

Welcome!

To the ETS – Agreement Management: 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:

- Authorizations
- Surrender Request
- Rental Default
- Royalty Default
- Rental Reinstatements

Revisions

Date	Revisions Type	Page Number
March 10, 2017	Initial Creation	All
June 2020	Update Banner and add Resource Page	All
October 2020	Updated	Various

Introduction

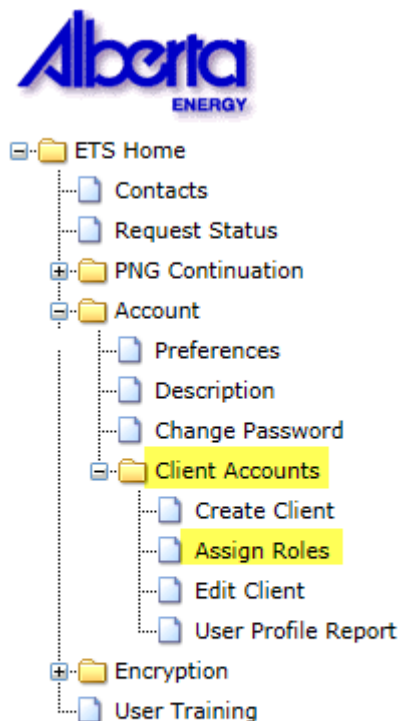


In this module, you will learn about the different roles for Agreement Management.

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.

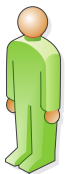
This is completed in the **Assign Roles** screen under the **Client Accounts** section in ETS.

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).

There are three roles available for Authorization:



Submitter

- can submit and view authorization requests.



Concurrer

- can concur authorization requests.



Viewer

- can view authorization requests.

Surrender Request

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

There are three roles available for Surrender Request:



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.

Rental Reinstatement

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

There are three roles available for Rental 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.

Rental Default

Rental Default is a cancellation letter for non-payment of rent sent from Alberta Energy to the Designated Representative and all participants through the Request Status screen on ETS.

There is one role available for Rental Default:



Viewer

- can view cancellation letter.

Royalty Default

Royalty Default is a notification and cancellation letter for non-payment of royalty sent from Alberta Energy to the Designated Representative and all current participants plus the well operator through the Request Status screen on ETS.

There is one role available for Royalty Default:



Viewer

- can view cancellation letter.

RESOURCES

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

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

Congratulations!

You have completed the **ETS
Agreement Management:
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: ENERGY.Rentals@gov.ab.ca

