

Welcome!

To the Information Request – Upload Documents

Online Training Course

In this module you will learn how to:

- Upload documents
- Retrieve and view documents

Revisions Table

Date	Revisions Type	Page Number
February 3, 2025	Initial Creation	All

INTRODUCTION

This Upload Documents is only used until after an agreement has been issued and active. The purpose is to upload annual report, requested information response, notice of change in ownership or control and other document types.



LOGIN TO ETS

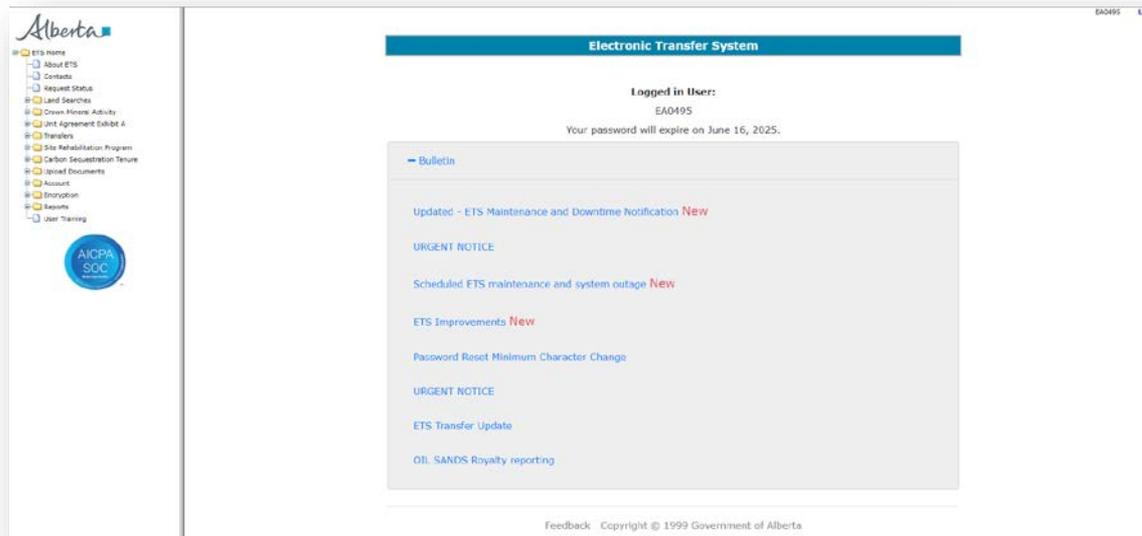
1. Go to ETS (<https://ets.energy.gov.ab.ca/logon.aspx>)
2. Enter your login credentials: User Name (EN account) and Password.



The screenshot shows the login page for the Electronic Transfer System (ETS). At the top, there is the Alberta logo and the text "Electronic Transfer System". Below this, there is a blue circular logo for "AICPA SOC". The main content area contains the following text: "Please remember to clear your browser's cache, click [HERE](#) for instructions. (This is required to ensure the **privacy** and **security** of the information)."

Below the instructions, it says "You have been successfully logged out of ETS." followed by two input fields: "User Name:" and "Password:". There is a "Login" button below the password field. At the bottom, there is a checkbox for "Save my user name" and a link for "Forgot Password/Reset Password".

Once logged in, the screen below is displayed.



The screenshot shows the dashboard for the Electronic Transfer System (ETS) after a successful login. The page is titled "Electronic Transfer System" and displays the user's login information: "Logged in User: EA0495" and "Your password will expire on June 16, 2025." Below this, there is a "Bulletin" section with several items: "Updated - ETS Maintenance and Downtime Notification **New**", "URGENT NOTICE", "Scheduled ETS maintenance and system outage **New**", "ETS Improvements **New**", "Password Reset Minimum Character Change", "URGENT NOTICE", "ETS Transfer Update", and "OIL SANDS Royalty reporting".

On the left side of the dashboard, there is a navigation menu with the following items: "ETS Home", "About ETS", "Contacts", "Request Status", "Land Searches", "Cross Border Activity", "Joint Agreement Exhibit A", "Transfers", "Site Rehabilitation Program", "Carbon Sequestration Tenure", "Special Documents", "Account", "Information", "Security", and "User Training". There is also an "AICPA SOC" logo in the bottom left corner of the dashboard.

