

Welcome!

ETS – Special Mineral Direct Purchase Application Online Training Course

THIS MODULE WILL PROVIDE YOU WITH AN UNDERSTANDING ON HOW TO SUBMIT A SPECIAL MINERAL APPLICATION IN ETS. IT ALSO DESCRIBES THE REQUIREMENTS FOR ACCESSING THE SYSTEM AND HOW TO SUBMIT 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 Special Mineral 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

[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 Ammonite Shell application process, please forward inquiries to: cmd.energy@gov.ab.ca

The Metallic and Industrial Minerals interactive map:
<http://www.energy.alberta.ca/AU/Services/Pages/PDF-Maps.aspx>

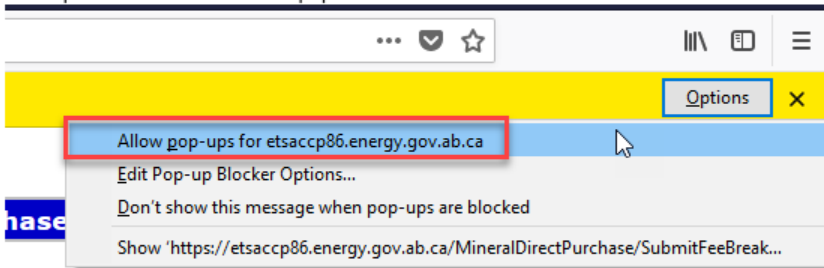
ETS Browser Compatibility

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.

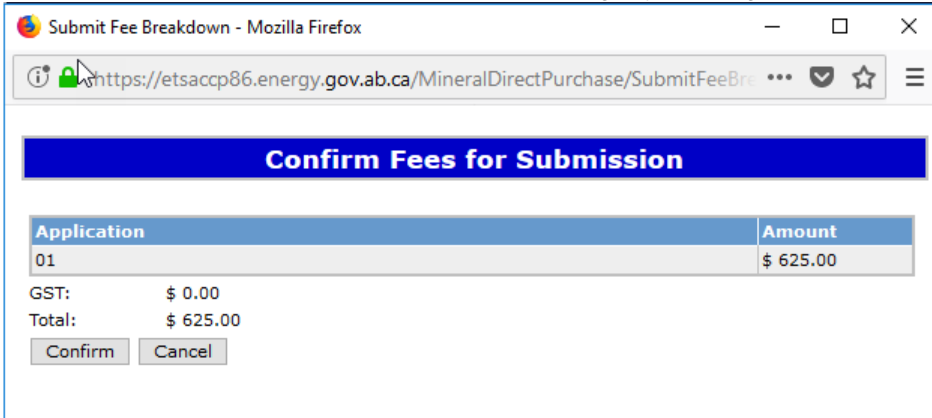
When using Firefox, you will receive a yellow ribbon on top of the page when you are ready to submit payment.



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



[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.

3. Signing into 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.

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>

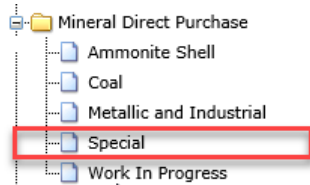
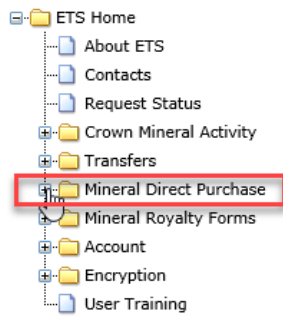
Last Update February 5, 2016 at 12:37 pm

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 where you sign in.

4. Mineral Direct Purchase – Special Mineral



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

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

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

5. Request Tab

Special Mineral - Lease - Direct Purchase

Status: **Work in Progress** Request Document

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

Request Details

Comment:

Contract Type: LEASE

Direct Purchase Type:

Created By: EA0922

Requestor:

Contact:

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

Contract Type: Will default to LEASE.

Direct Purchase Type: Select CAVERN, NON-CAVERN OR NON-CAVERN/CAVERN.

The only time a cavern would be applied for this contract type is when the storage purpose is something other than what is listed in the dropdown list, as noted under the cavern section. If you have any uncertainty of how or what you need to be applying on please contact Coal and Mineral Development. cmd.energy@gov.ab.ca

Special Mineral - Lease - Direct Purchase

Status: **Work in Progress** Request Document

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

Request Details

Comment:

Contract Type: LEASE

Direct Purchase Type: CAVERN
NON-CAVERN
NON-CAVERN/CAVERN

Created By:

Requestor:

Contact:

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

Request fields vary based on the direct purchase type selected.

