

# Welcome!

## **To the ETS – Geothermal Continuation: Expiry Reinstatement Online Training Course**

### Geothermal Continuation – Expiry Reinstatement:

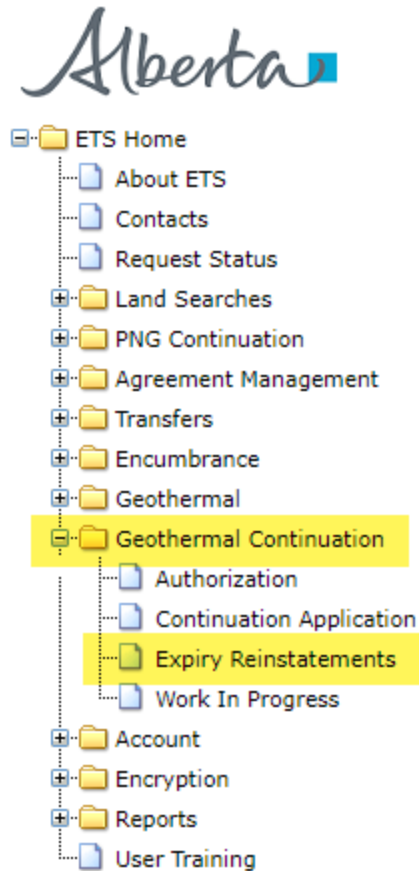
This is the process to complete and submit an Online Expiry Reinstatement request via ETS for a Geothermal Agreement. The process begins with the creation of a new request through to submission. The request progresses through various stages (statuses) until completion.

Revisions

Revisions Table

Date	Revisions Type	Page Number
September 2025	Initial Creation	All

## Expiry Reinstatement - Introduction



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

- Create and submit an Online Expiry Reinstatement request
- Cancel or withdraw an Online Expiry Reinstatement request
- View response document(s)

### Course Pre-requisites:

- Training System Overview
- ETS Account Setup and Preferences (For Site Administrators)
- You must have the Creator role to create or withdraw a request and the Submitter role to submit a request.

## Create – Expiry Reinstatement

Select the **Expiry Reinstatements** node under **Geothermal Continuation**. Complete the **Company Information**, then under the **Agreement Information** select the dotted box to enter your agreement number.



- 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

1. Complete  
**Company**  
and  
**Contact**  
**Information**

Geothermal Reinstatement Request

Status: New

Administrative Information

Company Name:

Creator:

Comments:

