

## Step-by-Step Guide to Submitting an Application

This is a step-by-step guide to assist you in applying to Apex Utilities Inc. (AUI).

1. All current career opportunities are located on our Careers Page on AUI’s website:  
<https://www.apexutilities.ca/careers>

2. Select the position you wish to apply for and click on the title of the position.

Company Location ▾ Job Category ▾ Schedule ▾ [Reset](#)

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Showing 2 of 2 opportunities [By Newest ▾](#)

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**Lead, Construction & Maintenance - NW (Westlock)** Mar 5, 2020

Operations LEADC01010 Full Time

Westlock Regional Office  
9312 100 St  
Westlock, AB T7P, CAN

In this unionized position, the successful candidate is responsible for leading and coordinating the safe, efficient construction, maintenance and operation of the Company’s natural gas transmission and distribution systems; performing staking and inspection activities to ensure adherence to Company standards, internal policies, procedures, and external regulations during construction; preparing for and responding to natural gas related emergencies; and, performing other duties as assigned.

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**Technician, Distribution Operations - NW (Westlock)** Mar 2, 2020

Job Family TECHD01007 Full Time

Westlock Regional Office  
9312 100 St  
Westlock, AB T7P, CAN

3. When you are ready to submit your application, click on the green “Apply Now” button.

[Search Results](#) [Tweet](#)

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Lead, Construction & Maintenance - NW (Westlock) [Apply now](#)

4. First time candidates will be required to register using the online form. Enter in the requested information and click the green “Register” button.

# Register [Already have an account? Sign In](#)

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Create an account to apply or save for later

\* First Name

\* Last Name

\* Email

\* Password

\* Confirm Password

\* Primary Phone Number

**Register**

5. Once the registration is successful, you are required to sign in using your email and password.

Please sign in.

Email

Password

Sign in

[Create/Reset your password](#)

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*Don't have an account? [Register](#)*

6. If you have already completed the registration form, click on “Sign In” using your username and password.

Register [Already have an account? Sign In](#)

7. Once you have registered, UltiPro will redirect you to the application page. Please ensure you complete all fields marked with a red \* as these fields are mandatory.
8. When you have finished the application page, please review all information for accuracy as once you click on “Submit”, you will not be able to edit the information you entered. If satisfied with your application, click the green “Submit” button.

Once you leave this page, you won't be able to edit the information you entered.

Submit

Cancel

9. You will receive an instant confirmation that your application was submitted successfully.



You applied for Technician, Distribution Operations - NW (Westlock)

Thank you! Your application was submitted.

Suggested next steps:

- [Go to My Presence](#)
- [Search for Opportunities](#)

10. In addition, you will receive a confirmation email to the email address associated with your profile.

From: [no-reply@trissummit.ca](mailto:no-reply@trissummit.ca)  
Date: February 10, 2021 at 8:27:04 AM MST  
Subject: Thank you for applying

Dear Test Beth,

Thank you for your interest in the Land Agent position with our organization. Your application has been received. We will review your resume and contact you if we believe your skills and experiences to be a good match with the Land Agent position.

We thank all applicants in their interest in our organization, only those selected for an interview will be contacted.

Sincerely,  
Human Resources

NOTE: Please do not reply to this e-mail. This is an unmonitored address and replies to this email will not be responded to or read. No telephone inquiries please.

11. Lastly, the position that you are interested in will no longer show the green “Apply Now” button but rather indicate that you already applied with the date of your application.

Lead, Construction & Maintenance - NW (Westlock)

You've already applied

Applied 03/05/2020

12. **Resetting your password:**

a. If you need to reset your password, click on the green “Apply Now” button.



The screenshot shows a job listing interface. At the top left, there is a search bar with the text "Search Results". To the right of the search bar is a "Tweet" button. Below the search bar, the job title "Lead, Construction & Maintenance - NW (Westlock)" is displayed. To the right of the job title is a green button labeled "Apply now".

b. You will be redirected to the Registration page.

- c. Click on the "Sign In" button.

## Register Already have an account? [Sign In](#)

- d. Using the "Create/Reset your password" button to reset your password.

Please sign in.

Email

Password

Sign in

Create/Reset your password

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*Don't have an account? [Register](#)*

- 13. Enter in your email address that is associated with your account.

## Create/Reset your password

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Changing it is simple.

Enter the email associated with your account.

Continue

[Wait, I remember](#)

- 14. You will receive a notification asking you to check your email.

## Please check your email.

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We sent a link to [REDACTED] with the subject line Password Reset .

If you don't receive the email:

- check your Spam or Junk folder.
- confirm the email address provided is accurate and [reset your password again](#).

15. In the email that was sent, click on the link in the email to reset your password.

Note: The email states you are resetting your password for your TriSummit Utilities Inc. (TSU) account. TSU is the parent company of Apex Utilities Inc.

**From:** [identity-noreply@ultimatesoftware.com](mailto:identity-noreply@ultimatesoftware.com)  
**Date:** February 9, 2021 at 2:32:34 PM MST  
[REDACTED]  
**Subject:** TriSummit Utilities Inc. Password Reset

[Click here to create your new password.](#)

You recently requested a password reset for your TriSummit Utilities Inc. account.

For security reasons, this link will expire in 20 minutes or after you reset your password.

If you didn't request this, you don't have to do anything. Your existing password will continue to work and you can delete this email.

Thank you,  
TriSummit Utilities Inc. Team

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16. When you have clicked on the link, you will be redirected to reset your password. Once you have created and confirmed your new password per the requirements, click on the blue "Reset Password" button.

Reset your password.

Password length: 8-50  
Letters: 2  
  Uppercase: 1  
  Lowercase: 1  
Numbers: 1  
Special characters: 1

Create new password

Confirm New Password

Reset Password

17. You will receive confirmation that your password has been successfully changed. Click on the blue "Continue" button to be redirected to the sign in page.

Success!

You have changed your password.

Continue

18. Enter in your new password and click the blue "Sign In" button.

Please sign in.

Email

Password

Sign in

[Create/Reset your password](#)

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*Don't have an account? [Register](#)*

19. **For technical issues only**, please email us at: [HRTechHelp@apexutilities.ca](mailto:HRTechHelp@apexutilities.ca)