

Welcome!

**To the
Pore Space Lease Application
Online Training Course**

In this module you will learn how to:

- Enter a PSL application and attaching a proposed PSUA into ETS.
- Import land from Carbon Sequestration map.
- Retrieve and view agreement documents.

Revisions Table

Date	Revisions Type	Page Number
December 12, 2024	Initial Creation	All

INTRODUCTION

Proponents are required to provide information on the proposed activity and the requested lands and sequestration formation (the Location), which may include saline aquifers and/or depleted reservoirs. They will also be required to identify and address overlapping interests and activities in the Location. Ultimately, this process will facilitate the granting of two agreements, namely:

- a Pore Space Lease (PSL) that grants the right to the pore space, and
- a Pore Space Unit Agreement (PSUA) that addresses the varying interests and activities within the Location, including Crown interests



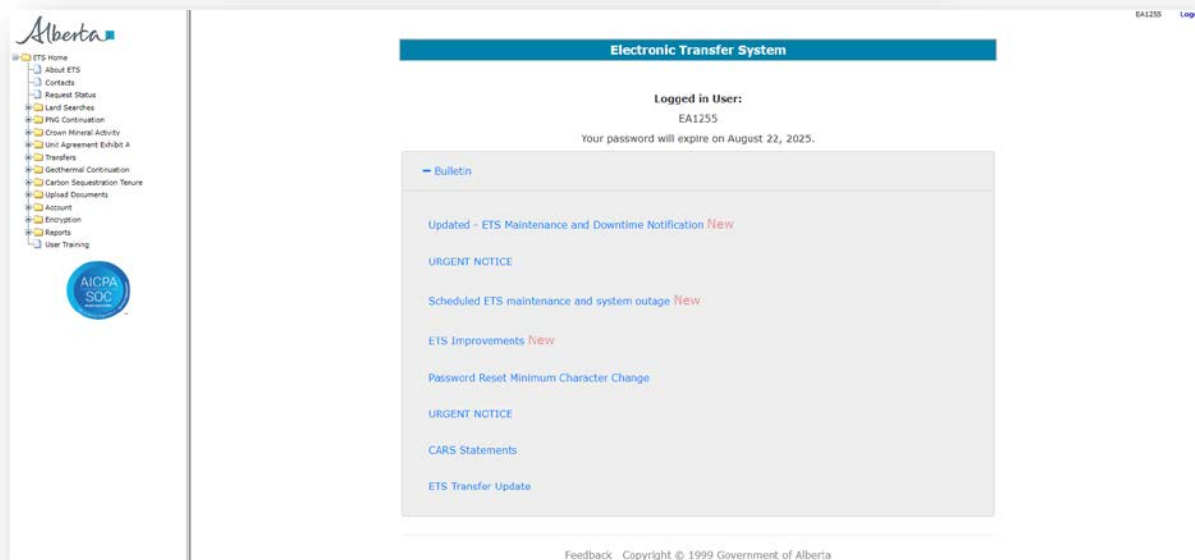
LOGIN TO ETS

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 'Electronic Transfer System' login page. It features the Alberta logo at the top. Below the header, there is a blue circular logo for 'AICPA SOC'. The login form includes two input fields: 'User Name:' and 'Password:'. Below these fields is a checkbox labeled 'Save my user name' and a blue 'Login' button. At the bottom of the form, there is a link for 'Forgot Password/Reset Password'.

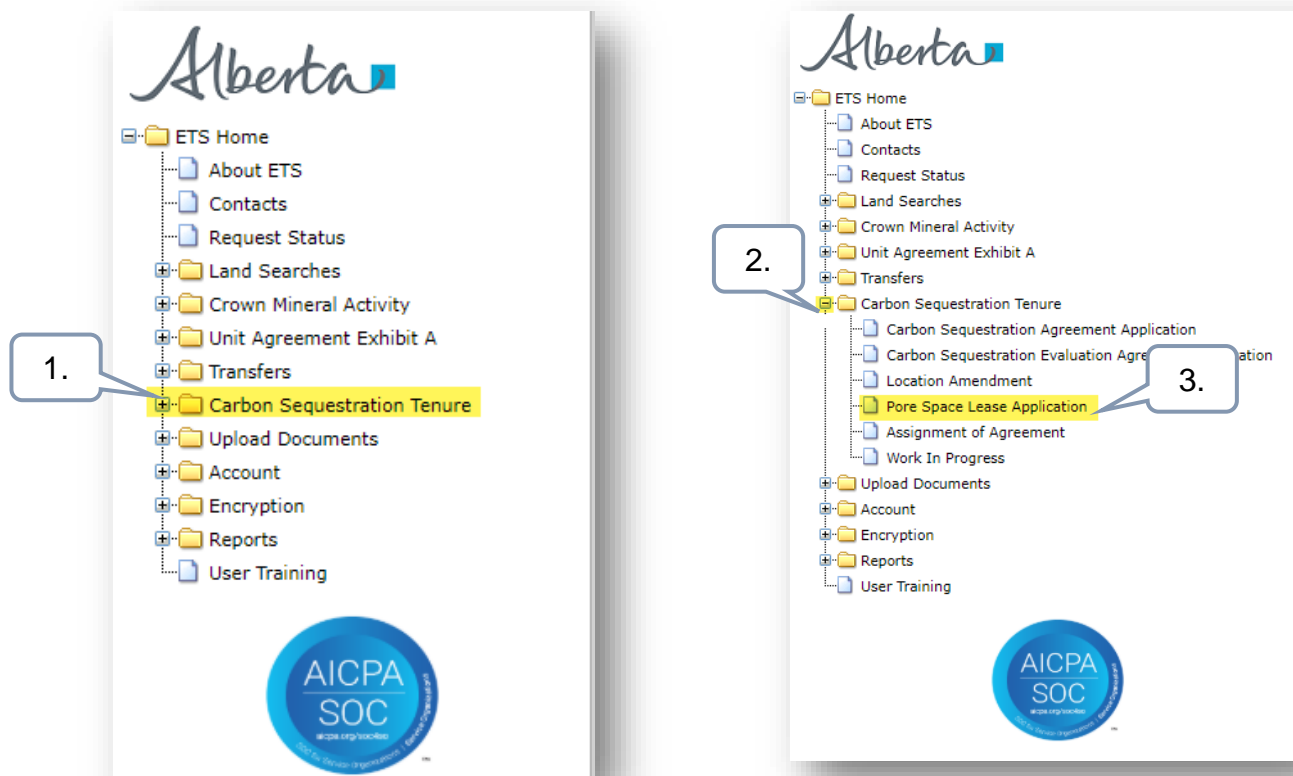
Once logged in, the screen below is displayed.



The screenshot shows the ETS dashboard after a successful login. The page has a blue header with the 'Electronic Transfer System' title. On the left, there is a sidebar menu with various options including 'ETS Home', 'About ETS', 'Contacts', 'Request Status', 'Land Searches', 'FWG Continuation', 'Crown Mineral Activity', 'Unit Agreement Exhibit A', 'Transfers', 'Geothermal Continuation', 'Carbon Sequestration Tenure', 'Upload Documents', 'Account', 'Encryption', 'Reports', and 'User Training'. The main content area displays the user's login status: 'Logged in User: EA1255' and 'Your password will expire on August 22, 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', 'CARS Statements', and 'ETS Transfer Update'. At the bottom of the page, there is a footer with the text 'Feedback Copyright © 1999 Government of Alberta'.

NAVIGATION TO PORE SPACE LEASE APPLICATION

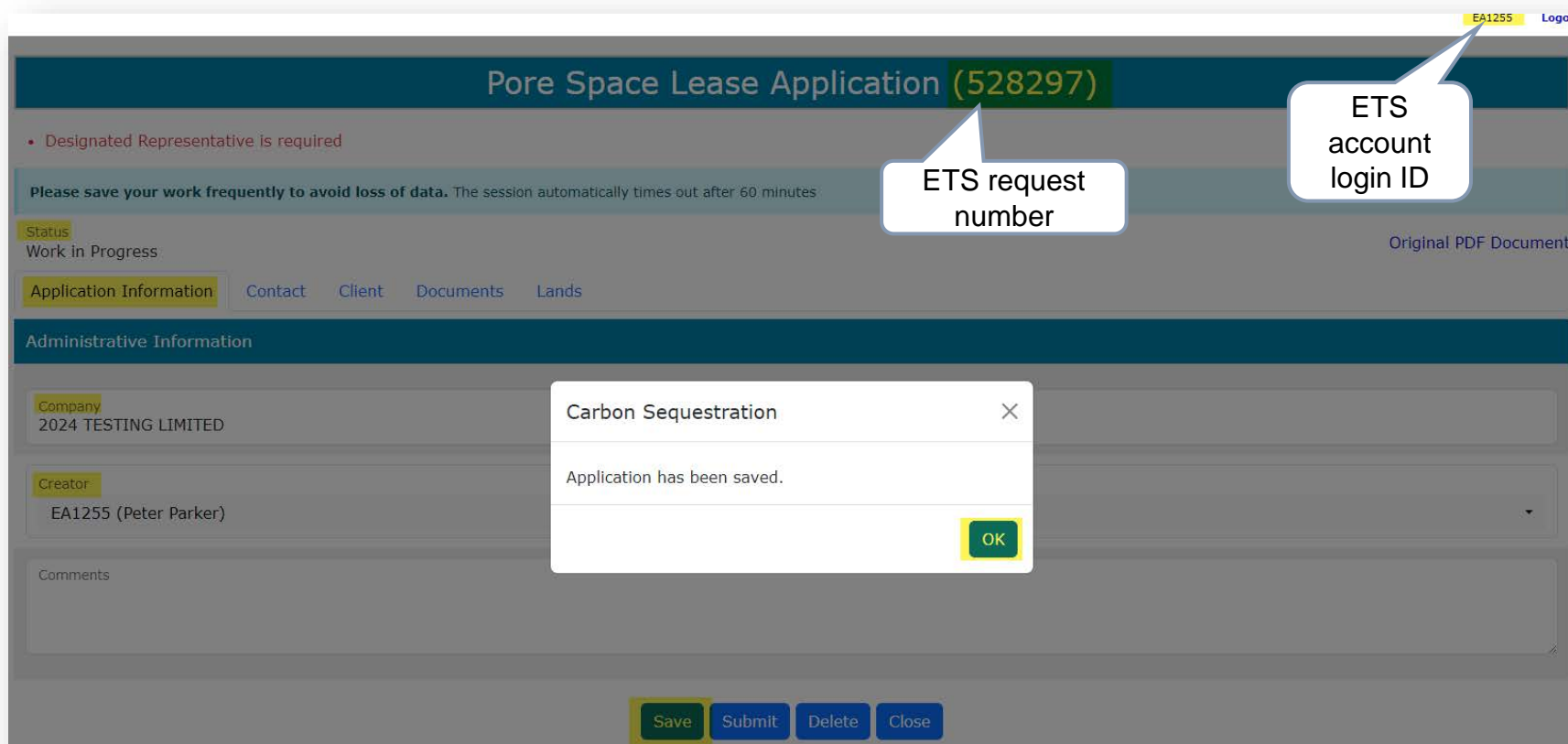
1. In the treenode (left-hand side of the screen), navigate to **Carbon Sequestration Tenure** node.
2. Expand **Carbon Sequestration Tenure node** to display its subnodes.
3. Click **Pore Space Lease Application** subnode.



