

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
July 11, 2023	Updated content	6

INTRODUCTION



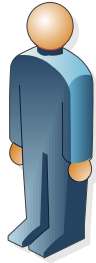
In this module, you will learn about:

- 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 and Minerals 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

