

# Supplemental Reporting Submission Process in ETS

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Oil Sands Royalty Business Training

Alberta Energy

June 13, 2019

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# Supplemental Reports Submission Process

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- Online Filing at <https://www.alberta.ca/oil-sands.aspx>

Home → Business and economy → Natural resource development → Oil sands

## Oil sands

Oil sands royalties and oil sands information, legislation, reporting, public offerings and sales.

### Services and information

#### [About oil sands](#)

Alberta's oil sands are the third-largest proven crude oil reserve in the world, next to Saudi Arabia and Venezuela.

#### [Alberta Electronic Transfer System](#)

Industry clients pay royalties and process Alberta energy transactions online with the Electronic Transfer System (ETS).

#### [Alberta Electronic Transfer System support and online learning](#)

Guides and training modules for using the Electronic Transfer System (ETS) site.

About Royalties

Carbon Capture and Storage

Contacts

Electricity

Energy's History

Energy Processing

Energy Publications

External Resources

Freedom of Information

Mineral Ownership

Unconventional Resources

Services

**ETS**

Searches

Subscriptions

Interactive Maps

PDF Maps


Payments

Online Learning

Related Links

- [Alberta Energy Regulator](#)
- [Alberta Utilities Commission \(AUC\)](#)
- [Petrinex](#)
- [ETS- Electronic Transfer System](#)
- [Information Letters](#)

## Electronic Transfer System

The Electronic Transfer System (ETS) provides secure access to do business electronically with the Alberta government. Holders of an authorized Account may access the services available through ETS. For a list of the [services](#) available through ETS, see the [ETS Overview](#) .

### Accessing ETS

[LOGIN](#)

[Electronic Transfer System](#) (password is required)

[Forgot Password / Reset Password](#)

Ensure your browsers are: Internet Explorer 11.0 or higher, Firefox 50.0 or higher (ETS does not Support Chrome)

**The Primary Administrator:** Is a critical role they have the responsibility for setting up and managing security for all of their users on ETS, including passwords. A backup administrator should be assigned, they can perform the same duties. Crown Land Data is only authorized to work with the primary administrator or their back up.

### Apply for Access

To receive access to the Electronic Transfer System, an ETS Account Set Up/Change Form and Authorization letter available through [ETS support and online learning](#) must be submitted to the department.

Note: The letter cannot be signed by the designated ETS Administrator unless they are the owner/President of the company.

The client sends the letter and form to;

Crown Land Data  
Alberta Department of Energy  
11th Floor, North Petroleum Plaza  
9945 – 108 Street  
Edmonton, Alberta  
T5K 2G6  
Phone: 780-422-1395 (toll free 310-0000)  
Fax: 780-422-0382  
Email: [CrownLandDataSupport@gov.ab.ca](mailto:CrownLandDataSupport@gov.ab.ca)

For more information on sections A & B, hover cursor over text or refer to pages 3 & 4

<b>A: APPLICANT INFORMATION</b>	
A1 Check One: <input type="checkbox"/> Setup <input type="checkbox"/> Amendment <input type="checkbox"/> Terminate	A2 ETS Account ID:
A3 Type of Amendment:	A4 GST Number:
A5 Company/Individual Name:	A6 Client ID(s):
A7 <b>Site Administrator:</b> Include <a href="#">Authorization Letter</a> Name: _____ Signature: _____ Email: _____	<b>Phone:</b> Business: (    ) Alternate: (    )
A8 <b>Backup Site Administrator (Optional):</b> Include <a href="#">Authorization Letter</a> Name: _____ Signature: _____ Email: _____	<b>Phone:</b> Business: (    ) Alternate: (    )
<b>B: DOCUMENT SUBMISSION / RETRIEVAL</b>	
MINERAL POSTING/SALE/TRANSFER	ACCOUNTS
Crown PNG and Oil Sands Agreement Documents retrieval for Designated Representative <input type="checkbox"/>	Debit Remittance for Royalty, Compensation, Searches, etc. Include <a href="#">Pre-Authorized Automatic Debit Payment Agreement</a> <input type="checkbox"/>
Posting Requests <input type="checkbox"/>	Monthly Statement Auto Debit Increase. <a href="#">Include Form</a> <input type="checkbox"/>
Bidding on Public Offering of PNG and Oil Sands Include <a href="#">Electronic Fund Transfer Authorization Letter</a> <input type="checkbox"/>	Monthly Surface Rental Statements Include <a href="#">Monthly Statement Process Agreement</a> <input type="checkbox"/>
Transfers (Ownership and/or Designated Representative) <input type="checkbox"/>	Monthly Mineral Rental Statements <input type="checkbox"/>
OIL SANDS ROYALTY	PNG AGREEMENT/WELL MAINTENANCE
Oil Sands – Project Application <input type="checkbox"/>	Crown Mineral Activity (CMA) <input type="checkbox"/>
Oil Sands – Royalty Reporting <input type="checkbox"/>	Offset Management <input type="checkbox"/>
Oil Sands – Supplemental Reporting <input type="checkbox"/>	PNG Continuation <input type="checkbox"/>
	Agreement Management <input type="checkbox"/>
	MISCELLANEOUS

