

Welcome!

To the ETS – Geothermal Continuation: Continuation Online Training Course

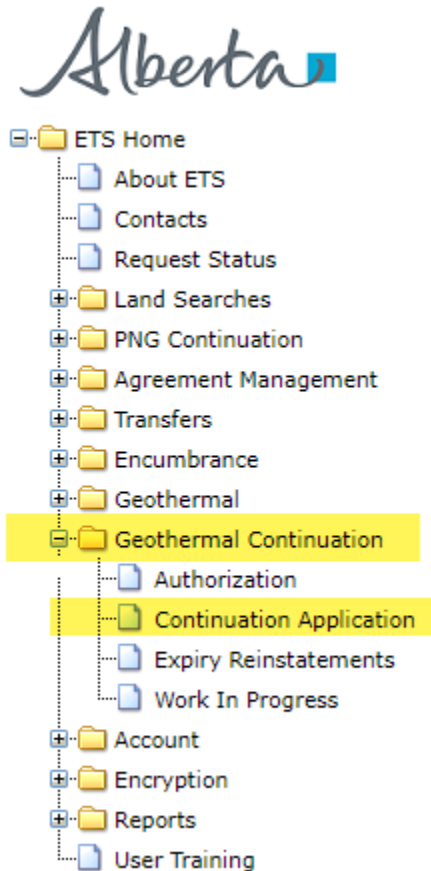
Geothermal Continuation – Continuation: This is the process to complete and submit an Online Continuation Application via ETS. The process begins with the creation of a new application through to submission. The application progresses through various stages (statuses) until completion.

Revisions

Revisions Table

Date	Revisions Type	Page Number
September 2025	Initial Creation	All

Introduction




In this module you will learn how to:

- Create and submit an Online Continuation Application.
- Cancel or withdraw an Online Continuation Application.
- Review and respond to a notice.
- View a final document.

Login to ETS



Electronic Transfer System




User Name:

Password:

☐ Save my user name

[Forgot Password/Reset Password](#)

1. Login to ETS with
your user name and
password



- ETS Home
 - About ETS
 - Contacts
 - Request Status
 - Land Searches
 - PNG Continuation
 - Agreement Management
 - Transfers
 - Encumbrance
 - Geothermal
 - Geothermal Continuation**
 - Authorization
 - Continuation Application**
 - Expiry Reinstatements
 - Work In Progress
 - Account
 - Encryption
 - Reports
 - User Training

2. Expand
**Geothermal
Continuation**

3. Select **Continuation
Application**

Geothermal Intermediate/Continued Term Application

Status: Work In Progress

Administrative Information

Company
Please select company

Creator
EA1211_KERRY-LYNNE (Kerry-Lynne Kryvenchuk)

Comments

Create and Submit a Continuation Application

- You must have the Creator role to create or amend an application and the Submitter role to submit an application.
- All the lands (or a portion of lands) within your application must be associated with an extension or continuation.

Create Continuation Application – Administrative Information

When an application is created, its status is “Work in Progress.”

Geothermal Intermediate/Continued Term Application

Status: Work in Progress

Administrative Information

Company

Please select company

Creator

EA1210_ANGEL (Angel Best)

Comments

1. Select **Company Name** and optionally enter **Comment**

Create Continuation Application – Contact Information

Contact Information

Company Contacts:

Please select

Select from company contacts to auto-fill contact information.



First Name

Last Name

Phone

Email

Provide technical contacts

  Technical Contact	Title of Technical Contact	Phone	Email
No matching records found			

Add Technical Contact...

2. Select **Contact Information** and edit if required

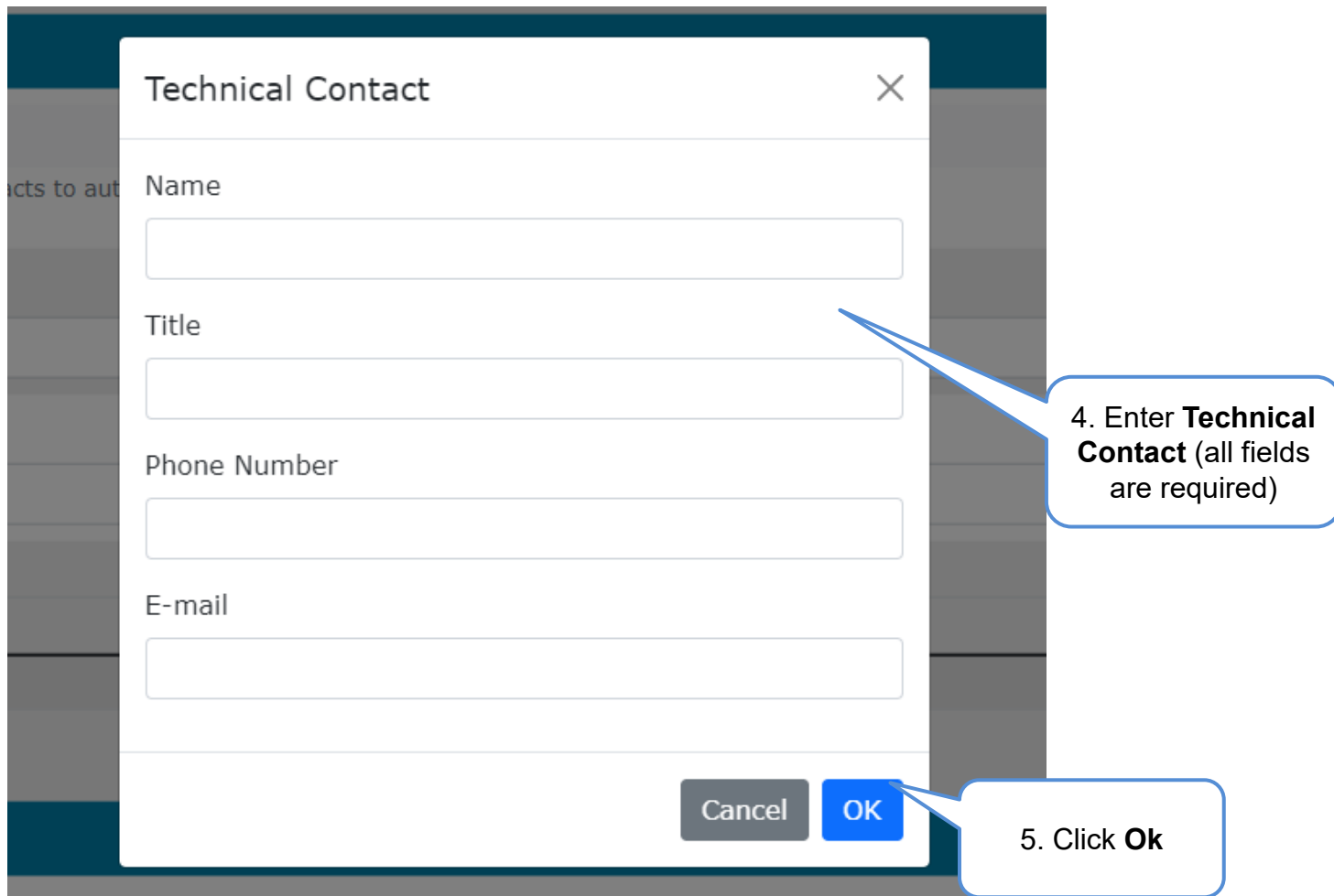
3. Click on **Add Technical Contact** (optional)



The contact information will auto-populate but you can change the information. Use the **Save** button after completing information in each section of the application.

Create Continuation Application – Contact Information

– Add Technical Contact (optional)



The screenshot shows a 'Technical Contact' dialog box with the following fields:

- Name
- Title
- Phone Number
- E-mail

At the bottom of the dialog are 'Cancel' and 'OK' buttons.

4. Enter **Technical Contact (all fields are required)**

5. Click **Ok**

Create Continuation Application – Administrative Information

– Add Technical Contact

Error
Message if
required
information
is missing

Technical Contact

×

Name

Please enter a valid name

Title

Please enter a valid title

Phone Number

Please enter a valid phone number

E-mail

Please enter a valid email address

Cancel

OK



If information is not entered into a mandatory field, or the application validation fails, the screen will display a red error message. The application must be corrected and then you can try to save again.