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.

Under **Application Information** tab, click **Save** button to generate the **ETS request number**.



The screenshot shows the 'Pore Space Lease Application' form. At the top, the title 'Pore Space Lease Application' is followed by the ETS request number '(528297)'. A callout points to this number, stating 'ETS request number'. Below the title, a message indicates 'Designated Representative is required'. A status bar shows 'Status: Work in Progress'. A navigation bar includes tabs for 'Application Information', 'Contact', 'Client', 'Documents', and 'Lands'. The 'Application Information' tab is active. Below the navigation bar, the 'Administrative Information' section is visible. It contains fields for 'Company' (2024 TESTING LIMITED) and 'Creator' (EA1255 (Peter Parker)). A callout points to the 'EA1255' part of the creator field, stating 'ETS account login ID'. A modal dialog box titled 'Carbon Sequestration' is open, displaying the message 'Application has been saved.' with an 'OK' button. At the bottom of the form, there are buttons for 'Save', 'Submit', 'Delete', and 'Close'.

CONTACT TAB – CONTACT INFORMATION SECTION

The Contact Information section is auto populated with the login information. These fields are editable. If required to change the contact information, you may do so.

Remember to click **Save** at the bottom of the form to save changes.

Pore Space Lease Application (528297)

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
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Contact Information

Job Title

* First Name

Peter

* Office Phone Number

7804229249

* Email Address

energy.sequestrationhelpdesk@gov.ab.ca

* Surname

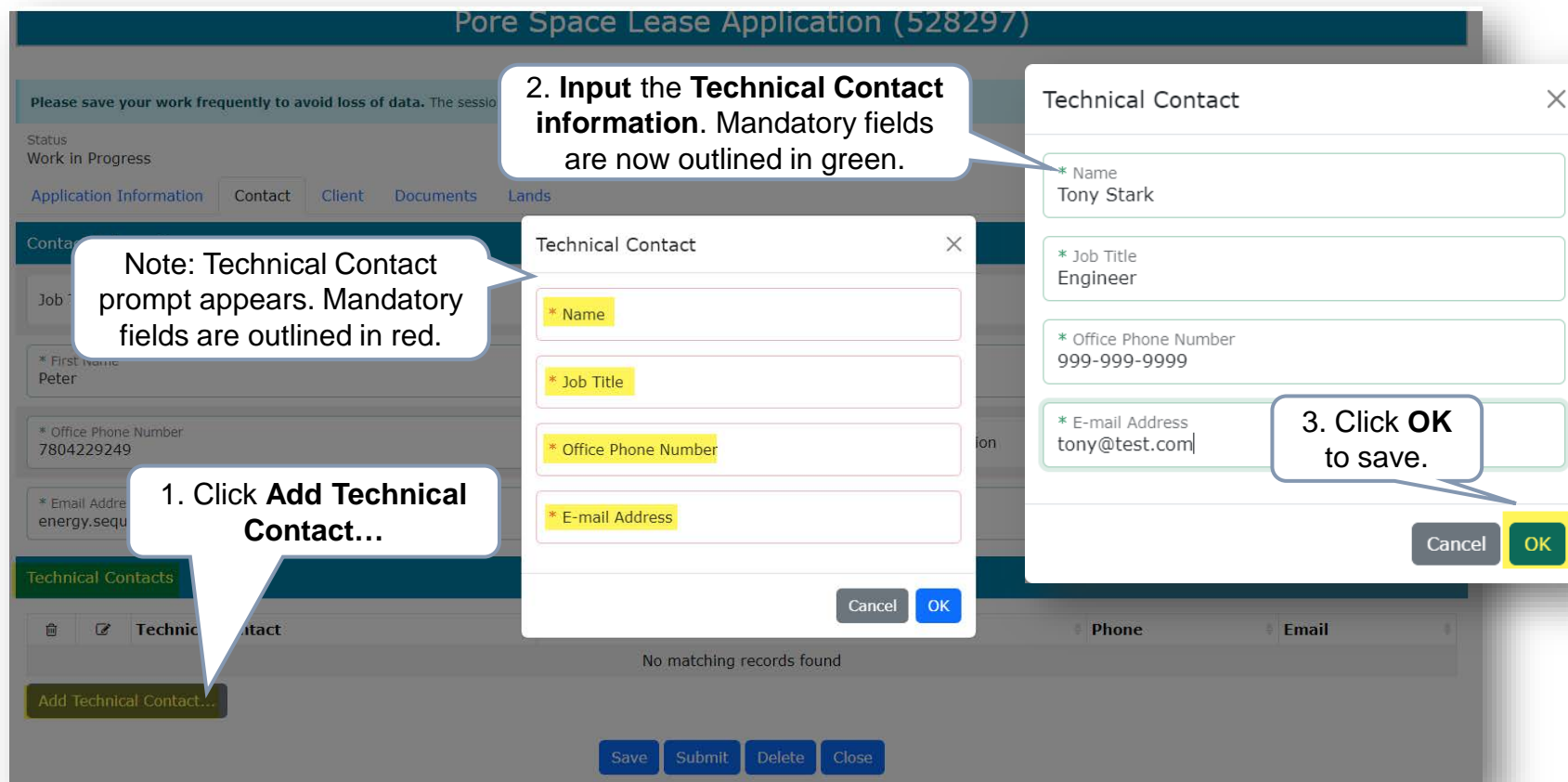
Parker

Office Phone Number Extension

Save
Submit
Delete
Close

CONTACT TAB – TECHNICAL CONTACT SECTION

Technical Contact(s) is mandatory for this PSL application.



Pore Space Lease Application (528297)

Please save your work frequently to avoid loss of data. The session will expire in 15 minutes.

Status: Work In Progress

Application Information | **Contact** | Client | Documents | Lands

Technical Contact

Note: Technical Contact prompt appears. Mandatory fields are outlined in red.

1. Click **Add Technical Contact...**

2. Input the **Technical Contact information**. Mandatory fields are now outlined in green.

3. Click **OK** to save.

Technical Contact

* Name: Tony Stark

* Job Title: Engineer

* Office Phone Number: 999-999-9999

* E-mail Address: tony@test.com

Cancel OK

Technical Contacts

No matching records found

Add Technical Contact...

Save Submit Delete Close

CONTACT TAB – SAVE

Technical Contact is now added on the main application.

To **delete** an added contact information, simply click the corresponding **trash bin icon**.

To **add**, follow the **steps from previous slide**.

Pore Space Lease Application (528297)

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](#)
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Contact Information

Job Title

* First Name
Peter

* Surname
Parker

* Office Phone Number
7804229249

Office Phone Number Extension

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

Technical Contacts

		Technical Contact	Title of Technical Contact	Phone	Email
🗑️	✎	Tony Stark	Engineer	999-999-9999	tony@test.com

Add Technical Contact...

Save
Submit
Delete
Close

Click **Save** to save the Contact info on this tab.

CLIENT TAB

The Designated Representative is mandatory and the field is outlined in red. Once information is added, the field is outlined in green.

The Confidential Rent Payor is optional. This is used if another client is designated to pay the first time rental charge and issuance fee.

Pore Space Lease Application (528297)

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

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Clients

* Designated Representative

Q...

x

Confidential Rent Payor

Q...

x

Lessee

Lessee Id	Lessee	Percent
No matching records found		

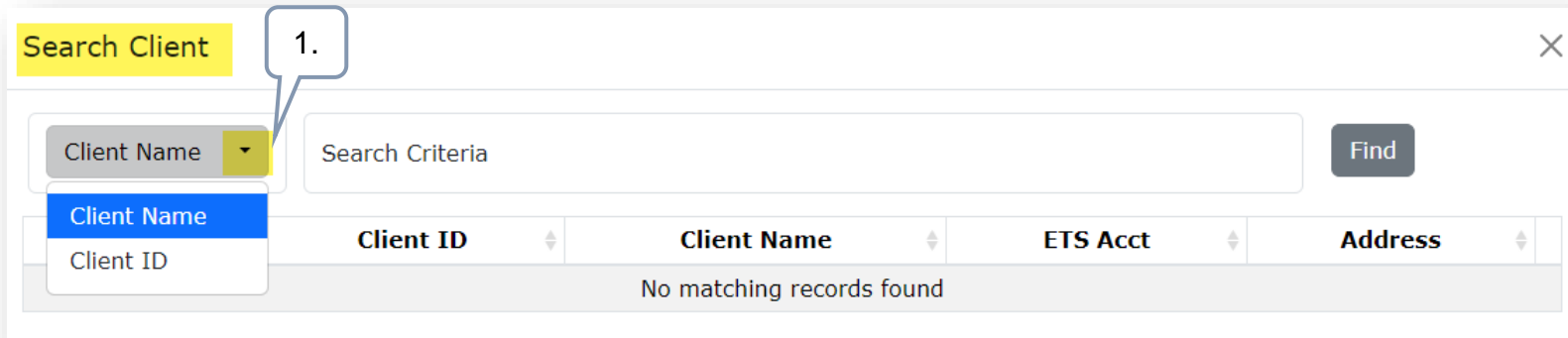
Save
Submit
Delete
Close

1. Click the **magnifying glass** to add a client.

[Original PDF Document](#)

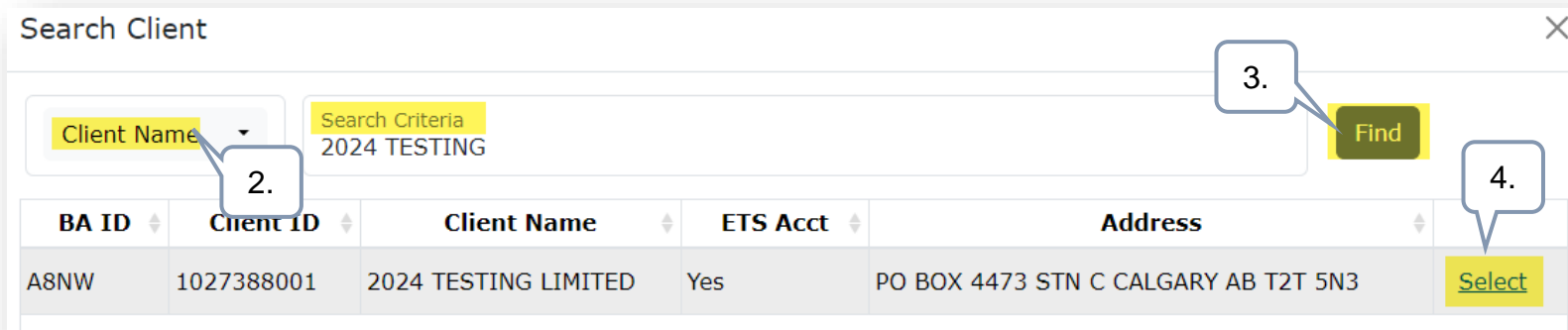
CLIENT TAB – DESIGNATED REPRESENTATIVE

1. By default, Client Name search criteria displayed by default. Click the **dropdown** to select the desired search criteria.



The screenshot shows a 'Search Client' window. A callout '1.' points to a dropdown menu currently set to 'Client Name'. The dropdown options are 'Client Name' and 'Client ID'. Below the dropdown is a 'Search Criteria' input field, a 'Find' button, and a table with columns: Client ID, Client Name, ETS Acct, and Address. The table currently displays 'No matching records found'.

