

Alberta

*Welcome!*

## **ETS –Online Training Course Quick Overview**

This Module will provide you with an understanding on how to submit an Ammonite Shell, Coal, Metallic and Industrial and Special Mineral Lease application in ETS.

# Revisions

Date	Revisions Type	Page Number
March 12, 2018	Initial Creation	All

# Introduction

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

**ETS**  
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](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.

Feedback Copyright © 1999 Government of Alberta

If you have any questions or need help setting up an ETS account, please forward inquiries to: [clientregistry@gov.ab.ca](mailto:clientregistry@gov.ab.ca) or Go to: <http://www.energy.alberta.ca/AU/Services/Pages/ETS.aspx>


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

If you have any questions about the Ammonite Shell, Coal, Metallic and Industrial and Special Mineral Lease application process, please forward inquiries to: [cmd.energy@gov.ab.ca](mailto:cmd.energy@gov.ab.ca)


The interactive maps can be found at this link: <http://www.energy.alberta.ca/AU/Services/Pages/PDF-Maps.aspx>

# 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 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: [clientregistry@gov.ab.ca](mailto:clientregistry@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>

# 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](#)



**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.

Select **Login**

# Bulletins – New Updates

**Electronic Transfer System**

Logged in User:  
[REDACTED]

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>**

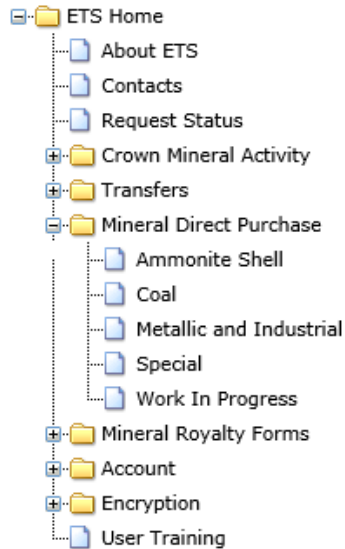
Last Update February 5, 2016 at 12:37 pm

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

Any new ETS updates for Ammonite Shell, Coal, Metallic and Industrial and Special Mineral Leases will be posted on the main page.

# Mineral Direct Purchase



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

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

The Ammonite Shell, Coal, Metallic and Industrial and Special Mineral direct purchase screen will open when selected.

# Request Tab – Ammonite Shell

The screenshot shows a web interface for a request form. At the top, a blue header bar contains the text "Ammonite Shell - Agreement - Direct Purchase". Below this, the status is "Work in Progress" and the document type is "Request Document". The form has five tabs: "Request", "Clients", "Land", "Roles", and "Funds Confirmation". The "Request" tab is active, showing a "Request Details" section with the following fields: "Comment" (text input), "Contract Type" (dropdown menu with "AGREEMENT" selected), "Created By" (dropdown menu with a redacted name), "Requestor" (dropdown menu), and "Contact" (dropdown menu). At the bottom of the form are three buttons: "Submit", "Save", and "Close". Below the form, there is a "Feedback" link and the copyright notice "Copyright © 1999 Government of Alberta".

**Requestor:** Name of the company associated with the EN Account.

**Contact:** Who will receive the email for Funds Confirmation, either the Site Administrator or Sub Account holder.

The Request tab will look different for each Mineral Direct Purchase type.

This screenshot is for Ammonite Shell.

A separate *How to Document* will follow for the entry of Ammonite Shell applications.

Once the information is entered and saved, the clients, land, and roles tabs will no longer be greyed out.

If you miss entering information, you will receive a red validation error message on your screen.



# Request Tab – Coal

The screenshot shows a web application interface for a coal request. At the top, a blue header bar contains the text "Coal - Direct Purchase". Below this, the status is "Work in Progress" and the document type is "Request Document". The interface features a series of tabs: "Request", "Clients", "Land", "Roles", and "Funds Confirmation". The "Request" tab is active, displaying a "Request Details" section. This section includes a "Comment" text field, a "Contract Type" dropdown menu (with "LEASE" selected), a "Coal Category" dropdown menu (with "ROAD ALLOWANCE LEASE" selected), a "Created By" dropdown menu (with a redacted name), a "Requestor" dropdown menu, and a "Contact" dropdown menu. At the bottom of the form are three buttons: "Submit", "Save", and "Close". A footer at the bottom of the page reads "Feedback Copyright © 1999 Government of Alberta".

This screenshot is for the Coal request tab.

You can submit an application for a Coal Lease or Coal Road Allowance Lease.

A separate *How to Document* will follow for the entry of the Coal applications.

Once the information is entered and saved, the clients, land, and roles tabs will no longer be greyed out.