An **ETS Request** number for the application is generated and displayed upon successful **Save**.
At this time, the application can be retrieved and opened from your **Work In Progress** list.

Geothermal Intermediate/Continued Term Application (543775)

Status: Work in Progress
[Geothermal Application](#)

Administrative Information

Company

ABC COMPANY

Creator

EA1210_ANGEL (Angel Best)

Comments

File 123

Contact Information

Company Contacts:

Please select

Select from company contacts to auto-fill

Geothermal Continuation

Application has been saved.

OK

First Name

Angel

Last Name

Best

Phone

9999999999

Email

Angel.Best@ABCCompany.com

Provide technical contacts

✕	✎	Technical Contact	Title of Technical Contact	Phone	Email
✕	✎	Jane Doe	Sr Geologist	8888888888	Jane.Doe@ABCCompany.com

Add Technical Contact...

5. Click **Save**

Save

Submit

Delete

Close

Create Continuation Application – Geological Information

Geological Information

Attach Geological Information - see technical guidelines

Choose File

No file chosen

Upload

Uploaded Documents

	File Name
No matching records found	

6. Select **Choose File** and then **Upload** to attach a geological discussion and data. Ensure you have saved the application before attaching

If needed, use this button to remove an attached document.

Geological Information

Attach Geological Information - see technical guidelines

Choose File

No file chosen

Upload

Uploaded Documents

	File Name
	Geo Discussion.docx
	Geological Assessment Report - Test.docx

To view a document already attached, click on the link.



A **geological discussion** must always be attached and submitted with an application. It needs to be text only and must not include any maps or diagrams. It must be a PDF or Word document. **All technical data must be submitted through ETS.**

Any data submitted by another company on your behalf must be authorized and received within 5 business days of the application submission, or your application will be reviewed without.

Create Continuation Application – Agreements – Add Agreement

1. Click on **Add Agreement**

Agreements

Agreement Number	Expiry Date YYYY/MM/DD	Vintage
No matching records found		

Add Agreement...

Create Continuation Application – Agreements – Add Agreement (continued)

3. Click **Search**

Search Agreement ×

Agreements:

Enter multiple agreements separated by commas. e.g. 004 0000000001, 00000000002

☐ **Agreement** **Expiry Date** **Designated Representative** **Vintage**

No matching records found

2. Enter **agreement(s)**, separate the agreements by a comma

Create Continuation Application – Agreements – Add Agreement (continued)

Search Agreement

Agreements:

6022100001, 6022100002

Search

Enter multiple agreements separated by commas. e.g. 004 0000000001, 00000000002

<input type="checkbox"/>	Agreement	Expiry Date	Designated Representative	Vintage
<input type="checkbox"/>	060 6022100001	2027/10/27	ABC COMPANY	INITIAL TERM
<input type="checkbox"/>	060 6022100002	2027/10/27	ABC COMPANY	INITIAL TERM

Cancel




OK

4. Click on **Checkbox** to select all agreements or each individual agreement

5. Click **OK**

Create Continuation Application – Agreements – Add Agreement (continued)

If needed, use this button to remove the added agreement.

Agreements			
	Agreement Number	Expiry Date YYYY/MM/DD	Vintage
	060 6022100001	2027/10/27	INITIAL TERM
	060 6022100002	2027/10/27	INITIAL TERM
Add Agreement...			

After an agreement is added, the Expiry Date is automatically populated.

Create Continuation Application – Continuation Type

Once you have added your agreement numbers then you need to add what type of application you are submitting.
Note, the screens below are for an initial term agreement expiry.

Continuation Type

Please select continuation type you are applying for

Choose one or more of the following...

Save

Submit

Delete

Close

Extension

Intermediate Term Expiry

Continued Term Expiry

Choose one or more of the following...

Choose one or more of the following...

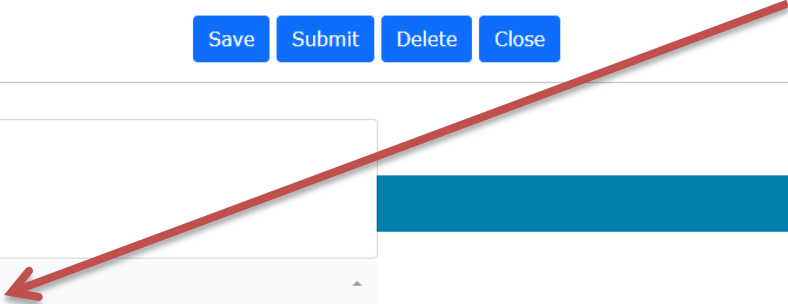
Save

Submit

Delete

Close

Click on “**Choose one or more of the following**” and a popup box will appear



You can apply for an **Extension** for either an initial, intermediate or continued term agreement.
You can apply for **Intermediate Term Expiry** IF your agreement is in its initial term.
You can apply for **Continued Term Expiry** IF your agreement is in it’s intermediate or continued term.

Create Continuation Application – Continuation Type – Add Productive Zone

Sample Intermediate Term Expiry

Continuation Type

Please select continuation type you are applying for

Intermediate Term Expiry

Intermediate Term Expiry

List ALL potentially production zones for which you are providing technical data

		Agreement Number	Expiry Date YYYY/MM/DD	Land	Zone	Data Provided For Zone
No matching records found						

Add Production Zone ...

Save

Submit

Delete

Close

Once your application type is added, you can now add the productive zone for each agreement by clicking on **Add Productive Zone**.

Create Continuation Application – Continuation Type – Add Productive Zone (continued)

Add Intermediate Term Expiry



<input checked="" type="checkbox"/>	Agreement Id	Expiry Date	Vintage	Land
<input checked="" type="checkbox"/>	060 6022100001	2027/10/27	INITIAL TERM	<input checked="" type="checkbox"/> 3-03-003;1NW <input checked="" type="checkbox"/> 3-03-003;1SW <input checked="" type="checkbox"/> 3-03-003;1NE
<input checked="" type="checkbox"/>	060 6022100002	2027/10/27	INITIAL TERM	<input checked="" type="checkbox"/> 3-04-004;1SE <input checked="" type="checkbox"/> 3-04-004;1SW <input checked="" type="checkbox"/> 3-04-004;1NW

Showing 1 to 2 of 2 rows

Zone

Choose one of the following...

Choose one of the following...

Data Provided for Zone

- ☐ Well Logs
- ☐ Recent production data
- ☐ Other

You can add different zones for different pieces of land by checking off the box.

Create Continuation Application – Continuation Type

– Add Productive Zone (continued)

Add Intermediate Term Expiry



<input checked="" type="checkbox"/>	Agreement Id	Expiry Date	Vintage	Land
<input checked="" type="checkbox"/>	060 6022100001	2027/10/27	INITIAL TERM	<input checked="" type="checkbox"/> 3-03-003, 1NW <input checked="" type="checkbox"/> 3-03-003, 1SW <input checked="" type="checkbox"/> 3-03-003, 1NE
<input checked="" type="checkbox"/>	060 6022100002	2027/10/27	INITIAL TERM	<input checked="" type="checkbox"/> 3-04-004, 1SE <input checked="" type="checkbox"/> 3-04-004, 1SW <input checked="" type="checkbox"/> 3-04-004, 1NW

Showing 1 to 2 of 2 rows

Zone

Choose one of the following...



Choose one of the following...



Data Provided for Zone

- ☐ Well Logs
- ☐ Recent production data
- ☐ Other

Choose the zone by clicking
on the arrow.

Create Continuation Application – Continuation Type – Add Productive Zone (continued)

The zones available will display in a popup box, you can type in the name or pick from the list of zones.

Choose one of the following... ✓

- ARCS MBR
- ARCTOMYS FM
- BADHEART-MUSKIKI
- BAKKEN FM
- BALDONNEL & UPPER CHARLIE LK
- BALDONNEL FM
- BANFF FM
- BASAL BELLY RIVER SD
- BASAL BLAIRMORE
- BASAL COLO & MANNVILLE
- BASAL COLORADO SD
- BASAL CRETACEOUS
- BASAL GETHING
- BASAL MANNVILLE

Choose one of the following...