2. Depending on the search criteria chosen, enter the **Client Name** OR the **Client ID** in the corresponding field.
3. Click **Find**. Search result appears
4. Click **Select** to add the client as designated representative.



The screenshot shows the 'Search Client' window after a search. Callout '2.' points to the 'Client Name' dropdown. Callout '3.' points to the 'Find' button. Callout '4.' points to the 'Select' button in the table. The 'Search Criteria' field contains '2024 TESTING'. The table displays one result:

BA ID	Client ID	Client Name	ETS Acct	Address
A8NW	1027388001	2024 TESTING LIMITED	Yes	PO BOX 4473 STN C CALGARY AB T2T 5N3

CLIENT TAB – ADDED DESIGNATED REPRESENTATIVE

The Designated Representative is now added on the application. At the same time, the Lessee section is updated automatically based on the added Designated Representative and assigns 100% participation.

To add the optional Confidential Rent Payor, follow the previous slide.

Click **Save** at the bottom of the screen to save the changes. This clears up the validation error (in red font color).

Pore Space Lease Application (528297)

• Designated Representative is required

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

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Clients

* Designated Representative
 2024 TESTING LIMITED
 Q... X

Confidential Rent Payor
 Q... X

Lessee

Lessee Id	Lessee	Percent
1027388001	2024 TESTING LIMITED	100

Click
Save

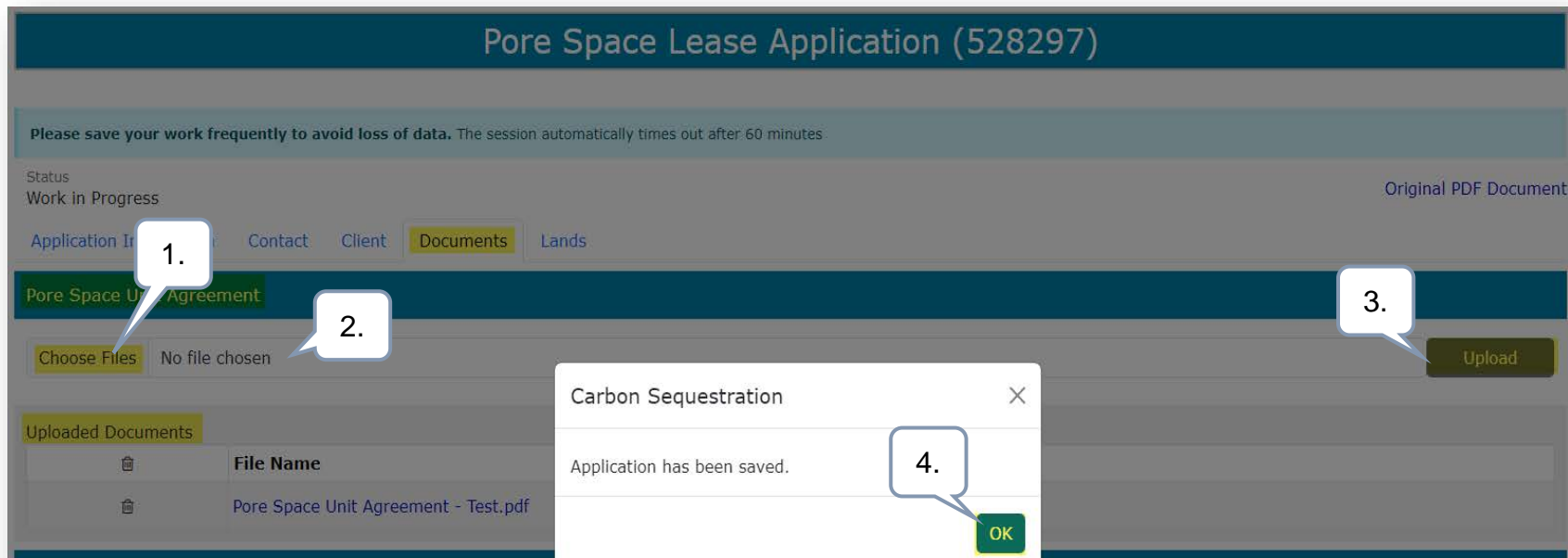
Save
Submit
Delete
Close

DOCUMENT TAB – UPLOAD PORE SPACE UNIT AGREEMENT

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**.



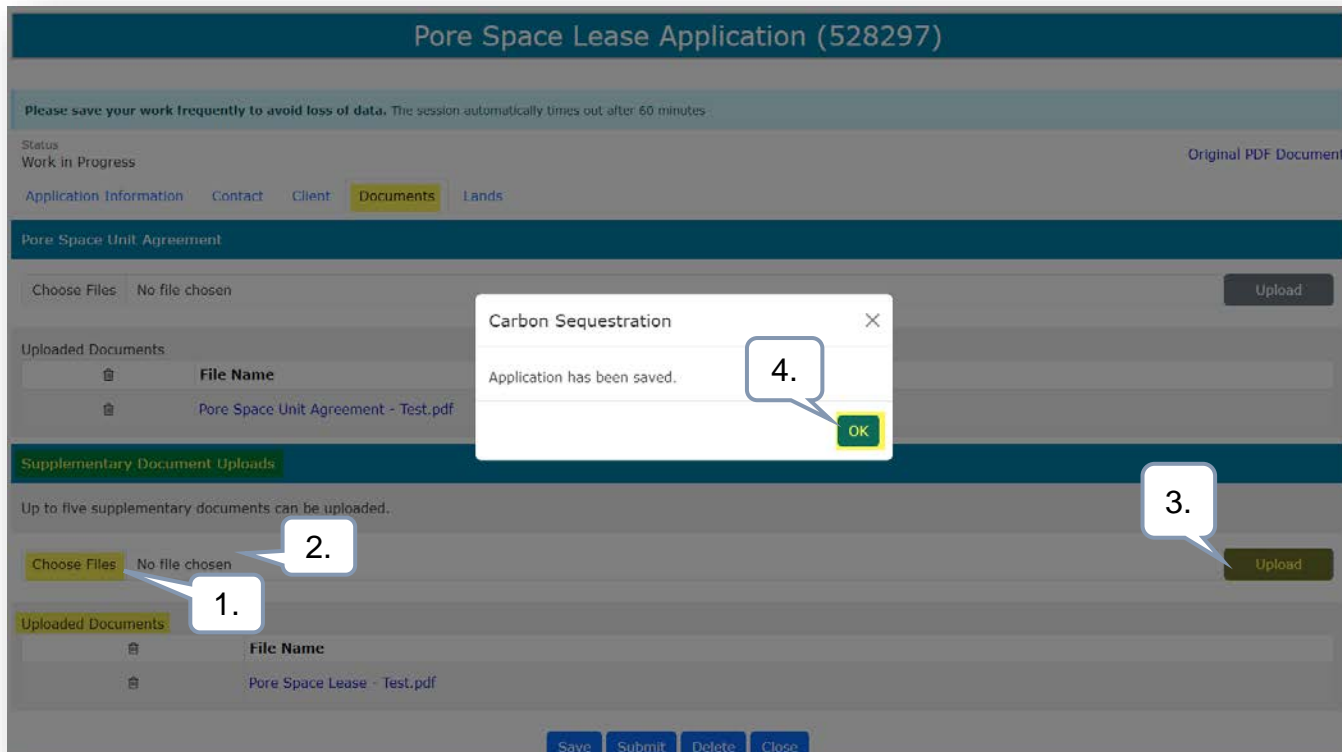
The screenshot displays the 'Pore Space Lease Application (528297)' interface. At the top, a status bar indicates 'Work in Progress'. Below this, a navigation bar includes tabs for 'Application Information', 'Contact', 'Client', 'Documents' (highlighted), and 'Lands'. The main content area is titled 'Pore Space Unit Agreement'. A 'Choose Files' button is highlighted with callout 1. Below it, the text 'No file chosen' is highlighted with callout 2. To the right, an 'Upload' button is highlighted with callout 3. At the bottom, an 'Uploaded Documents' table is visible, showing a file named 'Pore Space Unit Agreement - Test.pdf'. A modal dialog box titled 'Carbon Sequestration' is open, displaying the message 'Application has been saved.' and an 'OK' button, which is highlighted with callout 4.

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 to 5 supplementary documents can be uploaded.
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**.



Pore Space Lease Application (528297)

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

Pore Space Unit Agreement

Choose Files: No file chosen Upload

Uploaded Documents:

File Name
Pore Space Unit Agreement - Test.pdf

Supplementary Document Uploads

Up to five supplementary documents can be uploaded.

Choose Files: No file chosen Upload

Uploaded Documents:

File Name
Pore Space Lease - Test.pdf

Save Submit Delete Close

LANDS TAB

Adding lands have 3 options:

Import Land (+/-)

1. Import Land from Map

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

3. Add Land (+/-)

Pore Space Lease Application (528297)

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Land

3. Add Land (+/-)

2. Import Land (+/-)

1. Import Land List from a CSV file (*.csv)

Import Land from Map

Choose File

No file chosen

Import

Selected Rows: 0

	Tract	M	RGE	TWP	SEC	QS	Qualifier 1	Zone 1	Qualifier 2	Zone 2
<input type="checkbox"/>										

No matching records found

Save

Submit

Delete

Close

LANDS TAB – OPTION 1: IMPORT LAND FROM MAP

Click **Import Land from Map**.

Pore Space Lease Application (528297)

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

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Land

Add Land (+/-)

Import Land (+/-)

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

Choose File

No file chosen

Import

Import Land from Map

Selected Rows: 0

	Tract	M	RGE	TWP	SEC	QS	Qualifier 1	Zone 1	Qualifier 2	Zone 2
<input type="checkbox"/>										

