

Welcome!

to the
**Carbon Sequestration (CS) -
Crown Mineral Activity (CMA)**

Online Training Course

In this module, you will learn how to:

- Create and submit CS CMA application
- Upload required geological information
- Review and retrieve documents

Revisions Table

Date	Revisions Type	Page Number
December 16, 2024	Initial Creation	

INTRODUCTION

The Crown Mineral Activity (CMA) form was modified to include the submission of CMA relating to Carbon Sequestration agreement.

CS CMA includes the following sequestration-related activities:

- **Sequestration Overhole (SOH)**
- **Sequestration Corehole (SCH)**

LOGIN TO ETS

Overhole/Coring form

Use this form to submit request on **Sequestration Overhole** OR **Sequestration Corehole**.



ADMIN TAB

This tab is required for all requests.

The Company Name and Creator is autopopulated based on the login information of the creator.

Overhole/Coring Crown 532407

Geological Discussion should be attached
 At least one well should be added to the application.
 You must select Rights.
 You must upload an AER document.
 You must select at least one well type.
 You must select at least one Substance.

Status: **Work in Progress** View Report

Admin

Wells Details

Geological Data

Comment:
 Company Name:
 Creator:

Contact Information

Contact:
 First Name:
 Last Name:
 Phone: Ext
 Fax:
 Email:

Technical Contact	Title of Technical Contact	Phone	E-mail
Robin Williams	Engineer	(999)999-9999	robin@test.com

Add Technical Contact

1. Add the **Contact Information** either by selecting from the dropdown list or entering it manually.

To delete a contact entry, click the X.

3. Click **Save**. ETS request number is generated at the header.

2. Click **Add Technical Contact**. Input the Technical Contact info on the grid.

WELLS DETAILS TAB - WELL TYPE, RIGHTS, SUBSTANCE, METERAGE and AER ORDER (SEQUESTRATION OVERHOLE or COREHOLE)

Overhole/Coring Crown 532407

Status: Work in Progress

[View Report](#)

Admin

Wells Details

Geological Data

Well Type

Overhole Core

Rights

Qualifier	Zone
From Top	ARCS MBR
To Base	ARCS MBR

Substance

Water Acid Gas Natural Gas Solvent

Meterage

200

AER order

Choose File CS testing word
Please click save after selecting a file

Wells

Well ID: [] / [] - [] - [] - [] W [] / []
 Agreement Number: [] ...
 Upload from File: Choose File No file chosen

Well ID

6. Click **Save**

Submit

Save

Delete

Close

1. **Well Type.**
Checkmark that applies.

2. **Rights.** Input by using the dropdown selection.

4. **Meterage.** Enter the meterage.

3. **Substance.**
Checkmark that apply

5. **AER order.**
Click **Choose File**

WELLS DETAILS TAB – SEARCH and ADD CS AGREEMENT (SEQUESTRATION OVERHOLE or COREHOLE)

Overhole/Coring Crown 532407

Status: **Work in Progress**

Admin
Wells Details
Geological Data

Well Type

Overhole Core

Qualifier	Zone
From Top	ARCS M
To Base	ARCS M

Substance

Water Acid Gas Natural Gas Solvent

Meterage:

AER order [View Document](#)

Wells

Well ID: / - - - w /

Agreement Number: ...

Upload from File: No file chosen

Well ID	Agreement Number

Agreements Found

<input type="checkbox"/>	Agreement No.	Designated Representative
<input checked="" type="checkbox"/>	058 5824100024	KIWETINOHK ENERGY CORP.

Search Agreements

Search by Agreement Number

Number

1. Add CS Agreement. Click the (...)

2. Enter the CS Agreement number

3. Click Search

4. Checkmark the agreement

5. Click OK

WELLS DETAILS TAB – ADD WELL(S) (SEQUESTRATION OVERHOLE or COREHOLE)

Overhole/Coring Crown 532407

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

Admin
Wells Details
Geological Data

Well Type
 Overhole Core

Qualifier	Zone
From Top	ARCS MBR
To Base	ARCS MBR

Rights

Substance
 Water Acid Gas Natural Gas Solvent

Meterage

AER order [View Document](#)

Wells

Well ID:

Agreement Number:

Choose File No file chosen

Well ID	Agreement Number	
00/06-30-059-24W5/00	058 5824100024	X

1. Click **Well ID** button

2. Enter the Well ID

3. Click **Add Well(s)**

4. Well is added on the well grid. If adding more than one wells, repeat steps 1 to 3.

5. Click **Save**

To delete a well, click the X.