Data Provided for Zone

☐ Well Logs
 ☐ Recent production data
 ☐ Other

Cancel

Add

Create Continuation Application – Continuation Type – Add Productive Zone Continued

Zone

BANFF FM

Data Provided for Zone

☐ Well Logs

☒ Recent production data

☐ Other

Cancel

Add

Once you choose your zone you **must** choose one of the following for the Data Provided for Zone. Then click **Add**.

Zone

BANFF FM

Data Provided for Zone

☐ Well Logs

☒ Recent production data

☐ Other

Cancel

Add

Continuation Type

Please select continuation type you are applying for

Intermediate Term Expiry

Intermediate Term Expiry

List ALL potentially production zones for which you are providing technical data

		Agreement Number	Expiry Date YYYY/MM/DD	Land	Zone	Data Provided For Zone
		060 6022100001	2027/10/27	<div>3-03-003,1NW</div> <div>3-03-003,1SW</div> <div>3-03-003,1NE</div>	BANFF FM	Recent Production Data
		060 6022100002	2027/10/27	<div>3-04-004,1SE</div> <div>3-04-004,1SW</div> <div>3-04-004,1NW</div>	BANFF FM	Recent Production Data

Add Production Zone ...

Save

Submit

Delete

Close

The application is now complete, and you can click Submit. Once you have submitted your application the status will change to **Submitted** and then **Verifying**. Once the status changes to **Processing** it means that our internal system has the application, and it will be processed in due course. If there are any errors the status will change back to **Work in Progress**. The status must be at **Processing** to be considered received by Alberta Energy and Minerals.

Create Continuation Application – Extension Information

– Add Extension

Continuation Type

Please select continuation type you are applying for
Extension

Extension

		Section	Agreement Number	Expiry Date YYYY/MM/DD	Requested Extension Date	Land
No matching records found						

Add Extension...

Add extension documents for the requested extensions by selecting the Choose Files button, select your file(s), then click on the upload button.

Choose Files

No file chosen

Upload

Uploaded Documents

	File Name
No matching records found	

Create Continuation Application – Extension Information – Add Extension (continued)

Add Extension
×

<input checked="" type="checkbox"/>	Agreement Id	Expiry Date	Vintage	Land
<input checked="" type="checkbox"/>	060 6022100001	2027/10/27	INITIAL TERM	3-03-003,1NW 3-03-003,1SW 3-03-003,1NE

Showing 1 to 1 of 1 rows

Section

Choose one of the following...
▼

Requested Extension Date

YYYY/MM/DD

Cancel
Add

Create Continuation Application – Extension Information – Add Extension Section Type

Add Extension

<input checked="" type="checkbox"/>	Agreement Id	Expiry Date	Vintage	Land
<input checked="" type="checkbox"/>	060 6022100001	2027/10/27	INITIAL TERM	<div>3-03-003;1NW</div> <div>3-03-003;1SW</div> <div>3-03-003;1NE</div>

Showing 1 to 1 of 1 rows

Section

Choose one of the following...

Choose one of the following...

Section 8(1)(h)
Section 8(1)(g)

Cancel
Add

Create Continuation Application – Extension Information

– Add Extension Date

Add Extension
×

<input checked="" type="checkbox"/>	Agreement Id	Expiry Date	Vintage	Land
<input checked="" type="checkbox"/>	060 6022100001	2027/10/27	INITIAL TERM	3-03-003; 1NW 3-03-003; 1SW 3-03-003; 1NE

Showing 1 to 1 of 1 rows

Section

Choose one of the following...

Requested Extension Date

YYYY/MM/DD

Cancel
Add



An extension date must be greater than the current expiry date.

Create Continuation Application – Extension Information – Add Extension Date

« October 2029 »

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

YYYY/MM/DD

Section

Section 8(1)(h)

Requested Extension Date

2029/10/27

Cancel

Add

Create Continuation Application – Extension Information – Add Extension Document and Geological Information


1. Click **Choose Files** to attach an extension document

2. Click **Upload**

Add extension documents for the requested extensions by selecting the Choose Files button, select your file(s), then click on the upload button.

Choose Files No file chosen **Upload**


Uploaded Documents

	File Name
	Extension Letter.docx

Attach Extension Geological Information – see technical guidelines

Choose File No file chosen **Upload**

Uploaded Documents

	File Name
	Extension Data.docx

3. Click **Choose Files** to attach supporting geological information/data for the extension request

4. Click **Upload**



An **Extension Document**, which contains the reason for needing the extension, must be attached when requesting an extension or an error will display upon submit.

Geological Information is supporting technical information for your extension request and is optional.

View Geothermal Continuation – Geothermal Application

The Geothermal Application is a PDF document which details the information in your application.

If an application contains multiple agreements, before it is submitted, all the agreements will show on this document. Once the application has been submitted, ETS separates the agreements, and each agreement will be assigned a separate Geothermal Application/ETS Request.

Do not mail a printed application to Alberta Energy and Minerals.

EA0331_KERRY-LYNNE [Log](#)

Geothermal Intermediate/Continued Term Application (491027)

Status: Work in Progress

Administrative Information

Company	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">ABC Company</div>
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[Geothermal Application](#)


To view the document,
click on this link.



The Geothermal Application can be viewed at any time after the application has been saved.

View Geothermal Continuation – Geothermal Application (continued)

After the application has been submitted, you should open the document and print a copy for your records.


 Tenure
 9945 - 108 Street
 Edmonton, Alberta, T5K 2G6

**ELECTRONIC TRANSFER SYSTEM
GEOTHERMAL CONTINUATION APPLICATION**

March 21, 2023
 3:29:29 PM
 ETS # 491027

ADMINISTRATIVE INFORMATION

Company Name	:	ABC COMPANY
Request Status	:	Submitted
Creator	:	EA0331_KERRY-LYNNE
Submission Date	:	March 21, 2023
Application Number	:	202303210001
Files Attached	:	Yes

CONTACT INFORMATION

First Name	:	Kerry-Lynne
Last Name	:	Kryvenchuk
Phone	:	(780) 638-3445
Email Address	:	kerry-lynn.kryvenchuk@gov.ab.ca

Technical Contact	Title	Phone	Email
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GEOTHERMAL AGREEMENT INFORMATION

Sample



The Geothermal Continuation Application must have a **Submission Date** confirming it has been successfully received by Alberta Energy and Minerals.

Submit Continuation Application

You must have the Submitter role to submit an application.

When the application is complete, click the submit button. The application will go through the verification process and if no errors are identified, the application will automatically be submitted.

If there are errors, the application goes back into Work in Progress so it can be corrected and resubmitted. The contact person identified on the application will also receive an email indicating that action is required.

Continuation Type

Please select continuation type you are applying for

Intermediate Term Expiry

Intermediate Term Expiry

List ALL potentially production zones for which you are providing technical data

		Agreement Number	Expiry Date YYYY/MM/DD	Land	Zone	Data Provided For Zone
				3-03-003,1NW 3-03-003,1SW 3-03-003,1NE	BANFF FM	Recent Production Data
		060 6022100001	2027/10/27			
				3-04-004,1SE 3-04-004,1SW 3-04-004,1NW	BANFF FM	Recent Production Data
		060 6022100002	2027/10/27			

Add Production Zone ...

