

# Welcome!

to the  
**Crown Mineral Activity (CMA)  
Well Re-Entry  
Online Training Course**

This module describes the process for initiating a CMA application for **Well Re-Entry**.

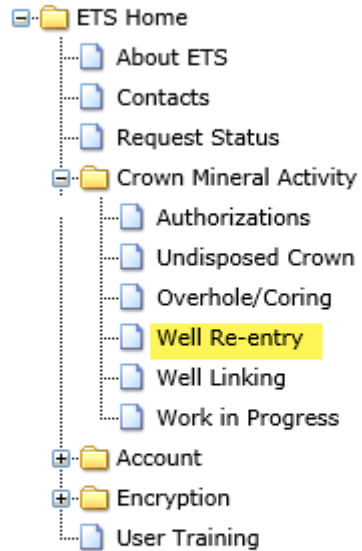
An Authorization Request may be required, if the applicant is not the designated representative of the Crown agreement or the well licensee.

## Revision Page

**Revisions Table**

Date	Revisions Type	Page Number
Sept 20, 2013	Initial Creation	All
August 31, 2020	Updated headers and contents	All
July 11, 2023	Updated email	12

## INTRODUCTION



### In this module, you will learn how to:

- complete the Admin tab
- complete the Wells Details tab
- submit the Well Re-entry application form



## LOGIN TO ETS

**Electronic Transfer System**

User Name:

Password:

Save my user name

[Forgot Password/Reset Password](#)

1. Login to ETS with your user name and password

2. Expand Crown Mineral Activity

- ETS Home
  - About ETS
  - Contacts
  - Request Status
  - Crown Mineral Activity**
    - Authorizations
    - Undisposed Crown
    - Overhole/Coring
    - Well Re-entry**
    - Well Linking
    - Work in Progress
  - Account
  - Encryption
  - User Training

3. Select Well Re-entry



## Well Re-Entry

Status: **Work in Progress**

**Admin** | **Wells Details**

Comment:

Company Name:

Creator:

**Contact Information**

First Name:

Last Name:

Phone: ( ) - - Ext

Fax: ( ) - -

Email:

Technical Contact	Title of Technical Contact	Phone	E-mail
<input type="button" value="Add Technical Contact"/>			

## WELL RE-ENTRY – SCREEN TABS

**Admin** – this tab contains Contact Information and Technical Contact, if needed.

**Well Details** – this tab displays the Well ID, Agreement, Formations, Terminating Location, and other Well Information for this CMA Type.

Well Re-Entry

Status: **Work in Progress**

Admin
Wells Details

Comment:

Company Name:

Creator:

**Contact Information**

First Name:

Last Name:

Phone: ( ) - Ext

Fax: ( ) -

Email:

Technical Contact	Title of Technical Contact	Phone	E-mail
<input type="button" value="Add Technical Contact"/>			

## WELL RE-ENTRY – ADMIN TAB

Well Re-Entry

Status: **Work in Progress**

Admin
Wells Details

Comment:

**Company Name:** ABC COMPANY ▼

Creator: EA0331\_WELLAUTH ▼

**Contact Information**

Johnalynne Hebert ▼

First Name:

Last Name:

Phone:  Ext

Fax:

Email:

Technical Contact	Title of Technical Contact	Phone	E-mail	
<input style="width: 100%;" type="text" value="Mr. William"/>	<input style="width: 100%;" type="text" value="Engineer"/>	<input style="width: 100%;" type="text" value="(999)999-9999"/>	<input style="width: 100%;" type="text" value="william@co.ca"/>	✕

Add Technical Contact

Save
Close

**1. Select Company Name**

**2. Enter Contact Information**

**3. Enter Technical Contact Information if available**

**5. Click Save**

**4. If adding more than one contact, click *Add Technical Contact***

## WELL RE-ENTRY - WELLS DETAILS TAB (WELL ID, AGREEMENT NUMBER, PURPOSE)

### Well Re-Entry 443550

Status: **Work in Progress**

[View Report](#)

Admin
Wells Details

Further request for same well bore

Well ID:  /  -  -  -  w  /

Agreement Number:  ...

Previous Approval Number (if applicable):

**Purpose:**  Production  Disposal/Injection  
 Repair/Re-abandoned  Other

ER Order/Geological Discussion:  Browse...

