#)

Help
[Processes](#)
[Updates](#)
[ePermit Training Manual](#)
[Fee Schedule](#)

Registered Status

Service Location

Mailing Address

Town/RM

Enter the legal description where the new service will be provided.

Service Location
 *

Town / RM
 *


Continue ▶

Save & Exit ▶

Use links provided on the left hand and top navigation panels to navigate between pages. Additional links will be provided for each page of the application you fill out. You can use these links to navigate to any page in the application.

General ePermits Data

Enter the permit information:



[Home](#) | [Print](#) | [Manage Profile](#) | [Contact Us](#) | [Log Out](#)

Welcome Elecconnect Services ePermit Application - Active Account: 8000000 6000014

Application Process Begin
[Create a New ePermit Application](#)
[Find an Existing ePermit Application](#)
[Customer Information](#)
[Service Location](#)
ePermit
[General ePermit Data](#)
[ePermit Work Units](#)
[Work Unit Summary](#)
Help
[Processes](#)
[Updates](#)
[ePermit Training Manual](#)
[Fee Schedule](#)
Registered Status
[Click here to find out about the Electrical Contractor Registration Program](#)
Status Legend

☒ Approved
☒ Corrections Needed/Rejected
☐

Create an ePermit Application

Type of Heating:

Electric Only

Service Type:

Commercial

Equipment Heating Load:
(Kw)

Air Conditioning Size:
(Tons)

Premises occupied as:

Barn

ePermit Expiry Date:

2010-10-02

Is Electric Inspection Certificate of Approval Required?

Yes

How will you be submitting the plans?

Attach electronic copy

Attach an electronic copy of plans (PDF Only):

C:\Documents and Settings\ [Browse]

Scope of Work:

Complete wiring of previously unserviced outbuilding.

Continue
Save & Exit

Use links provided on the left hand and top navigation panels to navigate between pages. Additional links will be provided for each page of the application you fill out. You can use these links to navigate to any page in the application.

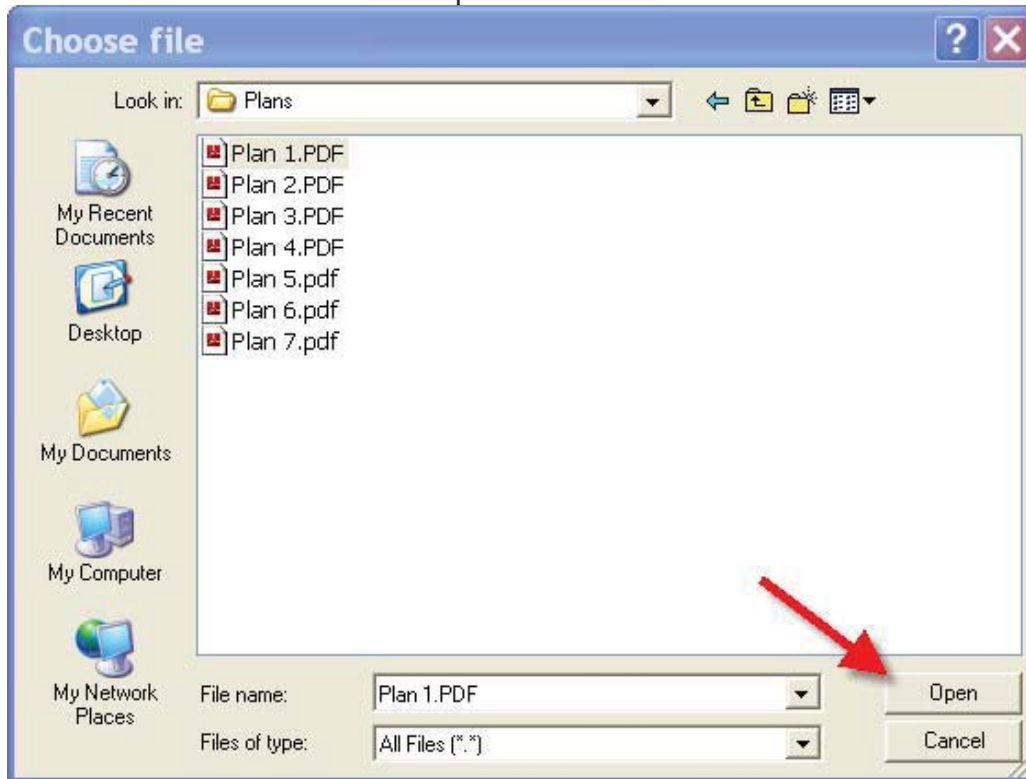
Enter application information and then select the "Continue" button.

Field Name	Options	Additional Info
Type of Heating *Required*	Electric Only Electric & Gas Gas Only Geothermal N/A	
Service Type *Required*	Residential – 200 Amps and UNDER Residential – OVER 200 Amps Commercial	
Equipment Heating Load Optional	Optional	Enter heating load for Transformer loading purposes (in Kw)
Air Conditioning size Optional		Enter A/C load for Transformer loading purposes (in Tons)
Premise occupied as *Required*		House , garage, woodworking shop, aircraft hangar, warehouse, etc.
Expiry Date Display Only	Defaults to one year from the current date	Cannot be changed
Inspection Certificate of Approval Required? *Required*	Yes No	
How will you be submitting the plans? *Required*	Attach electronic copy Mail/fax to district office Not Applicable Drop off in person	Send your plans to you preferred district office, as indicated in your ePermits profile. You can change your preferred district by selecting “Manage Profile” from the top navigation panel.
Attach an electronic copy of plans (PDF only) *Required*	This is only applicable if you select “Attach electronic copy” above	You can only attach one PDF file at a time. Delete existing file if you want to attach another file.
Scope of Work *Required*	Text description of the work to be done	

Attach Electronic Plans

You can attach electronic plans in PDF format only to your ePermits application. Click on **Browse...** to locate a file. **You can only attach one file at a time.**

Select the file and then click on “Open”:



Your file will be displayed with the option to delete it from you application:

Manitoba Hydro

Welcome Electconnect Services ePermit Application - Active Account: 0000000 6000014

Home | Print | Manage Profile | Contact Us | Log Out

Application Process Begin

- Create a New ePermit Application
- Find an Existing ePermit Application
- Customer Information
- Service Location

ePermit

- General ePermit Data

Help

- Processes
- Updates
- ePermit Training Manual
- Fee Schedule

Registered Status

Click here to find out about the Electrical Contractor Registration Program

Status Legend

- ☒ Approved
- ☒ Corrections Needed/Rejected
- ☒ Expired
- ☒ Expiry Warning

Create an ePermit Application

Type of Heating: *

Service Type: *

Equipment Heating Load: (Kw)

Air Conditioning Size: (Tons)

Premises occupied as: *

ePermit Expiry Date:

Is Electric Inspection Certificate of Approval Required? *

How will you be submitting the plans? *

You can attach up to 7 PDF files to total maximum of 7 MB.

Attach an electronic copy of plans (PDF Only):

1 of 7
0% : 66201 of 7000000 allowed file size quota.

Attached files:

- Plan 1.PDF [\[delete\]](#)

Scope of Work: * 33 of 204

Use links provided on the left hand and top navigation panels to navigate between pages. Additional links will be provided for each page of the

You will have to repeat the above process each time you want to add a file. You can attach up to seven files. Once you have attached your files select **Continue** ►:

Manitoba Hydro

Home | Print | Manage Profile | Contact Us | Log Out

Welcome Electconnect Services ePermit Application - Active Account: 8000000 6000014

Application Process Begin

- Create a New ePermit Application
- Find an Existing ePermit Application
- Customer Information
- Service Location
- ePermit
 - General ePermit Data
- Help
 - Processes
 - Updates
 - ePermit Training Manual
 - Fee Schedule
- Registered Status
 - Click here to find out about the Electrical Contractor Registration Program
- Status Legend
 - ☒ Approved
 - ☒ Corrections Needed/Rejected
 - ☒ Expired
 - ☒ Expiry Warning
 - ☒ Inspection Completed
 - ☒ Pending Approval
 - ☒ Saved but not Submitted
 - ☒ Supplemental Approved

Create an ePermit Application

Type of Heating: Electric Only +

Service Type: Commercial +

Equipment Heating Load: 1 (Kw)

Air Conditioning Size: 2 (Tons)

Premises occupied as: Barn +

ePermit Expiry Date: 2011-12-15

Is Electric Inspection Certificate of Approval Required? Yes +

How will you be submitting the plans? Attach electronic copy +

You can attach up to 7 PDF files to total maximum of 7 MB.

