

*Welcome!*

**To the  
Geothermal Application  
Online Training Course**

The Geothermal Application functionality allows users to submit a request to acquire a Geothermal agreement without going through the public offering process.

## Revision Page

**Revisions Table**

Date	Revisions Type	Page Number
November 18, 2022	Initial Creation	All

## INTRODUCTION

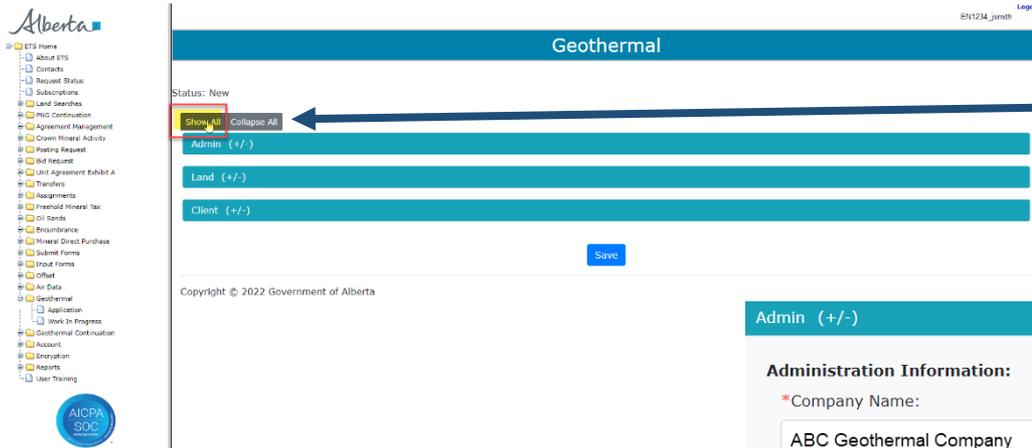


In this module you will learn how to:

- Enter a Geothermal Application into ETS.
- Update a Geothermal Application by adding or removing information while the application is a Work in Progress status.
- Retrieve and View Agreement Documents

## Entering a Geothermal Application on Admin Screen

Log into ETS and select the **Geothermal** node on the left-hand side of the screen, then select **Application**. This will display the **Geothermal Application** screen.



Under the Status click on the **Show All** tab. This will display the entire application.

The first part of the application to complete is the **Administration Information**. Select from the drop-down the **Company Name**, the **Creator** will be displayed from your login ID.

Under the **Contact Information** select the **Creator** of the application from the drop-down. The balance of the **Contact Information** will automatically populate.

Admin (+/-)
Logout

**Administration Information:**

\* Company Name:  Creator:

Comments:

**Contact Information:**

\* Select Creator:

\* First Name:  \* Surname:

\* Phone Number:  Ext:

\* Email Address:

**Note:** Any field with a red \* asterisk is a mandatory field to be completed.

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## Entering a Geothermal Application – Admin continued

After completing the **Administration Information** the next field is to add a **Technical Contact**. (not a mandatory field)

Click on the **Add Technical Contact**, a new window will open. Enter the Technical Contact information:

- **Name**
- **Title**
- **Phone Number**
- **Email Address**

click **Add/Update**.

The screenshot shows the 'Add/Update Technical Contact' dialog box with the following fields:

- Name: Peter Pan
- Title: Analyst
- Phone Number: 4032221515
- Email Address: peterpan@telus.net

The 'Add/Update' button is highlighted in red.

Continued onto next page

## Entering a Geothermal Application – Admin continued

**Consent to Non-Refundable Application Fee** is a mandatory field and must be *checked off* to continue with your application.

Once the box has been *checked off* you must **Save** your application before moving forward with completing your application.

The screenshot shows a web form for entering a geothermal application. At the top, there is a table for 'Technical Contact' with columns for 'Title of Technical Contact', 'Phone Number', and 'Email Address'. Below this table is a checkbox labeled 'Consent to Non-Refundable Application Fee' which is checked. A blue callout bubble points to this checkbox with the text 'Step 1 Check Box'. Below the checkbox is a section titled 'Geothermal Overview of Proposed Project' with a note: 'Please note that a maximum number of documents allowed is 5.' There is a 'Browse' button and an 'Add Document' button. Below this is a section for 'Uploaded Documents' with a 'Remove' button. At the bottom of the form, there are sections for 'Land (+/-)' and 'Client (+/-)'. A blue callout bubble points to a green 'Save' button with the text 'Step 2 Select Save'.

The screenshot shows the top of the application page. The title is 'Geothermal (#483427)'. Below the title, there is a status bar that says 'Status: Work in Progress'. There are several menu items: 'Show All Collapse All', 'Admin (+/-)', 'Land (+/-)', and 'Client (+/-)'. A confirmation dialog box is open in the center, titled 'Geothermal', with the message 'Application has been successfully saved.' and an 'OK' button. A blue arrow points from the 'Save' button in the previous screenshot to the ETS Request Number (#483427) in this screenshot.

Once the application is Saved it will display with an **ETS Request Number** at the top of the page. You will use this **Request Number** to track the progress of your application in ETS.

## Entering a Geothermal Application – Admin continued

The screenshot shows the 'Geothermal Overview of Proposed Project' section of the application. It includes a table for 'Technical Contact' with columns for 'Title of Technical Contact', 'Phone Number', and 'Email Address'. Below the table is an 'Add Technical Contact' button. A checkbox for 'Consent to Non-Refundable Application Fee' is checked. The 'Geothermal Overview of Proposed Project' section has a note: 'Please note that a maximum number of documents allowed is 5.' and a link to 'Click here to upload project document'. Below this is an 'Uploaded Documents' section with a 'File Name' input field and a 'Remove' button. A 'Browse' button is highlighted with a red box and a blue callout bubble labeled 'Step 1 Select Browse'. An 'Add Document' button is also visible. A file explorer window is open, showing a file named 'Sample.docx' selected. The 'Open' button in the file explorer is highlighted with a red box and a blue callout bubble labeled 'Step 2 Select Open'. At the bottom of the page, there are 'Submit', 'Save', and 'Cancel' buttons.

After saving your application you will need to add your **Geothermal Overview of Proposed Project** documentation, this is a **mandatory** field.

Select the **Browse** button, this will open a window for you to choose a document to be upload to the application. Click on the document file name and then select the **Open** button.



**Note:** You may select up to five documents to be added to your application.

## Entering a Geothermal Application – Admin continued

You will then select **Add Document** to add the file to your application.

The screenshot shows the 'Geothermal Overview of Proposed Project' form. At the top, there is a table for 'Technical Contact' with columns for 'Technical Contact', 'Title of Technical Contact', 'Phone Number', and 'Email Address'. Below the table is an 'Add Technical Contact' button. A checkbox labeled 'Consent to Non-Refundable Application Fee \*' is checked. The main section is titled 'Geothermal Overview of Proposed Project \*' with a note: 'Please note that a maximum number of documents allowed is 5.' Below this is a text input field containing 'Sample.docx' and a 'Browse' button. To the right of the input field is a yellow 'Add Document' button with a document icon, highlighted by a red box and a blue callout bubble labeled 'Step 1 Add Document'. Below the input field is an 'Uploaded Documents' section with a 'File Name' label and a 'Remove' button. At the bottom of the form are 'Submit', 'Save', and 'Cancel' buttons.

