

Welcome!

ETS – Coal and Coal Road Allowance Direct Purchase Application Online Training Course

THIS MODULE WILL PROVIDE YOU WITH AN UNDERSTANDING ON HOW TO SUBMIT A COAL AND COAL ROAD ALLOWANCE APPLICATION IN ETS. IT ALSO DESCRIBES THE REQUIREMENTS FOR ACCESSING THE SYSTEM AND HOW TO SUBMIT A REQUEST AND RETRIEVE DOCUMENTS.

Revision

Date	Revisions Type	Page Number
March 12, 2018	Initial Creation	All
June 5, 2018	Updates	All
July 18, 2018	Updates	All
December 18, 2018	Updates	All

Table of Contents

INTRODUCTION.....	4
1. ETS Access.....	5
2. Adding new/updating ETS Account	7
3. Signing into ETS.....	8
4. Bulletins – New Updates	9
5. Mineral Direct Purchase – Coal.....	10
6. Request Tab.....	11
7. Clients Tab	15
8. Land Tab	20
Saved land.....	21
Portion land	22
Add land key options	23
Add Land button.....	23
More Land button	25
9. Land Tab – Road Allowance Orientation	27
10. Roles Tab.....	29
11. Funds Confirmation – Work in Progress.....	32
12. Work in Progress Requests.....	33
13. Submit.....	35
14. Confirm Fees.....	35
15. Credit Card Screen.....	37
16. Submitted Payment.....	38
17. Status – Submitted	38
18. Status – Processing	40
19. Funds Confirmation email	40
20. Accept/Decline Funds	41
21. Funds Confirmation Report	42
22. Payment Options.....	43
Cheque or money	43
Wire/Deposit Info.	43
23. Documents Ready for pick up	44

24. Request Status.....	45
-------------------------	----


INTRODUCTION

This module will provide you with an understanding on how to submit a direct purchase application for Coal and Coal Road Allowance in ETS:

- 1) How to access the system.
- 2) How to navigate through the direct purchase tabs, screens and windows.
 - a) Request tab
 - b) Clients tab
 - c) Land tab
 - d) Roles tab
 - e) Funds confirmation
- 3) Work in progress
- 4) Submit
- 5) Confirm fees
- 6) Credit card screen
- 7) Submitted payment
- 8) Status – submitted
- 9) Status – processing
- 10) Funds confirmation email
- 11) Accept/decline funds
- 12) Funds confirmation report
- 13) Payment options
- 14) Documents
- 15) Request status

1. ETS Access

ETS can be accessed via this link: <https://ets.energy.gov.ab.ca/logon.aspx?ReturnUrl=%2fets>



Electronic Transfer System

User Name:

Password:

☐ Save my user name

[Forgot Password](#)



Support: Report problems or questions to [Crown Land Data Support](#) at (780) 422-1395

Bulletin

Map Displaying all Caribou Ranges in Alberta

Further to Information Letter 2016-34 Alberta Energy has prepared a map outlining all caribou ranges in Alberta. Refer to http://www.energy.alberta.ca/AU/Services/Documents/CaribouRange_ForExternal.pdf

Last Update November 21, 2016 at 04:30 PM

Interim Posting Restriction in all Caribou Ranges

Alberta Energy is committed in establishing Alberta as Canada's leader in permanent protection of caribou ranges. Effective immediately, an interim restriction has been placed on the sale of mineral rights within all caribou ranges in Alberta. This restriction applies to petroleum and natural gas, oil sands, coal and metallic and industrial mineral rights. The restriction is expected to remain in place until stringent operating practices have been defined, through directives or changes to the Enhanced Approval Process Integrated Standards and Guidelines, or upon approval of the appropriate range plan. Alberta Energy intends to resume mineral sales as range plans are released (so long as this aligns with the specific range plan details). This page on ETS will provide information on the release of the range plans as they occur.

Last Update September 27, 2016 at 10:30 AM

Please help to ensure the privacy and security of the information in this system by:

- Locking your workstation or signing out whenever you are not present
- Safeguarding printouts of personal information
- Not using this application in a public place where others may view or intercept private information

By logging in to the Electronic Transfer System you are agreeing that you have read the Copyright and Disclaimer, and that you understand the contents of the disclaimer. If you are using the Electronic Transfer System for the first time, you must read the disclaimer. Click [HERE](#) to view the Copyright and Disclaimer.

Click [HERE](#) to view the Statement on Personal Privacy.

If you have any questions or need help setting up an ETS account, please forward inquiries to: crownlanddatasupport@gov.ab.ca

If you have any questions or need help with ETS Operational Support, please forward inquiries to: ets@gov.ab.ca

If you have any questions about the Coal application process, please forward inquiries to: cmd.energy@gov.ab.ca

The Coal interactive map:

<https://www.energy.alberta.ca/AU/Services/Pages/InteractiveMaps.aspx>

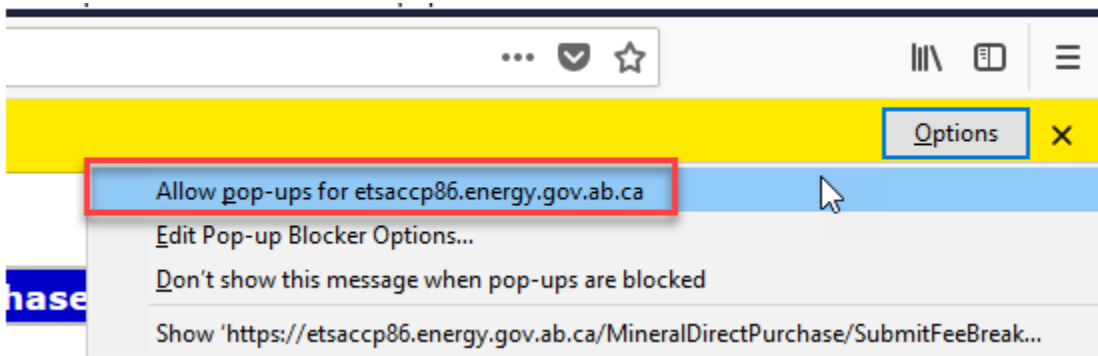
ETS Browser Compatibility

ETS is only compatible with Internet Explorer or Firefox. If you are using a browser such as Safari, ETS will allow you to enter and save requests but not submit payment. You will need to download either Internet Explorer or Firefox.

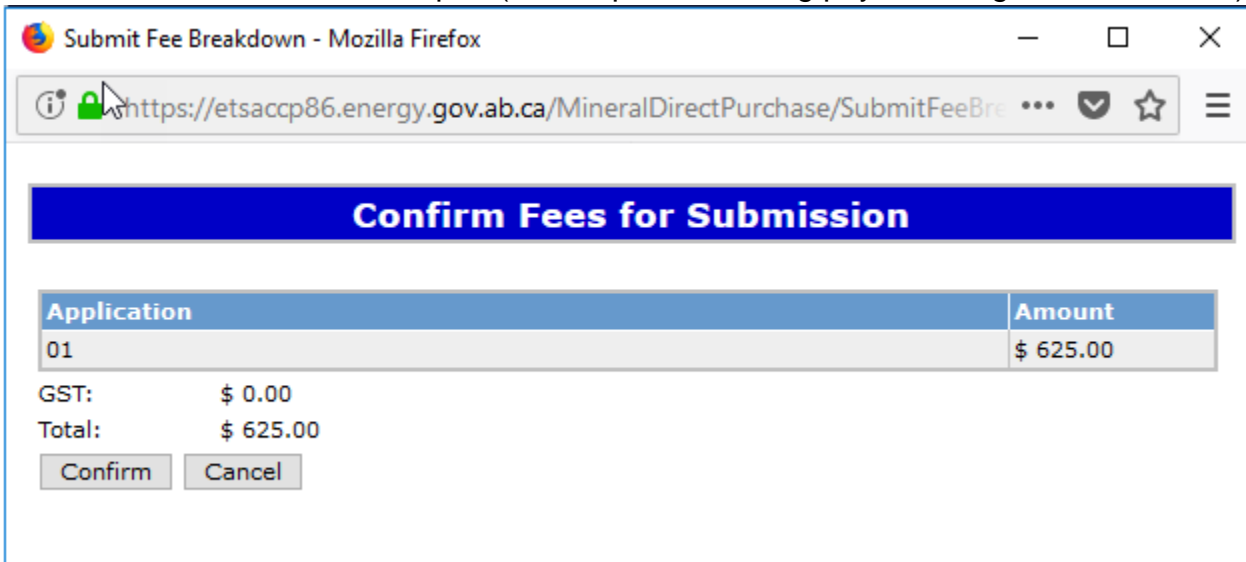
When using Firefox, you will receive a yellow ribbon on top of the page when you are ready to submit payment.