Attach an electronic copy of plans (PDF Only): Browse...

7 of 7
4% : 302906 of 7000000 allowed file size quota.

Attached files:

- Plan 2.PDF [delete]
- Plan 6.pdf [delete]
- Plan 4.PDF [delete]
- Plan 7.pdf [delete]
- Plan 3.PDF [delete]
- Plan 1.PDF [delete]
- Plan 5.pdf [delete]

Scope of Work: Electrical Wiring of Outbuilding. 33 of 204

Continue ► **Save & Exit** ►

Use links provided on the left hand and top navigation panels to navigate between pages. Additional links will be provided for each page of the application you fill out. You can use these links to navigate to any page in the application.

Work Units

The appropriate schedule of work units will be displayed. Click on the menu to expand it:

Manitoba Hydro

Welcome Electconnect Services ePermit Application - Active Account: 8000000 6000014

Home | Print | Manage Profile | Contact Us | Log Out

Application Process Begin

- Create a New ePermit Application
- Find an Existing ePermit Application
- Customer Information
- Service Location
- ePermit**
- General ePermit Data
- ePermit Work Units
- Help

To select work units required to accommodate this ePermit click on Commercial Contractor

Commercial Contractor

Work units for current ePermit

Remove	ePermit Revision	Description	Qty	Unit Price	U/M	Total Price
--------	------------------	-------------	-----	------------	-----	-------------

Use links provided on the left hand and top navigation panels to navigate between pages. Additional links will be provided for each page of the application you fill out. You can use these links to navigate to any page in the application.

For more information on each work unit click on the '?' beside it. Select the applicable work units - multiple work units can be selected – and then select **Update List** ▶:

Manitoba Hydro

Welcome Electconnect Services ePermit Application - Active Account: 8000000 6000014

Home | Print | Manage Profile | Contact Us | Log Out

Application Process Begin

- Create a New ePermit Application
- Find an Existing ePermit Application
- Customer Information
- Service Location
- ePermit**
- General ePermit Data
- ePermit Work Units
- Help

To select work units required to accommodate this ePermit click on Commercial Contractor

Commercial Contractor

- Schedule 2 Contractors Commercial
- Fee Schedule 3 Itemized Low Voltage
 - Consumer Services
 - Distribution
 - Devices not over 20 Amperes
 - Switches Receptacles Lighting Fixtures
 - ☐ - 1st 100, each, switches, recept, light fixt. ?
 - ☒ - >100 unit, each, switch, recept, light fixt. ?
 - Power Smart Lighting
 - Devices over 20 Amperes
 - Electric Signs
 - Lamps Standards
 - Mobile Homes and Rec Vehicle Parks
 - Motors Transformers Refrig Heat etc
 - Fuel Burning Space Heating Equip
 - Fuel Dispensing Devices
 - Voice Data Video (VDV) Alarm Install
- Fee Schedule 4 High Voltage Installation
- Fee Schedule 5 General
- Parks Canada

Update List ▶

Work units for current ePermit

Remove	ePermit Revision	Description	Qty	Unit Price	U/M	Total Price
--------	------------------	-------------	-----	------------	-----	-------------

Use links provided on the left hand and top navigation panels to navigate between pages. Additional links will be provided for each page of the application you fill out. You can use these links to navigate to any page in the application.

Registered Status

Click here to find out about the Electrical Contractor Registration Program

Status Legend

- ☒ Approved
- ☒ Corrections Needed/Rejected
- ☒ Expired
- ☒ Expiry Warning
- ☒ Inspection Completed
- ☒ Pending Approval
- ☒ Saved but not Submitted
- ☒ Supplemental Approved

Enter the desired quantity for each work unit you selected, and then select **Update Prices** to view the total price and then select **Continue**:

Manitoba Hydro

Welcome Electconnect Services ePermit Application - Active Account: 0000000 6000014

Home | Print | Manage Profile | Contact Us | Log Out

Application Process
 Begin
 Create a New ePermit Application
 Find an Existing ePermit Application
 Customer Information
 Service Location
 ePermit
 General ePermit Data
 ePermit Work Units

To select work units required to accommodate this ePermit click on Commercial Contractor
 Commercial Contractor

Work units for current ePermit

Remove	ePermit Revision	Description	Qty	Unit Price	U/M	Total Price
	0	>100 unit,each,switch,recept,light fixt.	10	1.10	EA	11.00
Total:						11.00

Update Prices

Continue **Save & Exit**

Use links provided on the left hand and top navigation panels to navigate between pages. Additional links will be provided for each page of the application you fill out. You can use these links to navigate to any page in the application.


Registered Status

Help
 Processes
 Updates
 ePermit Training Manual
 Fee Schedule

Work Unit Summary

Review the application summary, accept the conditions, and then select

Submit For Approval 



Home | Print | Manage Profile | Contact Us | Log Out

Welcome Electconnect Services ePermit Application - Active Account: 8000000 6000014

Application Process Begin
Create a New ePermit Application
Find an Existing ePermit Application
Customer Information
Service Location
ePermit
General ePermit Data
ePermit Work Units
Work Unit Summary

Help
Processes
Updates
ePermit Training Manual
Fee Schedule

Registered Status
Click here to find out about the Electrical Contractor Registration Program

Status Legend
☒ Approved
☒ Corrections Needed/Rejected
☐ Expired
☐ Expiry Warning
☒ Inspection Completed
☐ Pending Approval
☐ Saved but not Submitted
☒ Supplemental Approved
☐ Supplemental Pending Approval
☐ Supplemental Saved but not Submitted
☒ Supplemental with Corrections Needed/Rejected
☐ Voided

Electrical Permit Application
NOTE: Terms and Conditions

For work on or in premises of	
Name	Jack Smith
Location	1 Dawson Road
City or town	Steinbach
Phone no. (Home)	(204) 111-1111
Phone no. (Work)	(204) 222-2222 Ext 12345
Cellular no.	(204) 333-3333
Fax no.	(204) 444-4444

Description	Quantity	Total Amount
> 100 unit/each switch/recept/light fix.	10	11.00
Incremental admin fee	1	49.00
Total:		60.00


GST to be calculated if applicable
MH Registration No. 122863776

Equipment heating load kW	1
Type of heating	Electric Only
Air conditioning size	2
Service type	Commercial
Premise Occupied As	Barn
Is Electrical Inspection Certificate of Approval required?	Yes
How will you be submitting the plans?	Attach electronic copy
ePermit Remarks	Electrical Wiring of Outbuilding.
Attachments:	Plan 5.pdf - Plan 6.pdf Plan 1.PDF - Plan 7.pdf Plan 4.PDF - Plan 2.VDS Plan 3.PDF

CONDITIONS
I agree to pay on demand any extra charges for inspection of equipment not shown herein, in accordance with Manitoba Hydro Electrical Inspection Fees. I agree to notify Manitoba Hydro as soon as the work authorized by this permit has been completed and/or an inspection is required. I further agree upon notification by the inspector to remedy immediately any defects in the wiring of equipment.

This personal information is being collected under the authority of Program Activity for the purposes of administering Manitoba Hydro's electrical permit. It is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact The Office of the Chief Electrical Inspector at MANITOBA HYDRO, PO BOX 815 STN MAIN, WINNIPEG, MB R3C 2P4 or telephone (204) 927-9403.

APPLICANT - I certify the above description(s) are correct and accept the conditions. ☒

Submit For Approval 

Use links provided on the left hand and top navigation panels to navigate between pages. Additional links will be provided for each page of the application you fill out. You can use these links to navigate to any page in the application.

Application Submitted

Once your application has been submitted you will be routed to the following screen. Select the link to the home page to view the status of your application:

Manitoba Hydro

Welcome Electconnect Services ePermit Application - Active Account: 8000000 6000014

Home | Print | Manage Profile | Contact Us | Log Out

Application Process Begin

- Create a New ePermit Application
- Find an Existing ePermit Application

Success

Your epermit application has been successfully submitted. You will receive an email confirmation containing your permit application number shortly.

