

Welcome!

**to the
Offset Authorization
Online Training Course**

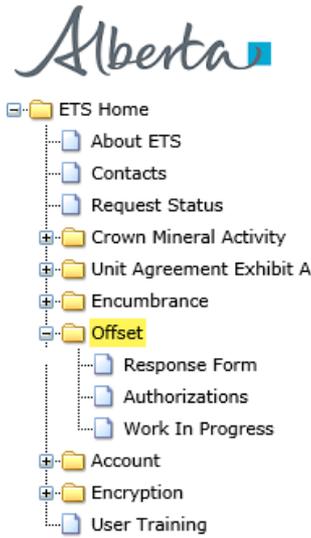
This process describes how an applicant can request authorization from the designated representative to create and submit an Offset Notice Response Form on their behalf.

Revision Page

Revisions Table

Date	Revisions Type	Page Number
September 5, 2014	Initial Creation	All
September 22, 2020	Updated header and contents	All

INTRODUCTION



In this module you will learn how to:

- submit the request for authorization:
 - complete Offset authorization request
 - check the status of your request
- authorize the request:
 - concur
 - reject
 - revoke

AUTHORIZATION – LOGIN

Electronic Transfer System



User Name:

Password:

Save my user name

Login

[Forgot Password/Reset Password](#)

1. Login to ETS with your user name and password



- ETS Home
 - About ETS
 - Contacts
 - Request Status
 - Crown Mineral Property
 - Unit Agreement Exhibit A
 - Encumbrance
 - Offset
 - Response Form
 - Authorizations
 - Work In Progress
 - Account
 - Encryption
 - User Training

2. Expand Offset

3. Select Authorizations



REQUEST AUTHORIZATION

Authorization

Request Number:	<input type="text"/>	<input checked="" type="checkbox"/> Show Approved
Offset Notice Number:	<input type="text"/>	<input checked="" type="checkbox"/> Show Concur
Agreement:	<input type="text"/>	<input checked="" type="checkbox"/> Show Pending
Date:	From <input type="text"/> To <input type="text"/>	<input type="checkbox"/> Show Granted
		<input type="checkbox"/> Show Rejected
		<input type="checkbox"/> Show Revoked

1. Click Request Authorization

2. Select the Requesting Company

Request Authorization

Requesting Company: ▼

Contact Information

▼

First Name:

Last Name:

Phone: Ext

Fax:

Email:

By checking the Offset Notice Payor Role box, you assume the financial responsibility.

Offset Notice Number

3. Enter Contact information



You may either select an existing contact from the drop down list or enter a new contact information. If the contact exists, the information will auto populate.

REQUEST AUTHORIZATION – ADD OFFSET NOTICE NUMBER

Request Authorization

Requesting Company: ABC COMPANY

Contact Information

Johnalynne Hebert

First Name: Johnalynne

Last Name: Hebert

Phone: (123) 456-7890 Ext

Fax: - - -

Email: johnalynne.hebert@gov.ab.ca

By checking the Offset Notice Payor Role box, you assume the financial responsibility.

Offset Notice Number

Add Offset Notice Number

Submit Close

1. Click **Add Offset Notice Number** to select the offset

Search by Offset Notice Number

2041200F

Search Reset Close

2. Enter the Offset Notice Number

3. Click **Search**

REQUEST AUTHORIZATION – ADD OFFSET NOTICE NUMBER - CONTINUED

Offset Notice Found

<input type="checkbox"/>	Offset Notice	Agreement	Designated Representative
<input checked="" type="checkbox"/>	2041200F	001 4891	ABC COMPANY EST INC

4. Click the check box

5. Click OK

6. Check **Offset Notice Payor Role**, if applying for Payor Role.

7. Enter the **Attention Name** for this Offset, if available. This is an optional field.

Request Authorization

Requesting Company:

Contact Information

By clicking the Offset Notice Payor Role box, you assume the financial responsibility.

