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Nelcome!

To the Carbon Sequestration Agreement Application

Online Training Course

In this module you will learn how to:

- Enter a CSA application into ETS.
- Import land from CSEA or Carbon Sequestration map.
- Update a CSA application by adding or removing information while the application is in a Work in Progress status.
- Retrieve and view agreement documents.

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Revisions Table

Date	Revisions Type	Page Number
October 28, 2024	Initial Creation	All



INTRODUCTION

Carbon Sequestration Agreement (CSA) allows a lessee to sequester Carbon Dioxide (CO2) into the pore space. The lessee is required to submit a CSA application via the Electronic Transfer System (ETS). These CSA lands originate from the lessee's existing Carbon Sequestration Evaluation Agreement (CSEA).





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LOGIN TO ETS

- 1. Go to ETS (https://ets.energy.gov.ab.ca/logon.aspx)
- 2. Enter your login credentials: User Name (EN account) and Password.

	Electronic Transfer System	A
AICPA	User Name:	
SOC	Password:	٠
	Save my user name	
	Login Forgot Paceword/Pacet Paceword	

Once logged in, the screen below is displayed.





NAVIGATION TO CARBON SEQUESTRATION AGREEMENT (CSA) APPLICATION

- 1. In the treenode (left-hand side of the screen), navigate to **Carbon Sequestration Tenure** node.
- 2. Expand Carbon Sequestration Tenure node to display its subnodes.
- 3. Click Carbon Sequestration Agreement Application subnode.





APPLICATION INFORMATION TAB

On the main screen, a blank application form is displayed. ETS auto populates the Company and Creator fields. These information are generated from the login account information.

At the creation stage, the status of the request is set to Work in Progress.

Carbon Sequestration Evaluation Agreement Number (CSEA) is required to proceed with the CSA application.

ETS Home	Carbon Sequestration Agreem	ent Application
Account of Status Request receive R	Please save your work frequently to avoid loss of data. The session automatically times out after 60 minutes Status Work in Progress Application Information Contacts Documents Lands	
	Administrative Information Company	Click the magnifying glass under CS Evaluation Agreement field to add CSEA.
Lerr training	Creator EA1255 (Peter Parker)	
	Confidential Rent Payor	Q X
	Comments	
	Save Close	



APPLICATION INFORMATION TAB – ADD CARBON SEQUESTRATION EVALUATION AGREEMENT (CSEA)

In the Search Agreement box,

- 1. Click the **Agreements** field and type in the **CSEA number**.
- 2. Select the **magnifying glass** to search the agreement.
- 3. Search result appears and displays the Designated Representative, Expiry Date and Status. If the information is correct, click **Select**.

Click Cancel if you need to restart the search.

Search Agreements Agreements 5824100023	nt			2.
Agreement	Designated Representative	Expiry Date	Status	
058 5824100023		2029/10/30	ACTIVE	Select
			3.	3
				Cance



APPLICATION INFORMATION TAB – ASSIGN ETS REQUEST NUMBER

The CSEA number is now added in the application. Click **Save** at the bottom of the form. This will save the application and generate the ETS Request Number included in the heading.

Confidential Rent Payor field is optional. Only fill this in if payor is different than the agreement holder. This payor is responsible in paying the first time rent and issuance fee charges.

Carbon Sequ	estration Agreement A	pplication (530608)	
 Contact Job Title is required Signing Authority Job Title is required Signing Authority First Name is required Signing Authority Surname is required Representative Office Phone Number is required Representative Email is required Representative City/Town is required Representative Province/State is required Representative Postal Code/Zip Code is required Representative Country is required 			
Please save your work frequently to avoid loss of data. The ses	Carbon Sequestration	×	
Status Work in Progress	Application has been saved.		Original PDF Document
Application Information Contacts Documents Lands		ок	
Administrative Information			
Company			
Creator EA1255 (Peter Parker)		Click the	
* CS Evaluation Agreement Number 058 5824100023		magnifying glass to search a client.	Q ×
Confidential Rent Payor	Save Close		Q ×



APPLICATION INFORMATION TAB – CONFIDENTIAL RENT PAYOR

The Confidential Rent Payor can be searched by either the Client Name or the Client Number.

Client Name 🔸	Search Criteria				Find
Client Name	Client ID 🕴	Client N	ame 🕴	ETS Acct 0	Address 0
		No matching	records found		
	2.			\frown	
earch Client	· · ·			3.	
Client Name -	Search Criteria				Find
	lesung 125				
BA ID 🕴 Client I	D 🕴 Client Name	ETS Acct		Address	0
216 808269700	TESTING 123 INC.	Yes	500 4 AVE SW SUITE	2000 CALGARY AB T2	P 2V6 Select
				C	
					4.
arch Client					~
					~
Client ID -	Search Criteria				Find
	0002037				_
BA ID ≬ 👘 Client II	D Client Name	ETS Acct		Address	0

- By default, Client Name search criteria displayed by default. Click the **dropdown** to select the desired search criteria.
- 2. Depending on the search criteria chosen, enter the **Client Name** <u>OR</u> the **Client ID** in the corresponding field.