No matching records found

Save

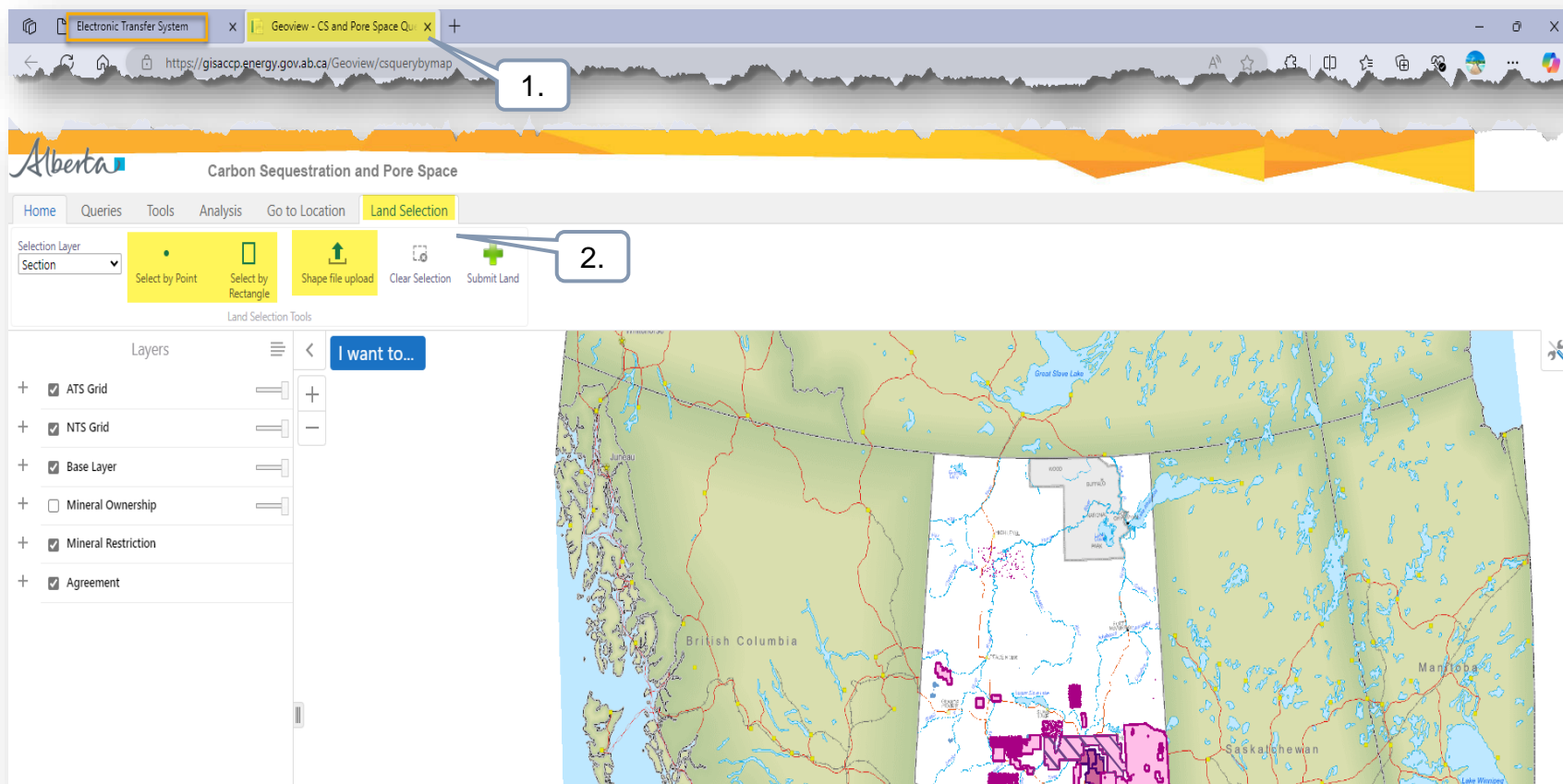
Submit

Delete

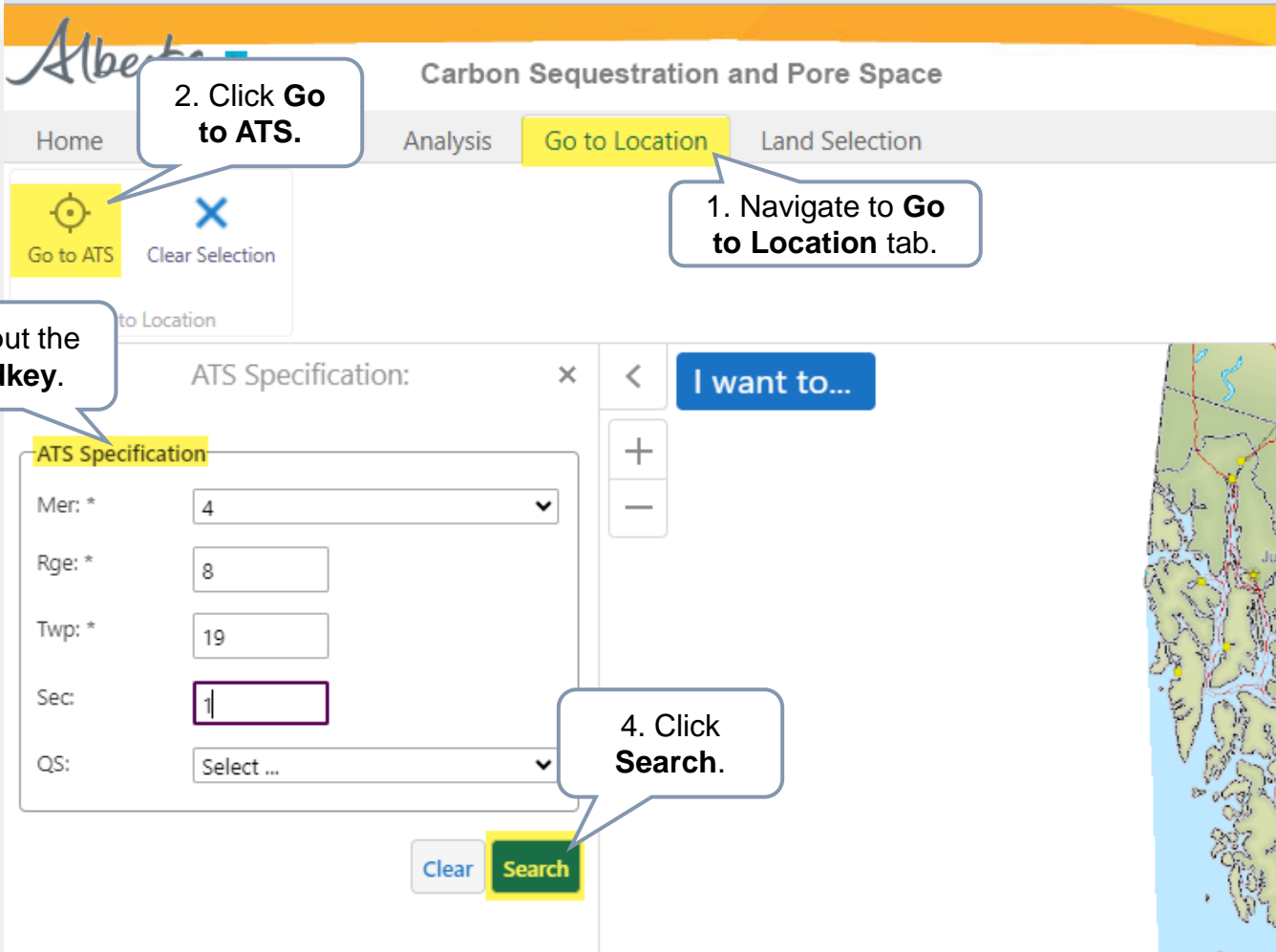
Close

LANDS TAB – OPTION 1: IMPORT LAND FROM MAP

1. Geoview – Carbon Sequestration and Pore Space Query map is opened on a new browser page.
2. 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 – OPTION 1: IMPORT LAND FROM MAP – NAVIGATE TO THE TARGET LOCATION



Carbon Sequestration and Pore Space

Home Analysis **Go to Location** Land Selection

2. Click **Go to ATS**.

1. Navigate to **Go to Location** tab.

3. Input the **landkey**.

4. Click **Search**.

ATS Specification:

ATS Specification

Mer: * 4

Rge: * 8

Twp: * 19

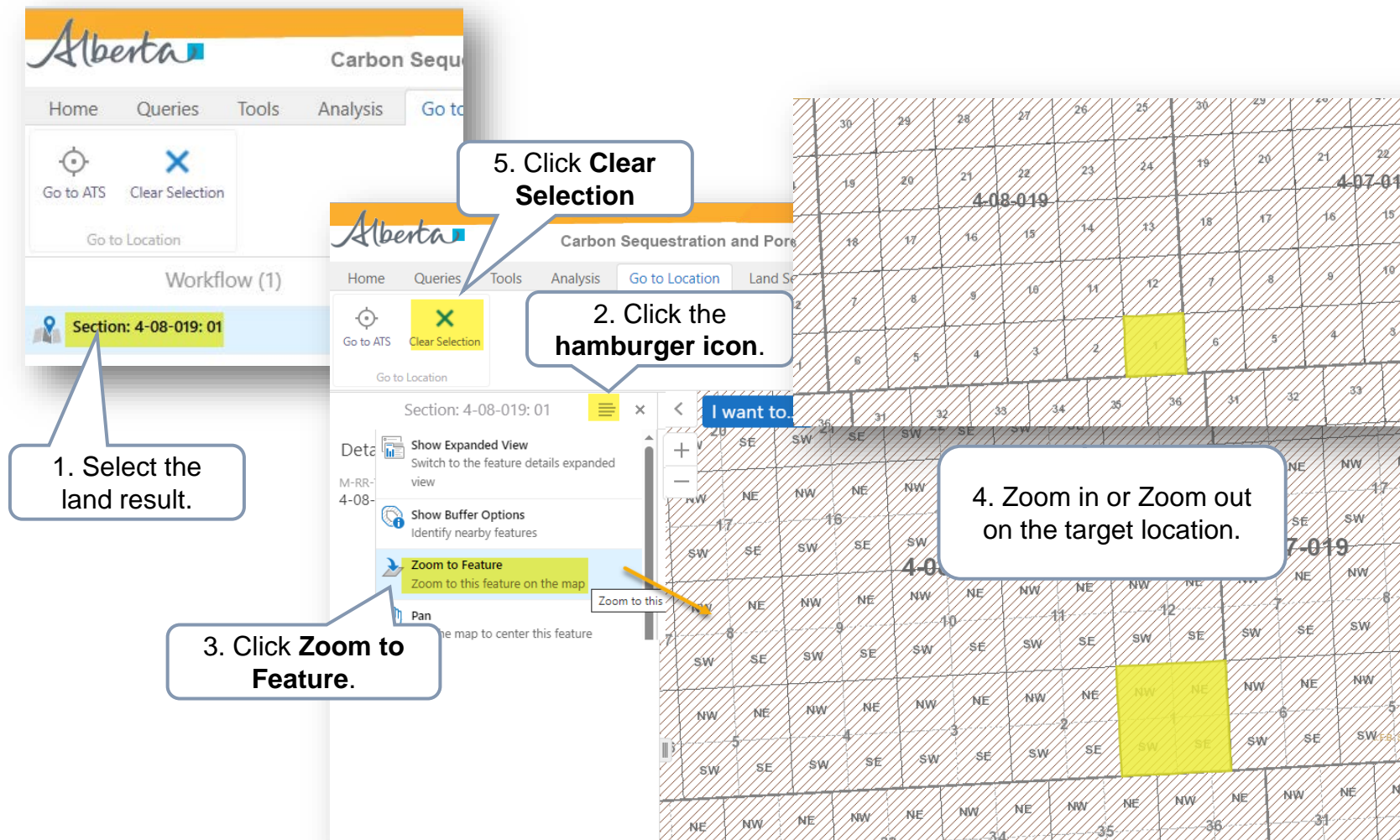
Sec: 1

QS: Select ...

I want to...

Clear Search

LANDS TAB – OPTION 1: IMPORT LAND FROM MAP – NAVIGATE TO THE TARGET LOCATION



The screenshot displays the 'Carbon Sequestration and Pore Space' application interface. The top navigation bar includes 'Home', 'Queries', 'Tools', 'Analysis', and 'Go to Location'. The 'Workflow (1)' section shows a list of land results, with 'Section: 4-08-019: 01' selected. A callout bubble points to this selection with the instruction: '1. Select the land result.'

The 'Go to Location' section shows a 'Go to ATS' button and a 'Clear Selection' button. A callout bubble points to the 'Clear Selection' button with the instruction: '5. Click Clear Selection'.

The 'Go to Location' section also shows a 'Go to Location' button. A callout bubble points to the 'Go to Location' button with the instruction: '2. Click the hamburger icon.'

