Land Searches is one of the available features in the Electronic Transfer System (ETS) that enables clients to request a variety of reports that show status information on Crown surface land and Crown minerals in the Province of Alberta.

Information being reported for the search results come from the following sources:

• Alberta Mineral Information System

• Geographic Land Information Management and Planning System

This module will provide you with an understanding on how to use the Land Search functionality in ETS. It also describes the requirements for accessing the system and how to submit requests and retrieve results.
## Revisions

<table>
<thead>
<tr>
<th>Date</th>
<th>Revisions Type</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 15, 2011</td>
<td>Initial Creation</td>
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</tr>
<tr>
<td>August 31, 2012</td>
<td>Conversion</td>
<td>All</td>
</tr>
<tr>
<td>March 13, 2014</td>
<td>Updated for the name change for Crown Mineral Activity Search and removed Field Search option</td>
<td>7, 21</td>
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<tr>
<td>April 11, 2018</td>
<td>Updated Content</td>
<td>All</td>
</tr>
<tr>
<td>July 2, 2019</td>
<td>Updated Content</td>
<td>All</td>
</tr>
<tr>
<td>July 30, 2019</td>
<td>Update Crown Land Data Phone Number</td>
<td>40</td>
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<tr>
<td>November 1, 2019</td>
<td>Update Content</td>
<td>11</td>
</tr>
</tbody>
</table>
Introduction

In this module the following will be reviewed:

- Overview and Costs of Searches
- ETS Login Account-General Information
- Account Preferences
- Land Search Preferences
- Land Search Defaults
- Report Defaults
- Land Search Options
- Land-Based Search – Valid Values
- Land Searches Submission Process Review
- Land Based Search
- Land Search – Mineral Land Index with Search Options
- Land Search – Surface Public Land Standing with Search Options
- Mineral Agreement Search
- Crown Mineral Activity Search
- Surface Activity Search
- Unit Search
- DRRZD/ZD Search
- Restriction Search
- Well Spacing Unit Search
- Agreement/Activity By Client ID
- Land By Client ID
- Certified Copy of Agreement
- Use Input File
- Request Status
- Retrieve Request Results
- Request Summary

NOTE: We recommend that you view the following common training modules before proceeding with the Land Searches training module:

- ETS Account Setup and Preferences located at https://training.energy.gov.ab.ca/Pages/Accounts%20In%20ETS.aspx
Overview and Costs of Searches

Mineral Land Index Search
To search by a land description, this report will provide if selected; Agreements, Units, Wells, Restrictions, Crown Mineral Ownership, Fields, Projects, DRRZD/ZDs, Well Spacing and Units. The fee is $30.00 per request (Detail or Summary).

Surface Public Land Standing Search
This search returns information on any surface interest and/or activity in the specified parcel(s) of land that matches the search criteria entered. The report includes information on Land Status, Geo-Administrative Areas, Surface Activities, Titles, and client names/addresses. Fee $1 per land parcel* requested with a minimum fee of $5.00 to a maximum of $75.00.

Surface Documentation Summary Search
This report is a summary of the Surface Public Standing Search. Fee $1.00 per land parcel* requested with a minimum fee of $5.00 to a maximum of $75.00. *Land parcel means a quarter section, half section, section or consecutive sequence of sections up to and including one complete township.

Mineral Land Index Search by Client ID
This search is by Land Description and Client ID, Specific Agreement Number(s) are not required. Report will provide if selected, Agreements, Units, Wells, Restrictions, Crown Mineral Ownership, Fields, Projects, DRRZD/ZDs, Well Spacing & Units. Fee $30.00 per request (Detail or Summary). Maximum of 6 Client IDs per request.

Surface Activity Detail Search
This report provides surface activity information including; the Activity Type, Serial Number and Activity Type Decode, Status, Activity Area in Hectares and Acres, Client Name/Address, Ownership Flag, Service Address Flag, More Owners Flag, Key File ID, within 100 meters of a Waterbody Flag, Option to Purchase Flag, Application, Letter of Authority, Effective, Expiry, Cancellation, Reinstatement, Amendment, Renewal, Amended and LOA Dates. Fee: $6.00 for each Surface Activity Detail.

