

Background

Guests staying at a Suncor lodge must sign the Accommodation Rules & Regulations & Drug Interdiction Procedure Acknowledgement & Consent form.

All lodge guests must give their consent to acknowledge they understand and will adhere to the rules and regulations for guests at Suncor accommodations, and the Suncor “Drug Interdiction at Suncor Sites” Policy.

Suncor’s travel portal will automate the annual form process. Guests of Firebag and Fort Hills lodges will read and sign the forms online. Guests are required to sign the form online prior to checking in to the lodge. [Click here for details on Suncor’s travel portal.](#)

FAQs

Why are guests required to sign a consent form to stay at a Suncor lodge?

- It is to confirm they adhere to the rules and regulations for guests at Suncor accommodations and the Suncor Drug Interdiction at Suncor Sites policy. It is a condition to stay at Suncor lodges or accommodations.

The online system was rolled out in June 2020.

Can I sign it manually?

- If the form is signed manually it is only valid for one stay at the lodge. You will be required to sign a paper copy of the form at the front desk each time that you check in to the lodge.

Why is this process being done online?

- To centralize all travel information within Suncor’s travel portal to simplify the process for travellers, ultimately simplifying the travel experience.
 - Provides flexibility for guests to sign the form on their own time.
 - Reduces interaction and increases efficiency at the front desk.
 - Supports effective document management and reduces human error.

How do I sign into iLogistics?

Please review the Suncor travel portal for log-in information. [Click here for details on Suncor’s travel portal.](#)

What happens when a guest's signed consent expires after a year?

- Once you confirm your consent online and provide a valid email address, you will be sent an email 30 days before your consent expires, informing you that renewal is required. Ensure your contact information is accurate in your profile (top right corner) and update if needed. [QRG – update personal information.](#)
- We recommend you renew your consent online soon after receiving this email to avoid having to be directed to the front desk once your consent expires.

What happens if I don't sign the web-based form before arriving at the lodge?

- You will be required to sign a paper copy of the form at the front desk **each time** that you check in to the lodge.

Is the orientation mobile-friendly?

- .Yes, it is.

Is software installation required to do the orientation?

- Installation is not required, and the orientation is compatible with all major browsers, e.g. Internet Explorer version 9+, Google Chrome, Safari, Firefox. Use Google Chrome as your internet browser for the best user experience.

Is the expectation that this document is completed now regardless of when we plan to mobilize to site?

- Due to the fact that this is an annual process, we advise it is completed closer to mobilization.

If the individual does not have a Suncor badge ID, do I need to wait for him to get one before he begins to work on this consent form?

- Yes. We use the badge ID to verify the individual in our system, so a guest must have one before s/he can complete the consent form.
- You must enter your correct badge ID in the system in order for your consent to be valid.

[Review log-in information here.](#)

I already consented to the form. Why was I asked to sign a different form when arrived to my next shift?

- If you stay at more than one lodge during employment, you may be required to sign additional forms at our third-party lodges.