The 'Go to Location' section shows a 'Zoom to Feature' button. A callout bubble points to this button with the instruction: '3. Click Zoom to Feature.'

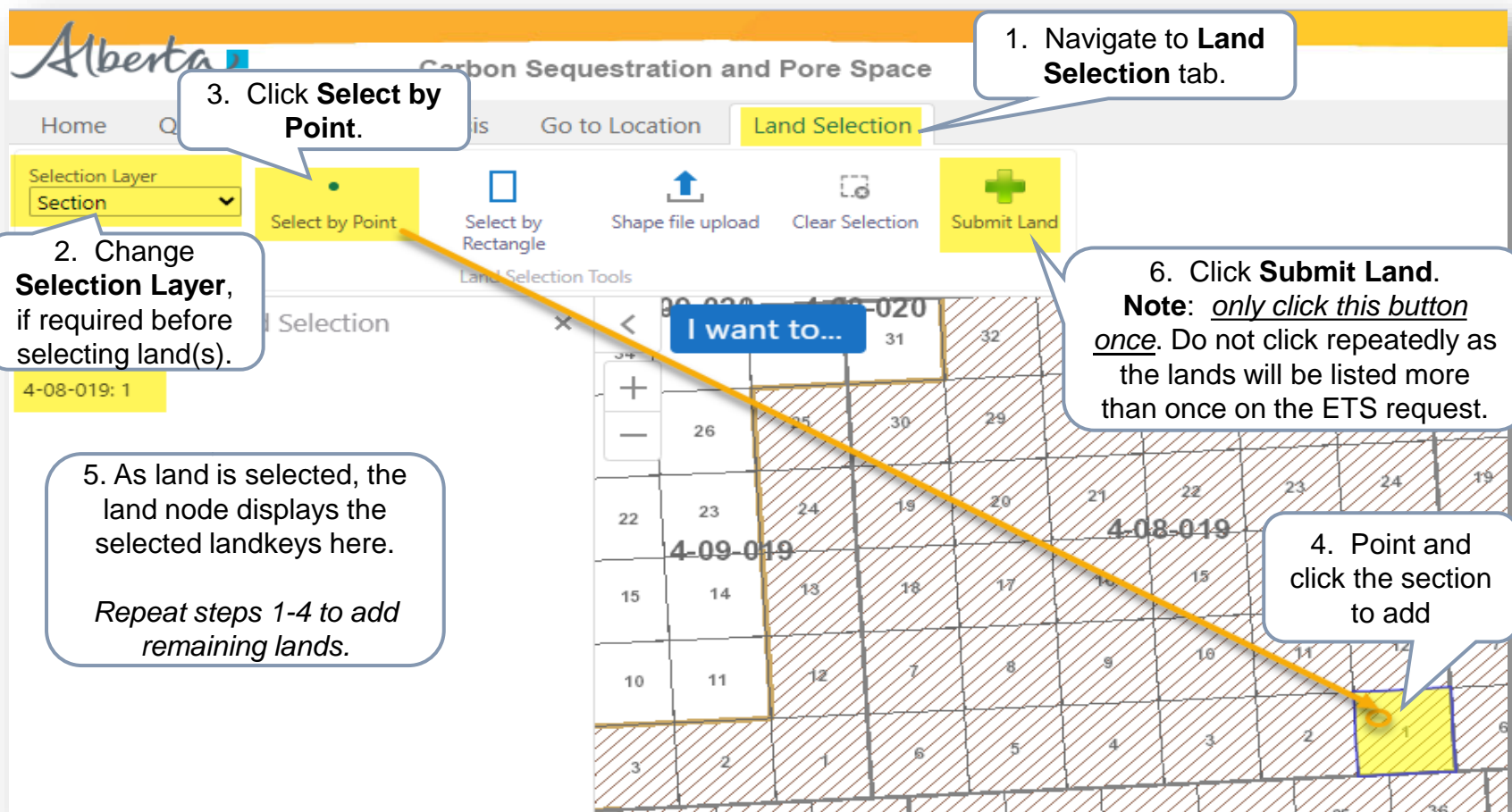
The 'Go to Location' section shows a 'Zoom to this' button. A callout bubble points to this button with the instruction: '4. Zoom in or Zoom out on the target location.'

The 'Go to Location' section shows a 'Zoom to this' button. A callout bubble points to this button with the instruction: '4. Zoom in or Zoom out on the target location.'

LANDS TAB – OPTION 1A: 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



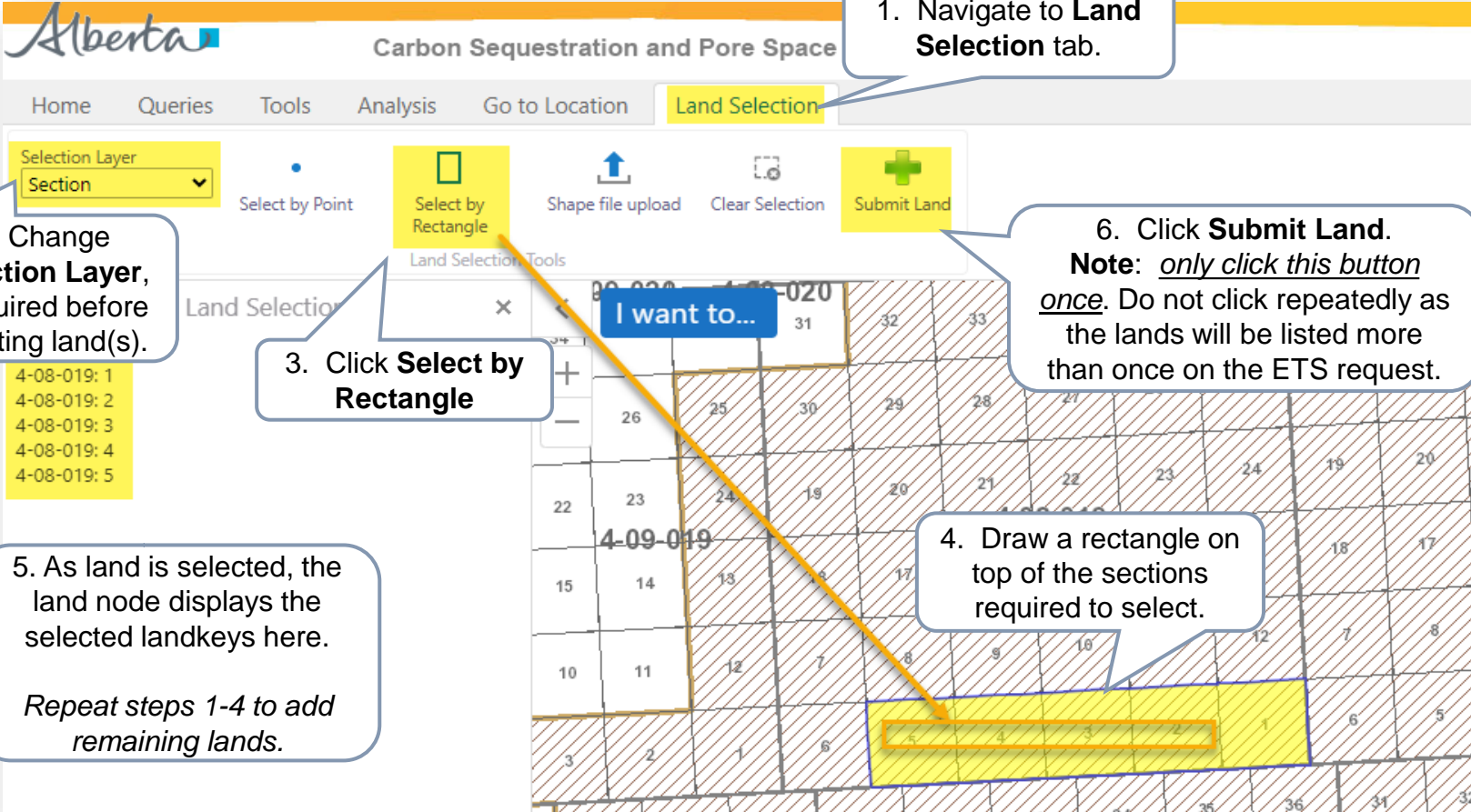
The screenshot shows the 'Carbon Sequestration and Pore Space' application interface. The 'Land Selection' tab is active. The interface includes a 'Selection Layer' dropdown set to 'Section', a 'Select by Point' button, a 'Select by Rectangle' button, a 'Shape file upload' button, a 'Clear Selection' button, and a 'Submit Land' button. A map displays a grid of land sections, with some sections highlighted in yellow. A blue box on the map contains the text 'I want to...'. A yellow box on the map contains the text '4-08-019: 1'. A yellow box on the map contains the text '4-09-019'. A yellow box on the map contains the text '4-08-019'. A yellow box on the map contains the text '4-08-019: 1'. A yellow box on the map contains the text '4-08-019: 1'. A yellow box on the map contains the text '4-08-019: 1'.

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 – OPTION 1A: 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.)



1. Navigate to Land Selection tab.

2. Change Selection Layer, if required before selecting land(s).

3. Click Select by Rectangle

4. Draw a rectangle on top of the sections required to select.

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.

Selection Layer
 Section

Select by Point

Select by Rectangle

Shape file upload

Clear Selection

Submit Land

Land Selection Tools

Land Selection

I want to...

4-08-019: 1
 4-08-019: 2
 4-08-019: 3
 4-08-019: 4
 4-08-019: 5

4-09-019

LANDS TAB – OPTION 1A: IMPORT LAND FROM MAP – EDIT SELECTED LANDS

Pore Space Lease Application (528297)

Please save your work frequently to avoid loss of data.

Edit Selected Land

Original PDF Document

3. Add the **Qualifiers and Zones**

Qualifier 1

From Top

Zone 1

PEKISKO FM

Qualifier 2

To Base

Zone 2

PEKISKO FM

4. Click **OK** to apply the changes

Cancel

OK

Import

Import Land from Map

1. Click the **checkbox column** to select all landkeys that has missing Qualifiers and Zones.

2. Click the **modify land icon**

	Tract	M	RGE	TWP	SEC	QS	Qualifier 1	Zone 2
<input checked="" type="checkbox"/>								
<input checked="" type="checkbox"/>	01	4	08	019	01			
<input checked="" type="checkbox"/>	01	4	08	019	02			
<input checked="" type="checkbox"/>	01	4	08	019	03			
<input checked="" type="checkbox"/>	01	4	08	019	04			
<input checked="" type="checkbox"/>	01	4	08	019	05			

Showing 1 to 5 of 5 rows

5. Click **Save**.

Save

Submit

Delete

Close

LANDS TAB – OPTION 1A: IMPORT LAND FROM MAP – EDIT SELECTED LANDS... continued

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 (+/-)