Surface activity standing search
This search returns information on any surface interest and/or activity that matches the search criteria entered, similar to the Surface Public Land Standing Search. This report utilizes the land keys of the requested surface activity to identify all other activities intersecting with it, the information is organized by quarter section. The report includes information on Land Status, Geo-Administrative Areas, Activities and Titles, and Client Name/Addresses. Fee $1 per land parcel* requested with a minimum fee of $5.00 with a maximum fee of $75.00 for each Surface Activity Standing Report.

* Land parcel means a quarter section, half section, section or consecutive sequence of sections up to and including one complete township.
Overview and Costs of Searches - Continued

Mineral Agreement Search
This report will provide agreement information which includes; the Agreement Status, Agreement Area, various dates, the Term of the Agreement, Term Adjustments, related Agreements, Service Address, Current Participants, Land/Zone Description, and Production Entity Activity. This report will be provided when Agreement Type(s) and Number(s) are supplied. Fee $6.00 per agreement.

DRRZD/ZD Search
This report will give detailed information about the requested DRRZD or ZD. A DRRZD/ZD is a unique ID number assigned by the Alberta Energy Regulator (AER). Fee $6.00 per DRRZD/ZD.

Restriction Search
This report will give detailed information about the requested restriction. Restrictions apply to areas in the province of Alberta that have surface access or geologic concerns in the development of mineral resources. Fee $6.00 per Restriction.

Unit Search
This report will give detailed information about the requested Unit. A Unit establishes a relationship between Lessees and Lessors to operate a group of leases for the recovery of Oil and Gas, as a single consolidated Unit without regard to separate ownerships. Fee $6.00 per Unit.

Well Spacing Unit Search
Well Spacing Unit (SU order) is a specific area allocated by the AER for the purpose of drilling for and producing Oil or Gas. Which is not a standard Spacing Unit. The standard Spacing Units are one section for gas and a quarter-section for oil. Fee $6.00 per Well Spacing Unit.

Mineral Agreement Search by Client ID
This report provides all Mineral Agreement Information for the requested Client ID(s). The report information is the same as the Mineral Agreement Search. Fee $30.00 per request, maximum of 6 Client ID(s) per request

Unit Search by Client ID
This report will provide all Unit Information for the requested Client ID(s). The report information is the same as the Unit Search. Fee $30.00 per request, maximum of 6 Client ID(s) per request.

Surface Activity Search by Client ID
This report provides all Surface Activity Information for the requested Client ID(s). The report information is the same as the Surface Activity Detail Search. Fee $30.00 per request, maximum of 6 client ids per request.

Certified Copy of Agreement
A Certified Copy of an agreement can only be requested by the Designated Representative or a Lessee of the Agreement. The fee for a Certified Copy is $30.00 per document.
An **ETS Account** is required in order to obtain a Land Search. Ensure you have reviewed the module, **ETS Accounts Setup and Preferences** located at Accounts (ETS) Administration-Online Learning website at: [https://training.energy.gov.ab.ca/Pages/Accounts%20In%20ETS.aspx](https://training.energy.gov.ab.ca/Pages/Accounts%20In%20ETS.aspx) to understand how to obtain and ETS Account and functionality of the system.

Charges for **Land Searches** are sent to the Government of Alberta’s Corporate Accounting and Reporting System (CARS) on a monthly basis. A Statement is produced from the CARS system with the request numbers and the costs associated to your ETS Account ID.


---

**Electronic Transfer System**

**Logged in User:**

EA0993

Your password will expire on May 23, 2020.

ETS may be unavailable due to system maintenance on Friday after 4:30 p.m. until 6:00 p.m. Sunday.

**Bulletin**

**Password Reset Minimum Character Change**

Please be advised that effective September 22, 2018, when you are prompted to change your password, there is a **NEW minimum of characters**. Currently, you must use a minimum of 8 characters and as of September 22, 2018 that will change to a 12 character minimum.