Substance:  Oil  Gas  Other

**Formations**  
 In the:  Add

**Terminating Formations**  
 In the:  Add

Submit
Save
Delete
Close

1. Click on check box, if required

2. Enter Well ID

3. Click on the find button (  ) to search for a Crown agreement

4. At least one **Purpose** must be selected

3. Click **Save**

## WELL RE-ENTRY – WELLS DETAILS TAB (ATTACH .PDF FILE)

**Well Re-Entry 443550**

Status: **Work in Progress** [View Report](#)

Admin

Wells Details

Further request for same well bore

Well ID:  /  -  -  -  W

Agreement Number:

Previous Approval Number (if applicable):

Purpose:  Production  Disposal/Injection  
 Repair/Re-abandoned  Other

AER Order/Geological Discussion:  Browse...

Substance:  Oil  Gas  Other

**Formations**  
 In the:  Add

Formations

**Terminating Formations**  
 Add

Terminating Formations

Submit
Save
Delete
Close

**1. Enter Previous Approval Number, if applicable**

**2. Browse and select a PDF File.**

**4. At least one Substance must be selected**

**3. Click Save**



An **AER Order** is *mandatory*, if the purpose of *Repair/Re-abandoned* is selected.  
 A **Letter of Explanation** is required when an existing approval is due to expire or has expired.

Browse and select from your directory to attach a .PDF file under AER Order/Geological Discussion.  
 Please click Save after attaching a .PDF file.



## WELL RE-ENTRY – WELLS DETAILS TAB (FORMATIONS)

### Well Re-Entry 443550

Status: **Work in Progress**

[View Report](#)

Admin
Wells Details

Further request for same well bore

Well ID: 02 / 07 - 01 - 090 - 09 W 5 / 00

Well Number: 054 5494010152

Well Name (applicable):

Purpose:  Production  Disposal/Injection  Other  
 Repair/Re-abandoned  Other

Substance:  Gas  Other

[View Document](#)

**Formations**

In the:

- ARCS MBR
- BADHEART-MUSKIKI
- BAKKEN FM
- BALDONNEL & UPPER CHARLIE LK
- BALDONNEL FM
- BANFF FM
- BASAL BELLY RIVER SD
- BASAL BLAIRMORE
- BASAL COLO & MANNVILLE
- BASAL COLORADO SD
- BASAL CRETACEOUS
- BASAL GETHING
- BASAL MANNVILLE
- BASAL QUARTZ SD
- BASAL QUARTZ-DETRITAL
- BASE FISH SCALES ZONE
- BASE OF U CLNY TO T MCMY
- BEARPAW FM
- BEAVERHILL LAKE GRP
- BELLOY FM
- BELLY RIVER GRP
- BLAIRMORE GRP
- BLSK-BLHD-DBLT-SHUN
- BLUERIDGE MBR
- BLUESKY & ROCKCREEK
- BLUESKY FM
- BLUESKY-BULLHEAD
- BLUESKY-BULLHEAD-BELLOY
- BLUESKY-BULLHEAD-SHUNDA

1. Click on the **Formation** dropdown to select an option

2. Click **Add**

3. Select and Add a **Terminating Formation** from the dropdown

4. Click **Save**



The **Terminating Formation** must be selected, if different from the (or In that) Formation.

## WELL RE-ENTRY – SUBMIT

**Well Re-Entry 443550**

Status: **Work in Progress** View Report

AdminWells Details

Further request for same well bore

Well ID:  /  -  -  -  W  /

Agreement Number:  ...

Previous Approval Number (if applicable) :

Purpose :  Production  Disposal/Injection  
 Repair/Re-abandoned  Other

AER Order/Geological Discussion: [View Document](#)

Substance :  Oil  Gas  Other

**Formations**

In the:

Formations	
SHUNDA FM	✕

**Terminating Formations**

In the:

Terminating Formations	
BANFF FM	✕

Click **Submit**



Click on the **View Report** link to review the details of this application.

## WELL RE-ENTRY – SUBMIT

**Indemnification**

ABC COMPANY indemnifies the Crown for any loss, cost, claims or damages suffered by the Crown and in respect of any claims made against it by reason of anything done by ABC COMPANY or any one on our behalf in the exercise or purported exercise of the rights granted therein. Are you sure you want to Submit Application?


Do you wish to continue to submit the application?

Click **Yes**

Yes

No

Message from webpage ×

Request has been submitted successfully to the Department

OK

Click **OK**



Refer to the **Work In Progress module** for more information on the status of a submitted application request.

## CONCLUSION

# *Congratulations!*

**You have completed the Crown Mineral Activity  
Well Re-Entry  
Online Training Course**

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

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

[Energy.CrownAuthorizations@gov.ab.ca](mailto:Energy.CrownAuthorizations@gov.ab.ca)

