

Welcome!

**To the
Transfer of Pore Space Lease Lessee
Online Training Course**

In this module you will learn how to:

- Create a Transfer application
- Concur ETS request
- Retrieve and view agreement documents.

Revisions Table

| Date | Revisions Type | Page Number |
|------------------|------------------|-------------|
| February 3, 2025 | Initial Creation | All |
| | | |

INTRODUCTION

The Transfer form allows current lessee to transfer to a new lessee on Pore Space Lease (061 agreement type).

Note:

For Carbon Sequestration Evaluation Agreement (058) and Carbon Sequestration Agreement (059), refer to **Assignment Agreement online training module**.



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.



Alberta

Electronic Transfer System

 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.

User Name:

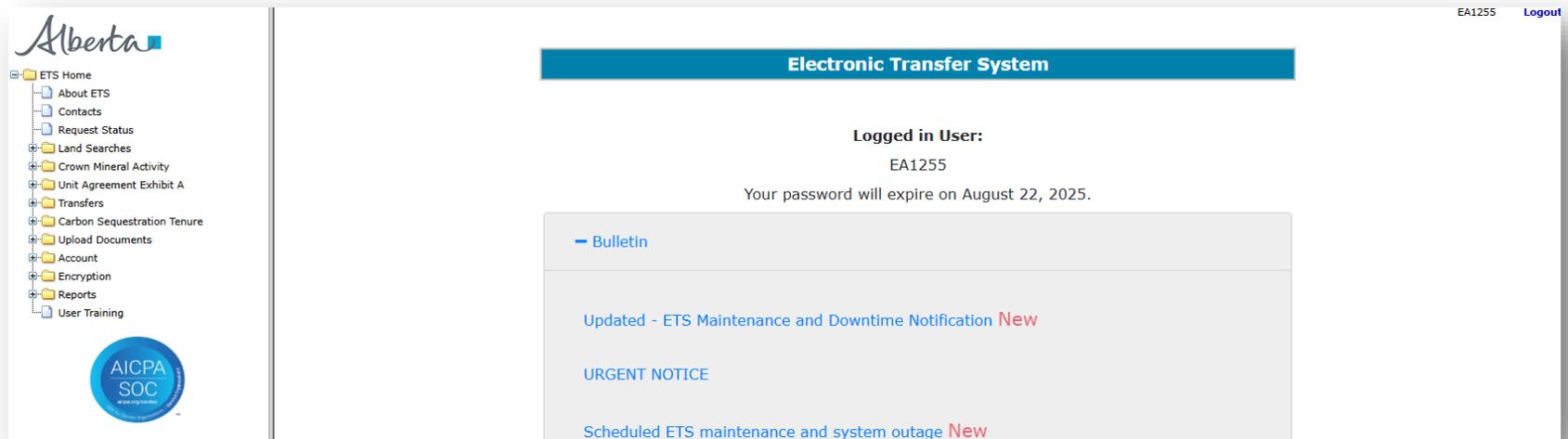
Password:

Save my user name

Login

[Forgot Password/Reset Password](#)

Once logged in, the screen below is displayed.



EA1255 [Logout](#)

Electronic Transfer System

Logged in User:
EA1255

Your password will expire on August 22, 2025.

[- Bulletin](#)