Click the options button and select “Allow Popups for”




The confirm fees window will open (see steps on entering payment to get to this screen).



2. Adding new/updating ETS Account

Electronic Transfer System

The Electronic Transfer System (ETS) provides secure access to do business electronically with Alberta Energy. Holders of an authorized Account may access the services available through ETS. For an overview of the services available through ETS, see the [ETS Overview](#) .

Accessing ETS

LOGIN

[Electronic Transfer System](#) (password is required)

[Forgot Password / Reset Password](#)

Support:

Ensure your software meets the following requirements:

Internet Explorer 9.0 or higher

Firefox 3.0 or higher

Full technical requirements are found in Online Learning

Primary/Backup Administrators: Please review ETS Accounts, Password Reset found in Online Learning. Automated Password Resets are mandatory for all users within ETS.

Need more support?

- If you have a Client Account, please contact one of your Administrators.
- If you are the Backup Site Administrator, contact your Primary Site Administrator.
- If you are the Primary Site Administrator, contact Client Registry at 780-422-1395



Apply for Access

To receive access to the Electronic Transfer System, an ETS Account Set Up/Change Form and letter of authorization must be submitted to the department. [Please see instructions on filling out the form and accompanying letter.](#)

[Listings of Manuals](#) outlining how to use the different [services](#) offered by ETS.

[Online Learning](#) provides courses for most systems accessed through ETS.

If you would like to add Direct Purchases and/or Royalty reporting to your ETS account, please have your ETS site administrator apply by using the ETS set up form (word or pdf doc shown in screenshot). You may scan and email the form back to:

crownlanddatasupport@gov.ab.ca

You can access additional information on ETS and/or obtain the ETS Setup by selecting the link below.

<http://www.energy.alberta.ca/AU/Services/Pages/ETS.aspx>

3. Signing into ETS



The screenshot shows the ETS (Electronic Transfer System) login interface. At the top, there is a blue header with the ETS logo and the text "Electronic Transfer System". Below the header, a message states: "Please remember to clear your browser's cache, click [HERE](#) for instructions. (This is required to ensure the **privacy** and **security** of the information)." A notification says "You have been successfully logged out of ETS." The login form includes fields for "User Name" (containing "EN1234_Name") and "Password" (masked with dots). There is a checkbox for "Save my user name" and a "Login" button. A link for "Forgot Password" is also present. On the left side of the login area, there is a circular logo for "AICPA SOC" with the text "AICPA SOC" and "2008-2010" around it. At the bottom, a "Support" section provides contact information: "Report problems or questions to [Crown Land Data Support](#) at (780) 422-1395".

User Name: EN1234_Name. Assigned when account is created.

Password: Assigned when account is created and you'll have to reset when logging in the first time. Please remember to set up Security Questions so that your identity can be verified if you forget your password.

Note: Your password requires changing every 90 days.

Select **Login**

4. Bulletins – New Updates

Electronic Transfer System

Logged in User:

Your password will expire on April 25, 2018.

ETS may be unavailable due to system maintenance on Friday after 4:30 p.m. until 7:00 a.m. Saturday.

Bulletin

Electronic submission of Exhibit A Revisions in Unit Agreement

The Tenure Branch of Alberta Energy is highly committed to evolving business automation and looking at efficiencies in data processing. Recent collaboration between Alberta Energy and members of the Petroleum Joint Venture Association (PJVA) has resulted in the development of electronic submissions of Exhibit A revisions through ETS. This functionality will be implemented in **mid-March 2016** and will be **mandatory**.

Through the Unit Agreement Exhibit A module of ETS, a unit operator will be able to:

- Change Unit Operatorship
- Revise the Exhibit A
- Correct the Exhibit A in the open years (statute barred years are excluded)
- Retrieve final Exhibit A reports

Alberta Energy will publish an Information Bulletin with further details.

An Industry presentation is scheduled for February 18, 2016. Due to the venue capacity, the target audience is limited to contract analysts responsible for submission of Exhibit A revisions in Unit Agreements.

ETS Site Administrators of companies who hold Operatorship or Working Interest Ownership in the Unit Agreements may also choose to attend.

For further information and to register for this presentation please go to the PJVA website at <https://securegs.com/registerEvents.php?eID=4756>

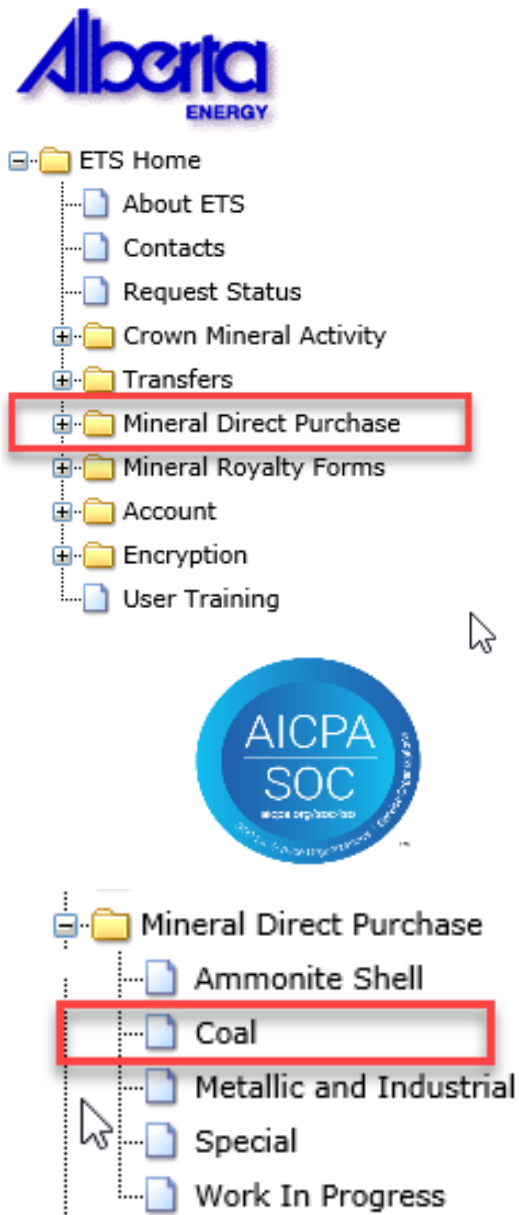
Last Update February 5, 2016 at 12:37 pm

this is just a test for VI 17424 TESTING VI 35951 FOR etransfer only TESTING VI 35951 FOR etransfer only (A) TESTING VI 35951 FOR etransfer only(A

This is to advise that the e-posting function will not be available on October 16th

All new ETS updates will be on the first page when you sign in.

