

Welcome!

**to the
Unit Agreement Exhibit A
Roles and Form Types
Online Training Course**

This module will highlight the different roles required to create, correct, submit, concur and view the three Unit Agreement Exhibit A form types:

- Change of Unit Operatorship
- Unit Tract Revision
- Report

Revision Page

Revisions Table

Date	Revisions Type	Page Number
September 5, 2014	Initial Creation	All
October 13, 2020	Updated Header and contents	All

INTRODUCTION

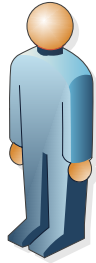


In this module, you will learn about the different roles for Unit Agreement Exhibit A.

We recommend that you view the common training module before proceeding to the other Offset 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.

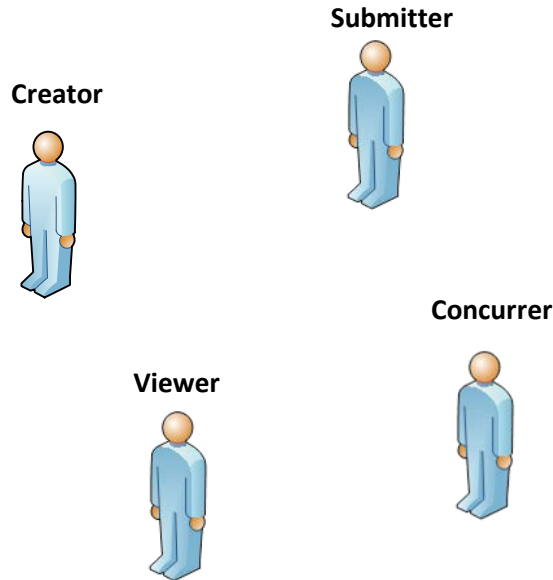
ETS Site Administrator is responsible for

- 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 AND ROLES – CHANGE OF UNIT OPERATORSHIP



Change of Unit Operatorship form is a process for either the Current or the New Unit Operator to create a request to change the unit operator of an active unit agreement via ETS.

These are the roles:

Creator – can create a request. *Note: must have a Viewer role to view requests created by others.*

Submitter – can submit and view requests on behalf of a Creator. *Note: must have a Creator role to edit data and/or a Viewer role to view requests created by others.*

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

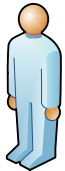
Concurrer – can concur to the Change of Unit Operatorship.

For more information, please see the course:

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

FORMS AND ROLES – UNIT TRACT REVISION

Creator



Submitter



Viewer



Unit Tract Revision form is the process for a Unit Operator to create and submit a revision or correction to a Unit Agreement Exhibit A electronically via ETS.

These are the roles:

Creator – can create a request for Unit Tract Revision or Correction. *Note: must have a Viewer role to view requests created by others.*

Submitter – can submit and view requests on behalf of a Creator. *Note: must have a Creator role to edit data and/or a Viewer role to view requests created by others.*

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)

FORMS AND ROLES – REPORT

Submitter



Viewer



Report form is a tool where a Unit Operator or a Working Interest Owner can submit and/or view a report request(s) via ETS specifically for an Exhibit A report.

These are the roles:

Submitter – can submit and view requests. *Note: must have a Creator role to edit data and/or a Viewer role to view requests created by others.*

Viewer – can only view requests.

Note: User must have both the Viewer and Submitter roles.

For more information, please see the course:

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

CONCLUSION

Congratulations!

**You have completed the
Unit Agreement Exhibit A
Roles and Form Types
Online Training Course**

Please proceed to the subsequent modules detailing other functionality of Unit Agreement Exhibit A.

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

EnergyUnitsHelpdesk@gov.ab.ca