Contact Information

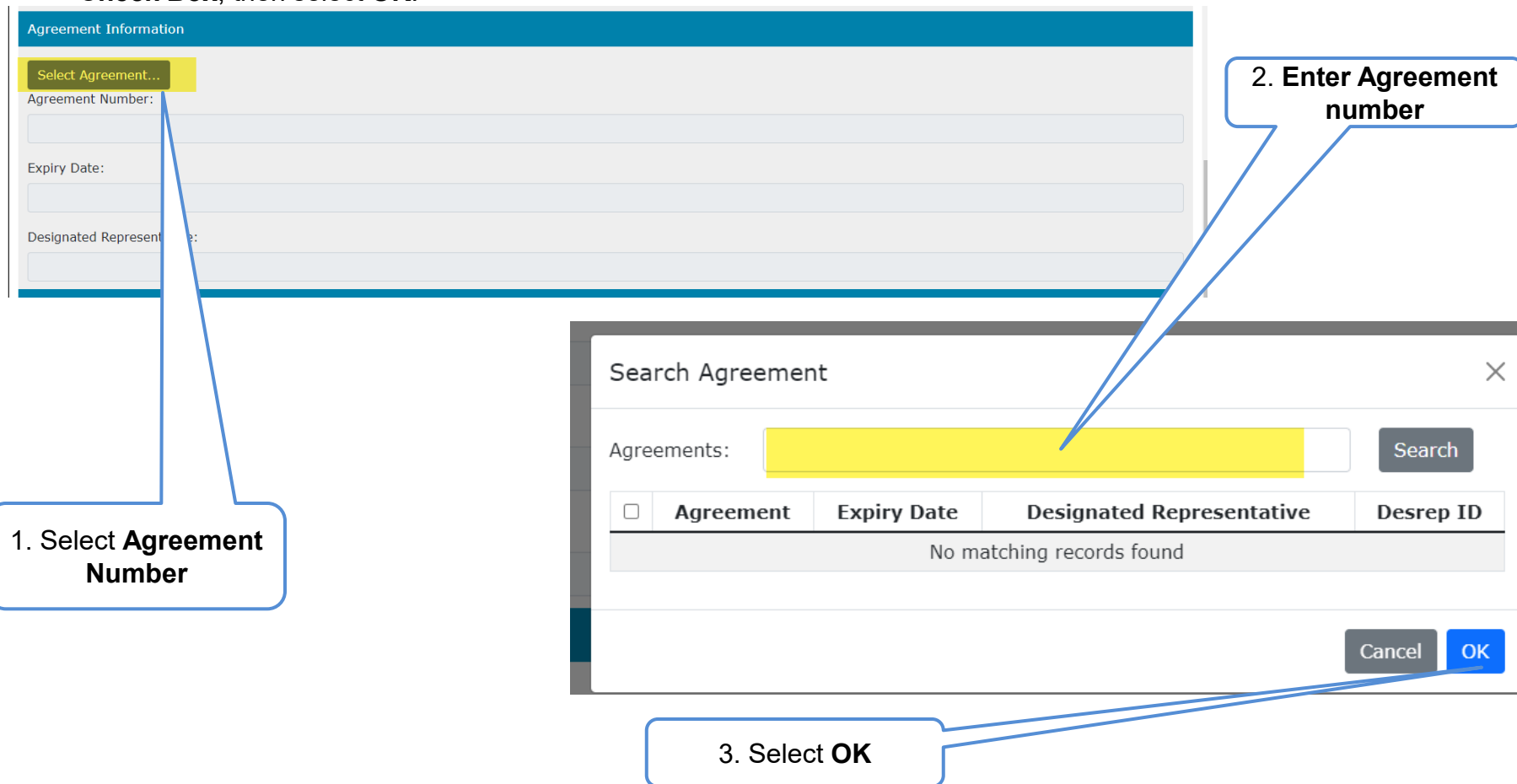
Company Contacts:

First Name:  Last Name:

Phone:  Email:

## Create – Expiry Reinstatement (continued)

Type in the **Geothermal agreement number** in the **Search Agreements** screen, select **Search**. The **Agreements Found** screen will populate the **Agreement Number**. Select the **Agreements Found** number **Check Box**, then select **OK**.



The image shows two overlapping screenshots from a web application. The top screenshot is the 'Agreement Information' form, and the bottom screenshot is the 'Search Agreement' dialog box. Three numbered callouts provide instructions:

- 1. Select Agreement Number**: Points to the 'Select Agreement...' button in the 'Agreement Information' form.
- 2. Enter Agreement number**: Points to the 'Agreements:' input field in the 'Search Agreement' dialog box.
- 3. Select OK**: Points to the 'OK' button in the 'Search Agreement' dialog box.

The 'Search Agreement' dialog box contains the following elements:

- Search Agreement** title bar with a close button (X).
- Agreements:** label followed by a yellow input field and a **Search** button.
- A table with the following columns: ☐ (checkbox), **Agreement**, **Expiry Date**, **Designated Representative**, and **Desrep ID**.
- A message: **No matching records found**.
- Cancel** and **OK** buttons at the bottom right.

## Create – Expiry Reinstatement (continued)

The Agreement number will then display on the Geothermal Reinstatement Request. Along with the Expiry Date and Designated Representative.

Agreement Information

Select Agreement...

Agreement Number:

060602200001

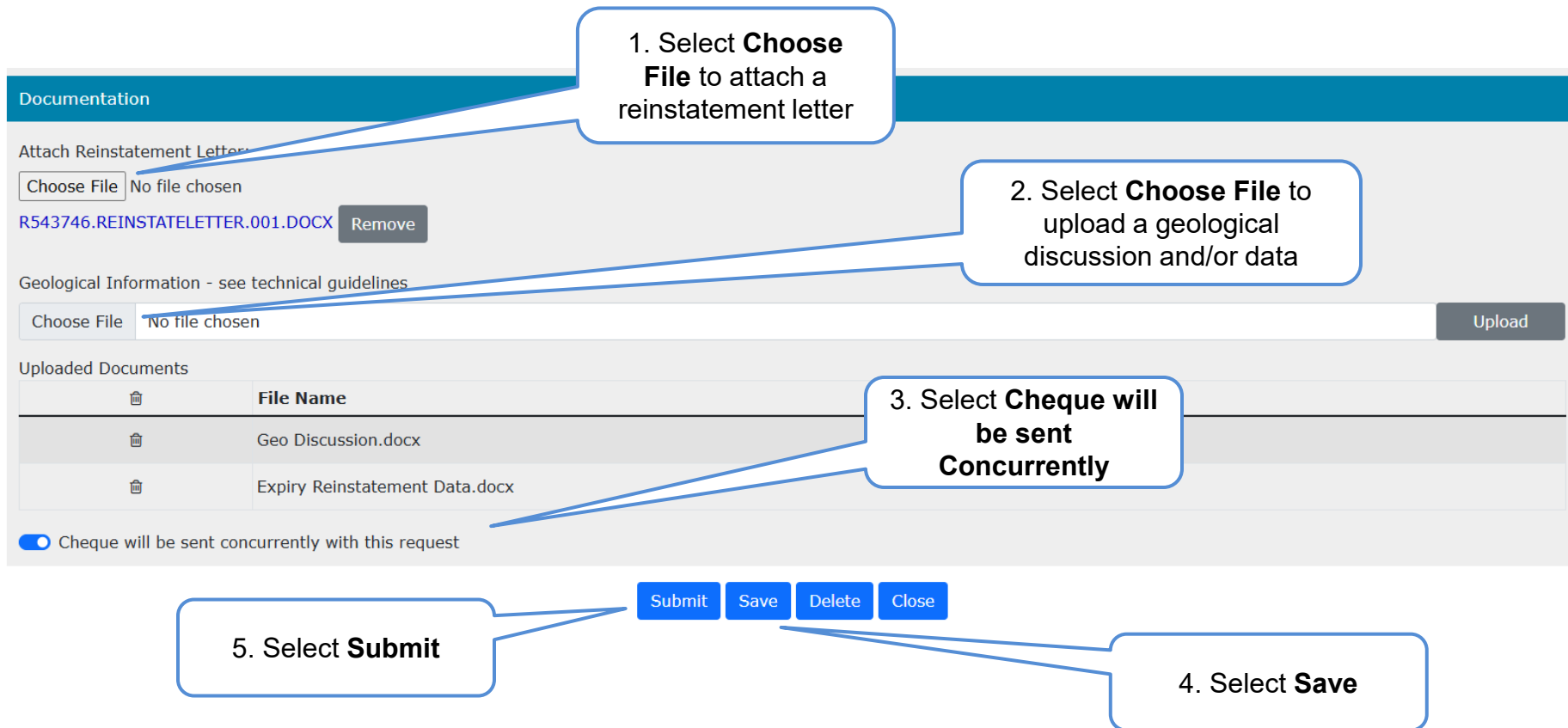
Expiry Date:

2025/03/31

Designated Representative:

ABC COMPANY

## Create – Expiry Reinstatement Documentation and Submission



**1. Select **Choose File** to attach a reinstatement letter**



**2. Select **Choose File** to upload a geological discussion and/or data**

**3. Select **Cheque will be sent Concurrently****

**4. Select **Save****

**5. Select **Submit****

The interface shows a 'Documentation' section with two file upload areas. The first, 'Attach Reinstatement Letter', has a 'Choose File' button and a 'Remove' button next to a file named 'R543746.REINSTATELETTER.001.DOCX'. The second, 'Geological Information - see technical guidelines', has a 'Choose File' button and an 'Upload' button. Below these is an 'Uploaded Documents' table with two rows: 'Geo Discussion.docx' and 'Expiry Reinstatement Data.docx'. At the bottom, there is a toggle switch for 'Cheque will be sent concurrently with this request' which is currently turned on. At the very bottom are four buttons: 'Submit', 'Save', 'Delete', and 'Close'.

	File Name
	Geo Discussion.docx
	Expiry Reinstatement Data.docx

☒ Cheque will be sent concurrently with this request

Submit Save Delete Close



If a reinstatement letter is not attached or **Cheque will be sent concurrently** is not toggled for the request, an error will display, and you will not be able to submit your reinstatement request.

