

Welcome!

**ETS – Metallic and Industrial Minerals
Direct Purchase Application (Permit,
Lease, Subsurface Reservoir Lease and
Secondary Mineral Lease) Online
Training Course**

THIS MODULE WILL PROVIDE YOU WITH AN UNDERSTANDING ON HOW TO SUBMIT A METALLIC AND INDUSTRIAL MINERAL 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
July 18, 2018	Updates	All
December 18, 2018	Updates	All

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INTRODUCTION

This module will provide you with an understanding on how to submit a direct purchase application for the different Metallic and Industrial Minerals agreements 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

Login

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 Metallic and Industrial Minerals application process, please forward inquiries to: cmd.energy@gov.ab.ca

The Metallic and Industrial Minerals interactive map:

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

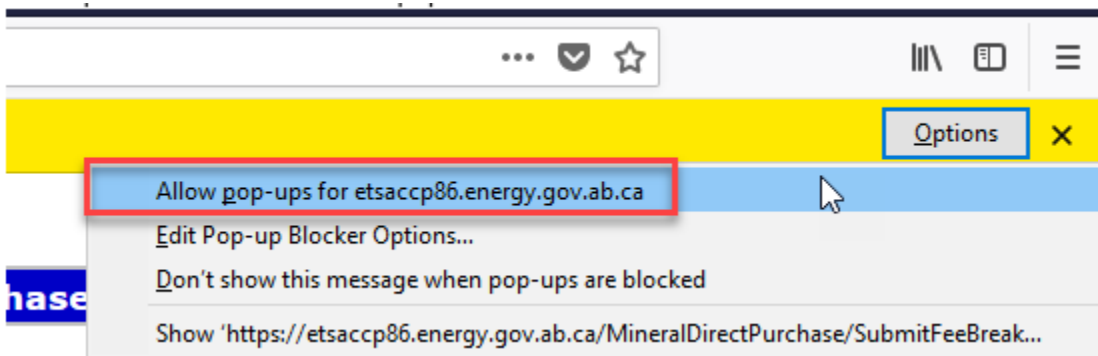
ETS Browser Compatibility

ETS is only compatible with Internet Explorer, Chrome, Microsoft Edge 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 a compatible web browser.

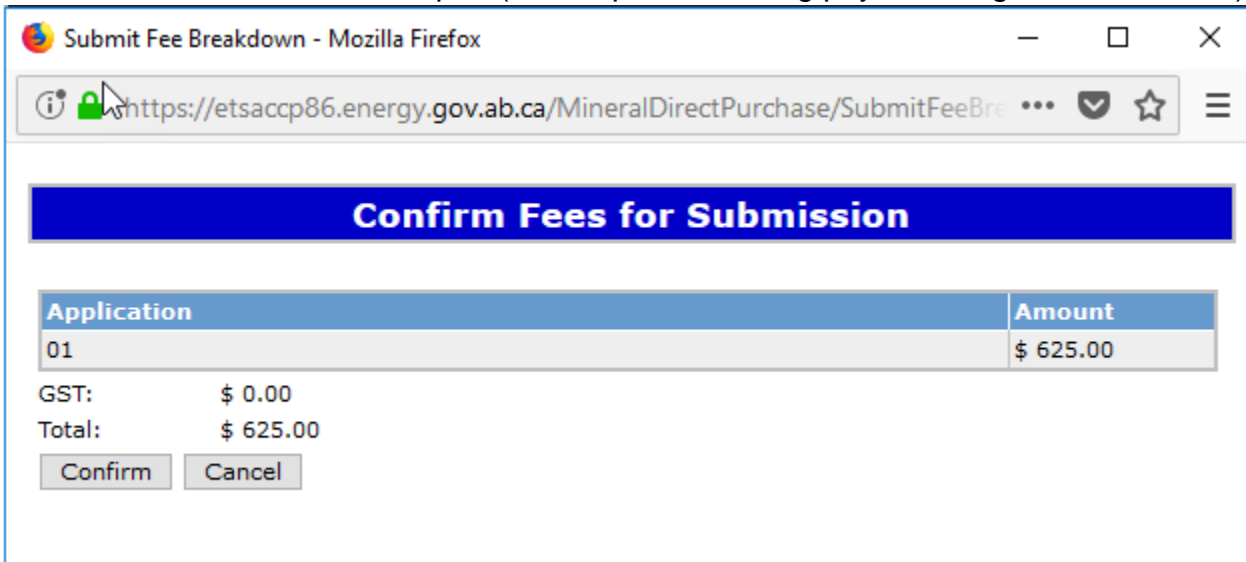
When using Firefox, you will receive a yellow ribbon on top of the page when you are ready to submit payment.



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



[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



ETS
Electronic Transfer System

Please remember to clear your browser's cache, click [HERE](#) for instructions.
(This is required to ensure the **privacy** and **security** of the information).

You have been successfully logged out of ETS.

User Name:

Password:

☐ Save my user name

[Forgot Password](#)

AICPA SOC
Accounting Institute of Canada
Society of Certified Accountants

Support: 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 once a year.

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>

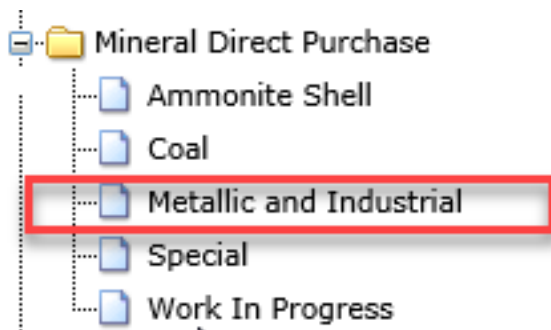
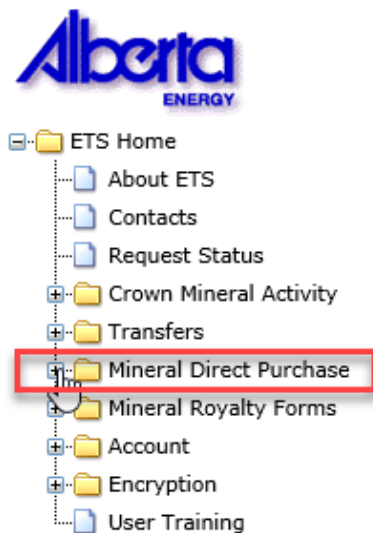
Last Update February 5, 2016 at 12:37 pm

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 where you sign in.