**If you are currently using an 8 character password it will continue to work until you are prompted to change it, at which time, you must choose a minimum of 12 characters.**

Last Update September 17, 2018 at 11:00 AM

**Electronic submission of Exhibit A Revisions in Unit Agreement**

The Tenure Branch of Alberta Energy is highly committed to evolving business automation and looking at efficiencies in data processing. Recent collaboration between Alberta Energy and members of the Petroleum Joint Venture Association (PJVA) has resulted in the development of electronic submissions of Exhibit A revisions through ETS. This functionality will be implemented in **mid-March 2018** and will be **mandatory**.

Through the Unit Agreement Exhibit A module of ETS, a unit operator will be able to:

- Change Unit Operatorship
- Revise the Exhibit A
- Correct the Exhibit A in the open years (statute barred years are excluded)
- Retrieve final Exhibit A reports

---

**Land Searches**

The Government of Alberta provides services related to land searches and land management. For more information, visit the Alberta.ca website.
The **Account Preferences** allow each account to set up defaults that will be used by the system for that account.

For **Land Searches**, you can set the following defaults:
- Number of days before requests are deleted
- Default Comment on the search reports
- Land Search Preferences

**Section A** displays options that affect ETS.
- Specify how long to keep your requests. Minimum 1 day Maximum 90 days.

**Note:** This only applies to the Request Status Screen.
- Specify a date range for requests and work in progress searches.
- Input a **Default Comment** to display in various comment fields.

**Section B** displays options for specific Form Types/Applications that are associated with this account.

Once changes are made to this screen select **Submit** or **Reset** to the system defaults.
Land Search Preferences are used to define defaults for Land Search options.

Use this screen to set up defaults for:
- Report Formats
- Status Options
- Groups of Activity Types
- Specific Activity Types

Once changes are made to this screen select **Submit** or **Reset** to the system defaults.
The defaults can be setup separately for the following types of searches:

- **DRRZD/ZD**
- **Mineral Agreement**
- **Mineral Agreement by Client ID**
- **Mineral Land Index**
- **Crown Mineral Activity by Client ID**
- **Surface Activity by Client ID**
- **Surface Activity Standing**
- **Surface Documentation Summary**
- **Surface Public Land Standing**
By using the **Land Search Defaults** you will have additional search options to choose, including one or more of:

- **Report Type:** XML; PDF; or Report.
- **_statuses to be included:** Active; Posted; Cancelled with Outstanding Obligations; Cancelled; Terminated; and/or Designated Representative.
- **Groups of Activity Types:** Agreements; Restrictions; Units; Wells; DRRZD/ZD(s); Well Spacing; Crown Mineral Ownership; Crown Mineral Activity; Surface Activities; Reservations; Encumbrances; and/or Land Postings.

If you do not select specific Agreement Types or Agreement Super Groups, all types will be included in the search. Use the **Shift** key to select multiple consecutive entries or **Ctrl** key to select non-consecutive entries. **Ctrl** key to de-select.

Enter dates if you want to search by the Current Expiry Date of the selected Activity Type.

Scroll down to the bottom of the page and select **Submit**.

**NOTE:** Selecting DRRZD/ZD’s will increase the size of the report extensively.

Once all options are selected scroll to the bottom of the page and choose to either **Update; Reset; or Cancel**
Land Searches Reports are available in the following formats:

- XML
- PDF
- Report

The XML format is most suitable for automated processing. The content is structured so that it can be imported into a database or spreadsheet application.

The PDF format is the most suitable for printing. The content is formatted for viewing and includes page ejects, as well as headers and footers on every page.

The Report format is displayed in TXT and there are no page ejects and the headers and footers appear only once.

NOTE: At least one format per search must be selected. All three formats may be selected for a search request, the cost will not increase by selecting multiple formats.
Land Search Options

The ETS menu displays the Land Searches option with a "+" sign and a folder as shown in the image. Expand the folder to display the search options available.