Cavern

An application for cavern will only be accepted if the storage purpose does not fall within one of these and you will need to contact Coal and Mineral Development for further clarification:

Storage Purpose:	CLASS 1A - AS OUTLINED IN THE ALBERTA ENERGY REGULATOR DIRECTIVE 51
Created By:	CLASS II - AS OUTLINED IN THE ALBERTA ENERGY REGULATOR DIRECTIVE 51
Requestor:	STORING OF CRUDE OIL
Contact:	STORING OF NATURAL GAS
	STORING OF PETROLEUM LIQUIDS
	STORING OF PRODUCED SANDS AND OILFIELD BY-PRODUCTS

If you select CAVERN, a requested zone and storage purpose must be selected.

The screenshot shows the 'Request Details' form with the following fields:

- Comment:
- Contract Type: LEASE (dropdown)
- Direct Purchase Type: CAVERN (dropdown)
- Requested Zone: (highlighted with a red box)
- Storage Purpose: (highlighted with a red box)
- Created By: EA0922_HAZEL (dropdown)
- Requestor:
- Contact:

Non-Cavern

If you select a NON-CAVERN, a Purpose must be entered (eg Refinery).

The screenshot shows the 'Request Details' form with the following fields:

- Comment:
- Contract Type: LEASE (dropdown)
- Direct Purchase Type: NON-CAVERN (dropdown)
- Purpose Text: (highlighted with a red box)
- Created By: EA0922_HAZEL (dropdown)
- Requestor:
- Contact:

Non-Cavern/Cavern

If you select a NON-CAVERN/CAVERN, a Requested Zone and Storage Purpose must be selected. See cavern for comments related to storage purpose.

The screenshot shows a 'Request Details' form with the following fields:

- Comment:
- Contract Type: LEASE (dropdown)
- Direct Purchase Type: NON-CAVERN/CAVERN (dropdown)
- Requested Zone: (dropdown menu)
- Storage Purpose: (dropdown menu)
- Purpose Text:
- Created By: EA0922_HAZEL (dropdown)
- Requestor: (dropdown)
- Contact: (dropdown)

NOTE: Requested zone and storage purpose must be selected from the dropdown menus.

The first screenshot shows the 'Requested Zone' dropdown menu with the following options:

- ARCS MBR
- BADHEART-MUSKIKI
- BAKKEN FM
- BALDONNEL & UPPER CHARLIE LK
- BALDONNEL FM
- BANFF FM
- BASAL BELLY RIVER SD

The second screenshot shows the 'Storage Purpose' dropdown menu with the following options:

- CLASS 1A - AS OUTLINED IN THE ALBERTA ENERGY REGULATOR DIRECTIVE 51
- CLASS II - AS OUTLINED IN THE ALBERTA ENERGY REGULATOR DIRECTIVE 51
- STORING OF CRUDE OIL
- STORING OF NATURAL GAS
- STORING OF PETROLEUM LIQUIDS
- STORING OF PRODUCED SANDS AND OILFIELD BY-PRODUCTS

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.

Special Mineral - Lease - Direct Purchase

A Requested Zone is required.
A Storage Purpose is required.
A Requestor is required.
A Contact is required.
Status: **Work in Progress**

Request Document

Request	Clients	Land	Roles	Funds Confirmation
Request Details				
Comment: <input type="text"/>				
Contract Type: LEASE <input type="button" value="v"/>				
Direct Purchase Type: CAVERN <input type="button" value="v"/>				
Requested Zone: <input type="button" value="v"/> *				
Storage Purpose: <input type="button" value="v"/> *				
Created By: EA0922_HAZEL <input type="button" value="v"/>				
Requestor: <input type="button" value="v"/> *				
Contact: <input type="button" value="v"/> *				
<input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Close"/>				

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

Special Mineral - Lease - Direct Purchase 409846

Status: **Work in Progress**

[Request Document](#)

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

Request Details

Comment:

Contract Type:

Direct Purchase Type:

Purpose Text:

Created By:

Requestor:

Contact:

After Save, the request number (409846) will appear in the heading and the clients, land and roles tabs will be available for entry and will no longer be greyed out.

6. Clients Tab

Special Mineral - Lease - Direct Purchase 409846

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):

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 Des Rep field. 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. You can add as many participants as you want, but the total percent of each equal 100%. The Participant(s) are who the agreement(s) are issued to.

Special Mineral - Lease - Direct Purchase 409846

Status: **Work in Progress** Request Document

Request
Clients
Land
Roles
Funds Confirmation

Client Details

Designated Representative:

Participant	Percent
REDACTED	100 <input type="button" value="Delete"/>

Confidential Rent Payor (Optional):

The Confidential Rent Payor is optional and is only excepted 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 a validation message to enter the land.

