

# Welcome!

## To the ETS – Metis Direct Purchase Online Training Course

The **Metis Direct Purchase** functionality is to allow users to submit a request to acquire Crown Petroleum and Natural Gas (PNG) and Oil Sands (OS) rights without going through the public offering process.

**Note:** The user must be a wholly owned Metis Settlement Corporation.

This module will describe the procedure for a **Metis Direct Purchase** and how to upload the Metis Waiver Form.

## Revision

Date	Revisions Type	Page Number
July 16, 2013	Initial Creation	All
April 2020	Update to Headings and Links	All
December 2020	Update the ETS login page	Various

## Introduction

### In this module, you will learn how to:

- Complete Request Tab
- Complete Land Tab
- Complete Land Tab – Add Land
- Identify Metis Land
- Complete Client Tab
- Complete Roles Tab
- Upload Metis Supporting Documentation
- How to Submit



### Login to ETS

Alberta

### Electronic Transfer System

AICPA SOC

User Name:

Password:

Save my user name

Login

[Forgot Password/Reset Password](#)

1. Login to ETS with your user name and password

Alberta ENERGY

### Direct Purchase

Posting Rules

ETS Home

- Contacts
- Request Status
- Posting Request
  - Query by Map
    - PNG
    - Oil Sands
  - Query by Land
    - PNG or Oil Sands
    - Public Offering
    - Direct Purchase
  - Work in Progress
  - Expired Agreement
- Bid Request
- Account
- Encryption
- User Training

Request Detail

Request Detail	Land	Client	Roles
Comment:			
Mineral Type:			
Direct Purchase Type:			
Agreement Type:			
Status:		Work in Progress	
Created By:		EA0598_SALES	
Requestor:		A. J. BLASHYN & ASSOCIATES LTD.	

Submit Save Close

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2. Expand Posting Request

3. Select Direct Purchase

## Complete Request Tab

### Direct Purchase

Enter Request  
Detail Information

Posting Rules

#### Request Detail

Land

Client

Roles

Comment:

Mineral Type:

Direct Purchase Type:

Agreement Type:

Status: Work in Progress

Created By: EA0598\_SALES

Requestor: A. J. BLASHYN & ASSOCIATES LTD

Contact: Elaine Cairns

Submit

Save

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You can only select  
**Miscellaneous** for  
Metis lands

### Direct Purchase

Enter **Comments**,  
Select **Mineral  
Type**, **Direct  
Purchase Type** &  
**Agreement Type**

#### Request Detail

Land

Client

Roles

Comment: Metis Test

Mineral Type: OIL SANDS

Direct Purchase Type: MISCELLANEOUS

Agreement Type: LEASE

Status: Work in Progress

Created By: EA0598\_SALES

Requestor: A. J. BLASHYN & ASSOCIATES LTD.

Contact: Elaine Cairns

Submit

Save

Close

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## Complete Land Tab



**Direct Purchase**

1. Click on Land Tab

Posting Rules

Request Detail **Land** Client Roles

Please use the Add Land button to select the land for this request.

**Add Land**

2. Click on **Add Land**

Submit Save Close

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## Complete Land Tab – Add Land

Land and Rights

Enter Land

Parcel	M	RGE	TWP	SEC	QS/LSD	Portion
01						<input type="checkbox"/>
01						<input type="checkbox"/>
01						<input type="checkbox"/>
01						<input type="checkbox"/>
01						<input type="checkbox"/>
01						<input type="checkbox"/>
01						<input type="checkbox"/>
01						<input type="checkbox"/>
01						<input type="checkbox"/>
01						<input type="checkbox"/>

Load From File

Load From Rights Available Request

<b>Substance</b> OIL SANDS	<b>Qualifier</b> From Top To Base	<b>Zone</b> SURFACE BASEMENT
-------------------------------	---	------------------------------------

