

Welcome!

to the
**ETS – Unit Agreement Exhibit A
Change of Unit Operatorship
Online Training Course**

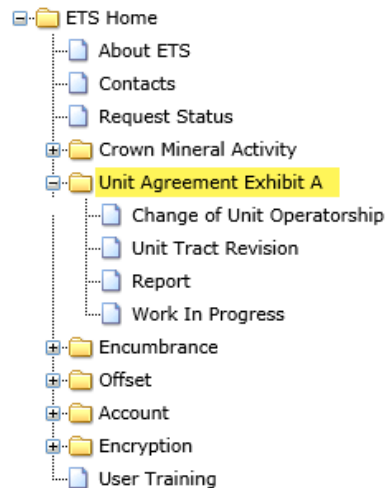
The purpose of this course is to provide guidance and information to ETS clients who require a Change of Unit Operatorship.

Revision Page

Revisions Table

Date	Revisions Type	Page Number
March 7, 2016	Initial Creation	All
October 13, 2020	Update headers and contents	All

INTRODUCTION



In this module, you will learn how to:

- create and submit a request
- review and concur to a request
- search on the status of a request

Prerequisite Learning Module

Before proceeding, we recommend that you view the [Unit Agreement Exhibit A Roles](#) module located in the Online Learning portal.

UNIT AGREEMENT EXHIBIT A – LOGIN – CHANGE OF UNIT OPERATORSHIP

Electronic Transfer System



Please remember to clear your browser's cache, click [HERE](#) for instructions. (This is required to ensure the **privacy** and **security** of the information).

You have been successfully logged out of ETS.

User Name:

Password:

Save my user name

Login

1. Login to ETS with your **User Name** and **Password**



- ETS Home
 - About ETS
 - Contacts
 - Request Status
 - Crown Mineral Activity
 - Unit Agreement Exhibit A
 - Change of Unit Operatorship
 - Unit Tract Revision
 - Report
 - Work In Progress
 - Encumbrance
 - Offset
 - Account
 - Encryption
 - User Training

2. Expand **Unit Agreement Exhibit A**

3. Select **Change of Unit Operatorship**



CHANGE OF UNIT OPERATORSHIP – CURRENT UNIT OPERATOR INFORMATION

Change of Unit Operatorship

Status: **Work in Progress**

Unit Agreement:

Name: *Please select a unit agreement* ...

Current Unit Operator:

Name:

Address:

Effective Date:

New Unit Operator:

Name: *Please select a unit operator* ...

Address:

Effective Date:

Comments (max 400 characters):

Search Unit Agreement

Search By: Unit Agreement Name

Unit Operator Name
 Production Entity ID

Unit Agreement Name	Unit Agreement Operator	PE ID (AB UN)
<input type="button" value="Close"/>		

1. Select **Search** button to search for Unit Agreement

2. Select “**Search By:**” dropdown list and choose.



Either the Current or the New Operator can create a request for a Change of Unit Operatorship. If mandatory input is not entered, the field displays with a red asterisk (*) or if validation fails, a red error message will appear at the top of the page. Input must be corrected in order to save and submit a Change of Unit Operatorship.

CHANGE OF UNIT OPERATORSHIP – SEARCH FOR UNIT AGREEMENT

Search Unit Agreement

Search By: Unit Agreement Name ▼ aerial Search

Unit Agreement Name	Unit Agreement Operator	PE ID (AB UN)	
AERIAL MANNVILLE "A" UNIT	ALPHABOW ENERGY LTD.	01531	Select
AERIAL OSTRACOD GAS UNIT NO. 1	PRAIRIE PROVIDENT RESOURCES CANADA LTD.	26192	Select

Close

1. Enter Unit Agreement Name and click on the **Search** button

3. Click Select

2. Search result of all Unit Agreements containing the word 'aerial'.

CHANGE OF UNIT OPERATORSHIP – CONFIRM CURRENT UNIT OPERATOR INFORMATION

Change of Unit Operatorship

Status: **Work in Progress**

Unit Agreement:

Name: AERIAL MANNVILLE "A" UNIT

Current Unit Operator:

Name: ALPHABOW ENERGY LTD.

Address: PO BOX 20087
222 3 AVE SW SUITE 1700
CALGARY AB T2P 4J2

Effective Date: 2018/06/01

New Unit Operator:

Name: *Please select a unit operator*

Address:

Effective Date:

Comments (max 400 characters):

Confirm Unit Agreement Name and Current Unit Operator



While working in the Change of Unit Operatorship screen, saving periodically is required to avoid the session from timing out. If there is no activity in 15 minutes, the screen timeouts.