GEOLOGICAL DATA TAB

Overhole/Coring Crown 532407

Status: **Work in Progress**

[View Report](#)

Admin

Wells Details

Geological Data

Applications must describe the need for the proposed activity and how it will be used to support a carbon sequestration hub or activities carried out under a pore space lease.

Geological Discussion

Choose File

No file chosen

2. Check the appropriate box

Following options are available:

- No data to follow
- Data being sent by courier or mail

1. **Browse** and upload document. Once document is uploaded, click **Save**.

Submit

Save

Delete

Close

4. Click **Submit**

3. Click **Save**



You may click on the **View Report** link to review the details of this CMA Application.

Delete – This deletes the entire application. The Status changes to Client Deleted.

Close – This closes the application form.

INDEMNIFICATION

In order to continue to submit the application, click Yes on the Indemnification box.

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**

WORK IN PROGRESS

The **Work In Progress** functionality of CMA enables you to retrieve a request/documents and view the request status.

Alberta

- ETS Home
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 - Unit Agreement Exhibit A
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Work in Progress

Type: Request Number:

Start Date: End Date:

Status:

Comment:

Expand Crown Mineral Activity node and click Work in Progress subnode.

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WORK IN PROGRESS – RETRIEVE and VIEW REQUESTS

Work in Progress

Type: **Request Number:**

Start Date: **End Date:**

Status:

Comment:

ETS #	Application Type	Comment	Status	Files	Last YYYY,
532335	Undisposed Crown		Work in Progress	Report: Pdf Final: Pdf	2025/02/20	EA1255
532327	Overhole Crown		Completed	Report: Pdf Final: Pdf	2025/02/24 11:07:15	EA1255
532328	Overhole Crown		Completed	Report: Pdf Final: Pdf	2025/02/24 11:07:15	EA1255
532326	Undisposed Crown		Completed	Report: Pdf Final: Pdf	2025/02/24 10:56:16	EA1255
532325	Undisposed Crown		Completed	Report: Pdf Final: Pdf	2025/02/24 10:56:15	EA1255

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1. **Retrieve Requests.**
Choose the request **Type**.
Click the drop down arrow.
Enter other request parameters to narrow your search, if needed.

2. Click **Find**. Search result is displayed in the grid below.

Select the **Report: Pdf** link to see the details of your request.

Click on the ETS request number link to view each request.



All parameters are searchable. The Start and End dates default depending on the range of days chosen in your Account Preferences. To see all available requests remove the Start Date.

WORK IN PROGRESS – SEARCH RESULTS and EMAIL NOTIFICATION

Work in Progress

Type: Request Number:

Start Date: End Date:

Status: Comment:

ETS #	Application Type	Comment	Status	Files	Last Updated YYYY/MM/DD	Creator
532396	Undisposed Crown		Work in Progress	Report: Pdf Final: Pdf	2025/02/26 13:22:27	EA1255
532335	Undisposed Crown		Work in Progress	Report: Pdf Final: Pdf	2025/02/26 13:13:56	EA1255
532327	Overhole Crown		Completed	Report: Pdf Final: Pdf	2025/02/24 11:07:15	EA1255
532328	Overhole Crown		Completed	Report: Pdf Final: Pdf	2025/02/24 11:07:15	EA1255

The information on the screen can be re-sorted by clicking on the column headers.

For each request, there will be two PDF documents available in the Files column: **Report** and **Final**.

Report Pdf is the application summary report

Final Pdf is the Final letter in .PDF format uploaded from the department.

The request will remain at Processing until the Final Letter has been received from the department. Then, the Status changes to Complete.

When Final letter is uploaded, an email notification is sent to the client stating that the request has been completed.

Login to ETS/CS Tenure Sequestration/Work in Progress.

Enter the quoted Request Number from the email notification under the Request Number field.

ETS Crown Mineral Access Authorization

Energy ETS AT Support
To Energy Sequestration Help Desk

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

Your Mineral Access Authorization Request Number 532328 for account EA1255 has been Completed.

To review your request, sign on to Electronic Transfer System (ETS) website available through the alberta.ca.

Do not reply to this email. If you have questions or concerns, please contact WellAdmin.Energy@gov.ab.ca

Congratulations!

You have completed the
**CS CMA –
Overhole / Corehole
Online Training Course**

If you have any comments or questions on this training course,
please forward them to:
energy.Sequestrationhelpdesk@gov.ab.ca