5. Mineral Direct Purchase – Metallic and Industrial



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

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

Then select Metallic and Industrial, the direct purchase screen will open when selected.

6. Request Tab

Metallic And Industrial Minerals - 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"/></p> <p>Created By: <input type="text"/></p> <p>Requestor: <input type="text"/></p> <p>Contact: <input type="text"/></p>				
<p>Submit Save Close</p>				

The request entry windows will display for data entry.

Request	Clients	Land	Roles	Funds Confirmation
Request Details				
<p>Comment: <input type="text"/></p> <p>Contract Type: <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 Close</p>				

Contract Type: Select either ROCK-HOSTED MINERALS PERMIT, ROCK-HOSTED MINERALS LEASE, SECONDARY MINERALS LEASE, or SUBSURFACE RESERVOIR LEASE.

Request fields vary based on the contract type selected.

Rock-Hosted Minerals Permit

Request	Clients	Land	Roles	Funds Confirmation
Request Details				
<p>Comment: <input type="text"/></p> <p>Contract Type: <input type="text" value="ROCK-HOSTED MINERALS PERMIT"/></p> <p>Created By: <input type="text" value=""/></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>				

Contract Type: Select ROCK-HOSTED MINERALS PERMIT

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.

Rock-Hosted Minerals Lease

Request	Clients	Land	Roles	Funds Confirmation
Request Details				
<p>Comment: <input type="text"/></p> <p>Contract Type: <input type="text" value="ROCK-HOSTED MINERALS LEASE"/></p> <p>Direct Purchase Type: <input type="text"/></p> <p>Target Substance: <input type="text" value="ALL GOLD AND SILVER"/></p> <p>Requested Zone: <input type="text"/></p> <p>Created By: <input type="text" value=""/></p> <p>Requestor: <input type="text"/></p> <p>Contact: <input type="text"/></p>				
<p>Supporting documents are required when applying for a lease. Please provide the geological evidence to support the mineral deposit found in the location of the lease and a plan for development.</p> <p>Supporting Documents</p> <p>Supporting Documentation: <input type="button" value="Choose File"/> No file chosen <input type="button" value="Add"/></p>				
<p><input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Close"/></p>				

Contract Type: Select ROCK-HOSTED MINERALS LEASE

Direct Purchase Type: Leave blank if you are not converting a permit to a lease. If you are, see permit to lease information.

Target Substance: A substance or substances must be selected. At a later date, geological evidence and purpose of the lease will be requested by the department.

When selecting multiple substances press Ctrl and the substance. When saved, these substances will appear on top of the list.

A screenshot of a web form showing a dropdown menu for 'Target Substance'. The menu is open, displaying four options: 'LIMESTONE', 'SANDSTONE', 'SHALE', and 'ALL GOLD AND SILVER'. The first three options are highlighted in blue, indicating they are selected. The 'ALL GOLD AND SILVER' option is not highlighted. The dropdown has up and down arrow buttons on the right side.

Requested Zone: Field is greyed out unless the target substance of salt is selected then the requested zone will be enabled.

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

Requestor: Only the name of Company registered with EN account will display for selection.

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**.

Note: Supplemental data related to the feasibility of mining the commodity applied for, must be submitted by mail or email to CMD.Energy@gov.ab.ca.

Permit to Lease

Request
Clients
Land
Roles
Funds Confirmation

Request Details

Comment:
Contract Type: ROCK-HOSTED MINERALS LEASE
Direct Purchase Type: PERMIT TO LEASE
Target Substance: URANIUM
VALUABLE STONE
VOLCANIC ASH
ZINC
Requested Zone:
Related Permit Number: Add Permit Number
Created By:
Requestor:
Contact:

Supporting documents are required when applying for a lease. Please provide the geological evidence to support the mineral deposit found in the location of the lease and a plan for development.

Supporting Documents

Supporting Documentation: No file chosen

If direct purchase type permit to lease is selected, then the relate permit number is required. The Add Permit Number button will remain greyed out until the substance is added and saved.

Contract Type: Select ROCK-HOSTED MINERALS LEASE

Direct Purchase Type: Select PERMIT TO LEASE

Target Substance: A substance must be selected. At a later date geological evidence and purpose of the lease will be requested by the department.

When selecting multiple substances press Ctrl and the substance. When saved, these substances will appear on top of the list.

Target Substance:

LIMESTONE
SANDSTONE
SHALE
ALL GOLD AND SILVER

Requested Zone: Field is greyed out unless the target substance of salt is selected then the requested zone will be enabled.

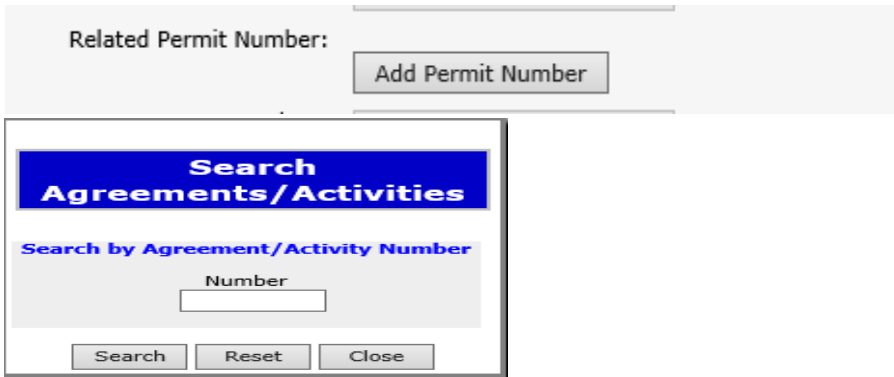
Created By: The EN account that you signed in with will display.

