

*Welcome!*

to the  
**Offset Roles and Form Types**  
**Online Training Course**

This module highlights the different roles required to create, edit, submit, view and concur the various Offset form types.

## Revision Page

**Revisions Table**

Date	Revisions Type	Page Number
September 5, 2014	Initial Creation	All
September 3, 2020	Updated Header and contents	All

## INTRODUCTION



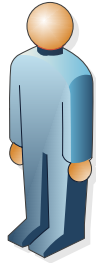
### In this module, you will learn about:

- Offset Roles
- Offset Form Types

We recommend that you view the common training module before proceeding to the other Offset training modules:

[ETS Account Setup and Preferences](#) (For Site Administrators)

## SITE ADMINISTRATOR – ASSIGN ROLES



Site Administrator

Each company has an assigned Electronic Transfer System (ETS) Site Administrator who is responsible to create their company's user accounts.

ETS Site Administrator is responsible for

- assigning roles to their users for the various Form Types.

The selection of roles will vary based on the Form Type. This is completed in the ETS Assign Client Roles screen.

- managing the assignment of roles within the company

## ROLES

**Creator**



**Submitter**



**Concurren**



**Viewer**



An individual within the company can access the Offset functionality in ETS; provided that the user has a Client Account created and assigned an Offset Role by the company's Site Administrator.

These are the Offset roles:

**Creator** – Client can create and edit Offset response form.

**Submitter** – Client can submit Offset response and authorizations forms.

**Viewer** – Client can only view Offset response forms and authorization requests.

**Concurren** – Client with this role can concur the authorization form. This role is only applicable to the **Offset Authorization** Form Type.

For more information, please see the course:

[ETS Client Account Setup and Maintenance](#) (For Site Administrators)

## FORM TYPES

In the Offset functionality of ETS, there are 2 Form Types available:

### **Offset Response Form**

This form type is required to be submitted to Alberta Energy when served with an Offset Notice or if there is a change to the client response for an existing offset.

### **Offset Response Authorization**

This form type allows the applicant to submit an Offset Response form on behalf of the designated representative.

For more information on Form Types, please see the course:

[ETS Account Setup and Preferences](#) (For Site Administrators)

**CONCLUSION**

*Congratulations!*

**You have completed the  
Offsets Roles and Form Types  
Online Training Course**

Please proceed to the subsequent modules detailing other  
functionality of Offset.

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

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