Updated - ETS Maintenance and Downtime Notification New

URGENT NOTICE

Scheduled ETS maintenance and system outage New

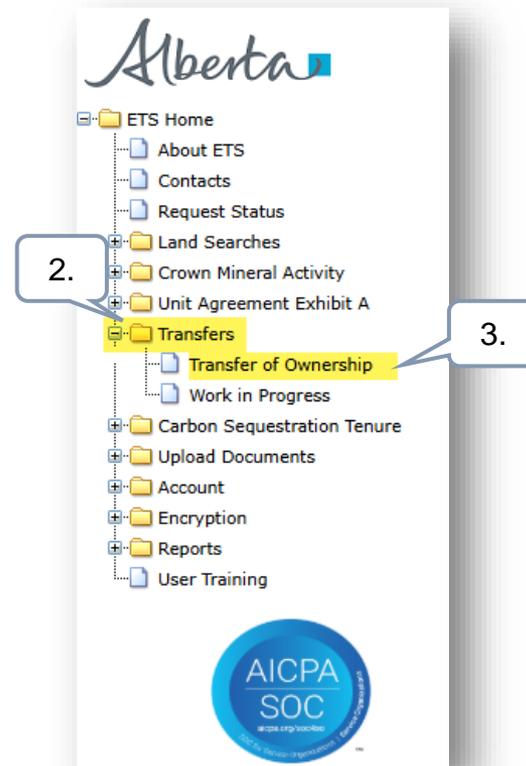
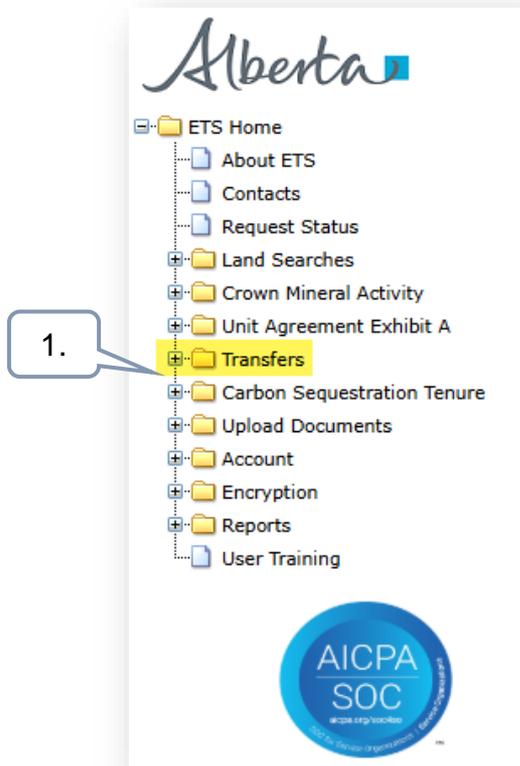
Alberta

- ETS Home
- About ETS
- Contacts
- Request Status
- Land Searches
- Crown Mineral Activity
- Unit Agreement Exhibit A
- Transfers
- Carbon Sequestration Tenure
- Upload Documents
- Account
- Encryption
- Reports
- User Training



NAVIGATION TO TRANSFER

1. In the treenode (left-hand side of the screen), navigate to **Transfer** node.
2. Expand **Transfer node** to display its subnodes.
3. Click **Transfer of Ownership** subnode.



AGREEMENT TAB - SEARCH AGREEMENTS

Transfer Request

Agreement | Transfer Type

Search Agreements

Search by Agreement | Search by Client Id

Type Number | Client Id

061 | 6124090129

1. Enter the Agreement **Type** and **Number**

2. Click **Search**

4. Checkmark the found PSL agreement

3. Ensure that there is no Pending transfer. If there is, follow up.

Agreements Found

| Agreement | Designated Representative | Pending |
|--|---------------------------|---------|
| <input checked="" type="checkbox"/> 061 6124090129 | KIWETINOHK ENERGY CORP. | NO |

1 Agreements found

5. Click **OK**

OK | Search | Cancel

Use Input File

Choose File | No file chosen | Submit

Save | Close

Note: Pore Space Lease type is 061.

TRANSFER TYPE TAB

For PSL, only choose **Designated Representative Change Only**.

The screenshot shows the 'Transfer Request' form with the 'Transfer Type' tab highlighted in yellow. Below the tabs, there is a table with one row containing the phone number '+ 061 6124090129' and a 'Delete' button. Below the table, it says '1 Agreements Selected'.

1. Click **Transfer Type** tab

The screenshot shows a white box with the text 'etsaccp.energy.gov.ab.ca says Data saved successfully' and a blue 'OK' button.

5. Click **Save**

The screenshot shows the 'Transfer Request' form with the 'Transfer Type' tab selected. Under the 'Transfer Type' section, there are four radio button options. The first three are unselected, and the fourth, 'Designated Representative Change Only - One or Multiple Agreements', is selected and highlighted in yellow. Below the options, there is a 'Save' button and a 'Close' button.

