

Welcome!

To the
ETS-Postings Overview

Online Training Course

Posting Request, a part of the Electronic Transfer System (ETS), allows you to apply for Petroleum and Natural Gas (PNG) and Oil Sands (OS) rights through an electronic posting request form. You will be able to query mineral rights availability and submit posting requests for a Public Offering using this system. Leasing of mineral rights by direct purchase will also be accommodated.

Revision Page

Revisions Table

| Date | Revisions Type | Page Number |
|-----------------|----------------------------|-------------|
| August 31, 2012 | Initial Creation | All |
| April 2020 | Updates Headings and Links | All |
| December 2020 | Updated ETS login page | Various |

INTRODUCTION



In this module, you will learn:

- Account Preferences
- Posting Request Preferences
- Posting Roles

We recommend that you view the common training module, “ETS Account Setup and Preferences (For Site Administrators)” before proceeding to the other Posting training modules:

Account Preferences

Account Preferences

Account level preferences:

Delete requests after Days (Request Status only)

Difference between StartDate and EndDate Days

Default Comment:

[Posting Request Preferences](#)

[Bid Request Preferences](#)

All requests for expired agreements, query by land, posting, bidding requests and agreement documents will be automatically deleted by the ETS system depending on the **Account Preferences** set by your ETS account.

Difference between Start Date and End Date X Days allows you to set the range of days (maximum 90 days) you can see results displayed on the Request Status screen and the Work in Progress screen.

Default Comment allows you to enter text that will be displayed in the comment box in the Query by Land and the Posting Request screen. This comment will assist you in identifying the request.

Tip: If you remove the Start Date from the Request Status or Work in Progress screen you will see all the available information on the screen.

Electronic Transfer System

Logged in User:

Your password will expire on January 15, 2021.

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

[- Bulletin](#)

- Work in Progress
- Expired Agreement Notification
- Bid Request
- Unit Agreement Exhibit A
- Transfers
- Encumbrance
- Offset
- Account
 - Preferences
 - Description
 - Change Password
 - Security Questions
- Encryption
- Reports
- Administration
- User Training

Select the **Accounts** Folder

Select the **Preferences** page

Account Preferences

Account level preferences:

Delete requests after Days (Request Status only)

Difference between StartDate and Expire Date Days

Default Comment:

[Posting Request Preferences](#)

[Bid Request Preferences](#)

Delete requests after X days allows you to set the amount of days (maximum 90 days) results from your query by land, expired agreement requests and your agreement documents will remain on ETS before the Department deletes them

Account Preferences

Account level preferences:

Delete requests after Days (Request Status only)

Difference between StartDate and EndDate Days

Default Comment:

[Posting Request Preferences](#)

[Bid Request Preferences](#)

Difference between StartDate and EndDate X days allows you to set the range of days (Maximum 90 days) you can see results displayed on the Request Status screen and the Work in Progress screen.

Default Comment allows you to enter text that will be displayed in the comment box in the Query by Land and the Postings Request screen. This comment will assist you in identifying the request.

Submit

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Account Preferences

Account level preferences:

Delete requests after Days (Request Status only)

Difference between StartDate and EndDate Days

Default Comment:

[Posting Request Preferences](#)

[Bid Request Preferences](#)

Click the **submit** button to save your changes

Submit

Reset

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Account Preferences

Account level preferences:

Delete requests after Days (Request Status only)

Difference between StartDate and EndDate Days

Default Comment:

[Posting Request Preferences](#)

[Bid Request Preferences](#)

Select the **Posting Request Preferences** link

Submit

Reset

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Posting Request Preferences

Posting Request Preferences

Viewers

Delete▼

Add Viewer

Submitters

Delete▼

Add Submitter

Approvers (Direct Purchase Requests only)

Delete▼

Add Approver

Update
Reset

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Under Viewers, you can select users to view your posting requests. You can add as many viewers as you want by using the Add Viewer button and selecting their account name from the drop down list.

