

# Welcome!

## To the Location Amendment Application Online Training Course

In this module you will learn how to:

- Enter a Location Amendment application into ETS.
- Add lands to an existing agreement.
- Modify zones on existing lands and/or remove lands from existing agreement.
- Add lands, modify zones on existing lands and/or remove lands from an agreement.
- Retrieve and view agreement documents.

## Revisions Table

Date	Revisions Type	Page Number
October 28, 2024	Initial Creation	All

## INTRODUCTION

Location Amendment ETS form allows industry to initiate an application to amend the location for Carbon Sequestration Evaluation Agreement, Carbon Sequestration Agreement and Pore Space Lease.



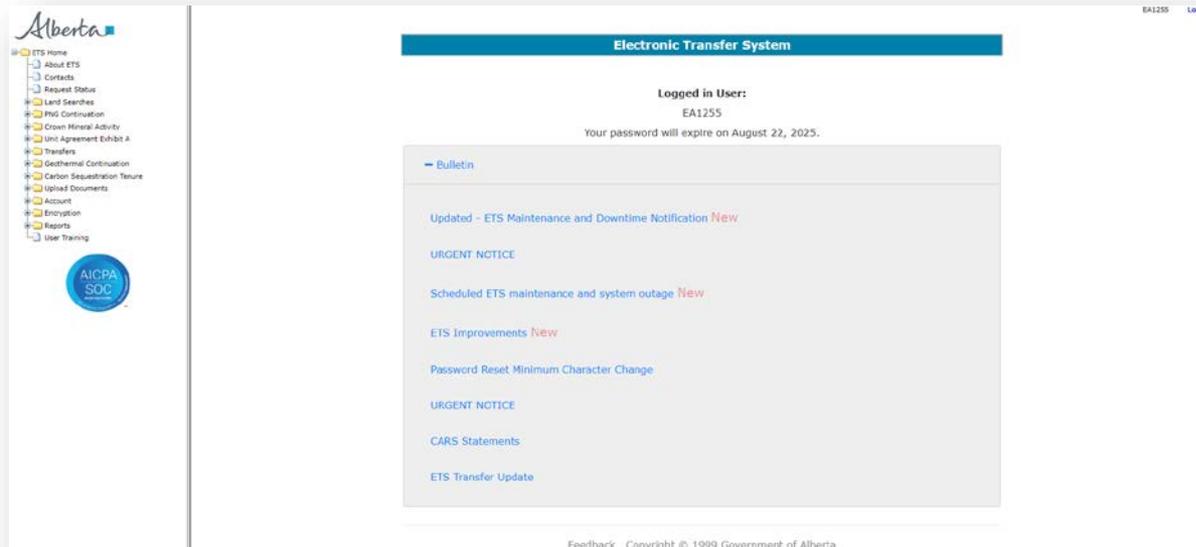
## LOGIN TO ETS

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 banner with the AICPA SOC logo. 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). You have been successfully logged out of ETS." Below this text are two input fields: "User Name:" and "Password:". There is a checkbox labeled "Save my user name" and a blue "Login" button. At the bottom, there is a link for "Forgot Password/Reset Password".

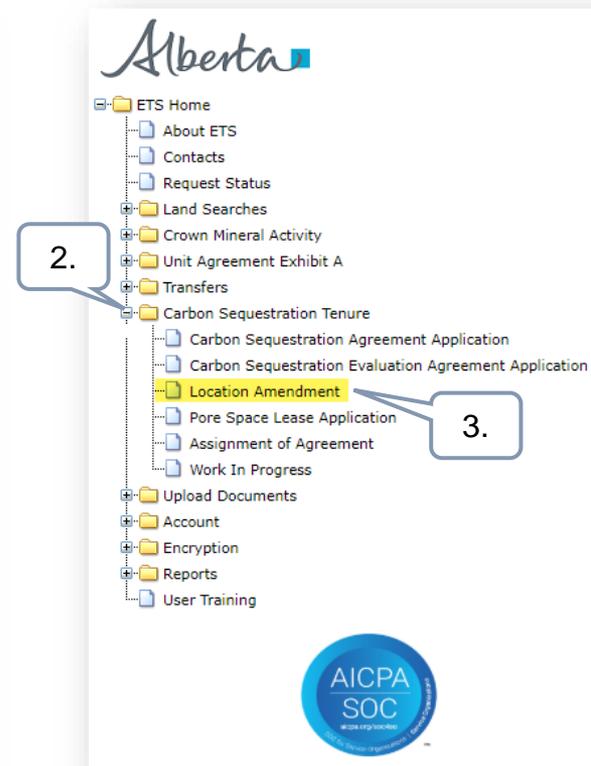
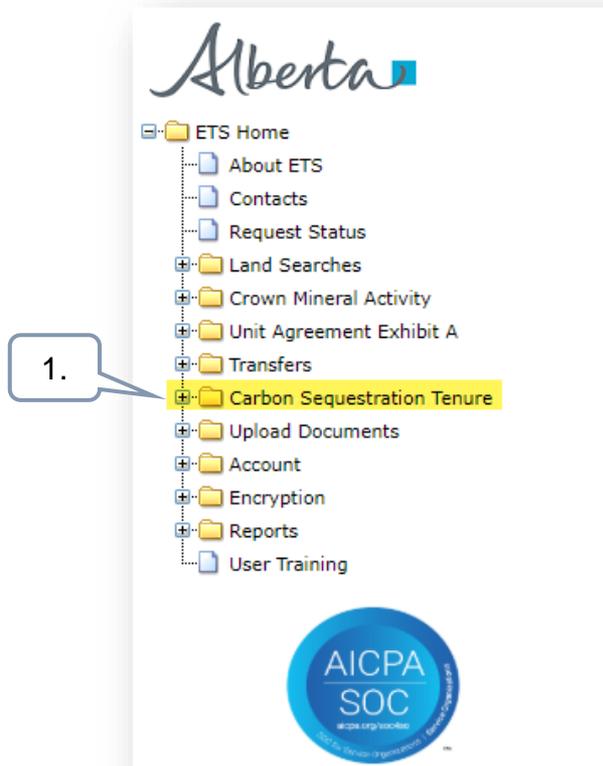
Once logged in, the screen below is displayed.



The screenshot shows the dashboard after logging in. On the left, there is a navigation menu with the following items: ETS Home, About ETS, Contacts, Request Status, Land Searches, PNG Continuation, Crown Mineral Activity, UML Agreement Exhibit A, Transfers, Geothermal Continuation, Carbon Sequestration Tenure, Upload Documents, Account, Encryption, Reports, and User Training. The main content area displays the following information: "Logged in User: EA1255", "Your password will expire on August 22, 2025.", and a "Bulletin" section with the following 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", "CARS Statements", and "ETS Transfer Update". At the bottom, there is a footer with the text "Feedback Copyright © 1999 Government of Alberta".