Thank you for using ePermit.

[Home](#)

Your application will be displayed with a status of “pending...” while it is sent to Manitoba Hydro to be processed:

Manitoba Hydro

Welcome Electconnect Services ePermit Application - Active Account: 8000000 6000014

Home | Print | Manage Profile | Contact Us | Log Out

Application Process Begin

- Create a New ePermit Application
- Find an Existing ePermit Application

Help

- Processes
- Updates
- ePermit Training Manual
- Fee Schedule

Registered Status

Click here to find out about the Electrical Contractor Registration Program

Status Legend

- Approved
- Corrections Needed/Rejected
- Expired
- Expiry Warning
- Inspection Completed

Find an existing ePermit Application

By Application #:

By Permit #:

Service Location:

ePermit Owner Name:

By Status:

By Date Created: From: 2009-12-01 To: 2009-12-15

*

* Leave all fields blank to see all your ePermits

1 ePermit(s) Returned - To edit click the row

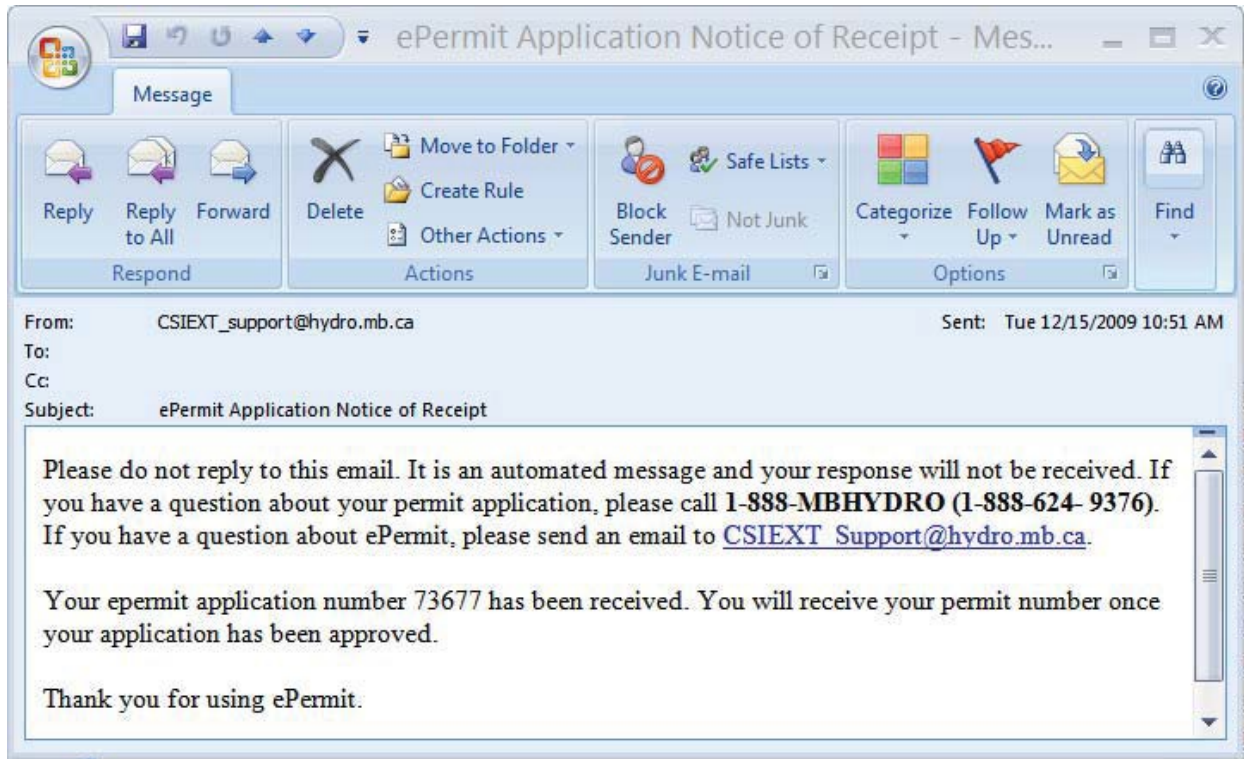
Status	App. #	Customer	Service Location	Town/RM	Permit #
pending...		Jack Smith	1 Dawson Road	Steinbach	

ePermit(s)

Date Created	Date Changed
2009-12-15	

Address:	City:	P. Code:	Work Phone:	Home Phone:	Cell Phone:
1 Winnipeg Street	Winnipeg	R0K 0X0	(204) 222-2222	(204) 111-1111	(204) 333-3333

Once Manitoba Hydro receives your application it will be assigned an application number and you will receive an email notification, containing your application number:



The application number will also appear on your home page:

[Home](#) | [Print](#) | [Manage Profile](#) | [Contact Us](#) | [Log Out](#)

Welcome Electconnet Services ePermit Application - Active Account: 8000000 6000000

Application Process
[Begin](#)
[Create a New ePermit Application](#)
[Find an Existing ePermit Application](#)

Help
[Processes](#)
[Updates](#)
[ePermit Training Manual](#)
[Fee Schedule](#)

Registered Status
[Click here to find out about the Electrical Contractor Registration Program](#)

Status Legend
 Approved
 Corrections Needed/Rejected
 Expired
 Expiry Warning
 Inspection Completed

Find an existing ePermit Application

By Application #:

By Permit #:

Service Location:

ePermit Owner Name:

By Status:

By Date Created: From: 2009-12-01 To: 2009-12-15

*

* Leave all fields blank to see all your ePermits

8 ePermit(s) Returned - To edit click the row

ePermit(s)						
Status	App. #	Customer	Service Location	Town/RM	Permit#	
	73677	Jack Smith	1 Dawson Road	Steinbach		
Date Created		Date Changed				
2009-12-15						
Address:		City:	P. Code:	Work Phone:	Home Phone:	Cell Phone:
1 Winnipeg Street		Winnipeg	X0X 0X0	(204) 222-2222	(204) 111-1111	(204) 333-3333

Find an existing ePermits application

From your home page you can search through your existing ePermits applications. Many combinations exist for locating an ePermits. The more search fields entered, the narrower your search results will be; and less fields entered, the broader your search results will be. The latter is recommended.

The search options on your home page appear as follows and each field is described below:

The screenshot shows a web form titled "Find an existing ePermit Application". It contains several search criteria fields: "By Application #:", "By Permit #:", "Service Location:", "ePermit Owner Name:", "By Status:" (a dropdown menu), and "By Date Created:" (with "From:" and "To:" date pickers). Below the fields are "Submit" and "Clear" buttons, each with a right-pointing arrow. A footnote at the bottom states: "* Leave all fields blank to see all your ePermits ↑".

Searches can be performed by:

Application # - an application is assigned a number (five digits) once it is received by Manitoba Hydro. The user can locate a previously submitted ePermits application using this number.


Permit # - an application that has been approved will be assigned a permit number (six digits).


Service Location - the legal description of where the work is being done.


ePermits Owner Name - the first and/or last name of ePermits owner on the issued document. You have the option of entering a portion of or the full first name **OR** only a portion of or the full last name or a combo of the above. A partial or full company name can be entered in either field. The more characters you enter, the fewer matched returns you will receive; the fewer characters you enter the more matched returns you will receive.





Status – allows you define your search to documents with specific a status. Your options are: all ePermits; saved but not submitted; pending approval; rejected; inspection completed; expiry warning; expired; approved; and voided.