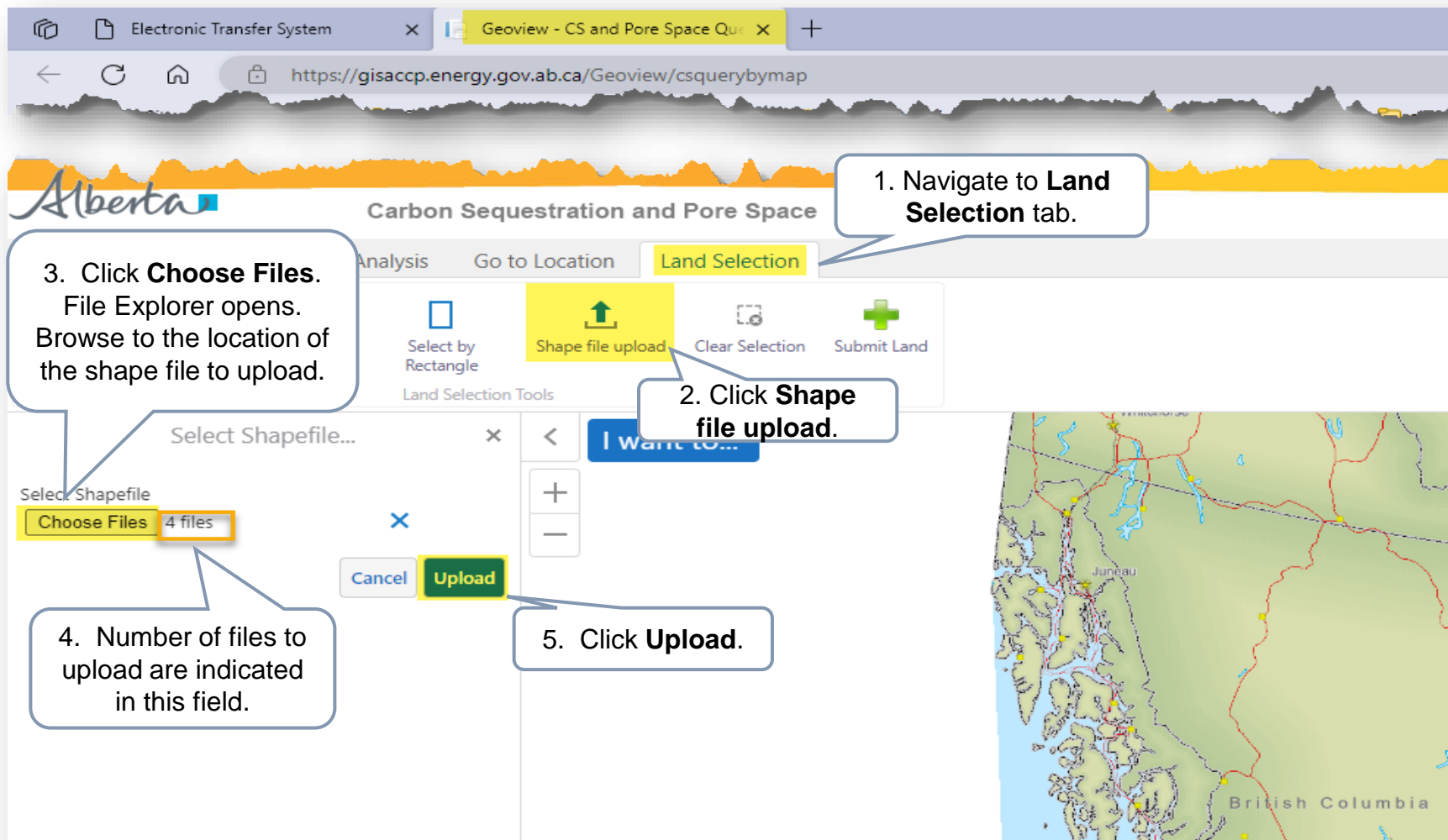
Selected Rows: 0  

	Tract	M	RGE	TWP	SEC	QS	Qualifier 1	Zone 1	Qualifier 2	Zone 2
<input type="checkbox"/>										
<input type="checkbox"/>	01	4	08	019	01		From Top	PEKISKO FM	To Base	PEKISKO FM
<input type="checkbox"/>	01	4	08	019	02		From Top	PEKISKO FM	To Base	PEKISKO FM
<input type="checkbox"/>	01	4	08	019	03		From Top	PEKISKO FM	To Base	PEKISKO FM
<input type="checkbox"/>	01	4	08	019	04		From Top	PEKISKO FM	To Base	PEKISKO FM
<input type="checkbox"/>	01	4	08	019	05		From Top	PEKISKO FM	To Base	PEKISKO FM

Showing 1 to 5 of 5 rows

Qualifiers and Zones are now added.

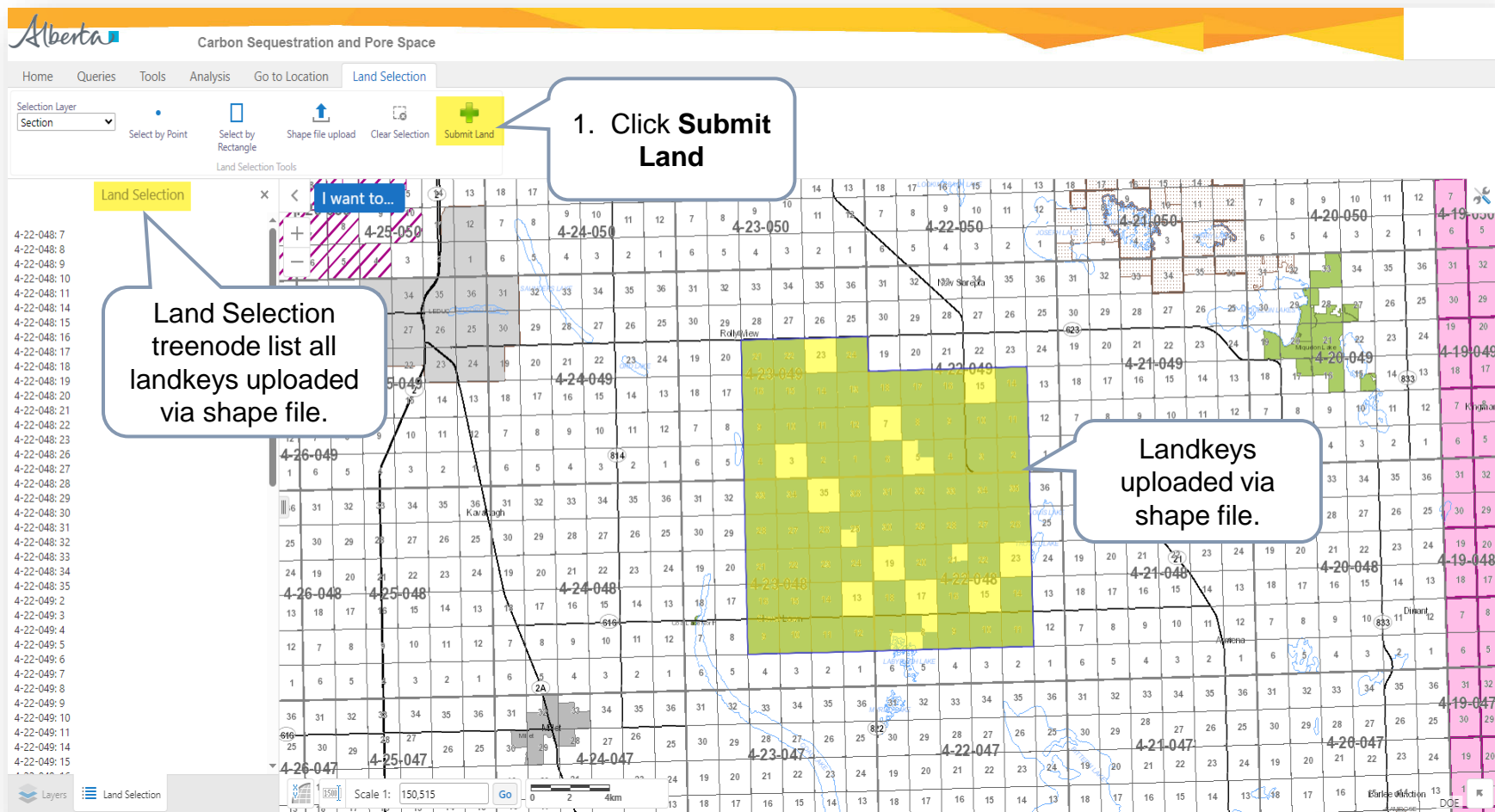
LANDS TAB – OPTION 1B: IMPORT LAND FROM MAP – SHAPE FILE UPLOAD



The screenshot shows the Geoview web application interface. The browser address bar displays the URL: <https://gisaccp.energy.gov.ab.ca/Geoview/csquerybymap>. The application header includes the Alberta logo and the title "Carbon Sequestration and Pore Space". The main navigation bar has tabs for "Analysis", "Go to Location", and "Land Selection". The "Land Selection" tab is active, showing a toolbar with "Shape file upload", "Clear Selection", and "Submit Land". A "Select Shapefile..." dialog box is open, displaying a "Choose Files" button and a text field showing "4 files". A map of British Columbia is visible on the right side of the interface.

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 – OPTION 1B: IMPORT LAND FROM MAP – SHAPE FILE UPLOAD



The screenshot shows the 'Carbon Sequestration and Pore Space' web application interface. The 'Land Selection' tab is active, displaying a map of land parcels with various landkeys. A callout box points to the 'Submit Land' button, stating: '1. Click **Submit Land**'. Another callout box points to the 'Land Selection' tree node list, stating: 'Land Selection treenode list all landkeys uploaded via shape file.' A third callout box points to a specific landkey on the map, stating: 'Landkeys uploaded via shape file.' The map shows a grid of land parcels with landkeys such as 4-22-048, 4-22-049, 4-22-050, 4-21-049, 4-20-049, 4-19-049, 4-26-048, 4-25-048, 4-24-048, 4-23-048, 4-22-048, 4-21-048, 4-20-048, 4-19-048, 4-26-047, 4-25-047, 4-24-047, 4-23-047, 4-22-047, 4-21-047, 4-20-047, and 4-19-047. The interface includes a 'Selection Layer' dropdown set to 'Section', buttons for 'Select by Point', 'Select by Rectangle', 'Shape file upload', 'Clear Selection', and 'Submit Land'. A 'Land Selection' tree node list is visible on the left, and a map scale bar is at the bottom.

Once submitted, edit the lands added in ETS. Refer to Slide 27 & 28, 'Edit Selected Lands'.

LANDS TAB – 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.

1.

	A	B	C	D	E
1	Tract	M	RGE	TWP	SEC
2			4	8	19
3			4	8	19
4			4	8	19
5					

Pore Space Lease Application (528297)

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 (+/-) **3.**

Import Land (+/-)

4. Import Land List from a CSV file (*.csv)

Choose File Add Lands.csv **5.**

6. Import

Import Land from Map

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	08	019	01					
<input type="checkbox"/>	01	4	08	019	02					
<input type="checkbox"/>	01	4	08	019	03					

6.

Showing 1 to 3 of 3 rows

Save Submit Delete Close

LANDS TAB – OPTION 2: IMPORT LAND LIST FROM A CSV FILE (*.csv)... continued

1. Lands are now added into the grid. **Qualifiers are required.**
2. Select all landkeys. **Checkmark all.**
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**.

Pore Space Lease Application (528297)

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 (+/-)

Import Land List from: Choose File Add Land

2.

	Tract	M	RGE	TWP	SEC	QS	Qualifier 1	Zone 1	Qualifier 2	Zone 2
<input checked="" type="checkbox"/>	01	4	08	019	01					
<input checked="" type="checkbox"/>	01	4	08	019	02					
<input checked="" type="checkbox"/>	01	4	08	019	03					

Showing 1 to 3 of 3 rows

4.