## NAVIGATION TO CARBON SEQUESTRATION AGREEMENT (CSA) APPLICATION

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

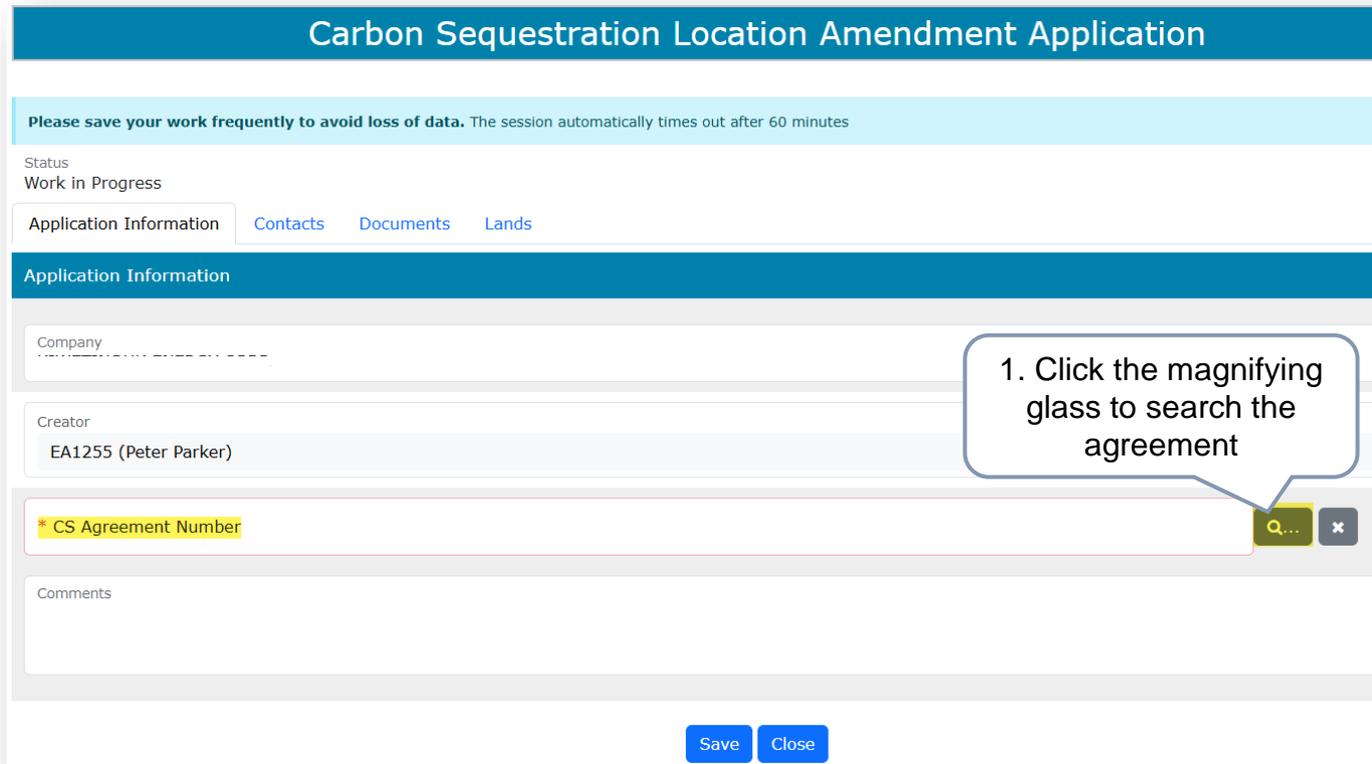


## APPLICATION INFORMATION TAB

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.

At the creation stage, the status of the request is set to Work in Progress.

CS Agreement Number field is the existing CS agreement number on which industry would like to add or modify the lands. This field is required on this tab.



**Carbon Sequestration Location Amendment Application**

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    Lands

**Application Information**

Company  
.....

Creator  
EA1255 (Peter Parker)

\* CS Agreement Number

Comments

Save    Close

1. Click the magnifying glass to search the agreement

## APPLICATION INFORMATION TAB – SEARCH AND ADD CS AGREEMENT

In the Search Agreement box,

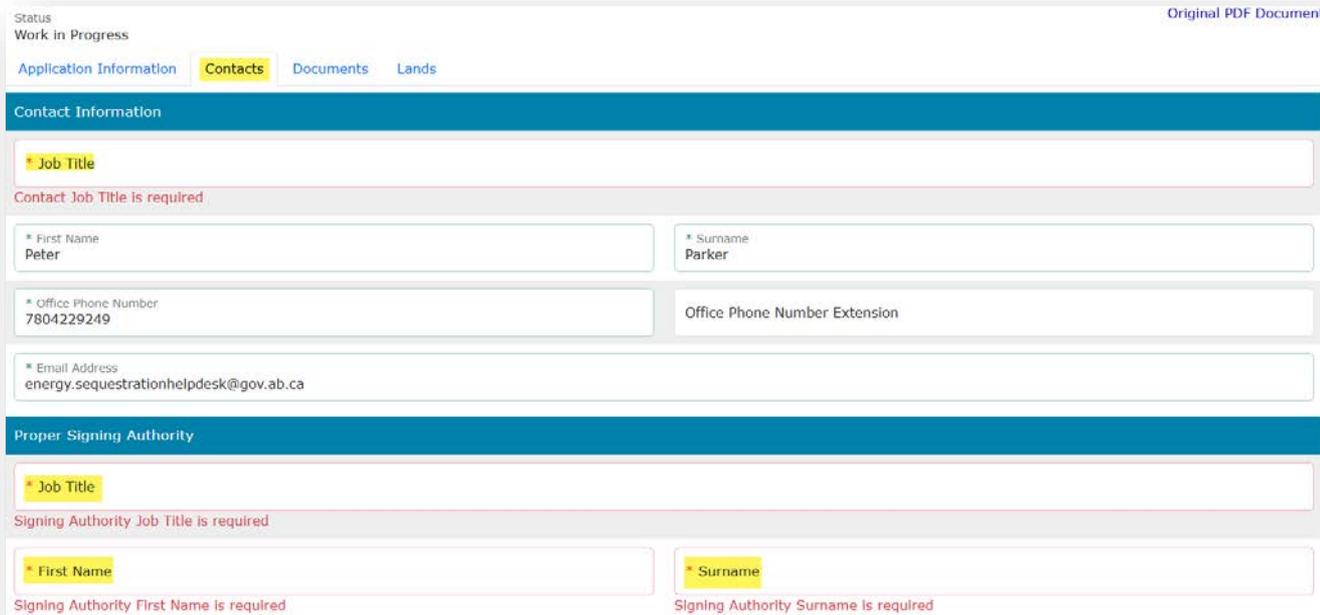
1. Click the **Agreements** field and type in the **CS Agreement Number**.
2. Select the **magnifying glass** to search the agreement.
3. Search result appears and displays the Agreement, Designated Representative, Expiry Date and Status. Click **Select**, if the information is correct.

Click Cancel if you need to restart the search.

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

4. Back to the main screen, the selected CS Agreement Number is now added. Click **Save**. *The ETS request is generated at the header.*
5. Click **OK**.

## CONTACTS TAB – CONTACT INFORMATION AND PROPER SIGNING AUTHORITY



Status: Work in Progress Original PDF Document

Application Information **Contacts** Documents Lands

### Contact Information

\* Job Title  
Contact Job Title is required

\* First Name: Peter      \* Surname: Parker

\* Office Phone Number: 7804229249      Office Phone Number Extension

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

### Proper Signing Authority

\* Job Title  
Signing Authority Job Title is required

\* First Name      \* Surname  
Signing Authority First Name is required      Signing Authority Surname is required

Note: Enter the required information indicated with asterisk (or outlined in red). Once information is entered, the outline turns in green)

**Contact Information** section – ETS auto populates the Name and Contact information. These information are generated from the login account information. Update the Job Title.

