

Welcome!

to the
**Carbon Sequestration Tenure
Roles and Form Types
Online Training Course**

Revision Page

Revisions Table

Date	Revisions Type	Page Number
February 14, 2025	Initial Creation	All

INTRODUCTION

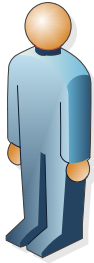
This module highlights the different roles required to create, submit, concur and view the various Carbon Sequestration Tenure form types:

- Carbon Sequestration Agreement (CSA) Application
- Carbon Sequestration Evaluation Agreement (CSEA) Application
- Location Amendment Application
- Assignment of Agreement Application
- Pore Space Lease (PSL) Application
- Carbon Sequestration (CS) Crown Mineral Activity (CMA)
- Transfer of PSL Lessee

We recommend that you view the common training module before proceeding to the other Carbon Sequestration 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

FORMS – CSA APPLICATION, CSEA APPLICATION, PSL APPLICATION, LOCATION AMENDMENT

Creator



Submitter



Viewer



CSA Application, CSEA Application, PSL Application form enables a client to create and submit an application electronically via ETS for issuance of new CS agreement.

Location Amendment Application form enables a client to amend the existing CS agreement via ETS submission.

These are the roles:

Creator – can create a request for any of these applications.

Submitter – can submit and view requests on behalf of a Creator.

Viewer – can only view requests created by the company per Form Type.

For more information, please see the course:

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

FORM – ASSIGNMENT OF AGREEMENT

Creator



Submitter



Concurre



Viewer



This form enables either the Current or the New client to create a request to change the Designated Representative of an active Carbon Sequestration Agreement (059 agreement type) or Carbon Sequestration Evaluation Agreement (058 agreement type) via ETS submission.

These are the roles:

Creator – can create a request.

Submitter – can submit and view requests on behalf of a Creator.

Concurre – can concur or reject request to which it is a party.

Viewer – can only view requests created by the company per Form Type.

For more information, please see the course:

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

FORM – CROWN MINERAL ACTIVITY APPLICATION

Creator



Submitter



Viewer



This form type enables the client to create the Carbon Sequestration (CS) Crown Mineral Activity (CMA) application from online to submit in ETS.

These are the roles:

Creator – can create a request and edit CS CMA application form

Submitter – can submit CMA application.

Viewer – can only view CMA application.

For more information, please see the course:

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

FORM – TRANSFER

Creator



Submitter



Concurren



Viewer



This form enables either the Current or the New Designated Representative to create a request to change the Designated Representative of an active Pore Space Lease (061 agreement type) via ETS.

These are the roles:

Creator – can create and cancel a Transfer request in ETS.

Reviewer – can review and change the transfer status to Concurrence for the company.

Concurren – can concur or reject a Transfer request to which it is a party.

For more information, please see the course:

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

Congratulations!

**You have completed the
Carbon Sequestration Tenure
Roles and Form Types
Online Training Course**

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