CHANGE OF UNIT OPERATORSHIP – SEARCH NEW UNIT OPERATOR

Change of Unit Operatorship

Status: **Work in Progress**

Unit Agreement:

Name: AERIAL MANNVILLE "A" UNIT

Current Unit Operator:

Name: ALPHABOW ENERGY LTD.
 Address: PO BOX 20087
 222 3 AVE SW SUITE 1700
 CALGARY AB T2P 4J2
 Effective Date: 2018/06/01

New Unit Operator:

Name: *Please select a unit operator*

Address:

Effective Date:

Comments (max 400 characters):

Search Client

BA ID	Client ID	Client Name	ETS Acct	Address	
ONK5	8019403	HARVEST OIL INTERNATIONAL CORP	Yes	3400 48 ST SUITE 13 STONY PLAIN AB T7Z 1R9	Select
OZ0H	8070345	HARVEST OPERATIONS CORP.	Yes	700 2 ST SW SUITE 1500 CALGARY AB T2P 2W1	Select
	8093706	HARVEST ENERGY TRUST	No	330 5 AVE SW SUITE 2100 CALGARY AB T2P 0L4	Select
	8059556	HARVEST MOON RESOURCES LIMITED	No	333 5 AVE SW SUITE 400 CALGARY AB T2P 3B6	Select
A5C8	1000303	HARVEST PEGASUS INC.	No	330 5 AVE SW SUITE 2100 CALGARY AB T2P 0L4	Select

1. Click to search New Unit Operator

2. Search by Client Name or Client, then click Find

3. Search result. Click Select to select the required client.

New Unit Operator **must** have a **Business Associate (BA) ID**, **Client ID** and **ETS Acct** prior to being selected.



If the New Unit Operator does not have a BA ID, Client ID and/or an ETS Account, please contact:
 Alberta Energy – Crown Land Data: email crownlanddatasupport@gov.ab.ca or call (780) 644-2300

CHANGE OF UNIT OPERATORSHIP – CONFIRM NEW UNIT OPERATOR INFORMATION

Change of Unit Operatorship

Status: **Work in Progress**

Unit Agreement:

Name: AERIAL MANNVILLE "A" UNIT

Current Unit Operator:

Name: ALPHABOW ENERGY LTD.
 Address: PO BOX 20087
 222 3 AVE SW SUITE 1700
 CALGARY AB T2P 4J2
 Effective Date: 2018/06/01

New Unit Operator:

Name: HARVEST OPERATIONS CORP.

Address: 700 2 ST SW SUITE 1500
 CALGARY AB T2P 2W1

Effective Date:

Comments (max 400 characters):

Confirm New Unit Operator



New Unit Operator *must* be different from the Current Unit Operator.

CHANGE OF UNIT OPERATORSHIP – NEW UNIT OPERATOR EFFECTIVE DATE

Change of Unit Operatorship

Status: **Work in Progress**

Unit Agreement:

Name: AERIAL MANNVILLE "A" UNIT

Current Unit Operator:

Name: ALPHABOW ENERGY LTD.
 Address: PO BOX 20087
 222 3 AVE SW SUITE 1700
 CALGARY AB T2P 4J2
 Effective Date: 2018/06/01

New Unit Operator:

Name: HARVEST OPERATIONS CORP.
 Address: 700 2 ST SW SUITE 1500
 CALGARY AB T2P 2W1
 Effective Date:

Comments (max 1000 characters)

February, 2020						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
1	2	3	4	5	6	7

To bring up the calendar, click the **Effective Date blank field** and select the **New Unit Operator Effective Date**



The **Effective Date** of the **New Unit Operator** must be the **first day of the month** and cannot be less than the Effective Date of the Current Unit Operator.

Note: Effective Date can be future dated one month from the submission date.

CHANGE OF UNIT OPERATORSHIP – COMMENTS FOR NEW UNIT OPERATOR

Change of Unit Operatorship

Status: **Work in Progress**

Unit Agreement:

Name: AERIAL MANNVILLE "A" UNIT

Current Unit Operator:

Name: ALPHABOW ENERGY LTD.
Address: PO BOX 20087
222 3 AVE SW SUITE 1700
CALGARY AB T2P 4J2
Effective Date: 2018/06/01

New Unit Operator:

Name: HARVEST OPERATIONS CORP.
Address: 700 2 ST SW SUITE 1500
CALGARY AB T2P 2W1
Effective Date:

Comments (max 400 characters):

Please concur to the New Operatorship.

