

Auto Debit – Increase

Clients on the auto debit method of payment, have the option of increasing rental payment **after** the receipt / printing of the supplementary statements.

Rent payment for agreements / dispositions acquired, or transfers / assignments not yet completed, can be added after the receipt / printing of the supplementary statement.

To avoid duplicate payments, please make sure that the rent amount you are adding is not already on the supplementary statement.

The addition of rental payments to the total on the supplementary statement must be done within the **first** eight days of the month in which the payment is to be withdrawn.

How do I add additional rental payments after the receipt or printing of the supplementary statement?

You will require access to the Alberta Department of Energy's (DOE) Electronic Transfer System (ETS). The ETS account number and password is assigned to your system administrator. You may need to contact your system administrator for this access.

Increasing rental payments after the receipt/printing of the supplementary statement:

Access Alberta Department of Energy's website by clicking the link below:

<http://www.energy.gov.ab.ca/>

1. Click on **ETS** from the menu
2. Click on **ETS – password is required**
3. **Enter** your ETS account number and password
4. Select **enter**
5. Select **input** forms from the menu on left hand side
6. Select **Monthly Statement**
7. Enter the agreement number - include the prefix but do not enter a dash or space (up to thirteen digits) , **amount** and select the date using the drop down arrow for the withdrawal amount to come out of the bank account.
8. Press **submit** button to complete the request
9. Request number will be **displayed**
10. The request is processed **overnight**
11. **Confirmation** is available on the ETS account the following day
12. Any changes to additions or deletions must be emailed to CARS.HelpDesk@gov.ab.ca

For questions or clarification please contact: Linda Humeniuk 780-427-7705,
Mary Burrows 780-422-5198 or <mailto:CARS.Helpdesk@gov.ab.ca>.