**Proper Signing Authority** – Enter the required information indicated with asterisk. The Signing Authority is a person who has the authority to sign documents on behalf of the company.

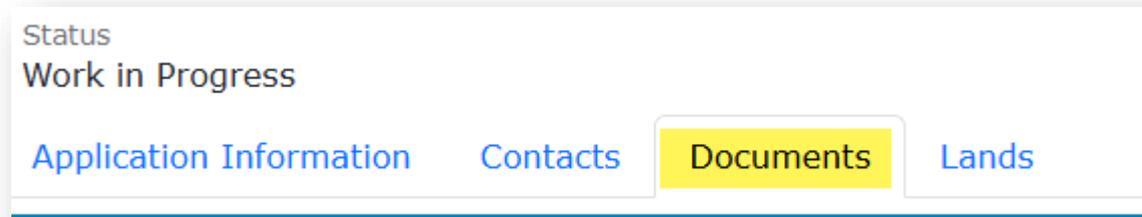
## CONTACTS TAB – TECHNICAL CONTACTS

1. Click **Add Technical Contact...** A new window appears.
2. Enter the required information indicated with asterisk (or outlined in red). Once information is entered, the outline turns in green)
3. Click **OK** to add the Technical Contact in the main grid.
4. Back to the application form, scroll down and click **Save** to save all added information.

## DOCUMENT TAB

The Document tab consists of 4 different types of attachment documents:

1. **Hub Development Plan** (optional)  
 This is displayed only if the CS Agreement Number supplied is a **059 Carbon Sequestration Agreement**.  
 One PDF file of up to 100MB in size may be uploaded.
2. **Proposal**  
 This is displayed only if the CS Agreement Number supplied is a **058 Carbon Sequestration Evaluation Agreement**.  
 One PDF file of up to 100MB in size may be uploaded.
3. **Pore Space Unit Agreement Document** (required)  
 This is displayed only if the CS Agreement Number supplied is a **061 Pore Space Lease**.  
 One PDF file of up to 100MB in size may be uploaded.
4. **Supplementary Documents Uploads** (required)  
 This is displayed for all 058, 059 and 061 CS Agreement types.  
 Maximum 5 documents with maximum size limit up to 100MB of each file.  
 File formats include PDF, Excel and ZIP files.

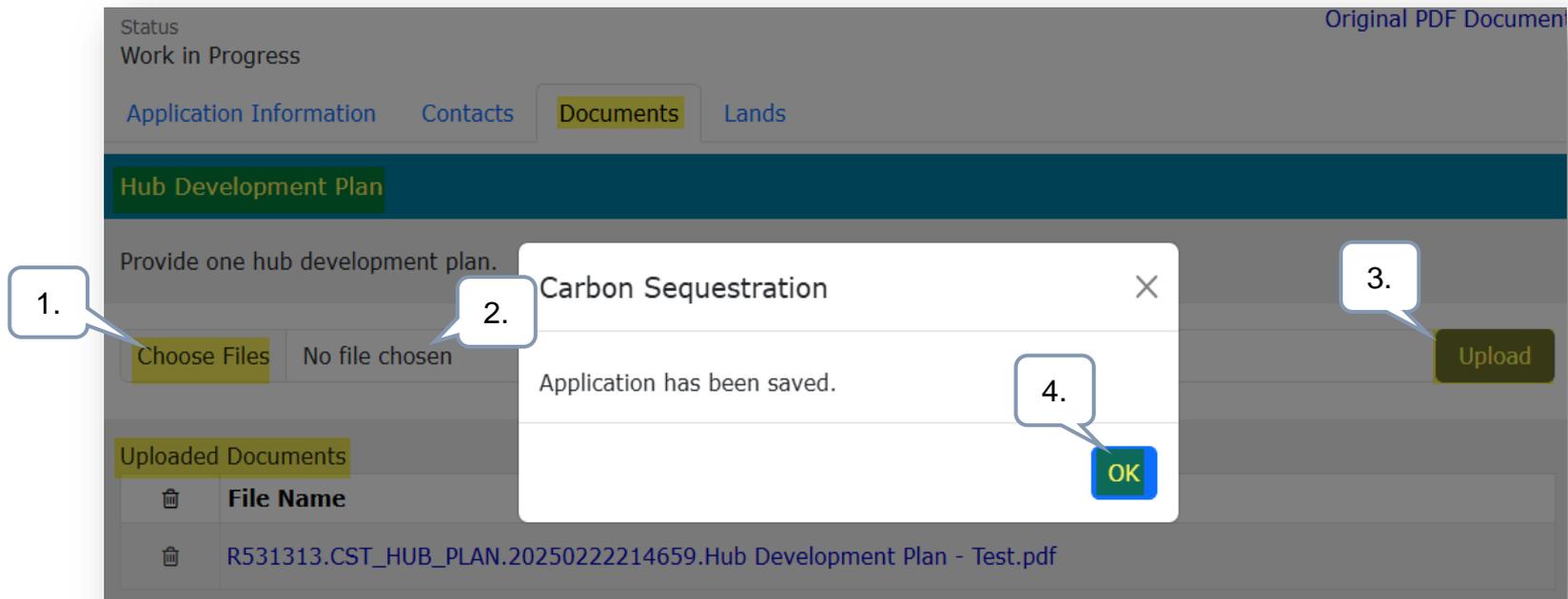


## DOCUMENT TAB – HUB DEVELOPMENT PLAN (059 CSA)

1. Under **Hub Development Plan section**, click **Choose Files**. File Explorer folders opens. Locate the file to upload.
2. Back to the ETS request application, the name of the file is added on the 'No file chosen' field.
3. Click **Upload**.
4. Save prompt appears, click **OK**. The document is added in the Uploaded Documents grid.

To **delete** an uploaded document, simply click the corresponding **trash bin icon**.

To **add**, follow the **steps above**.



The screenshot shows the 'Documents' tab of the application. At the top right, it says 'Original PDF Document'. Below the navigation tabs, there is a section for 'Hub Development Plan' with the instruction 'Provide one hub development plan.' A callout '1.' points to the 'Choose Files' button. A callout '2.' points to the 'No file chosen' text. A callout '3.' points to the 'Upload' button. A modal dialog box titled 'Carbon Sequestration' is open, displaying 'Application has been saved.' and an 'OK' button, with callout '4.' pointing to it.

File Name
R531313.CST_HUB_PLAN.20250222214659.Hub Development Plan - Test.pdf

## DOCUMENT TAB – PROPOSAL (058 CSEA)

1. Under **Proposal section**, click **Choose Files**. File Explorer folders opens. Locate the file to upload.
2. Back to the ETS request application, the name of the file is added on the 'No file chosen' field.
3. Click **Upload**.
4. Save prompt appears, click **OK**. The document is added in the Uploaded Documents grid.

To **delete** an uploaded document, simply click the corresponding **trash bin icon**.

To **add**, follow the **steps above**.

