

Welcome!

**to the
Crown Mineral Activity (CMA)
Authorization
Online Training Course**

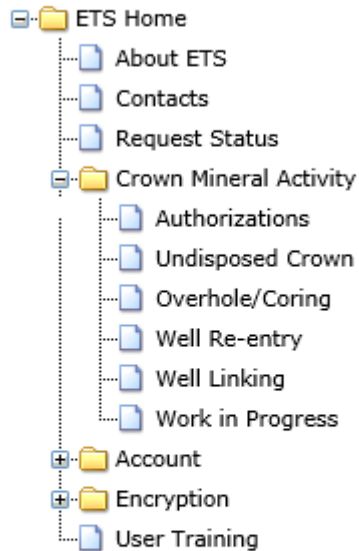
This process involves authorizing a company to act on behalf of the designated representative (Crown lessee or licensee) on a matter for a Crown petroleum and natural gas lease or licence (PNG agreement) or authorizing another company to use your company's well for a tenure-related purpose relating to a PNG agreement.

Revision Page

Revisions Table

Date	Revisions Type	Page Number
September 20, 2013	Initial Creation	All
August 28, 2020	Updated Header and Contents	All

INTRODUCTION



In this module, you will learn how to:

As the company submitting the request for Authorization:

- Complete Well Re-entry or Well Linking Authorization Request
- Check the status of your request

As the company authorizing the request:

- concur
- reject
- revoke

LOGIN TO ETS

Alberta

Electronic Transfer System

AICPA SOC

User Name:

Password:

Remember my user name

Login

[Forgot Password/Reset Password](#)

1. Login to ETS with your user name and password

Alberta

- 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

2. Expand **Crown Mineral Activity**

3. Select **Authorizations**



REQUEST AUTHORIZATION

Authorization

Type:	<input type="text"/>	<input checked="" type="checkbox"/> Show Approved
Request Number:	<input type="text"/>	<input checked="" type="checkbox"/> Show Concur
Agreement:	<input type="text"/>	<input checked="" type="checkbox"/> Show Pending
Expiry Date:	From <input type="text"/> To <input type="text"/>	<input checked="" type="checkbox"/> Show Granted
Well	AB WI <input type="text"/> / <input type="text"/> - <input type="text"/> - <input type="text"/> W <input type="text"/> / <input type="text"/>	<input type="checkbox"/> Show Rejected
		<input type="checkbox"/> Show Revoked

Search

Request Authorization

1. Click **Request Authorization**

Request Authorizat

2. Select **Authorization Type, Authorization Expiry** and **Requesting Company**

Authorization Type:	<input type="text" value="Well ReEntry"/>
Authorization Expiry:	<input type="text"/>
Requesting Company:	<input type="text"/>
Contact Information	
	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Phone:	<input type="text"/> () - - - Ext <input type="text"/>
Fax:	<input type="text"/> () - - -
Email:	<input type="text"/>
Agreements	
<input type="button" value="Add Agreement"/>	
Wells	
AB WI <input type="text"/> / <input type="text"/> - <input type="text"/> - <input type="text"/> W <input type="text"/> / <input type="text"/> <input type="button" value="Add Well"/>	

3. Enter **Contact information**. You may use the dropdown list for quick fill of the contact info, provided that the contact is in the dropdown list.



The Request Authorization processes for **Well Re-Entry** and **Well Linking** are the same.

REQUEST AUTHORIZATION – ADD AGREEMENT

Request Authorization

Authorization Type: Well ReEntry
Authorization Expiry: 2020/10/01
Requesting Company: ABC COMPANY

Contact Information

Contact: Johnalynne Hebert
First Name: Johnalynne
Last Name: Hebert
Phone: (111) 222-3333 Ext:
Fax: () - -
Email: Johnalynne.Hebert@gov.ab.ca