3. Click Find.

Search result appears and displays the Business Associate ID, Client ID, Client Name, ETS Acct Yes/No, Address

4. Click **Select** to add the client as confidential rent payor.



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CONTACTS TAB – CONTACT INFORMATION AND PROPER SIGNING AUTHORITY

Please save your work fre	equently to av	oid loss of data.	The session automatically times out aft	ter 60	minutes	
Status Work in Progress						Original PDF Document
Application Information	Contacts	Documents	Lands			
Contact Information						
* Job Title						
Contact Job Title is requir	ed					
* First Name Peter					* Surname Parker	
* Office Phone Number 7804229249					Office Phone Number Extension	
* Email Address energy.sequestrationhel	pdesk@gov.a	b.ca				
Proper Signing Authorit	у					
* Job Title						
Signing Authority Job Titl	e is required					
* First Name					* Surname	
Signing Authority First Na	me is require	d			Signing Authority Surname is required	

Note: Enter the required information indicated with asterisk (or outlined in red). Once information is entered, the outline turns in green).

Contact Information section – ETS auto populates the Name and Contact information. These information are generated from the login account information. Update the Job Title.

Proper Signing Authority – Enter the required information indicated with asterisk. The Signing Authority is a person who has the authority to sign documents on behalf of the company.



CONTACTS TAB – REPRESENTATIVE PERSON

This person is the appointed representative by the company who is responsible in answering any questions regarding the application.

Note: Enter the required information indicated with asterisk (or outlined in red). Once information is entered, the outline turns in green)

Representative Person	
Job Title Manager	
First Name Lana	Surname Lane
* Address Line 1 143 Carbon Street	
Address Line 2	
* City/Town Edmonton	* Province/State Alberta
* Postal Code/Zip Code T5K2G6	* Country Canada
* Email Address lana@test.com	
* Office Phone Number 999-999-9999	Office Phone Number Extension
Mobile	

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CONTACTS TAB – TECHNICAL CONTACTS

Technical Contacts				
🖻 🕼 Technical Contact	Title of Technical Contact	♦ Ph	one 🔶 Emai	il 🔶
Add Technical Contact 1.	No matching record	s found		
Technical Contact * Name * Job Title * Office Phone Number * E-mail Address 3.	Save Submit Deleter 1. Click Add Technical 2. Enter the required information is etail 3. Click OK to add the fill 4. Back to the application information.	ete Close I Contact A new window formation indicated with as entered, the outline turns ir Technical Contact in the ma on form, scroll down and cl	appears. sterisk (or outlined n green) ain grid. lick Save to save	l in red). all added
Cancel	1 C Technical Contact	† Title of Technical Contact	Phone	🕆 Email
	🕆 🕼 Floyd Smith	Engineer	888-888-8888	floyd@test.com
	Add Technical Contact	4. Save Submit Delete Close		



DOCUMENT TAB – HUB DEVELOPMENT PLAN

- 1. Under Hub Development Plan section, click Choose Files. File Explorer folders opens. Locate the file to upload.
- 2. Back to the ETS request application, the name of the file is added on the 'No file chosen' field.
- 3. Click Upload.
- 4. Save prompt appears, click OK. The document is added in the Uploaded Documents grid.

To **delete** an uploaded document, simply click the corresponding **trash bin icon**. To **add**, follow the **steps above**.

	Carbon Sequ	uestration Agreement Application (530608)	
Please save your work frequ	sently to avoid loss of data. The session a	utomatically times out after 60 minutes	
Status Work in Progress		Original F	PDF Document
Application Information	Contacts Documents Lands		
Hub Development Plan			
Provide one hub developme	nt plan.	3.	
Chapter Filer No file cho	2.	Carbon Sequestration ×	Lielead
Choose mes. No me cho	5011	Application has been saved.	opioad
Uploaded Documents			
e	File Name	ОК	
â	Test - Hub Development Plan.pdf		



DOCUMENT TAB – UPLOAD SUPPLEMENTARY DOCUMENT

- 1. Under **Supplementary Document Uploads section**, click **Choose Files**. File Explorer folders opens. Locate the file to upload. Note: up for 5 supplementary documents can be uploaded.
- 2. Back to the ETS request application, the name of the file is added on the 'No file chosen' field.
- 3. Click Upload.
- 4. Save prompt appears, click **OK**. The document is added in the Uploaded Documents grid.

To **delete** an uploaded document, simply click the corresponding **trash bin icon**. To **add**, follow the **steps above**.

Please save your wor	rk frequently to avoid loss of data. The session at	tomatically times out after 60 minutes		
Status Work in Progress				Original PDF Documen
Application Informat	tion Contacts Documents Lands			
Hub Development F	Plan			
Provide one hub deve	elopment plan.			
Choose Files No f	file chosen			Upload
Uploaded Documents	ī			
ê	File Name			
Ê	Test - Hub Development Plan.pdf	Carbon Sequestration	×	
Supplementary Doc	cument Uploads	Application has been saved.		
Jp to five supplemen	atary documents can be uploaded.			
Choose Files No f	file chosen			Upload
Uploaded Documents				
ê	File Name			
Û	Test - Supplementary Document.pdf			
		Sava Subasit Dalata Class		
		Save Submit Delete Close		



DOCUMENTS TAB – SAVE

Once your documents have been uploaded and are displaying under the File Name, select Save.

 \mathbf{Q} Save your work frequently to avoid the loss of data. The session will automatically time out after 60 minutes.