Save

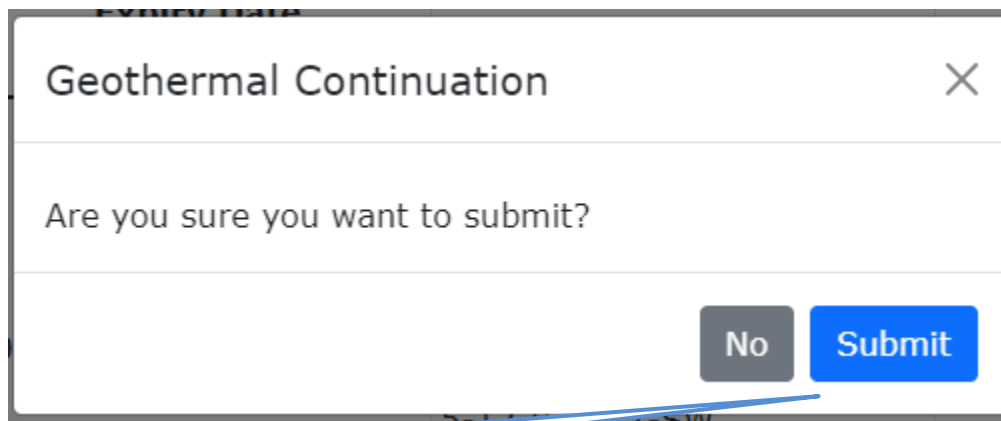
Submit

Delete

Close

1. Click **Submit**

Submit Continuation Application (continued)

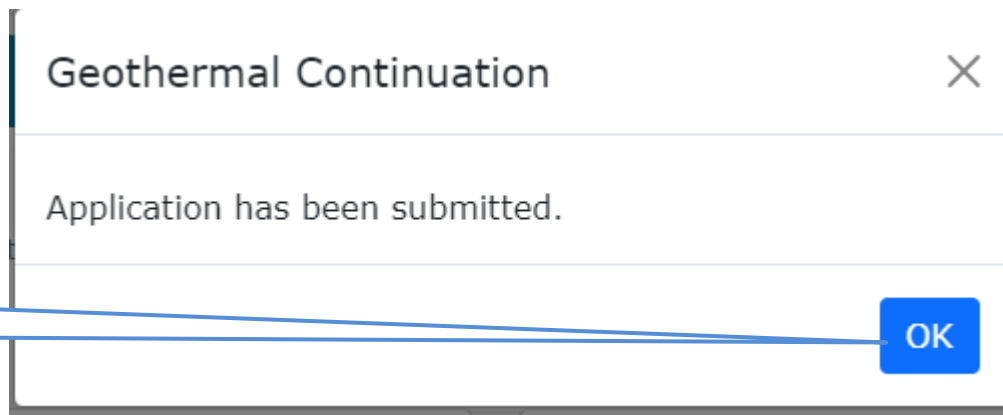


Geothermal Continuation

Are you sure you want to submit?

No Submit

2. Click
Submit



Geothermal Continuation

Application has been submitted.

OK

3. Click **OK**

Submit Continuation Application (continued)

Once an application is submitted, the ETS Request will go through a verification process. Alberta Energy and Minerals has received the application when the status becomes **Processing**. The application remains in this status until the application is reviewed.

Geothermal Intermediate/Continued Term Application

Status: Work in Progress

Geothermal Intermediate/Continued Term Application

Status: Verifying

Geothermal Intermediate/Continued Term Application

Status: Verified

Geothermal Intermediate/Continued Term Application

Status: Processing

View Application Summary Report

The Application Summary Report is a PDF document which details the information contained within your application and whether it is was received by the internal system. The Application Summary Report displays all agreements that are applied for together and which share an Application Reference Number. Please note that the continuation document only displays one agreement.

Do not send a printed application to Alberta Energy and Minerals.

To view the document
click on this link.

Geothermal Intermediate/Continued Term Application (491027)

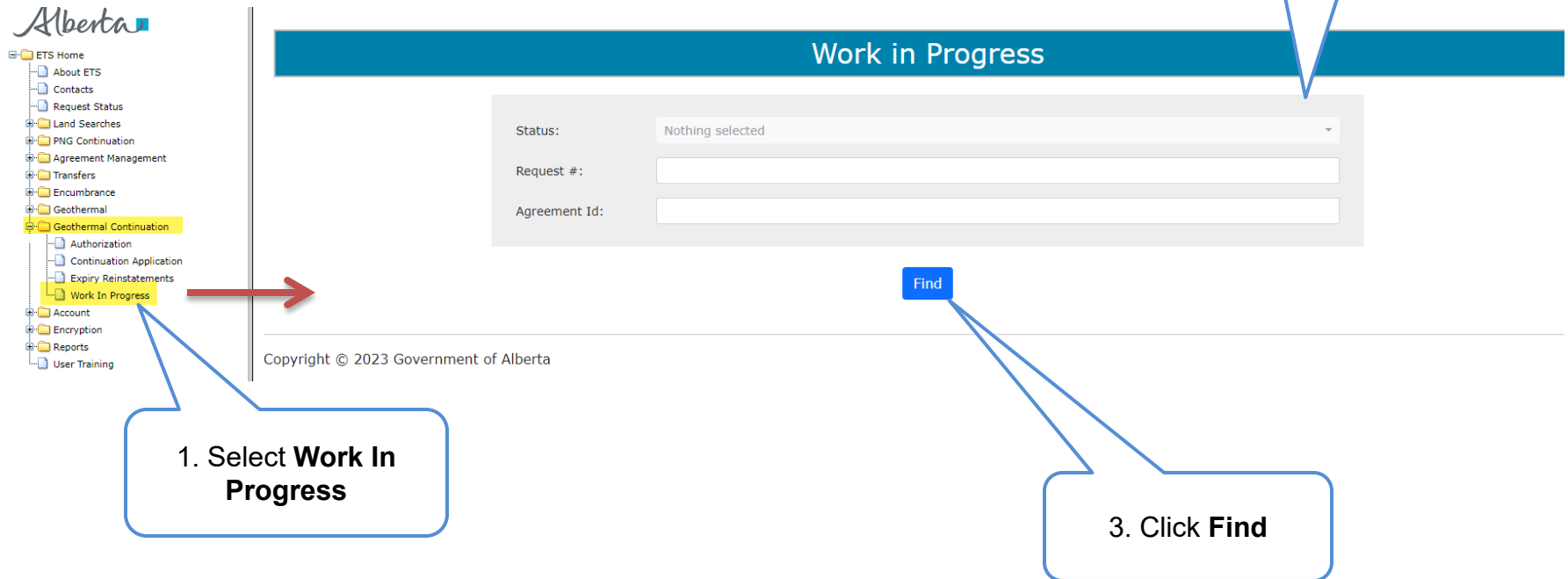
Status: Processing

[Geothermal Application
Geothermal Summary Report](#)

Work In Progress

- You can use the Work In Progress screen to retrieve all active applications submitted by your company.
- Please note that certain applications may have been archived and will no longer be in your Work in Progress list.

Work In Progress



The screenshot shows the 'Work in Progress' section of the Geothermal Continuation application. On the left is a navigation menu with the following items: ETS Home, About ETS, Contacts, Request Status, Land Searches, PNG Continuation, Agreement Management, Transfers, Encumbrance, Geothermal, Geothermal Continuation (highlighted), Authorization, Continuation Application, Expiry Reinstatements, Work In Progress (highlighted), Account, Encryption, Reports, and User Training. A red arrow points from the 'Work In Progress' item in the menu to the main content area. The main content area has a blue header bar labeled 'Work in Progress'. Below this is a form with three fields: 'Status:' with a dropdown menu showing 'Nothing selected', 'Request #:', and 'Agreement Id:'. A blue 'Find' button is located below the form. Three numbered instructions are overlaid on the image: 1. Select **Work In Progress** (pointing to the menu item), 2. Optionally choose your search parameters (pointing to the form fields), and 3. Click **Find** (pointing to the button). The footer of the page reads 'Copyright © 2023 Government of Alberta'.

1. Select **Work In Progress**

2. Optionally choose your search parameters

3. Click **Find**

Work in Progress

Status: Nothing selected

Request #:

Agreement Id:

Find

Copyright © 2023 Government of Alberta

Work In Progress – Search Parameters and Result

You can search **Work in Progress** applications by their **ETS Status**, **ETS Request** number or by the **Agreement Id** number.

Work in Progress

Status:

Request #:

Agreement Id:

Find

Work In Progress – Search Parameters and Result (continued)

Work in Progress

Status:

Request #:

Agreement Id:

Nothing selected

- Client Cancelled
- Client Withdrawn
- Completed
- Department Rejected
- No Response
- Notice Response Submitted
- Notice
- Notice Withdrawn
- Processing
- Submitted
- Verifying
- Work in Progress

The **Request # dropdown** lists the status types that can be searched.

Work In Progress – Search Parameters and Result (continued)

Work in Progress

Status:	<input type="text" value="Nothing selected"/>
Request #:	<input type="text"/>
Agreement Id:	<input type="text"/>

By leaving the search fields blank and clicking **Find**, all your items will display in **Work in Progress**.