Edit Selected Land

Tract: Please select

Qualifier 1: From Top

Zone 1: PEKISKO FM

Qualifier 2: To Base

Zone 2: PEKISKO FM

5.

Cancel OK

3.

Import

Selected Rows: 3

1.

LANDS TAB – OPTION 2: IMPORT LAND LIST FROM A CSV FILE (*.csv)... continued

1. Lands are now modified.
2. Click Save to save the changes.
3. Click OK on the save prompt box.

Land

Add Land (+/-)
Import Land (+/-)

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

Choose File
Add Lands.csv

Carbon Sequestration

Application has been saved.

OK

Import

Selected Rows:3

	Tract	M	RGE	TWP	SEC	QS	Qualifier 1	Zone 1	Qualifier 2	Zone 2
<input checked="" type="checkbox"/>										
<input checked="" type="checkbox"/>	01	4	08	019	01		From Top	PEKISKO FM	To Base	PEKISKO FM
<input checked="" type="checkbox"/>	01	4	08	019	02		From Top	PEKISKO FM	To Base	PEKISKO FM
<input checked="" type="checkbox"/>	01	4	08	019	03		From Top	PEKISKO FM	To Base	PEKISKO FM

Showing 1 to 3 of 3 rows

Save

Submit

Delete

Close

LANDS TAB – OPTION 3: 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.

Pore Space Lease Application (528297)

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

Status
Work in Progress

[Application Information](#) [Contact](#) [Client](#) [Documents](#) **Lands**

[Original PDF Document](#)

Land

Add Land (+/-)

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

Tract

Please select

*** Meridian**

Please select

*** Range**

Please select

*** Township**

Please select

Section

Please select

QS/LSD

Please select

*** Qualifier 1**

Please select

*** Zone 1**

Please select

*** Qualifier 2**

Please select

*** Zone 2**

Please select

3.

Add Land

Clear

LANDS TAB – OPTION 3: ADD LAND (+/-) ...continued

Required information inputted and added into the land grid. Repeat previous steps to add remaining lands.

Pore Space Lease Application (528297)

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

Status
Work in Progress

[Application Information](#)
[Contact](#)
[Client](#)
[Documents](#)
[Lands](#)

[Original PDF Document](#)

Land

Add Land (+/-)

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

Tract

Please select ▾

*** Meridian**

4 ▾

*** Range**

08 ▾

*** Township**

019 ▾

Section

01 ▾

QS/LSD

Please select ▾

*** Qualifier 1**

From Top ▾

*** Zone 1**

PEKISKO FM ▾

*** Qualifier 2**

To Base ▾

*** Zone 2**

PEKISKO FM ▾

Add Land
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	08	019	01		From Top	PEKISKO FM	To Base	PEKISKO FM

Showing 1 to 1 of 1 rows

Click **Save.**

Save
Submit
Delete
Close

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 & 23, 'Edit Selected Lands'.

Pore Space Lease Application (528297)

- 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

Save

Submit

Delete

Close

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 clicking Submit.

Page: 1

ELECTRONIC TRANSFER SYSTEM
ORIGINAL REQUEST 528297

January 03, 2025 12:24:14 PM

Company:

2024 TESTING LIMITED

Creator:

EA1255

Comments:

Contact Information

Job Title:

First Name:

Peter

Surname:

Parker

Office Phone Number:

7804229249

Office Phone Number Extension:

Email Address:

energy.sequestrationhelpdesk@gov.ab.ca

Technical Contacts

Clients

Designated Representative

2024 TESTING LIMITED

Confidential Rent Payor

Lessee Id	Lessee Name	Percent
1027388001	2024 TESTING LIMITED	100.0000000

Documents

Proposal

File Name:

R528297.CST_SUPPLEMENTARY.20241213104744.Pore Space Lease - Test.pdf

Supplementary Document Uploads

File Name:

R528297.CST_PSL_PROPOSAL.20241213102447.Pore Space Unit Agreement - Test.pdf

Lands									
Tract	M	RGE	TWP	SEC	QS	Qualifier1	Zone 1	Qualifier2	Zone 2
01	4	08	019	01		From Top	PEKISKO FM	To Base	PEKISKO FM
01	4	08	019	02		From Top	PEKISKO FM	To Base	PEKISKO FM
01	4	08	019	03		From Top	PEKISKO FM	To Base	PEKISKO FM

*** End of Report ***

on (528297)

Click **Original PDF Document** to generate the report.

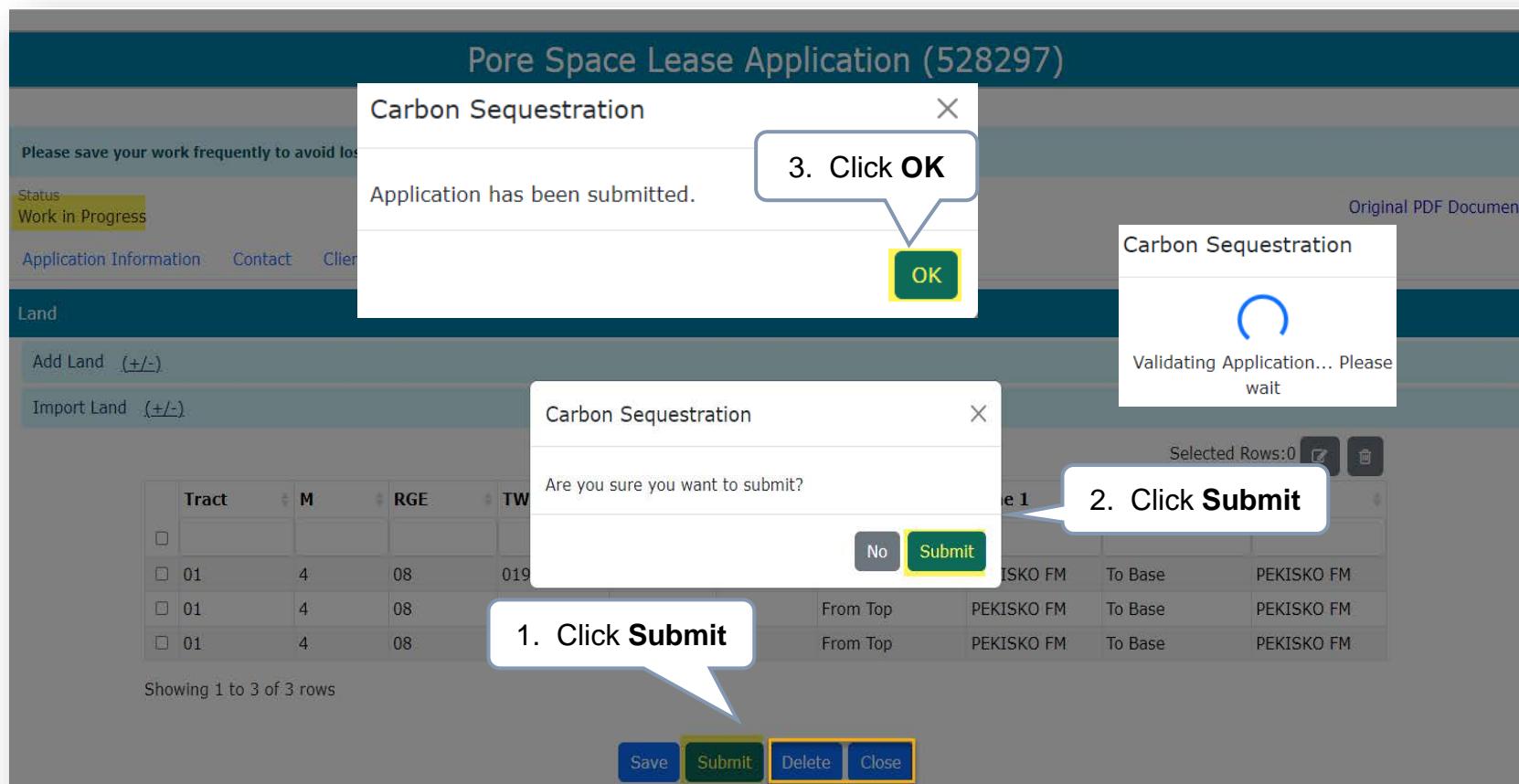
Original PDF Document

Selected Rows:0

er 1	Zone 1	Qualifier 2	Zone 2
	PEKISKO FM	To Base	PEKISKO FM
	PEKISKO FM	To Base	PEKISKO FM
	PEKISKO FM	To Base	PEKISKO FM

SUBMIT APPLICATION

Once all pertinent information has been entered, submit the Pore Space Lease Application. The system performs validation check to ensure all mandatory data has been provided. Upon successful submission, the status is updated to **Submitted**.



Pore Space Lease Application (528297)

Please save your work frequently to avoid loss of data.

Status: **Work in Progress**

Application Information | Contact | Client

Land

Add Land (+/-)

Import Land (+/-)

Carbon Sequestration

Application has been submitted.

3. Click **OK**

Carbon Sequestration

Validating Application... Please wait

2. Click **Submit**

Carbon Sequestration

Are you sure you want to submit?

1. Click **Submit**

Save | **Submit** | Delete | Close

Tract	M	RGE	TW	From Top	PEKISKO FM	To Base	PEKISKO FM
<input type="checkbox"/> 01	4	08	019	From Top	PEKISKO FM	To Base	PEKISKO FM
<input type="checkbox"/> 01	4	08		From Top	PEKISKO FM	To Base	PEKISKO FM
<input type="checkbox"/> 01	4	08		From Top	PEKISKO FM	To Base	PEKISKO FM

Showing 1 to 3 of 3 rows

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

Pore Space Lease Application (528297)

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

Status
Submitted

[Original PDF Document](#)

[Application Information](#) [Contact](#) [Client](#) [Documents](#) [Lands](#)

Land

Tract	M	RGE	TWP	SEC	QS	Qualifier 1	Zone 1	Qualifier 2	Zone 2
01	4	08	019	01		From Top	PEKISKO FM	To Base	PEKISKO FM
01	4	08	019	02		From Top	PEKISKO FM	To Base	PEKISKO FM
01	4	08	019	03		From Top	PEKISKO FM	To Base	PEKISKO FM