Please save your work fre	quently to avoid loss of data. The session automatically times out after 60 minutes	
Status Work in Progress		Original PDF Document
Application Information	Contacts Documents Lands	
Hub Development Plan		
Provide one hub develop	nent plan.	
Choose Files No file c	rosen	Upload
Uploaded Documents		
Đ	File Name	
۱ ۱	Test - Hub Development Plan.pdf	
Supplementary Docume	nt Uploads	
Up to five supplementary	documents can be uploaded.	
Choose Files No file of	nosen	Upload
Uploaded Documents		
â	File Name	
ŵ	Test - Supplementary Document.pdf	
	Save Submit Delete Close	



LANDS TAB

Adding lands have 4 options:

1. Import Land from the Agreement (Carbon Sequestration Evaluation Agreement (CSEA)) entered under Application Information tab. *(*recommended)*

Import Land (+/-)

- 2. Import Land from Map (shapefile)
- 3. Import Land List from a CSV file (*.csv)
- 4. Add Land (+/-)

Carbon Sequestration Agreement Application (530608)	
ase save your work frequently to avoid loss of data. The session automatically times out after 60 minutes	
یه k in Progress Original PDF	[:] Document
d 4. d 4. d Land (+/-)	
nport Land (+/-)	
Import Land List from a CSV file (*.csv) 2. Choose File No file chosen Import Land from Map	
Inport Land from Agreement 058 5824100023	
Selected Rows:0 🕼 🗎	
Tract M RGE TWP SEC QS Qualifier 1 Zone 1 Qualifier 2 Zone 2	
No matching records found	
Save Submit Delete Close	



LANDS TAB – OPTION 1: IMPORT LAND FROM AGREEMENT (CSEA) - *RECOMMENDED

Note: Land(s) must be from the Carbon Sequestration Evaluation Agreement (CSEA) entered in the Application Information.

- 1. Click Import Land (+/-). Two options appear: Import Land from Map and Import Land from Agreement.
- 2. Click **Import Land from Agreement**. All lands from the CSEA entered in the Application Information tab are generated and displayed in the land grid.

Carbon Sequestration Agreement Application (530608)			100							
s save your work frequently to avoid loss of data. The session automatically times out after 66 minutes			10							
n Progress	O	iginal PDF Docu	ment							
ation Information Contacts Documents Lands										
and (±) Intract IN RGE INVP SEC QS Qualifier 1 Zone 1 No matching records found	Import T Land (1/-) Import Land Lis Choose File	st from a CSV I	ile (*.csv)			Import Land	From Map	3. The populat CSEA a la	land gr ed with greemo nds.	rid is a the ent's
Surve Surver Deate Cose	Tract	T M	RGE	+ TWP	Import La	nd from Agreen	hent 058 582410	Zone 1	Se Qualifier 2	lected Rows:0 2 R
L.L.	D									
lote:	0 01	4	23	073	15	NE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
On the land grid, an option to show number	0 01	4	23	073	15	NW	From Top	WABAMUN GRP	To Base	WABAMUN GRP
on the land grid, an option to show humber	0 01	4	23	073	15	SE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
of lands is available (view in 10s. 50s or	0 01	4	23	073	16	SE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
1000)	0 01	4	23	073	17		From Top	WABAMUN GRP	To Base	WABAMUN GRP
1005).	□ 01	4	23	073	18	NE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
Creator can also navigate by page	0 01	4	23	073	18	SE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
	01	4	23	073	19	NE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
Checkmark each land that are not applied for and click the trash bin icon.	Showing 1 to 1) of 887 rows	10 - rows p	er page			and the second	and a second second second second	¢ 1 2 3	3 4 5 89



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LANDS TAB – IMPORT LAND FROM AGREEMENT (CSEA) ... continued

Entire CSEA lands are being applied for Carbon Sequestration Agreement (CSA):

- 1. All lands from the CSEA are listed on the land grid.
- 2. Click Save.

	Tract	¢ Μ	♦ RGE	тwр	♦ SEC	¢ QS ÷	Qualifier 1	Zone 1	Qualifier 2	Zone 2
]									
	01	4	23	073	15	NE	From Top	WABAMUN GRP	To Base	WABAMUN GR
	01	4	23	073	15	NW	From Top	WABAMUN GRP	To Base	WABAMUN GR
	01	4	23	073	15	SE	From Top	WABAMUN GRP	To Base	WABAMUN GR
C	01	4	23	073	16	NW	From Top	WABAMUN GRP	To Base	WABAMUN GR
	01	4	23	073	16	SE	From Top	WABAMUN GRP	To Base	WABAMUN GR
C	01	4	23	073	17		From Top	WABAMUN GRP	To Base	WABAMUN GR
C	01	4	23	073	18	NE	From Top	WABAMUN GRP	To Base	WABAMUN GR
C	01	4	23	073	18	SE	From Top	WABAMUN GRP	To Base	WABAMUN GR
C	01	4	23	073	19	NE	From Top	WABAMUN GRP	To Base	WABAMUN GR
C	01	4	23	073	19	NW	From Top	WABAMUN GRP	To Base	WABAMUN GR
Sh	owing 1 to 10 of	4 887 rows 10	rows per pag	ge	19	NW	From Top	WABAMUN GRP	< 1 2 3	4 5 8

perta

LANDS TAB – IMPORT LAND FROM AGREEMENT (CSEA) ... continued

Partial CSEA lands are being applied for CSA:

- 1. Select the lands not being applied for by clicking the corresponding checkbox of each landkey. Depending on the number of lands not being applied for, you may select all lands and uncheck the landkeys that are being applied for.
- 2. Click the **trash bin icon** to remove from the lands from the grid. The remaining lands on the land grid will be submitted.