5. Mineral Direct Purchase – Coal



Once you've signed in, you will see a menu on the left hand side.

Select the + sign beside **Mineral Direct Purchase**.

Then select Coal, the direct purchase screen will open when selected.

6. Request Tab

Coal - Direct Purchase

Status: **Work in Progress**
Request Document

Request

Clients

Land

Roles

Funds Confirmation

Request Details

Comment:

Contract Type:

Coal Category:

Created By:

Requestor:

Contact:

The request entry windows will display for data entry.

Request

Clients

Land

Roles

Request Details

Comment:

Contract Type:

Coal Category:

Created By:

Requestor:

Contact:

Contract Type: Select either LEASE or ROAD ALLOWANCE LEASE

Request	Clients	Land	Roles	Funds Confirmation
Request Details				
<p>Comment: <input type="text"/></p> <p>Contract Type: <input type="text" value="LEASE"/></p> <p>Coal Category: <input type="text"/></p> <p>Created By: <input type="text"/></p> <p>Requestor: <input type="text"/></p> <p>Contact: <input type="text"/></p>				
<p>(1) NO EXPLORATION OR COMMERCIAL DEVELOPMENT PERMITTED</p> <p>(2) LIMITED EXPLORATION MAY BE PERMITTED UNDER STRICT CONTROL AND ONLY UNDERGROUND OR IN-SITU DEVELOPMENT</p> <p>(3) EXPLORATION IS PERMITTED UNDER APPROPRIATE CONTROL, SURFACE AND SUB-SURFACE MINING UNDER RESTRICTED DEVELOPMENT</p> <p>(4) EXPLORATION IS PERMITTED UNDER NORMAL APPROVAL PROCESS, SURFACE AND SUB-SURFACE MINING UNDER NORMAL APPROVAL PROCESS</p> <p>(5) MULTIPLE COAL CATEGORIES – SEE COAL POLICY</p>				
<p><input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Close"/></p>				

ROAD ALLOWANCE LEASE

Coal - Direct Purchase				
Status: Work in Progress			Request Document	
Request	Clients	Land	Roles	Funds Confirmation
Request Details				
<p>Comment: <input type="text"/></p> <p>Contract Type: <input type="text" value="ROAD ALLOWANCE LEASE"/></p> <p>Coal Category: <input type="text"/></p> <p>Created By: <input type="text"/></p> <p>Requestor: <input type="text"/></p> <p>Contact: <input type="text"/></p>				
<p>(1) NO EXPLORATION OR COMMERCIAL DEVELOPMENT PERMITTED</p> <p>(2) LIMITED EXPLORATION MAY BE PERMITTED UNDER STRICT CONTROL AND ONLY UNDERGROUND OR IN-SITU DEVELOPMENT</p> <p>(3) EXPLORATION IS PERMITTED UNDER APPROPRIATE CONTROL, SURFACE AND SUB-SURFACE MINING UNDER RESTRICTED DEVELOPMENT</p> <p>(4) EXPLORATION IS PERMITTED UNDER NORMAL APPROVAL PROCESS, SURFACE AND SUB-SURFACE MINING UNDER NORMAL APPROVAL PROCESS</p> <p>(5) MULTIPLE COAL CATEGORIES – SEE COAL POLICY</p>				
<p><input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Close"/></p>				

[Feedback](#) Copyright © 1999 Government of Alberta

Coal Category: Select coal category (1), (2), (3), (4) or (5).

Coal - Direct Purchase				
Status: Work in Progress			Request Document	
Request	Clients	Land	Roles	Funds Confirmation
Request Details				
<p>Comment: <input type="text"/></p> <p>Contract Type: <input type="text" value="LEASE"/></p> <p>Coal Category: <input type="text" value="(4) EXPLORATION IS PERMITTED UNDER NOF"/></p> <p>Created By: <input type="text"/></p> <p>Requestor: <input type="text"/></p> <p>Contact: <input type="text"/></p>				
<p><input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Close"/></p>				

Created By: The EN account that you signed in with will display.

Requestor: Select the name of Company registered with EN account.

Contact: Select the Site Administrator or Sub Account holder. The selected individual will be notified via email when the Funds Confirmation is ready to be accepted or declined by client.

Once all information is entered, click on **Save**.

Coal - Lease - Direct Purchase 409618

A Contract Type is required.

Status: Work in Progress

[Request Document](#)

Request	Clients	Land	Roles	Funds Confirmation
Request Details				
<p>Comment: <input type="text"/></p> <p>Contract Type: <input type="text"/> *</p> <p>Coal Category: (4) EXPLORATION IS PERMITTED UNDER NOF <input type="text"/></p> <p>Created By: <input type="text"/></p> <p>Requestor: <input type="text"/></p> <p>Contact: <input type="text"/></p>				
<p>Submit Save Delete Close</p>				

If you have any mandatory field errors they will show in red near the Status heading and display *.

After Save, the request number (409618) will appear in the heading and the clients, land and roles tabs will be available for entry and will no longer be greyed out.

A Designated Representative must be entered.

At least one Participant is required.

At least one land key is required.

At least one Approver is required.

Status: Work in Progress

[Request Document](#)

Request	Clients	Land	Roles	Funds Confirmation
Request Details				
<p>Comment: <input type="text"/></p> <p>Contract Type: LEASE <input type="text"/></p> <p>Coal Category: <input type="text"/></p> <p>Created By: <input type="text"/></p> <p>Requestor: <input type="text"/></p> <p>Contact: <input type="text"/></p>				
<p>Submit Save Delete Close</p>				

You should note that once request has been saved validation errors related to all the tabs will begin to appear.

7. Clients Tab

Request
Clients
Land
Roles
Funds Confirmation

Client Details

Retrieve Existing Clients

Designated Representative:

Participant
Percent

Add Participant

Confidential Rent Payor (Optional):

Submit

Save

Delete

Close

Status: **Work in Progress**
[Request Document](#)

Request
Clients
Land
Roles
Funds Confirmation

Client Details

Retrieve Existing Clients

Designated Representative:

Participant
Percent

100

Delete

Add Participant

Confidential Rent Payor (Optional):