**Requestor:** Name of the company associated with the EN Account.

**Contact:** Who will receive the email for Funds Confirmation, either the Site Administrator or Sub Account holder.

If you miss entering information, you will receive a red validation error message on your screen.

# Request Tab – Metallic and Industrial

**Metallic And Industrial Minerals - Direct Purchase**

Status: **Work in Progress** Request Document

Request Clients Land Roles Funds Confirmation

**Request Details**

Comment:

Contract Type:

Created By:

Requestor:

Contact:

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This screenshot is for the Metallic and Industrial request tab.

You can submit an application for a Permit, Permit to Lease, Lease, Secondary Lease or Subsurface Reservoir Lease.

A separate *How to Document* will follow for the entry of each Metallic and Industrial application (contract type).

Once the information is entered and saved, the clients, land, and roles tabs will no longer be greyed out.

If you miss entering information, you will receive a red validation error message on your screen.

**Requestor:** Name of the company associated with the EN Account.

**Contact:** Who will receive the email for Funds Confirmation, either the Site Administrator or Sub Account holder.

# Request Tab – Special Mineral Lease

The screenshot shows a web application interface for a 'Special Mineral Lease - Direct Purchase' request. At the top, there is a blue header bar with the text 'Special Mineral - Lease - Direct Purchase'. Below this, the status is 'Work in Progress' and 'Request Document' is visible. The interface has a tabbed layout with 'Request' selected, and other tabs for 'Clients', 'Land', 'Roles', and 'Funds Confirmation' are greyed out. The 'Request Details' section contains the following fields: 'Comment' (text input), 'Contract Type' (dropdown menu with 'LEASE' selected), 'Direct Purchase Type' (dropdown menu), 'Created By' (dropdown menu with a blacked-out name), 'Requestor' (dropdown menu), and 'Contact' (dropdown menu). At the bottom of the form are three buttons: 'Submit', 'Save', and 'Close'. Below the form, there is a 'Feedback' link and the text 'Copyright © 1999 Government of Alberta'.

This screenshot is for the Special Mineral Lease request tab.

A separate *How to Document* will follow for the entry of Special Mineral Lease applications.

Once the information is entered and saved, the clients, land, and roles tabs will no longer be greyed out.

If you miss entering information, you will receive a red validation error message on your screen.

**Requestor:** Name of the company associated with the EN Account.

**Contact:** Who will receive the email for Funds Confirmation, either the Site Administrator or Sub Account holder.

# Clients Tab

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

**Request** **Clients** Land Roles Funds Confirmation

**Client Details**

Designated Representative:

Participant	Percent
<input type="button" value="Add Participant"/>	

Confidential Rent Payor (Optional):

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

You can manually add the **Designated Representative** by selecting the ... button. Enter the client name and select Find. Once your search brings back results, select the client ID and this will populate the Designated Rep field. The Des Rep is who we contact and/or who can inquire about the status of the application.

You can also manually add the Participant by selecting the **Add Participant** button. You can add as many parties as you want but the total percent of each must equal 100%. The Participant(s) are who the agreement(s) are issued to.

# Clients Tab Cont.

Request Clients Land Roles Funds Confirmation

Client Details

Retrieve Existing Clients

Designated Representative: [Redacted] ...

Participant	Percent
[Redacted]	100.0000000 <input type="button" value="Delete"/>

Add Participant

Confidential Rent Payor (Optional): [Redacted] ...

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The Confidential Rent Payor is optional. 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 Participant.

Once saved, you will get a validation message to enter the land.

# Land Tab – Work in Progress

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

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

**Item 01** indicates the first 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.

**The QS/LSD** can be used to enter the quarter: NW, NE, SW or SE. Legal sub divisions can be entered L1, L2, L3, etc

An example of entering land: 4-21-001: 6.

If your entering section 7, you would enter Item 01  
4 21 001 07

You can add **More Land** by selecting the button on top.

Once land is entered, click on OK.

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	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  Browse...