Agreements

Add Agreement

Wells

AB WI / - - W / **Add Well**

1. Click Add Agreement, to add a Crown agreement

Search Agreements

Search by Agreement Number

Number

2. Enter Crown agreement number(s)

3. Click Search

Search **Reset** **Close**

Submit **Close**

REQUEST AUTHORIZATION – ADD AGREEMENT - Continued

Agreements Found

	Agreement No.	Designated Representative
<input checked="" type="checkbox"/>	054 5411070264	DEF COMPANY CONS ENERGY LTD

1. Click check box

2. Click OK

Request Authorization

Authorization Type:

Authorization Expiry:

Requesting Company:

Contact Information

First Name:

Last Name:

Phone: Ext

Fax:

Email:

Agreements

Agreement	Designated Representative	Attention	
054 5411070264	DEF COMPANY CONS ENERGY LTD		✕

Wells

AB WI / - - W /

3. Enter **Attention Name** for this Agreement, if available

REQUEST AUTHORIZATION – ADD WELL

Request Authorization

Authorization Type: Well ReEntry
 Authorization Expiry: 2020/10/01
 Requesting Company: ABC COMPANY

Contact Information
 Johnalynne Hebert
 First Name: Johnalynne
 Last Name: Hebert
 Phone: (111) 222-3333 Ext
 Fax: - - -
 Email: Johnalynne.Hebert@gov.ab.ca

Agreements

Agreement	Designated Representative	Attention
054 5411070264	DEF COMPANY	Mr. William

Add Agreement

Wells
 AB WI / - - - - W / Add Well

Submit Close

1. Enter Well Information, then click Add Well

Request Authorization

Authorization Type: Well ReEntry
 Authorization Expiry: 2020/10/01
 Requesting Company: ABC COMPANY

Contact Information
 Johnalynne Hebert
 First Name: Johnalynne
 Last Name: Hebert
 Phone: (111) 222-3333 Ext
 Fax: - - -
 Email: Johnalynne.Hebert@gov.ab.ca

Agreements

Agreement	Designated Representative	Attention
054 5411070264	DEF COMPANY	Mr. William

Add Agreement

Wells
 AB WI / - - - - W / Add Well

Well ID	Well Licence	Attention
00/12-12-067-07W6/00	GHI COMPANY	

Submit Close

2. Enter Attention Name for the Well Licensee

REQUEST AUTHORIZATION - SUBMIT

Request Authorization

Authorization Type:

Authorization Expiry:

Requesting Company:

Contact Information

Contact:

First Name:

Last Name:

Phone: Ext

Fax:

Email:

Agreements

Agreement	Designated Representative	Attention	
054 5411070264	DEF COMPANY	Mr. William	✕

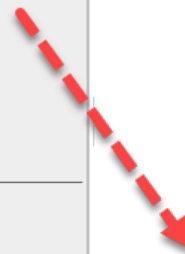
Wells

AB WI / - - W /

Well ID	Well Licensee	Attention	
00/12-12-067-07W6/00	GHI COMPANY	Mr. Bentley	✕



If the Designated Representative and the Well Licensee are different, two separate requests will be submitted.



Request Authorization

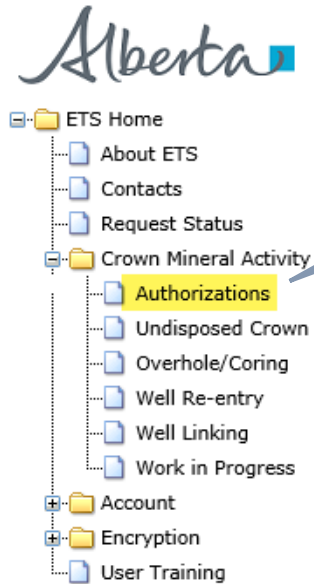
Following authorizations have been submitted.