Requestor: Only the name of Company registered with EN account will display for selection.

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.

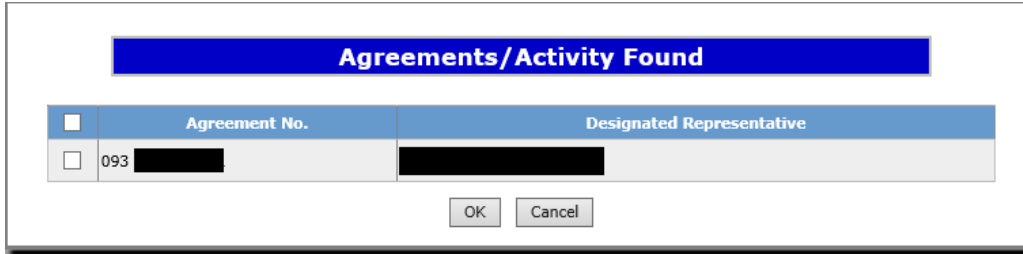
Once all information is entered, click on Save.

After the first Save, the **Add Permit Number** button will be selectable.



The screenshot shows a form with a label 'Related Permit Number:' and a button 'Add Permit Number'. Below this, a pop-up window titled 'Search Agreements/Activities' is displayed. The pop-up has a search bar labeled 'Search by Agreement/Activity Number' with a 'Number' input field. At the bottom of the pop-up are 'Search', 'Reset', and 'Close' buttons.

A pop up screen will appear, enter your permit number and search.



The screenshot shows a pop-up window titled 'Agreements/Activity Found'. It contains a table with the following structure:

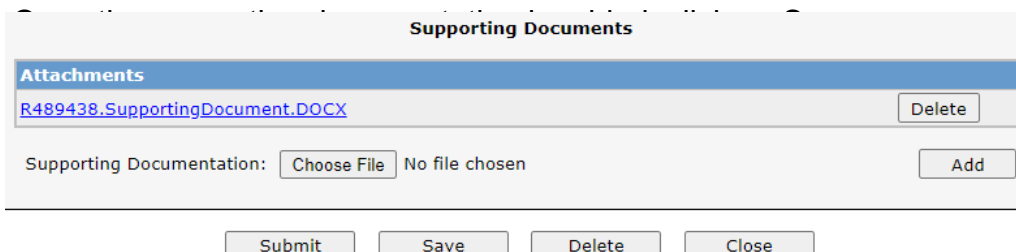
	Agreement No.	Designated Representative
<input type="checkbox"/>	093 [REDACTED]	[REDACTED]

At the bottom of the table are 'OK' and 'Cancel' buttons.

Select the checkbox if this is the correct permit and OK

If the Designated Representative does not match the account you signed in with, you will get a validation error. The ETS account and des rep on the permit must match in order to submit a permit to lease application.

Supporting Documentation: Supporting documentation can be added after all of the other fields are filled in and saved. Click Choose File, choose the file from your computer, click open. It will bring you back to the main screen and then click Add.



The screenshot shows a window titled 'Supporting Documents'. It has a section 'Attachments' with a table containing one row:

R489438.SupportingDocument.DOCX	Delete
---	--------

Below the attachments, there is a 'Supporting Documentation:' label, a 'Choose File' button, and the text 'No file chosen'. To the right is an 'Add' button. At the bottom of the window are 'Submit', 'Save', 'Delete', and 'Close' buttons.

Secondary Minerals Lease:

Request	Clients	Land	Roles	Funds Confirmation
Request Details				
<p>Comment: <input type="text"/></p> <p>Contract Type: <input type="text" value="SECONDARY MINERALS LEASE"/></p> <p>Complementing SML/DRS Activities: <input type="button" value="Add Activity"/></p> <p>Created By: <input type="text" value=""/></p> <p>Requestor: <input type="text"/></p> <p>Contact: <input type="text"/></p> <p>Supporting Document is required if Freehold Surface land is added to the application or if Requestor is not Designated Representative of the SML/DRS Activities.</p> <p>Supporting Documents</p> <p>Supporting Documentation: <input type="button" value="Choose File"/> No file chosen <input type="button" value="Add"/></p>				
<p><input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Close"/></p>				

Contract Type: Select SECONDARY MINERALS LEASE

Complementing SML/DRS Activities: This field is greyed out until you save the contract type, created by, requestor and contact information. **If you have been granted permission from a Freehold surface owner, you will not have to enter information in this field.**

Click on **Add Activity** and add the SML or DRS number in the screen that pops up and search. Confirm/select the agreement number and OK.

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

Requestor: Only the name of Company registered with EN account will display for selection.

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**.

Supporting Documents: Upload SML/DRS (Crown) agreements/authorization or Freehold surface owner authorization to utilize gravel pit for placer exploration.

Subsurface Reservoir:

Request	Clients	Land	Roles	Funds Confirmation
Request Details				
<p>Comment: <input type="text"/></p> <p>Contract Type: <input type="text" value="SUBSURFACE RESERVOIR"/></p> <p>Direct Purchase Type: <input type="text" value="Cavern"/></p> <p>Requested Zone: <input type="text"/></p> <p>Storage Purpose: <input type="text"/></p> <p>Created By: <input type="text" value=""/></p> <p>Requestor: <input type="text"/></p> <p>Contact: <input type="text"/></p>				
<input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Close"/>				

Contract Type: Select SUBSURFACE RESERVOIR LEASE

Direct Purchase Type: Cavern is already populated in this field. If you are applying for non-cavern, refer to the manual for Special Mineral.

Requested Zone: This field will not be enabled until storage purpose, created by, requestor and contact have been entered and saved.