2. Select **Designated Representative Change Only**

4. Click **Save**

DES REP TAB - CHANGE PSL LESSEE

Transfer Request 534078

1. Click the search box to find new lessee.

2. Search by the default **ClientName**

3. Ensure the client has an **ETS Acct** (this is required to concur the transfer).

4. Click **Select**

5. Click **Copy Down**

6. The client is copied down under **New Designated Representative**

7. Click **Save**

| Client ID | Client Name | ETS Acct | Address | |
|--------------|-----------------------------------|----------|--|--------|
| 100-5464 001 | ARC RESOURCES GENERAL PARTNERSHIP | No | JOINT VENTURE MANAGER 308 4 AVE SW SUITE 1200 CALGARY AB T2P 0H7 | Select |
| 804-2894 001 | ARC RESOURCES LTD. | Yes | 308 4 AVE SW SUITE 1500 PO BOX 6776 STN D CALGARY AB T2P 2E7 | Select |

| Agreement | Current Designated Representative | ETS Acct | New Designated Representative |
|----------------|--------------------------------------|----------|---------------------------------|
| 061 6124090129 | 102-7388 001 KIWETINOHK ENERGY CORP. | Yes | 804-2894 001 ARC RESOURCES LTD. |

EMAIL TAB - OPTIONAL

The Email tab allows you to insert a specific email address that should receive the email requesting concurrence to a transfer request.

If an email address is not specified, then an email message will be sent to clientS with the concurrence role who are part of this transfer.

The default email address is associated with the individual/client account that the Site Administrator had set up.

The email recipients can then access the transfer request using the **Work In Progress** (WIP) screen.

Transfer Request 534078

[View Transfer Document](#)

| Agreement | Transfer Type | Transferor / Transferee | Des Rep | Email | Status / Warnings |
|--|---------------|-------------------------|----------------------|-------|-------------------|
| * Only fill in Email address if other than default | | | | | |
| Client | | | Email Address | | |
| 804-2894 001 ARC RESOURCES LTD. | | | <input type="text"/> | | |
| 102-7388 001 KIWETINOHK ENERGY CORP. | | | <input type="text"/> | | |

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STATUS / WARNINGS TAB – TRANSFER EFFECTIVE DATE

Transfer Request 534078

[View Transfer Document](#)

| Agreement | Transfer Type | Transferor / Transferee | Des Rep | Email | Status / Warnings |
|--|---------------|-------------------------|---------|-------|-------------------|
| Initiated By: 102-7388 001 KIWETINOHK ENERGY CORP. | | | | | |
| Created By: EA1255 | | | | | |
| Request Number: 534078 | | | | | |
| Status: Work in Progress | | | | | |
| Transfer Type: Designated Representative Change Only | | | | | |
| Transfer Effective Date: 2025/02/01 (yyyy/mm/dd) | | | | | |
| Comment: | | | | | |

1. Enter Transfer Effective Date

2. Click Save

Submit Save Delete Close

STATUS / WARNINGS TAB – SUBMIT APPLICATION

Transfer Request 534078

[View Transfer Document](#)

| Agreement | Transfer Type | Transferor / Transferee | Des Rep | Email | Status / Warnings |
|---|---------------|-------------------------|---------|-------|-------------------|
| <p>Initiated By: 102-7388 001 KIWETINOHK ENERGY CORP.</p> <p>Created By: EA1255</p> <p>Request Number: 534078</p> <p>Status: Work in Progress</p> <p>Transfer Type: Designated Representative Change Only</p> <p>Transfer Effective Date: 2025/02/01 (yyyy/mm/dd)</p> <p>Comment:</p> | | | | | |

1. Click **Submit**.

etsaccp.energy.gov.ab.ca says

Are you sure you want to set the transaction status to Concurrence?

2. Click **OK** to submit for concurrence

Transfer Request 534078

[View Transfer Document](#)

| Agreement | Transfer Type | Transferor / Transferee | Des Rep | Email | Status / Warnings |
|--|---------------|-------------------------|---------|-------|-------------------|
| <p>Initiated By:</p> <p>Created By: EA1255</p> <p>Request Number: 534078</p> <p>Status: Concurrence</p> <p>Transfer Type: Designated Representative Change Only</p> <p>Transfer Effective Date: 2025/02/01 (yyyy/mm/dd)</p> <p>Comment:</p> | | | | | |

Upon successful submission of the application, the Status is changed to **Concurrence**

WORK IN PROGRESS

The Work in Progress subnode provides information on the request Status, view the transfer application form, view the Transfer pdf, which is the report of the application.

User can search by Request Number, by Last Updated or by Status.