Step 2  
Select  
OK

The screenshot shows a browser window with a pop-up message that says 'Document added successfully'. The pop-up has a green 'OK' button highlighted with a red box and a blue callout bubble labeled 'Step 2 Select OK'. The background shows the same application form as the previous screenshot, but it is partially obscured by the pop-up.

A pop-up will display indicating you have successfully added your document to your application. Select Ok.

Continued onto next page

## Entering a Geothermal Application – Admin continued

Technical Contact	Title of Technical Contact	Phone Number	Email Address
No matching records found			
<input type="button" value="Add Technical Contact"/>			
<input checked="" type="checkbox"/> Consent to Non-Refundable Application Fee *			
<b>Geothermal Overview of Proposed Project *</b> <i>Please note that a maximum number of documents allowed is 5.</i>			
<input type="text" value="Sample.docx"/> <input type="button" value="Browse"/>		<input type="button" value="Add Document"/>	
Uploaded Documents			
<input type="checkbox"/> <b>File Name</b>			
<input type="checkbox"/> R483427.20221020144811.Sample.docx			
<input type="button" value="Remove"/>			
<input type="button" value="Land (+/-)"/>			
<input type="button" value="Client (+/-)"/>			
<input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>			

The file you attached to your application will now be displayed under the **File Name** of the application.

This completes the Admin portion of the application. The next portion of the application is adding the requested land to your application.

Continued onto next page 

## Entering a Geothermal Application – Land

Land (+/-)

Please use the 'Add Land' button to select the land for this request

Parcel: 01, M: 04, RGE: 020, TWP: 036, SEC: 1, QS/LSD: [ ], Portion:

Substance: GEOTHERMAL RESOURCE

Qualifier: From Top, Zone: Choose an option...

To Base: Choose an option...

Add Land

Enter your requested land keys using the format **M RGE TWP SEC QS/LSD**. If you have a **Portion** of land check off the portion box for that piece of land.

Select if Portion

Then select the **Qualifier** and **Zone** for the Land Key entered above. Using the drop-down arrows for both the **Qualifier** and **Zone**.

Uploaded Documents

File Name: R483427.20221020144811.Sample.docx

Remove

Land (+/-)

Please use the 'Add Land' button to select the land for this request

Parcel: 01, M: 4, RGE: 20, TWP: 036, SEC: [ ], QS/LSD: [ ], Portion:

Substance: GEOTHERMAL RESOURCE

Qualifier: From Top, Zone: Choose an option...

Add Land

Parcel	M	RGE	TWP	SEC	QSLSD	Portion	Qualifier1	Zone1	Qualifier2	Zone2
No matching records found										

Uploaded Documents

File Name: R483427.20221020144811.Sample.docx

Remove

Land (+/-)

Please use the 'Add Land' button to select the land for this request

Parcel: 01, M: 4, RGE: 20, TWP: 036, SEC: [ ], QS/LSD: [ ], Portion:

Substance: GEOTHERMAL RESOURCE

Qualifier: From Top, Zone: Choose an option...

Add Land

Parcel	M	RGE	TWP	SEC	QSLSD	Portion	Qualifier1	Zone1	Qualifier2	Zone2
No matching records found										

Continued onto next page

## Entering a Geothermal Application – Land continued

Select the **Add Land** button

Step 1  
Add Land

Uploaded Documents

File Name

R483427.20221020144811.Sample.docx

Remove

---

Land (+/-)

Please use the 'Add Land' button to select the land for this request

Parcel	M	RGE	TWP	SEC	QSLSD	Portion
01						<input type="checkbox"/>

Substance: GEOTHERMAL RESOURCE

Qualifier: From Top

Zone: Choose an option...

To Top

Choose an option...

Add Land

Parcel	M	RGE	TWP	SEC	QSLSD	Portion	Qualifier1	Zone1	Qualifier2	Zone2
01	4	20	036	1		0	From Top	SURFACE	To Base	BASEMENT

Client (+/-)

Uploaded Documents

File Name

R483427.20221020144811.Sample.docx

Remove

---

Land (+/-)

Please use the 'Add Land' button to select the land for this request

Parcel	M	RGE	TWP	SEC	QSLSD	Portion
01	4	20	036	1		<input type="checkbox"/>

Substance: GEOTHERMAL RESOURCE

Qualifier: From Top

Zone: SURFACE

To Base

BASEMENT

Add Land

Parcel	M	RGE	TWP	SEC	QSLSD	Portion	Qualifier1	Zone1	Qualifier2	Zone2
No matching records found										

After selecting the **Add Land** button the Land will now display at the bottom of the section.

Continued onto next page

## Entering a Geothermal Application – Land continued

Land (+/-)

Please use the 'Add Land' button to select the land for this request

Parcel	M	RGE	TWP	SEC	QS/LSO	Portion
01						<input type="checkbox"/>

Substance: GEOTHERMAL RESOURCE

Qualifier: From Top (dropdown), To Top (dropdown)

Zone: Choose an option... (dropdown), Choose an option... (dropdown)

**Add Land**

Parcel	M	RGE	TWP	SEC	QS/LSO	Portion	Qualifier1	Zone1	Qualifier2	Zone2
01	4	20	036	1	0	From Top	SURFACE	To Base	BASEMENT	
01	4	20	036	2	0	From Top	SURFACE	To Top	BASEMENT	
01	4	20	036	3	0	From Top	SURFACE	To Top	BASEMENT	
01	4	20	036	4	0	From Top	SURFACE	To Top	BASEMENT	

Client (+/-)

**Submit Save Cancel**

Continue to add each of your land keys. They will display at the bottom under the **Add Land** button.



**Note:** A maximum of nine sections can be added to the application.

The final portion of your application is the **Client information**.

The **Designated Representative** will automatically populate. Select the **Add Lessee** button.

Geothermal (#483427)

Status: Work in Progress

Show All Collapse All

Admin (+/-)

Land (+/-)

**Client (+/-)**

Designated Representative: ABC Geothermal Company

**Add Lessee**

Lessee Id	Lessee	Percent
No matching records found		

**Step 1 Select Add Lessee**

**Submit Save Cancel**

Continued onto next page

## Entering a Geothermal Application – Client

The **Add/Update Lessee** window will populate with **Find Client** information. You can either search by **Client Name** or **Client ID** by using the drop-down arrows.

Type in the **Client** in the box provided beside the drop-down arrows then select **Find**.

ETS will find the **Client Name** and display the **Client ID**, **Client Name** and **Address** and it will indicate if the client has an **ETS Account**.