Offset Notice Number	AgreementNumber	Designated Representative	Offset Notice Payor Role	Attention
2041200F	001 0000004891	DEF COMPANY	<input checked="" type="checkbox"/>	

REQUEST AUTHORIZATION - SUBMIT

Request Authorization

Requesting Company:

Contact Information

Contact:

First Name:

Last Name:

Phone: Ext

Fax:

Email:

By checking the Offset Notice Payor Role box, you assume the financial responsibility.

Offset Notice Number

Offset Notice Number	AgreementNumber	Designated Representative	Offset Notice Payor Role	Attention	
2041200F	001 0000004891	DEF COMPANY	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

1. Click **Submit**

Request Authorization

Following authorizations have been submitted.

Request Number

445044

2. Click **Close**

REQUEST AUTHORIZATION – CHECK STATUS



- ETS Home
 - About ETS
 - Contacts
 - Request Status
 - Crown Mineral A
 - Unit Agreement
 - Encumbrance
 - Offset**
 - Response Form
 - Authorizations**
 - Work In Progress
 - Account
 - Encryption
 - User Training

1. Select Authorizations

Authorization

2. Enter search Parameters

Request Number:

Offset Notice Number:

Agreement:

Date: From To

Show Approved
 Show Concur
 Show Pending
 Show Granted
 Show Rejected
 Show Revoked

3. Click Search

Search Request Authorization

Company Approved Authorizations

Request	Offset Notice Number	Agreement Number	Authorized Company	Effective yyyy/mm/dd	
434366	2190558H	001 0000023757	ABC COMPANY (S) LTD	2020/09/21	Revoke

Granted Authorizations

Request	Offset Notice Number	Agreement Number	Authorized Company	Effective yyyy/mm/dd
434366	2190558H	001 0000023757	ABC COMPANY (S) LTD	2020/09/21

Pending Authorizations

Request	Offset Notice Number	Agreement Number	Authorized Company
445044	2041200F	001 0000004891	DEF COMPANY (S) INC



Search result.

REQUEST AUTHORIZATION – STATUS DEFINITIONS

Approved

The Designated Representative has concurred the offset authorization request.

Pending

The authorization request is submitted but the Designated Representative has not yet Approved nor Rejected the offset authorization request.

Concur

The authorization request is submitted by the applicant but is not yet concurred by the concurrer.

Granted

Shows which authorization requests have been concurred.

Rejected

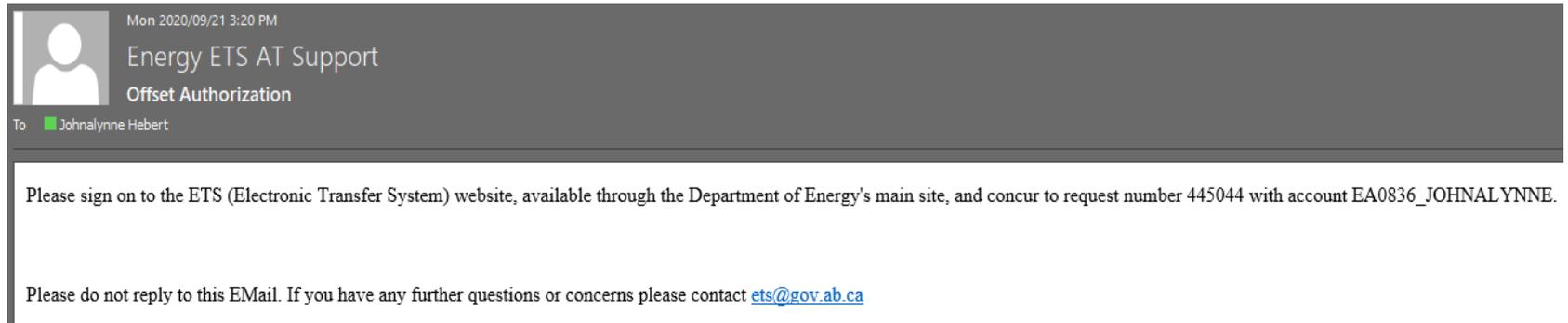
The Designated Representative has rejected the offset authorization request.