Request Number
439779
439780

1. Click **Submit**

2. Click **Close**

REQUEST AUTHORIZATION – CHECK STATUS



1. Select **Authorizations**

2. Choose your search parameters

Authorization

Type:	<input type="text"/>	<input checked="" type="checkbox"/> Show Approved
Request Number:	<input type="text"/>	<input checked="" type="checkbox"/> Show Concur
Agreement:	<input type="text"/>	<input checked="" type="checkbox"/> Show Pending
Expiry Date:	From <input type="text"/> To <input type="text"/>	<input checked="" type="checkbox"/> Show Granted
Well	AB WI <input type="text"/> / <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> W <input type="text"/> / <input type="text"/>	<input type="checkbox"/> Show Rejected
		<input type="checkbox"/> Show Revoked

Search

Request Authorization

3. Click **Search**



REQUEST AUTHORIZATION - SEARCH RESULTS

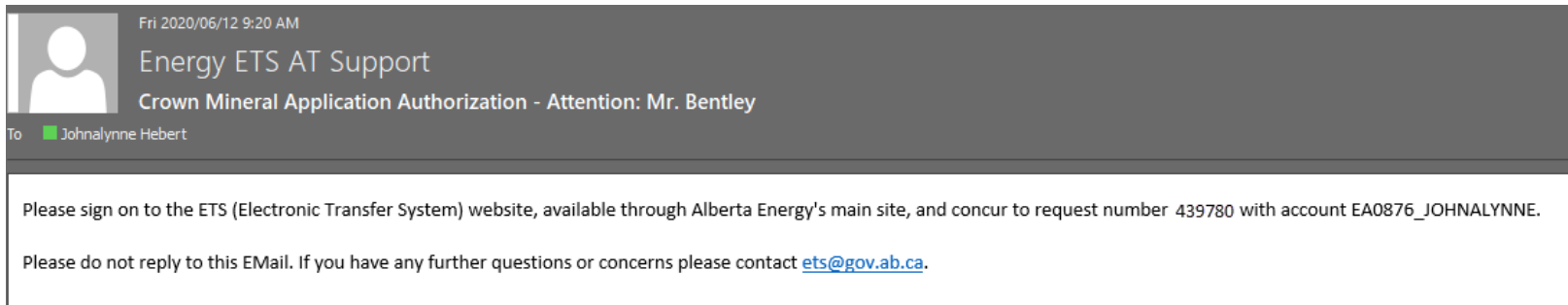
Authorization

Type:	Well ReEntry ▼	<input checked="" type="checkbox"/> Show Approved
Request Number:	<input type="text"/>	<input checked="" type="checkbox"/> Show Concur
Agreement:	<input type="text"/>	<input checked="" type="checkbox"/> Show Pending
Expiry Date:	From <input type="text"/> To <input type="text"/>	<input checked="" type="checkbox"/> Show Granted
Well	AB WI <input type="text"/> / <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> W <input type="text"/> / <input type="text"/>	<input type="checkbox"/> Show Rejected
		<input type="checkbox"/> Show Revoked

Pending Authorizations				
Request	Authorization Type	Agreement/Well	Authorizing Company	Expiry yyyy/mm/dd
439779	Well ReEntry	054 5411070264	DEF COMPANY IONS ENERGY LTD.	2020/10/01
439780	Well ReEntry	00/12-12-067-07W6/00	GHI COMPANY RGY GROUP ULC	2020/10/01

REQUEST AUTHORIZATION – EMAIL NOTIFICATION SAMPLE

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



REQUEST AUTHORIZATION - CONCUR



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

1. Select **Authorizations**

Authorization

Type:

Request Number:

Agreement:

Expiry Date: From To

Well: AB WI / - - - W /

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

2. Select **Show Concur**

3. Click **Search**

Search

Request Authorization

4. Click **Concur**

Concur Authorizations

Request	Authorization Type	Agreement/Well	Requesting Company	Expiry yyyy/mm/dd	
439780	Well ReEntry	00/12-12-067-07W6/00	DEF COMPANY	2020/10/01	Concur



If the Request Number, Agreement or Well is known, input these data for a more specific search.

REQUEST AUTHORIZATION – SUBMIT CONCURRENCE

Concur Authorization

Request Number: 439780 [Authorization Request](#)

Concurrence:

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

Concur Authorization

Request Number: 439780 [Authorization Request](#)

Concurrence:

2. Click **Submit**

Concur Authorization

Request Number: 439780 [Authorization Request](#)

Concurrence:


3. Click **Close**




Upon submission of the acceptance, ETS will send an email advising that the concurrence has been completed.