- ETS Home
 - About ETS
 - Contacts
 - Request Status
 - Land Searches
 - Crown Mineral Activity
 - Unit Agreement Exhibit A
 - Transfers
 - Transfer of Ownership
 - Work in Progress**
 - Carbon Sequestration Tenure
 - Upload Doc

1. Navigate to Transfers/Work in Progress subnode.



Work in Progress

Type:
Request Number:

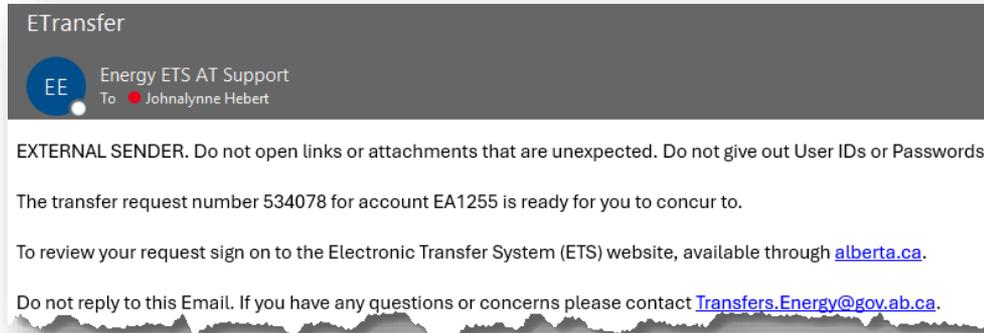
Start Date:
End Date:

Status:

| # | Form | Comment | Status | Initiator | Last Updated YYYY/MM/DD |
|--------|---------------------|---------|-------------|-------------------|----------------------------|
| 534078 | Electronic Transfer | | Concurrence | Transfer: Pdf | 2025/03/25 11:28:16 AM |
| 532809 | Electronic Transfer | | Concurrence | Transfer: Pdf | 2025/03/14 2:39:06 PM |
| 532067 | Electronic | | Completed | Transfer: Pdf Tif | 2025/03/14 11:28:16 AM |

CONCURRENCE

The concurrer receives an email notification requesting to login to ETS to concur a specific request. If the creator of the request is the New Lessee, then the Current Lessee will concur and vice versa.



Login to ETS and navigate to Transfer/Work in Progress subnode.

Work in Progress

Type: Electronic Transfer Request Number: 534078

Start Date: End Date:

Status:

Find
Close

| # | Form | Comment | Status | Initiator | Last Updated YYYY/MM/DD |
|--------|-------------------------------------|---------|-------------|---------------|-------------------------|
| 534078 | Electronic Transfer | | Concurrence | Transfer: Pdf | 2025/03/25 11:28:16 AM |