OK Clear

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

# Land Tab – Continued



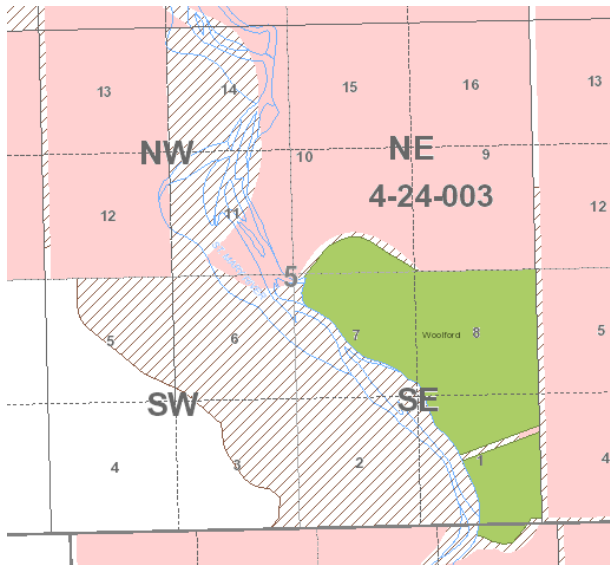
The screenshot shows a web application interface with a navigation bar at the top containing tabs for 'Request', 'Clients', 'Land', 'Roles', and 'Funds Confirmation'. Below this is a 'Land Details' section with a blue header. Inside, there is a form for 'Item 01' with input fields for '01', '4', '21', '001', and '06', followed by a 'Portion' checkbox and a 'Delete' button. Below the form is an 'Add Land' button. At the bottom of the form are four buttons: 'Submit', 'Save' (highlighted with a red border), 'Delete', and 'Close'. At the very bottom, there is a 'Feedback' link and the text 'Copyright © 1999 Government of Alberta'.

Once the land populates the main land screen, select Save.

You would select the **Portion** indicator if you were requesting 4-24-003: 5 SE for example. You wouldn't be granted the lands that are in green (Woolford Park).

Only a portion of SE 5 would be granted.

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







# Land Tab – Coal Road Allowance

Department of Energy - Electronic Acquisition -- Webpage Dialog

**Land and Rights**

Enter Land  More Land

Item	M	RGE	TWP	SEC	QS/LSD	Road Allowance
01						RI RS RW
						▼
						▼
						▼
						▼
						▼
						▼
						▼

× You'll only see the orientation RI, RS and RW on the land grid for Coal Road Allowance Leases. This won't be selectable on any other contract types.

# Roles Tab – Work in Progress

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

Request Clients Land **Roles** Funds Confirmation

**Roles**

Viewers  
[ ] Add

Submitters  
[ ] Add

Approvers  
[ ] Add

Submit Save Delete Close

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

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**

Viewers

EA0914  
EA0914\_H

[ ] Add

[ ] Add

Select your option in the drop down menu and click on **Add**.

# Roles Tab Cont.

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

**Request** **Clients** **Land** **Roles** **Funds Confirmation**

**Roles**

Viewers	
EA0914_	Delete
<input type="text"/>	Add

Submitters	
EA0914_	Delete
<input type="text"/>	Add

Approvers	
EA0914_	Delete
<input type="text"/>	Add

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

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

Save information.

# Funds Confirmation – Work in Progress

Status: **Work in Progress** Request Document

Request Clients Land Roles **Funds Confirmation**

**Roles**

Viewers	
EA0914_ <input type="text"/>	Delete
<input type="text"/>	Add

Submitters	
EA0914_ <input type="text"/>	Delete
<input type="text"/>	Add

Approvers	
EA0914_ <input type="text"/>	Delete
<input type="text"/>	Add

Submit Save Delete Close

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

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

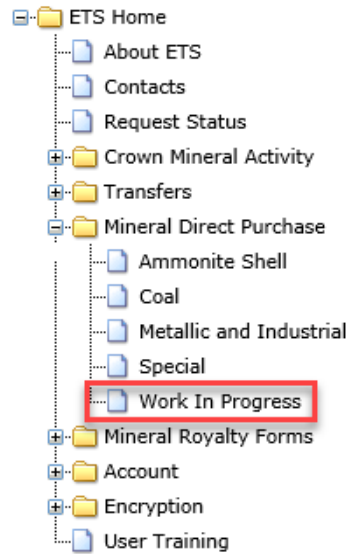
Metallic and Industrial Permits and Secondary Leases don't have rentals so this tab will always be greyed out.

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.

We will come back to this tab later on P.29 of manual.

# 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 Requests

**Work in Progress**

Mineral Type:  Request Number:

Start Date:  End Date:

Status:

---

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

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

The End Date is populated to today's date. Select Find to retrieve all requests.

**Work in Progress**

Mineral Type:  Request Number:

Start Date:  End Date:

Status:

Your request will remain in Work in Progress until it has been submitted.

Cancelled requests will remain in Work in Progress for 90 days.

#	Mineral Type	Contract Type	Comment	Status	Files	Last Updated	Creator
401851	Ammonite Shell	AGREEMENT		Work in Progress	Report: Pdf	2018/03/13 14:38:58	HAZEL
401007	Ammonite Shell	AGREEMENT		Processing	Report: Pdf	2018/03/06 16:12:21	HAZEL
401006	Ammonite Shell	AGREEMENT		Work in Progress	Report: Pdf	2018/02/27 12:46:06	HAZEL
400188	Ammonite Shell	AGREEMENT		Processing	Report: Pdf	2018/02/16 16:03:09	HAZEL
400391	Ammonite Shell	AGREEMENT		Processing	Report: Pdf	2018/02/15 12:00:41	HAZEL

# Submit

**Ammonite Shell - Agreement - Direct Purchase 401851**

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

Request Clients Land Roles Funds Confirmation

**Roles**

**Viewers**  
EA0914\_

**Submitters**  
EA0914\_

**Approvers**  
EA0914\_

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

When you don't have any validation errors and your ready to submit payment for the application fee of \$625.00, select the **Submit** button.