1. Enter comments here (max. 400 characters)

2. Click **Save button to enable **Submit** button.**



Creator's comments and contact info is viewable to the concurree.

CHANGE OF UNIT OPERATORSHIP – SAVE – ETS REQUEST NUMBER INITIATED

Change of Unit Operatorship (Request # 445645)

Current Unit Operator is one of the Working Interest Owners. Either the Current or the New Unit Operator is required to submit a Unit Tract Revision.

Status: **Work in Progress** Change of Unit Operatorship Report

Unit Agreement:

Name: AERIAL MANNVILLE "A" UNIT

Current Unit Operator:

Name: ALPHABOW ENERGY LTD.
Address: PO BOX 20087
222 3 AVE SW SUITE 1700
CALGARY AB T2P 4J2
Effective Date: 2018/06/01

New Unit Operator:

Name: HARVEST OPERATIONS CORP.
Address: 700 2 ST SW SUITE 1500
CALGARY AB T2P 2W1
Effective Date:

Comment:

Please concur to the New Operatorship.

Change of Unit Operatorship Request saved.



Once the request is saved, the ETS Request Number (e.g. **Request #: 445645**) is assigned and displayed in the header of the screen.

CHANGE OF UNIT OPERATORSHIP – SUBMIT

Change of Unit Operatorship (Request # 445645)

Current Unit Operator is one of the Working Interest Owners. Either the Current or the New Unit Operator is required to submit a Unit Tract Revision.

Status: **Work in Progress** [Change of Unit Operatorship Report](#)

Unit Agreement:

Name: AERIAL MANNVILLE "A" UNIT

Current Unit Operator:

Name: ALPHABOW ENERGY LTD.
 Address: PO BOX 20087
 222 3 AVE SW SUITE 1700
 CALGARY AB T2P 4J2
 Effective Date: 2018/06/01

New Unit Operator:

Name: HARVEST OPERATIONS CORP.
 Address: 700 2 ST SW SUITE 1500
 CALGARY AB T2P 2W1
 Effective Date:

Comments (max 400 characters):

Please concur to the New Operatorship.

1. Click **Submit**

2. Click **OK**

Submit

Save

Delete

Close

Message from webpage

Are you sure you want to submit?

OK

Cancel



Note: Before hitting the Submit button, take note of the reminder above in green, “**Current Unit Operator is one of the Working Interest Owners. Either the Current or the New Unit Operator is required to submit a Unit Tract Revision.**”

If the creator is the Current Unit Operator, once this request is submitted, the Current Unit Operator will no longer be able to submit a Unit Tract Revision, instead, the New Unit Operator is required to submit a Unit Tract Revision.

CHANGE OF UNIT OPERATORSHIP – REQUEST SUBMITTED

Change of Unit Operatorship (Request # 445645)

Current Unit Operator is one of the Working Interest Owners. Either the Current or the New Unit Operator is required to submit a Unit Tract Revision.

Status: **Work in Progress** Change of Unit Operatorship Report

Unit Agreement:

Name: AERIAL MANNVILLE "A" UNIT

Current Unit Operator:

Name: ALPHABOW ENERGY LTD.
Address: PO BOX 20087
222 3 AVE SW SUITE 1700
CALGARY AB T2P 4J2
Effective Date: 2018/06/01

New Unit Operator:

Name: HARVEST OPERATIONS CORP.
Address: 700 2 ST SW SUITE 1500
CALGARY AB T2P 2W1
Effective Date:

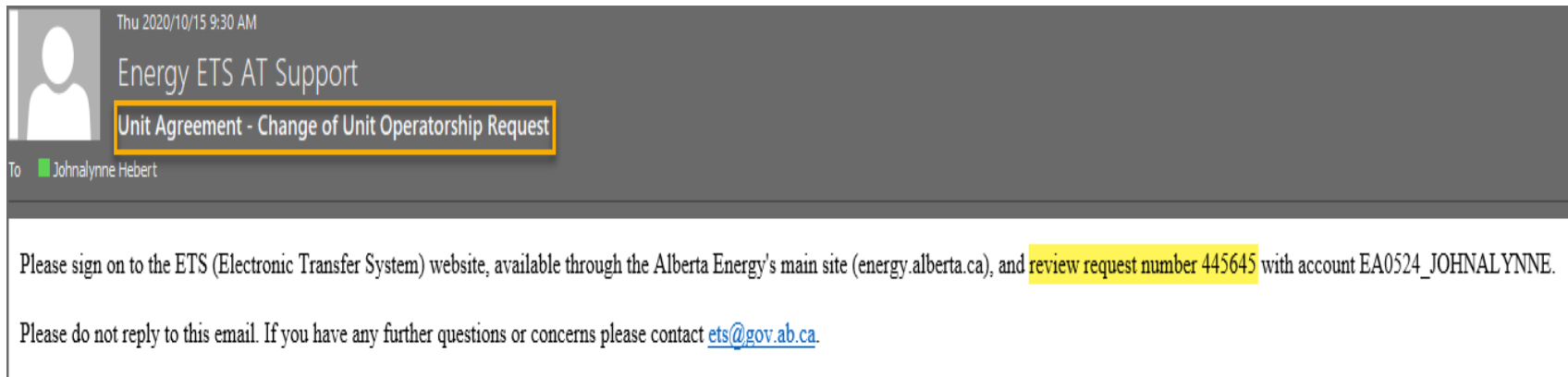
Comments:


Submitted by EA0904_JORNALYNE-Jornalynne Hebert [(125) 458-7890]. Comment: Change of Unit Operatorship.

Change of Unit Operatorship Request submitted.

1. Click Close

CHANGE OF UNIT OPERATORSHIP – EMAIL NOTIFICATION FOR CONCURRENCE



 Once the request is submitted successfully, an email notification is sent to the Concurrer to concur the Change of Unit Operatorship. The email notification contains the ETS Request Number and the account number.

CHANGE OF UNIT OPERATORSHIP – REQUEST AT CONCURRENCE STAGE

Change of Unit Operatorship (Request # 445645)

Status: **Concurrence** Change of Unit Operatorship Report

Unit Agreement

Name:

Current Unit Operator:

Name: ALPHABOW ENERGY LTD.
Address: PO BOX 20087
222 3 AVE SW SUITE 1700
CALGARY AB T2P 4J2
Effective Date: 2018/06/01
Concur: Yes
Comments (max 400 characters): Submitted by EA0904_JOHNALYNNE-Johnalynne Hebert [(123) 456-7890]. Comments: Please concur to the New Operatorship.

New Unit Operator:

Name: HARVEST OPERATIONS CORP.
Address: 700 2 ST SW SUITE 1500
CALGARY AB T2P 2W1
Effective Date: 2020/02/01
Concur:
Comments (max 400 characters):

The **status** changes to **Concurrence** when the request is successfully submitted.

Once, the request is submitted, the creator's contact info is automatically added in the Comments field.

CHANGE OF UNIT OPERATORSHIP – REPORT

Change of Unit Operatorship (Request # 445645)

Status: **Concurrence**

Unit Agreement:
Name: AERIAL MANNVILLE "A" UNIT

Current Unit Operator:
Name: ALPHABOW ENERGY LTD.
Address: PO BOX 20087

ELECTRONIC TRANSFER SYSTEM
Change of Unit Operatorship
October 15, 2020 9:28:35 AM
ETS # 445645 (Concurrence)

Creator
First Name: Johnalynne
Last Name: Hebert
Phone: (123)456-7890
Email: johnalynne.hebert@gov.ab.ca
Comments: Please concur to the New Operatorship.

Unit Agreement
Name: AERIAL MANNVILLE "A" UNIT
Production Entity Id: 01531

Current Unit Operator
Name: ALPHABOW ENERGY LTD.
Address: PO BOX 20087
222 3 AVE SW SUITE 1700
CALGARY AB T2P 4J2
2018-06-01

Concurren
First Name:
Last Name:
Phone:
Email:
Comments:

New Unit Operator

Click on this link to view a .pdf report

Change of Unit Operatorship Report

The **Change of Unit Operatorship Report**, is an overview of screen data, which helps in verifying the data entered. This report can be produced at any time during the request's lifecycle.

