

*Welcome!*

to the  
**Crown Mineral Activity (CMA)  
Roles and Form Types  
Online Training Course**

This module highlights the different roles required to create, edit, submit, view and concur various CMA form types.

## Revision Page

**Revisions Table**

Date	Revisions Type	Page Number
September 23, 2013	Initial Creation	All
June 5, 2020	Updated Header and contents	All

## INTRODUCTION



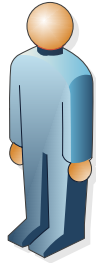
**In this module, you will learn about:**

- CMA Roles
- CMA Form Types

We recommend that you view the common training module before proceeding to the other CMA training modules:

**[ETS Account Setup and Preferences](#) (For Site Administrators)**

## SITE ADMINISTRATOR – ASSIGN ROLES



Site Administrator

Each company has an assigned Electronic Transfer System (ETS) Site Administrator who is responsible to create their company's user accounts.

ETS Site Administrator is responsible for

- assigning roles to their users for the various Form Types

The selection of roles will vary based on the Form Type. This is completed in the ETS Assign Client Roles screen.

- managing the assignment of roles within the company

## ROLES

Creator



Submitter



Concurren



Viewer



An individual within the company can access the CMA functionality in ETS, if he/she has a Client Account created and is assigned a CMA Role by the company's Site Administrator.

These are the CMA roles:

**Creator** – Client can create and edit CMA application form online in the system.

**Submitter** – Client can submit CMA application or authorization form.

**Viewer** – Client can only view CMA application or authorization forms that have been assigned to him/her.

**Concurren** – Client with this role can concur the authorization form. This role is only applicable to the **Crown Mineral Activity Authorization** Form Type.

For more information, please see the course:

[ETS Client Account Setup and Maintenance](#) (For Site Administrators)

## FORM TYPES

In the CMA functionality of ETS, there are 2 Form Types available:

### **Crown Mineral Activity Application**

This form type will enable the client to create the CMA application form online to submit in ETS.

### **Crown Mineral Activity Authorization**

This form type will enable the client to submit an authorization for these two types:

- Authorization Concurrence by the Designated Representative to apply for **RE-ENTRY** of a well allows the authorized company to re-enter the wellbore to produce from mineral rights held in the agreement, under section 32 of the *Mines and Minerals Act*.
- Authorization Concurrence provided by the designated representative to apply to **LINK** a well to an agreement allows the authorized company to continue using the wellbore on another active agreement, under section 32 of the *Mines and Minerals Act*.

For more information on Form Types, please see the course:

[ETS Account Setup and Preferences \(For Site Administrators\)](#)

## CONCLUSION

# *Congratulations!*

**You have completed the  
CMA Roles and Form Types  
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](mailto:WellAdmin.Energy@gov.ab.ca)