-  **Approved** – application has been approved and a permit has been issued
-  **Corrections Needed/Rejected** – the application has been rejected and corrections need to be made and the application re-submitted for approval
-  **Expired** – the permit has reached its expiry date
-  **Expiry warning** – an expiry warning letter has been sent (two months prior to the expiry date of the permit)
-  **Inspection Completed** – the inspection for the permit has been completed
-  **Pending Approval** – application has been submitted for approval but has not been approved yet
-  **Saved but not submitted** – application has been created but not yet submitted for approval
-  **Supplemental Approved** - Supplemental application has been approved and added to the original permit that was issued
-  **Supplemental Pending Approval** - Supplemental application has been submitted for approval but has not been approved yet
-  **Supplemental with Corrections Needed/Rejected** - the supplemental application has been rejected and corrections need to be made and the application re-submitted for approval
-  **Supplemental Saved but not Submitted** – Supplemental application has been created but not yet submitted for approval
-  **Voided** – permit has been voided and the answers can be viewed; however changes cannot be made

‘Date Created: from and to’ this field is defaulted to the past 2 weeks, including the current date, but by changing the dates, you can broaden your search of applications for the dates specified by clicking on the calendar to the right of each field . Use the arrows to go forward or back or click on the down arrows for a drop down list and double click the date you want:

From: 2009-09-30 


To: 2009-10-14 



September

2009


Wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	January						
	February						
36	March	2	3	4	5	6	
37	April	9	10	11	12	13	
38	May	6	17	18	19	20	
39	June	13	24	25	26	27	
40	July						
	August						
	September						
	October						
	November						
	December						

Monday, 14 Oct 2009

Under **# ePermits(s) Returned** a list of your applications are displayed for the active account asselected in your profile (the account number displayed at the top of the screen) resulting from specific search criteria entered or by the system default (the past 2 weeks).

Click . The returned sales documents will be listed and you have the option of viewing the documents. When you locate a document you have the option to edit, view, print, and add a supplementary permit to an existing permit. The options you are entitled to will be indicated by the icons that are displayed for each application. If you are not familiar with the icon, just hover over it with your mouse and a description will appear.

1 ePermit(s) Returned - To edit click the row

ePermit(s)					
Status	App. #	Customer	Service Location	Town/RM	Permit#
	69537	Residential Non-Reg Cont	1 Manitoba Road	Winnipeg	3036553






Date Created	Date Changed
2009-11-26	

Address:	City:	P. Code:	Work Phone:	Home Phone:	Cell Phone:
1 Winnipeg Street	Winnipeg	X0X 0X0	(204) 222-2222	(204) 111-1111	(204) 333-3333







Your options might be:  **Edit**,  **Print**,  **Void**,  **Delete**, or  **Create a supplemental**. Only the applicable icons will be displayed. You may not always be able to edit, void, delete, or create a supplemental, etc. Clicking on the document # also provides you with additional information about the document that you don't see on the initial screen. **Click** on the document # again and this view will close. If your application has been saved but not submitted for approval or has been rejected you will be able to edit it.

Icon Legend



Edit

If your application has been saved but not submitted for approval or has been rejected you will be able to edit it.



Print

A summary of your application answers will open in a new window for you to print.



Delete

If your application has not yet been submitted for approval you will be able to delete it and it will be removed from your home page.

If your application has been submitted for approval but has not yet been approved then your application can be deleted by a Manitoba Hydro employee. The following message will open in a new window when delete is selected:

To delete this ePermits please call 1-888-MBHYDRO (1-888-624-9376) Thank you.



Void – A permit can be **VOIDED** when the applicant changes their mind and does not require the inspection as originally intended. Voiding a permit can only be done by a Manitoba Hydro employee. The following message will open in a new window when void is selected:

*To void this ePermits please call 1-888-MBHYDRO (1-888-624-9376)
Thank you.*

NOTE: When a permit is voided all charges are removed from the permit **except for** the cost to initiate and administer the permit. This is known as the permit ‘minimum fee’.

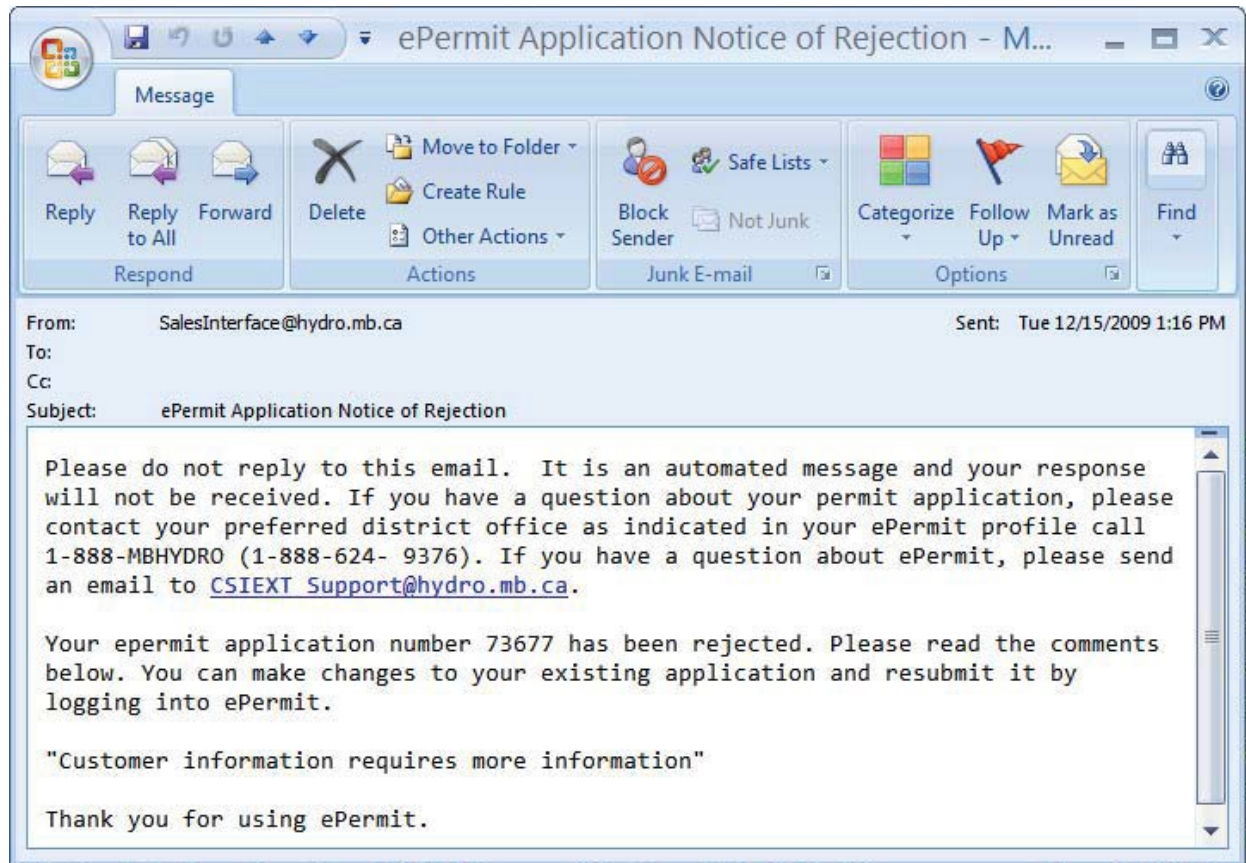


Create Supplement

For applications with an approved status, where a permit has been issued, you can create an application for a supplement to the original permit issued to add additional items