CHANGE OF UNIT OPERATORSHIP – WITHDRAW REQUEST OPTION

Change of Unit Operatorship (Request # 445645)

Status: Concurrence Change of Unit Operatorship Report

Unit Agreement:

Name: AERIAL MANNVILLE "A" UNIT

Current Unit Operator:

Name: ALPHABOW ENERGY LTD.
 Address: PO BOX 20087
 222 3 AVE SW SUITE 1700
 CALGARY AB T2P 4J2
 Effective Date: 2018/06/01
 Concur: Yes
 Comments (max 400 characters): Submitted by EA0904_JOHNALYNNE-John Operatorship.

New Unit Operator:

Name: HARVEST OPERATIONS CORP.
 Address:
 Effective Date:
 Concur:
 Comments (max 400 characters):

Message from webpage X

This action will withdraw the request. Do you wish to continue?

1. Click Withdraw

2. Click OK

Once the request has been submitted for concurrence and the concurrer has not concurred yet, the creator can **Withdraw** the request. Note: The Withdraw button is not available once the request has been concurred.



If the creator wishes to withdraw the request and the withdraw button is no longer available, please contact EnergyUnitsHelpdesk@gov.ab.ca. The Units team will change the status of the request to **Client Withdraw**.

CHANGE OF UNIT OPERATORSHIP – WITHDRAW REQUEST STATUS

Change of Unit Operatorship (Request # 445645)

Status: **Client Withdraw** Change of Unit Operatorship Report

Unit Agreement:

Name: AERIAL MANNV

1. Status is now changed to **Client Withdraw**

Current Unit Operator:

Name: ALPHABOW ENERGY LTD.
Address: PO BOX 20087
222 3 AVE SW SUITE 1700
CALGARY AB T2P 4J2
Effective Date: 2018/06/01
Concur: Yes
Comments (max 400 characters): Submitted by EA0904_JOHNALYNNE-Johnalynne Hebert [(123) 456-7890]. Comments: Please concur to the New Operatorship.

New Unit Operator:

Name: HARVEST OPERATIONS CORP.
Address: 700 2 ST SW SUITE 1500
CALGARY AB T2P 2W1
Effective Date: 2020/02/01
Concur:
Comments (max 400 characters):

2. Click **Close to close the screen**



Notice that only the **Close** button is available. No further action required.

CHANGE OF UNIT OPERATORSHIP – WITHDRAW REQUEST WORK IN PROGRESS

Work in Progress

Type:	<input type="text"/>	Request Number:	<input type="text"/>
Start Date:	<input type="text" value="2020/10/10"/>	End Date:	<input type="text" value="2020/10/15"/>
Unit Agreement Name:	<input type="text"/>		
PE Id:	<input type="text"/>		
Status:	<input type="text"/>		
Comment:	<input type="text"/>		

Find

Close

Request #	Form Type	Status	Unit Agreement Name	Files	PE Id	Creator
445645	Unit Agreement Change of Unit Operatorship	Client Withdraw	AERIAL MANNVILLE "A" UNIT	Report: Pdf	01531	EA0904_JOHNALYNNE

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Request remains in Work in Progress with a status of Client Withdrawn for 90 days and then it is archived.

CHANGE OF UNIT OPERATORSHIP – CONCUR WORK IN PROGRESS

1. After receiving the email notification, sign in as the concurren to concur the request. Expand Unit Agreement Exhibit A

2. Click Work In Progress node

3. From the email notification, enter the request number here

4. Click Find

5. Search result. Click the hyperlinked Request #

Request #	Form Type	Status	Unit Agreement Name	Files	PE Id	Creator
445657	Unit Agreement Change of Unit Operatorship	Concurrence	AERIAL MANNVILLE "A" UNIT		01531	Sequoia Operating Corp.



If you do not have the Request Number handy, click **Find**. The search result returns all Request numbers associated with the login account.

CHANGE OF UNIT OPERATORSHIP – CONCUR YES OR NO

Change of Unit Operatorship (Request # 445657)

Status: **Concurrence** Change of Unit Operatorship Report

Unit Agreement:

Name: AERIAL MANNVILLE "A" UNIT

Current Unit Operator:

Name: ALPHABOW ENERGY LTD.
 Address: PO BOX 20087
 222 3 AVE SW SUITE 1700
 CALGARY AB T2P 4J2

Effective Date: [blank]
 Comments (max 400 characters): [blank]

Concur: ALYNNNE-J

Message from webpage X

Are you sure you want to submit?