Select the **Save** button to save the Client information for the application.

Geothermal (#483427)

Status: Work in Progress

Show All Collapse All

Admin (+/-)

Land (+/-)

Add/Update Lessee

Find Client

Client Name ABC Geothermal Company Find

Client ID	Client Name	ETS Account	Address
No matching records found			

Geothermal (#483427)

Status: Work in Progress

Show All Collapse All

Admin (+/-)

Land (+/-)

Add/Update Lessee

Find Client

Client Name ABC Geothermal Company Find

Client ID	Client Name	ETS Account	Address
Select 123 4567 001	ABC Geothermal Company	Yes	Land Department 123 Centre Avenue SW Suite 1000 Calgary AB T2Q 9L4

Submit Save Cancel

Continued onto next page

## Entering a Geothermal Application – Client continued

Geothermal (#483427)

Status: Work in Progress

Show All Collapse All

Admin (+/-)

Land (+/-)

Add Update Lessee

Find Client

Client Id 1234567 Find

Client ID	Client Name	ETS Account	Address
No matching records found			

Submit Save Cancel

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Here is a sample of how you would search by **Client ID** rather than **Client Name**.

You would enter the **Client ID** rather than the name in the box and select **Find**. The information would display the same as before and you would select **Save**.

Add/Update Lessee

Find Client

Client Id 1234567 Find

	Client ID	Client Name	ETS Account	Address
Select	123-4567-001	ABC Geothermal Company	Yes	Land Department 123 Centre Avenue SW Suite 1000 Calgary AB T2Q 9L4

Submit Save Cancel

Step 2  
Save

Continued onto next page

## Entering a Geothermal Application – Client continued

Now the **Lessee ID** and **Lessee** name are displayed. The **Percentage** of the **Lessee** is currently displaying **0**. You will click on the box with the pencil and enter **100**.

Geothermal (#483427)

Status: Work in Progress

Show All Collapse All

Admin (+/-)

Land (+/-)

Client (+/-)

Designated Representative: ABC Geothermal Company

Add Lessee

Lessee Id	Lessee	Percent
1234567001	ABC Geothermal Company	0

Submit Save Cancel

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Geothermal (#483427)

Status: Work in Progress

Show All Collapse All

Admin (+/-)

Land (+/-)

Client (+/-)

Designated Representative: ABC Geothermal Company

Add Lessee

Lessee Id	Lessee	Percent
1234567001	ABC Geothermal Company	100

Submit Save Cancel

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You **must** then click the **Check Mark** to accept the percentage entered.

Next step is to select **Save**.

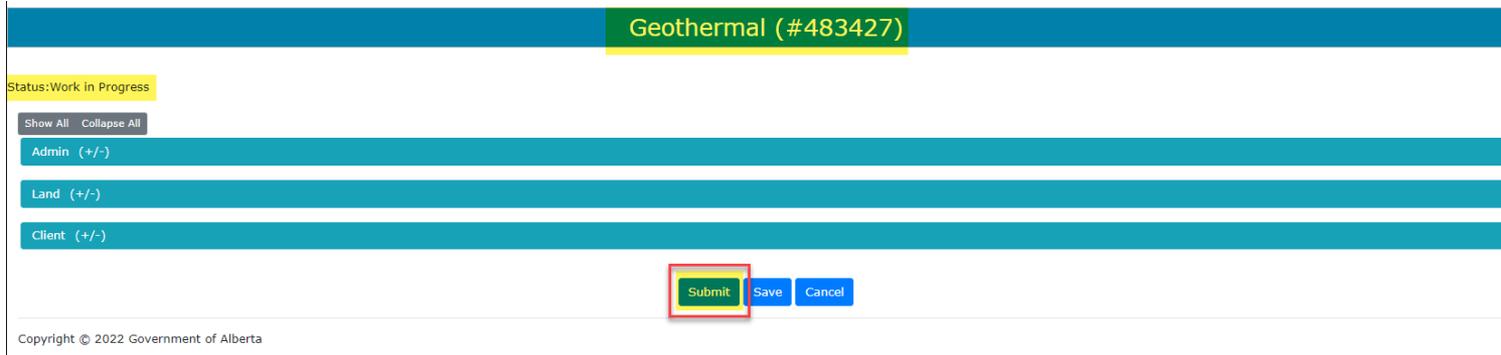
Step 2  
Must  
Check  
Off



**Note:** If you do not click the check mark after entering the percentage it will not save the information.

Continued onto next page

## Entering a Geothermal Application – Client continued



The screenshot shows a web interface for a Geothermal Application. At the top, there is a teal header bar with the text "Geothermal (#483427)" in white. Below this, a yellow box displays the status "Status: Work in Progress". Underneath, there are three teal expandable sections labeled "Admin (+/-)", "Land (+/-)", and "Client (+/-)". At the bottom of the form, there are three buttons: "Submit" (highlighted with a red box), "Save", and "Cancel". A copyright notice "Copyright © 2022 Government of Alberta" is visible at the bottom left of the form area.

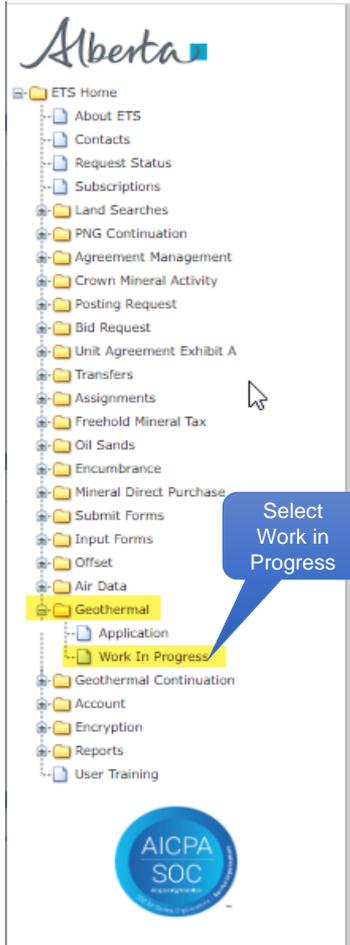
You have now completed the information for your application. Select the **Save** button to save all the information you have entered for your application. Now select **Submit**, this will submit your application to Alberta Energy for processing. The **Status** of your application will now be displayed as **Work in Progress** in the top left-hand portion of the application.