ick to	-	Tract 0	M 0	RGE	тwp	• SEC	¢QS	Qualifier 1	© Zone 1	Qualifier 2	Zone 2
		01	4	23	073	15	NE	From Top	WABAMUN GRP	To Base	BAMUN GRP
		01	4	23	073	15	NW	From Top	WABAMUN GRI	о т	UN GRP
ids.	•	01	4	23	073	15	SE	From Top	WABAMUN GRI	2. Trash b	IN UN GRP
		01	4	23	073	16	NW	From Top	WABAMUN GRE	icon to dole	UN GRP
	-	01	4	23	073	16	SE	From Top	WABAMUN GRI		UN GRP
		01	4	23	073	17		From Top	WABAMUN GRP	To Base	WABAMUN GRP
		01				18	NE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
		01	1 Unc	heck lan	de	18	SE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
		01	1.0110		us	19	NE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
		01	will be	submitte	ed.	19	NW	From Top	WABAMUN GRP	To Base	WABAMUN GRP
		01				19	sw	From Top	WABAMUN GRP	To Base	WABAMUN GRP
		01	4	23	073	20		From Top	WABAMUN GRP	To Base	WABAMUN GRP
		01	4	23	073	21	NE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
		01	4	23	073	21	NW	From Top	WABAMUN GRP	To Base	WABAMUN GRP
		01	4	23	073	21	sw	From Top	WABAMUN GRP	To Base	WABAMUN GRP
		01	4	23	073	22	sw	From Top	WABAMUN GRP	To Base	WABAMUN GRP
		01	4	23	073	23	NW	From Top	WABAMUN GRP	To Base	WABAMUN GRP
	0	01	4	23	073	23	sw	From Top	WABAMUN GRP	To Base	WABAMUN GRP
		01	4	23	073	26	NE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
		01	4	23	073	26	NW	From Top	WABAMUN GRP	To Base	WABAMUN GRP
		01	4	23	073	27	NW	From Top	WABAMUN GRP	To Base	WABAMUN GRP
	•	01	4	23	073	27	SE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
	-	01	4	23	073	28	NE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
		01	4	23	073	\frown	SE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
	12	01	4	23	073	2	NE	From Top	WABAMUN GRP	To Base	WABAMUN GRP

3. Click Save.



LANDS TAB – OPTION 2: IMPORT LAND FROM MAP

Note: Land(s) must be from the Carbon Sequestration Evaluation Agreement (CSEA) entered in the Application Information.

- 1. Click Import Land (+/-). Two options appear: Import Land from Map and Import Land from Agreement.
- 2. Click **Import Land from Map**. All lands from the Agreement entered in the Application Information tab are generated and displayed in the land grid.

Carbon Sequestration Agreement Application (530608)	
Please save your work frequently to avoid loss of data. The session automatically times out after 60 minutes	
Status Work in Progress	Original PDF Document
Application Information Contacts Documents Lands	
Land	
Add Land (<u>+/-)</u>	
Import Land (+/-)	
Import Land List from a CSV file (*.csv)	
Choose File No file chosen Import	
Import Land from Map	
Import Land from Agreement 058 5824100023	
Selected Rows:0	6
Tract M RGE TWP SEC QS Qualifier 1 Zone 1 Qualifier 2 Zone 2	÷
No matching records found	
Save Submit Delete Close	



LANDS TAB – OPTION 2: IMPORT LAND FROM MAP

- 1. Geoview Carbon Sequestration and Pore Space Query map is opened on a new browser page.
- 2. Under Land Selection tab, there are 2 option to import land from Map: selecting the lands directly from the map (Select by Point or Select by Rectangle) or shape file upload.

Electronic Transfer System X Electronic Transfer System X Electronic Transfer System X F C G G https://gisaccp.energy.gov.ab.ca/Geoview/csquerybymap	- 『 × · · · · · · · · · · · · · · · · ·
Alberta Carbon Sequestration and Pore Space	
Home Queries Tools Analysis Go to Location Land Selection	
Selection Layer Section Select by Point Select by Rectangle Land Selection Tools	2.
Layers = < Iwant to + ATS Grid + + + Base Layer - + + Mineral Ownership - + + Mineral Restriction + + Agreement	K British Columbia British Columbia



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LANDS TAB – OPTION 2: IMPORT LAND FROM MAP – NAVIGATE TO THE TARGET LOCATION

Albe	2 Click Go	Carbon Sequestration and Pore Space	
Home	to ATS.	Analysis Go to Location Land Selection	
Go to ATS	X Clear Selection	1. Navigate to Go to Location tab.	
3. Input the	Location		
landkey.	ATS Specifica	tion: × < I want to	HZ D
-ATS Specif	fication		Le Pa
Mer: *	4	→ -	At I YE
Rge: *	23		Juneau
Twp: *	073		
Sec:	17	4 Click	
QS:	Select	Search.	V
		Clear Search	



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LANDS TAB – OPTION 2: IMPORT LAND FROM MAP – NAVIGATE TO THE TARGET LOCATION





LANDS TAB - OPTION 2A: IMPORT LAND FROM MAP - ADD LAND - SELECT BY POINT

Once a target location is searched, add the land. There are 2 options:

- 1. Select by Point (use this option if selecting lands not adjacent to each other.)
- 2. Select by Rectangle





LANDS TAB – OPTION 2A: IMPORT LAND FROM MAP – ADD LAND - SELECT BY RECTANGLE

Once a target location is searched, add the land. There are 2 options:

- 1. Select by Point
- 2. Select by Rectangle (use this if selecting adjacent lands.)





LANDS TAB - OPTION 2A: IMPORT LAND FROM MAP - EDIT SELECTED LANDS

Once lands added are submitted from the Geoview map, the lands are loaded back into the ETS request.