The Land Searches options available include:

- **Land Search** - retrieves a summary or detail of Agreement(s) or information on related Surface Interests/Activities
- **Mineral Agreement** - retrieves information on Agreement details
- **Crown Mineral Activity** - retrieves information on existing Wells
- **Surface Activity** - retrieves information on requested Surface Activities
- **Unit** - retrieves information on the requested Unit only
- **Deeper Rights Reversion Zone Designation (DRRZD/ZD)** - retrieves information on the requested DRRZD only
- **Restriction** - retrieves information on the requested Restriction only
- **Well Spacing** - retrieves information on the requested Well Spacing Unit only
- **Agreement/Activity By Client ID** - retrieves information on the requested Activity ID by Client ID only
- **Land By Client ID** - retrieves only Mineral Land information by Client ID
- **Certified Copy of Agreement** – Retrieves a copy of the original document of a Mineral Agreement.
- **Use Input File** - uses an Input File to retrieve information on the requested reports
Land-Based Search - Valid Values

The Alberta Township System (ATS) land keys are used to define the search for land.

The following are the valid values:

- **M** (Meridian) is numeric and must be 4, 5 or 6.

- **RGE** (Range) is numeric and is dependent on the meridian west of which it is located. Valid values are:
  - West of the fourth meridian -> 1 through 30
  - West of the fifth meridian -> 1 through 28
  - West of the sixth meridian -> 1 through 14

- **TWP** (Township) is numeric and must be from 1 to 126.

- **SEC** (Section) is numeric and must be from 1 to 36.

- A range or list of values may be entered. For example to request sections 4, 5 and 6, enter 4-6. To request sections 4 and 6, enter 4,6 in the sections text box.

- **H/QS** text box can be used to enter a QS (Quarter Section) or HS (Half Section).

- **HS** is alphabetic and can have one of the following values N, S, E, or W.

- **QS** is alphabetic and can have one of the following values NW, NE, SW or SE.
Land Searches Submission Process Overview

1. Submit the selected Land Search

2. Confirm the submission

Land Searches involve the process of submitting the search request, then confirming your submission.

After completing the information required for the Land Search, select **Submit**.

A message screen displays the search information requested and the costs associated with it. Verify the search information requested and then select **Confirm** to complete the search request.

A confirmation message displays the **Reference Numbers** associated with your search request. Take note of the **Reference Numbers** as they are needed in order to retrieve reports.

For additional search options, select the Search Options button.

Continued onto next page
Land Searches Submission Process Overview - Continued

3. Complete Charge Activity & Send Request

Select Send

4. Confirmation Message

NOTE: You may be Timed-Out from the system if you do not interact with ETS within a twenty minute time frame. ETS will automatically log you out, you will need to log back in to resume the session.
Land Searches

Government of Alberta

Land-Based Search

1. Select Land Search

2. Enter one or more ATS Land identifiers (description of how to use see next page)

The Land-Based Search request screen enables you to perform one or all of the following searches:

- Mineral Land Index
- Surface Public Land Standing
- Surface Documentation Summary

Any information entered in the Comment field will appear on your invoice and will be displayed with request results.

Select Search Options to further refine your Search (see pages 18 – 20 for supplementary clarification).

NOTE: If more than 10 ATS lands are required, select More Land. Maximum land that can be entered is 216 land keys or 6 complete Townships
The Alberta Township System (ATS) land keys are a required parameter (see page 11 for an explanation). If Meridian, Range, Township or Section is the same as the previous line, leave that column blank. Enter only the columns that have changed. (see screen print on previous page)

Once you Submit the Search the confirmation page will populate with all the land keys displayed.

You may select more than one report format. The cost is the same for one or all report formats (XML, PDF, Report).
Land Search - Mineral Land Index with Search Options

Land-Based Search

Click here to go back.

Check the box beside the Status. Status of Under Review is considered Active.

Select to highlight selected sub-groups.

Enter From and To Current Expiry Dates

DRRZD/ZD(s) that are included in a search will dramatically increase the size of the report. Select only if required.