REQUEST AUTHORIZATION – EMAIL NOTIFICATION SAMPLE FOR COMPLETED

Thu 2020/08/27 3:20 PM

 Energy ETS AT Support
Crown Mineral Application Authorization

To  Johnalynne Hebert

EXTERNAL SENDER. Do not open links or attachments that are unexpected. Do not give out User IDs or Passwords.

Your Authorization Request Number 439780 for account EA0426_JOHNALYNNE has been **Completed**.

Do not reply to this EMail. If you have any questions or concerns please contact ets@gov.ab.ca.

REQUEST AUTHORIZATION - REJECT

Follow the same process as to Concur; however, select **No** in the Concurrency dropdown.

Concur Authorization

Request Number: 439779 [Authorization Request](#)

Concurrency: ▼

Submit
Close

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

Concur Authorization

Request Number: 439779 [Authorization Request](#)

Concurrency: No ▼

Comments

Submit
Close


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

3. Click **Submit**




Upon submission of the rejection, ETS will send an email advising that the concurrence has been rejected.

REQUEST AUTHORIZATION – EMAIL NOTIFICATION SAMPLE FOR REJECTED

 Thu 2020/08/27 3:20 PM

Energy ETS AT Support
Crown Mineral Application Authorization

To  Johnalynne Hebert

EXTERNAL SENDER. Do not open links or attachments that are unexpected. Do not give out User IDs or Passwords.

Your Authorization Request Number 439779 for account EA0426_JOHNALYNNE has been **Rejected**.

Do not reply to this EMail. If you have any questions or concerns please contact ets@gov.ab.ca.

REQUEST AUTHORIZATION – REVOKE PREVIOUSLY GRANTED AUTHORIZATION



- 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

1. Select **Authorizations**

Authorization

Type:

Request Number:

Agreement:

Expiry Date: From To

Well AB WI / - - - W /

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

2. Select your parameters. The following may be checked.

Search

Request Authorization

3. Click **Search**



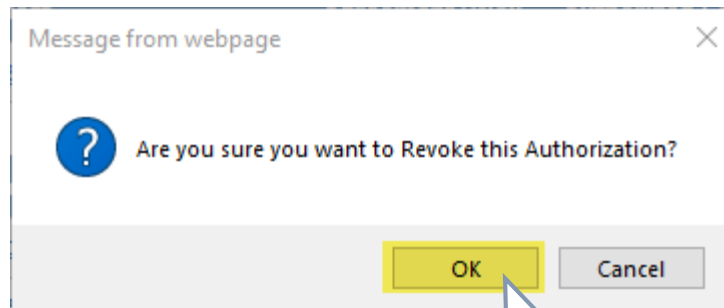
REQUEST AUTHORIZATION – REVOKE CONTINUED

Search Result

Company Approved Authorizations

Request	Authorization Type	Agreement/Well	Authorized Company	Expiry yyyy/mm/dd	
439780	Well ReEntry	00/12-12-067-07W6/00	DEF COMPANY (ERTA) LTD	2020/10/01	Revoke

1. Click **Revoke**





2. Click OK to Revoke.



Upon clicking on revoke, ETS will send an email advising of the authorization that has been revoked.

REQUEST AUTHORIZATION – EMAIL NOTIFICATION SAMPLE FOR REVOKE

 Thu 2020/08/27 4:00 PM
Energy ETS AT Support
Crown Mineral Application Authorization

To  Johnalynne Hebert

EXTERNAL SENDER. Do not open links or attachments that are unexpected. Do not give out User IDs or Passwords.

Your Authorization Request Number 439780 for account EA0426_JOHNALYNNE has been **Revoked**.

Do not reply to this EMail. If you have any questions or concerns please contact ets@gov.ab.ca.

CONCLUSION

Congratulations!

**You have completed the
Crown Mineral Activity
Authorizations
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:

WellAdmin.Energy@gov.ab.ca