Submit

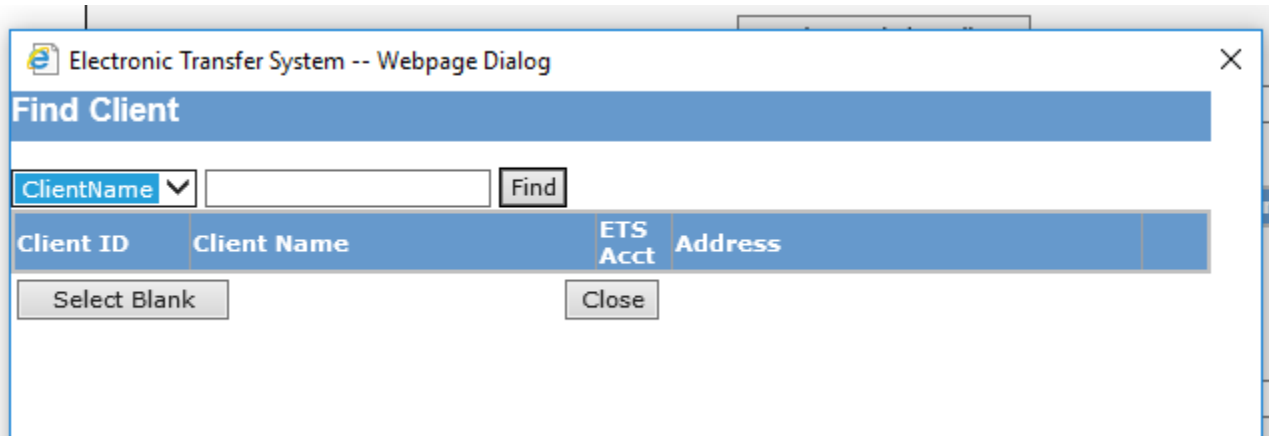
Save

Delete

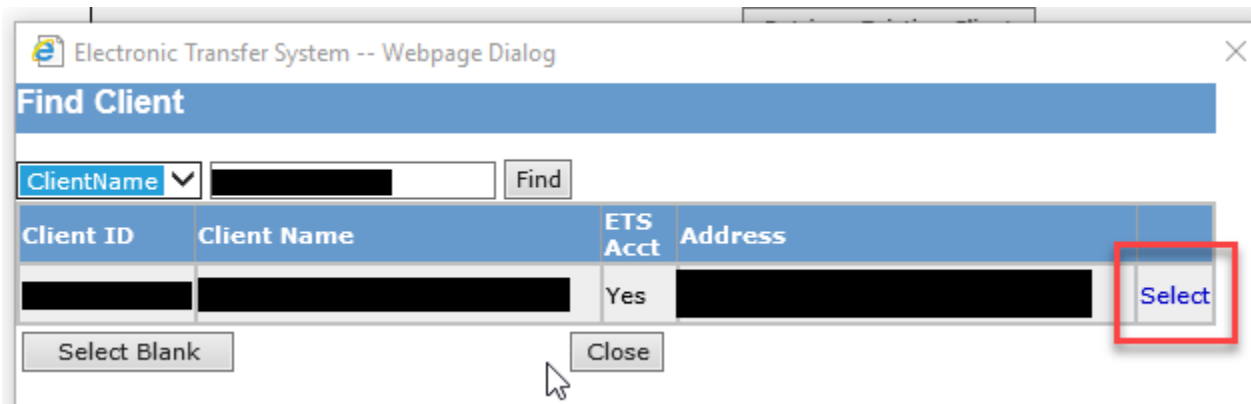
Close

When you select Retrieve Existing Clients, the Designated Representative and Participant will auto-populate based on the EN account you signed in with.

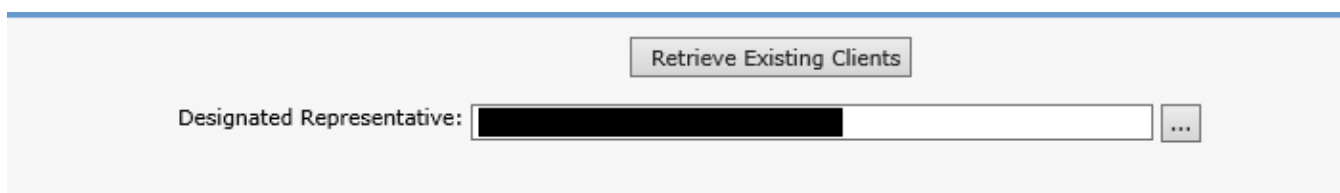
You can manually add the Designated Representative by selecting the '...' button.



Enter the client name the search results will display in a grid.




Once your search brings back results, Click on the select button and this will populate the Des Rep field.

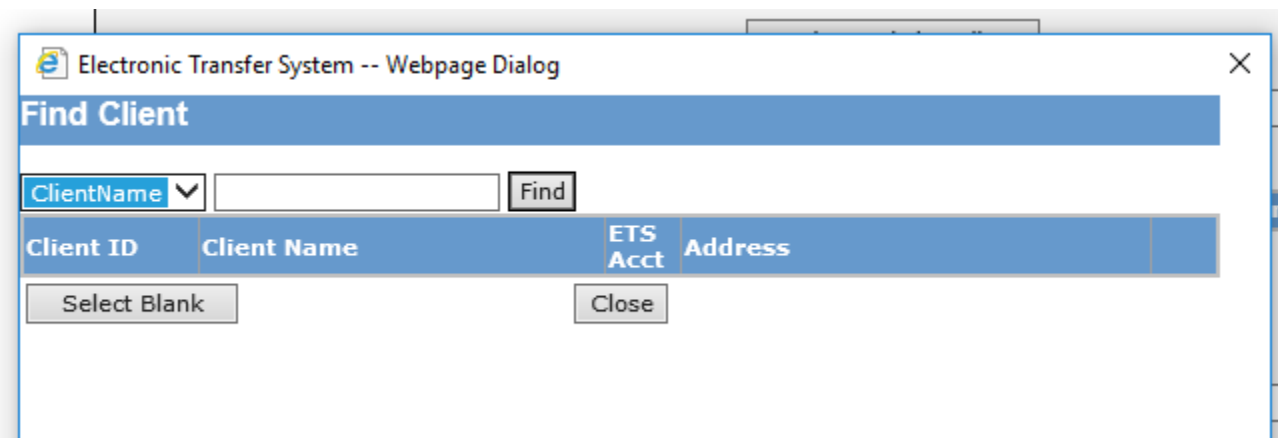


The Des Rep is who the coal and mineral department will contact for any application/agreement related questions.

You can also manually add the Participant by selecting the Add Participant button.

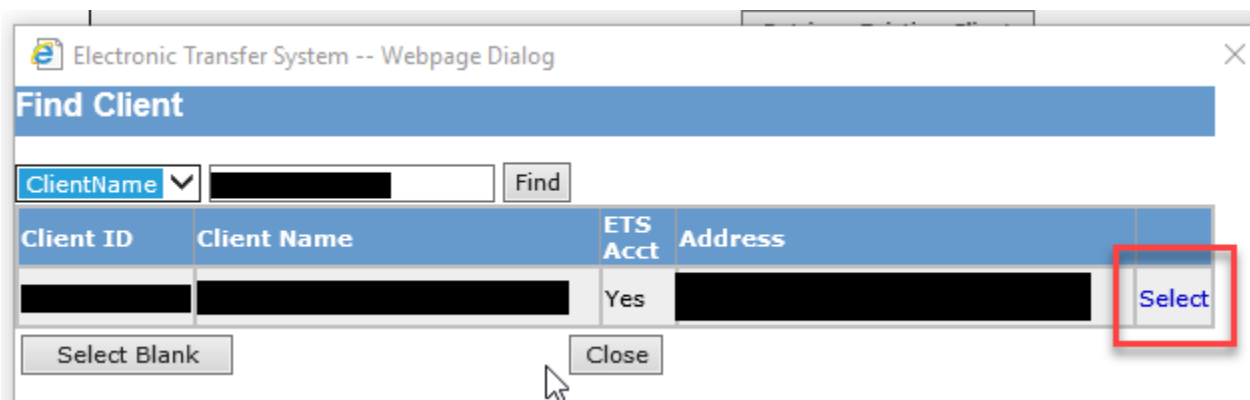


The screenshot shows the 'Client Details' form with tabs for Request, Clients, Land, Roles, and Funds Confirmation. The 'Clients' tab is active. Below the 'Retrieve Existing Clients' button is a 'Designated Representative' field. Below that is a table with two columns: 'Participant' and 'Percent'. Below the table is the 'Add Participant' button, which is highlighted with a red box.