Request	Clients	Land	Roles	Funds Confirmation
Request Details				
<p>Comment: <input type="text"/></p> <p>Contract Type: <input type="text" value="SUBSURFACE RESERVOIR"/></p> <p>Direct Purchase Type: <input type="text" value="Cavern"/></p> <p>Requested Zone: <input type="text" value=""/></p> <p>Storage Purpose: <input type="text"/></p> <p>Created By: <input type="text"/></p> <p>Requestor: <input type="text"/></p> <p>Contact: <input type="text"/></p>				
<input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Close"/>				

Requested Zone: Select the zone that will be used for storage.

Request	Clients	Land	Roles	Funds Confirmation
Request Details				
<p>Comment: <input type="text"/></p> <p>Contract Type: <input type="text" value="SUBSURFACE RESERVOIR LEASE"/></p> <p>Direct Purchase Type: <input type="text" value="Cavern"/></p> <p>Requested Zone: <input type="text"/></p> <p>Storage Purpose: <input type="text"/></p> <p>Created By: <input type="text"/></p> <p>Requestor: <input type="text"/></p> <p>Contact: <input type="text"/></p>				
<p>CLASS 1A - AS OUTLINED IN THE ALBERTA ENERGY REGULATOR DIRECTIVE 51</p> <p>CLASS II - AS OUTLINED IN THE ALBERTA ENERGY REGULATOR DIRECTIVE 51</p> <p>CLASS III - AS OUTLINED IN THE ALBERTA ENERGY REGULATOR DIRECTIVE 51</p> <p>COMPRESSED AIR</p> <p>STORING OF CARBON DIOXIDE CO2</p> <p>STORING OF CRUDE OIL</p> <p>STORING OF NATURAL GAS</p> <p>STORING OF PETROLEUM LIQUIDS</p> <p>STORING OF PRODUCED SANDS AND OILFIELD BY-PRODUCTS</p>				

Storage Purpose: There are 9 storage types to choose from in the list.

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

Requestor: Only the name of Company registered with EN account will display for selection.

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**.

Metallic And Industrial Minerals - Direct Purchase

A Contract Type is required.

A Requestor is required.

A Contact 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" value="SUBSURFACE RESERVOIR LEASE"/> *</p> <p>Created By: <input type="text" value="EA0898_HAZEL"/></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>				

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

Metallic And Industrial Minerals - Direct Purchase 489439

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: <input type="text" value="ROCK-HOSTED MINERALS LEASE"/></p> <p>Direct Purchase Type: <input type="text"/></p> <p>Target Substance: <input type="text" value="BENTONITE"/></p> <p>Requested Zone: <input type="text"/></p> <p>Created By: <input type="text"/></p> <p>Requestor: <input type="text"/></p> <p>Contact: <input type="text"/></p> <p>Supporting documents are required when applying for a lease. Please provide the geological evidence to support the mineral deposit found in the location of the lease and a plan for development.</p> <p>Supporting Documents</p> <p>Attachments</p> <p>Supporting Documentation: <input type="button" value="Choose File"/> No file chosen <input type="button" value="Add"/></p>				
<p><input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Close"/></p>				

After Save, the request number (489439) will appear in the heading and the clients, land and roles tabs will be available for entry and will no longer be greyed out.

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

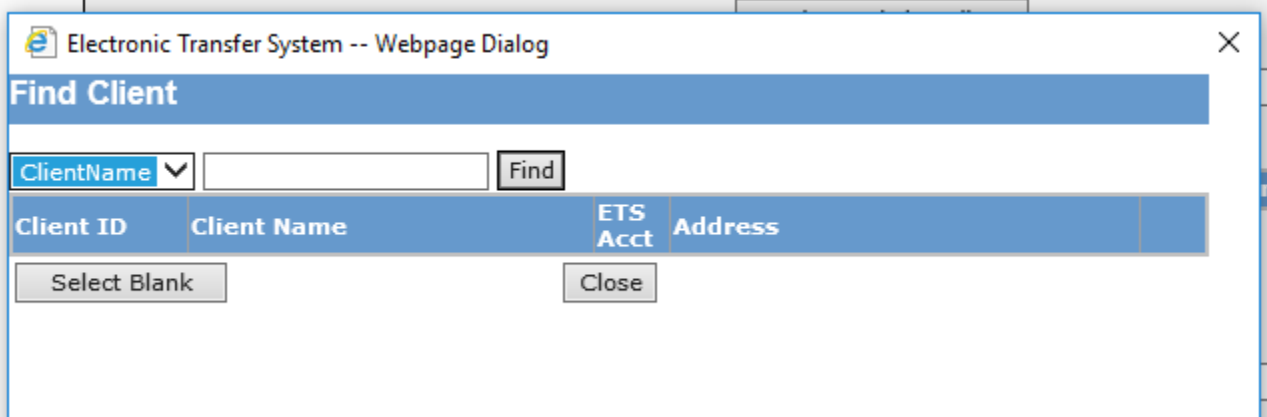
Add Participant

Confidential Rent Payor (Optional):

Submit
Save
Delete
Close

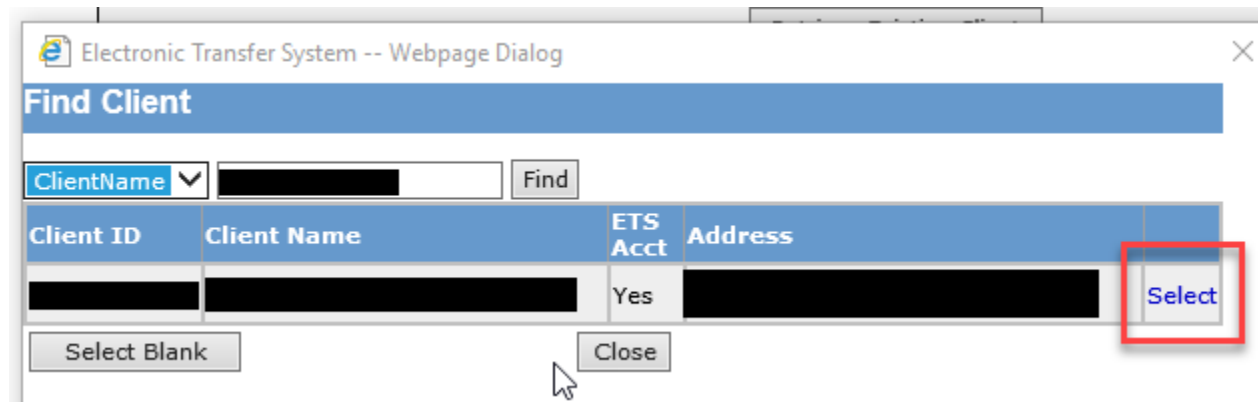
When you select Retrieve Existing Clients, the Designated Representative and Participant will auto-populate based on the EN account you signed in with.

