

# Welcome!

## To the ETS – Account Setup and Preferences Online Training Course

The Electronic Transfer System (ETS) provides secure access to do business electronically with the Government of Alberta. Holders of an authorized Account may access the services available through ETS.

## Revisions

Date	Revisions Type	Page Number
March 30, 2010	Updated Content	All
August 31, 2012	Conversion	All
January 14, 2016	Updated Content	All
March 15, 2018	Updated Content	Pages 12, 15
July 2, 2019	Updated Content	All
July 30, 2019	Update Phone Number Crown Land Data	8,4,12,13,14,15
November 28, 2019	Update Content	Page 9
June 16, 2022	Update Content	Page 11


## Introduction

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

- Be informed of important updates to the Electronic Transfer System (ETS)
- Understand Account Preferences
- Access ETS Support and Online Learning for: Modules; Guides; and Forms for all ETS Business
- Access ETS Support Contacts
- Technical requirements to use ETS
- Account Password Rules
- Understand the role of the ETS Site Administrator
- ETS Best Practices for the Site Administrator
- Logon to ETS
- Logon Failure

## Bulletin

### Electronic Transfer System



Save my user name  
  
[Forgot Password/Reset Password](#)

---

**Support:** Report problems or questions to [Crown Land Data](#) at (780) 644-2300

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

If you require support with existing ETS accounts or setting up a new account, please contact [ETSAccountSetup@gov.ab.ca](mailto:ETSAccountSetup@gov.ab.ca).

If you require technical support with ETS, please contact [ETS@gov.ab.ca](mailto:ETS@gov.ab.ca).

Note that technical support will only be available during business hours, so it is important to ensure the data is submitted within the business hours timeframe: 8:15 AM - 4:30 PM Monday to Friday.

**Bulletin**

On the ETS login page the **Bulletin** will display any important updates to the ETS program as a whole.

### Electronic Transfer System

Logged in User:

EN0166

Your password will expire on May 17, 2020.

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

**Bulletin**

#### For Met and Ind Mineral Direct Purchase ONLY:

Any application requesting lands on a 30 day reserved area, are not eligible for request until after the 30 day date has expired.

Request would be deemed valid at 12:01:00 a.m. on the 31st day.

Last Update Feb. 21, 2019 at 03:30 PM

#### Map Displaying all Caribou Ranges in Alberta

Further to Information Letter 2016-34 Alberta Energy has prepared a map outlining all caribou ranges in Alberta. Refer to [http://www.energy.alberta.ca/AU/Services/Documents/CaribouRange\\_ForExternal.pdf](http://www.energy.alberta.ca/AU/Services/Documents/CaribouRange_ForExternal.pdf)

Last Update November 16, 2018 at 11:30 AM

#### Interim Posting Restriction in all Caribou Ranges

Alberta Energy is committed in establishing Alberta as Canada's leader in permanent protection of caribou ranges. Effective immediately, an interim restriction has been placed on the sale of mineral rights within all caribou ranges in Alberta. This restriction applies to petroleum and natural gas, oil sands, coal and metallic and industrial mineral rights. The restriction is expected to remain in place until stringent operating practices have been defined, through directives or changes to the Enhanced Approval Process Integrated Standards and Guidelines, or upon approval of the appropriate range plan. Alberta Energy intends to resume mineral sales as range plans are released (so long as this aligns with the specific range plan details). This page on ETS will provide information on the release of the range plans as they occur.

Last Update September 27, 2016 at 10:30 AM

#### Freehold Mineral Tax

FMT 2018 Tax Year Statements are now available on ETS. Please click on the "Request Status" option under the "Home" Node on ETS. You can select the type of statement (Owner, Lessee, Payor/Payor Summary) you wish to retrieve from the drop down list of the "Form" section on the screen. If you want all your statements

After you have logged on, the **Bulletin** will also display on your home page.

**Bulletin (continued)**

**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 2016** 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

On your homepage the **Bulletin** displays all critical updates for the specific business areas that you have access to within ETS.

## Account Preferences

### Account Preferences

#### Account level preferences:

Delete requests after  Days (Request Status only)

Difference between StartDate and EndDate  Days

Default  
Comment:

# A

[Land Search Preferences](#)

[Posting Request Preferences](#)

[Bid Request Preferences](#)

[OSR Project Application Request Preferences](#)

# B

Submit

Reset

Once changes are made to this screen select **Submit** or **Reset** to system defaults.

The account preferences allow each account to set up defaults that will be used by the system for that account.