**Note:** You may save your information during the application at anytime and as often as you may require.

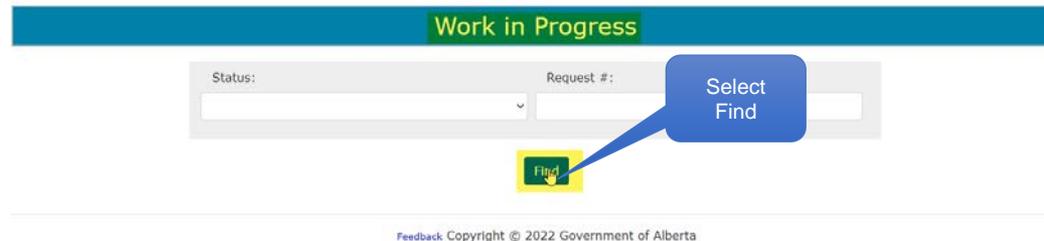
Continued onto next page 

## Work in Progress



When you are working on an application and it has been saved it will appear in the **Work in Progress** screen as **Work in Progress**. Once you have submitted your application it will appear in the **Work in Progress** screen as **Submitted**.

All of your Geothermal applications will display on this screen with different Statuses, depending on the status of the application. Example: **Work in Progress, Submitted, Processing, Client Cancelled, Department Rejected, Completed**.



To view your applications go to the **Work in Progress** node under Geothermal. The **Work in Progress** screen will display, select **Find**.

## Work in Progress – continued

To view the documents attached to a particular application in the **Work in Progress** screen, go to the right-hand side of the request number under Documents select the **View** button.



Work in Progress

Status:  Request #:

Find

Request	Creator	Status	Creation Date	Submission Date	Last Update Date	Comments	Documents
483532	EN1234_jsmith	Submitted	25/10/2022 01:26 PM	25/10/2022 01:29 PM	25/10/2022 01:29 PM	-	<a href="#">View</a>
483531	EN1234_jsmith	Submitted	25/10/2022 01:19 PM	25/10/2022 01:23 PM	25/10/2022 01:23 PM	-	<a href="#">View</a>
483530	EN1234_jsmith	Submitted	25/10/2022 01:14 PM	25/10/2022 01:17 PM	25/10/2022 01:17 PM	-	<a href="#">View</a>
483529	EN1234_jsmith	Submitted	25/10/2022 01:09 PM	25/10/2022 01:13 PM	25/10/2022 01:13 PM	-	<a href="#">View</a>
483528	EN1234_jsmith	Submitted	25/10/2022 01:04 PM	25/10/2022 01:08 PM	25/10/2022 01:08 PM	-	<a href="#">View</a>
483494	EN1234_jsmith	Processing	24/10/2022 03:24 PM	24/10/2022 03:28 PM	25/10/2022 12:15 PM	Sample Three Portions	<span style="border: 1px solid red; padding: 2px 5px;">View</span>
483493	EN1234_jsmith	Processing	24/10/2022 03:17 PM	24/10/2022 03:23 PM	25/10/2022 12:15 PM	Sample Portion 2	<a href="#">View</a>
483492	EN1234_jsmith	Processing	24/10/2022 02:40 PM	24/10/2022 02:50 PM	25/10/2022 12:15 PM	Sample-Portion	<a href="#">View</a>
483427	EN1234_jsmith	Client Cancelled	20/10/2022 02:45 PM		20/10/2022 03:51 PM	Sample - User: [EA0331_BAS] canceled the application as of: 2022/10/20 3:51:36 PM	<a href="#">View</a>

Click on View

Continued onto next page

## Work in Progress – continued

Request	Creator	Status	Creation Date	Submission Date	Last Update Date	Comments
483427	EN1234_smith	Work in Progress	20/10/2022			
483243		Completed	18/10/2022			
481999		Completed	14/10/2022			
481998		Processing	14/10/2022			
481997		Completed	14/10/2022			
481944		Processing	12/10/2022			
481856		Completed	07/10/2022			
481655		Completed	07/10/2022			

File Date	File Name	Documents
2022/10/20 2:48:11 PM	Sample.docx	View/Download

Once you select the **View** button the **Application Documents** screen will appear with all the documents attached to that application. To view the document(s) select **View/Download** on the file you would like to see the document.

**Alberta** | **ELECTRONIC TRANSFER SYSTEM** | October 24, 2022  
 9945 - 108 Street | **GEOTHERMAL APPLICATION SUMMARY** | 2:50:02 PM  
 Edmonton, Alberta, T6K 3J6 | ETS # 483492

**ADMINISTRATIVE INFORMATION**

Company Name : ABC Geothermal Company  
 Creator : EN1234\_smith  
 Submission Date : Oct 24, 2022  
 Application Fee Consent : Yes  
 Comments : Sample-Portion

**CONTACT INFORMATION**

First Name :  
 Last Name :  
 Phone # :  
 Phone Extension :  
 Email Address :

Technical Contact : Peter Pan | Title : Analyst | Phone # : (403) 222-1515 | Email : peterpan@telus.net

**DOCUMENTS**

File Name : R483492.20221024144059.Sample.docx | Process Date : Oct 24, 2022

**LAND INFORMATION**

Parcel	Land Key	Portion	Substance	Zone Qualifier	Zone
01	4-21-052:14	1	GEOTHERMAL RESOURCE	From Top	SURFACE
01	4-21-052:14	1	GEOTHERMAL RESOURCE	To Base	BASEMENT
01	4-21-052:17	1	GEOTHERMAL RESOURCE	From Top	SURFACE
01	4-21-052:17	1	GEOTHERMAL RESOURCE	To Top	BASEMENT

**CLIENT INFORMATION**

DOE Client ID : 124567-001  
 Designated Representative : ABC Geothermal Company

DOE Client ID : 124567-001 | Lessee Name : ABC Geothermal Company | Percentage : 100.00

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

The **Application Summary Report** is a report of the information submitted on the application. There is also a link on the application page on the top right-hand of the application when you are completing the application.

### Application Documents

File Date	File Name	Documents
2022/10/25 1:26:27 PM	Sample.docx	View/Download
2022/10/25 1:29:46 PM	ApplicationSummaryReport.pdf	View/Download
2022/10/27 6:15:08 AM	UPD.pdf	View/Download
2022/10/27 6:15:08 AM	UPD.xml	View/Download

Close

Continued onto next page

## Work in Progress – continued

From the **Work in Progress** page you can see your application is in the **Work in Progress** stage, if you have not yet submitted your application. At this point you can “**Cancel**” your application. Select the ETS Request Number.

Select

Request	Creator	Status	Creation Date	Submission Date	Last Update Date	Comments	Documents
484003	EN1234_BAS	Submitted	11/11/2022 12:28 PM	11/11/2022 12:30 PM	11/11/2022 12:30 PM	-	<a href="#">View</a>
484002	EN1234_BAS	Work in Progress	11/11/2022 12:23 PM		11/11/2022 12:23 PM	-	<a href="#">View</a>
483945	EN1234	Client Cancelled	09/11/2022 12:09 PM		09/11/2022 12:12 PM	- User: [ EN1234_BAS ] canceled the application as of: 2022/11/09 12:12:42 PM	<a href="#">View</a>
483532	EN1234_jsmith	Completed	25/10/2022 01:26 PM	25/10/2022 01:29 PM	28/10/2022 06:15 AM	-	<a href="#">View</a>
483531	EN1234_tjones	Completed	25/10/2022 01:19 PM	25/10/2022 01:23 PM	28/10/2022 06:15 AM	-	<a href="#">View</a>

This will populate your Geothermal Application. At the bottom of the page you will see you have three options: **Submit**, **Save** or **Cancel**. Select **Cancel** to cancel you application, a pop-up screen will display to confirm you want to **Cancel** your application. Select **Confirm**.