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



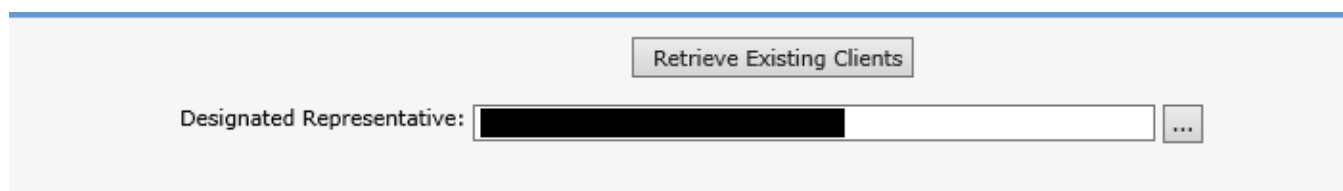
Client ID	Client Name	ETS Acct	Address

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



Client ID	Client Name	ETS Acct	Address
		Yes	


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



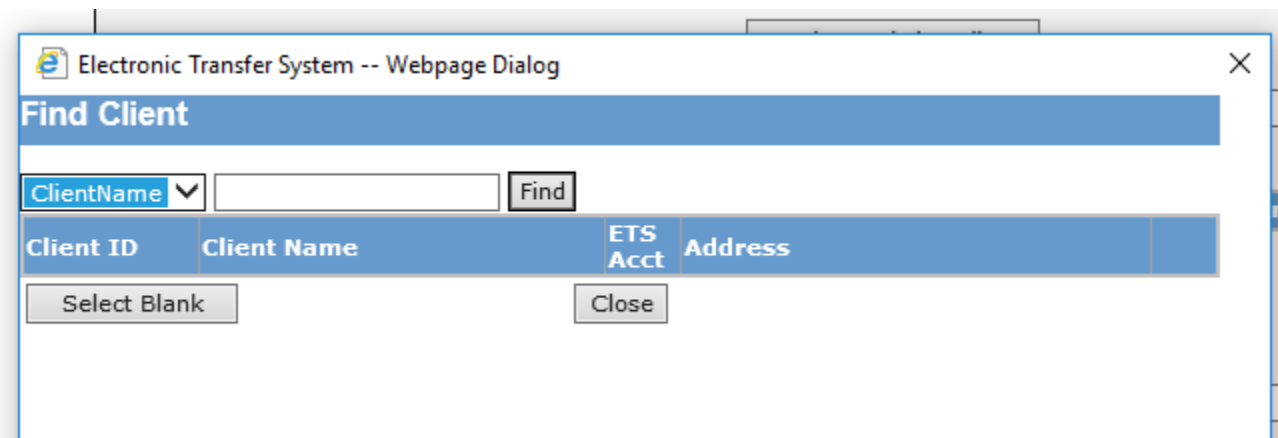
Designated Representative: [Redacted Name] ...

The Des Rep is who we contact for any application/agreement related questions.

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

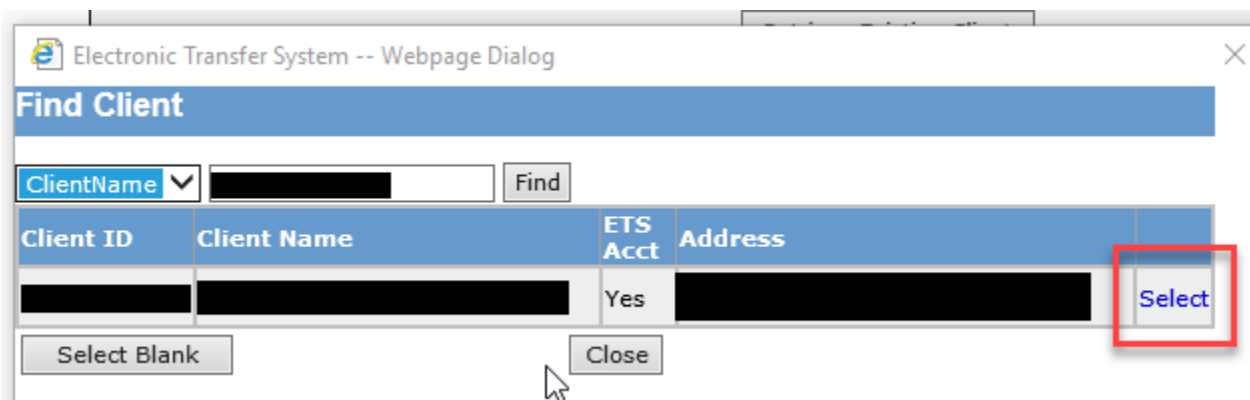


The screenshot shows the 'Client Details' form with tabs for Request, Clients, Land, Roles, and Funds Confirmation. The 'Clients' tab is active. Below the 'Retrieve Existing Clients' button is a 'Designated Representative' field. Below that is a table with two columns: 'Participant' and 'Percent'. Below 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 labeled '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 contains a client name. The table below has one row of results with the following data: Client ID (blank), Client Name (redacted), ETS Acct (Yes), and Address (redacted). The 'Select' button at the end of the row is highlighted with a red box. Below the table are two buttons: 'Select Blank' and 'Close'.