At the bottom of the page, there is a footer that reads "Feedback Copyright © 1999 Government of Alberta".

NAVIGATION TO UPLOAD DOCUMENTS

1. In the treenode (left-hand side of the screen), navigate to **Upload Documents** node.
2. Expand **Upload Documents** to display its subnodes.
3. Click **Agreement Documents** subnode.



APPLICATION INFORMATION TAB

On the main screen, a blank application form is displayed. ETS auto populates the Company and Creator fields. These information are generated from the login account information.

Mandatory fields are outlined in red and flagged with asterisk (*).

The screenshot shows the 'Upload Agreement Documents' interface. A modal window titled 'Search Agreement' is open, displaying a search input field with the value '5824100024' and a magnifying glass icon. Below the input is a table with the following data:

Agreement	Designated Representative	Expiry Date	Status	
058 5824100024		2029/10/31	ACTIVE	Select

Callouts provide the following instructions:

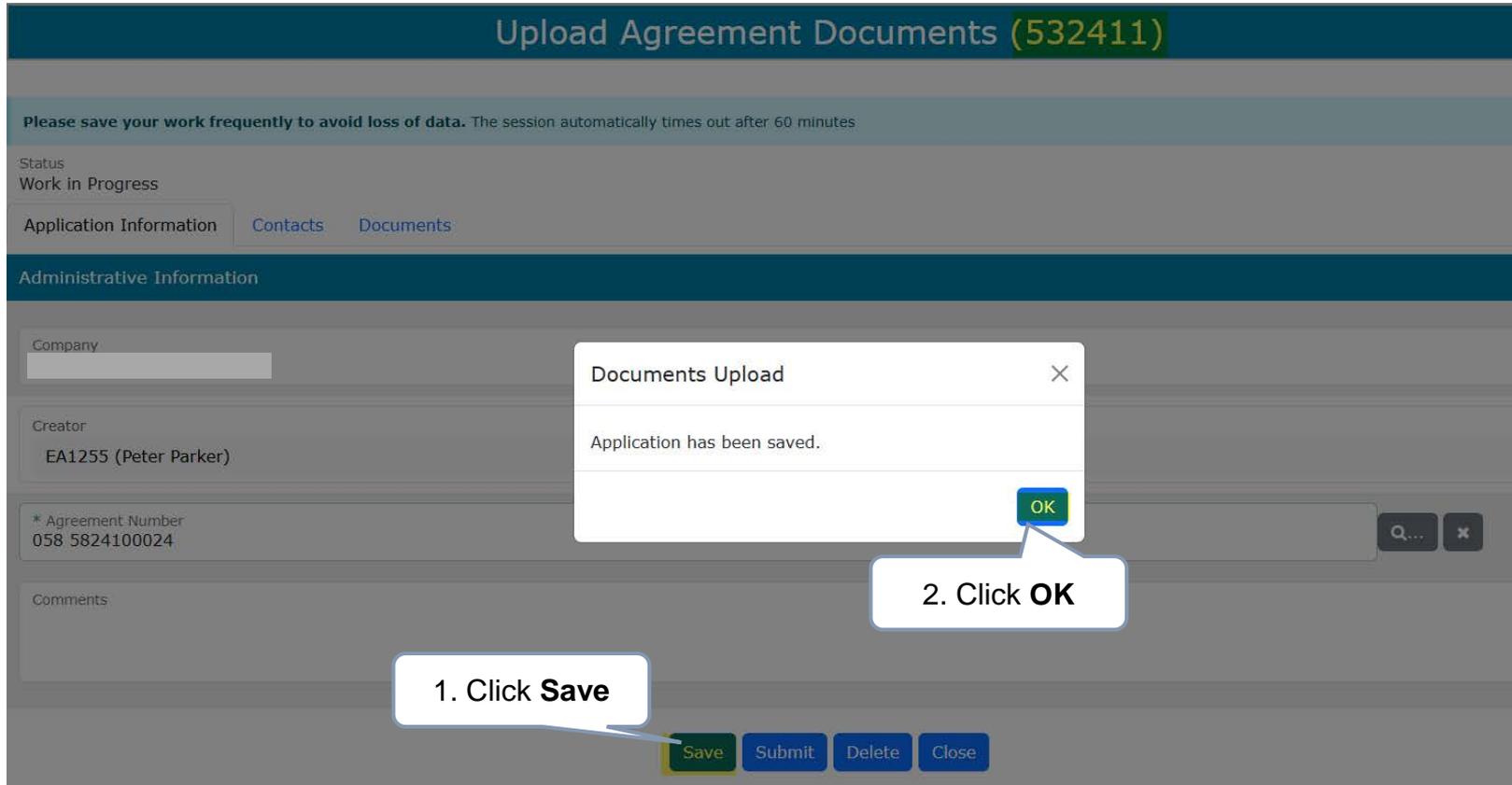
1. Click the magnifying glass to search agreement.
2. Enter the CS Agreement number
3. Click the magnifying glass to search agreement.
4. Click **Select**.