OK
Cancel

Please concur to the New Unit

New Unit Operator:

Name: WEST OPERATIONS CORP.
 Address: [blank] ST SW SUITE 1500
 CALGARY AB T2P 2W1

Effective Date: 2020/12/01

Concur:
Yes
No

Comments (max 400 characters): [disabled]

Submit
Close

1. Click Concur dropdown and select either **Yes** or **No**

2. Click **OK**

2. Click **Submit**



If the concurren selects **No**, the Comments field is enabled. This field is mandatory to add the reason of the rejection. Otherwise, if **Yes** is selected, the Comments field remains disabled. No reason is required.

CHANGE OF UNIT OPERATORSHIP – CONCURRENCE SUBMITTED

Change of Unit Operatorship (Request # 445657)

Current Unit Operator is one the Working Interest Owners of this Unit Agreement. Current Operator will not be able to access the Unit Tract Revision once the Change of Unit Operatorship is completed.

Status: **Submitted** Change of Unit Operatorship Report

Unit Agreement:

Name: AERIAL MANNVILLE "A" UNIT

Current Unit Operator:

Name: ALPHABOW ENERGY LTD.
Address: PO BOX 20087
222 3 AVE SW SUITE 1700
CALGARY AB T2P 4J2
Effective Date: 2018/06/01
Concur:

Comments (max 400 characters): Submitted by EA0904_JOHNALYNNE-Johnalynne Hebert [(123) 456-7890]. Comments: Please concur to the New Unit Operator.

New Unit Operatorship:

Name: Concurrence submitted.

Address:

Effective Date: 2020/02/01
Concur:

Comments (max 400 characters): Submitted by EA0524_JOHNALYNNE-Johnalynne Hebert [(999) 999-9999]. Comments:

1. Click **Close**

CHANGE OF UNIT OPERATORSHIP – CONCURRENCE WITHDRAW OPTION

Change of Unit Operatorship (Request # 445657)

Current Unit Operator is one the Working Interest Owners of this Unit Agreement. Current Operator will not be able to access the Unit Tract Revision once the Change of Unit Operatorship is completed.

Status: **Submitted**

[Change of Unit Operatorship Report](#)

Unit Agreement:	
Name:	AERIAL MANNVILLE "A" UNIT
Current Unit Operator:	
Name:	ALPHABOW ENERGY LTD.
Address:	PO BOX 20087 222 3 AVE SW SUITE 1700 CALGARY AB T2P 4J2
Effective Date:	2018/06/01
Concur:	<input type="text" value="Yes"/>
Comments (max 400 characters):	Submitted by EA0904_JOHNALYNNE-Johnalynne Hebert [(123) 456-7890]. Comments: Please concur to the New Unit Operator.
New Unit Operator:	
Name:	HARVEST OPERATIONS CORP.
Address:	700 2 ST SW SUITE 1500 CALGARY AB T2P 2W1
Effective Date:	2020/02/01
Concur:	<input type="text" value="Yes"/>
Comments (max 400 characters):	Submitted by EA0524_JOHNALYNNE-Johnalynne Hebert [(999) 999-9999]. Comments:

Withdraw

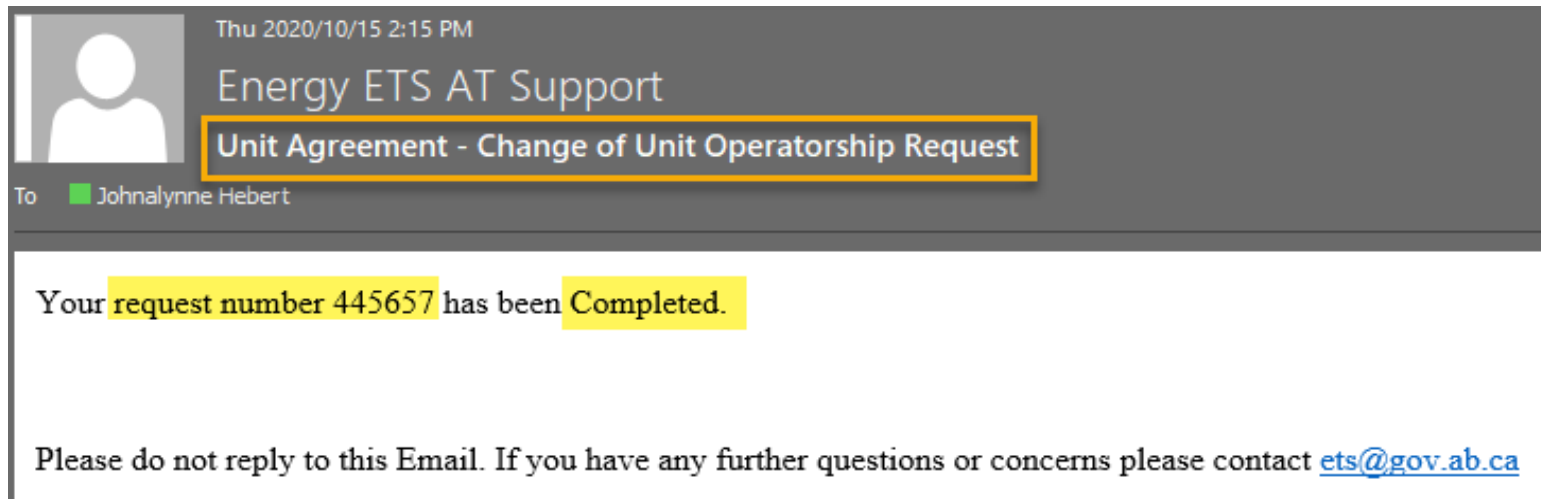
Close

Once the concurrence has been submitted, the concurrer can **Withdraw** the request. Note: The Withdraw button is not available once the status of the request has changed to **Processing**.



If the concurrer wishes to withdraw the concurrence and the withdraw button is no longer available, please contact EnergyUnitsHelpdesk@gov.ab.ca. The Units team will change the status of the concurrence to **Client Withdraw**.

CHANGE OF UNIT OPERATORSHIP – EMAIL NOTIFICATION FOR REQUEST COMPLETION



Once the request is processed successfully, an email notification is sent to the creator indicating that the request is now Completed.

CHANGE OF UNIT OPERATORSHIP



- ETS Home
 - About ETS
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 - Request Status
 - Crown Mineral Activity
 - Unit Agreement Exhibit A
 - Change of Unit Operatorship
 - Unit Tract Revision
 - Report
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 - Encumbrance
 - Offset
 - Account
 - Encryption
 - User Training



Work in Progress

Type: **Request Number:**
Start Date: **End Date:**
Unit Agreement Name:
PE Id:
Status: **Comment:**

Request #	Form Type	Status	Unit Agreement Name	Files	PE Id	Creator
445664	Unit Agreement Change of Unit Operatorship	Processing	WINNIFRED GAS UNIT		14006	EA0904_JOHNALYNNE
445663	Unit Agreement Change of Unit Operatorship	Rejected	NELSON VIKING A UNIT		02560	EA0904_JOHNALYNNE
445662	Unit Agreement Unit Tract Revision	Work in Progress	HOLDEN VIKING GAS UNIT NO. 3		15372	EA0904_JOHNALYNNE
445660	Unit Agreement Unit Tract Revision	Completed	SOUTH WINNIFRED GAS UNIT	Report: Pdf	14005	EA0904_JOHNALYNNE
445661	Unit Agreement Change of Unit Operatorship	Concurrence	HUGHENDEN BASAL QUARTZ NORTH NO. 1 UNIT		44351	EA0904_JOHNALYNNE
445659	Unit Agreement Unit Tract Revision	Client Deleted	HUGHENDEN BASAL QUARTZ NORTH NO. 1 UNIT		44351	EA0904_JOHNALYNNE
445658	Unit Agreement Unit Tract Revision	Work in Progress	CHIGWELL VIKING B UNIT		20635	EA0904_JOHNALYNNE
445657	Unit Agreement Change of Unit Operatorship	Completed	AERIAL MANNVILLE "A" UNIT		01531	EA0904_JOHNALYNNE
445645	Unit Agreement Change of Unit Operatorship	Client Withdraw	AERIAL MANNVILLE "A" UNIT	Report: Pdf	01531	EA0904_JOHNALYNNE

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The **Status** of a **Request** can be searched and viewed in the **Work in Progress** screen. **Requests** that have been created will remain available in the Work in Progress for **90 days** after which they are archived and then deleted.

CONCLUSION

Congratulations!

You have completed the
Unit Agreement Exhibit A
Change of Unit Operatorship
Online Training Course



If you have any comments or questions on this training course,
please forward them to the following email address:

EnergyUnitsHelpdesk@gov.ab.ca