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

Metallic And Industrial Minerals - Direct Purchase 409626

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 still be charged the applicable fees for each application submitted.

Land and Rights

☒ Enter Land

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"/>

☐ Load From File

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

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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"/>

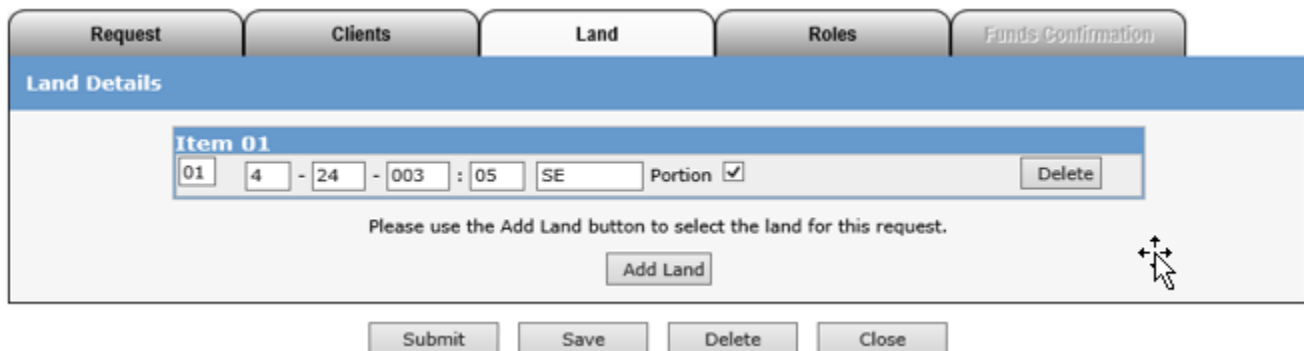
☐ Load From File

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.

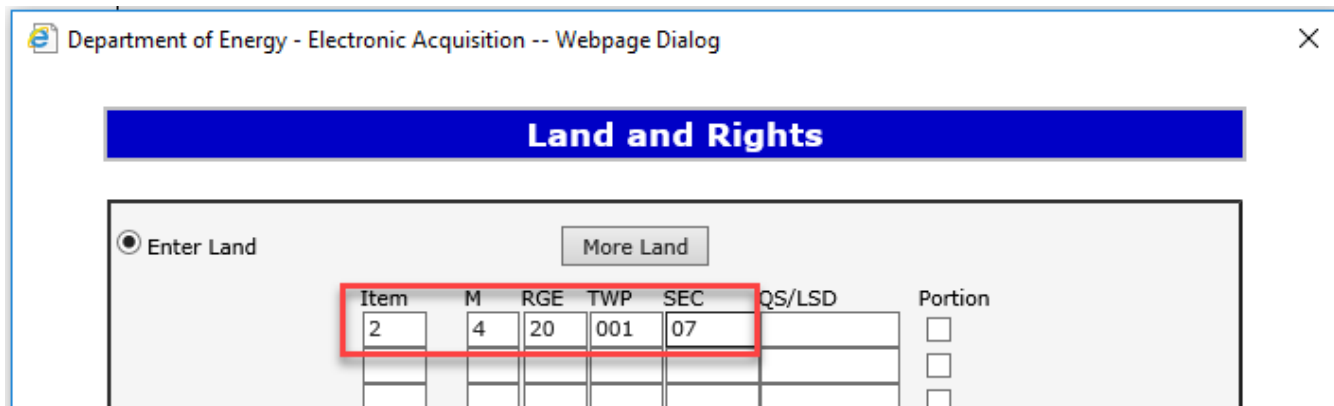
Once land is entered, click on Save (first screen).



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



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.

Request	Clients	Land	Roles	Funds Confirmation				
Land Details								
Item 01								
01	4	- 20	- 001	: 06	<input type="text"/>	Portion <input type="checkbox"/>	Delete	
Item 02								
02	4	- 20	- 001	: 07	<input type="text"/>	Portion <input type="checkbox"/>	Delete	
					Add Land			

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


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

Item 03							
03	4	- 20	- 001	: 08	<input type="text"/>	Portion <input type="checkbox"/>	Delete
03	4	- 20	- 001	: 10	<input type="text"/>	Portion <input type="checkbox"/>	Delete
03	4	- 20	- 001	: 12	<input type="text"/>	Portion <input type="checkbox"/>	Delete
03	4	- 20	- 001	: 13	<input type="text"/>	Portion <input type="checkbox"/>	Delete

When saved the full land description will auto populate in the land grid.

When adding a full twp of land, you can add only the m/rge/twp and the system will auto fill the sections. This function is mainly used for permits.

Department of Energy - Electronic Acquisition -- Webpage Dialog

Land and Rights

☒ Enter Land More Land

Item	M	RGE	TWP	SEC	QS/LSD	Portion
01	4	21	054			<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

Request	Clients	Land	Roles	Funds Confirmation
Land Details				
Item 01				
01	4	- 21 - 054 : 01	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 02	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 03	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 04	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 05	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 06	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 07	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 08	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 09	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 10	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 11	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 12	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 13	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 14	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 15	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 16	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 17	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 18	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 19	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 20	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 21	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 22	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 23	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 24	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 25	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 26	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 27	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 28	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 29	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 30	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 31	<input type="text"/> Portion <input type="checkbox"/>	Delete
01	4	- 21 - 054 : 32	<input type="text"/> Portion <input type="checkbox"/>	Delete

When saved, all the sections within the township/range will be auto populated in the land grid.

If you are not requesting the full township, you can delete the sections that you don't require.