**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.

## Online Learning



- ETS Home
- About ETS
- Contacts
- Request Status
- Subscriptions
- Land Searches
- PNG Continuation
- Agreement Management
- Crown Mineral Activity
- Posting Request
- Bid Request
- Unit Agreement Exhibit A
- Transfers
- Freehold Mineral Tax
- Correspondence
- Oil Sands
- Encumbrance
- Mineral Direct Purchase
- Mineral Royalty Forms
- Submit Forms
- Input Forms
- Offset
- Account
- Encryption
- Reports
- Administration
- User Training



### User Training

#### ETS Overview

The ETS overview is a general outline of the application.

- [ETS Overview](#)

#### Online Learning

Provides courses for some systems accessed through ETS

- [Air Data](#)

Air Data enables clients to submit air reporting required by the Air Monitoring Directive.

- [Agreement Management](#)

Agreement Management enables clients to fill in and submit an Online Application via ETS for Surrenders and Rental Reinstatements. You can create and submit a new request, withdraw an existing request, and retrieve final documents. You can also request or grant authorization for agreements as required. Agreement Management also allows your company to receive electronic notification of Rental and Royalty Defaults.

- [Assignments Public Lands Surface Dispositions](#)

The process of submitting an Assignment for Public Lands Surface Dispositions.

- [Bidding Request](#)

Bidding enable clients to acquire Oil Sands and Petroleum and Natural Gas (P&NG) rights through an electronic disposition request. Clients will be able to select the parcels being offered for a sale, and if interested in acquiring the rights submit bid requests for a public offering using this system.

- [Client Accounts](#)

Handbook outlines the basics of account management including creating and managing client accounts.

- [Crown Mineral Activity](#)

Crown Mineral Activity is where the Department of Energy approves applications for activities in undisposed Crown mineral rights. This also involves authorizations and the approval of applications for the purpose of re-entering an existing wellbore and linking wells to existing Crown agreements.

- [Freehold Mineral Tax](#)

The Freehold Mineral Tax (FMT) interface on ETS enables industry clients to Query and maintain their FMT roles for Production Entity (PE) Administrator, Title Payor, and Title PE Lessee as well as Download and Submit unit values. Under Request Status FMT clients retrieve their queryFMT, downloaded unit value, annual and recalculated Freehold mineral tax statements, annual tax Payor summaries and monthly FMT statement of account documents.

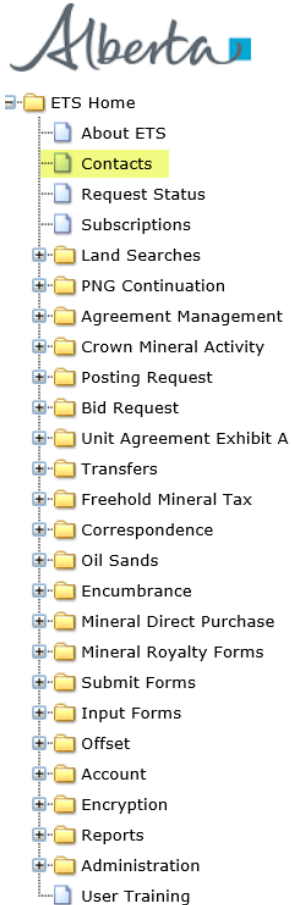
- [Mineral Direct Purchase](#)

At the bottom of the ETS menu tree is the **User Training** node. When the node is selected it will populate the **User Training** page. On this page you will locate links to the **ETS Overview**, and **ETS Support and Online Learning**. It also has a brief description of each Form Type available in ETS. By clicking onto one of the Form Type headings, it will take you to the **ETS Support and Online Learning**.

**ETS Support and Online Learning** consists of the following: modules; guides; and forms for the these business areas:

- Accounts (ETS) Administration
- Agreement Management
- Air
- Assignments
- Crown Mineral Activity and Wells
- Freehold Mintax
- Interactive Map
- Land Searches
- Mineral Direct Purchase
- Mineral Royalty Form Submission
- Offsets
- Oil Sands
- PNG Continuation
- Registration of Encumbrances
- Sales
- Transfers
- Unit Agreements and Trespass

## Contacts



## Contacts

### Crown Land Data

Account Setup and Permissions, Site Administrator password reset and Land Searches.