The screenshot shows the 'Find Client' dialog box. It has a title bar 'Electronic Transfer System -- Webpage Dialog'. Below the title bar is a blue header 'Find Client'. Below the header is a search bar with a dropdown menu set to 'ClientName', a text input field, and a 'Find' button. Below the search bar is a table with four columns: 'Client ID', 'Client Name', 'ETS Acct', and 'Address'. Below the table are two buttons: 'Select Blank' and 'Close'.

Enter the client name the search results will display in a grid.



The screenshot shows the 'Find Client' dialog box with search results. The search bar now contains a client name. The table below has one row of results. The 'Select' button at the end of the row is highlighted with a red box. A mouse cursor is pointing at the 'Close' button.

Client ID	Client Name	ETS Acct	Address
		Yes	

Once your search brings back results, Click on the select button and this will populate the Participant field.

Participant	Percent
	<input type="text" value="100.0000000"/> <input type="button" value="Delete"/>

You can add as many participants as you want, but the total percent of all must add up to 100%. The Participant(s) are who the agreement(s) are issued to.

At least one land key is required.
At least one Approver is required.
Status: **Work in Progress**

[Request Document](#)

Request
Clients
Land
Roles
Funds Confirmation

Client Details

Retrieve Existing Clients

Designated Representative:

Participant	Percent
<input type="text"/>	100.0000000 <input type="button" value="Delete"/>

Add Participant

Confidential Rent Payor (Optional):

The Confidential Rent Payor is optional and is only accepted if the designated representative is a Broker or Agent. If the rental payor is an entity other than whose applying and you would like this information to be confidential, then you would enter their information in this field. This payor is only for the first year rental, all subsequent yearly rentals will go to the Designated Representative. If you would like a payor name change after this time you will need to contact the CARS.HelpDesk@gov.ab.ca.

Once saved, you will get validation messages to enter the land and approver.

8. Land Tab

Coal - Lease - Direct Purchase 409621

At least one land key is required.
At least one Approver is required.
Status: **Work in Progress**

[Request Document](#)

Request
Clients
Land
Roles
Funds Confirmation

Land Details

Item 01

Please use the Add Land button to select the land for this request.

Add Land

Submit
Save
Delete
Close

When you select **Add Land**, a screen will pop up and you can enter your legal land location.

Item 01 indicates the first item/application. If you want to submit more than one, the next item would be 02, 03 etc. You will be charged the applicable fees for each application submitted.

Land and Rights

☒ Enter Land

More Land

☐ Load From File

Browse...

Item	M	RGE	TWP	SEC	QS/LSD	Portion
01	4	20	001	6		<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

OK

Clear

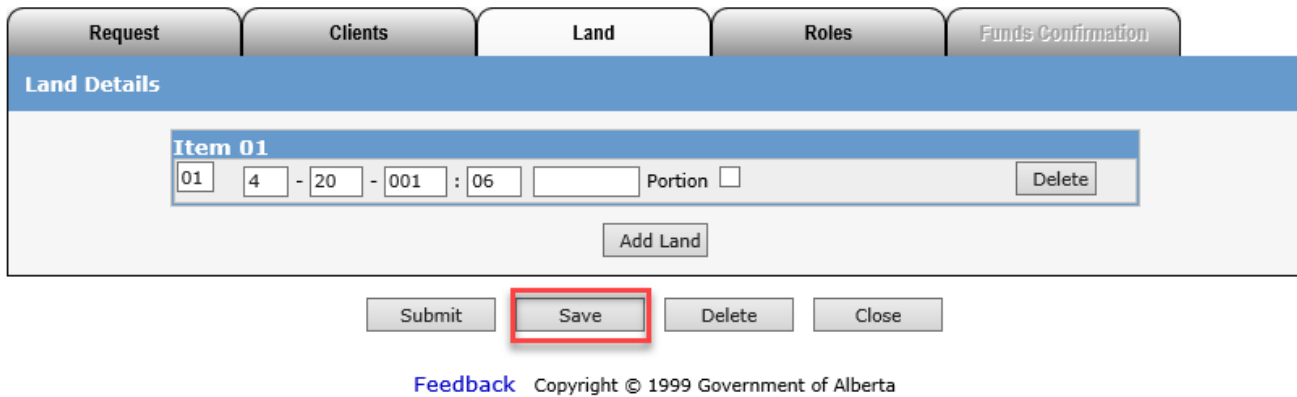
[Feedback](#)
[Help](#)
Copyright © 1999 Government of Alberta

An example of entering land: 4-20-001: 6. Click on OK

The **QS/LSD** can be used to enter the quarter section: SE, SW, NW or NE. You cannot enter S, N, E or W. Legal subdivisions can be entered L1, L2, L3, etc.

Once land is entered, click on Save (first screen).

Saved land



Request Clients Land Roles Funds Confirmation

Land Details

Item 01

01 4 - 20 - 001 : 06 Portion ☐ Delete

Add Land

Submit Save Delete Close

[Feedback](#) Copyright © 1999 Government of Alberta

Land will display in grid form with related item/application number.

Portion land

Land and Rights

☒ Enter Land

Item	M	RGE	TWP	SEC	QS/LSD	Portion
01	4	24	003	5	SE	<input checked="" type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

☐ Load From File

You will select the **Portion** indicator if you were requesting 4-24-003: 5 SE for example. You would not be granted the lands that are within the green (Woolford Park) area.

You may be granted a portion of the SE 5.

Once the check box beside Portion is selected, click on OK.

Once land is entered, click on Save (first screen).

Request
Clients
Land
Roles
Funds Confirmation

Land Details

Item 01

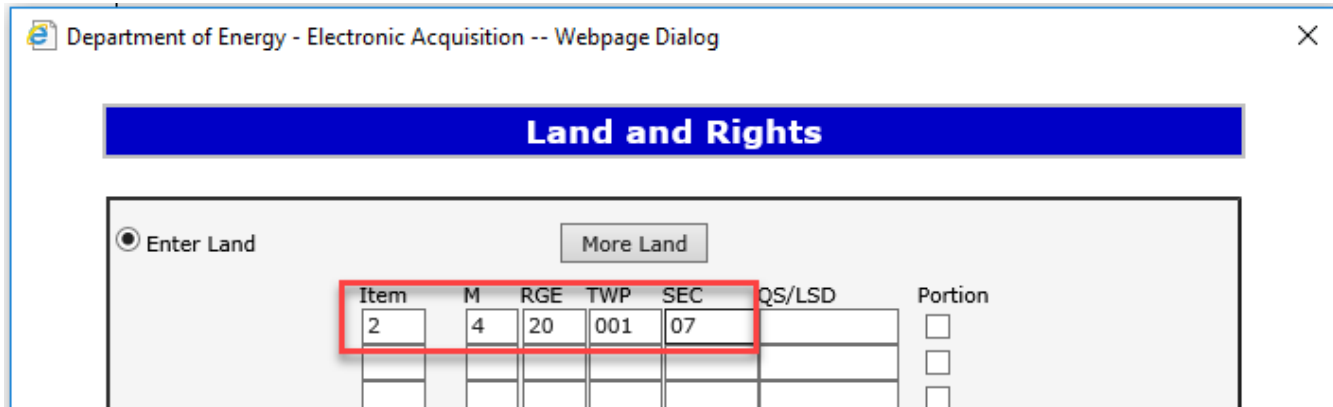
Portion ☒

Please use the Add Land button to select the land for this request.