Mineral Land Index with Search Options displays the following additional search options:

- Mineral Land Index Status
- Groups of Activity Types, including one or more of:
  - Agreements, Restrictions, Units, Wells, DRRZD/ZD(s), (DRRZD/ZD’s reported Land list increases the size of the report dramatically).
  - Agreement Super Groups and/or Types

If you do not select specific Agreement Types or Agreement Super Groups, all Types will be included in the search. Use the Shift key to select multiple consecutive entries or Ctrl key to select non-consecutive entries. Ctrl key to de-select.

Enter dates if you want to search by the Current Expiry Date of the selected Activity Type.

Scroll down to the bottom of the page and select Submit.
Select **Land Search**, enter the ATS Land identifiers. Complete the **reports and formats** for **Surface Public Land Standing Search** and/or **Surface Documentation** as required, then select **Search Options**.
Land Search - Surface Public Land Standing with Search Options - Continued

The **Surface Public Land Standing with Search Options** screen displays additional search options for:

- Geo-administrative data to be included in the results. The default is Yes.
- Status of the activities to be included in the results.
- Groups of Activity Types. At least one must be checked, but one or all of the options may be selected.
- Specific Activity Types. You may limit your search by specifying the types to be included in the results. Use the **Shift** key to select multiple consecutive entries or **Ctrl** key to select non-consecutive entries. **Ctrl** key to de-select.

Scroll down to the bottom of the page and select **Submit**.

---

### Surface Public Land Standing

**Check the box beside the Status to be included in the Search**

<table>
<thead>
<tr>
<th>Status to be included</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>~</td>
</tr>
<tr>
<td>Cancelled with outstanding obligations</td>
<td>~</td>
</tr>
<tr>
<td>Cancelled</td>
<td>~</td>
</tr>
</tbody>
</table>

**Select to highlight selected sub-groups.**

<table>
<thead>
<tr>
<th>Check groups of activity types to be included, and select specific types, if not all:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surface Activities</td>
</tr>
<tr>
<td>Reservations</td>
</tr>
<tr>
<td>Encumbrances</td>
</tr>
<tr>
<td>Land Postings</td>
</tr>
<tr>
<td>AAO Ancillary Agree - Graz lease</td>
</tr>
<tr>
<td>AFS Agricultural Farm Sale</td>
</tr>
<tr>
<td>AHN Alberta Housing Matis Lease</td>
</tr>
<tr>
<td>AOR Area Operating Agreements</td>
</tr>
<tr>
<td>ARS Agriculture Research Station</td>
</tr>
<tr>
<td>CHH Civilian Homestead Lease</td>
</tr>
<tr>
<td>CNC Consultative Notation - Company</td>
</tr>
<tr>
<td>CNR Consultative Notation</td>
</tr>
<tr>
<td>DHR Designated Historic Resource</td>
</tr>
<tr>
<td>DRC Disposition Reservation - Company</td>
</tr>
<tr>
<td>DRS Disposition Reservation</td>
</tr>
<tr>
<td>EDD Order To Council Ecological Reserve</td>
</tr>
<tr>
<td>CVA Covenant</td>
</tr>
<tr>
<td>CSL Conditional Surrender</td>
</tr>
<tr>
<td>ENC Encumbrance</td>
</tr>
<tr>
<td>IAE MA Agreement Encumbrance</td>
</tr>
<tr>
<td>LEN Lien</td>
</tr>
<tr>
<td>MRO Mortgage</td>
</tr>
<tr>
<td>RUC Auction</td>
</tr>
<tr>
<td>EST Surface Land Posting</td>
</tr>
<tr>
<td>TDR Tender</td>
</tr>
</tbody>
</table>

---

**NOTE:** If you do not select a specific Activity Type(s), all the types will be included in the search.
The **Surface Documentation Summary with Search Options** displays the following additional search options:

- **Status**
- **Groups of Activity Types**
- **Specific Activity Types** - You may limit your search by specifying the Activity Types to be included. Use the **Shift** key to select multiple consecutive entries or **Ctrl** key to select non-consecutive entries. **Ctrl** key to de-select.