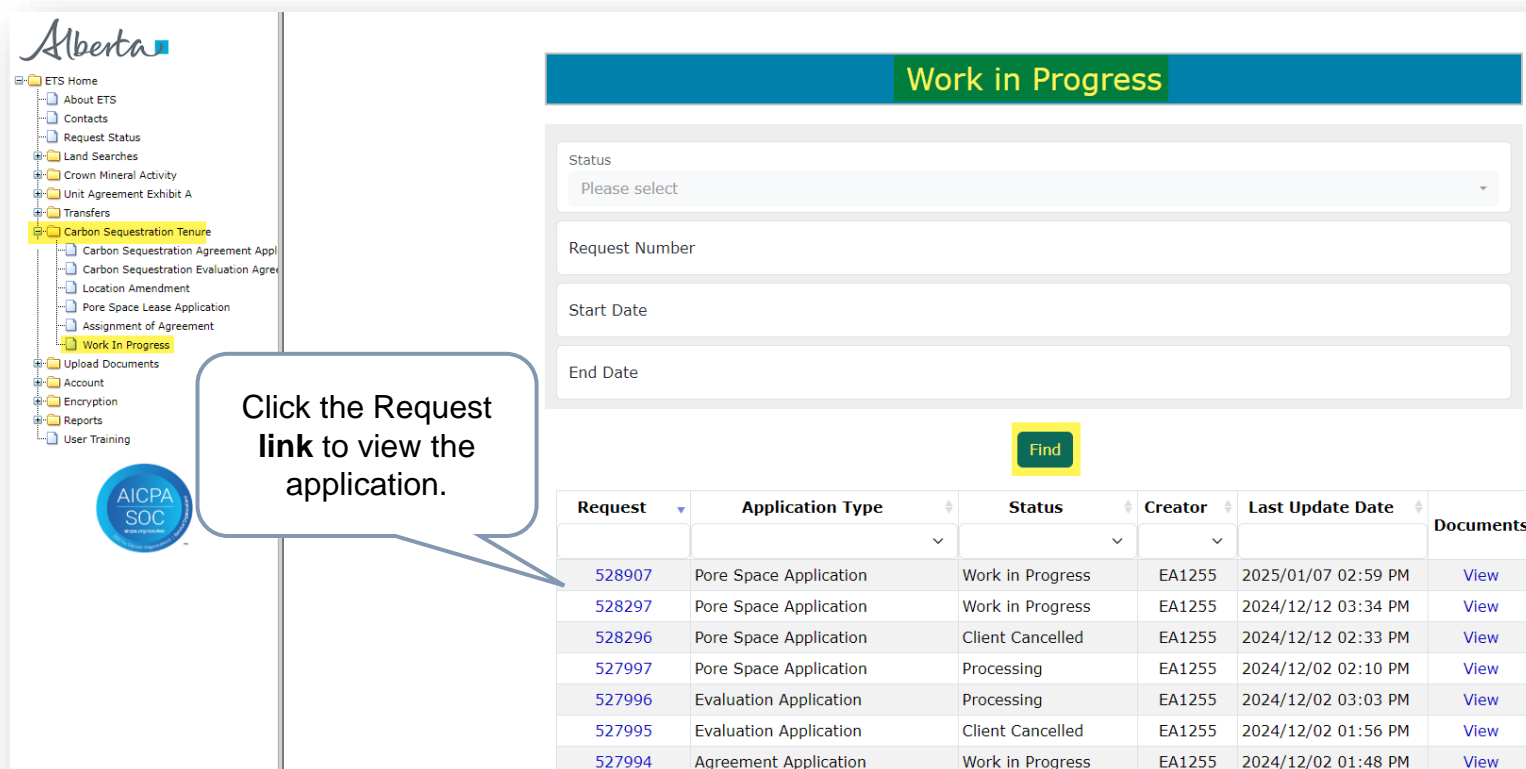
Showing 1 to 3 of 3 rows

[Save](#) [Withdraw](#) [Close](#)

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**.



Work in Progress

Status: Please select

Request Number

Start Date

End Date

Find

Request	Application Type	Status	Creator	Last Update Date	Documents
528907	Pore Space Application	Work in Progress	EA1255	2025/01/07 02:59 PM	View
528297	Pore Space Application	Work in Progress	EA1255	2024/12/12 03:34 PM	View
528296	Pore Space Application	Client Cancelled	EA1255	2024/12/12 02:33 PM	View
527997	Pore Space Application	Processing	EA1255	2024/12/02 02:10 PM	View
527996	Evaluation Application	Processing	EA1255	2024/12/02 03:03 PM	View
527995	Evaluation Application	Client Cancelled	EA1255	2024/12/02 01:56 PM	View
527994	Agreement Application	Work in Progress	EA1255	2024/12/02 01:48 PM	View

Click the Request link to view the application.

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

Application Documents

Start Date

End Date

File Name

Documents

Original Document

View/Download

Close

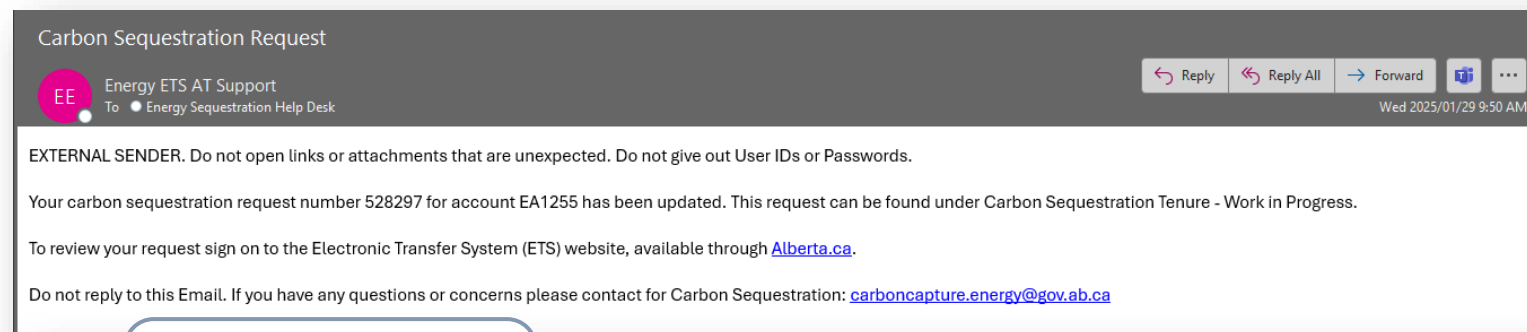
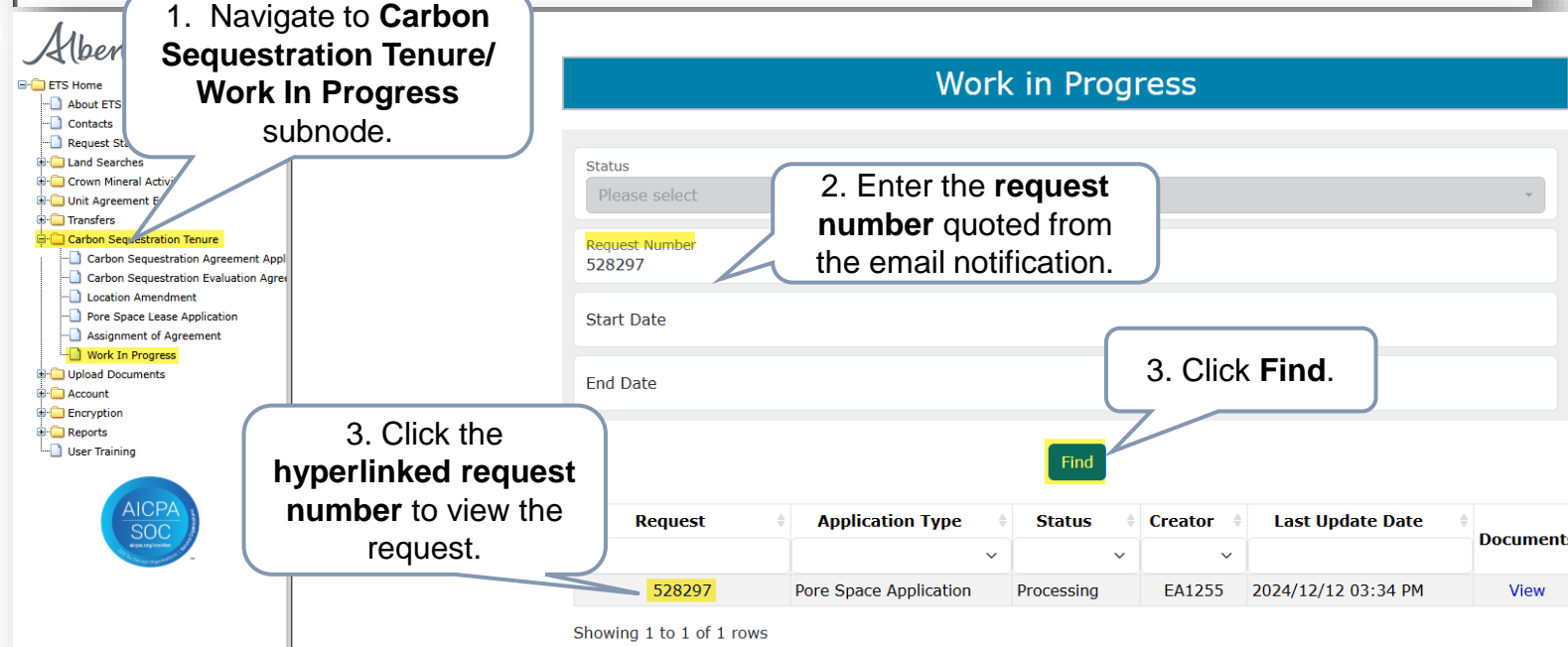
Request	Application Type	Status	Creator	Last Update Date	Document
528907	Pore Space Application	Work in Progress	EA1255	2025/01/07 02:59 PM	View
528297	Pore Space Application	Work in Progress	EA1255	2024/12/12 03:34 PM	View
528296	Pore Space Application	Client Cancelled	EA1255	2024/12/12 02:33 PM	View
527997	Pore Space Application	Processing	EA1255	2024/12/02 02:10 PM	View

2. Click
View/Download

1. Click **View**

ACCEPT OFFER AND FUNDS CONFIRMATION

Before the application can be approved, client is required to accept the offer and funds confirmation. An email notification is sent to the client similar to below.

1. Navigate to Carbon Sequestration Tenure/ Work In Progress subnode.

2. Enter the request number quoted from the email notification.

3. Click Find.

3. Click the hyperlinked request number to view the request.

Work in Progress

Status: Please select

Request Number: 528297

Start Date

End Date

Find

Request	Application Type	Status	Creator	Last Update Date	Documents
528297	Pore Space Application	Processing	EA1255	2024/12/12 03:34 PM	View

Showing 1 to 1 of 1 rows

ACCEPT OFFER AND FUNDS CONFIRMATION continued...

Pore Space Lease Application (528297)

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

Status
Processing
[Original PDF Document](#)

Application Information

Contact

Client

Documents

Lands

Offers and Funds Confirmation

Offers and Funds Confirmation

Designated Representative

Payor

Confidential Rent Payor

Bonus
\$0.00

Fee
\$625.00

Rent
\$2,688.00

GST
\$0.00

Total
\$3,313.00

Response

Please select

Accepted

Declined

4. Click **Save**.

2. Input the response by clicking the arrow.

3. Select a response.

Save

Withdraw

Close

ACCEPT OFFER AND FUNDS CONFIRMATION continued...

Status
Processing

Application Information
Contact
Client
Documents
Lands
Offers and Funds Confirmation

Offers and Funds Confirmation

Designated Representative
Payor
Confidential Rent P
Bonus
\$0.00
Fee
\$625.00
Rent
\$2,688.00
GST
\$0.00
Total
\$3,313.00
Response
Accepted

Carbon Sequestration

Are you sure you wish to accept the charges? Once accepted you will not be able to undo this action

Cancel
OK

Carbon Sequestration

Application has been saved.

OK

Save
Withdraw
Close

1. Click OK.

2. Click OK.

EXECUTION OF AGREEMENT DOCUMENT

Agreement document requires signature from the proponent. This agreement document can be retrieved in ETS/Request Status. ETS email notification is sent to the proponent.

Once agreement document is signed, proponent is required to upload this signed agreement document via ETS/Upload Documents. **Refer to Information Request – Upload Documents online module.**

Congratulations!

**You have completed the
Pore Space Lease Application
Online Training Course**

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