## Create – Expiry Reinstatement Documentation and Submission (continued)

Once you save your request, an **ETS Request** number will be assigned.

Geothermal Reinstatement Request 543746

Status: Work in Progress



## Create – Expiry Reinstatement Documentation and Submission (continued)

A **Message Box** will populate stating are you sure you want to submit your request. Select **Ok**. Your **Expiry Reinstatement** status will now be **Submitted**.

Geothermal Reinstatement Request 495153

Status: Submitted
Submit Date: 2023/06/16
Expiry Reinstatement Document

Administrative Information

Company Name:

Creator:

Comments:

Contact Information

Company Contacts:

First Name:

Phone:

Last Name:

Email:

Agreement Information

Select Agreement...  No file chosen

Agreement Number:

Expiry Date:

Designated Representative:

Documentation

Attach Reinstatement Letter:

No file chosen

R495153.REINSTATELETTER.001.DOCX

☒ Supporting Documentation to Follow

☐ Cheque will be sent concurrently with this request



If you wish to print out or save an electronic copy of your request, please select the “Expiry Reinstatement Document” on the top right hand of the screen.

By selecting **Expiry Reinstatement Document**, the following **PDF** document will populate for your records.

## Geothermal Reinstatement Request 493243

Status: Processing

Submit Date: 2023/05/11

Expiry Reinstatement Document

Administrative Information

SAMPLE



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

ELECTRONIC TRANSFER SYSTEM  
EXPIRY REINSTATEMENTS REQUEST

May 11, 2023  
11:56:25 AM  
ETS v493243

### ADMINISTRATIVE INFORMATION

Company Name : ABC COMPANY  
Request Status : Submitted  
Creator : EA1210\_KERRY-LYNNE  
Submission Date : 2023-05-11

### CONTACT INFORMATION

First Name : Kerry-lynn  
Last Name : Kryvenchuk  
Phone : (999) 999-9999  
Email Address : Kryvenchuk@ABC Company.com

### AGREEMENT INFORMATION

Agreement Number	Agreement Expiry	Designated Representative
060 6020645100	2023-003-15	ABC Company

### DOCUMENTATION

Reinstatement letter attached : Yes  
Files Attached : Yes  
Cheque will be sent concurrently with this request : Yes

\*\*\* End of Report \*\*\*

After submitting your request, the **Status** will change to **Processing**. At the bottom of the screen, you must select either **Save**, **Withdraw** or **Close Button**.

EA1210\_KERRY-LYNNE [Login](#)

Geothermal Reinstatement Request 493243

Status: Processing Submit Date: 2023/05/11 [Expiry Reinstatement Document](#)

Administrative Information

Company Name: ABC Company

Creator: EA1210\_KERRY-LYNNE

Comments:

Contact Information

Company Contacts: Please select

First Name: Collette Last Name: Lofton

Phone: 7804228088 Email: collette.lofton@gov.ab.ca

Agreement Information

Select Agreement...

Agreement Number: 060 6099999999

Expiry Date: 2026/04/12

Designated Representative: ABC Company

Documentation

Attach Reinstatement Letter: Choose File No file chosen R493243.REINSTATELETTER.001.DOCX Remove

☐ Supporting Documentation to Follow

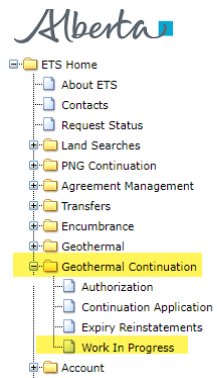
☒ Cheque will be sent concurrently with this request

Save Withdraw Close

Copyright © 2023 Government of Alberta

## Work in Progress

The **Work in Progress** screen will populate, select **Find** and all your reinstatements currently in **ETS** will generate. By changing the parameters on the **Work in Progress** screen varying results will populate. You can also search by the **ETS Request Number**.



**Work in Progress**

Status: Nothing selected

Request #:

Agreement Id:

Find

1. Select **Find**

## Request Status – Search Parameters and Result

You can utilize the search parameter fields to filter search results.

The table on the right shows the correlation between the parameter fields and each corresponding result column.