The interface also shows a 'Cancel' button, a 'Save' button, and a 'Close' button at the bottom.

Note: Only the CS Agreement Designated Representative have permission to upload documents.

APPLICATION INFORMATION TAB

First click of Save, ETS request number is generated at the header.



Upload Agreement Documents (532411)

Please save your work frequently to avoid loss of data. The session automatically times out after 60 minutes

Status
Work in Progress

Application Information Contacts Documents

Administrative Information

Company

Creator
EA1255 (Peter Parker)

* Agreement Number
058 5824100024

Comments

1. Click **Save**

Documents Upload

Application has been saved.

2. Click **OK**

Save Submit Delete Close

CONTACTS TAB

Contact Information is autopopulated based on the login information.
If required, the fields are editable. Then, click Save to save changes.

Upload Agreement Documents (532411)

Please save your work frequently to avoid loss of data. The session automatically times out after 60 minutes

Status

Work in Progress

[Application Information](#)

Contacts

[Documents](#)

Contact Information

* Contact Name
Robin Williams

* Office Phone Number
7804229249

* Email Address
energy.sequestrationhelpdesk@gov.ab.ca

Save

Submit

Delete

Close

DOCUMENTS TAB – DOCUMENT TYPE

Depending on the CS Agreement number entered in the Application Information tab, the Document type dropdown selection varies.

Document Type	058 (CSEA)	059 (CSA)	061 (PSL)
Annual Report	✓		
Notice of change in ownership or control	✓	✓	
Requested Information response	✓	✓	✓
Insurance information		✓	
Revised Hub Development Plan		✓	
Other	✓	✓	✓

Carbon Sequestration Evaluation Agreement (CSEA)

Carbon Sequestration Agreement (CSA)

Pore Space Lease (PSL)

DOCUMENTS TAB – UPLOAD DOCUMENTS

1. *Document Type.* Click the **Document Type dropdown list** and select document type.
2. *Document Description.* Type in the description of the document to upload.
3. *Upload Files.* Click **Choose Files**. Browser to your folder opens. Select the document. Filename is added on the field
4. Click **Upload**. The Uploaded Documents are added on the grid. Click **OK**.
5. Click **Save**. The corresponding Description of the uploaded document is added on the grid.

The screenshot shows the 'Upload Agreement Documents (532411)' interface. It includes a status bar, navigation tabs, a form for document details, a file selection area, and an 'Uploaded Documents' table. A 'Documents Upload' dialog box is open, displaying 'Application has been saved.' and an 'OK' button.

File Name	Description
R532411.HUB_DEVELOPMENT_059.20250226230340.CS Testing Word Document.pdf	Revised Hub Development Plan
R532411.OTHER_059.20250226230453.CS Testing Word .pdf	Letter

SUBMIT UPLOADED DOCUMENTS

Once all pertinent information has been entered, submit the uploaded documents.
The system performs validation check to ensure all mandatory data has been provided.