The screenshot shows the 'Documents' tab in the 'Proposal' section. The status is 'Work in Progress'. The 'Choose Files' button is highlighted with callout 1. The 'No file chosen' text is highlighted with callout 2. The 'Upload' button is highlighted with callout 3. A modal dialog titled 'Carbon Sequestration' is open, showing 'Application has been saved.' and an 'OK' button highlighted with callout 4. Below the dialog is the 'Uploaded Documents' table.

File Name
R531313.CST_HUB_PLAN.20250222215318.CS Testing Word Document.pdf

## DOCUMENT TAB – PORE SPACE UNIT AGREEMENT DOCUMENT (061 PSL)

1. Under **Pore Space Unit Agreement** section, click **Choose Files**. File Explorer folders opens. Locate the file to upload.
2. Back to the ETS request application, the name of the file is added on the 'No file chosen' field.
3. Click **Upload**.
4. Save prompt appears, click **OK**. The document is added in the Uploaded Documents grid.

To **delete** an uploaded document, simply click the corresponding **trash bin icon**.  
 To **add**, follow the **steps above**.

The screenshot shows the 'Documents' tab in the application. The 'Pore Space Unit Agreement Document' section is highlighted. A 'Choose Files' button is labeled '1.'. The 'No file chosen' text is labeled '2.'. An 'Upload' button is labeled '3.'. A modal dialog box titled 'Carbon Sequestration' with the message 'Application has been saved.' and an 'OK' button is labeled '4.'. The 'Uploaded Documents' table below shows a file named 'R531313.CST\_HUB\_PLAN.20250222220100.Pore Space Unit Agreement - Test.pdf'.

File Name
R531313.CST_HUB_PLAN.20250222220100.Pore Space Unit Agreement - Test.pdf

## DOCUMENT TAB – UPLOAD SUPPLEMENTARY DOCUMENT

1. Under **Supplementary Document Uploads section**, click **Choose Files**. File Explorer folders opens. Locate the file to upload. Note: up for 5 supplementary documents can be uploaded.
2. Back to the ETS request application, the number of uploaded files is added on the ‘No file chosen’ field.
3. Click **Upload**.
4. Save prompt appears, click **OK**. The document is added in the Uploaded Documents grid.

To **delete** an uploaded document, simply click the corresponding **trash bin icon**.

To **add**, follow the **steps above**.

The screenshot shows the 'Supplementary Document Uploads' section of the application. At the top, a message states 'Up to five supplementary documents can be uploaded.' Below this is a file selection area with a 'Choose Files' button (callout 1), a 'No file chosen' status (callout 2), a file name 'Carbon Sequestration', and an 'Upload' button (callout 3). Below the file selection area is a confirmation message 'Application has been saved.' and an 'OK' button (callout 4). At the bottom, there is a table of 'Uploaded Documents' with three entries, each with a trash bin icon for deletion. At the very bottom of the interface are buttons for 'Save', 'Submit', 'Delete', and 'Close'.

File Name
R531313.CST_SUPPLEMENTARY.2025
R531313.CST_SUPPLEMENTARY.20250222220740.CS Testing Word Document.pdf
R531313.CST_SUPPLEMENTARY.20250222220740.Test - Supplementary Document.pdf

## DOCUMENTS TAB – SAVE

Once your documents have been uploaded and are displaying under the Uploaded Documents grid, click **Save**.

 Save your work frequently to avoid the loss of data. The session will automatically time out after 60 minutes.

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

Status: Work In Progress Original PDF Document

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

### Proposal

Provide proposal document.

Choose Files | No file chosen Upload

#### Uploaded Documents

	File Name
	<a href="#">R531313.CST_HUB_PLAN.20250222220633.Hub Development Plan - Test.pdf</a>

### Supplementary Document Uploads

Up to five supplementary documents can be uploaded.

Choose Files | No file chosen Upload

#### Uploaded Documents

	File Name
	<a href="#">R531313.CST_SUPPLEMENTARY.20250222220740.CS Testing Excel Document.xlsx</a>
	<a href="#">R531313.CST_SUPPLEMENTARY.20250222220740.CS Testing Word Document.pdf</a>
	<a href="#">R531313.CST_SUPPLEMENTARY.20250222220740.Test - Supplementary Document.pdf</a>

Save
Submit
Delete
Close

## LANDS TAB

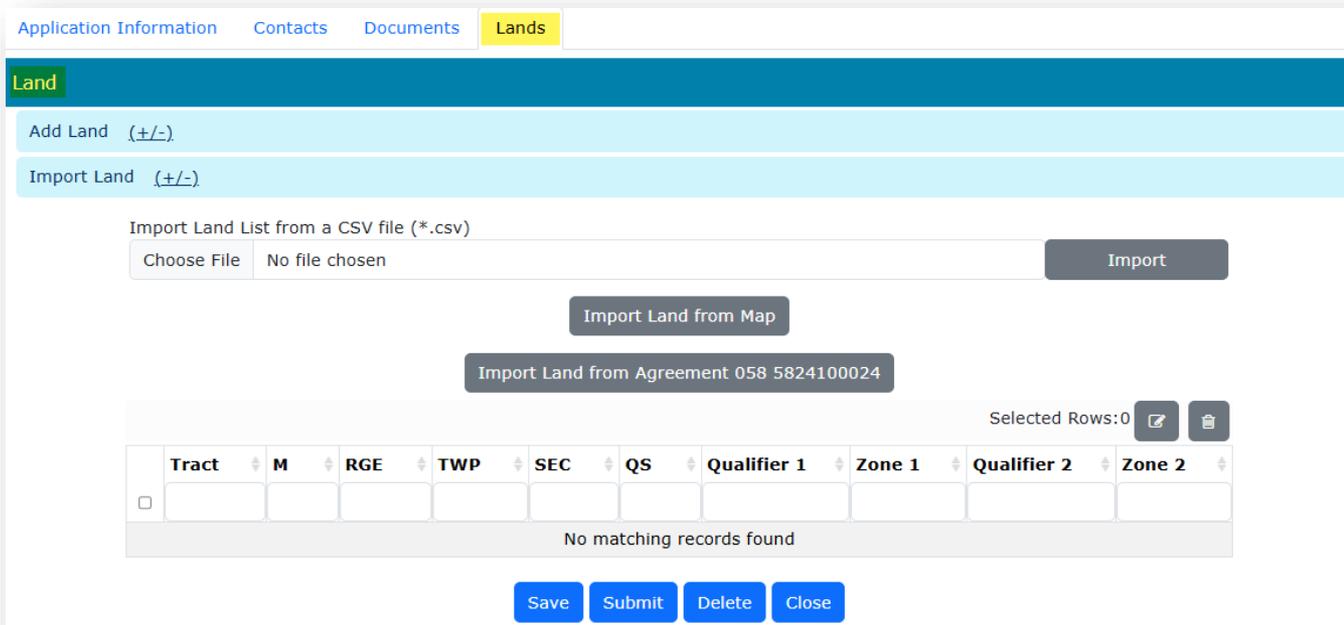
The Lands tab allows industry to specify lands for location amendment on the supplied CS Agreement.



Creator must import existing lands from the supplied CS Agreement.

Location Amendment request can be one of the following or a combination of the following:

- **Delete existing lands** that will be removed from the agreement.
- **Update the zone information**, i.e. Qualifier 1, Zone 1, Qualifier 2, Zone 2, on existing lands.
- **Add new lands and specify zones** on those new lands to the agreement.