Rejected ePermits Applications

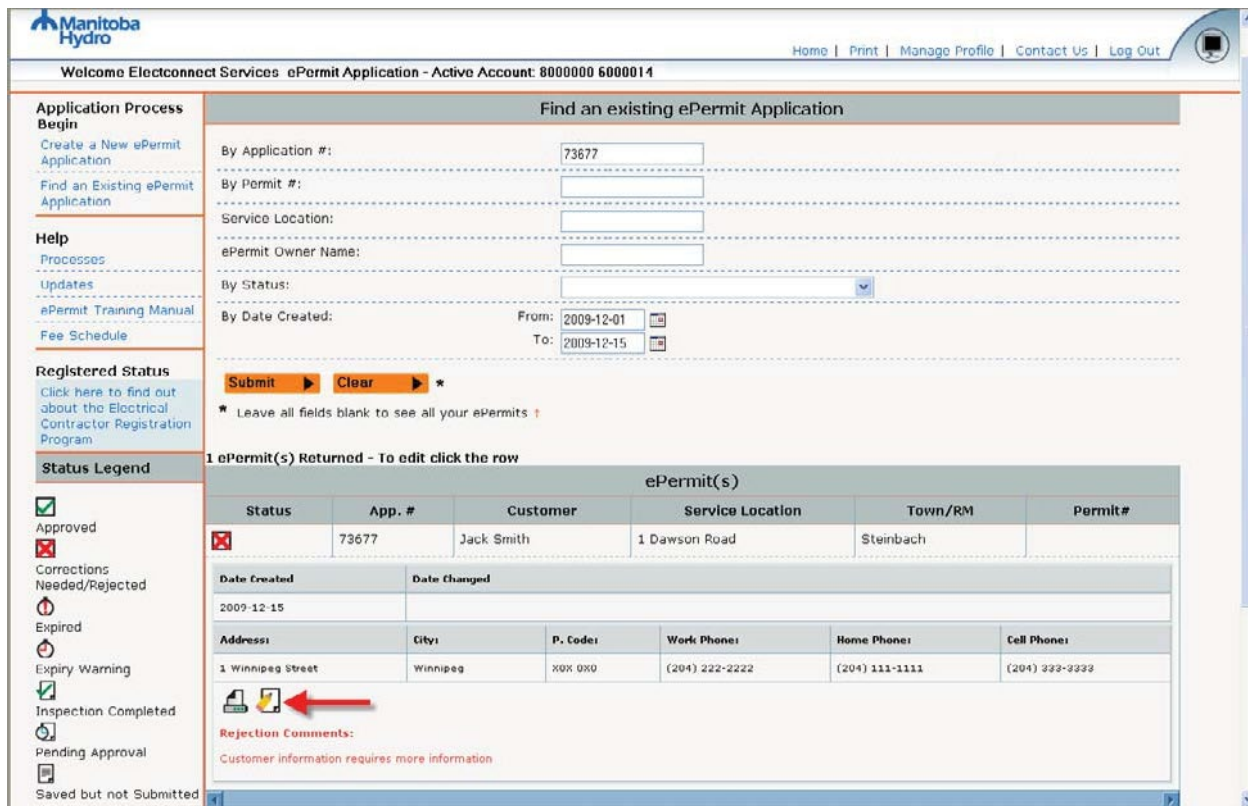
If your ePermits application has been rejected then you will receive an email containing the application number and the reason(s) why your application was rejected:




Home page – Rejected Application

Application has been rejected and needs to be edited, as per the rejection comments.

Select the application to expand it and review the rejection comments at the bottom. To make modifications to the application click on the  icon:



The screenshot shows the Manitoba Hydro ePermit Application interface. The left sidebar contains navigation links: Application Process Begin, Create a New ePermit Application, Find an Existing ePermit Application, Help (Processes, Updates, ePermit Training Manual, Fee Schedule), Registered Status, Status Legend, and a list of application statuses. The main content area is titled 'Find an existing ePermit Application' and includes search filters for Application #, Permit #, Service Location, ePermit Owner Name, By Status, and By Date Created. A 'Submit' button is present. Below the search filters, a table lists 1 ePermit(s) returned. The first application is for Jack Smith, with status 'Rejected' (indicated by a red X icon). The rejection comments state: 'Customer information requires more information'. A red arrow points to the 'Rejected' status icon in the table.

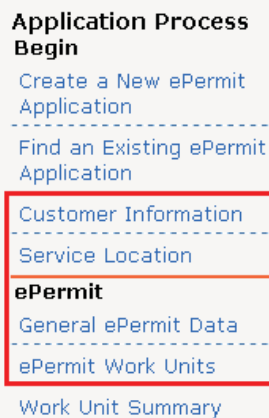
Status	App. #	Customer	Service Location	Town/RM	Permit #
	73677	Jack Smith	1 Dawson Road	Steinbach	

Date Created	Date Changed
2009-12-15	

Address	City	P. Code	Work Phone	Home Phone	Cell Phone
1 Winnipeg Street	Winnipeg	X0X 0X0	(204) 222-2222	(204) 111-1111	(204) 333-3333

Rejection Comments:
Customer information requires more information

Using the links on the left hand side of the screen you will be able to return to any page of the application to make changes:

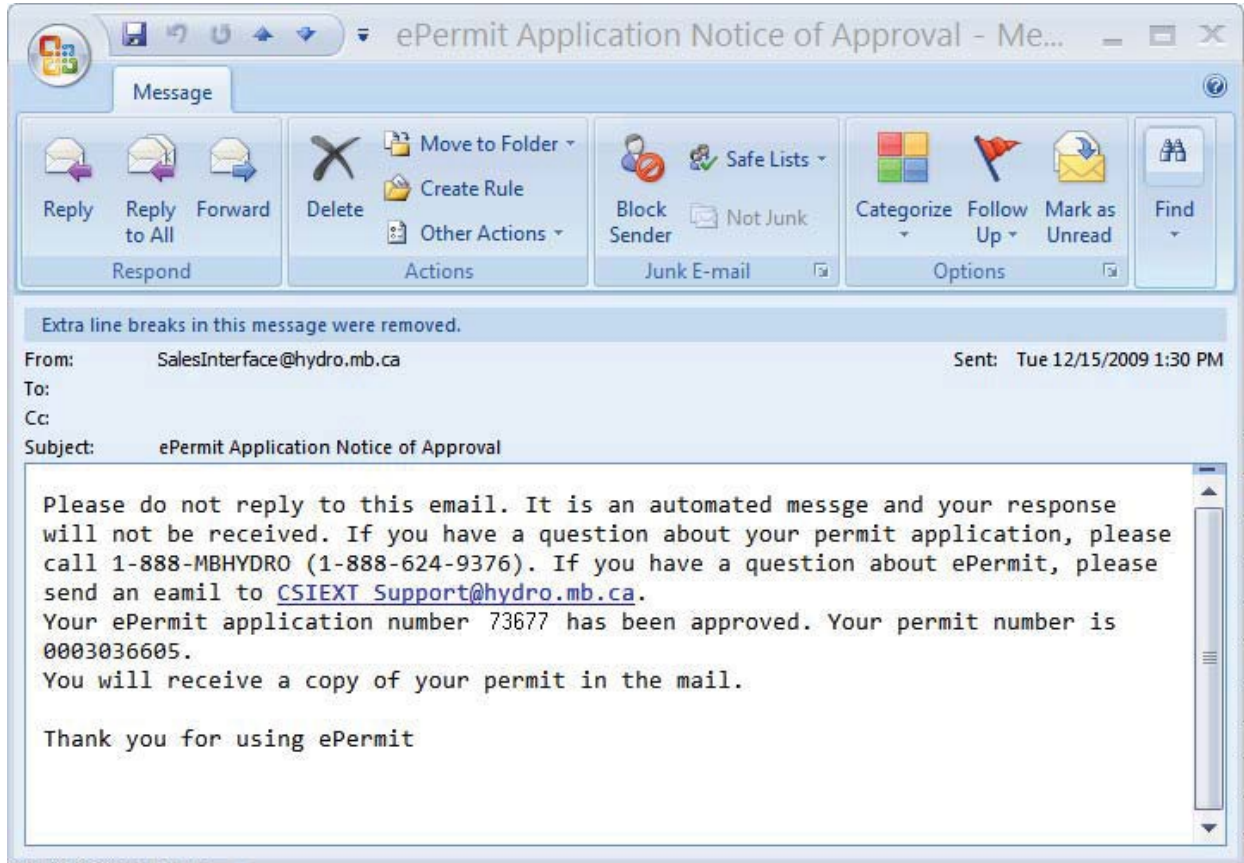


The screenshot shows the left sidebar navigation menu. A red box highlights the following links: Customer Information, Service Location, ePermit, General ePermit Data, ePermit Work Units, and Work Unit Summary.

When you are finished making changes you can re-submit the application for approval.