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"/>
						<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]

Request	Clients	Land	Roles	Funds Confirmation
Land Details				
Item 01				
<input type="text" value="01"/>	<input type="text" value="4"/> - <input type="text" value="20"/> - <input type="text" value="001"/>	<input type="text" value="06"/> <input type="text"/>	Portion <input type="checkbox"/>	<input type="button" value="Delete"/>
Item 02				
<input type="text" value="02"/>	<input type="text" value="4"/> - <input type="text" value="20"/> - <input type="text" value="001"/>	<input type="text" value="07"/> <input type="text"/>	Portion <input type="checkbox"/>	<input type="button" value="Delete"/>
Item 03				
<input type="text" value="03"/>	<input type="text" value="4"/> - <input type="text" value="20"/> - <input type="text" value="001"/>	<input type="text" value="08"/> <input type="text"/>	Portion <input type="checkbox"/>	<input type="button" value="Delete"/>
<input type="text" value="03"/>	<input type="text" value="4"/> - <input type="text" value="20"/> - <input type="text" value="001"/>	<input type="text" value="10"/> <input type="text"/>	Portion <input type="checkbox"/>	<input type="button" value="Delete"/>
<input type="text" value="03"/>	<input type="text" value="4"/> - <input type="text" value="20"/> - <input type="text" value="001"/>	<input type="text" value="12"/> <input type="text"/>	Portion <input type="checkbox"/>	<input type="button" value="Delete"/>
<input type="text" value="03"/>	<input type="text" value="4"/> - <input type="text" value="20"/> - <input type="text" value="001"/>	<input type="text" value="13"/> <input type="text"/>	Portion <input type="checkbox"/>	<input type="button" value="Delete"/>
<input type="button" value="Add Land"/>				

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. Roles Tab

Status: Work in Progress

[Request Document](#)

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

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

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

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.

Status: **Work in Progress**

[Request Document](#)

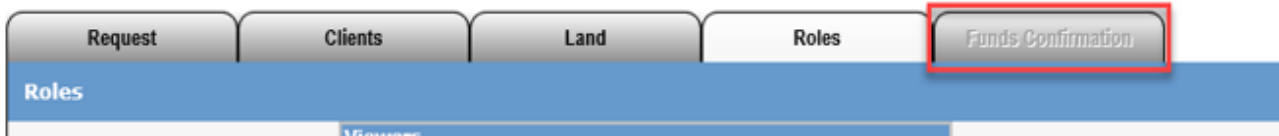
Request	Clients	Land	Roles	Funds Confirmation
Roles				
Viewers				
EA0924				Delete
<input type="text"/>				Add
Submitters				
EA0924				Delete
<input type="text"/>				Add
Approvers				
EA0924				Delete
<input type="text"/>				Add
<input type="button" value="Submit"/> <input type="button" value="Save"/>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

10. 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.

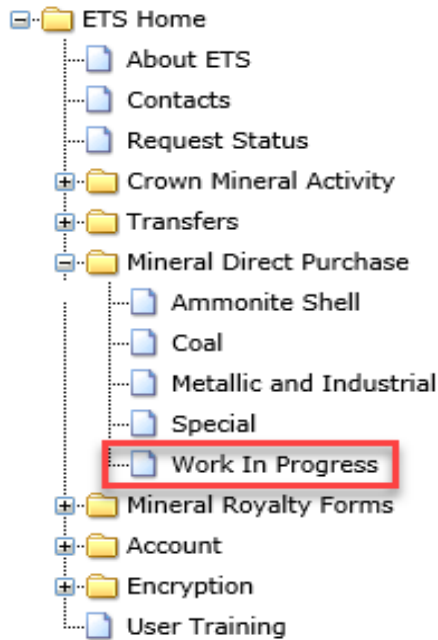
The internal processing for applications takes approximately 6-8 weeks. You will receive an email 6-8 weeks after submission to sign into your ETS account and view the changes. The contact selected from the request screen will receive this email notification.

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

NOTE: Permits and Secondary agreements do not charge rentals, therefore the Funds Confirmation step is not required for those agreement types.

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

11. 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, when selected your request will display.

#	Mineral Type	Contract Type	Comment	Status	Files	Last Updated	Creator
489439	Met & Ind	ROCK-HOSTED MINERALS LEASE		Work in Progress	Report: Pdf	2023/03/01 12:51:20	
489438	Met & Ind	ROCK-HOSTED MINERALS LEASE		Client Cancelled	Report: Pdf	2023/03/01 11:51:17	
489437	Met & Ind	ROCK-HOSTED MINERALS LEASE		Client Cancelled	Report: Pdf	2023/03/01 11:13:26	
488083	Met & Ind	ROCK-HOSTED MINERALS PERMIT		Completed	Report: Pdf	2023/02/23 06:00:16	

12. Submit

Status: Work in Progress

[Request Document](#)

Request	Clients	Land	Roles	Funds Confirmation
---------	---------	------	-------	--------------------

Roles

Viewers

EA0924 Delete

Add

Submitters

EA0924 Delete

Add

Approvers

EA0924 Delete

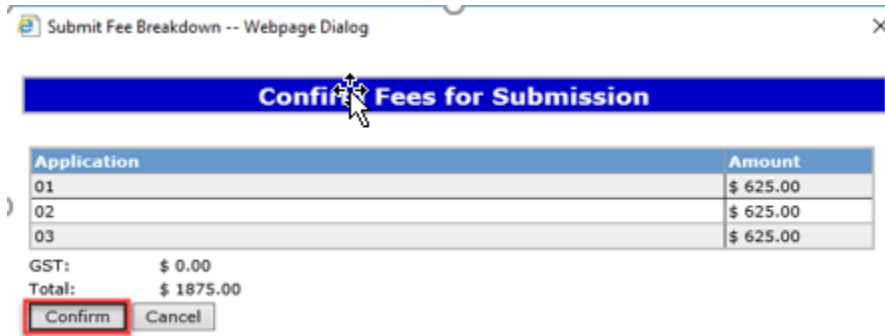
Add

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.

If the pop up doesn't display, this is due to the web browser that you are using. Only Internet Explorer, Chrome, Microsoft Edge and Firefox are supported by ETS. See page 6 for further instructions.

13. Confirm Fees



Submit Fee Breakdown -- Webpage Dialog

Confirm Fees for Submission

Application	Amount
01	\$ 625.00
02	\$ 625.00
03	\$ 625.00

GST: \$ 0.00
Total: \$ 1875.00

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.