Work In Progress – Search Parameters and Result (continued)

Search Result

Request	Application Type	Status	Agreement	Creator	Last Update Date	Documents
	▼	▼	▼	▼		
491027	Geothermal Continuation	Processing	060 6022100001	EA0331_KERRY-LYNNE	2023/03/22 03:15 PM	View
489700	Geothermal Continuation	Completed	060 6022100002	EA0331_KERRY-LYNNE	2023/03/21 01:21 PM	View
491025	Geothermal Expiry Reinstatement	Work in Progress	060 6022100003	EA0331_KERRY-LYNNE	2023/03/21 08:23 AM	View
489919	Geothermal Expiry Reinstatement	Client Cancelled	060 6022100004	EA0331_KERRY-LYNNE	2023/03/21 08:21 AM	View
489894	Geothermal Expiry Reinstatement	Client Cancelled	060 6022100005	EA0331_KERRY-LYNNE	2023/03/16 08:03 AM	View
489732	Geothermal Continuation	Completed	060 6022100006	EA0331_KERRY-LYNNE	2023/03/15 01:42 PM	View
489733	Geothermal Continuation	Completed	060 6022100007	EA0331_KERRY-LYNNE	2023/03/15 01:35 PM	View
489701	Geothermal Continuation	Client Withdrawn	060 6022100008	EA0331_KERRY-LYNNE	2023/03/09 02:43 PM	View
487893	Geothermal Continuation	Client Withdrawn	060 6022100009	EA0331_KERRY-LYNNE	2023/03/09 02:43 PM	View
487898	Geothermal Continuation	Client Withdrawn	060 6022100010	EA0331_KERRY-LYNNE	2023/03/08 02:29 PM	View
487977	Geothermal Continuation	Client Withdrawn	060 6022100011	EA0331_KERRY-LYNNE	2023/03/08 02:29 PM	View
487894	Geothermal Continuation	Processing	060 6022100012	EA0331_KERRY-LYNNE	2023/02/08 02:45 PM	View
484033	Geothermal Continuation	Client Withdrawn	060 6022100013	EA0331_KERRY-LYNNE	2023/01/13 04:01 PM	View
483848	Geothermal Continuation	Processing	060 6022100014	EA0331_KERRY-LYNNE	2022/11/07 11:15 AM	View

Showing 1 to 14 of 14 rows



You can filter the list by each of the headings.

Work In Progress – Search Parameters and Result (continued)

To load an application or view a notice click on the **ETS Request** number link.

Search Result

To open a document, click on **View** link.

Request	Application Type	Status	Agreement	Creator	Last Update Date	Documents
491027	Geothermal Continuation	Processing	060 6022100001	EA0331_KERRY-LYNNE	2023/03/22 03:15 PM	View
489700	Geothermal Continuation	Completed	060 6022100002	EA0331_KERRY-LYNNE	2023/03/21 01:21 PM	View
491025	Geothermal Expiry Reinstatement	Work in Progress	060 6022100003	EA0331_KERRY-LYNNE	2023/03/21 08:23 AM	View
489919	Geothermal Expiry Reinstatement	Client Cancelled	060 6022100004	EA0331_KERRY-LYNNE	2023/03/21 08:21 AM	View
489894	Geothermal Expiry Reinstatement	Client Cancelled	060 6022100005	EA0331_KERRY-LYNNE	2023/03/16 08:03 AM	View
489732	Geothermal Continuation	Completed	060 6022100006	EA0331_KERRY-LYNNE	2023/03/15 01:42 PM	View
489733	Geothermal Continuation	Completed	060 6022100007	EA0331_KERRY-LYNNE	2023/03/15 01:35 PM	View
489701	Geothermal Continuation	Client Withdrawn	060 6022100008	EA0331_KERRY-LYNNE	2023/03/09 02:43 PM	View
487893	Geothermal Continuation	Client Withdrawn	060 6022100009	EA0331_KERRY-LYNNE	2023/03/09 02:43 PM	View
487898	Geothermal Continuation	Client Withdrawn	060 6022100010	EA0331_KERRY-LYNNE	2023/03/08 02:29 PM	View
487977	Geothermal Continuation	Client Withdrawn	060 6022100011	EA0331_KERRY-LYNNE	2023/03/08 02:29 PM	View
487894	Geothermal Continuation	Processing	060 6022100012	EA0331_KERRY-LYNNE	2023/02/08 02:45 PM	View
484033	Geothermal Continuation	Client Withdrawn	060 6022100013	EA0331_KERRY-LYNNE	2023/01/13 04:01 PM	View
483848	Geothermal Continuation	Processing	060 6022100014	EA0331_KERRY-LYNNE	2022/11/07 11:15 AM	View

Showing 1 to 14 of 14 rows

Navigate with these page numbers if there are multiple pages of search results.

Cancel or Withdraw an Application

You can:

- Cancel an application in Work in Progress status.
- Withdraw a previously submitted application prior to expiry. Please note that withdrawing an application will remove it from Alberta Energy and Mineral's records.

You must have the Submitter role to cancel or withdraw an application.

Delete an Application


Continuation Type

Please select continuation type you are applying for

Intermediate Term Expiry

Intermediate Term Expiry

List ALL potentially production zones for which you are providing technical data

		Agreement Number	Expiry Date YYYY/MM/DD	Land	Zone	Data Provided For Zone
		060 6022100001	2027/10/27	<div>3-03-003, 1NW</div> <div>3-03-003, 1SW</div> <div>3-03-003, 1NE</div>	BANFF FM	Recent Production Data
		060 6022100002	2027/10/27	<div>3-04-004, 1SE</div> <div>3-04-004, 1SW</div> <div>3-04-004, 1NW</div>	BANFF FM	Recent Production Data

Add Production Zone ...

Save

Submit

Delete

Close

If the status of your application is **Work in Progress** you can delete that application as any time.

Delete an Application (continued)

When you delete an application in **Work in Progress**, the status becomes **Client Cancelled**.



Geothermal Intermediate/Continued Term Application (
--

Status: Client Cancelled

Withdraw an Application

Geothermal Intermediate/Continued Term Application

Status: Processing

No data to follow

Attach Geological Discussion and Geothermal Assessment Report

Uploaded Documents

File Name

20230321105620.GEO DISCUSSION FOR GEOTHERMAL.pdf

Agreements

Agreement Number	Expiry Date YYYY/MM/DD	Vintage
060 06022100001	2027/10/27	INITIAL TERM

Intermediate Term Expiry

List ALL potentially production zones for which you are providing technical data

Agreement Number	Expiry Date YYYY/MM/DD	Land	Zone	Data Provided For Zone
060 06022100001	2027/10/27	3-03-003: 1NW 3-03-003: 1SW 3-03-003: 1NE	BANFF FM	Recent Production Data

Save Withdraw Close

1. Click
Withdraw

If the status of your application is **Processing** you can **Withdraw** if it is prior to agreement expiry.

2. Click
Withdraw

Geothermal Continuation



Are you sure you want to withdraw?

No

Withdraw

Withdraw an Application (continued)

When you withdraw an application, the status becomes **Client Withdrawn**.



Geothermal Intermediate/Continued Term Application
Status: Client Withdrawn

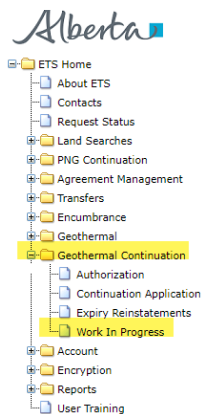
When an application is withdrawn, it is **removed from Alberta Energy and Mineral's records**. Any notices made by Alberta Energy and Minerals on the agreement are also rescinded. When submitting a new application for the agreement, you must apply for all lands and/or zones that you want Alberta Energy and Minerals to review.

Please refer to any previously submitted data in your new application if applicable.