			Carbo	n Seque	stration	Agreer	ment Applica	tion (530608)		
Please save your Status Work in Progress	work frequently t	o avoid loss of	data. The session at	utomatically times	out after 6 3.	. Add th and	e Qualifiers Zones			Original PDF Document
Application Inform	mation Contac	cts Docume	nts L <mark>Edit S</mark>	elected Land	d			×		
Land Add Land <u>(+/-</u> Import Land (<u>-)</u> . +/-)		Tract	S T Fro	<mark>lifier 1</mark> om Top	•	Zone 1 WABAMUN GRP	•	4. Click OK to apply the	0
1. Clici colur landkeys	k the che nn to sele s that has	e ckbox ect all s missing	, csv	<mark>Qua</mark> To	lifier 2 Base Import Land	• I from Agreem	Zone 2 WABAMUN GRP	Cancel OK	changes Import	
Quaim		201163.		1 7000		4 00	A Dural II and		Selected Rows:7	Ê
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			24	073	20	NI14/		2. Clic	k the	- 1
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	01	4	25	073	26	NE				
	01	4	25	073	26	NW				
	☑ 01	4	25	073	27	NE				
	01	4	25	073	27	NW				
	Showing 1 to 7	of 7 rows	5. Click	Save.	Save	Submit	Delete Close			



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LANDS TAB - OPTION 2B: IMPORT LAND FROM MAP - SHAPE FILE UPLOAD





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LANDS TAB – OPTION 2B: IMPORT LAND FROM MAP – SHAPE FILE UPLOAD

Alberto	Carbon Sec	questration ar	nd Pore Spa	ace																	Inisa											
Home Que	eries Tools Analysis Go	o to Location	Land Selection	on																												
Selection Layer Section	Select by Point Select by Rectangle Land Selection	L Shape file uploa	Lo ad Clear Select	ion Submit	t Land		1.	Clic L	k S .an	Sub d	omi	it																				
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4-22-049:7	N	1-XI	4-25-05	1 1	2 7	8	9 10 4-24-05	11	12	7 8	4-23	-050	11	18	7	8 4-2	⁹ 10 22-050	11	JOSER	ILNE		-21.0	50				4-2(050	2		6 - 19-1	5
4-22-048: 8					6	5	4 3	2	1	6 5	4	3	2	1	6	5	4 3	2	1	5	-5	843	3	2. ₆₄ 1	10	6 0	4	3				32
4-22-048: 10		Le XI			6 31	SAUSSERS	33 34	35	36	31 3	2 33	34	35	36	31	32 1	Biv Sarada	35	36	31	32	33	34	35	36		2 33	34	35	36		
4-22-048: 14 4-22-048: 15	Land Sele	ection		fimup -			20 27	26	25	30 2	9 28	3 27	26	25	30	29	28 27	26	25	30	29	28	27	26	25-03	30, 11, 12	28	27	26	25	30	29
4-22-048: 16 4-22-048: 17	treenode	list all	27	26 2	.5 30	29	20 21	20		- F	olly@View		23	24	19	20	21 22	23	24	- <u>623</u> 19	20	21	22	23	24	10 10	21 MaudonLako	22	23	24	4-19	049
4-22-048: 18 4-22-048: 19	landkevs ut	oloade	d 5-04		24 19	20	²¹ ²² 4-24-04	3	24	19 2	4				1.5	4	22-04	9	13	18	17	16 16	049 15	14	13	18	17-16	015	14(8	13 13	18	17
4-22-048: 20 4-22-048: 21	via shap	e file	15	14	13 18	17	16 15	14	13	18 1	7 1			- 18	-				- 12		8	9	10	11	12	7	8 9	109	11	12	7 к	igĥan
4-22-048: 22 4-22-048: 23	Tha on ap		9 10	11	12 7	8	9 10	11	12	7	8) 1X		12	7	_			12	F							4	3	2	1	6	5
4-22-048: 26 4-22-048: 27		4-26-049	3	2	1 6	5	4 3	814 2	1	6	5 U	¥ 3	2		6	5	+ \ *	2	2			Lo		JKE	y5 :	_		24	35	36	31	32
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Once submitted, edit the lands added in ETS. Refer to Slide 20, 'Edit Selected Lands'.



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1 Tract

2

D

TWP

23

23

С

RGE

4

4

Е

15

16

SEC

73

73

LANDS TAB – OPTION 3: IMPORT LAND LIST FROM A CSV FILE (*.csv)

Note: Land(s) must be from the Carbon Sequestration Evaluation Agreement (CSEA) entered in the Application Information.

- 1. Create a .csv file. The format must be as follows: Tract, M, RGE, TWP and SEC.
- 2. To import, navigate to the ETS request/ Lands tab.
- Click Import Land (+/-). 3.
- 4. Click **Choose File** to browse the .csv file on your personal computer.
- 5. Navigate to the **File Explorer** and select the **.csv file** and click **Open**. The file is now chosen.
- 6. Click I

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1.



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LANDS TAB – OPTION 3: IMPORT LAND LIST FROM A CSV FILE (*.csv – EDIT LANDS

- 1. Lands are now added into the grid. Qualifiers are required.
- 2. Select all landkeys. Checkmark all.
- 3. Click the **modify landkey icon**. Edit Selected Land box appears.
- 4. "Edit Selected Land' box appears. Add the Qualifiers and Zones.
- 5. Click OK.
- 6. Click Save.

