

Welcome!

To the ETS – Encumbrance

Encumbrance Overview

Online Training Course

This module will provide an overview of the various types of Encumbrances, the ETS Encumbrance user roles and form-types for registering encumbrances against Crown mineral rights.

Revisions Table

Date	Revisions Type	Page Number
May 3, 2018	Initial Creation	All
April 2020	Update to links and header	All
February 2023	Updated reference of Builder's Lien to Prompt Payment and Construction Lien (PPCL)	4, 6, 7



This module includes:

- Introduction To Encumbrances
- Encumbrance Form-Types
- Assign User Roles

Prerequisite Learning Modules:

Before proceeding we recommend that you view the **ETS Account Setup and Preferences module** located at the [Online Learning Portal](#)

ETS ENCUMBRANCES

The following described Encumbrances are available for registration on the Electronic Transfer System (ETS).

Prompt Payment and Construction Lien (PPCL)

A PPCL relating to Crown minerals is a claim for payment registered against a Crown mineral agreement for work done or materials furnished by a contractor.

Security Notice

Security Notices are registered against a Crown mineral agreement(s) to record an interest in an agreement(s) used as collateral to secure a debt or loan.

Certificate of Lis Pendens

A notice of pending litigation in respect to a PPCL.

Discharge of Security Notice

A request to cancel a Security Notice. A Security Notice can be either fully or partially discharged.

Discharge of PPCL

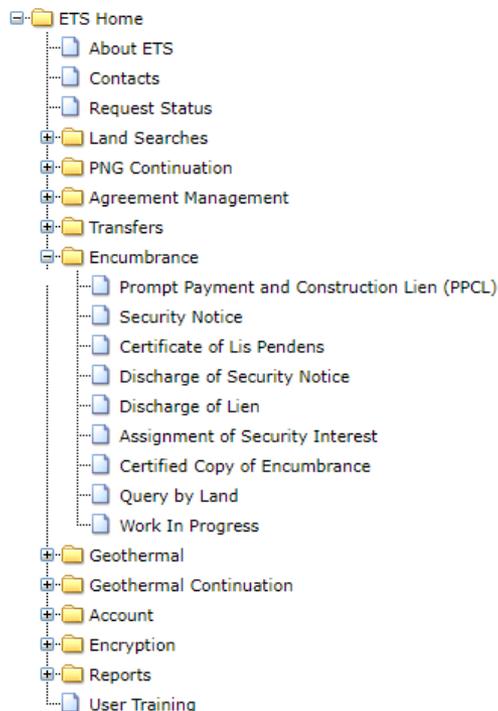
Request to cancel a PPCL. A PPCL can be either fully or partially discharged.

Assignment of Security Interest

A Security Notice can be either fully or partially assigned to another lender.

Certified Copy of Encumbrance

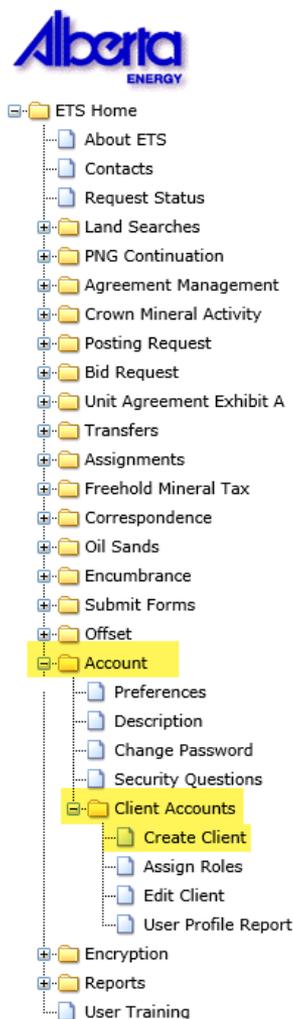
Request for a certified copy of an encumbrance from Alberta Energy.



CREATING A CLIENT ACCOUNT



Site Administrator



Create Client Account

***Client Account Name** (maximum length is 13 characters):

***Password:** ***Repeat Password:**

***First Name:**

***Last Name:**

***Phone Number (999) 999-9999:** **Fax Number (999) 999-9999:**

***Email Address:**

***Repeat Email Address:**

Business Area:

* - denotes Required Field

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- Individual ETS accounts (called a Client Account) are subsets of the Site Administrator and Back up Administrator Account(s). Each Client Account is given access to form-types and assigned a role that defines the required functionality.
- The Site Administrator(s) for a company are responsible for creating and maintaining Client Accounts. The Site Administrator(s) assigns levels of access to ETS based on the role an individual has within the company.
- Once the Client Account is created, the individual can login to the secure ETS website using this new Client Account login Id and password.

Please see the [ETS Account Setup and Preferences](#) module for more detailed information.

ETS ENCUMBRANCE FORM TYPES



- ETS Home
 - About ETS
 - Contacts
 - Request Status
 - Land Searches
 - PNG Continuation
 - Agreement Management
 - Crown Mineral Activity
 - Posting Request
 - Bid Request
 - Unit Agreement Exhibit A
 - Transfers
 - Assignments
 - Freehold Mineral Tax
 - Correspondence
 - Oil Sands
 - Encumbrance
 - Submit Forms
 - Offset
 - Account
 - Preferences
 - Description
 - Change Password
 - Security Questions
 - Client Accounts
 - Create Client
 - Assign Roles
 - Edit Client
 - User Profile Report
 - Encryption
 - Reports
 - User Training

Assign Client Roles

Select Client Account:

Select Form Type:

Select Roles:

	Role	Description
<input checked="" type="checkbox"/>	Creator	The client can create an Encumbrance request
<input checked="" type="checkbox"/>	Submitter	The user can submit an application to the department
<input checked="" type="checkbox"/>	Viewer	The user can view data for Encumbrance requests in the system

In order for a **Client Account** (Individual Account) to access the Encumbrance functionality on the ETS web site, the Site Administrator must first assign a role to the Client Account.

Encumbrance Form-Types:

- Encumbrance – Assignment of Security Interest
- Encumbrance – Prompt Payment and Construction Lien (PPCL) Form
- Encumbrance – Certified Copy
- Encumbrance – Discharge of PPCL
- Encumbrance – Discharge of Security Interest
- Encumbrance – Cancellation Letter
- Encumbrance – Certificate of Lis Pendens
- Encumbrance – Security Notice Form

ETS ENCUMBRANCE ROLES

Assign Client Roles

Select Client Account: EA1210_ANGEL -- <Angel.Best@gov.ab.ca>

Select Form Type: Encumbrance - Prompt Payment and Construction Lien Form

Select Roles:

	Role	Description
<input checked="" type="checkbox"/>	Creator	The client can create an Encumbrance request
<input checked="" type="checkbox"/>	Submitter	The user can submit an application to the department
<input checked="" type="checkbox"/>	Viewer	The user can view data for Encumbrance requests in the system

Save

Each form-type must be assigned roles.

NOTE: In order to activate the *Query by Land* function, user must be assigned a Submitter role for either the *Encumbrance – Prompt Payment and Construction Lien Form* or *Encumbrance – Security Notice Form*.



Creator

- can create and amend encumbrance requests.
- can view requests they created (*Viewer* role should also be assigned to them).



Submitter

- can submit encumbrance requests to Alberta Energy (*Viewer* role should also be assigned to them).



Viewer

- can view all encumbrance requests and their related documents.

Congratulations!

**You have completed the ETS – Encumbrance
Encumbrance Roles and Form-Types
Online Training Course**

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

Transfers.Energy@gov.ab.ca