A payment confirmation screen will pop up.

# Confirm Fees

Submit Fee Breakdown -- Webpage Dialog

**Confirm Fees for Submission**

Application	Amount
01	\$ 625.00

GST: \$ 0.00  
Total: \$ 625.00

GST will be charged based on the information provided to Client Registries. If your company has a GST number and the GST is being charged, please let us know immediately and we will ensure your account is updated.

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

It will take 2-3 days to update account with GST information and you can submit application without the GST charge.



# 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:	<input type="text" value="Alberta"/>
Postal Code:	<input type="text"/>
Country:	<input type="text" value="Canada"/>
Email:	<input type="text"/>

## Payment Information



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

[What's this?](#)

## Comments

Submit Payment

# Payment Submitted

## Payment Status

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

Your authorization code is

Total amount paid is **\$625.00**

You may print this screen for your reference.

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

# Status - Submitted

**Work in Progress**

Mineral Type:  Request Number:   
Start Date:  End Date:   
Status:

#	Mineral Type	Contract Type	Comment	Status	Files	Last Updated	Creator
401851	Ammonite Shell	AGREEMENT		Submitted	Report Pdf	2018/03/15 14:33:24	HAZEL

The Work in Progress status will update the request from Work in Progress to Submitted once payment has been made.

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

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

# Status - Processing

**Work in Progress**

Mineral Type:  Request Number:   
Start Date:  End Date:   
Status:

#	Mineral Type	Contract Type	Comment	Status	Files	Last Updated	Creator
401851	Ammonite Shell	AGREEMENT		Processing	Report: Pdf	2018/03/15 15:00:45	HAZEL

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

It takes 6-8 weeks to process an application. The exception to this timeline are Special Mineral Leases. The processing time is 6 months to 1 year.

# Funds Confirmation E-mail

You will receive an e-mail when Funds Confirmation is ready to Accept/Decline (approx. 6-8 weeks after submission). For Metallic and Industrial Permits and Secondary Leases, there will not be a funds confirmation because there are no rentals due.

The e-mail will be sent to the contact selected at the Request level.

---

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](mailto:CMD.Energy@gov.ab.ca) or (780) 427-7707.

# Funds Confirmation

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	<a href="#">Verification Report</a>

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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Go to your Work in Progress Request. 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.

At the bottom of the funds verification 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.

Once confirmed, you have 5 business days to make payment.

When payment has been received, documents will be generated and sent to your ETS account to retrieve.

# 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

# Payment Options – 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- 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**

### Remittance Information

Remittances are to be sent PRIOR OR DAY OF DEPOSIT. Information must include invoice reference numbers and/or activity numbers, lease numbers and **dollar** amounts. ie: G94 account # \$.00 - Fax or Email to G94deposit@gov.ab.ca

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

NOTE: 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.



# Documents Ready for pick up

When your documents are ready for pick up, the Site Administrator will receive an email. Sign into your ETS account and go to Request Documents.

---

From: Energy ETS

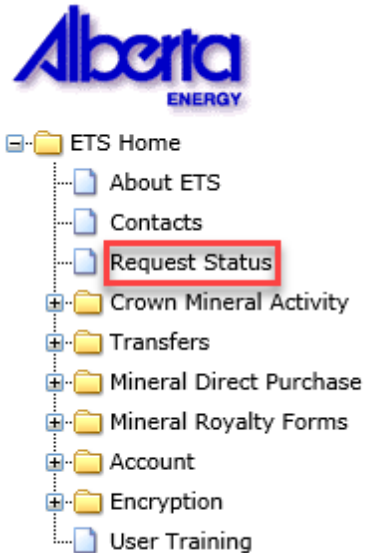
Sent: March 8, 2018 1:05:01 PM (UTC-07:00) Mountain Time (US & Canada)

To: [REDACTED]

Subject: Ammonite Shell Agreement Documents

Ammonite Shell 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.

# Request Status



## Request Status

Form:  Request #:   
Start Date:  End Date:   
Status:  Creator:   
File Name:   
Comment:

#	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. The compressed Archive (zip folder) will have a pdf version of a letter and agreement document. You can print and save these documents.

*Congratulations!*

**You have completed the ETS –  
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](mailto:CMD.Energy@gov.ab.ca)