Parameter Field	Result Column
Type	Application Type
Request Number	ETS #
Start/End Date	Last Updated
Status	Status
Agreement #	Agreement#
Documents	View documents

### Work in Progress

Status:

Request #:

Agreement Id:

Find

Search

Request	Application Type	Status	Agreement	Creator	Last Update Date	Documents
	Geothermal Expiry Reinstatement					
491180	Geothermal Expiry Reinstatement	Work in Progress	060 602200001	EA0331_KERRY-LYNNE	2023/03/28 02:34 PM	<a href="#">View</a>
491025	Geothermal Expiry Reinstatement	Work in Progress	060 602200002	EA0331_KERRY-LYNNE	2023/03/21 08:23 AM	<a href="#">View</a>
489919	Geothermal Expiry Reinstatement	Client Cancelled	060 602200003	EA0331_KERRY-LYNNE	2023/03/21 08:21 AM	<a href="#">View</a>

## Request Status – Search Result

### Work in Progress

Status:

Request #:

Agreement Id:

To load a request, click on the **ETS Request** number link.

Find

### Search Results

To open a document click on the Documents **Pdf** link.

Request	Application Type	Status	Agreement	Creator	Last Update Date	Documents
	Geothermal Expiry Reinstatement					
<a href="#">491180</a>	Geothermal Expiry Reinstatement	Submitted	060 602200001	EA0331_KERRY-LYNNE	2023/03/28 02:34 PM	<a href="#">View</a>
<a href="#">491025</a>	Geothermal Expiry Reinstatement	Work in Progress	060 602200002	EA0331_KERRY-LYNNE	2023/03/21 08:23 AM	<a href="#">View</a>
<a href="#">489919</a>	Geothermal Expiry Reinstatement	Client Cancelled	060 602200003	EA0331_KERRY-LYNNE	2023/03/21 08:21 AM	<a href="#">View</a>

Showing 1 to 4 of 4 rows

Navigate with this **page** number, if there are multiple pages of search results.

## Reinstatement Completed

- If a decision is received by ETS, the request status becomes Completed.
- An email will be sent from ETS informing your company's contact that the decision has been made. These email notifications are considered a courtesy and should not be relied on to track Geothermal Continuation requests in ETS.
- When submitting a request through ETS, it is your responsibility to continually check your Work in Progress to determine if any decisions have been sent.

Select **Work in Progress** under the **Geothermal Continuation** node, the **Work In Progress** screen will populate. Select **Find**, and all of your **Reinstatements** currently in **ETS** will generate. You may also search your request using the **Request Number** provided to you with your original submission.

## Work in Progress

Status:

Request #:

Agreement Id:

Find

Search

Request	Application Type	Status	Agreement	Creator	Last Update Date	Documents
	Geothermal Expiry Reinstatement					
491180	Geothermal Expiry Reinstatement	Completed	060 602200001	EA0331_KERRY-LYNNE	2023/03/28 02:34 PM	<a href="#">View</a>
491025	Geothermal Expiry Reinstatement	Work in Progress	060 602200002	EA0331_KERRY-LYNNE	2023/03/21 08:23 AM	<a href="#">View</a>
489919	Geothermal Expiry Reinstatement	Client Cancelled	060 602200003	EA0331_KERRY-LYNNE	2023/03/21 08:21 AM	<a href="#">View</a>

1. Select **Find**



## Expiry Reinstatement Letter

SAMPLE

Select **View** from the **Documents** column and the **Reinstatement Letter** will populate.

1. Select **View**

### Work in Progress

Status: Nothing selected

Request #:

Agreement Id:

Find

Search

Request	Application Type	Status	Agreement	Creator	Last Update Date	Documents
	Geothermal Expiry Reinstatement					
491180	Geothermal Expiry Reinstatement	Completed	060 602200001	EA0331_KERRY-LYNNE	2023/03/28 02:34 PM	<a href="#">View</a>
<a href="#">491025</a>	Geothermal Expiry Reinstatement	Work in Progress	060 602200002	EA0331_KERRY-LYNNE	2023/03/21 08:23 AM	<a href="#">View</a>
<a href="#">489919</a>	Geothermal Expiry Reinstatement	Client Cancelled	060 602200003	EA0331_KERRY-LYNNE	2023/03/21 08:21 AM	<a href="#">View</a>

