Lexis Submission Guide

February 5, 2014
Ministry of Forests, Lands & Natural Resource Operations

How to get access to Lexis

To use ESF to submit Lexis applications you need two things:
1. BCeID user ID,
2. Permission to submit LEXIS applications

1. First get a BCeID (if you currently do not have one)
   Many industry users will already have a BCeID to use with other ministry applications such as FTA, Results, or ECAS so hopefully you can skip this step.

   Further information on BCeIDs and the use in the BC Government can be found on the following website: https://www.bceid.ca/.

   To request a BCeID for your company for access to ministry resources, refer to http://www.for.gov.bc.ca/his/efm/BCeidRequest.htm.

2. Then get Permission to use LEXIS.
   To get access to LEXIS, please send an email to Provincial.Log.Export.Analyst@gov.bc.ca containing:

   Your BCeID:
   Name:
   Email:
   Phone:
   Company or Client Name:
   Division or Location:
   MOF Client Number (optional):
   MOF Client Location (optional):
   And request access to the following security role:
       LEXIS_PROV_SUBMITTER
   Comments (optional):

How to logon to ESF

To log into ESF, the user must supply three pieces of information. Depending on the operating system used to connect to the ESF, the user is offered different ways to supply this information. A user must supply a user name (valid BCeID), password and the domain name that they are connecting to. In all cases the domain name will be 'bceid'.
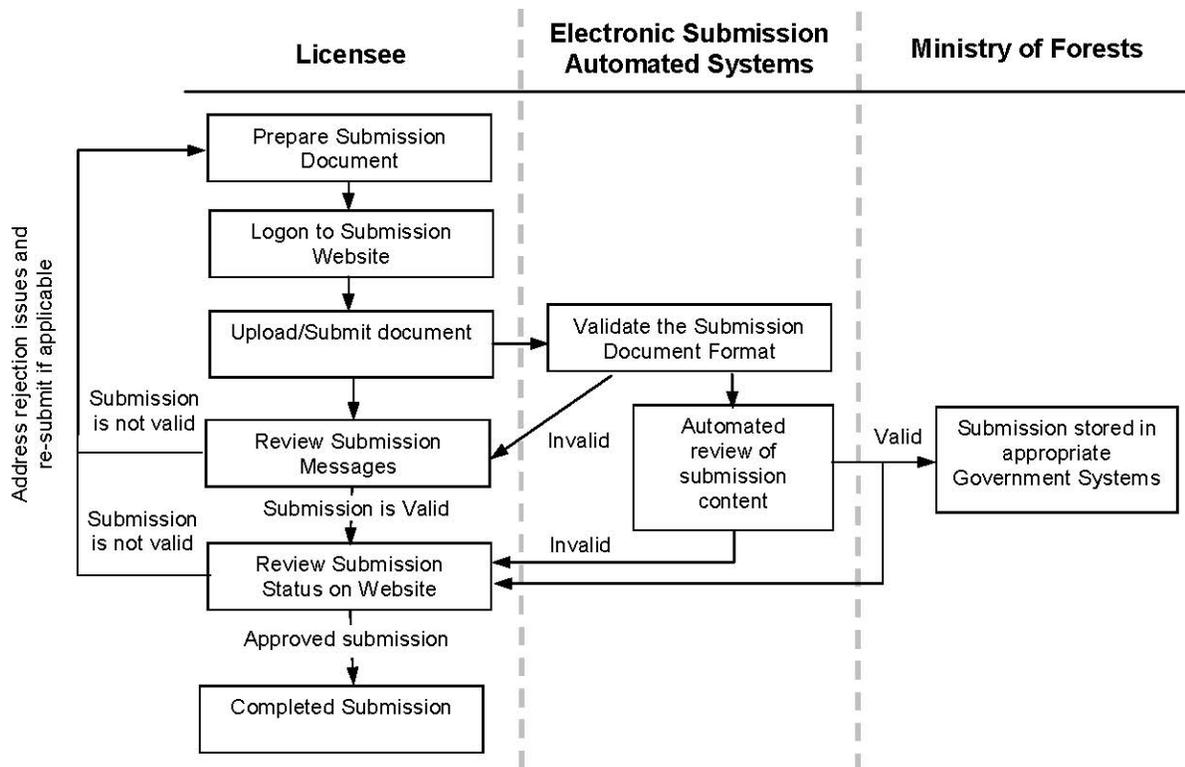
The way that you are prompted to logon may change. Please use the link below to obtain the latest tips to logon with a BCeID.
Please see:

http://www.for.gov.bc.ca/mof/errors/logoninstructions.htm.

How to use ESF

No matter what type of application is being made to the Ministry of Forests, Lands and Natural Resource Operations, a generic process exists to properly submit and receive notifications through the Electronic Submission Framework (ESF).

Licensee	Electronic Submission Automated Systems	Ministry of Forests

Licensee column:
- Prepare Submission Document
- Logon to Submission Website
- Upload/Submit document
- Review Submission Messages
- Review Submission Status on Website
- Completed Submission

Address rejection issues and re-submit if applicable

Submission is not valid

Submission is not valid

Submission is Valid

Approved submission

Electronic Submission Automated Systems column:
- Validate the Submission Document Format
- Automated review of submission content

Invalid

Invalid

Valid

Ministry of Forests column:
- Submission stored in appropriate Government Systems

1. **Prepare a properly formatted submission document for each application being made** Preparation of the submission documents could occur through a variety of mechanisms and is dependent on the licensee information management environment and level of computer and software expertise.

2. **Logon to the Electronic Submission Website** Logons to the ESF website requires the proper security access. For information on the required access and how to login, see the section above.

3. **Upload/Submit Document** To upload the Lexis submission through the ESF, visit http://apps.for.gov.bc.ca/esf. For Lexis submissions, select the submission type of "Lexis".

4. **Review Automated Messages**   Within a few seconds of uploading a submission, the submitter is notified on the website as to whether the submission has been accepted or has failed the validation checks for formatting of the XML document. If the submission fails, resolve the issues identified by the messages returned by the ESF and re-submit the application. The ESF will show a status of "in-progress" for a submission if it has passed the first automated check.

5. **Check Status of Submission**   The final check that is performed automatically by the ESF is to verify Lexis business rules against the content of the submission. This includes checks such as to ensure the client and mark data is valid. By searching the submission you have made to the ESF, you will get a status message indicating the submission has been accepted or rejected. If the submission is rejected, the status message will contain the reason(s) for the rejection. If the submission is successfully received, it will then be forwarded to the ministry export management system.