# Login to ETS

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- <https://ets.energy.gov.ab.ca/logon.aspx?ReturnUrl=%2fets>



**ETS**  
Electronic Transfer System

Electronic Transfer System

User Name:

Password:

Save my user name

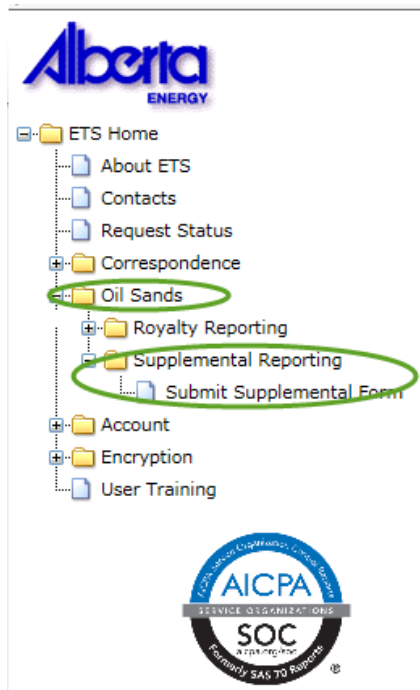
Login

[Forgot Password](#)

**Support:** Report problems or questions to [Crown Land Data Support](#) at (780) 422-1395



# Submit Supplemental Reporting Forms



## Submit Supplemental Reporting

Please select a Form Type to continue.

NOTE: Submissions made after 4:30 PM will be processed on the next business day.

**Comment:**

**Form Type:**

- CARE Cost and/or Subsurface
- CARE Revenue and/or WCS Sales
- CARE Subsurface Supporting Documents
- Operator's Forecast

Department of Alberta

# ETS Submission

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- For each form type, can include more than one file in a submission
  - Use Add button to include additional files in the submission
  - Maximum 10MB per file
- ETS will assign a separate request number for each file in the submission
- Where the Statement of Approval (SOA) is required, only 1 SOA for each submission
  - SOA must address all files included in the submission (system will append the SOA to each file)
- SOA *must* be included when submitting CARE Revenue, WCS, Cost and Subsurface reports or will receive online error, *optional* for Operator's Forecast (no online warning or error)



## Submit Supplemental Reporting

NOTE: Submissions made after 4:30 PM will be processed on the next business day.

**Comment:**

**Form Type:** CARE Cost and/or Subsurface ▼

Please note that supporting documentation may be required with the CARE Subsurface Report. After submitting the CARE Subsurface Report for a given reporting period and OSR Project, please submit any corresponding subsurface supporting documentation using the file type "CARE Subsurface Supporting Documents".

**Statement Of Approval:**

**Filename:**

**File Name**

Comment field is optional reporting

Comments will be captured in the Request Status screen

## Submit Supplemental Reporting

NOTE: Submissions made after 4:30 PM will be processed on the next business day.

**Comment:**

**Form Type:** CARE Subsurface Supporting Documents ▼

Please note that CARE Subsurface Report for a given reporting year and OSR Project must be submitted prior to submitting the corresponding subsurface supporting documentation. Please submit CARE Subsurface Reports using the file type "CARE Cost and/or Subsurface".

