

# Welcome!

## To the ETS – PNG Continuation: Roles Online Training Course

Each company has an assigned ETS Site Administrator who is responsible to create their company's user accounts. They also manage the assignment of roles within the company.

This module will highlight the different roles required to create, amend, submit, and view the various PNG Continuation form types:

- Authorization
- Licence Validation Application
- Continuation Application
- PNG Continuation Documents
- Third Party Request
- Non Productivity Notices
- Expiry Reinstatements

## Revisions

Date	Revisions Type	Page Number
November 25, 2014	Initial Creation	All
March 10, 2017	Add PNG Continuation Documents, Third Party Requests, Non Productivity Notices and Expiry Reinstatements	1; 8-11
June 2020	Updated Banner and added Resource page	All
September 2020	Various	All

## Introduction

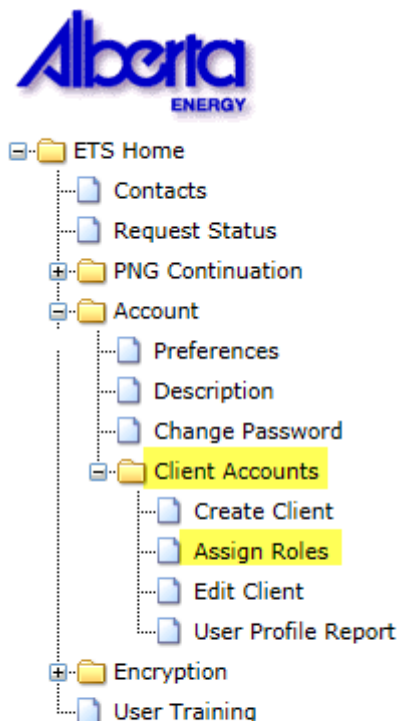


In this module, you will learn about the different roles for PNG Continuation.

### Prerequisite Learning Modules

Before proceeding we recommend that you view the **ETS Account Setup and Preferences** module located in the Online Learning portal.

## Site Administrator – Assign Roles



Site Administrator

The Site Administrator is responsible for assigning roles to their users for the various Form Types.

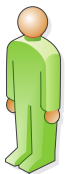
This is completed in the **Assign Roles** screen under the **Client Accounts** section in ETS.

The selection of roles will vary based on the Form Type.

## Authorization

The Authorization process involves authorizing a company to act on behalf of the designated representative for a Crown petroleum and natural gas licence or lease (PNG agreement) or authorizing another company to use your company's well or data relating to a PNG agreement.

There are three roles available for Authorization:



Submitter

- can submit and view authorization requests.



Concurrer

- can concur authorization requests.



Viewer

- can view authorization requests.

## Licence Validation Application

Licence Validation Application is the process for a company to fill in and submit an Online Validation Application via ETS.

There are three roles available for Licence Validation Application:



Creator

- can create and amend applications.
- can view applications they created (please note if they need to view applications not created by them, Viewer role must also be assigned to them.)



Submitter

- can submit and view all applications.



Viewer

- can view all applications and their related documents.

## Continuation Application

Continuation Application is the process for a company to fill in and submit an Online Continuation Application via ETS.

There are three roles available for Continuation Application:



Creator

- can create and amend applications.
- can view applications they created (please note if they need to view applications not created by them, Viewer role must also be assigned to them.)



Submitter

- can submit and view all applications.



Viewer

- can view all applications and their related documents.

## Request Status-PNG Continuation Documents

PNG Continuation Documents is the process for a designated representative to retrieve final documents.

There is one role available for PNG Continuation Documents:



Viewer

- can view all finals and their related documents.
-



## Third Party Request

Third Party Request is the process for a company to fill in and submit an Online Third Party Request for a non-productivity review via ETS.

There are three roles available for Third Party Requests:



Creator

- can create and amend requests.
- can view requests they created (please note if they need to view requests not created by them, Viewer role must also be assigned to them.)



Submitter

- can submit and view all requests.



Viewer

- can view all requests and their related documents.

## Request Status – Non Productivity Notices

Non Productivity Notice is the process for a designated representative to retrieve non-productivity notices served on a Crown petroleum and natural gas licence or lease (PNG agreement).

There is one role available for Non Productivity Notices:



Viewer

- can view all notices.
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## Expiry Reinstatement

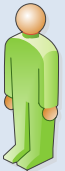
Expiry Reinstatement is the process for a company to fill in and submit an Online Expiry Reinstatement on a cancelled agreement and/or rights via ETS.

There are three roles available for Expiry Reinstatement:



Creator

- can create applications.
- can view applications they created (please note if they need to view requests not created by them, Viewer role must also be assigned to them.)



Submitter

- can submit and view all applications.



Viewer

- can view all applications and their related documents.

## Request Status – Expiry Reinstatement Documents

Expiry Reinstatement Documents is the process for a designated representative to retrieve final documents.

There is one role available for Expiry Reinstatement Documents:



Viewer

- can view all finals and their related documents.
-

## Resources

[ETS Support and Online Learning](#) provides access to relevant guides, courses and other information.

If you have questions, please contact [PNGContinuations.Energy@gov.ab.ca](mailto:PNGContinuations.Energy@gov.ab.ca) or the PNG Tenure Help Line at (780) 644-2300.

# *Congratulations!*

You have completed the **ETS – PNG Continuation: Roles Online Training Course**

To access **Courses, Guides** and **Forms** for all your ETS Business please see [ETS Support and Online Learning](#).

If you have any comments or questions on this training course, please contact:

Crown Agreement Management

Helpdesk: (780) 644-2300

Email inquires: [PNGContinuations.Energy@gov.ab.ca](mailto:PNGContinuations.Energy@gov.ab.ca)