Add land key options

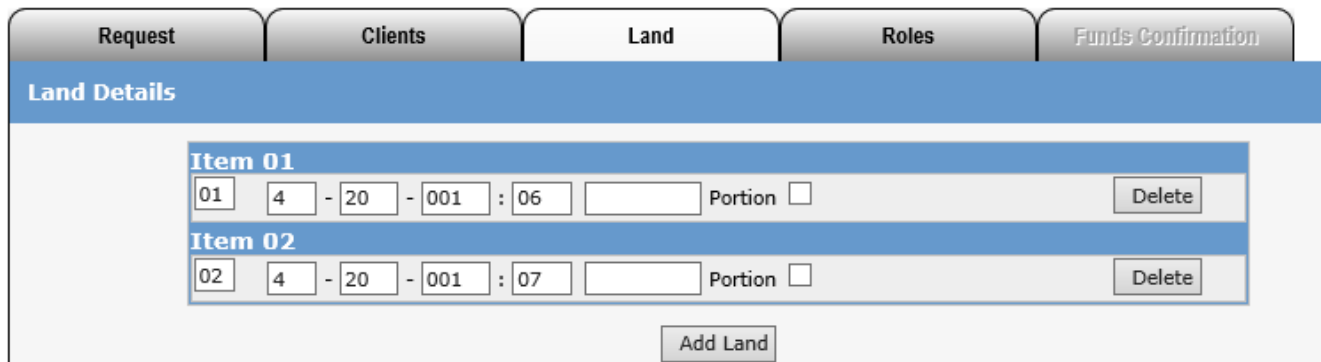
You can only enter up to **ten (10) items/applications** of land in the land grid for every request submitted. Select More Land to keep adding rows.

Add Land button



Item	M	RGE	TWP	SEC	QS/LSD	Portion
2	4	20	001	07		<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

If you need to enter more land or a new item click on the 'add land' button. Enter the item number and land and click save.



Item	M	RGE	TWP	SEC	Portion	Action
01	4	20	001	06	<input type="checkbox"/>	Delete
02	4	20	001	07	<input type="checkbox"/>	Delete

Add Land

The item and land will be added to the grid and saved.

When adding land, you can add multiple sections without entering the same m/rge/twp.

Request
Clients
Land
Roles
Funds Confirmation

Land Details

Item 01

01
4
20
001
06
Portion
Delete

Item 02

02
4
20
001
07
Portion
Delete

Please use the Add Land button to select the land for this request.

Add Land

Submit
Save
Delete
Close

[Feedback](#) Copyright © 1999 Government of Alberta

Department of Energy - Electronic Acquisition -- Webpage Dialog

×

Land and Rights

Enter Land
More Land

Item	M	RGE	TWP	SEC	QS/LSD	Portion
3	4	20	001	8		<input type="checkbox"/>
				10		<input type="checkbox"/>
				12		<input type="checkbox"/>
				13		<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

When saved the grid will auto populated in the land grid.

Request
Clients
Land
Roles
Funds Confirmation

Land Details

Item 01

01
4
-
20
-
001
:
06
Portion
☐
Delete

Item 02

02
4
-
20
-
001
:
07
Portion
☐
Delete

Item 03

03
4
-
20
-
001
:
08
Portion
☐
Delete

03
4
-
20
-
001
:
10
Portion
☐
Delete

03
4
-
20
-
001
:
12
Portion
☐
Delete

03
4
-
20
-
001
:
13
Portion
☐
Delete

Please use the Add Land button to select the land for this request.

Add Land

Submit
Save
Delete
Close

More Land button

Department of Energy - Electronic Acquisition -- Webpage Dialog

Land and Rights

Enter Land

More Land

Item	M	RGE	TWP	SEC	QS/LSD	Portion
01	4	20	001	06		<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Load From File
Browse...

OK
Clear

Feedback
Help
Copyright © 1999 Government of Alberta

If you need to enter more land than the current space allows, select the More Land button and additional rows will be added.

[illegible]

If you are submitting more than one application at a time, you can select 'More Land' to keep adding land keys to this request. Item 01 indicates the land in the first application, 02 indicates the land in the second application and 03 indicates the land in the third application.

You will be charged the applicable fee for each application. For this example, \$625.00 x 3.

You can only enter up to ten (10) items/applications of land in the land grid. Select More Land to keep adding rows.

When more land is added to a saved item the land is added to the bottom of the land list and does not resort in land key order when saved.

9. Land Tab – Road Allowance Orientation

Request

Clients

Land

Roles

Funds Confirmation

Land Details

Item 01

01

4

-

20

-

001

:

06

Road Allowance:

RI

RS

RW

Delete

Please use the Add Land button to select the land est.

Add Land

Submit

Save

Delete

Close

On the request tab if road allowance lease is selected then the road allowance orientation field will display on the land tab.


31	32	33	34	35	36												
30	29	28	27	26	25												
19	20	21	22	23	24												
18	17	16	15	14	13												
7	8	9	10	11	12												
6	5	4	3	2	<table><tr><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>12</td><td>11</td><td>10</td><td>9</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td></tr></table>	13	14	15	16	12	11	10	9	5	6	7	8
13	14	15	16														
12	11	10	9														
5	6	7	8														

LandKey Table for Metes and Bounds and Land Description Samples

- Lands must be only North or South of a section as per valid land descriptions for Road Allowance.
- Refer to attached Township overlay in bold. Refer to metes and bounds description as to land description.

Landkey	Road Allowance Orientation	Appendix	Description
4-27-027: 6	RS	4-27-027: 6RS	Road Allowance lying to the South.
4-27-027: 6	RW	4-27-027: 6RW	Road Allowance lying to the West.
4-27-027: 6	RI	4-27-027: 6RI	Road Allowance being the South West intersection.

Example of road allowance land key entry.

 Department of Energy - Electronic Acquisition -- Webpage Dialog

Land and Rights

☒ Enter Land

Item	M	RGE	TWP	SEC	QS/LSD	Road Allowance
1	4	27	027	6		RS
				6		RI
				6		RW

Request
Clients
Land
Roles
Funds Confirmation

Land Details

Item 01

01	4	-	27	-	027	:	06		Road Allowance:	RS	Delete
01	4	-	27	-	027	:	06		Road Allowance:	RI	Delete
01	4	-	27	-	027	:	06		Road Allowance:	RW	Delete

10. Roles Tab

Coal - Lease - Direct Purchase 409622

Status: **Work in Progress**
[Request Document](#)

Request	Clients	Land	Roles	Funds Confirmation
Roles				
<div>Viewers</div> <div> <input type="text"/> <input type="button" value="Add"/> </div>				
<div>Submitters</div> <div> <input type="text"/> <input type="button" value="Add"/> </div>				
<div>Approvers</div> <div> <input type="text"/> <input type="button" value="Add"/> </div>				
<input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Close"/>				

Request	Clients	Land	Roles	Funds Confirmation
Roles				
<div>Viewers</div> <div> <div>EA0924</div> <input type="button" value="Add"/> </div> <div> <input type="text"/> <input type="button" value="Add"/> </div>				
<div>Approvers</div> <div> <input type="text"/> <input type="button" value="Add"/> </div>				
<input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Close"/>				

Request	Clients	Land	Roles	Funds Confirmation
Roles				
<div>Viewers</div> <div> <input type="text"/> <input type="button" value="Add"/> </div>				
<div>Submitters</div> <div> <div>EA0924</div> <input type="button" value="Add"/> </div> <div> <input type="text"/> <input type="button" value="Add"/> </div>				
<input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Close"/>				

Request	Clients	Land	Roles	Funds Confirmation
Roles				
<div>Viewers</div> <div> <input type="text"/> <input type="button" value="Add"/> </div>				
<div>Submitters</div> <div> <input type="text"/> <input type="button" value="Add"/> </div>				
<div>Approvers</div> <div> <input type="text"/> <input type="button" value="Add"/> </div>				
<div>EA0924</div> <div> <input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Close"/> </div>				

Only the Site Administrator or Sub Account holder can be selected for the Viewer, Submitter or Approver.