Land (x/1)

Please use the 'Add Land' button to select the land for this request

Parcel	M	RGE	TWP	SEC	QSLSD	Portion
01						

Substance: GEOTHERMAL RESOURCE

Qualifier: From Top

Zone: Choose an option...

Add Land

#	Parcel	M	RGE	TWP	SEC	QSLSD	Portion	Qualifier1	Zone1	Qualifier2	Zone2
#	01	4	20	036	01	0	From Top	SURFACE	To Base	BASEMENT	
#	01	4	20	036	03	0	From Top	SURFACE	To Top	BASEMENT	
#	01	4	20	036	04	0	From Top	SURFACE			

Submit Save Cancel

Select Cancel

Land (x/1)

Please use the 'Add Land' button to select the land for this request

Parcel	M	RGE	TWP	SEC	QSLSD	Portion
01						

Substance: GEOTHERMAL RESOURCE

Qualifier: From Top

Zone: Choose an option...

Add Land

Confirm Cancel

Are you sure you want to cancel your Geothermal application?

No **Confirm**

Add Land

#	Parcel	M	RGE	TWP	SEC	QSLSD	Portion	Qualifier1	Zone1	Qualifier2	Zone2
#	01	4	20	036	01	0	From Top	SURFACE	To Base	BASEMENT	
#	01	4	20	036	03	0	From Top	SURFACE	To Top	BASEMENT	
#	01	4	20	036	04	0	From Top	SURFACE	To Top	BASEMENT	

Select Confirm

## Work in Progress - continued



### Work in Progress

Status:

Request #:

Request	Creator	Status	Creation Date	Submission Date	Last Update Date	Comments	Document
483532		Processing	25/10/2022 01:26 PM	25/10/2022 01:29 PM	27/10/2022 06:15 AM		View
483531		Processing	25/10/2022 01:19 PM	25/10/2022 01:23 PM	27/10/2022 06:15 AM		View
483530		Processing	25/10/2022		27/10/2022 06:15 AM		View
483529		Processing	25/10/2022		27/10/2022 06:15 AM		View
483528		Processing	25/10/2022		27/10/2022 06:15 AM		View
483494		Completed	24/10/2022		27/10/2022 06:15 AM		View
483493		Completed	24/10/2022		27/10/2022 06:15 AM		View
483492		Completed	24/10/2022		27/10/2022 06:15 AM		View
483427		Client Cancelled	20/10/2022		27/10/2022 06:15 AM	AS] canceled the application as of: 2022/10/20 3:51:36 PM	View
483243		Completed	18/10/2022		27/10/2022 06:15 AM		View
481999		Completed	14/10/2022		27/10/2022 06:15 AM		View
481998		Completed	14/10/2022		27/10/2022 06:15 AM		View
481997		Completed	14/10/2022		27/10/2022 06:15 AM		View
481944		Processing	12/10/2022 03:33 PM	12/10/2022 03:41 PM	13/10/2022 12:15 PM	Overlapping Land for SRD	View

Application Documents

File Date	File Name	Documents
2022/10/24 3:28:19 PM	Sample.docx	View/Download
2022/10/24 3:28:29 PM	ApplicationSummaryReport.pdf	View/Download
2022/10/25 12:15:06 PM	UPD.pdf	View/Download
2022/10/25 12:15:06 PM	UPD.xml	View/Download

- The first file listed in the Application Documents above (**Sample.docx**) is the document that was attached to the application for the Geothermal Project Overview section.
- The second file listed (**Application Summary Report.pdf**) is the report created of the application information submitted.
- The third file listed in PDF and XML format is the **Mineral Rights Posting Detail** report created when the application has been accepted by Alberta Energy and processed.

Document samples are displayed on the next page.

Continued onto next page

### Work in Progress - continued

#### Geothermal Application Summary



Title: ELECTRONIC TRANSFER SYSTEM  
 9945 - 108 Street  
 Edmonton, Alberta, T5K 2G6  
 Date: October 24, 2022  
 Time: 2:50:02 PM  
 ETS #: 483492

#### ADMINISTRATIVE INFORMATION

Company Name : ABC Geothermal Company  
 Creator : EN1234\_smlm  
 Submission Date : Oct 24, 2022  
 Application Fee Consent : Yes  
 Comments : Sample-Portion

#### CONTACT INFORMATION

First Name :  
 Last Name :  
 Phone # :  
 Phone Extension :  
 Email Address :

Technical Contact	Title	Phone #	Email
Peter Pan	Analyst	(403) 222-1515	peterpan@telus.net

#### DOCUMENTS

File Name	Process Date
R483492.20221024144059.Sample.docx	Oct 24, 2022

#### LAND INFORMATION

Parcel	Land Key	Portion	Substance	Zone Qualifier	Zone
01	4-21-052:14	1	GEOHERMAL RESOURCE	From Top	SURFACE
01	4-21-052:14	1	GEOHERMAL RESOURCE	To Base	BASEMENT
01	4-21-052:17	1	GEOHERMAL RESOURCE	From Top	SURFACE
01	4-21-052:17	1	GEOHERMAL RESOURCE	To Top	BASEMENT

#### CLIENT INFORMATION

DOE Client ID : 1234567-001  
 Designated Representative : ABC Geothermal Company

DOE Client ID	Lessee Name	Percentage
1234567-001	ABC Geothermal Company	100.00

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

### Mineral Rights Posting Detail

ELECTRONIC TRANSFER SYSTEM  
 MINERAL RIGHTS INTERIM POSTING DETAIL  
 GEOHERMAL REQUEST NUMBER 481944  
 USERID EA1234\_smlm  
 Page: 1  
 Oct 13, 2022 12:10:06 PM

**LAND AND RIGHTS**  
 Designated Representative: ABC Geothermal Company  
 Parcel: 01 LEASE Status: ACTIVE

Land Key	Hectares	Region
4-21-052:132	256.0000	
AVAILABLE		GEOHERMAL RESOURCE
4-21-052:133	256.0000	
FREEHOLD		GEOHERMAL RESOURCE
4-21-052:134	256.0000	
AVAILABLE		GEOHERMAL RESOURCE
4-21-053:103	256.0000	
FREEHOLD		GEOHERMAL RESOURCE

Restrictions: SHA009401

ELECTRONIC TRANSFER SYSTEM  
 MINERAL RIGHTS INTERIM POSTING DETAIL  
 GEOHERMAL REQUEST NUMBER 481944  
 USERID EA1234\_smlm  
 Page: 2  
 Oct 13, 2022 12:10:11 PM

**RESTRICTIONS**

Rest ID: SHA009401 Restriction Expiry: 2031/05/06  
 Rest Type: SENSITIVE HABITAT AREA

Land Key: 4-21-053:03L09  
 4-21-053:03L15  
 4-21-053:03L16  
 ALL MINERALS FROM SURFACE (0000:)  
 TO BASEMENT (9999:)

Contact: GLENN MACK, (780) 422-3344  
 City: EDMONTON, AB  
 Rest Name: PROVINCIAL HIBERNACULA BUFFER  
 Access Level: 3 SURFACE ACCESS IS SUBJECT TO SPECIFIC RESTRICTIONS  
 Rest Text: IS/ARE WITHIN A SENSITIVE HABITAT AREA.