Car	bon Seque	estration Agre	eement Application (530608)
Please save your work frequently to avoid loss	of data. The session a	automatically times out after (60 minutes
Status Work in Progress Application Information Contacts Docu Land	ments Lands	4.	Original PDF Docum
Add Land (<u>+/-)</u> Import Land (<u>+/-)</u>	Edit Selected L	and	×
Import Land List from a CSV Choose File Add Lands.cs	Tract Pleas •	Qualifier 1 From Top Qualifier 2 To Base	Zone 1 WABAMUN GRP Zone 2 WABAMUN GRP 5. Cancel OK
2. Tract M	KGE TWP	SEC Q3	Quaimer 1 Zone 1 Quaimer 2 Zone 2
01 4	23 073	15	1.
🖾 01 4	23 073	16	
01 4	23 073	17	
Showing 1 to 3 of 3 rows		Save Submit	t Delete Close



LANDS TAB – OPTION 3: IMPORT LAND LIST FROM A CSV FILE (*.csv) – EDIT LANDS

Lands must be the exact lands from the Carbon Sequestration Evaluation Agreement. If lands added are not from the CSEA, a validation error will appear and must be corrected prior to moving to the next step.

In the example below, section 15 and 16 are not exact match of the CSEA lands. It should be section 15N, SE and section 16NW, SE

Errors in Land (Grid	Please ch	eck lan	d tab	C	arbo	n Se	questrat	ion Agre	ement A	pplication	(530608)
Please save your	work	requentl	y to avo	oid loss of a	Edit	t Selec	ted La	nd				×
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Land Add Land <u>(+/-</u>	.).						Q	ualifier 2 To Base	•	Zone 2 WABAMUN	GRP	section. 2. Click the modify
Import Land (<u>+/-)</u>					M ∲ 4	RGE 23	★ TWP ♦ 073	SEC ‡ Q	S/LSD \$	Quarter Section	
		Tract	♦ M	RGE	TWP	♦ SEC	♦ QS	Qualifier 1	† Zone 1	Qualifier 2		Error
		01	4	23	073	15		From Top	WABAMUN GR	RP To Base	WABAMUN GRP	Land does not exist in CSEA agreement. Please update.
		01	4	23	073	16		From Top	WABAMUN GR	RP To Base	WABAMUN GRP	Land does not exist in CSEA agreement. Please update.
		01	4	23	073	17		From Top	WABAMUN GR	RP To Base	WABAMUN GRP	
_	Sho	owing 1 to	3 of 3	rows	_	_	_		Save Submit	DeleteClos	e	1. Error appears to the corresponding landkey and at the top of the form in red font.



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LANDS TAB – OPTION 3: IMPORT LAND LIST FROM A CSV FILE (*.csv) – EDIT LANDS

1.

The land is now broken down into quarter section.

- 1. Checkmark the landkeys to be added.
- 2. Click **OK** to add to the grid.

Tra	act		Qu	alifier 1		Zone	1	
0	1	•	F	rom Top	-	WAI	BAMUN GRP	-
			Qu	alifier 2		Zone	2	
			Т	o Base	-	WAI	BAMUN GRP	•
	м	÷	RGE	≑ TWP	♦ SEC	QS/LSD	÷	
2	4		23	073	15	SE	LSD	~ •
	4		23	073	15	sw	LSD	~
Z	4		23	073	15	NW	LSD	~ •
	4		23	073	15	NE	LSD	~ •



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LANDS TAB – OPTION 3: IMPORT LAND LIST FROM A CSV FILE (*.csv) – SAVE LANDS

- 1. Lands are now modified.
- 2. Click **Save** to save the changes.
- 3. Click **OK** on the save prompt box.

			Carb	on Sequ	estratior	n Agreer	nent Applic	ation (5306	508)	
Please save your wor	k frequently to	avoid loss of	data. The session	automatically times	s out after 60 minu	tes				
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Application Informati	ion Contact	s Docume	nts Lands							
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and				Applicat	ion has bee	en saved.	(
Add Land <u>(+/-)</u>								3.		
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	Tract	♦ M	♦ RGE	♦ TWP	♦ SEC	¢QS	Qualifier 1	Zone 1	Qualifier 2	
	01	4	23	073	15	NE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
		4	23	073	15	NW SE	From Top	WABAMUN GRP	To Base	
	01	4	23	073	16	NW	From Top	WABAMUN GRP	To Base	WABAMUN GRP
	01	4	23	073	16	SE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
	01	4	23	073	17		From Top 1	WABAMUN GRP	To Base	WABAMUN GRP



LANDS TAB - OPTION 4: ADD LAND (+/-)

Use this option if prefer to enter lands one landkey at a time.

Note: Land(s) must be from the Carbon Sequestration Evaluation Agreement (CSEA) entered in the Application Information.

- 1. Click Add Land (+/-). The screen below appears.
- 2. Input the required information (flagged with asterisk and outlined in red)
- 3. Click Add Land to add the land into the grid.

Carbon Sequestration Agreement Application (530608)	
Please save your work frequently to avoid loss of data. The session automatically times out after 60 minutes	
Status Work in Progress	Original PDF Document
Application Information 1. tacts Documents Lands Land Lands Lands Lands Lands Lands	
Add Land (+/-) Please use the Add Land Button to insert land into the grid 2.	
Tract * Meridian * Range * Township Section Please select • Please select • Please select •	QS/LSD Please select •
* Qualifier 1 * Zone 1 Please select *	
* Qualifier 2 Ple 3. * Zone 2 Please select	
Add Land Clear	



LANDS TAB – OPTION 4: ADD LAND (+/-) ... continued

Required information inputted and added into the land grid. Repeat previous steps to add remaining lands.