Application Documents				
File Date	File Name	Documents		
2023/05/25 2:22:46 PM	APPLICATION	<a href="#">View/Download</a>		
2023/05/25 3:01:07 PM	GTH_REINST.FINAL	<a href="#">View/Download</a>		
2023/05/25 2:22:03 PM	REINSTATELETTER.001	<a href="#">View/Download</a>		
			Close	

## Expiry Reinstatement Letter

SAMPLE



Energy Operations  
PNG Tenure  
9945 108 Street  
North Petroleum Plaza  
Edmonton, Alberta T5K 2G6  
Canada  
Telephone:  
Email: [Collette.Lofton@gov.ab.ca](mailto:Collette.Lofton@gov.ab.ca)  
[www.alberta.ca](http://www.alberta.ca)

May 26, 2023

ABC Company  
Calgary AB

ATTENTION: Collette Lofton  
Mineral Land Department

RE: GEOTHERMAL Agreement 060 6020645100  
Expiry Date: June 29, 2027  
Expiry Type: INITIAL TERM

The continuation of this agreement has been reviewed as a result of a reinstatement application dated May 26, 2023

This agreement is now continuing pursuant to the Geothermal Resource Tenure Regulation as outlined below:

M3 R3 T033; 01

to it's Intermediate term in the Leduc Fm.

If the annual rental for this agreement has not been paid, the rental amount due will appear on the monthly statement that is issued to the payor.

Yours truly,

Collette Lofton  
Policy Analyst  
Continuations

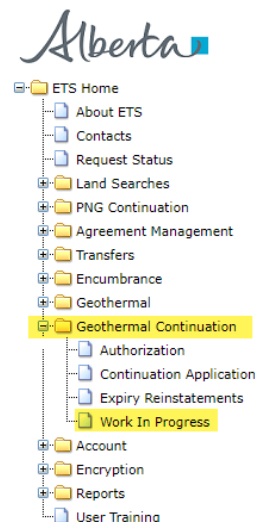
Classification: Protected A

1 / 2

## Expiry Reinstatement - Withdraw

By selecting either the **Expiry Reinstatement Type** or by entering the **Request Number** you may access your submission and **Withdraw** your request.

To **Withdraw** your **Expiry Reinstatement** request, the **Status** will need to be **Submitted**. At this point you will access the **Work in Progress** screen and click on the **ETS Request Number**. You may **Withdraw** your **Expiry Reinstatement** at anytime while the **Status** is **Submitted** or **Processing (Submitted)**.



Work in Progress

Status: Nothing selected

Request #:

Agreement Id:

Find

Request	Application Type	Status	Agreement	Creator	Last Update Date	Documents
	Geothermal Expiry Reinstatement					
491180	Geothermal Expiry Reinstatement	Submitted	060 602200001	EA0331_KERRY-LYNNE	2023/03/28 02:34 PM	<a href="#">View</a>
491025	Geothermal Expiry Reinstatement	Work in Progress	060 602200002	EA0331_KERRY-LYNNE	2023/03/21 08:23 AM	<a href="#">View</a>
489919	Geothermal Expiry Reinstatement	Client Cancelled	060 602200003	EA0331_KERRY-LYNNE	2023/03/21 08:21 AM	<a href="#">View</a>

Select Request  
Number

The **Administration Information** screen will populate displaying the **Company Information** and the **Agreement Information** to Reinstate. **Click** on the **Withdraw** button at the bottom of the screen.

EA1210\_KERRY-LYNNE

Logout

Geothermal Reinstatement Request 493243

Status: Processing

Submit Date: 2023/05/11

Expiry Reinstatement Document

Administrative Information

Company Name:

ABC Company

Creator:

EA1210\_KERRY-LYNNE

Comments:

Contact Information

Company Contacts:

Please select

First Name:

Collette

Last Name:

Lofton

Phone:

7804228088

Email:

collette.lofton@gov.ab.ca

Agreement Information

Select Agreement...