The screenshot shows the 'Lands' tab interface. At the top, there are navigation tabs: 'Application Information', 'Contacts', 'Documents', and 'Lands' (which is highlighted). Below the navigation, there is a 'Land' header. Underneath, there are two buttons: 'Add Land (+/-)' and 'Import Land (+/-)'. The 'Import Land (+/-)' button is active, leading to a section titled 'Import Land List from a CSV file (\*.csv)'. This section includes a 'Choose File' button, a text field showing 'No file chosen', and an 'Import' button. Below this, there are two more buttons: 'Import Land from Map' and 'Import Land from Agreement 058 5824100024'. At the bottom of this section, it says 'Selected Rows: 0' with edit and delete icons. A table with the following columns is shown: Tract, M, RGE, TWP, SEC, QS, Qualifier 1, Zone 1, Qualifier 2, and Zone 2. The table is currently empty, and a message below it states 'No matching records found'. At the very bottom, there are four buttons: 'Save', 'Submit', 'Delete', and 'Close'.

## LANDS TAB – DELETE EXISTING LANDS

Delete existing lands that will be removed from the agreement.

Creator must import existing lands from the supplied CS Agreement.

The screenshot shows the 'Lands' tab interface. At the top, there are tabs for 'Application Information', 'Contacts', 'Documents', and 'Lands'. Below these are buttons for 'Add Land (+/-)', 'Import Land (+/-)', and 'Import Land from Agreement 058 5824100024'. A file upload area is visible with 'Choose File' and 'No file chosen' text. Below the upload area is a table with columns for 'Contract', 'M', 'RGE', 'TWP', 'S', and 'Zone 2'. Several rows are checked. At the bottom, there are buttons for 'Save', 'Submit', 'Delete', and 'Close'. A pagination control shows 'Showing 1 to 10 of 36 rows' and '10 rows per page'. A modal dialog with an 'OK' button is also visible.

1. Click **Import Land (+/-)**
2. Click **Import Land from Agreement ##supplied CS Agreement##.**
3. Checkmark the lands to be deleted.
4. Click the **trash bin icon** to delete the selected lands. The selected lands are removed from the grid.
5. Click **OK.**

This checkbox selects all landkeys.

User can show up to 50 rows per page.

User can navigate each page here.

## LANDS TAB – UPDATE ZONE INFORMATION

Update the zone information on existing lands, i.e. Qualifier 1, Zone 1, Qualifier 2, Zone 2, on existing lands.

Creator must import existing lands from the supplied CS Agreement.

**1. Click Import Land (+/-)**

**2. Click Import Land from Agreement ##supplied CS Agreement##**

**3. Checkmark the lands to be updated.**

**4. Click the modify icon to update the selected lands.**

**5. Edit Selected Land. Input the amended zone**

**6. Click OK.**

**7. Click Save.**

Tract	M	RG	Zone 1	Zone 2
<input checked="" type="checkbox"/>	01	4	22	WOODBEND GRP
<input checked="" type="checkbox"/>	01	4	22	WOODBEND GRP
<input type="checkbox"/>	01	4	22	LEDUC FM
<input type="checkbox"/>	01	4	22	LEDUC FM
<input type="checkbox"/>	01	4	22	LEDUC FM
<input type="checkbox"/>	01	4	22	LEDUC FM
<input type="checkbox"/>	01	4	22	LEDUC FM
<input type="checkbox"/>	01	4	22	LEDUC FM
<input type="checkbox"/>	01	4	22	LEDUC FM
<input type="checkbox"/>	01	4	22	LEDUC FM

## LANDS TAB – ADD NEW LANDS

Add new lands and specify zones on those new lands to the agreement.

Adding lands have 3 options:

### 1. Add Land (+/-)

Import Land (+/-)

### 2. Import Land List from a CSV file (\*.csv)

### 3. Import Land from Map (shapefile)

The screenshot shows the 'Lands' tab in a web application. At the top, there are navigation tabs: 'Application Information', 'Contacts', 'Documents', and 'Lands'. Below these, there are three main options for adding land, each with a numbered callout:

- 1.** A button labeled 'Add Land (+/-)' is highlighted in yellow.
- 2.** A button labeled 'Import Land List from a CSV file (\*.csv)' is highlighted in yellow. Below it is a file selection area with 'Choose File' and 'No file chosen' buttons, and an 'Import' button to the right.
- 3.** A button labeled 'Import Land from Map' is highlighted in yellow.

At the bottom of the interface, there is a button labeled 'Import Land from Agreement 058 5824100024'.

## LANDS TAB – ADD NEW LANDS OPTION 1: ADD LAND (+/-)

Use this option if prefer to enter lands one landkey at a time.

1. Click **Add Land (+/-)**. The screen below appears.
2. Input the required information (flagged with asterisk and outlined in red)
3. Click **Add Land** to add the land into the grid. Required information inputted and added into the land grid.
4. Repeat previous steps to add remaining lands.
5. Click **Save**.

Status: Work in Progress Original PDF Document

Application Information | Contacts | Documents | **Lands**

---

**Land**

**Add Land** 1.

Please use the **Add Land** Button to insert land into the grid

**Tract**

01

**\* Meridian**

4

**\* Range**

22

**\* Township**

021

**Section**

01

**QS/LSD**

Please select

**\* Qualifier 1**

From Top

**\* Zone 1**

LEDUC FM

**\* Qualifier 2**

To Base

**Zone 2**

LEDUC FM

**Add Land** 2. **Clear**

---

Import Land (+/-)

Selected Rows: 0 ✎ 🗑

Tract	M	RGE	TWP	SEC	QS	Qualifier 1	Zone 1	Qualifier 2	Zone 2
<input type="checkbox"/>									
<input type="checkbox"/>	01	4	22	021	01	From Top	LEDUC FM	To Base	LEDUC FM
<input type="checkbox"/>	01	4	22	023		From Top	WOODBEND GRP	To Base	WOODBEND GRP
<input type="checkbox"/>	01	4	22	023		From Top	WOODBEND GRP	To Base	WOODBEND GRP

**Save** **Submit** **Delete** **Close**

3.

## LANDS TAB – ADD NEW LANDS OPTION 2: IMPORT LAND LIST FROM A CSV FILE (\*.csv)

1. Create a **.csv file**. The format must be as follows:  
**Tract, M, RGE, TWP and SEC.**
2. To import, **navigate to the ETS request/ Lands tab.**
3. Click **Import Land (+/-)**.
4. Click **Choose File** to browse the .csv file on your personal computer.
5. Navigate to the **File Explorer** and select the **.csv file** and click **Open**.  
The file is now chosen.
6. Click **Import** to add the lands into the grid.
7. Click **Save**.

1.