		Carbo	on Sequ	estration	Agree	ment Applic	ation (5306	508)	
ease save your work frequer	tly to avoid loss	of data. The session	automatically time	s out after 60 minu	tes				
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ease use the Add Land Butt	on to insert land	into the grid							
fract	* Meric	lian	* Ran	ge		* Township	Section	1	QS/LSD
Please select	- 4		• 23		-	073	• 15		Please select
			* Qua	lifier 1		* Zone 1			
			Fror	n Top	•	WABAMUN GRP			-
			* Qua	lifier 2		* Zone 2			
			To E	Base	-	WABAMUN GRP			•
					Add Land	Clear			
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			072	15		From Top	WARAMUN CDD	To Base	WARAMUN CDD



VALIDATION ERRORS – ERRORS IN LAND GRID

Any validation errors are displayed at the top of the application in red. These require attention before proceeding to the next step of the application.

Validation error: One or more Qualifier fields are empty Refer to Slide 31 'Edit Selected Lands'.

Please save you	r wo	rk frequ	ently	to av	void los	5 of d	lata. The se	ession aut	omatica	lly tim	es out after 6	50 min	utes						
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	Sho	wing 1 t	:0 3 (of 3 r	ows														
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APPLICATION SUMMARY REPORT

The Original PDF Document link is the application summary report. It contains all data entered on the application. This tool is useful to review the entire application before submitting the application.

	ELECTRONIC TRANSFER SYSTEM ORIGINAL REQUEST 530608 February 03, 2025	Page: 1 2:06:28 PM	(!	530	608))						
Company:	##1955											
Creator: CS Evaluation Agreement Number	658 5824100023											
Confidential Bent Paver:	030 3024100023			(Cliz	h Ori	iainal					
Comments:							iyinai	FDF	>			
	Contact Information	- 1			l den	Docu	ment	to Poort		Origin	al PDF E	ocument
Job Title:	Tester				gui	iciaic		spon.				
First Name:	Peter											
Surname:	Parker		_									
Office Phone Number:	7804229249						PTROPROT	C TRANCTOR	CYCTEN			Page 2
Office Phone Number Extension:							ELECTRONI	C TRANSFER	SISTEM	Tabasa	03 202	Fage: 2
Email Address:	energy.sequestrationhelpdesk@gov.ab.ca						ORIGINAL	REQUEST :	30608	rebrua	iry 03, 202	5 2:06:28 PM
	Proper Signing Authority											
Job Title:	CEO		Tract	м	RGE	TWP	SEC	QS	Qualifier	1Zone 1	Qualifie	r2Zone 2
First Name:	Robin		01	4	23	073	15	NE	From Top	WABAMUN	To Base	WABAMUN
Surname:	Williams									GRP		GRP
	Representative Person		01	4	23	073	15	NW	From Top	WABAMUN	To Base	WABAMUN
			01	4	23	073	15	SE	From Top	WABAMUN	To Base	WABAMUN
Job Title:	Manager									GRP		GRP
First Name:	Lana		01	4	23	073	16	NW	From Top	WABAMUN	To Base	WABAMUN
Surname:	Lane									GRP		GRP
Office Phone Number:	999-999-9999		01	4	23	073	16	SE	From Top	WABAMUN	To Base	WABAMUN
Office Phone Number Extension:										GRP		GRP
Email Address:	lana@test.com		01	4	23	073	17		From Top	WABAMUN	To Base	WABAMUN
Address Line 1:	143 Carbon Street									GRP		GRP
Address Line 2:	*		01	4	23	073	18	NE	From Top	WABAMUN	To Base	WABAMUN
City/Town	Edmonton									GRP		GRP
Postal Code/Tip Code	TIDELLA T5V266		01	4	23	073	18	SE	From Top	WABAMUN	To Base	WABAMUN
Country	Canada									GRP		GRP
Mobile	/~ data da da		01	4	23	073	19	NE	From Top	WABAMUN	To Base	WABAMUN
										GRP		GRP
	Technical Contacts		01	4	23	073	19	NW	From Top	WABAMUN	To Base	WABAMUN
										GRP		GRP
			01	4	23	073	19	SW	From Top	WABAMUN	To Base	WABAMUN
	Documents									GRP		GRP
			01	4	23	073	20		From Top	WABAMUN	To Base	WABAMUN
Hub Development Plan										GRP		GRP
File Name:	2608.CST H	P Pl	01	4	23	073	21	NE	From Top	WABAMUN	To Base	WABAMUN
In the second			6						-	GRP		GRP
			-01		23.	073	21	ND	SP.	BAMP	To Base	BAMUN



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SUBMIT APPLICATION

Once all pertinent information has been entered, submit the Carbon Sequestration Agreement Application. The system performs validation check to ensure all mandatory data has been provided. Upon successful submission, the status is updated to **Submitted**.

				Carl	oon Sequ	uestratic	n Agreem	ent Appli	ication (5306	508)		
Please save voi	ır work	frequently to av	roid loss of dat	a. The session	automatically tim	es out after 60 mi	utes					
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						Carbon Sec	uestration		×	The second se	wait	
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		01	4	23	073				ABAM	Click Cube	MUN GRP	
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		01	4	23	073	19	sw	From Top	WABAMUN GRP	To Base	WABAMUN GRP	
		01	4	23	073	20		From Top	WABAMUN GRP	To Base	WABAMUN GRP	
		01	4	23	073	21	NE	From Top	WABAMUN GRP	To Base	WABAMUN GRP	
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	Sho	wing 1 to 10 of	14 rows 10	rows pe	r paye	Sa	ie Submit Del	ete Close			3 1 2 ×	

Delete (deletes entire application) is available when the request Status is at Work in Progress. **Close** (closes application).



WITHDRAW APPLICATION

The Withdraw button is only available when the Status is at Submitted.