Approved ePermits Applications

If your ePermits application has been approved then you will receive an email containing the application number and permit number:



Home page – Approved Application

Permit has been issued and the permit number is displayed:



[Home](#) | [Print](#) | [Manage Profile](#) | [Contact Us](#) | [Log Out](#)

Welcome Electconnect Services ePermit Application - Active Account: 8000000 6000014

Application Process
Begin
[Create a New ePermit Application](#)
[Find an Existing ePermit Application](#)

Help
[Processes](#)
[Updates](#)
[ePermit Training Manual](#)
[Fee Schedule](#)

Registered Status
[Click here to find out about the Electrical Contractor Registration Program](#)

Status Legend

☒ Approved
☒ Corrections Needed/Rejected
☒ Expired
☒ Expiry Warning
☒ Inspection Completed

Find an existing ePermit Application

By Application #:

By Permit #:

Service Location:

ePermit Owner Name:

By Status:

By Date Created:

From: 2009-12-01

To: 2009-12-15

Submit

Clear

*

* Leave all fields blank to see all your ePermits

8 ePermit(s) Returned - To edit click the row

ePermit(s)					
Status	App. #	Customer	Service Location	Town/RM	Permit#
<input checked="" type="checkbox"/>	73677	Jack Smith	1 Dawson Road	Steinbach	3036605
Date Created		Date changed			
2009-12-15					
Address:		City:	P. Code:	Work Phone:	Home Phone:
1 Winnipeg Street		Winnipeg	X0X 0X0	(204) 222-2222	(204) 111-1111
					(204) 333-3333

Creating a Supplemental ePermits Application

On your home page you can locate the original permit that requires supplemental work units added by entering the permit number into the “by Permit #” search field and clicking on the

Submit  button or by a preferred search method.

Once the Permit shows in the list of “Sales Documents Returned” move the cursor over the row until it turns into a hand and then left click. This will open a window where you can click on the



icon to create an application to add supplemental work units to the original permit:

1 ePermit(s) Returned - To edit click the row

ePermit(s)					
Status	App. #	Customer	Service Location	Town/RM	Permit#
<input checked="" type="checkbox"/>	69537	Residential Non-Reg Cont	1 Manitoba Road	Winnipeg	3036553

Date Created	Date Changed
2009-11-26	

Address:	City:	P. Code:	Work Phone:	Home Phone:	Cell Phone:
1 Winnipeg Street	Winnipeg	R0X 0X0	(204) 222 2222	(204) 111 1111	(204) 000 0000


The system will then take you directly to the screen to add the supplemental work units as well as displaying the work units from the original ePermits.

***Important Note – You will not be able to change anything from the original permit application. You will only be able to add additional work units to the original permit.**

Supplemental Work Units

The work units you previously selected for your original permit are displayed. You can add additional work units by expanding the menu then selecting the desired work units and quantities:

To select work units required to accommodate this ePermit click on Commercial Contractor

 **Commercial Contractor**

Work units selected in previous original ePermit/supplemental ePermit

ePermit Revision	Description	Qty	Unit Price	U/M	Total Price
0	After 1st half hr, each additional 15 min	1	25.00	EA	25.00
0	Extra Inspections additional 15 min	1	25.00	EA	25.00
0	Safety Inspection, add'l 15 min	1	25.00	EA	25.00
Total:					75.00

Work units for current ePermit

Remove	ePermit Revision	Description	Qty	Unit Price	U/M	Total Price
--------	------------------	-------------	-----	------------	-----	-------------

Use links provided on the left hand and top navigation panels to navigate between pages. Additional links will be provided for each page of the application you fill out. You can use these links to navigate to any page in the application.

To select work units required to accommodate this ePermit click on Commercial Contractor

▼ Commercial Contractor

- ▶ Schedule 2 Contractors Commercial
- ▶ Fee Schedule 3 Itemized Low Voltage
- ▶ Fee Schedule 4 High Voltage Installation

▼ Fee Schedule 5 General

- ▶ Hourly Inspection Rate
- ▶ Safety Inspection
- ▶ Traveling Expenses
- ▶ Extra Inspections

▼ Annual Permit

☒ - Annual Permit ?

▶ Penalty

▶ Parks Canada

Update List



Work units selected in previous original ePermit/supplimentary ePermit

ePermit Revision	Description	Qty	Unit Price	U/M	Total Price
0	After 1st half hr,each additional 15 min	1	25.00	EA	25.00
0	Extra Inspections additional 15 min	1	25.00	EA	25.00
0	Safety Inspection,add'l 15 min	1	25.00	EA	25.00
Total:					75.00

Work units for current ePermit

Remove	ePermit Revision	Description	Qty	Unit Price	U/M	Total Price

Use links provided on the left hand and top navigation panels to navigate between pages. Additional links will be provided for each page of the application you fill out. You can use these links to navigate to any page in the application.

To select work units required to accommodate this ePermit click on Commercial Contractor

► **Commercial Contractor**

Work units selected in previous original ePermit/supplemental ePermit

ePermit Revision	Description	Qty	Unit Price	U/M	Total Price
0	After 1st half hr,each additional 15 min	1	25.00	EA	25.00
0	Extra Inspections additional 15 min	1	25.00	EA	25.00
0	Safety Inspection,add'l 15 min	1	25.00	EA	25.00
Total:					75.00

Work units for current ePermit

Remove	ePermit Revision	Description	Qty	Unit Price	U/M	Total Price
	1	Annual Permit	<input type="text" value="1"/>	200.00	EA	0.00
Total:						0.00
						Update Prices ►

Continue ►

Save & Exit ►

Use links provided on the left hand and top navigation panels to navigate between pages. Additional links will be provided for each page of the application you fill out. You can use these links to navigate to any page in the application.

ePermits will then return a price summary for the supplemental items ONLY.

To select work units required to accommodate this ePermit click on Commercial Contractor

► [Commercial Contractor](#)

Work units selected in previous original ePermit/supplemental ePermit

ePermit Revision	Description	Qty	Unit Price	U/M	Total Price
0	After 1st half hr,each additional 15 min	1	25.00	EA	25.00
0	Extra Inspections additional 15 min	1	25.00	EA	25.00
0	Safety Inspection,add'l 15 min	1	25.00	EA	25.00
Total:					75.00

Work units for current ePermit

Remove	ePermit Revision	Description	Qty	Unit Price	U/M	Total Price
	1	Annual Permit	<input type="text" value="1"/>	200.00	EA	200.00
Total:						200.00
						Update Prices ►


[Continue](#) ►


[Save & Exit](#) ►

Use links provided on the left hand and top navigation panels to navigate between pages. Additional links will be provided for each page of the application you fill out. You can use these links to navigate to any page in the application.

Supplemental Work Unit Summary

The preview screen allows you to preview the supplemental items and verify the pricing. Note that the price is for supplemental items only and will not include a minimum fee.

If you are satisfied with the supplemental items that you selected, then check the box and then select **Submit For Approval** :

Electrical Permit Application No. 69537																	
NOTE: Terms and Conditions																	
For work on or in premises of																	
Name	Residential Non-Reg Cont																
Location	1 Manitoba Road																
City or town	Winnipeg																
Phone no. (Home)	(204) 111-1111																
Phone no. (Work)	(204) 222-2222 Ext 123456																
Cellular no.	(204) 333-3333																
Fax no.	(204) 444-4444																
<table border="1"><thead><tr><th>Description</th><th>Quantity</th><th>Total Amount</th></tr></thead><tbody><tr><td>Annual Permit</td><td>1</td><td>200.00</td></tr><tr><td colspan="2">Total:</td><td>200.00</td></tr><tr><td colspan="2">GST to be calculated if applicable</td><td></td></tr><tr><td colspan="2">MH Registration No. 122063779</td><td></td></tr></tbody></table>			Description	Quantity	Total Amount	Annual Permit	1	200.00	Total:		200.00	GST to be calculated if applicable			MH Registration No. 122063779		
Description	Quantity	Total Amount															
Annual Permit	1	200.00															
Total:		200.00															
GST to be calculated if applicable																	
MH Registration No. 122063779																	
Equipment heating load kW	1																
Type of heating	Geothermal																
Air conditioning size	2																
Service type	Commercial																
Premise Occupied As	barn																
Is Electrical Inspection Certificate of Approval required?	Yes																
How will you be submitting the plans?	Attach electronic copy																
ePermit Remarks	1 attachment																
Attachments:	- floor8.pdf																
CONDITIONS																	
<p>I agree to pay on demand any extra charges for inspection of equipment not shown herein, in accordance with Manitoba Hydro Electrical Inspection Fees. I agree to notify Manitoba Hydro as soon as the work authorized by this permit has been completed and/or an inspection is required. I further agree upon notification by the inspector to remedy immediately any defects in the wiring of equipment.</p> <p>This personal information is being collected under the authority of Program Activity for the purposes of administering Manitoba Hydro's electrical permit. It is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact The Office of the Chief Electrical Inspector at MANITOBA HYDRO, PO BOX 815 STN MAIN, WINNIPEG, MB R3C 2P4 or telephone (204) 927-9403.</p>																	
APPLICANT - I certify the above description(s) are correct and accept the conditions. <input checked="" type="checkbox"/> *																	
Submit For Approval 																	
Use links provided on the left hand and top navigation panels to navigate between pages. Additional links will be provided for each page of the application you fill out. You can use these links to navigate to any page in the application.																	

