

# Welcome!

## To the ETS – Geothermal Continuation: Roles Online Training Course

Each company has an assigned ETS Site Administrator who is responsible to create their company's user accounts. They also manage the assignment of roles within the company.

This module will highlight the different roles required to create, amend, submit, and view the various Geothermal Continuation form types:

- Geothermal Authorization
- Geothermal Continuation
- Geothermal Expiry Reinstatements
- Geothermal Continuation Documents
- Geothermal Expiry Reinstatement Documents
- Geothermal Non-Productivity Notices

Revisions

Date	Revisions Type	Page Number
September 2025	Initial Creation	All

## Introduction

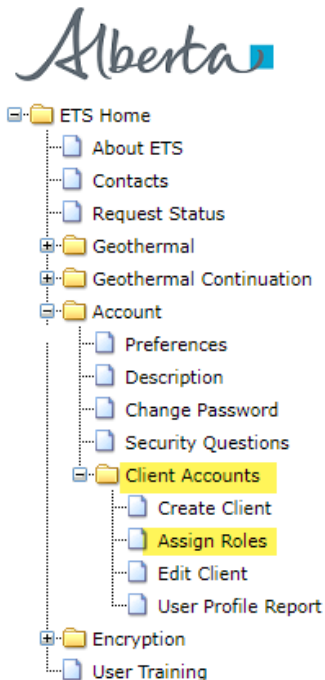


In this module, you will learn about the different roles for Geothermal Continuation.

### Prerequisite Learning Modules

Before proceeding we recommend that you view the **ETS Account Setup and Preferences** module located in the Online Learning portal.

## Site Administrator – Assign Roles



### Site Administrator

The Site Administrator is responsible for assigning roles to their users for the various Form Types.

This is completed in the **Assign Roles** screen under the **Client Accounts** section in ETS.

The selection of roles will vary based on the Form Type.

## Geothermal Authorization

The Authorization process involves authorizing a company to act on behalf of the designated representative for a Crown geothermal lease.

There are three roles available for Geothermal Authorization:



Submitter

- can submit and view authorization requests.



Concurrer

- can concur authorization requests.



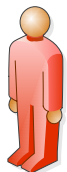
Viewer

- can view authorization requests.

## Geothermal Continuation

Geothermal Continuation is the process for a company to fill in and submit an Online Geothermal Continuation Application via ETS.

There are three roles available for Geothermal Continuation:



Creator

- can create and amend applications.
- can view applications they created (please note if they need to view applications not created by them, Viewer role must also be assigned to them).



Submitter

- can submit and view all applications.



Viewer

- can view all applications and their related documents.

## Request Status - Geothermal Continuation Documents

Geothermal Continuation Documents is the process for a designated representative to retrieve final documents.

There is one role available for Geothermal Continuation Documents:



Viewer

- can view all finals and their related documents.
-

## Request Status – Geothermal Non-Productivity Notices

Geothermal Non-Productivity Notice is the process for a designated representative to retrieve non-productivity notices served on a Crown geothermal lease.

There is one role available for Non-Productivity Notices:



Viewer

- can view all notices.
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## Geothermal Expiry Reinstatement

Geothermal Expiry Reinstatement is the process for a company to fill in and submit an Online Expiry Reinstatement on a cancelled geothermal lease and/or rights via ETS.

There are three roles available for Geothermal Expiry Reinstatement:



Creator

- can create applications.
- can view applications they created (please note if they need to view requests not created by them, Viewer role must also be assigned to them).



Submitter

- can submit and view all applications.



Viewer

- can view all applications and their related documents.

## Request Status – Geothermal Expiry Reinstatement Documents

Geothermal Expiry Reinstatement Documents is the process for a designated representative to retrieve final documents.

There is one role available for Geothermal Expiry Reinstatement Documents:



Viewer

- can view all finals and their related documents.
-

# *Congratulations!*

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

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

If you have any comments or questions on this training course,  
please contact: [Energy.GeothermalTenure@gov.ab.ca](mailto:Energy.GeothermalTenure@gov.ab.ca)