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Land and Rights

Enter Land

Parcel	M	RGE	TWP	SEC	QS/LSD	Portion
01	4	02	056	32		<input checked="" type="checkbox"/>
01						<input type="checkbox"/>
01						<input type="checkbox"/>
01						<input type="checkbox"/>
01						<input type="checkbox"/>
01						<input type="checkbox"/>
01						<input type="checkbox"/>
01						<input type="checkbox"/>
01						<input type="checkbox"/>
01						<input type="checkbox"/>

Load From File

Load From Rights Available Request

<b>Substance</b> OIL SANDS	<b>Qualifier</b> From Top To Base	<b>Zone</b> SURFACE BASEMENT
-------------------------------	---	------------------------------------

1. Enter Land Keys

2. Click OK

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## Identify Metis Land

Direct Purchase

Request Detail
Land
Client
Roles

### Parcel 01

01   4   -   02   -   056   :   32

Portion:

Metis

Delete

Substance	Qualifier	Zone
OIL SANDS	From Top <input type="button" value="v"/>	SURFACE
	To Base <input type="button" value="v"/>	BASEMENT

◀▶

Posting Rules

**Metis** is displayed, when Metis land is entered

## Complete Client Tab

### Direct Purchase

Posting Rules

Request Detail Land **Client** Roles

Retrieve Existing Clients

Designated Representative:  ...

Bonus/Fee/Rent Payor:  ...

*If the Payor is different from the Requestor, a letter of authorization is required.*

Confidential Rent Payor (Optional):  ...

Lessee	Percent
Add Lessee	

The Department will contact you if a letter of authorization is required due to ownership situations.

Submit Save Close

1. Select "Retrieve Existing Clients"

2. Or click to find Designated Representative, Bonus/Fee/Rent Payor and Confidential Rent Payor

3. Click Add Lessee

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### Find Client

ClientName  Find

Client ID	Client Name	ETS Acct	Address	
804-0225 001	SUPERMAN RESOURCES INC.	No	520 3 AVE SW FLOOR 30 CALGARY AB T2P 0R3	Select

Select Blank Close

3. Click on Select

## Complete Client Tab

Direct Purchase

[Posting Rules](#)

Request Detail

Land

Client

Roles

Designated Representative:

Bonus/Fee/Rent Payor:

If the Payor is different from the Requestor, a letter of authorization is required.

Confidential Rent Payor (Optional):

Lessee	Percent
<input type="button" value="Delete"/> <input style="background-color: yellow;" type="text" value="SUPERMAN RESOURCES INC."/>	<input style="width: 50px;" type="text" value="100"/>

The Department will contact you if a letter of authorization is required due to ownership situations.

## Complete Roles Tab

**Direct Purchase 330798**

Original Request Document

Posting Rules

Request Detail	Land	Client	Roles
			<b>Viewers</b> [dropdown] [Add]
			<b>Submitters</b> [dropdown] [Add]
			<b>Approvers</b> [dropdown] [Add]

1. Click dropdown arrows to select the roles

2. Click Add

[Feedback](#) [Help](#) Copyright © 1999 Go

Request Detail	Land	Client	Roles
			<b>Viewers</b> EA0598_SALES [Delete] [Add]
			<b>Submitters</b> EA0598_SALES [Delete] [Add]
			<b>Approvers</b> EA0598 [Delete] [Add]

Roles Added

Message from webpage

Data saved successfully

1. Click **Save**

2. Click **OK** to Save

## Upload Metis Supporting Documentation

- Metis Supporting Documents are required to complete Direct Purchase
- Go back to the land tab and the attachments area will be available for uploading
- Click on Browse and once the file is located in your system, click on Add

**Direct Purchase 330798**

Original Request Document      Posting Rules

Your request is within a Metis Settlement. Please upload supporting documentation as per Article 3.301 of the CMA Amendment Agreement.