7. Land Tab

Special Mineral - Lease - Direct Purchase 409846

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

[Request Document](#)

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.

Department of Energy - Electronic Acquisition -- Webpage Dialog

Item	M	RGE	TWP	SEC	QS/LSD	Portion
01						<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"/>

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

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

-

23

-

054

:

32

Portion

Delete

Add Land

Submit

Save

Delete

Close

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

Portion land

Land and Rights

Enter Land
More 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
Browse...

OK

Clear

You would 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 would 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

Item	M	RGE	TWP	SEC	QS/LSD	Portion
2	4	20	001	07		<input checked="" 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.

Request Clients Land Roles Funds Confirmation

Land Details

Item 01

01	4	-	20	-	001	:	06		Portion	<input type="checkbox"/>	Delete
----	---	---	----	---	-----	---	----	--	---------	--------------------------	--------

Item 02

02	4	-	20	-	001	:	07		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"/>

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

Item 03

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

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

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"/>

Load From File

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

Request Clients **Land** Roles Funds Confirmation

Land Details

Item 01

01	4	20	001	06		Portion <input type="checkbox"/>	Delete
----	---	----	-----	----	--	----------------------------------	--------

Item 02

02	4	20	001	07		Portion <input type="checkbox"/>	Delete
----	---	----	-----	----	--	----------------------------------	--------

Item 03

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

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.

8. Roles Tab

Status: **Work in Progress**

[Request Document](#)

Request Clients Land **Roles** Funds Confirmation

Roles

Viewers
[Dropdown] Add

Submitters
[Dropdown] Add

Approvers
[Dropdown] Add

Submit Save Delete Close

Request Clients Land **Roles** Funds Confirmation

Roles

Viewers
EA0924 [Dropdown] Add

[Dropdown] Add

Approvers
[Dropdown] Add

Submit Save Delete Close

Request Clients Land **Roles** Funds Confirmation

Roles

Viewers
[Dropdown] Add

Submitters
EA0924 [Dropdown] Add

[Dropdown] Add

Submit Save Delete Close

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

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	
<input type="text" value="EA0914"/>	Add
<input type="text" value="EA0914_H"/>	
<input type="text"/>	Add

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](#)

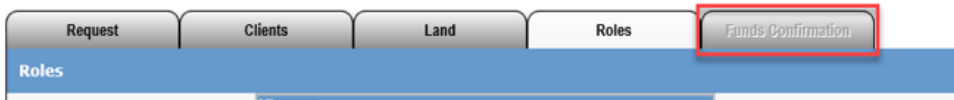
Request	Clients	Land	Roles	Funds Confirmation
Roles				
Viewers				
EA0924				Delete
<input type="text"/>				Add
Submitters				
EA0924				Delete
<input type="text"/>				Add
Approvers				
EA0924				Delete
<input type="text"/>				Add

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

9. 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.

10. Work in Progress Requests



- ETS Home
 - About ETS
 - Contacts
 - Request Status
 - Crown Mineral Activity
 - Transfers
 - Mineral Direct Purchase
 - Ammonite Shell
 - Coal
 - Metallic and Industrial
 - Special
 - Work In Progress**
 - Mineral Royalty Forms
 - Account
 - Encryption
 - User Training



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"/>		

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.

402967	Special	LEASE		Work in Progress	Report: Pdf	2018/04/17 12:54:38	
Page 1 2							

11. Submit

Special Mineral - Lease - Direct Purchase 402967

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

Request
Clients
Land
Roles
Funds Confirmation

Request Details

Comment:

Contract Type: LEASE

Direct Purchase Type: NON-CAVERN

Purpose Text: Refinery

Created By: EA0916

Requestor:

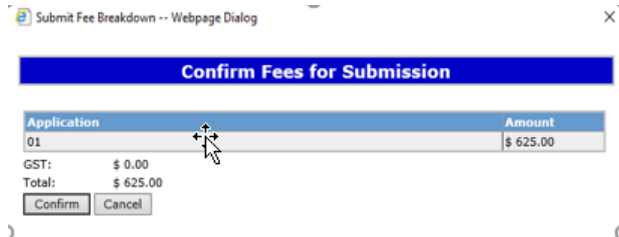
Contact:

Submit
Save
Delete
Close

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

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.

12. Confirm Fees



GST will be charged based on the information provided to Client Registries 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.

13. 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:	Alberta <input type="button" value="v"/>
Postal Code:	<input type="text"/>
Country:	Canada <input type="button" value="v"/>
Email:	<input type="text"/>

Payment Information

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

[What's this?](#)

Comments

14. 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 **\$625.00**

You may print this screen for your reference.