Success

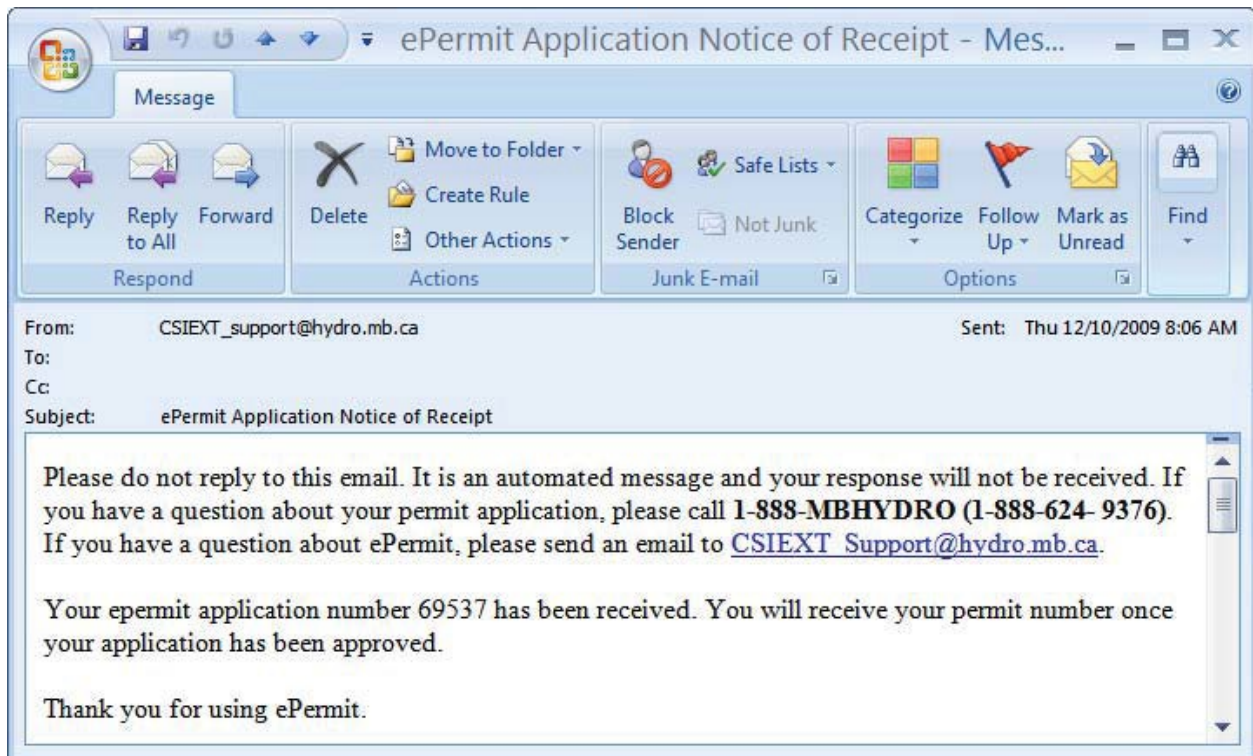
Your epermit application has been successfully submitted. You will receive an email confirmation containing your permit application number shortly.


Thank you for using ePermit.

[Home](#)






You will receive and email notification when your application has been received:



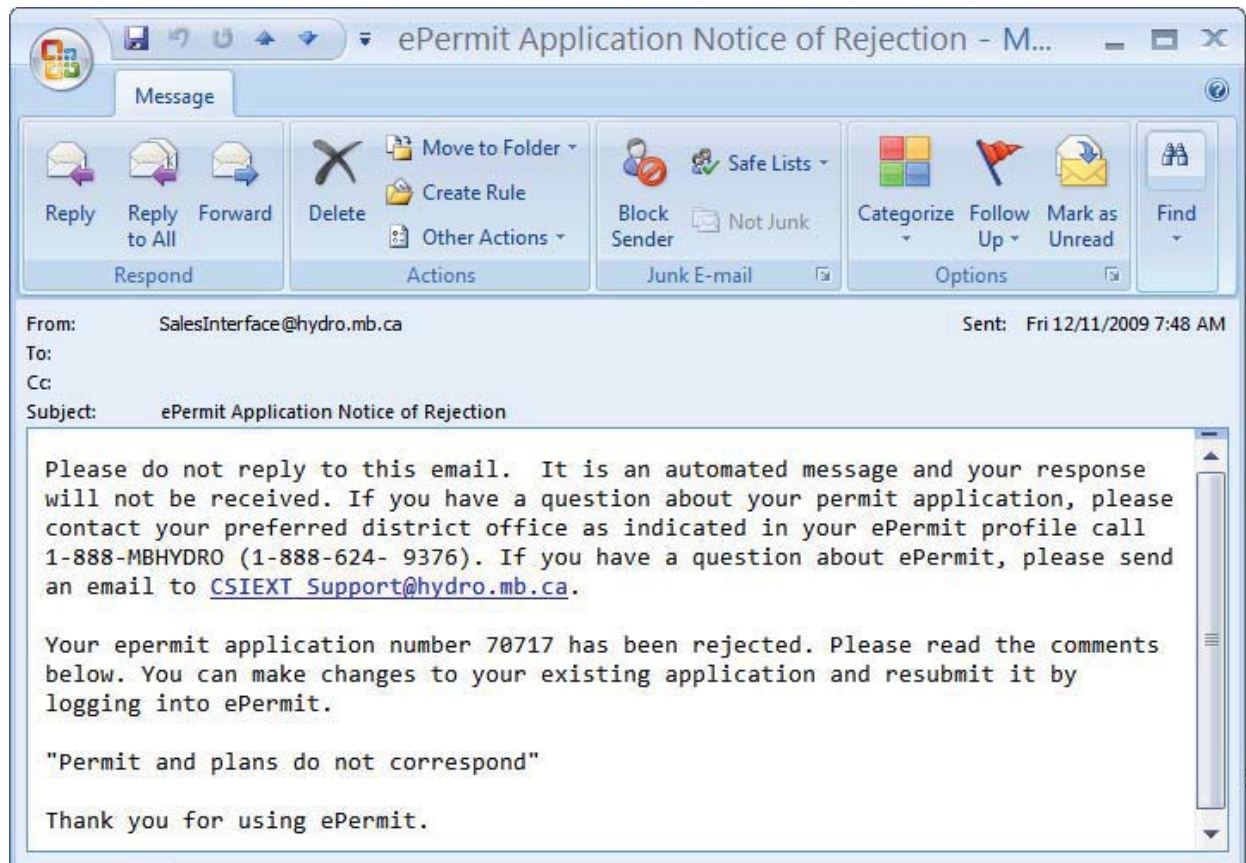
When you return to your home page, you will notice in the list of “#ePermits(s) Returned” that your application displays the original application number and now has a “Supplemental Pending Approval” status icon .