Notice

- If a notice is received by ETS, the application status becomes Notice.
- An email may be sent from ETS informing your company's contact that a notice is available for review and response. These email notifications are considered a courtesy and should not be relied on to track Geothermal Continuation Applications in ETS.
- When submitting an application through ETS, it is your responsibility to continually check your Work in Progress to determine if a notice has been sent.
- The notice can have one or more options for you to choose from.
- You have until the Notice Expiry Date to respond to the notice.
- If the Notice Expiry Date has passed without a response, the application will be sent back to the internal system, and the status will become "Processing (No Response)." The agreement expiry will be processed as set out in the notice letter.

Review Notice



Work in Progress

Status:

Request #:

Agreement Id:

Find

Search

Request	Application Type	Status	Agreement	Creator	Last Update Date	Documents
491027	Geothermal Continuation	Notice	060 6022100001	EA0331_KERRY-LYNNE	2023/03/23 01:56 PM	View

Review Notice (continued)

Work in Progress

Status: Nothing selected

Request #:

Agreement Id:

Find

Request	Application Type	Status	Agreement	Creator	Last Update Date	Documents
491027	Geothermal Continuation	Notice	060 6022100242	EA0331_KERRY-LYNNE	2023/03/23 01:56 PM	View

You can view the **notice** letter two ways. On the **Work in Process** screen, you can view the document by clicking on the **View** link.

Or by opening the request and going to the Notice section of the application.

Application Documents
×

File Date	File Name	Documents
2023/03/21 9:30:19 AM	Geothermal Application Document	View/Download
2023/03/22 3:07:22 PM	Geothermal Summary Report	View/Download
2023/03/23 1:56:17 PM	Notice Letter	View/Download
2023/03/21 10:56:20 AM	GTH_APPGEODISC.20230321105620.GEO DISCUSSION FOR GEOTHERMAL	View/Download

Close

Notice

Notice Expiry Date 2023/04/24

Response Date

Notice Letter

Review Notice (continued)

When a Notice is received, the status of the ETS Request becomes **Notice**.

Work in Progress

Status:

Nothing selected

Request #:

Agreement Id:

Find

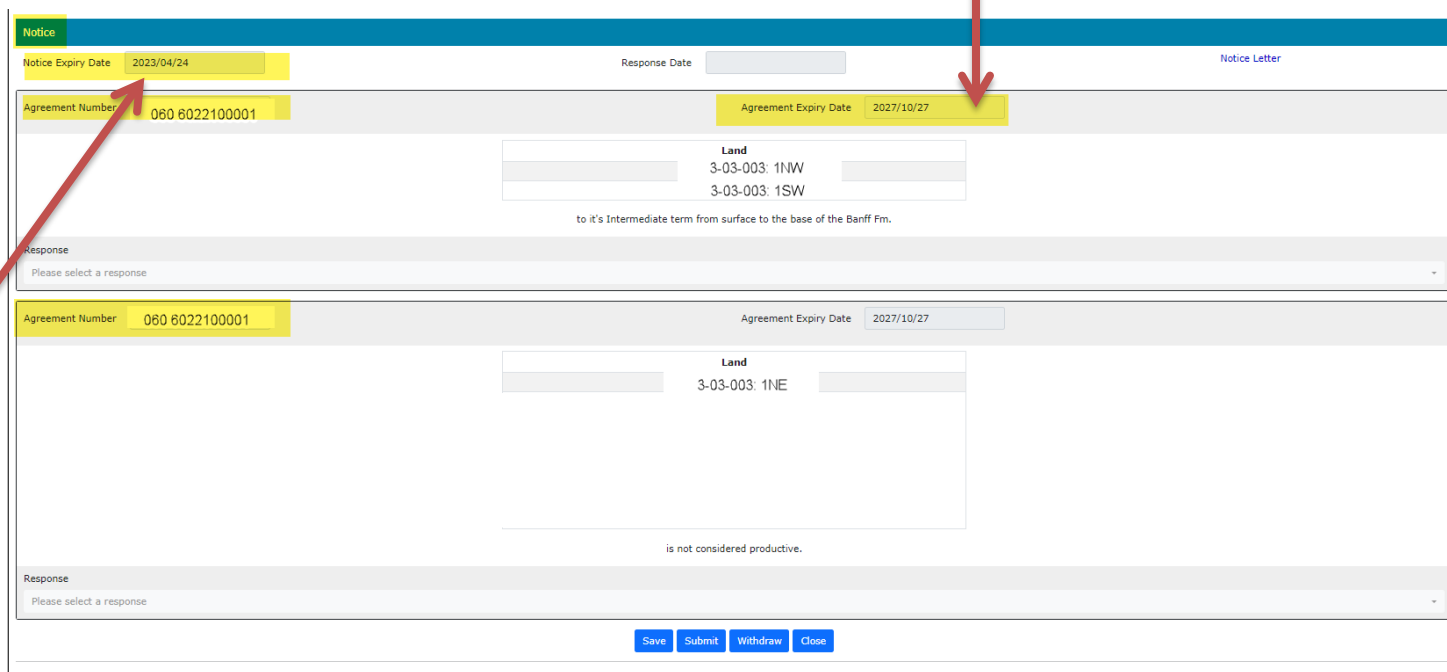
Search

Request	Application Type	Status	Agreement	Creator	Last Update Date	Documents
491027	Geothermal Continuation	Notice	060 6022100001	EA0331_KERRY-LYNNE	2023/03/23 01:56 PM	View

Review Notice (continued)

There is now a new section of the application called **Notice**.

The date the Agreement expires displays.



Notice

Notice Expiry Date: 2023/04/24

Response Date

Notice Letter

Agreement Number: 060 6022100001

Agreement Expiry Date: 2027/10/27

Land

3-03-003: 1NW

3-03-003: 1SW

to it's Intermediate term from surface to the base of the Banff Fm.

Response

Please select a response

Agreement Number: 060 6022100001

Agreement Expiry Date: 2027/10/27

Land

3-03-003: 1NE

is not considered productive.

Response

Please select a response

Save Submit Withdraw Close

The date the
Notice expires.

Review Notice (continued)

Click this link to view
the **Notice letter**.



Notice	
Notice Expiry Date	2023/04/24
Response Date	
Notice Letter	
Agreement Number	060 6022100001
Agreement Expiry Date	2027/10/27
<p>Land</p> <p>3-03-003: 1NW</p> <p>3-03-003: 1SW</p> <p>to it's Intermediate term from surface to the base of the Banff Fm.</p>	
<p>Response</p> <p>Please select a response</p>	
Agreement Number	060 6022100001
Agreement Expiry Date	2027/10/27
<p>Land</p> <p>3-03-003: 1NE</p> <p>is not considered productive.</p>	
<p>Response</p> <p>Please select a response</p>	
<p>Save Submit Withdraw Close</p>	

Respond to Notice

Notice

Notice Expiry Date

2023/04/24

Response Date

Notice Letter

Agreement Number

060 6022100001

Agreement Expiry Date

2027/10/27

Land

3-03-003: 1NW

3-03-003: 1SW

to it's Intermediate term from surface to the base of the Banff Fm.

Response

Please select a response

Agreement Number

060 6022100001

Agreement Expiry Date

2027/10/27

Land

3-03-003: 1NE

is not considered productive.

Response

Please select a response

Save

Submit

Withdraw

Close

1. Choose
Response
option

Response
Please select a response

Accept
Decline
Request for Review

Respond to Notice (continued)

For each notice option, you can choose one of these responses:

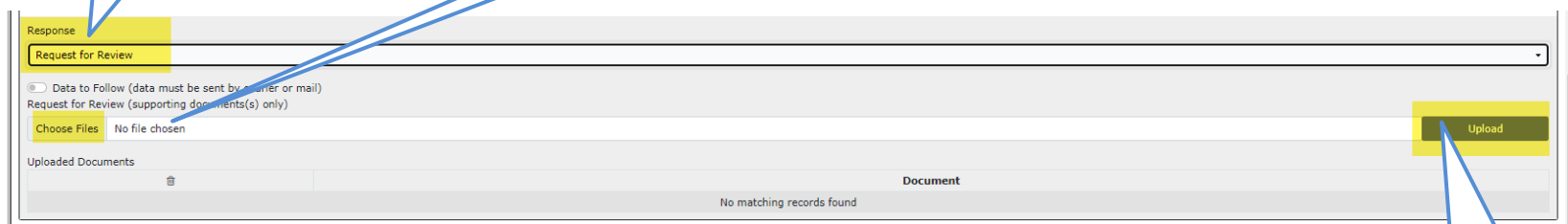
- Accept
- Decline
- Request for Review

Respond to Notice – Add Document for Request for Review

Add a supporting document

1. Select **Request for Review**

2. Click **Choose File**



The screenshot shows a web form titled 'Response' with a dropdown menu set to 'Request for Review'. Below this, there is a toggle for 'Data to Follow (data must be sent by courier or mail)' and a section for 'Request for Review (supporting document(s) only)'. In this section, there is a 'Choose Files' button and a text area that says 'No file chosen'. Below the 'Choose Files' button is a table header 'Uploaded Documents' with a trash icon and a 'Document' column. The table body shows 'No matching records found'. To the right of the table is an 'Upload' button. Three callout boxes point to the 'Request for Review' dropdown, the 'Choose Files' button, and the 'Upload' button, corresponding to steps 1, 2, and 3 respectively.