**DISCLAIMER**  
 This standing report is provided subject to the condition that His Majesty the King in right of the province of Alberta and his employees:  
 (1) Hereby disclaim and are released from any and all responsibility for the information in, and any omission of the information from, this report;  
 (2) Shall not bear any responsibility for any loss or damage of any kind arising from or in respect of any absence of information or any errors or omissions (whether the aforesaid occasioned by negligence or otherwise) in or affecting this report or the information therein.  
 This report does not show caveats, builders' liens, or other instruments, if any, registered at land titles office in respect of lands or interests therein. Persons are advised to also examine records at land titles office to ascertain whether other instruments that may concern the lands or interests therein have been registered.

## Work in Progress - Technical Contact

The screenshot shows a web interface for adding a technical contact. At the top, there is an email address field containing 'janesmith@telus.net'. Below it is a table with columns for 'Technical Contact', 'Title of Technical Contact', 'Phone Number', and 'Email Address'. The table is currently empty, with the text 'No matching records found' displayed. A yellow box highlights the 'Add Technical Contact' button. A blue callout bubble points to this button with the text 'Select Add Technical Contact'. Below the table, there is a checkbox for 'Consent to Non-Refundable Application Fee'. Further down, there is a section for 'Geothermal Overview of Proposed Project' with a note about document limits and an 'Add Document' button. At the bottom, there is a 'Land (+/-)' section with a table for selecting land parcels, including columns for Parcel, H, RGE, TWP, SEC, QS/LSD, and Portion.

From the **Work in Progress** screen you can see your application is in the **Work in Progress** stage, you have not submitted your application. To add a **Technical Contact**, go to the **Work in Progress** screen and select the application you want to update by clicking on the **ETS Request** number.

The application will open. Expand the **Admin** view by selecting **(+/-)**. Click on the **Add Technical Contact** button.

The **Add/Update Technical Contact** window will display. Add the information for your **Technical Contact** and select the **Add/Update** button to save the information to the application.

The screenshot shows the 'Add/Update Technical Contact' modal window. It contains several input fields: 'Name' (filled with 'Peter Pan'), 'Title' (filled with 'Analyst'), 'Phone Number' (filled with '4032221515'), and 'Email Address' (filled with 'peterpan@telus.net'). A yellow box highlights the 'Add/Update' button at the bottom right of the modal. A blue callout bubble points to this button with the text 'Select Add/Update'. The background shows the same 'Work in Progress' screen as the previous image, but dimmed.

Continued onto next page

## Work in Progress - Updating Technical Contact continued

To remove a **Technical Contact** from the application go to the **Work in Progress** screen. If your application is in the **Work in Progress** stage and you have not submitted your application you can remove the **Technical Contact**. Select the application you want to update by clicking on the **ETS Reference** number.

The application will open, expand the **Admin** view by selecting **(+/-)**. Click on the **Add Technical Contact** button.

The **Technical Contact** will display in the application, select the garbage can on the left-hand side of the line to delete the **Technical Contact**.

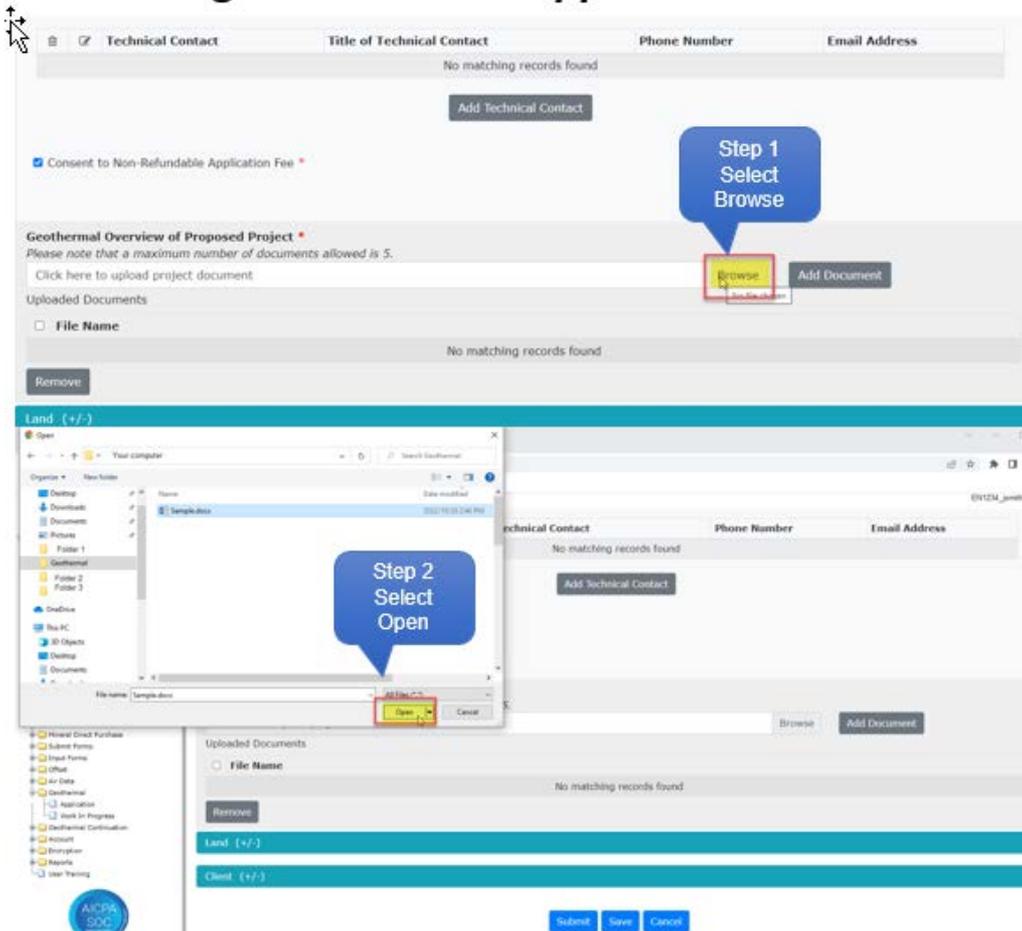


		Technical Contact	Title of Technical Contact	Phone Number	Email Address
		Peter Pan	Analyst	4032221515	peterpan@telus.net

Select to remove Technical Contact

Continued onto next page 

## Work in Progress – Adding or Removing Document(s)



To add/remove **Document(s)** from the application go to the **Work in Progress** screen. If your application is in the **Work in Progress** stage and you have not submitted your application you can add/remove **Document(s)**. Select the application you want to update by clicking on the **ETS Reference** number.