1 ePermit(s) Returned - To edit click the row

ePermit(s)					
Status	App. #	Customer	Service Location	Town/RM	Permit#
	69537	Residential Non Reg Cont	1 Manitoba Road	Winnipeg	0006553
Date Created		Date Changed			
2009-11-26					
Address:	City:	P. Code:	Work Phone:	Home Phone:	Cell Phone:
1 Winnipeg Street	Winnipeg	X0X 0X0	(204) 222-2222	(204) 111-1111	(204) 333-3333
 					

Rejected Supplemental ePermits Applications

If your supplemental ePermits application has been rejected then you will receive an email containing the application number and the reason(s) why your application was rejected:



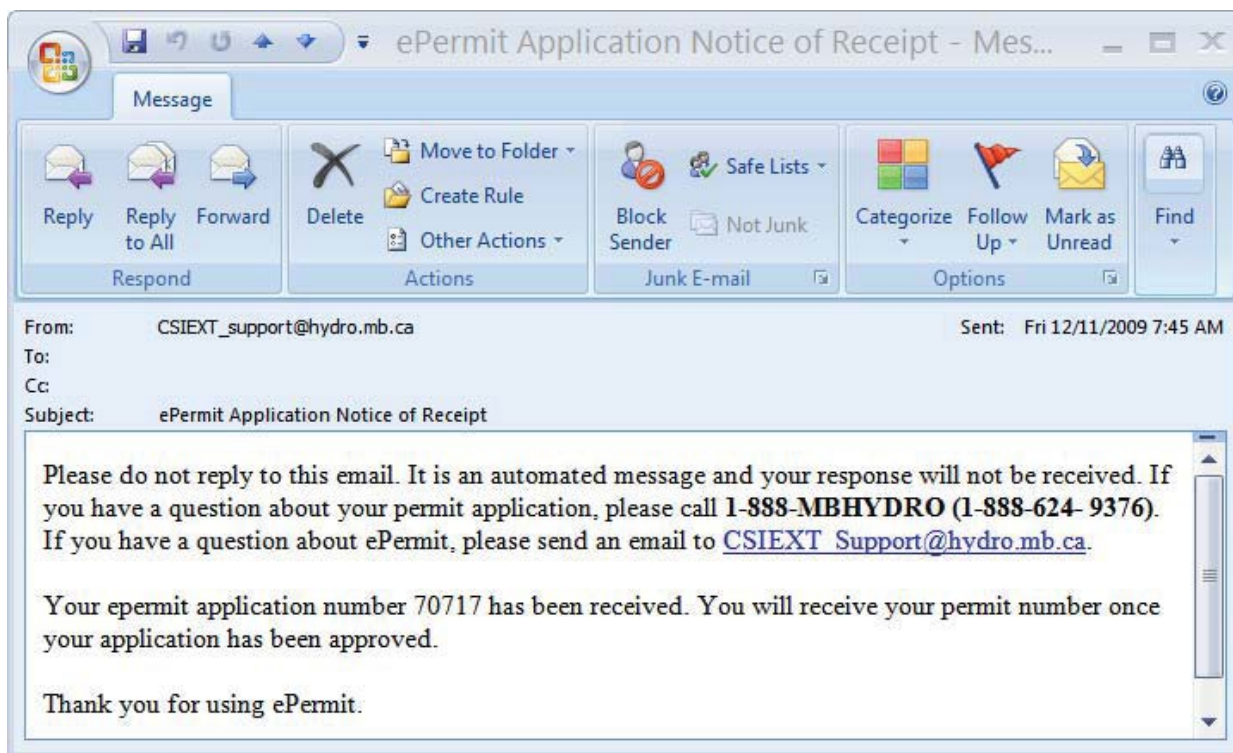
Home page – Rejected Application

Supplemental application has been rejected and needs to be edited, as per the rejection comments.

Select the application to expand it and review the rejection comments at the bottom. To make modifications to the application click on the  icon:

ePermit(s)					
Status	App. #	Customer	Service Location	Town/RM	Permit#
	70717	Supplement	Supplement	Neg Test 1	3036577
Date Created		Date Changed			
2009-12-07					
Address:	City:	P. Code:	Work Phone:	Home Phone:	Cell Phone:
Neg Test 1	Winnipeg	X0X 0X0		(204) 111-1111	
 Rejection Comments: Permit and plans do not correspond					

When you are finished making changes you can re-submit the application for approval and you will receive an email notification when your application has been received:



The screenshot shows an email client window titled "ePermit Application Notice of Receipt - Mes...". The email is from "CSIEXT_support@hydro.mb.ca" and is dated "Fri 12/11/2009 7:45 AM". The subject is "ePermit Application Notice of Receipt". The body of the email contains the following text:

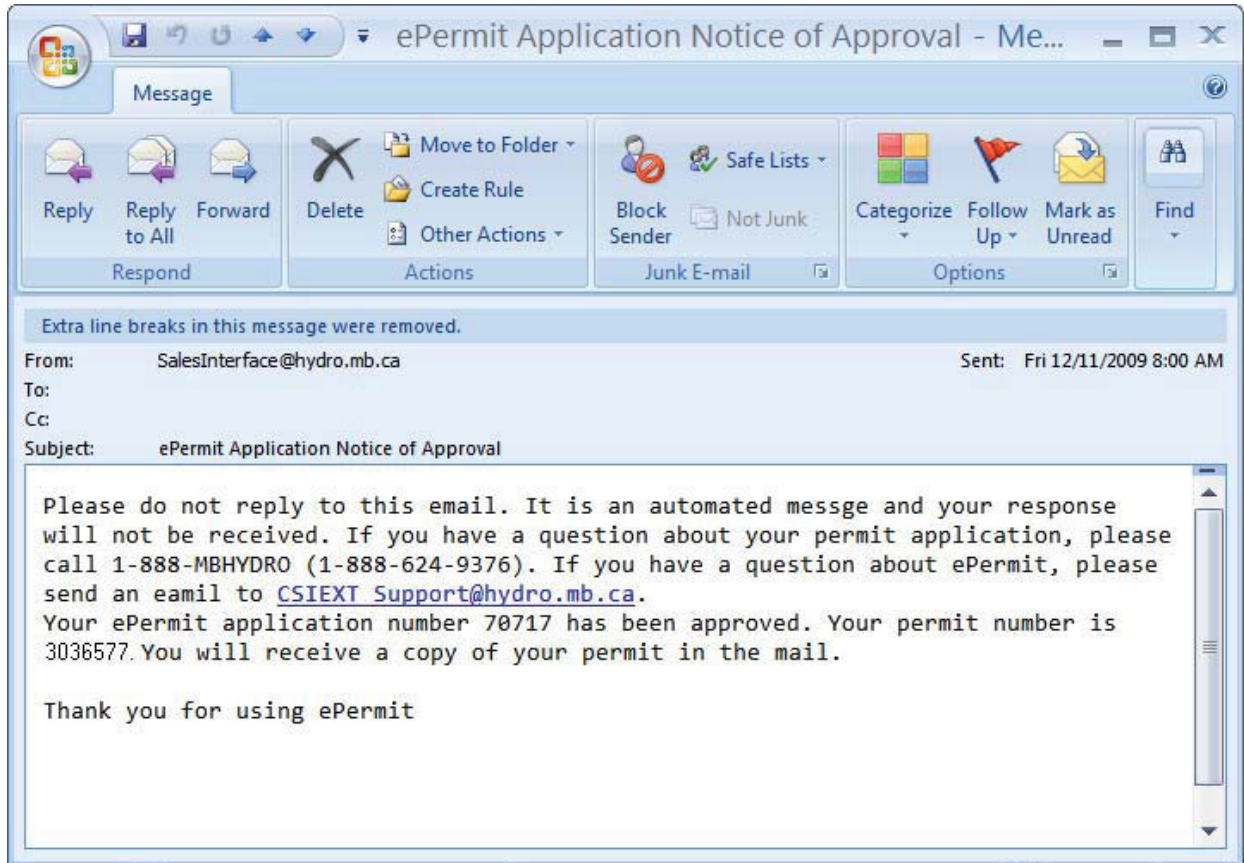
Please do not reply to this email. It is an automated message and your response will not be received. If you have a question about your permit application, please call **1-888-MBHYDRO (1-888-624-9376)**. If you have a question about ePermit, please send an email to CSIEXT_Support@hydro.mb.ca.

Your epermit application number 70717 has been received. You will receive your permit number once your application has been approved.

Thank you for using ePermit.

Approved Supplemental ePermits Applications




If your ePermits application has been approved then you will receive an email containing the application number and permit number:



Home page – Approved Supplemental Application

Supplemental Permit has been issued under the original permit number:

1 ePermit(s) Returned - To edit click the row

ePermit(s)					
Status	App. #	Customer	Service Location	Town/RM	Permit#
	70717	Supplement	Supplement	Neg Test 1	3036577
Date Created		Date Changed			
2009-12-07					
Address:	City:	P. Code:	Work Phone:	Home Phone:	Cell Phone:
Neg Test 1	Winnipeg	X0X 0X0		(204) 111-1111	
 					

Items to note concerning supplemental ePermits:

A supplement application cannot be created for a permit that has expired. A new permit application for an extra inspection must be submitted.

Available in accessible formats upon request.