3. Click **Upload**



Only one document is required for multiple Request for Review options. However, you may add as many documents as needed. you must add at least one supporting document.

View Notice Response Document

Once your notice response is completed you can review it with the **Notice Response Document**.

The Notice Response Document is a PDF file that shows your notice response.


Notice			
Notice Expiry Date	2023/04/24	Response Date	2023/03/24
			Notice Letter Response Document

To view the notice
Response Document,
click on this link



View Notice Response Document (continued)

Sample



Tenure

9945 - 108 Street

Edmonton, Alberta, T5K 2G6

ELECTRONIC TRANSFER SYSTEM

GEOTHERMAL CONTINUATION NOTICE

RESPONSE

March 24, 2023

9:42:57 AM

ETS # 491027

ADMINISTRATIVE INFORMATION

Company Name

:

ABC Company

Creator

:

EA0331_KERRY-LYNNE

Application Number

:

202303220001

CONTACT INFORMATION

First Name

:

Kerry-Lynne

Last Name

:

Kryvenchuk

Phone

:

(780) 638-3445

Email Address

:

kerry-lynn.kryvenchuk@gov.ab.ca

Technical Contact

Title

Phone

Email

NOTICE RESPONSE

Notice Expiry Date: April 24, 2023

Notice Response Submission Date: 2023-03-24 09:42:56


Agreement Number: 060 6022100001

Expiry Date: Oct 27, 2027

Land Description	Section	Decision
3-03-003: 1NW		Accepted
3-03-003: 1SW		Accepted
3-03-003: 1NE		Accepted

*** End of Report ***

Page 1

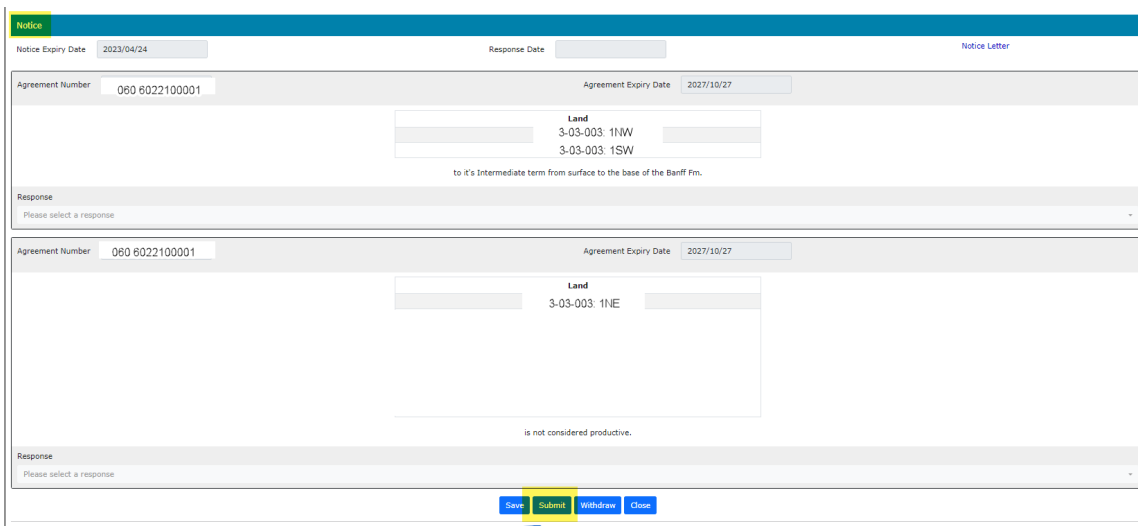


Submit Notice Response

You must have the Submitter role to submit a notice response.

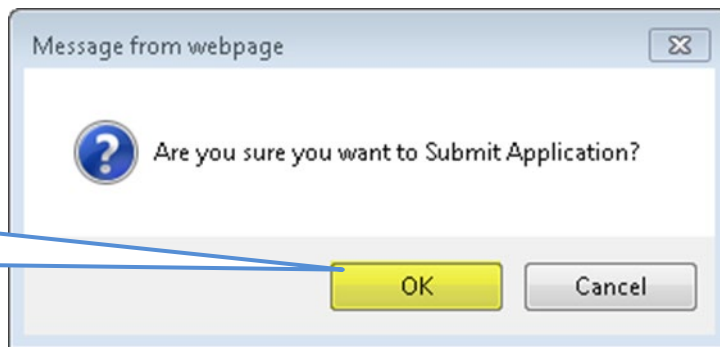
Submit once the notice response is complete.

If you only save your notice response it will not come to Alberta Energy and Minerals. After the notice expiry date the status will become Processing (No Response)



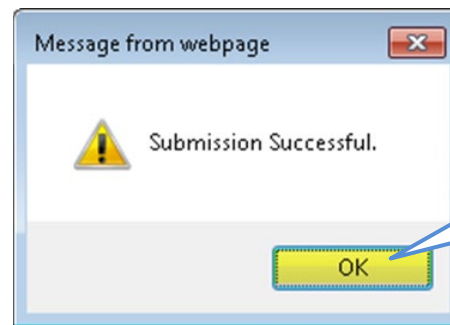
The screenshot shows a web application interface for submitting a notice response. It features two identical form sections. Each section includes fields for 'Notice Expiry Date' (2023/04/24), 'Response Date', and 'Agreement Number' (060 6022100001). Below these are fields for 'Land' (3-03-003: 1NW and 3-03-003: 1SW) and a 'Response' dropdown menu. At the bottom of the form, there are four buttons: 'Save', 'Submit' (highlighted in yellow), 'Withdraw', and 'Close'.

1. Click **Submit**



A 'Message from webpage' dialog box with a question mark icon. The text inside reads: 'Are you sure you want to Submit Application?'. At the bottom, there are two buttons: 'OK' (highlighted in yellow) and 'Cancel'.

2. Click **OK**



A 'Message from webpage' dialog box with a warning icon. The text inside reads: 'Submission Successful.'. At the bottom, there is a single button: 'OK' (highlighted in yellow).

3. Click **OK**


Notice Withdrawn

- If a notice is withdrawn, Alberta Energy and Minerals will contact the company. ETS will not send an email notification.
- Once the Notice is withdrawn, it is removed and is no longer accessible.
- Notice Withdrawn Applications will return to Processing status.


Final

- If a final document is received by ETS, the application status becomes Completed.
- An email may be sent from ETS informing your company, and the applicant if applicable, that a final document is available for viewing. These email notifications are considered a courtesy and should not be relied on to track Geothermal Continuation Applications in ETS.
- Where the Designated Representative and the Authorized Applicant are the same, the email goes to the company's contact person for the request.
- Where the Designated Representative and the Authorized Applicant are different, the Designated Representative email goes to whomever has Geothermal Continuation Documents form type (assigned by the Site Admin) and the Authorized Applicant email goes to the company's contact person for the request.
- A final document contains a final letter and if applicable, an amended appendix.