**CARE Subsurface Supporting Docs.**

**Project ID:**

**Period:**

**Filename:**

**File Name**

Supporting documents can be:

- Plat maps
- Price forecasts for reserves

## Submit Supplemental Reporting

NOTE: Submissions made after 4:30 PM will be processed on the next business day.

**Comment:**

**Form Type:**

**Statement Of Approval:**

**Filename:**

## Submit Supplemental Reporting

NOTE: Submissions made after 4:30 PM will be processed on the next business day.

**Comment:**

**Form Type:**

**Statement Of Approval:**

**Filename:**

## Submit Supplemental Reporting

### Request Submitted.

Your submission has been successfully submitted.

Click here to retrieve your [Confirmation Report](#) or retrieve from the [Request Status](#) screen

[Feedback](#) Copyright © 1999 Government of Alberta



Oil Sands Strategy and Operations  
6th Floor, 9945 - 108 Street  
Edmonton, Alberta, T5K 2G6

ELECTRONIC TRANSFER SYSTEM  
OASIS - OIL SANDS SUPPLEMENTAL  
SUBMISSION CONFIRMATION

March 20, 2017  
9:33:51 AM

**Submitted by:** EA0331\_OASIS3  
**Submission Date:** 2017/03/20 9:33:21 AM

**Statement of Approval:**  
blank\_-\_Copy\_(5).xlsx

### Oil Sands Supplemental Reporting Submission Files:

<u>Request Number</u>	<u>File Name</u>
387570	TEST-OpForecast_2017_OSR###_#####_March_20_2017.xlsx

**Total Number of Files:**1

\*\*\* End of Report \*\*\*

## Request Status

**Form:**  **Request #:**   
**Start Date:**  **End Date:**   
**Status:**  **Creator:**   
**File Name:**   
**Comment:**

#	Sel	Form	Input File/Comment	Status	Date YYYY/MM/DD	Cost	Output Files	Creator
386154	<input type="checkbox"/>	Agreement Cancellation Report		COMPLETED	2017/02/24		PDF File(PDF)	EA0265
384773	<input type="checkbox"/>	Non-Project Royalty Well Event Report		COMPLETED	2017/01/25		NPR Well Event(pdf)	EA0265
384772	<input type="checkbox"/>	Non-Project Royalty Discrepancy Report		COMPLETED	2017/01/25		NPR Discrepancy(pdf) NPR Discrepancy(xml)	EA0265
384231	<input type="checkbox"/>	Operator's Forecast	OSR### 2016 Operators Forecast Testing Jan 9 2017	COMPLETED	2017/01/09		Operators Forecast File (xlsx) Supp Confirmation Report(pdf) Failed Submission(pdf)	EA0265_OASIS3
384230	<input type="checkbox"/>	Operator's Forecast	OSR### 2016 Operators Forecast Testing Jan 9 2017	COMPLETED	2017/01/09		Operators Forecast File (xlsx) Supplemental Reporting SOA(xlsx) Supp Confirmation Report(pdf) Failed Submission(pdf)	EA0265_OASIS3
384102	<input type="checkbox"/>	Project Royalty Forms	TEST Config File EOP2 to OASIS ACCP OSR### asof Jan4	COMPLETED	2017/01/04		Project Royalty Form (xlsx) Statement of Approval (xlsx) Confirmation Report(pdf) Payout Bal Rpt(pdf) Sub Turnaround Rpt(pdf) Sub Turnaround Rpt(xml)	EA0265_OASIS3
384035	<input type="checkbox"/>	Submission Turnaround Report		COMPLETED	2017/01/04		Sub Turnaround Rpt(pdf) Sub Turnaround Rpt(xml) Sub Turnaround Rpt(pdf) Sub Turnaround Rpt(xml)	EA0265

Comments from the submission are displayed here

# Important to Remember

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- ETS Confirmation Report confirms *receipt* of the submission only
- Upon system validation, a *Submission Turnaround* report or a *Failed Submission* report will be sent back to ETS client account
- See IB 2016-01 for submission validation rules at <https://open.alberta.ca/publications/oil-sands-information-bulletin-2016-to-2017>
- Refer to the *ETS Submission Process for Supplemental Reporting* documents in *Reporting Resources for Operators* at <https://www.alberta.ca/oil-sands-reporting-resources.aspx>

# Questions?

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