Select the **Submit** button to continue with the search request.

**NOTE:** If you do not select a specific Activity Type(s), all the types will be included in the search.
A Mineral Agreement Search returns the same detailed information for each Mineral Agreement specified as the Mineral Land Index detail search. However, this search allows you to enter specific Agreement Numbers.

An Agreement Number is comprised of Agreement Type and a unique agreement number assigned by the Department of Energy (DOE). Enter at least one Agreement Number for this search.

When entering the Agreement Number, the Agreement Type can be left blank. The system will automatically search for the Agreement Type, but will only display the first Activity Type code found. If an Agreement Number has multiple Activity Types, you may not get the Activity Type and Number you are looking for.

The Agreement Type Code Table link shows a complete listing of available Agreement Type Codes.
Crown Mineral Activity Search

1. Select Crown Mineral Activity
2. Enter one or more Well Authorization Numbers
3. Check the box(s) beside the report format required.
4. Click Submit

The Crown Mineral Activity Search screen is used to perform a search for an existing Well.

The Department of Energy (DOE) grants authorization to a company for the purpose of re-entering an existing wellbore and the appropriate use of undisposed Crown lands.

The Crown Mineral Activity Type Code Table link shows a complete listing of available Well Authorization Type Codes.
Surface Activity Search enables you to perform the following searches:

- Surface Activity Detail Search
- Surface Activity Standing Search

Surface Activity Detail Search provides information on the requested Activity only.

Surface Activity Standing Search provides details of all activities which intersect the land description of the requested activity. It is the equivalent of a Public Land Standing for all lands on the requested activity.

When entering the Surface Activity Type Code, the Type field can be left blank. The system will automatically search for the Type field, but will only display the first Type code found. If a Surface Activity Type Code has multiple Types, you may not get the Surface Activity Type and Code you are seeking.
If you are requesting an FMA (Forest Management Agreement) Activity Type, enter **only one** (1) FMA number per report request because of the file size of the report.

Select the option **Activity** for the Sort Report By option.

**NOTE:** For the activity type FMA, only request **one FMA** per report because of the size of FMA's.
A Unit Search provides details on the Units which are registered in the system.

A Unit establishes a relationship between lessees and lessors to operate a group of leases for the recovery of Oil and Gas, as a single consolidated Unit without regard to separate ownerships.

Enter one or more Unit numbers or select the Lookup to display additional codes.

The Unit Type Code link shows a complete listing of available Unit Type Codes.
**DRRZD / ZD Search**

1. Select **DRRZD/ZD**
2. Enter one or more **DRRZD/ZD**
3. Check the box(s) beside the format

**NOTE:** The Client ID and Add No. is optional

**DRRZD / ZD** (Deeper Rights Reversion Zone Designation / Zone Designation) is a unique identifier assigned by the Alberta Energy Regulator (AER) to describe a specific geological formation or zone. It includes a zone code, description, key well and interval.

Click on the **DRRZD/ZD** Type drop down arrow to select **DRRZD** or **ZD** and then enter the **DRRZD/ZD** Number.
Restriction Search

Use this search option when you have the Restriction Type Code and Number.

Restrictions apply to areas in the province of Alberta that have surface access or geologic concerns in the development of natural resources.

The Restriction Type Code Table link shows a complete listing of available Restriction Type Codes.
Well Spacing Unit Search

Well Spacing Unit (SU Order) is a specific area allocated by the Alberta Energy Regulator (AER) for the purpose of drilling for and producing Oil or Gas, which is not a standard Spacing Unit. The standard Spacing Units are one section for Gas and a quarter-section for Oil.

1. Select Well Spacing
2. Enter one or more Well Spacing SU Order/Disposition Number(s)
3. Check the box(s) beside the format
4. Select Submit

Comment: Comment will appear on the invoice.
Use this search option when you want to know the Agreements/Activities for a specific Client ID.

The Client ID and Address ID No. must be provided for this search.