Agreement Number:

060 6099999999

Expiry Date:

2028/04/12

Designated Representative:

ABC Company

Documentation

Attach Reinstatement Letter:

Choose File | No file chosen

R493243\_REINSTATELETTER.001.DOCX

Remove

☐ Supporting Documentation to Follow

☒ Cheque will be sent concurrently with this request

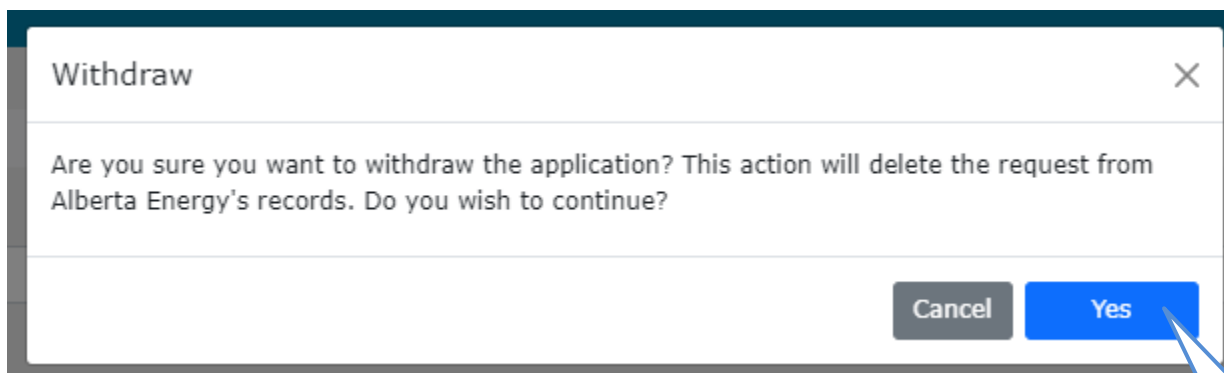
Save

Withdraw

Close

1. Click  
**Withdraw**

A Message box will populate confirming the **Withdrawal** of your **Expiry Reinstatement** application. To proceed click the **Yes** button.

A screenshot of a web-based dialog box titled "Withdraw" with a close button (X) in the top right corner. The main text inside the dialog asks: "Are you sure you want to withdraw the application? This action will delete the request from Alberta Energy's records. Do you wish to continue?". At the bottom right of the dialog, there are two buttons: a grey "Cancel" button and a blue "Yes" button. A blue callout line points from the "Yes" button to a separate box on the right.

Withdraw

Are you sure you want to withdraw the application? This action will delete the request from Alberta Energy's records. Do you wish to continue?

Cancel Yes

2. Click **Yes**

Once you select **Yes**, the screen will populate with the **Status** of **Client Withdrawn**. All information has been deleted from Alberta Energy & Mineral's records. Select **Close**, you will be taken back to **Work In Progress**.

Geothermal Reinstatement Request 495153

Client Withdrawn Submit Date: 2023/06/16 Expiry Reinstatement Document

Administrative Information

Company Name: ABC Company

Creator: EA1210\_KERRY-LYNNE

Comments:

Contact Information

Company Contacts: Please select

First Name: Kerry-Lynne Last Name: Kryvenchuk

Phone: 999999999 Email: Kerry-Lynne.Kryvenchuk@gov.ab.ca

Agreement Information

Select Agreement...

Agreement Number: 060 602064100

Expiry Date: 2027/07/15

Designated Representative: ABC Company

Documentation

Attach Reinstatement Letter: Choose File No file chosen

R495153.REINSTATELETTER.001.DOCX Remove

☒ Supporting Documentation to Follow

☒ Cheque will be sent concurrently with this request

Save Close

1. Select  
**Close**



By selecting the **Reinstatement Document** a PDF electronic version of your form will populate.

The **Work in Progress** screen will confirm the **Expiry Reinstatement** has been **Client Withdrawn**.

EA1210\_KERRY-LYNNE

## Work in Progress

Status: Nothing selected

Request #:

Agreement Id:

Find

Request	Application Type	Status	Application #	Agreement	Creator	Last Update Date	Documents
495153	Geothermal Expiry Reinstatement	Client Withdrawn	202306160001	060 6099999999	EA1210_KERRY-LYNNE	2023/06/16 12:49 PM	<a href="#">View</a>



# Congratulations!

You have completed the **ETS – PNG Continuation: Expiry  
Reinstatement  
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:

Email inquiries:

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