Viewer: Can view requests

Submitters: Can view and submit requests

Approvers: Can approve requests

Roles
<div>Viewers</div> <div> <input type="text"/> <input type="button" value="Add"/> </div>
<div>EA0914</div> <div>EA0914 H</div> <div> <input type="text"/> <input type="button" value="Add"/> </div>

Select your Viewers, Submitters and Approvers in the drop down menu for each and click on **Add**

Click on Save when complete.

Coal - Lease - Direct Purchase 409622

Status: **Work in Progress**

[Request Document](#)

Request	Clients	Land	Roles	Funds Confirmation
Roles				
Viewers				
EA0924				Delete
<input type="text"/>				Add
Submitters				
EA0924				Delete
<input type="text"/>				Add
Approvers				
EA0924				Delete
<input type="text"/>				Add
<input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Close"/>				

For this example, I chose the Sub Account holder for the Viewer, Submitter and Approver.

11. Funds Confirmation – Work in Progress

Status: **Work in Progress**

[Request Document](#)



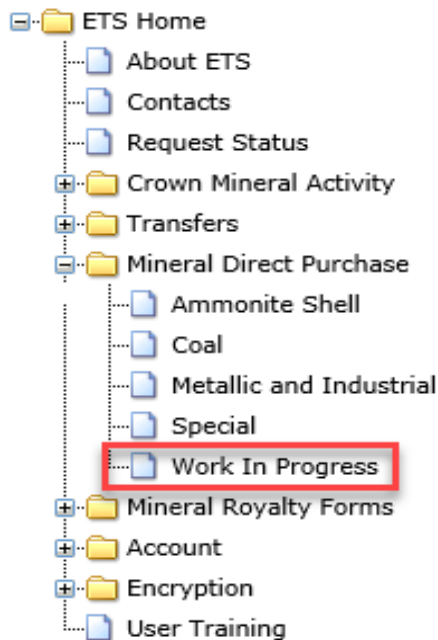
The Funds Confirmation tab is greyed out until the funds (rentals) and lands are ready to be accepted/declined.

The internal processing for applications takes approximately 6-8 weeks. You will receive an email 6-8 weeks after submission to sign into your ETS account and view the changes. The contact selected from the request screen will receive this email notification.

When we get to the Funds Confirmation step, we will come back to this tab later in the manual.

NOTE: This applies to agreements that have rentals, therefore the Funds Confirmation step is required for those agreement types.

12. Work in Progress Requests



You can retrieve a saved request from your Work In Progress folder at any time. Make note of your request number and it will display in results.

Work in Progress

Mineral Type:	<input type="text"/>	Request Number:	<input type="text"/>
Start Date:	<input type="text"/>	End Date:	<input type="text" value="2018/07/06"/>
Status:	<input type="text"/>		

Find Close

When you select Work In Progress, this screen will display.

You can also search by mineral type, request number, dates and status.

Click the find button and the results will display in a grid that fall within your search criteria.

Work in Progress

Mineral Type:	<input type="text"/>	Request Number:	<input type="text"/>
Start Date:	<input type="text"/>	End Date:	<input type="text" value="2018/07/24"/>
Status:	<input type="text"/>		

Find Close

#	Mineral Type	Contract Type	Comment	Status	Files	Last Updated ▾	Creator
410167	Coal	LEASE		Submitted	Report: Pdf	2018/07/24 11:43:16	

13. Submit

Coal - Lease - Direct Purchase 409622

Status: **Work in Progress**
[Request Document](#)

Request
Clients
Land
Roles
Funds Confirmation

Roles

Viewers

EA0924
Delete

Add

Submitters

EA0924
Delete

Add

Approvers

EA0924
Delete

Add

Submit


Save

Delete

Close

When there are no validation errors and you're ready to submit payment for the application fee(s), select the **Submit** button. A confirm fees screen will pop up.

14. Confirm Fees

 Submit Fee Breakdown -- Webpage Dialog
✕

Confirm Fees for Submission

Application	Amount
01	\$ 625.00

GST: \$ 0.00
Total: \$ 625.00

Confirm

Cancel

GST will be charged based on the information provided to Crown Land Data Support for the designated representative. If GST is being charged and your company has a GST number, contact us as this information will need to be updated in our system through Crown Land Data Support (CrownLandDataSupport@gov.ab.ca).

Each item/application will display in the list with the total required amount.

You can proceed with payment and we will refund the GST,

Or

it will take 3-5 days to update account with GST information.

Once **Confirm** is selected, a credit card screen will appear.





NOTE: pre-paid credit cards are not accepted.

15. Credit Card Screen

Address Information

Name:	<input type="text"/>
Phone Number:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
Province:	<div>Alberta</div> <div>▼</div>
Postal Code:	<input type="text"/>
Country:	<div>Canada</div> <div>▼</div>
Email:	<input type="text"/>

Payment Information

	   
Invoice/Order Number:	401851
Amount (CAD):	625
Payment Method:	<div>Credit Card</div> <div>▼</div>
Name on card:	<input type="text"/>
Credit Card Type:	<div>VISA</div> <div>▼</div>
Credit Card Number:	<input type="text"/>
	<div>01</div> <div>▼</div>
Expiration Date:	/
	<div>2018</div> <div>▼</div>
Credit Card CVD:	<input type="text"/>
	What's this?

Comments

16. Submitted Payment

Payment Status
<p>Your payment has been accepted and the request has been submitted successfully.</p> <p>Your authorization code is <input type="text"/></p> <p>Total amount paid is \$625.00</p> <p>You may print this screen for your reference.</p>

You will receive a message saying that your payment has been submitted successfully.

17. Status – Submitted

#	Mineral Type	Contract Type	Comment	Status	Files	Last Updated ▾	Creator
400176	Coal	ROAD ALLOWANCE LEASE		Submitted	Report: Pdf	2018/02/08 06:52:06	HAZEL

The Work in Progress status will update the request from Work in Progress to Submitted.

You can view/print your request, by selecting the Pdf (original request details) under Files.

The Original Request details report will have the request information, amount paid, land requested (incl hectares) for your records.

**ELECTRONIC TRANSFER SYSTEM
COAL - DIRECT PURCHASE
ORIGINAL REQUEST DETAILS**

April 05, 2018
9:56:18 AM
ETS # [REDACTED]

Comment:
Contract Type: LEASE
Coal Category: (4) EXPLORATION IS PERMITTED UNDER NORMAL APPROVAL PROCESS, SURFACE AND SUB-SURFACE MINING UNDER NORMAL APPROVAL PROCESS

Status: Submitted
Approvers: [REDACTED]


Created By: EA0920 [REDACTED]
Request Created on Date: Apr 04, 2018 3:02:48 PM
Official Received Date: Apr 05, 2018 9:56:18 AM
Requestor: [REDACTED]
Contact: [REDACTED]
Phone: [REDACTED]
Email Address: [REDACTED]

Designated Representative: [REDACTED]
Participants: [REDACTED] 100.00000000%

Total Amount Paid: \$1875.00 **Items:** 3

**ELECTRONIC TRANSFER SYSTEM
COAL - DIRECT PURCHASE
ORIGINAL REQUEST DETAILS**

April 05, 2018
9:56:18 AM
ETS # [REDACTED]

Item 01	Land Key 5-07-031:36 Coal: From SURFACE To BASEMENT	Hectares 256.0000	Portion Yes
Item 02	Land Key  5-09-032:04 5-09-032:05 5-09-032:06 5-09-032:07 5-09-032:08 5-09-032:09 Coal: From SURFACE To BASEMENT	Hectares 256.0000 256.0000 256.0000 256.0000 256.0000 256.0000	Portion No No No No No No
Item 03	Land Key 5-07-033:02 5-07-033:03 5-07-033:04 Coal: From SURFACE To BASEMENT	Hectares 256.0000 256.0000 256.0000	Portion No No No

*** End of Report ***

18. Status – Processing

Work in Progress

Mineral Type:
Start Date:
Status:

Request Number:
End Date:

#	Mineral Type	Contract Type	Comment	Status	Files	Last Updated	Creator
400624	Coal	LEASE		Processing	Report: Pdf	2018/03/02 10:14:42	
400147	Coal	LEASE		Processing	Report: Pdf	2018/02/15 12:00:50	

When your request has been uploaded into our system, the status will change to Processing.