Email: [CrownLandDataSupport@gov.ab.ca](mailto:CrownLandDataSupport@gov.ab.ca)

Phone: (780) 644-2300

### Agreement Management

Surrenders, Rental Reinstatement, Rental & Royalty Defaults Helpdesk

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

Phone: (780) 644-2300

### Air Data

General questions on the Air Monitoring Directive

Email: [AMDFeedback@gov.ab.ca](mailto:AMDFeedback@gov.ab.ca)

Questions on the submission of air data and reports

Email: [air.reporting@gov.ab.ca](mailto:air.reporting@gov.ab.ca) for AEP-regulated facilities

Email: [EPEA.Reports@aer.ca](mailto:EPEA.Reports@aer.ca) for AER-regulated facilities

### Bidding Request

P&NG and Oil Sands

[Contact Numbers \(PNG\)](#)

[Contact Numbers \(Oil Sands\) - Sr. Tenure Administrator](#)

Email: [Bidding.energy@gov.ab.ca](mailto:Bidding.energy@gov.ab.ca)

Phone: (780) 644-2300

### Crown Mineral Activity

Well Administration and Undisposed Crown

Email: [welladmin.energy@gov.ab.ca](mailto:welladmin.energy@gov.ab.ca)

### Electronic Assignments (ESPA)

The **Contacts** node provides a brief overview of each area along with contact information including:

- Email
- Phone Numbers

for various groups within the Government of Alberta, to provide assistance or help.



## Technical Requirements - Software

**Ensure you have access to the Internet and a Computer that meets the Minimum Technical Requirements.**

The ETS website is a secure environment protected by 128 bit encryption via SSL, identified by a certificate of authentication issued to the O.

To use the secure ETS website properly, stakeholders must ensure they (or their service provider) have access to a computer with Internet access. Those who do not have their own computer can use any computer with internet access (i.e. local library).

### Software

- Microsoft Internet Explorer –latest version
- Chrome – latest version
- Firefox – latest version
- Microsoft Edge – latest version
- Web browser must support Secure Sockets Layer (SSL) 3.0 with Cipher strength of 128 bits.
- Windows Vista or higher.
- Adobe Reader version 8.0 or later.
- JavaScript on the browser must be enabled.
- System allows browser cookies.



**Reset Password (Step 4)**

Please select a password that meets all of the following criteria:

- is at least 12 characters and no more than 127 characters.
- does not contain your account or full name.
- contains at least 3 of the following 4 groups.
  - English upper case characters (A through Z).
  - English lower case characters (a through z).
  - Numerals (0 through 9).
  - Non alphabetic characters (such as !, \$, #, %).

**New Password:**

**Repeat New Password:**

By clicking on the symbol at the end of the password line, this will display the characters typed.

Submit

On this screen the user will be required to enter the new password twice. The password needs to conform to all the password complexity and history requirements already implemented in ETS.



**NOTE:** ETS will not allow the reuse of the last ten passwords on your account, nor the use of more than 2 sequential characters from your User Account/User Name.

Once the password is changed successfully it will be active for one year. After 360 days a daily reminder to change your password will be sent to the user for five consecutive days. If the password is not updated, the account will be disabled.

## Becoming an ETS Site Administrator

- An *ETS Account Setup/Change Form* and **Authorization Letter** must be submitted to Crown Land Data in order to use the secure ETS web site. The ETS Account Setup/Change Form and sample Authorization Letter can be downloaded from the ETS Support and Online Learning website: <https://training.energy.gov.ab.ca/Pages/Accounts%20In%20ETS.aspx> under the menu section, Accounts (ETS) Administration. This website contains instructions on how the form is to be completed and submitted.
- Only those individuals who have a legitimate business reason for using ETS will be issued an account. Only one ETS account will be approved per legal entity or individual.
- The Government of Alberta will assign an ETS Account ID and Password to the **Site Administrator** account once the ETS Account Setup/Change Form and the Letter of Authorization, assigning the administrator and (optional) **Backup Site Administration** have been approved.
- An optional **Backup Site Administrator** can also be assigned which would give another individual the same authority on the account as the **Site Administrator**. This information would be included on the Letter of Authorization as noted above.
- The approved company contact representative(s) identified on the ETS Account Setup/Change Form will be issued an Account ID and Password, they will be known as the **Site Administrator** and/or **Backup Site Administrator**. The **Site Administrator** and/or the **Backup Site Administrator** is responsible for managing the company's account, Client Accounts; and roles in ETS. If a User is on extended leave or if a User Account is removed, verify the Contact information on all their active ETS Requests. The Contact information may need to be updated in order for the company to receive important updates to the requests.
- All passwords must conform to the **Government of Alberta Security Policy** located on Page 10 of this module.
- The **Site Administrator** and **Backup Site Administrator** account must not be shared.
- Please read the Government of Alberta "Copyright and Disclaimer" along with the "Privacy Statement" which are located on the bottom of the ETS logon webpage at: <https://ets.energy.gov.ab.ca/logon.aspx?ReturnUrl=%2fets> .