Request Detail    **Land**    Client    Roles

**Metis Documents**

Attachments

Supporting Documentation:

**Parcel 01**

01    4 - 02 - 056 : 32    Portion:     **Metis**   

Substance	Qualifier	Zone
OIL SANDS	From Top	SURFACE
	To Base	BASEMENT

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**1. Click on Browse**

**2. Click on Add**

**3. Click OK to Save**

**Direct Purchase Request Number is generated after clicking save**

Message from webpage

Data saved successfully

## Upload Metis Supporting Documentation

Direct Purchase 330798

[Original Request Document](#) [Posting Rules](#)  
 Your request is within a Metis Settlement. Please upload supporting documentation as per Article 3.301 of the CMA Amendment Agreement.

Request Detail
Land
Client
Roles

**Metis Documents**

Attachments	Delete
<div style="border: 2px solid red; padding: 2px; display: inline-block;"> <a href="#">R330798.Initial.pdf</a> </div>	Delete

Supporting Documentation:  Browse... Add

**Parcel 01**

-  -  : 
Portion: 
Metis
Delete

Substance	Qualifier	Zone
OIL SANDS	From Top <input type="text"/>	SURFACE
	To Base <input type="text"/>	BASEMENT

Please use the Add Land button to select the land for this request.

◀▶

The PDF Document is Displayed

Click **Save**

## Upload Metis Supporting Documentation

### Direct Purchase 330798

[Original Request Document](#)

[Posting Rules](#)

Your request is within a Metis Settlement. Please upload supporting documentation as per Article 3.301 of the CMA Amendment Agreement.

**Request Detail** | **Land** | **Client** | **Roles**

**Metis Documents**

**Attachments**

[R330798.Initial.pdf](#)

Supporting Documentation:

---

**Parcel 01**

01 4 - 02 - 056 : 32 Portion:  **Metis**

Substance	Qualifier	Zone
OIL SANDS	From Top	SURFACE
	To Base	BASEMENT

Please use the Add Land button to select the land for the parcel.

Message from webpage

Data saved successfully

Click **OK** to Save

## Submit

**Direct Purchase 330798**

Request Detail | Land | Client | **Roles**

**Viewers**

EA0598_SALES	Delete
<input type="text"/>	Add

**Submitters**

EA0598_SALES	Delete
<input type="text"/>	Add

**Approvers**

EA0598	Delete
<input type="text"/>	Add

Click  
**Submit**

**Submit** Delete Save Close

Message from webpage

Request is subject to review by Crown. Are you sure you want to submit this Posting Request?

Click **OK**

**OK** Cancel

## Accepting Direct Purchase Offer

When our review of your request is completed we will send back the Purchase Price, you can accept or decline that offer. If you accept, please ensure you attach a document according to Article 3.304 of the CMA Amendment Agreement

[Original Request Document](#)
[Posting Rules](#)

Your request is within a Metis Settlement. Please upload supporting documentation as per Article 3.304 of the CMA Amendment Agreement.

Request Detail	Land	Client	Roles	Purchase Price
Designated Representative: ABC Company				
Payor: ABC Company				
Confidential Rent Payor:				
Bonus:				\$250,000.00
Fee:				\$625.00
Rent:				\$896.00
<b>Total:</b>				<b>251,521.00</b>

When accepting the Purchase Price for a Metis Direct Purchase you MUST attach a document. See message in red above.

**Metis Documents**

**Attachments**

Supporting Documentation:

Acceptance is required within 10 business days of notification. Should there be insufficient funds to cover the transaction this application may be cancelled.

# Resources

[ETS Support and Online Learning](#) provides access to relevant guides, course and other information

If you have questions, please contact

For PNG: [Postings.Energy@gov.ab.ca](mailto:Postings.Energy@gov.ab.ca) or the Sales Helpdesk at (780)644-2300 or  
for Oil Sands: [OSTenure@gov.ab.ca](mailto:OSTenure@gov.ab.ca)

# Congratulations!

## You have completed the ETS – Metis Direct Purchase Online Training Course

Please proceed to the subsequent modules detailing other functionality of the Posting application. For additional information on Postings, see the module, Direct Purchase.

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

[Postings.Energy@gov.ab.ca](mailto:Postings.Energy@gov.ab.ca)