Revoked

The Designated Representative has revoked a previously concurred (approved) authorization request.

REQUEST AUTHORIZATION – EMAIL NOTIFICATION SAMPLE

ETS sends an email notification advising the authorizing company that there is an authorization request(s) that is available for concurrence.



REQUEST AUTHORIZATION - CONCUR



- ETS Home
 - About ETS
 - Contacts
 - Request Status
 - Offset
 - Response For
 - Authorizations**
 - Work In Progress
 - Account
 - Encryption
 - User Training

1. Select Authorizations

Authorization

Request Number:

Offset Notice Number:

Agreement:

Date: From To

Show Approved

Show Concur

Show Pending

Show Granted

Show Rejected

Show Revoked

2. Click Search

Concur Authorizations

Request	Offset Notice Number	Agreement Number	Requesting Company	
445044	2041200F	001 0000004891	ABC COMPANY	<input type="button" value="Concur"/>
434361	2180029D	004 0495100353	ABC COMPANY	<input type="button" value="Concur"/>

Pending Authorizations

Request	Offset Notice Number	Agreement Number	Authorized Company
434361	2180029D	004 0495100353	GHI COMPANY

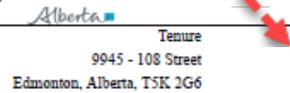
Search results. The Concur Authorizations section displays the requests to Concur.



REQUEST AUTHORIZATION – AUTHORIZATION REQUEST REPORT

Concur Authorization

Request Number: 445044 Authorization Request
 Concurrency:



<p>Tenure 9945 - 108 Street Edmonton, Alberta, T5K 2G6</p>	<p>ELECTRONIC TRANSFER SYSTEM OFFSET AUTHORIZATION</p>	<p>September 21, 2020 3:19:25 PM ETS # 445044</p>
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The Authorization Request report is in .PDF format and shows the details of the authorization request for your review.

Requesting Company

Company Name:	ABC COMPANY
First Name:	Johnalynne
Last Name:	Hebert
Phone:	(123) 456-7890
Fax:	(123) 456-7890
Email:	johnalynne.hebert@gov.ab.ca

Offset Notice

Offset Notice Number:	2041200F
Agreement Number:	0000004891
Agreement Type:	001
Accept Payor Role:	Yes

Authorizing Company

Company Name:	DEF COMPANY
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*** End of Report ***

REQUEST AUTHORIZATION – CONCUR AND SUBMIT

Concur Authorization

Request Number: 445044 [Authorization Request](#)
Concurrence:

1. Click the dropdown and select **Yes**

Concur Authorization

Request Number: 445044 [Authorization Request](#)
Concurrence:

2. Click **Submit**

3. Click **Close**

Concur Authorization

Request Number: 445044 [Authorization Request](#)
Concurrence:



Upon submission of the request, ETS sends an email to the applicant advising that the concur request is completed.

REQUEST AUTHORIZATION – REJECT AND SUBMIT

Concur Authorization

Request Number: 434361 Authorization Request
 Concurrence:

1. Click the dropdown and select **No**

Concur Authorization

Request Number: 434361 Authorization Request
 Concurrence:
 Comments:

2. Enter **Comments** for rejecting the authorization request

3. Click **Submit**



Upon submission of the request, ETS sends an email to the applicant advising that the request has been rejected.

REQUEST AUTHORIZATION – REVOKE

1. Select Authorizations

2. Select your parameters.

3. Click Search

Click Revoke

Request	Offset Notice Number	Agreement Number	Authorized Company	Effective yyyy/mm/dd	
445044	2041200F	001 0000004891	ABC COMPANY	2020/09/22	Revoke



Upon selecting "Revoke", ETS sends an email to the applicant advising of the request that has been revoked.

CONCLUSION

Congratulations!

You have completed the
Offsets Authorizations
Online Training Course

Please proceed to the subsequent modules
detailing other functionality of Offset.

If you have any comments or questions on this training course,
please forward them to the following email address:

WellAdmin.Energy@gov.ab.ca