View Final (as Applicant)



- ETS Home
- About ETS
- Contacts
- Request Status
- Land Searches
- PNG Continuation
- Agreement Management
- Transfers
- Encumbrance
- Geothermal
- Geothermal Continuation**
 - Authorization
 - Continuation Application
 - Expiry Reinstatements
 - Work In Progress**
- Account
- Encryption
- Reports
- User Training



EA0331_KERRY-LYNNE

Work in Progress

Status:
Request #:
Agreement Id:

Find

Request	Application Type	Status	Agreement	Creator	Last Update Date	Documents
491027	Geothermal Continuation	Processing		EA0331_KERRY-LYNNE	2023/03/24 09:45 AM	View
489700	Geothermal Continuation	Completed	060 6022100001	EA0331_KERRY-LYNNE	2023/03/21 01:21 PM	View
491025	Geothermal Expiry Reinstatement	Work in Progress		EA0331_KERRY-LYNNE	2023/03/21 08:23 AM	View
489919	Geothermal Expiry Reinstatement	Client Cancelled		EA0331_KERRY-LYNNE	2023/03/21 08:21 AM	View
489894	Geothermal Expiry Reinstatement	Client Cancelled		EA0331_KERRY-LYNNE	2023/03/20 08:03 AM	View
489732	Geothermal Continuation	Completed		EA0331_KERRY-LYNNE	2023/03/15 01:42 PM	View
489733	Geothermal Continuation	Completed		EA0331_KERRY-LYNNE	2023/03/15 01:35 PM	View
489701	Geothermal Continuation	Client Withdrawn		EA0331_KERRY-LYNNE	2023/03/09 02:43 PM	View
487893	Geothermal Continuation	Client Withdrawn		EA0331_KERRY-LYNNE	2023/03/09 02:43 PM	View
487898	Geothermal Continuation	Client Withdrawn		EA0331_KERRY-LYNNE	2023/03/08 02:29 PM	View

To view the final document, click on this link.

View Final (as Applicant)

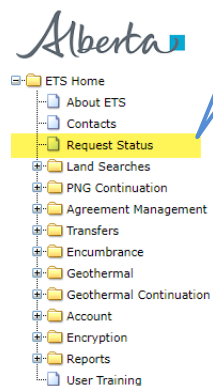
Application Documents			×
File Date	File Name	Documents	
2023/03/08 2:45:11 PM	Geothermal Application Document	View/Download	
2023/03/08 3:21:22 PM	Geothermal Summary Report	View/Download	
2023/03/21 1:21:26 PM	Final Document(s)	View/Download	
2023/03/08 3:16:11 PM	GTH_APPEXTENSION.20230308151611.Certified copy of agreement with MORS 060_6022070008	View/Download	
2023/03/08 3:16:33 PM	GTH_APPGEODISC.20230308151633.ETS Geothermal Continuation Notification Report	View/Download	

Close

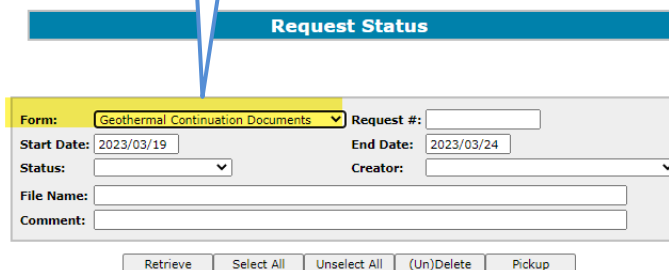
To open the final document, click on **View/Download**. This will include the final letter and an amended appendix if applicable.

View Final (as Designated Representative)

1. Select **Request Status**



2. Choose your search parameters



The screenshot shows the 'Request Status' search form. It has a blue header bar with the text 'Request Status'. Below the header, there is a form with the following fields:

- Form:** A dropdown menu with 'Geothermal Continuation Documents' selected.
- Request #:** A text input field.
- Start Date:** A date input field with '2023/03/19' entered.
- End Date:** A date input field with '2023/03/24' entered.
- Status:** A dropdown menu.
- Creator:** A dropdown menu.
- File Name:** A text input field.
- Comment:** A text input field.

At the bottom of the form, there are five buttons: Retrieve, Select All, Unselect All, (Un)Delete, and Pickup.

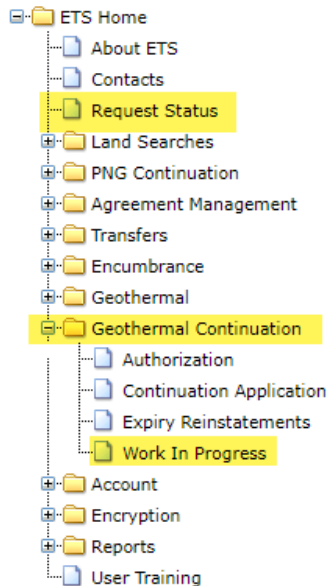
Feedback Copyright © 1999 Government of Alberta



To view documents in Request Status you must have Geothermal Continuation Documents form type assigned.

No Application

- If you fail to apply for continuation, a cancellation letter is sent and it will be available in the **Request Status**. Some of the agreements that you receive a final cancellation letter for may also appear on the monthly Agreement Cancellation Report.



Designated Representatives can find Completed (Finals) ETS Requests submitted by an Authorized Applicant under “**Request Status**”

Designated Representatives can find Completed (Finals) ETS Requests for applications that have expired without submission under “**Request Status**”

Designated Representatives can find all other ETS Requests under “**Work in Progress**”

Authorized Applicants can find all ETS Requests under “**Work in Progress**”

List of ETS Statuses

Status Group	Status Name	Description	Party	Location
Creating an Application	Work in Progress	Application has yet to be submitted to the internal system.	Designated Representative Authorized Applicant	Work in Progress
	Verifying	Application is being verified by the internal system.	Designated Representative Authorized Applicant	Work in Progress
	Verified	Application has been verified (no errors) and will be sent to the internal system.	Designated Representative Authorized Applicant	Work in Progress
	Processing	Application has been received by the internal system.	Designated Representative Authorized Applicant	Work in Progress
Cancelling/ Withdrawing an Application	Client Cancelled	Application has been cancelled from your Work In Progress list by you.	Designated Representative Authorized Applicant	Work in Progress
	Client Withdrawn	An already submitted application has been withdrawn by you prior to expiry.	Designated Representative Authorized Applicant	Work in Progress

List of ETS Statuses (continued)

Status Group	Status Name	Description	Party	Location
Notice	Notice	Notice has been received by ETS and is available for your action	Designated Representative Authorized Applicant	Work in Progress
	Noticer Response Submitted	Notice response has been submitted and has not been received by the internal system.	Designated Representative Authorized Applicant	Work in Progress
	Processing	Notice response has been received by the internal system.	Designated Representative Authorized Applicant	Work in Progress
	No Response	Notice Expiry Date has passed without your response. This has not yet been received by the internal system.	Designated Representative Authorized Applicant	Work in Progress
	Processing	Notice Expiry Date has passed without your response. This has been received by the internal system.	Designated Representative Authorized Applicant	Work in Progress

List of ETS Statuses (continued)

Status Group	Status Name	Description	Party	Location
Notice Withdrawn	Notice Withdrawn	Notice has been withdrawn by Alberta Energy and Minerals.	Designated Representative Authorized Applicant	Work in Progress
Rejected	Department Rejected	Application has been rejected by Alberta Energy and Minerals.	Designated Representative Authorized Applicant	Work in Progress

List of ETS Statuses (continued)

Status Group	Status Name	Description	Party	Location
Final	Completed	Application is now completed and the final document is available for your retrieval. Application was made by the Authorized Applicant, not the Designated Representative.	Designated Representative	Request Status
		Application is now completed and the final document is available for your retrieval. Application was made by the Authorized Applicant.	Authorized Applicant	Work in Progress
		Application is now completed and the final document is available for your retrieval. Application was made by the Designated Representative.	Designated Representative	Work in Progress
		Application was not made and the agreement or a portion of the agreement has expired. This includes Cancellation letters from no application files.	Designated Representative	Request Status

Congratulations!

**You have completed the ETS – Geothermal
Continuation:
Continuation
Online Training Course**

To access **Courses, Guides** and **Forms** for all your ETS Business please see
[ETS Support and Online Learning](#).

If you have any comments or questions on this training course,
please contact:

Crown Agreement Management

Email inquiries: Energy.GeothermalTenure@gov.ab.ca