The internal processing for applications takes approximately 6-8 weeks. You will receive an email 6-8 weeks after submission to sign into your ETS account and view the changes (funds confirmation accept/decline).

19. Funds Confirmation email

Subject: Mineral Direct Purchase Request

Your Mineral Direct Purchase request number [REDACTED] has been updated.

Sign on to ETS (Electronic Transfer System) to view the changes.

Please do not reply to this email. If you have any further questions or concerns please contact the Coal and Mineral Development group at CMD.Energy@gov.ab.ca or (780) 427-7707.

You will receive an e-mail when Funds Confirmation is ready to Accept/Decline.
The e-mail will be sent to the contact selected at the Request level.

20. Accept/Decline Funds

Status: Processing Request Document

Request	Clients	Land	Roles	Funds Confirmation						
Funds Confirmation										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Item</th> <th style="width: 45%;">Selection</th> <th style="width: 40%;">Files</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">01</td> <td> <input checked="" type="radio"/> Accept <input type="radio"/> Decline </td> <td style="text-align: center;"> Verification Report </td> </tr> </tbody> </table>					Item	Selection	Files	01	<input checked="" type="radio"/> Accept <input type="radio"/> Decline	Verification Report
Item	Selection	Files								
01	<input checked="" type="radio"/> Accept <input type="radio"/> Decline	Verification Report								
<p style="color: #007060; text-align: center;">Monies must be received within five business days; failure will result in cancellation of the application(s) and forfeiture of the related fees and GST (if applicable).</p> <p style="color: #007060; text-align: center;">Confirmation is required within 2 business days of notification.</p> <p style="text-align: center;">  <input type="button" value="Confirm"/> </p> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Close"/> </p>										

Feedback Copyright © 1999 Government of Alberta

When you log into your ETS account, the Funds Confirmation tab will no longer be greyed out.

The Verification Report will list the land and the total amount due for the rental. **Please review this report before Accepting or Declining.** An example of the report is on the next page.

Once confirmed, you have 5 business days to make payment

Verification report is the Funds Confirmation Report and the name will be updated in ETS.

21. Funds Confirmation Report

ELECTRONIC TRANSFER SYSTEM
Mar 06, 2018 02:24:47 PM

FUNDS CONFIRMATION REPORT FOR DIRECT PURCHASES
DIRECT PURCHASE REQUEST NUMBER [REDACTED]
COAL
USERID [REDACTED]

Contract Type: ROAD ALLOWANCE LEASE
Block Status: ACTIVE

Hectares	Land Description	Restriction DRRZD/ZD
0.0000	5-03-051: 2RS,RI,2SWRW	
	COAL	
	SPECIAL PROVISIONS:	
	NIL	

Designated Representative	Client ID
[REDACTED]	[REDACTED]

Participant(s)	Percent	Client ID
[REDACTED]	[REDACTED]	[REDACTED]

Payor(s)	Type	Amount
Julia Roberts	CREDIT CARD	\$625.00
	Total:	\$625.00

Fee	Rental	GST	Amount	Under Payment
\$625.00	\$50.00	\$0.00	\$675.00	\$50.00

NOTE:
To ensure correct allocation of the monies being paid, please quote application number(s) HA14 1800119018

application
number

At the bottom of the funds confirmation report, please note your application number to reference when making payment. This is important for our finance department to allocate money to the correct account.

Print this report for your records.

22. Payment Options

Cheque or money

Mail or in person:

Coal and Mineral Development Branch

Alberta Energy

North Petroleum Plaza

9945 108 St

Edmonton, Alberta T5K 2G6

Cheque or money orders Payable to the Government of Alberta

Please ensure you quote the application number when submitting payment. As noted at the bottom of the funds confirmation report.

Wire/Deposit Info.



EFT (Electronic Funds Transfer)/Wire/Deposit Information

Government of Alberta Information

Department:	Energy / Environment & Parks / Agriculture & Forestry
Address:	14th Floor, 9945 - 108 St. Edmonton, Alberta T5K 2G6
Telephone:	(780) 427-3543

Banking Information

Bank Name:	CIBC (Canadian Imperial Bank of Commerce)
Beneficiary Name:	PT-Mineral Revenue Account
Bank Address:	10102 Jasper Ave. Edmonton, Alberta T5J 1W5
Bank No:	010
Swift Code:	CIBCCATT
Transit No:	00059
Account No:	00 - 54305

Once payment has been made, please email G94deposit@gov.ab.ca with payment details.

23. Documents Ready for pick up

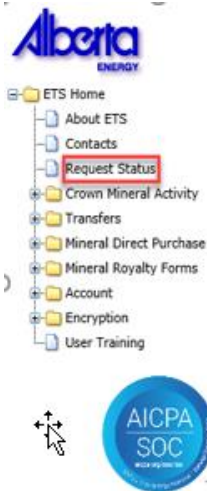
From: Energy ETS
Sent: March 8, 2018 3:15:02 PM (UTC-07:00) Mountain Time (US & Canada)
To: [REDACTED]
Subject: Coal Agreement Documents

Coal Agreement Documents issued by Alberta Department of Energy are ready for pickup by the Designated Representative. Agreement documents will be removed from ETS based on the Site Administrator's preference settings. Please login to the ETS Request Status screen to view or download the documents.

Once the department has received your rental payment, the documents will follow.

When your documents are ready for pick up, the Site Administrator will receive an email.

24. Request Status



Request Status

Form:

Request #:

Start Date:

End Date:

Status:

Creator:

File Name:

Comment:

Retrieve
Select All
Unselect All
(Un)Delete
Pickup

#	Sel	Form	Input File/Comment	Status	Date YYYY/MM/DD	Cost	Output Files	Creator
401560	<input type="checkbox"/>	Mineral Direct Purchase - Agreement Document	Direct Purchase	COMPLETED	2018/03/08		Compressed Archive(zip)	EA0914

Page 1

Feedback Copyright © 1999 Government of Alberta

The start/end date can be updated/deleted so that all requests can be viewed. The **compressed Archive (zip folder)** will have a pdf version of the letter and agreement document. **Please note the request number for your documents is different from your work in progress request number.**

Print and save documents to your computer. There is a 90 day retention period before requests are removed and archived in ETS. If you require documents after this period, please contact cmd.energy@gov.ab.ca.

Congratulations!

You have completed the ETS – Coal and Coal Road Allowance Direct Purchase online Training Course.



If you have any comments or questions on this training module, please forward them to the following: CMD.Energy@gov.ab.ca