	A	B	C	D	E
1	Tract	M	RGE	TWP	SEC
2			4	22	21
3			4	22	21
4			4	22	21

Original PDF Document

Status: Work In Progress

Application Information | Contacts | Documents | **Lands**

Land

Add Land (+/-)

Import Land (+/-)

4. Import Land List from a CSV file (\*.csv) 5. Choose File Add Lands.csv 6. Import

Import Land from Map

Import Land from Agreement 058 5824100024

Selected Rows: 0

	Tract	M	RGE	TWP	SEC	QS	Qualifier 1	Zone 1	Qualifier 2	Zone 2
<input type="checkbox"/>										
<input type="checkbox"/>	01	4	22	021	01		From Top	LEDUC FM	To Base	LEDUC FM
<input type="checkbox"/>	01	4	22	021	02					
<input type="checkbox"/>	01	4	22	021	03					
<input type="checkbox"/>	01	4	22	021	04					
<input type="checkbox"/>	01	4	22	023	01		From Top	WOODBEND GRP	To Base	WOODBEND GRP
<input type="checkbox"/>	01	4	22	023	02		From Top	WOODBEND GRP	To Base	WOODBEND GRP

7. Save Submit Delete Close

## LANDS TAB – ADD NEW LANDS

### OPTION 2: IMPORT LAND LIST FROM A CSV FILE (\*.csv) – EDIT LANDS

1. Lands are now added into the grid. **Qualifiers and Zones are required.**
2. Select all landkeys. **Checkmark the new added lands.**
3. Click the **modify landkey icon**. Edit Selected Land box appears.
4. “Edit Selected Land” box appears. Add the **Qualifiers and Zones.**
5. Click **OK**.
6. Click **Save**.

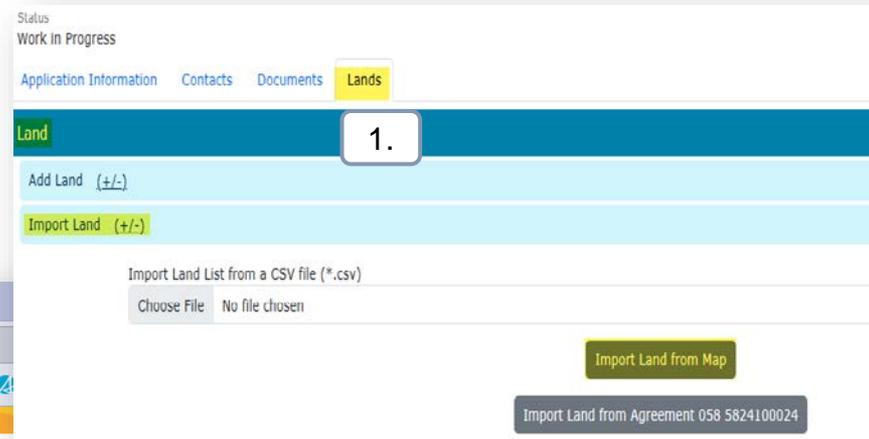
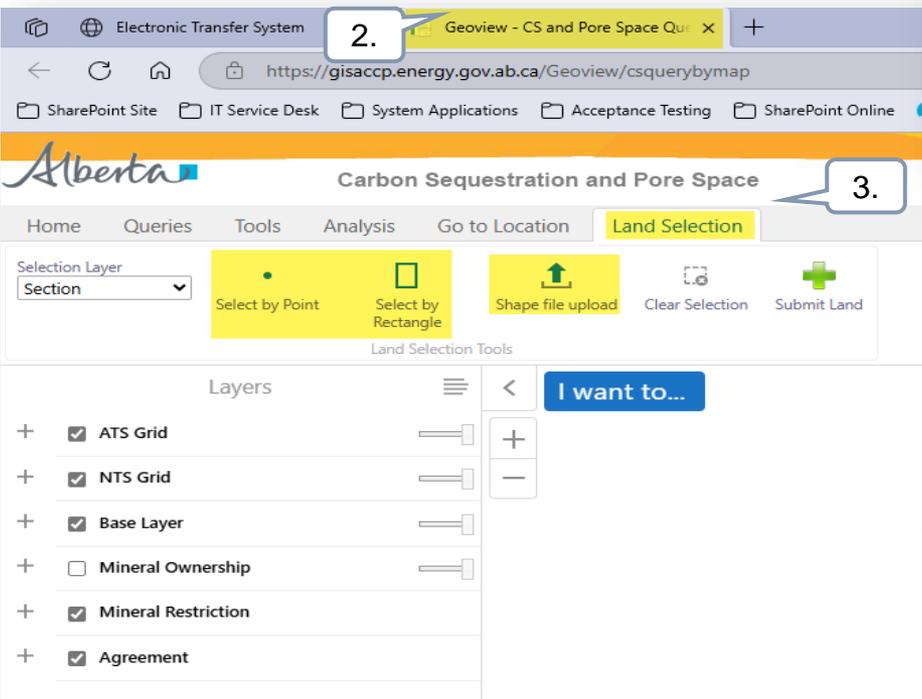
The screenshot shows the 'Lands' tab interface. At the top, there are tabs for 'Application Information', 'Contacts', 'Documents', and 'Lands'. Below this, there are buttons for 'Add Land (+/-)' and 'Import Land (+/-)'. A table of land keys is visible, with columns for 'Tract' and 'M'. Three rows are selected, indicated by checkmarks in the first column. A dialog box titled 'Edit Selected Land' is open, showing fields for 'Tract' (01), 'Qualifier 1' (From Top), 'Zone 1' (LEDUC FM), 'Qualifier 2' (To Base), and 'Zone 2' (LEDUC FM). The 'OK' button is highlighted. Below the table, there are buttons for 'Save', 'Submit', 'Delete', and 'Close'. The 'Save' button is highlighted.

Annotations in the image:

- 1. Points to the 'OK' button in the 'Edit Selected Land' dialog.
- 2. Points to the checkmarks in the first column of the land key table.
- 3. Points to the 'Import' button.
- 4. Points to the 'Edit Selected Land' dialog box.
- 5. Points to the 'OK' button in the 'Edit Selected Land' dialog.
- 6. Points to the 'Save' button at the bottom.

## LANDS TAB – ADD NEW LANDS OPTION 3: IMPORT LAND FROM MAP

1. Click **Import Land (+/-)/ Import Land from Map**
2. Geoview – Carbon Sequestration and Pore Space Query map is opened on a new browser page.
3. Under Land Selection tab, there are 2 option to import land from Map: selecting the lands directly from the map (Select by Point or Select by Rectangle) or shape file upload.



## LANDS TAB – ADD NEW LANDS

### OPTION 3: IMPORT LAND FROM MAP – NAVIGATE TO THE TARGET LOCATION

The screenshot shows the 'Carbon Sequestration and Pore Space' application interface. The navigation tabs are 'Home', 'Analysis', 'Go to Location', and 'Land Selection'. The 'Go to Location' tab is highlighted. Below the navigation, there are buttons for 'Go to ATS' and 'Clear Selection'. A callout points to the 'Go to Location' tab with the instruction: "1. Navigate to Go to Location tab." Below this, there is an 'ATS Specification' form with fields for 'Mer: \*' (4), 'Rge: \*' (22), 'Twp: \*' (021), 'Sec:' (05), and 'QS:' (Select ...). A callout points to the 'Go to ATS' button with the instruction: "2. Click Go to ATS." Another callout points to the 'Sec:' field with the instruction: "3. Input the landkey." A final callout points to the 'Search' button with the instruction: "4. Click Search." To the right of the form is a map showing a coastal area with yellow markers and a blue button labeled 'I want to...'. The map also shows the name 'Juneau' and 'British C'.