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

15. Status – Submitted

Commented [HH1]: Replace with met and ind sample

Work in Progress

Mineral Type:	<input type="text"/>	Request Number:	<input type="text"/>
Start Date:	<input type="text"/>	End Date:	<input type="text" value="2018/04/17"/>
Status:	<input type="text"/>		

#	Mineral Type	Contract Type	Comment	Status	Files	Last Updated	Creator
402967	Special	LEASE		Submitted	Report Pdf	2018/04/17 14:34:58	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.



ETS – SPECIAL MINERAL DIRECT PURCHASE

Department of Energy



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

March 21, 2018
11:20:52 AM
ETS # [REDACTED]

Comment:

Contract Type: PERMIT

Status: Submitted

Approvers: [REDACTED]

Created By: EA0914 [REDACTED]

Request Created on Date: Mar 21, 2018 11:16:15 AM

Official Received Date: Mar 21, 2018 11:20:52 AM

Requestor: [REDACTED]

Contact: [REDACTED]

Phone: [REDACTED]

Email Address: [REDACTED]

Designated Representative: [REDACTED]

Participants: [REDACTED] 100.00000000%

Total Amount Paid: \$625.00 Items: 1



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

March 21, 2018
11:20:52 AM
ETS # [REDACTED]

Item 01	Land Key	Hectares	Portion
	4-08-021:01	256.0000	No
	4-08-021:02	256.0000	No
	4-08-021:03	256.0000	No
	4-08-021:04	256.0000	No
	4-08-021:05	256.0000	No
	4-08-021:06	256.0000	No
	Met & Ind: From SURFACE To BASEMENT		

*** End of Report ***

16. 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="2018/04/17"/>
Status:	<input type="text"/>		

#	Mineral Type	Contract Type	Comment	Status	Files	Last Updated	Creator
402967	Special	LEASE		Processing	Report Pdf	2018/04/17 15:00:53	██████

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

The internal processing for applications takes approximately 6 months to 1 Year. You will receive an email in 6 months to 1 year after submission to sign into your ETS account and view the changes (funds confirmation accept/decline).

17. Funds Confirmation email

Subject: Mineral Direct Purchase Request

Your Mineral Direct Purchase request number ██████ 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.

Permits and Secondary agreements do not charge rentals, therefore the Funds Confirmation step is not required.

18. Accept/Decline Funds

Status: Processing Request Document

Request
Clients
Land
Roles
Funds Confirmation

Funds Confirmation	
Item	Selection
01	<input checked="" type="radio"/> Accept <input type="radio"/> Decline

Files
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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Commented [HH2]: Report name is wrong in the grid

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 in section 19.

Commented [HH3]: Check this in other manuals do not reference 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.

19. Funds Confirmation Report

ELECTRONIC TRANSFER SYSTEM Mar 08, 2018 09:04:17 AM
FUNDS CONFIRMATION REPORT FOR DIRECT PURCHASES
DIRECT PURCHASE REQUEST NUMBER ██████████
SPECIAL
USERID ██████████

Contract Type: LEASE
Block Status: ACTIVE
Hectares Land Description Restriction DRRZD/ZD
64.0000
4-04-056: 32SW
SPECIAL MINERAL
PURPOSE - STORING OF PETROLEUM LIQUIDS
SPECIAL PROVISIONS:
NIL


Designated Representative	Client ID
██████████	██████████

Participant(s)	Percent	Client ID
██████████	██████████	██████████

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

Fee	Rental	GST	Amount Under	Payment
\$625.00	\$800.00	\$0.00	\$1,425.00	\$800.00

NOTE:
To ensure correct allocation of the monies being paid, please quote application number(s): A37 180012901



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.

20. 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) 427-3547

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

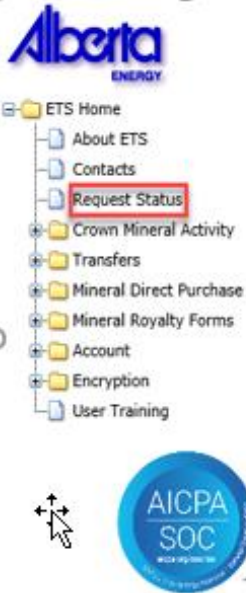
Once payment has been made, please email G94deposit@gov.ab.ca with payment details.

21. Documents

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

NOTE: Special Mineral Lease documents will not be sent via ETS because they are issued through an order in council, they are required to be executed by you and by our department. The documents will be mailed.

22. Request Status



Request Status

Form: Request #:

Start Date: 2018/03/03 End Date: 2018/03/08

Status: Creator:

File Name:

Comment:

#	Set	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:

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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.**

Commented [HH4]: This might not be right either because of the docs

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 – Special Mineral 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