The creator or submitter has the option to withdraw the application during the duration of the status of Submitted.

When the request status is changed from Submitted to Processing, the Withdraw button is no longer available.

									Ori
formation	Contacts Doc	uments Lands	5						
Tract	÷ M	† RGE	≑ TWP	♦ SEC	¢ QS	Qualifier 1	† Zone 1	Qualifier 2	Zone 2
01	4	23	073	15	NE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
01	4	23	073	15	NW	From Top	WABAMUN GRP	To Base	WABAMUN GRP
01	4	23	073	15	SE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
01	4	23	073	16	NW	From Top	WABAMUN GRP	To Base	WABAMUN GRP
01	4	23	073	16	SE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
01	4	23	073	17		From Top	WABAMUN GRP	To Base	WABAMUN GRP
01	4	23	073	18	NE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
01	4	23	073	18	SE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
01	4	23	073	19	NE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
01	4	23	073	19	NW	From Top	WABAMUN GRP	To Base	WABAMUN GRP
Showing	1 to 10 of 887 ro	ws 10 - rows	s per page					< 1 2 3	4 5 89 →



WORK IN PROGRESS

The Work in Progress screen contains all different status depending on the state of each ETS Request. To search all ETS requests, select the **Find** icon on the Work in Progress screen.

User can also narrow the search by the following search parameters: **Status**, **Request Number**, **Start Date** and **End Date**.

TE Hama		Wor	k in Progres	c		
bout ETS			k in rogres	5		
Contacts						
Request Status						
Land Searches	Status					
Jnit Agreement Exhibit A	Please select					*
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Carbon Sequestration Agreement Appl	Request Number					
Carbon Sequestration Evaluation Agree						
Location Amendment	Start Date					
Assignment of Agreement	Start Date					
Work In Progress						
load Documents	End Date					
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WORK IN PROGRESS – continued...

Work in Progress

The creator can modify and save the form.

Submitted

The creator or submitter has Submitted the form.

Processing

The request has been submitted to Alberta Energy and Minerals. Only the contact information can be modified at this point. The rest of the application is read-only.

Completed

Application has been completed and agreements documents have been issued.

Client Withdrawn

Client has withdrawn the ETS application. This notifies Alberta Energy and Minerals they no longer want to proceed with the application.

Department Rejected

Alberta Energy and Minerals has rejected the client's requested application.



WORK IN PROGRESS – View Documents

User has the option to view all documents for the corresponding ETS request. The Application Documents box list all attached documents from the application.

		Nov	k in Progress			
Status						
Please select						-
Request Number	Арр	lication Documents		Vio	2. Click	
	File	Name	Document	ts	Wilload	
Start Date	Orig	inal Document	View/Dowr	lload		
	Hub	Development Plan	View/Dowr	load		
End Date	Sup	plementary	View/Dowr	load		
				_	Close	
Request	•	Application Type	Status	Creator 🕴	Last Update Date	1. Click Vie
		~	~	~		
530609		Assignment Application	Work in Progress	EA1255	2025/01/29 11:40 AM	liew
530608		Agreement Application	Submitted	EA1255	2025/02/03 02:12 PM	View
530324		Agreement Application	Work in Progress	EA1255	2025/01/22 08:51 AM	View
530323		Location Amendment Application	Completed	EA1255	2025/01/23 06:15 AM	View
529143		Pore Space Application	Processing	EA1255	2025/01/15 02:35 PM	View



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ACCEPT OFFER AND FUNDS CONFIRMATION

Before the application can be approved, client is required to accept the offer and funds confirmation. An email notification is sent to the client similar to below.



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ACCEPT OFFER AND FUNDS CONFIRMATION continued...

Please save your work free	quently to ave	oid loss of	f data. The sessio	n automati	cally times out after 60 minutes		
Status Processing							Original PDF Document
Application Information	Contact	Client	Documents	Lands	Offers and Funds Confirmation		
Offers and Funds Confirm	mation		Designated Rer Payor	presentative	1. M Fu	Navigate to Offers and unds Confirmation tab.	
			Confidential Re	nt Payor			
			Bonus \$0.00				
			Fee \$625.00				
			Rent \$2,688.00				
			\$0.00	ſ		2. Input the response by clicking the arrow.	
			Total \$3,313.00		4. Click Save .		
(3 3	8. Select	a e.	Response Please sel	ect			
			Declined		Save Withdraw Close		

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ACCEPT OFFER AND FUNDS CONFIRMATION continued...

Status Processing Application Information Contact C	ient Documents La	onds Offers and Funds Confirmation	
Offers and Funds Confirmation			
	Designated Represe	entative	
	Payor		
	Confidential Rent P	Carbon Sequestration	×
	Bonus \$0.00 Fee	Are you sure you wish to accept the charges? Once accepted you will not be able to undo this action	1. Click OK .
	\$625.00 Rent \$2,688.00	Cancel	ок
	GST \$0.00	Carbon Sequestration	×
	Total \$3,313.00	Application has been saved.	2. Click OK .
	Response Accepted		ОК
		Save Withdraw Close	



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EXECUTION OF AGREEMENT DOCUMENT

Agreement document requires signature from the proponent. This agreement document can be retrieved in ETS/Request Status. ETS email notification is sent to the proponent.

Once agreement document is signed, proponent is required to upload this signed agreement document via ETS/Upload Documents. **Refer to Information Request – Upload Documents online module**.

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Congratulations!

You have completed the Carbon Sequestration Agreement Application Online Training Course

If you have any comments or questions on this training course, please forward them to: <u>energy.sequestrationhelpdesk@gov.ab.ca</u>