## LANDS TAB – ADD NEW LANDS

### OPTION 3: IMPORT LAND FROM MAP – NAVIGATE TO THE TARGET LOCATION

The screenshot shows the 'Carbon Sequestration and Pore Space' application interface. The top navigation bar includes 'Home', 'Queries', 'Tools', 'Analysis', and 'Go to Location'. A workflow pane on the left shows 'Section: 4-22-021: 05' selected. The main map area displays a grid of land sections with section numbers and names like '4-23-021' and '4-22-021'. A yellow highlight is on section 5. A blue callout 'I want to...' is positioned over the hamburger menu icon in the top right of the map area.

1. Select the land result.
2. Click the hamburger icon.
3. Click Zoom to Feature.
4. Zoom in or Zoom out on the target location.
5. Click Clear Selection.

## LANDS TAB – ADD NEW LANDS

### OPTION 3A: IMPORT LAND FROM MAP – ADD LAND - SELECT BY POINT

Once a target location is searched, add the land. There are 2 options:

1. **Select by Point** (use this option if selecting lands not adjacent to each other.)
2. Select by Rectangle

The screenshot shows the 'Land Selection' tab in the application. The interface includes a navigation menu with 'Home', 'Queries', 'Tools', 'Analysis', 'Go to Location', and 'Land Selection'. Below the menu are several tool buttons: 'Selection Layer' (set to 'Section'), 'Select by Point', 'Select by Rectangle', 'Shape file upload', 'Clear Selection', and 'Submit Land'. A search bar contains the text 'I want to...'. The main area displays a grid of land sections with numbers. A yellow callout box highlights section 5, which is also highlighted in yellow on the map. A blue callout box points to the 'Submit Land' button.

1. Navigate to **Land Selection** tab.
2. Change **Selection Layer**, if required before selecting land(s).
3. Click **Select by Point**.
4. **Point and click** the section to add.
5. As land is selected, the land node displays the selected landkeys here.  
*Repeat steps 1-4 to add remaining lands.*
6. Click **Submit Land**.  
**Note:** only click this button once. Do not click repeatedly as the lands will be listed more than once on the ETS request.

## LANDS TAB – ADD NEW LANDS

### OPTION 3A: IMPORT LAND FROM MAP – ADD LAND - SELECT BY RECTANGLE

Once a target location is searched, add the land. There are 2 options:

1. Select by Point
2. **Select by Rectangle** (use this if selecting adjacent lands.)

The screenshot shows the Geoview map interface with several callouts:

- 1. Navigate to Land Selection tab.** (Points to the 'Land Selection' tab in the top navigation bar.)
- 2. Change Selection Layer, if required before selecting land(s).** (Points to the 'Selection Layer' dropdown menu set to 'Section'.)
- 3. Click Select by Rectangle** (Points to the 'Select by Rectangle' button.)
- 4. Draw a rectangle on multiple lands required to select.** (Points to a yellow rectangle drawn on a grid of land parcels.)
- 5. As land is selected, the land node displays the selected landkeys here.** (Points to a list of landkeys: 4-22-021: 5, 4-22-021: 8, 4-22-021: 9, 4-22-021: 10, 4-22-021: 11.)
- 6. Click Submit Land.** (Points to the 'Submit Land' button.)

**Note:** only click this button once. Do not click repeatedly as the lands will be listed more than once on the ETS request.

*Repeat steps 1-4 to add remaining lands.*

Once lands added are submitted from the Geoview map, the lands are loaded back into the ETS request land grid. **Added new lands must edit the zones/qualifiers. Refer to Slide 22 Edit Rights.**

## LANDS TAB – ADD NEW LANDS OPTION 3B: IMPORT LAND FROM MAP – SHAPE FILE UPLOAD

1. Navigate to **Land Selection** tab.

2. Click **Shape file upload**.

3. Click **Choose Files**. File Explorer opens. Browse to the location of the shape file to upload.

4. Number of files to upload are indicated in this field.

5. Click **Upload**.

## LANDS TAB – ADD NEW LANDS OPTION 3B: IMPORT LAND FROM MAP – SHAPE FILE UPLOAD

The screenshot shows the 'Land Selection' tab in the Geoview application. The interface includes a toolbar with options: 'Select by Point', 'Select by Rectangle', 'Shape file upload', 'Clear Selection', and 'Submit Land'. A callout points to the 'Submit Land' button with the instruction: "1. Click Submit Land".

On the left, a 'Land Selection' panel displays a list of landkeys. A callout points to this list: "Land Selection treenode list all landkeys uploaded via shape file." The list includes landkeys such as 4-22-048: 7 through 4-22-049: 15.

The main map area shows a grid of land parcels. A callout points to a specific parcel: "Landkeys uploaded via shape file." The parcel is highlighted in yellow and labeled with the landkey 4-23-049. Other landkeys visible on the map include 4-25-050, 4-24-050, 4-23-050, 4-22-050, 4-24-049, 4-23-048, and 4-22-048.

Once lands added are submitted from the Geoview map, the lands are loaded back into the ETS request land grid. **Added new lands must edit the zones/qualifiers. Refer to Slide 22 Edit Rights.**

## VALIDATION ERRORS – ERRORS IN LAND GRID

Any validation errors are displayed at the top of the application in red. These require attention before proceeding to the next step of the application.

*Validation error: One or more Qualifier fields are empty*  
*Refer to Slide 22 'Edit Selected Lands'.*

• Errors in Land Grid. Please check land tab.

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

Status  
 Work in Progress Original PDF Document

Application Information   Contact   Client   Documents   **Lands**

**Land**

Add Land (+/-)

Import Land (+/-)

Selected Rows: 3

	Tract	M	RGE	TWP	SEC	QS	Qualifier 1	Zone 1	Qualifier 2	Zone 2	Error
<input checked="" type="checkbox"/>											
<input checked="" type="checkbox"/>	01	4	08	019	01						One or more Qualifier fields are empty
<input checked="" type="checkbox"/>	01	4	08	019	02						One or more Qualifier fields are empty
<input checked="" type="checkbox"/>	01	4	08	019	03						One or more Qualifier fields are empty

Showing 1 to 3 of 3 rows

## APPLICATION SUMMARY REPORT

The Original PDF Document link is the application summary report. It contains all data entered on the application. This tool is useful to review the entire application before submitting the application.