Under Submitters, you can select users to submit your posting requests. If you have a creator/submitter role, adding yourself in this screen by selecting your account name from the drop down list will allow you to submit each posting request you create. If you do not do this, you will need to select a submitter every time you create a posting request.

Under Approvers, you can select users to accept or decline the purchase price for a Direct Purchase request. You can add as many approvers as you want by using the Add Approver button and selecting their account name from the drop down list.

Posting Request Preferences

Viewers
Delete

Submitters
Delete

Approvers (Direct Purchase Requests only)
Delete

You can add more than one viewer, submitter or approver by clicking the appropriate box

Posting Request Preferences

Viewers

Delete

Submitters

Delete

Add Submitter

Approvers (Direct Purchase Requests only)

Delete

Add Approver

Update Reset

Pick the default **Viewer(s)** from the drop down list by clicking on their account name

Posting Request Preferences

Viewers

Delete

Add Viewer

Submitters

Delete

EA0367
EA0367_SALES

Approvers (Direct Purchase Requests only)

Delete

Add Approver

Update Reset

Select default **Submitter(s)** from the drop down list by clicking on their account name

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Posting Request Preferences

The screenshot shows a web form titled "Posting Request Preferences" with three main sections: "Viewers", "Submitters", and "Approvers (Direct Purchase Request)". Each section has a "Delete" button and an "Add" button. The "Approvers" section is currently expanded, showing a list of two entries: "EA0367" and "EA0367_SALES". A callout box points to the "EA0367_SALES" entry with the text: "Select the default Approver(s) from the drop down list by clicking on their account name". At the bottom of the form are "Update" and "Reset" buttons.

| Viewers | |
|------------|----------------------|
| Delete | <input type="text"/> |
| Add Viewer | |

| Submitters | |
|---------------|----------------------|
| Delete | <input type="text"/> |
| Add Submitter | |

| Approvers (Direct Purchase Request) | |
|-------------------------------------|----------------------|
| Delete | <input type="text"/> |
| EA0367 | |
| EA0367_SALES | |

Update Reset

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Posting Request Preferences

Viewers
Delete EA0367_SALES
Add Viewer

Submitters
Delete EA0367_SALES
Add Submitter

Approvers (Direct Purchase Requests only)
Delete EA0367_SALES
Add Approver

Update Reset

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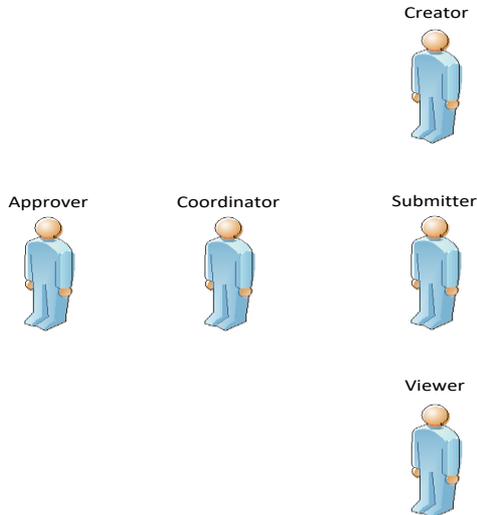
Click the **Update** button to save your changes

Posting Request Preferences

Your posting request preferences have been updated.

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Roles



An individual within the company can access the Posting functionality in ETS if he/she has a Client Account created and is assigned a Posting Role by the Site Administrator. These are the roles for Posting:

Approver - The client can approve funds for Direct Purchase.

Coordinator - The client can see all Posting Requests within their company and re-assign requests as necessary unless limited by a certain group assigned by the Site Administrator.

Creator - The client can create a Posting Request in the system.

Submitter - The client can submit a Posting Request to the Department.

Viewer - The client can only view a Posting Request that has been assigned to him/her.

ETS Account Setup and Preferences (For Site Administrators)

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 or the Sales Helpdesk at (780)644-2300 or
for Oil Sands: OSTenure@gov.ab.ca

Congratulations!

**You have completed the Postings Overview
Online Training Course**

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

Postings.Energy@gov.ab.ca