The screenshot shows a web interface for uploading documents. At the top, there are tabs for 'Application Information', 'Contacts', and 'Documents'. Below the tabs is a section titled 'Upload Agreement Document' with a prompt 'Provide a document.'. There are two required fields: '* Document Type' (with a dropdown menu) and '* Document Description'. Below these fields is a file selection area with 'Choose Files' and 'No file chosen' buttons. A confirmation dialog box is open in the center, titled 'Documents Upload', with the question 'Are you sure you want to submit?' and 'No' and 'Submit' buttons. A callout points to the 'Submit' button in the dialog with the text '2. Click **Submit**'. Below the dialog is a table of 'Uploaded Documents' with columns for 'File Name' and 'Description'. A callout points to the 'Submit' button at the bottom of the form with the text '1. Click **Submit**'. At the bottom of the form are buttons for 'Save', 'Submit', 'Delete', and 'Close'.

File Name	Description
R532411.HUB_DEVELOPMENT_059.20250226230340.CS Testing Word Document.pdf	Revised Hub Development Plan
R532411.OTHER_059.20250226230340.CS Testing Word Document.pdf	Letter
R532411.INSURANCE_INFORMATION_059.20250226230340.CS Testing Word Document.pdf	Insurance Information

Delete (deletes entire application) is available when the request Status is at Work in Progress.
Close (closes application).

WITHDRAW APPLICATION

The Withdraw button is only available when the Status is Submitted.

The creator has the option to withdraw the application during the duration of the status Submitted.

When the request status is changed from Submitted to Processing, the Withdraw option is no longer available.

Upload Agreement Documents (532369)

Please save your work frequently to avoid loss of data. The session automatically times out after 60 minutes

Status
Submitted

[Application Information](#) [Contacts](#) [Documents](#)

Upload Agreement Document

Provide a document.

Choose Files No file chosen

Upload

Uploaded Documents

	File Name
	R532369.ANNUAL_REPORT_058.20250227094629.CS Testing Word Document.pdf

Save

Withdraw

WORK IN PROGRESS

The Work in Progress screen contains all different status depending on the state of each ETS Request. To search all ETS requests, select the **Find** icon on the Work in Progress screen.

User can also narrow the search by the following search parameters: **Status**, **Request Number**, **Start Date** and **End Date**.

Request	Application Type	Status	Creator	Last Update Date	Documents
532411	Agreement Documents Upload	Submitted	EA1255	2025/02/27 09:44 AM	View
532410	Agreement Documents Upload	Work in Progress	EA1255	2025/02/26 10:15 PM	View
532369	Agreement Documents Upload	Submitted	EA1255	2025/02/27 09:46 AM	View
527915	Agreement Documents Upload	Completed	EA1255	2024/11/28 03:30 PM	View
527908	Agreement Documents Upload	Completed	EA1255	2024/11/28 09:35 AM	View

Showing 1 to 5 of 5 rows

WORK IN PROGRESS – continued...

Work in Progress

The creator can modify and save the form.

Submitted

The creator or submitter has Submitted the form.

Processing

The request has been submitted to Alberta Energy and Minerals. Only the contact information can be modified at this point. The rest of the application is read-only.

Completed

Application has been completed and agreements documents have been issued.

Client Withdrawn

Client has withdrawn the ETS application. This notifies Alberta Energy and Minerals they no longer want to proceed with the application.

Department Rejected

Alberta Energy and Minerals has rejected the client's requested application.

WORK IN PROGRESS – View Documents

User has the option to view all documents for the corresponding ETS request. The Application Documents box list all attached documents from the application.

The screenshot displays the 'Work in Progress' section of a web application. It features a search filter for 'Application Documents' and a table of document uploads. A modal window is open, showing a list of documents with 'View/Download' links. Two callout boxes provide instructions: '1. Click View' points to a 'View' button in the background table, and '2. Click View/Download' points to a 'View/Download' link in the modal window.

Request Number	File Name	Status	EA Number	Timestamp
532369	Agreement Documents Upload	Submitted	EA1255	2025/02/27 09:46 AM
527915	Agreement Documents Upload	Completed	EA1255	2024/11/28 03:30 PM
527908	Agreement Documents Upload	Completed	EA1255	2024/11/28 09:35 AM

Congratulations!

You have completed the
Information Request –
Upload Documents
Online Training Course



If you have any comments or questions on this training course,
please forward them to:
energy.sequestrationhelpdesk@gov.ab.ca