**Alberta** ELECTRONIC TRANSFER SYSTEM ORIGINAL REQUEST 531314 Page: 1 February 23, 2025 9:30:40 PM

**Application Type:** Location Amendment  
**Company:**  
**Creator:** EA1255  
**Agreement Number:** 058 5824100024  
**Comments:**

**Contact Information**

**Job Title:** Tester  
**First Name:** Peter  
**Surname:** Parker  
**Office Phone Number:** 7804229249  
**Office Phone Number Extension:**  
**Email Address:** energy.sequestrationhelpdesk@gov.ab.ca

**Proper Signing Authority**

**Job Title:** CEO  
**First Name:** Robin  
**Surname:** Williams

**Technical Contacts**

**Technical Contact** Floyd Smith  
**Title of Technical Contact** Engineer  
**Phone** 999-999-9999  
**Email** floyd@test.com

**Documents**

**Proposal Document**  
**File Name:** R531314.CST\_HUB\_PLAN.20250222230029.CS Testing Word Document.pdf  
**Supplementary Document Uploads**  
**File Name:** R531314.CST\_SUPPLEMENTARY.20250222230047.CS Testing Excel Document.xlsx  
**File Name:** R531314.CST\_SUPPLEMENTARY.20250222230047.CS Testing Word Document.pdf  
**File Name:** R531314.CST\_SUPPLEMENTARY.20250222230047.Test - Supplementary Document.pdf

**Lands - Added:**

Tract M	RGE	TWP	SEC	QS	Qualifier1	Zone 1	Qualifier2	Zone 2
01	4	22	021	01	From Top	LEDUC FM	To Base	LEDUC FM
01	4	22	021	02	From Top	LEDUC FM	To Base	LEDUC FM
01	4	22	021	03	From Top	LEDUC FM	To Base	LEDUC FM
01	4	22	021	04	From Top	LEDUC FM	To Base	LEDUC FM

**Lands - Removed:**

Tract M	RGE	TWP	SEC	QS	Qualifier1	Zone 1	Qualifier2	Zone 2
01	4	22	023	03	From Top	LEDUC FM	To Base	LEDUC FM

**Lands - Modified Zone:**

**Application (531314)**

Click **Original PDF Document** link (top right of the form) to generate the report.

Original PDF Document

**File Name:** R531314.CST\_SUPPLEMENTARY.20250222230047.Test - Supplementary Document.pdf

**Lands**

**Lands - Added:**

Tract M	RGE	TWP	SEC	QS	Qualifier1	Zone 1	Qualifier2	Zone 2
01	4	22	021	01	From Top	LEDUC FM	To Base	LEDUC FM
01	4	22	021	02	From Top	LEDUC FM	To Base	LEDUC FM
01	4	22	021	03	From Top	LEDUC FM	To Base	LEDUC FM
01	4	22	021	04	From Top	LEDUC FM	To Base	LEDUC FM

**Lands - Removed:**

Tract M	RGE	TWP	SEC	QS	Qualifier1	Zone 1	Qualifier2	Zone 2
01	4	22	023	03	From Top	LEDUC FM	To Base	LEDUC FM

**Lands - Modified Zone:**

The report also contains Land information pertaining to the location amendment.

**Alberta** ELECTRONIC TRANSFER SYSTEM ORIGINAL REQUEST 531314 Page: 2 February 23, 2025 9:30:40 PM

**Lands**

Tract M	RGE	TWP	SEC	QS	Qualifier1	Zone 1	Qualifier2	Zone 2
01	4	22	023	01	From Top	WOODBEND GRP	To Base	WOODBEND GRP
01	4	22	023	02	From Top	WOODBEND GRP	To Base	WOODBEND GRP

**Lands - Existing:**

Tract M	RGE	TWP	SEC	QS	Qualifier1	Zone 1	Qualifier2	Zone 2
01	4	22	023	04	From Top	LEDUC FM	To Base	LEDUC FM
01	4	22	023	05	From Top	LEDUC FM	To Base	LEDUC FM
01	4	22	023	06	From Top	LEDUC FM	To Base	LEDUC FM

## SUBMIT APPLICATION

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

Status: Work in Progress Original PDF Document

Application Information | Contacts | Documents | Lands

Land

Add Land (+/-)

Import Land (+/-)

Tract	M	RGE	TWP	SEC	OS	Qualifier 1	Zone 1
<input type="checkbox"/>							
<input type="checkbox"/>	01	4	23	073			ABAMUN GRP
<input type="checkbox"/>	01	4	23	073			ABAMUN GRP
<input type="checkbox"/>	01	4	23	073			ABAMUN GRP
<input type="checkbox"/>	01	4	23	073			ABAMUN GRP
<input type="checkbox"/>	01	4	23	073	19	NW	From Top
<input type="checkbox"/>	01	4	23	073	19	SW	From Top
<input type="checkbox"/>	01	4	23	073	20		From Top
<input type="checkbox"/>	01	4	23	073	21	NE	From Top
<input type="checkbox"/>	01	4	23	073	21	NW	From Top
<input type="checkbox"/>	01	4	23	073			From Top

Showing 1 to 10 of 14 rows 10 rows per page

Save Submit Delete Close

Carbon Sequestration

Application has been submitted.

OK

3. Click **OK**

Carbon Sequestration

Are you sure you want to submit?

No Submit

2. Click **Submit**

1. Click **Submit**

Carbon Sequestration

Validating Application... Please wait

**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 at Submitted.

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

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

Status

**Submitted**

[Original PDF Document](#)

[Application Information](#)

[Contacts](#)

[Documents](#)

**Lands**

Land

Tract	M	RGE	TWP	SEC	QS	Qualifier 1	Zone 1	Qualifier 2	Zone 2
01	4	23	073	15	NE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
01	4	23	073	15	NW	From Top	WABAMUN GRP	To Base	WABAMUN GRP
01	4	23	073	15	SE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
01	4	23	073	16	NW	From Top	WABAMUN GRP	To Base	WABAMUN GRP
01	4	23	073	16	SE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
01	4	23	073	17		From Top	WABAMUN GRP	To Base	WABAMUN GRP
01	4	23	073	18	NE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
01	4	23	073	18	SE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
01	4	23	073	19	NE	From Top	WABAMUN GRP	To Base	WABAMUN GRP
01	4	23	073	19	NW	From Top	WABAMUN GRP	To Base	WABAMUN GRP

Showing 1 to 10 of 887 rows

10 rows per page

< 1 2 3 4 5 ... 89 >

[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
531314	Location Amendment Application	Work in Progress	EA1255	2025/02/22 11:00 PM	<a href="#">View</a>
531313	Location Amendment Application	Client Cancelled	EA1255	2025/02/22 10:58 PM	<a href="#">View</a>
531287	Location Amendment Application	Client Cancelled	EA1255	2025/02/22 08:30 PM	<a href="#">View</a>
531286	Location Amendment Application	Client Cancelled	EA1255	2025/02/22 08:30 PM	<a href="#">View</a>
530968	Assignment Application	Processing	EA1255	2025/02/10 03:40 PM	<a href="#">View</a>
530965	Location Amendment Application	Processing	EA1255	2025/02/10 03:05 PM	<a href="#">View</a>
530964	Location Amendment Application	Processing	EA1255	2025/02/10 03:05 PM	<a href="#">View</a>

## **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.

Work in Progress

Status

Please select

Request Number

Start Date

End Date

Application Documents

File Name	Documents
Original Document	View/Download
Hub Development Plan	View/Download
Supplementary	View/Download

Close

2. Click  
**View/Download**

Request	Application Type	Status	Creator	Last Update Date	
530609	Assignment Application	Work in Progress	EA1255	2025/01/29 11:40 AM	<a href="#">View</a>
530608	Agreement Application	Submitted	EA1255	2025/02/03 02:12 PM	<a href="#">View</a>
530324	Agreement Application	Work in Progress	EA1255	2025/01/22 08:51 AM	<a href="#">View</a>
530323	Location Amendment Application	Completed	EA1255	2025/01/23 06:15 AM	<a href="#">View</a>
529143	Pore Space Application	Processing	EA1255	2025/01/15 02:35 PM	<a href="#">View</a>

1. Click **View**

*Congratulations!*

You have completed the  
Location Amendment  
Online Training Course

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