The application will open, expand the **Admin** view by selecting **(+/-)**.

To add a document Select the **Browse** button, this will open a window for you to choose a document to be upload to the application. Click on the document file name and then select the **Open** button.

Continued onto next page

## Work in Progress – Adding or Removing Document(s) continued

You will then select **Add Document** to add the file to your application.

The screenshot shows a web form with the following elements:

- Technical Contact Table:** A table with columns for 'Technical Contact', 'Title of Technical Contact', 'Phone Number', and 'Email Address'. It displays 'No matching records found' and an 'Add Technical Contact' button.
- Consent:** A checked checkbox for 'Consent to Non-Refundable Application Fee \*'.
- Geothermal Overview of Proposed Project \*:** A section with a note: 'Please note that a maximum number of documents allowed is 5.' It includes a text input field containing 'Sample.docx', a 'Browse' button, and a highlighted 'Add Document' button.
- Uploaded Documents Table:** A table with columns for 'File Name', 'Phone Number', and 'Email Address'. It displays 'No matching records found' and a 'Remove' button.
- Footer:** 'Submit', 'Save', and 'Cancel' buttons.

Step 2  
Select  
OK

This screenshot shows a confirmation pop-up window with the following elements:

- Message:** 'Document added successfully'.
- Action:** A highlighted 'OK' button.

The background shows the same web form as the previous screenshot, but the 'Add Document' button is no longer highlighted.

A pop-up will display indicating you have successfully added your document to your application. Select **Ok**.

Continued onto next page

## Work in Progress – Adding or Removing Documents continued

To remove a **Document** click the box beside the file name you want to remove, then select the **Remove** button.

**Step 1**  
Select Document

**Step 2**  
Select Remove

Geothermal Overview of Proposed Project \*  
Please note that a maximum number of documents allowed is 5.  
Click here to upload project document

Uploaded Documents

File Name

R483492.20221024144059.5

Land (+/-)

Please use the 'Add Land' button to select the land for this request

Parcel	H	RGE	TWP	SEC	QS/LSD	Portion
01						

Substance: GEOTHERMAL RESOURCE

Qualifier: From Top, To Top

Zone: Choose an option...

	Parcel	H	RGE	TWP	SEC	QSLSD	Portion	Qualifier1	Zone1	Qualifier2	Zone2
	01	4	21	052	14		1	From Top	SURFACE	To Base	BASEMENT
	01	4	21	052	17		1	From Top	SURFACE	To Top	BASEMENT

etsaccp.energy.gov.ab.ca says

Info. Selected document successfully removed from the list.

Title of Technical Contact  Phone

No matching records found

Once the **Remove** button has been selected a pop-up screen will display indicating the selected document has been removed. Select **OK**

Continued onto next page

## Work in Progress – Adding or Removing Land

Geothermal (#483427)

Status: Work in Progress

Show All Collapse All

Admin (+/-)

Land (+/-)

Please use the 'Add Land' button to select the land for this request

Parcel M RGE TWP SEC QS/LSD Portion

01

Substance: GEOTHERMAL RESOURCE

Qualifier: From Top, To Base

Zone: Choose an option...

Add Land

Parcel	M	RGE	TWP	SEC	QSLSD	Portion	Qualifier1	Zone1	Qualifier2	Zone2
01	4	20	036	01		0	From Top	SURFACE	To Base	BASEMENT
01	4	20	036	02		0	From Top	SURFACE	To Top	BASEMENT
01	4	20	036	03		0	From Top	SURFACE	To Top	
01	4	20	036	04		0	From Top	SURFACE	To Top	

Client (+/-)

Submit Save Cancel

To add/remove **Land** from the application go to the **Work in Progress** screen. If your application is in the **Work in Progress** stage and you have not submitted your application you can add/remove **Land**. Select the application you want to update by clicking on the **ETS Reference** number.

The application will open, expand the **Land** view by selecting **(+/-)**.

To **remove** a Land Key from the Land Grid, click on the **Garbage Can** to select and remove the Land Key from the Grid. It will be removed then select **Save**.

Continued onto next page

## Work in Progress – Adding or Removing Land continued

Land (+/-)

Please use the 'Add Land' button to select the land for this request

Parcel: 01, M: 04, RGE: 020, TWP: 036, SEC: 1, QS/LSD: [ ], Portion:

Substance: GEOTHERMAL RESOURCE

Qualifier: From Top, Zone: Choose an option..

To Base: Choose an option..

Add Land

To Add Land enter your requested land keys using the format **M RGE TWP SEC QS/LSD**. If you have a **Portion** of land, check off the portion box for that piece of land.

Select if Portion

Then select the **Qualifier** and **Zone** for the Land Key entered above. Using the drop-down arrows for both the **Qualifier** and **Zone**.

Uploaded Documents

File Name: R483427.20221020144811.Sample.docx

Remove

Land (+/-)

Please use the 'Add Land' button to select the land for this request

Parcel: 01, M: 4, RGE: 20, TWP: 036, SEC: [ ], QS/LSD: [ ], Portion:

Substance: GEOTHERMAL RESOURCE

Qualifier: From Top, Zone: Choose an option..

To Base: Choose an option..

Add Land

Parcel	M	RGE	TWP	SEC	QSLSD	Portion	Qualifier1	Zone1	Qualifier2	Zone2
No matching records found										

Uploaded Documents

File Name: R483427.20221020144811.Sample.docx

Remove

Land (+/-)

Please use the 'Add Land' button to select the land for this request

Parcel: 01, M: 4, RGE: 20, TWP: 036, SEC: [ ], QS/LSD: [ ], Portion:

Substance: GEOTHERMAL RESOURCE

Qualifier: From Top, Zone: Choose an option..

To Base: Choose an option..

Add Land

Parcel	M	RGE	TWP	SEC	QSLSD	Portion	Qualifier1	Zone1	Qualifier2	Zone2
No matching records found										

Continued onto next page

## Work in Progress – Adding or Removing Land continued

Select the **Add Land** button

Step 1  
Add Land

Uploaded Documents

File Name

R483427.20221020144811.Sample.docx

Remove

Land (+/-)

Please use the 'Add Land' button to select the land for this request

Parcel	M	RGE	TWP	SEC	QSLSD	Portion
01						<input type="checkbox"/>

Substance: GEOTHERMAL RESOURCE

Qualifier: From Top

Zone: Choose an option...

To Top

Choose an option...