## Best Practices for ETS Site Administrator (Primary) and Backup Site Administrator

- The **Site Administrator** (Primary) or **Backup Site Administrator** account must not be shared.
- All passwords must conform to the **Government of Alberta Security Policy**, located on page 10 of this module.




- NOTE:**
1. Crown Land Data has the ability to reset only the **Primary** and **Backup Site Administrator's** password.
  2. The **Primary Site Administrator** and **Backup Site Administrators** have the ability to reset the Client Account passwords.
  3. The **Primary Site Administrator** has the ability to reset the password for the **Back-up Site Administrator**. However, the **Back-up Site Administrator** cannot reset the **Primary Site Administrator's** password. The **Primary Site Administrator** will need to contact Crown Land Data at 780-644-2300.
  4. Whenever the password is reset by (Crown Land Data or a **Site Administrator**) all security questions will be automatically deleted. This will ensure when an **Administrator** leaves the company, he/she will not be able to change the password. (shown on the next page)
- The **Site Administrator's** should not use the **Site Administrator** account to conduct operational activities inside ETS. A Client Account should be created for the **Site Administrator** or operational staff to conduct all business requirements. The **Site Administrator** will then have two accounts, one for administrating the ETS accounts and one for processing business through ETS.
  - The **Site Administrator/Backup Site Administrator** can create only one User Client Account for themselves using the same email address as their Administrator's account.



- NOTE:** To learn how to create a Client Account, review the Create Client Account & Maintenance module on the ETS Support and Online Learning website: <https://training.energy.gov.ab.ca/Pages/Accounts%20In%20ETS.aspx> under the menu section, Accounts (ETS) Administration.

## Log on to ETS

**Electronic Transfer System**



User Name:  1.

Password:  2.

Save my user name 3.

4.

[Forgot Password/Reset Password](#)

---

**Support:** Report problems or questions to [Crown Land Data](#) at (780) 644-2300

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

If you require support with existing ETS accounts or setting up a new account, please contact [ETSAccountSetup@gov.ab.ca](mailto:ETSAccountSetup@gov.ab.ca).

If you require technical support with ETS, please contact [ETS@gov.ab.ca](mailto:ETS@gov.ab.ca).

Note that technical support will only be available during business hours, so it is important to ensure the data is submitted within the business hours timeframe: 8:15 AM - 4:30 PM Monday to Friday.

### 1. To Log on to the ETS web site:

Enter the Site Administrator ID issued by Alberta Energy (EN0000) or a Client Account ID issued by the Site Administrator (EN0000\_accountname) into the User Name field.  
This field is NOT case-sensitive.

### 2. Enter the Password: This field **IS** case-sensitive.

**3. Save my user name:** If you check this box, ETS will save your user name on the site so you do not have to enter it every time you log in. (This is optional)

### 4. Click the Login button:



**NOTE:** If you forget or want to reset your password, you can do this by selecting the Forgot Password/Reset Password.

## Login Failure

Electronic Transfer System



User Name:

Password:

Save my user name

[Forgot Password/Reset Password](#)

Your login information is not valid. Please check your User Name and Password and try again.

**Support:** Report problems or questions to [Crown Land Data](#) at (780) 644-2300

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

If you require support with existing ETS accounts or setting up a new account, please contact [ETSAccountSetup@gov.ab.ca](mailto:ETSAccountSetup@gov.ab.ca).

If you require technical support with ETS, please contact [ETS@gov.ab.ca](mailto:ETS@gov.ab.ca).

Note that technical support will only be available during business hours, so it is important to ensure the data is submitted within the business hours timeframe: 8:15 AM - 4:30 PM Monday to Friday.

If your login fails, an error message is displayed.



**NOTE:** If you enter the wrong password four consecutive times, you will have to close the web browser (ie. Internet Explorer), clear the cache and open the browser again.

# Congratulations!

**You have completed the ETS – Accounts Setup and Preferences Online Training Courses.**

Please proceed to the subsequent modules detailing the functionality contained within each module of the application.

To access **Courses, Guides, Forms** for all of your **ETS Business** please see ETS Support & Alberta Online Learning at:  
<https://training.energy.gov.ab.ca/Pages/Accounts%20In%20ETS.aspx>

For **information on your ETS account**, please contact:

Alberta Energy Crown Land Data  
Phone: (780) 644-2300  
E-mail inquiries: [crownlanddatasupport@gov.ab.ca](mailto:crownlanddatasupport@gov.ab.ca)