The Agreement / Activity by Client ID Search provides the following reports:

- Mineral Agreement by Client ID
- Crown Mineral Activity by Client ID
- Unit Search by Client ID
- Surface Activity Search by Client ID

For additional search options, click on the Search Options button.
Land By Client ID

1. Select Land by Client ID
2. Enter one or more ATS Land
3. Enter one or more Client ID and Address No.
4. Check the box(s) beside the type of report requested
5. Select Submit

Use this search option when you know both the Land Key and Client ID/Address No.

The Mineral Land Index Search by Client ID enables you to perform a search on both Mineral Land Index and Client ID.

NOTE: For additional search options, click on the Search Options button.
Certified Copy Of Agreement

1. Submit the Certified Copy request

2. Confirm the submission

A Certified Copy of an agreement can only be requested by the Designated Representative or a Lessee of the Agreement.

The fee for a Certified Copy is $30.00 per document.

A message screen displays the search information requested and the costs associated with the search. Verify the information and then select Confirm to complete the request.

In the Confirmation Message, the Reference Number associated with your request is displayed.
Certified Copy Of Agreement - Continued

A request for a Certified Copy may take up to one business day to process. An email notification will be sent to notify users that the Certified Copy request has either been completed or department rejected.

Subject: Certified Copy

You have received a new document for Certified Copy Request Number 402997 for EA0802_TRANSFER. This request can be found under Request screen.

Please sign on to ETS (Electronic Transfer System) website, available through Alberta Energy’s main site, and review your documents.

Please do not reply to this Email. If you have any further questions or concerns please contact Transfers.Energy@gov.ab.ca

For more information about Certified Copies, please contact Transfers.Energy@gov.ab.ca.
Use Input File

The input file should be a Plain Text format file (.txt) that contains Land Descriptions or Mineral Agreements which is then used for a search.

The following reports are available:

- Land-based Search
- Mineral Agreement Search

Follow the input file format examples below:

- **Land-based Input File Format:**
  
  M,RGE,TWP,SEC,QS
  
  4,25,075,01,NE

- **Agreement Input File Format:**
  
  TYPE,NUMBER
  
  005,0503050548
  
  005,0585080115

For Land-based Input File, the file should have a **maximum of 216 ATS** land keys.

For Agreement Input File, the file must have a **minimum of 2 Agreements** and a maximum of **90 Agreements**.
To create an Input File, you will attach your text.doc using the Browse button shown on the previous page. Use the following steps to create your Input File.

**Step 1:** Open a Word Document and type the required Alberta Township System (ATS) Column Header with no spaces. Below the Header type your (ATS) land keys with no spaces.

**Step 2:** In Word save your document using the Plain Text extension TXT.
Use Input File - Continued

**Step 3:** Once you Save your document the **File Conversion** screen will populate with the **Input** information showing in the **Preview Screen**. Select **Ok**

**Step 4:** Your **Word Document** will now be converted to a **TXT** file in **Notepad**.

**Step 5:** Go to the **Use Input File** node in **ETS** and proceed with your search (page 34).
After you have requested a **Search**, you will be able to view or download the report. Only active requests associated with the logged in ETS Account ID will be displayed.

Fill in the search parameters and Select the **Retrieve** button.

The **Request #** is the Reference Number that was provided when the search request was submitted or created.

If searching for more than one (1) request, use the **Start and End Dates** to retrieve the requests within those dates.

To see if the status of a request has changed, you must Select the **Retrieve** button again to refresh the screen.
The results are displayed at the bottom of the Request Status screen. A row of information is displayed for each request.

You can retrieve the results from this screen when the status of the request is **Completed**.

To select multiple files, click the "Sel" column for each row and then Select **Pickup**.

Requests should be deleted on a periodic basis, as system performance will diminish as the list gets longer. The system automatically deletes requests based on the number set in your preferences. The maximum is **90 days**.
The **Reports - Request Summary** option generates a summary of search requests. You will be able to choose a range of request numbers and/or a range of dates for those requests.

This report displays the following information:

- Request No.
- Comment
- Date request was created
- Request Product Name
- Cost for search request
- Total cost for the requests
Congratulations!

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