Add Land

Parcel	M	RGE	TWP	SEC	QSLSD	Portion	Qualifier1	Zone1	Qualifier2	Zone2
01	4	20	036	1		0	From Top	SURFACE	To Base	BASEMENT

Client (+/-)

Uploaded Documents

File Name

R483427.20221020144811.Sample.docx

Remove

Land (+/-)

Please use the 'Add Land' button to select the land for this request

Parcel	M	RGE	TWP	SEC	QSLSD	Portion
01	4	20	036	1		

Substance: GEOTHERMAL RESOURCE

Qualifier: From Top

Zone: SURFACE

To Base

BASEMENT

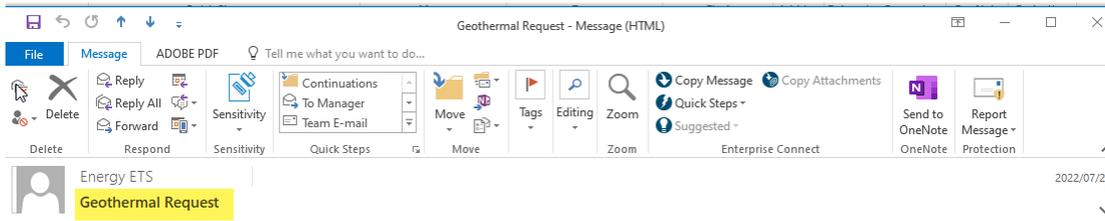
Add Land

Parcel	M	RGE	TWP	SEC	QSLSD	Portion	Qualifier1	Zone1	Qualifier2	Zone2
No matching records found										

After selecting the **Add Land** button the Land will now display at the bottom of the section.

Continued onto next page

## ETS Email Notifications



EXTERNAL SENDER. Do not open links or attachments that are unexpected. Do not give out User IDs or Passwords.

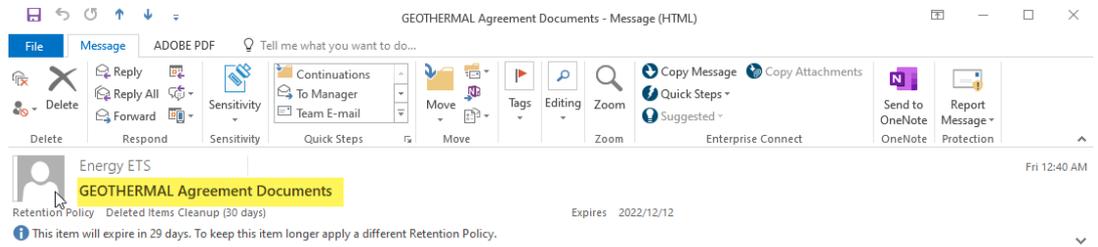
Your geothermal request number **478124** for account EA1234\_jsmith has been updated. This request can be found under Geothermal - Work in Progress.

To review your request sign on to the Electronic Transfer System (ETS) website, available through [Alberta.ca](http://Alberta.ca).

Do not reply to this Email. If you have any questions or concerns please contact for Geothermal: [Energy\\_GeothermalTenure@gov.ab.ca](mailto:Energy_GeothermalTenure@gov.ab.ca)

**Geothermal Request email Notifications** will be sent to the User when there is an update to the application. When an email is received, log into ETS and go to **Geothermal Work in Progress** and review the **ETS Request number** highlighted in the **notification**.

**Geothermal Agreement Documents email Notification** will be sent to the User when the **Agreement Documents** have been issued.



EXTERNAL SENDER. Do not open links or attachments that are unexpected. Do not give out User IDs or Passwords.

GEOTHERMAL Agreement Documents issued by Alberta Department of Energy are ready for pickup by the Designated Representative. Agreement documents will be removed from ETS based on the Site Administrator's preference settings. Please login to the ETS Request Status screen to view or download the documents.

To review your request sign on to the Electronic Transfer System (ETS) website, available through [alberta.ca](http://alberta.ca).

Do not reply to this Email. If you have any questions or concerns contact for PNG [Postings.energy@gov.ab.ca](mailto:Postings.energy@gov.ab.ca) or Oil Sands group at [OSTenure@gov.ab.ca](mailto:OSTenure@gov.ab.ca).

Continued onto next page 

## Retrieve Agreement Documents

To **Retrieve Agreement Documents** log into your ETS Account and select **Request Status** from the Tree Node. Then select the **Retrieve button**. You can retrieve documents using the **Form Type**, **Request #**, **Start Date**, **End Date** and any of the options on the **Request Status** screen.

**Step 1 Retrieve**

**Request Status**

Form:  Request #:   
 Start Date: 2022/10/07 End Date: 2022/11/12  
 Status:  Creator:   
 Account:   
 File Name:   
 Comment:

Retrieve Select All Unselect All (Un)Delete Pickup

Feedback Copyright © 1999 Government of Alberta

Continued onto next page

## Retrieve Agreement Documents - Continued

The screen below displays **Agreement Documents** from Start Date 2022/10/07 to End Date 2022/11/12. To **Retrieve** the **Agreement Documents** using the drop-down arrow for ETS Request #483329 select either the XML File or the PDF File to View.

### Request Status

Step 1  
Form Type  
Agreement  
Documents

Form: Agreement Documents Request #:

Start Date: 2022/10/07 End Date: 2022/11/12

Status:  Creator:

Account:

File Name:

Comment:

Step 2  
Retrieve

Retrieve Select All Unselect All (Un)Delete Pickup

Step 3  
Select  
either  
XML File  
or  
PDF File

#	Sel	Form	Input File/Comment	Status	Date YYYY/MM/DD	Cost	Output Files	Creator
483329	<input type="checkbox"/>	Agreement Documents	Geothermal	COMPLETED	2022/10/19		XML File(xml) PDF File(pdf)	EN12345
483328	<input type="checkbox"/>	Agreement Documents	Geothermal	COMPLETED	2022/10/19		XML File(xml) PDF File(pdf)	EN12345
483327	<input type="checkbox"/>	Agreement Documents	Geothermal	COMPLETED	2022/10/19		XML File(xml) PDF File(pdf)	EN12345
483326	<input type="checkbox"/>	Agreement Documents	Geothermal	COMPLETED	2022/10/19		XML File(xml) PDF File(pdf)	EN12345
483141	<input type="checkbox"/>	Agreement Documents	Geothermal	COMPLETED	2022/10/18		XML File(xml) PDF File(pdf)	EN12345
483140	<input type="checkbox"/>	Agreement Documents	Geothermal	COMPLETED	2022/10/18		XML File(xml) PDF File(pdf)	EN12345
481960	<input type="checkbox"/>	Agreement Documents	Direct Purchase	COMPLETED	2022/10/13		XML File(xml) PDF File(pdf)	EN12345

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Continued onto next page



CONCLUSION

*Congratulations!*

You have completed the Geothermal Application  
Online Training Course

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

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