14. 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

15. Submitted Payment

Payment Status

Your payment has been accepted and the request has been submitted successfully.

Your authorization code is **TEST**

Total amount paid is **\$1875.00**

You may print this screen for your reference.

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

16. Status – Submitted

#	Mineral Type	Contract Type	Comment	Status	Files	Last Updated ▾	Creator
489439	Met & Ind	ROCK-HOSTED MINERALS LEASE		Submitted	Report: Pdf	2023/03/01 13:04:28	

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
MET & IND MINERALS - DIRECT PURCHASE
ORIGINAL REQUEST DETAILS

March 01, 2023
1:04:28 PM
ETS # 489439

Comment:

Contract Type: ROCK-HOSTED MINERALS LEASE
Target Substance: BENTONITE

Status: Submitted

Approvers:

Created By:

EA [REDACTED]

Request Created on Date: Mar 01, 2023 12:51:20 PM

Official Received Date: Mar 01, 2023 1:04:28 PM

Requestor:

Contact:

Phone:

Email Address:

Designated Representative:

Participants:

100.00000000%

Total Amount Paid: \$656.25 Items: 1



ELECTRONIC TRANSFER SYSTEM
MET & IND MINERALS - DIRECT PURCHASE
ORIGINAL REQUEST DETAILS

March 01, 2023
1:04:28 PM
ETS # 489439

Item 01	Land Key	Hectares	Portion
	5-19-061:02L03	16.0000	No
	5-19-061:02L04	16.0000	No
	Met & Ind: From SURFACE To BASEMENT		

*** End of Report ***

17. Status – Processing

Work in Progress			
Mineral Type:	<input type="text"/>	Request Number:	<input type="text"/>
Start Date:	<input type="text"/>	End Date:	<input type="text" value="2023/03/01"/>
Status:	<input type="text"/>		
<input type="button" value="Find"/> <input type="button" value="Close"/>			

#	Mineral Type	Contract Type	Comment	Status	Files	Last Updated ^	Creator
400557	Met & Ind	ROCK-HOSTED MINERALS PERMIT	1 block all good land	Processing	Report: Pdf	2018/02/20 15:00:20	
400633	Met & Ind	ROCK-HOSTED MINERALS PERMIT	10 blocks full twp/rge	Processing	Report: Pdf	2018/03/12 15:40:15	

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).

18. 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.

19. Accept/Decline Funds

Status: Processing Request Document

Request	Clients	Land	Roles	Funds Confirmation
Funds Confirmation				
Item	Selection			Files
01	<input checked="" type="radio"/> Accept <input type="radio"/> Decline			Verification Report

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).

Confirmation is required within 2 business days of notification.



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

The Funds Confirmation 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 slide.

Once confirmed, you have 5 business days to make payment

Verification report is the Funds Confirmation Report and is in the process of being updated.

20. Funds Confirmation Report

May 11, 2023 12:01:30 PM

ELECTRONIC TRANSFER SYSTEM
FUNDS CONFIRMATION REPORT FOR DIRECT PURCHASES
DIRECT PURCHASE REQUEST NUMBER [REDACTED]
METALLIC AND INDUSTRIAL MINERALS
USERID [REDACTED]

Contract Type: ROCK-HOSTED MINERALS LEASE
Block Status: ACTIVE

Hectares	Land Description	Restriction
1536.0000	5-03-067: 19; 20; 29-32 ROCK-HOSTED MINERALS TARGET SUBSTANCE: LIMESTONE SPECIAL PROVISIONS: NIL	DRRZD/ZD

Designated Representative	Client ID
[REDACTED]	[REDACTED]

Participant(s)	Percent	Client ID
[REDACTED]		

Payor(s)	Type	Amount
[REDACTED]	CREDIT CARD	\$625.00
	Total:	\$625.00

Fee	Rental	GST	Amount	Under Payment	
\$625.00	\$5,376.00	\$0.00	\$6,001.00	\$5,376.00	

application number

A94 230053501

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

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.

21. 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

IMPORTANT: CLIENT IS RESPONSIBLE FOR PROVIDING ALBERTA ENERGY PAYMENT INFORMATION.

PRIOR TO OR DAY OF YOUR EFT PAYMENT. Email G94deposit@gov.ab.ca or fax
 -Dollar amount
 -Activity ID and/or
 -Invoice number
 -Client Name

Fax Number: (780) 422 - 4281
 Fax Recipient: Payment Processor/Banking Analyst
 Phone No: (780) 427-8857
 (780) 427-3600

Failure to provide this information may result in your account not being updated or updated late. Your company may then receive an invoice where interest could play a significant factor or monies refunded.

Government of Alberta Information

Department: Energy / Environment and Parks
 Address: 14th Floor, 9945 - 108 St.
 Edmonton, Alberta T5K 2G6
 Telephone: (780) 427- 3600

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

22. Documents Ready for pick up

From: Energy ETS
Sent: March 9, 2018 3:05:01 PM (UTC-07:00) Mountain Time (US & Canada)
To: [REDACTED]
Subject: Metallic and Industrial Mineral Agreement Documents

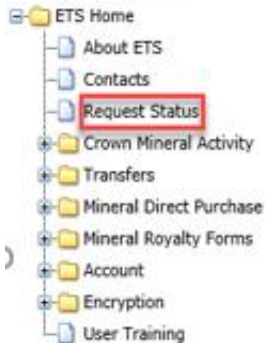
Metallic and Industrial Mineral Agreement Documents issued by Alberta Department of Energy are ready for pickup by the Designated Representative. Agreement documents will be removed from ETS based on the Site Administrator's preference settings. Please login to the ETS Request Status screen to view or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

NOTE: Subsurface Reservoir Lease documents will not be sent via ETS as they are required to be executed by you and by our department. The documents will be mailed.

23. Request Status



Request Status

Form: ▼

Request #:

Start Date: 2018/03/03

End Date: 2018/03/08

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

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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 – Metallic and Industrial 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