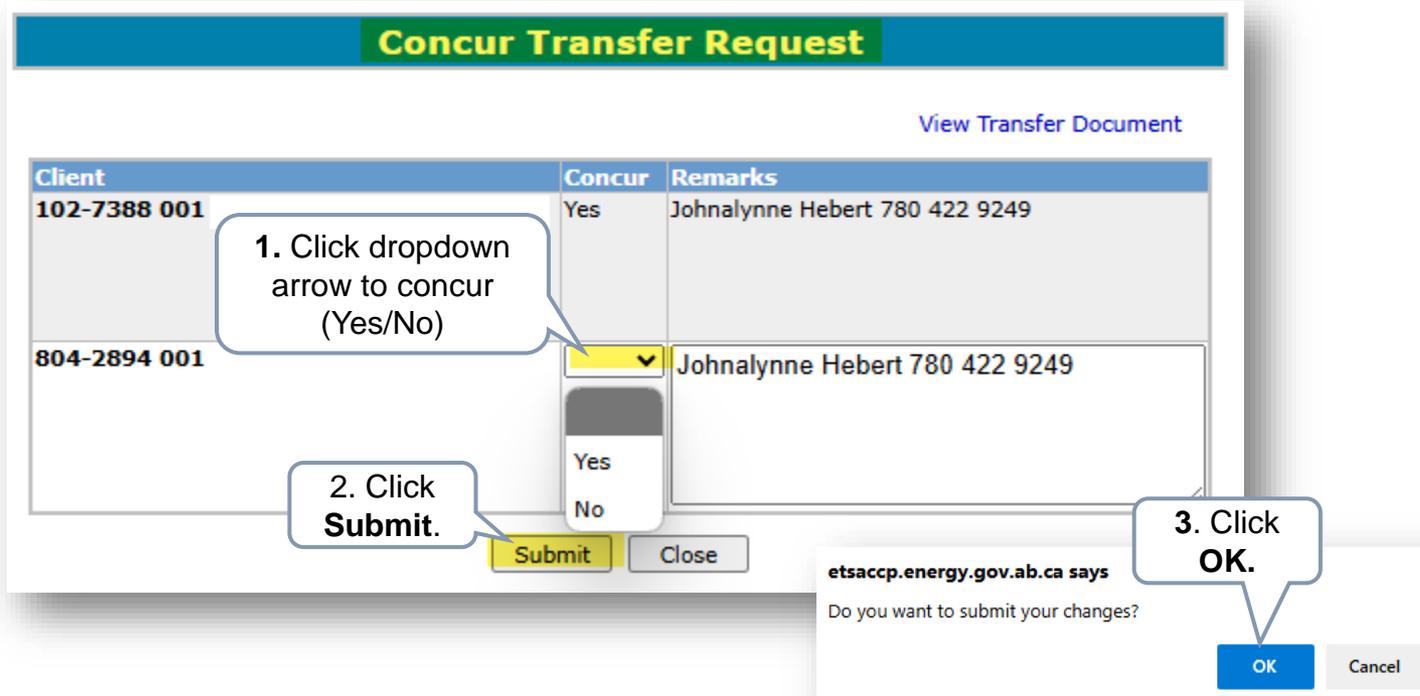
Page 1

1. Enter the Request Number quoted from the email notification.

2. Click Find.

3. Click the Request number to open the application and concur.

SUBMIT CONCURRENCE DECISION



The screenshot shows a web application window titled "Concur Transfer Request". At the top right, there is a link "View Transfer Document". Below this is a table with three columns: "Client", "Concur", and "Remarks".

| Client | Concur | Remarks |
|--------------|----------------------------------|--------------------------------|
| 102-7388 001 | Yes | Johnalynne Hebert 780 422 9249 |
| 804-2894 001 | <input type="button" value="v"/> | Johnalynne Hebert 780 422 9249 |

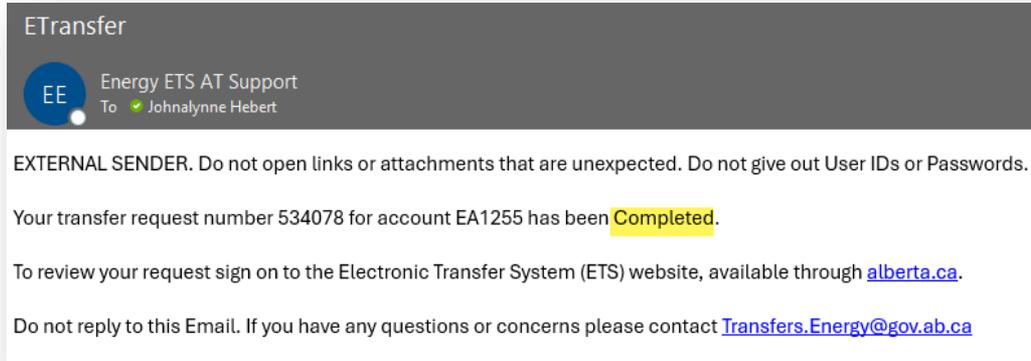
Below the table, there are "Yes" and "No" options for the dropdown menu, a yellow "Submit" button, and a grey "Close" button. A callout box "1. Click dropdown arrow to concur (Yes/No)" points to the dropdown arrow. Another callout box "2. Click Submit." points to the Submit button. A third callout box "3. Click OK." points to the OK button in a confirmation dialog box.

The confirmation dialog box contains the text: "etsaccp.energy.gov.ab.ca says Do you want to submit your changes?" and has "OK" and "Cancel" buttons.

When the concurrer submits the concurrence decision, this will submit the application.

If the concurrence decision is No, the application is rejected and the creator is notified via email notification.

RETRIEVE DOCUMENTS



An email notification is sent to the creator when the transfer request is successfully completed.

1. Work in Progress

Type: Request Number:

Start Date: End Date:

Status: 2.

| # | Form | Comment | Status | Initiator | Last Updated YYYY/MM/DD |
|--------|---------------------|---------|-------------|---|-------------------------|
| 534078 | Electronic Transfer | | Completed | Transfer: Pdf Xml Tif MOR: Pdf Xml Tif | 2025/03/28 5:00:05 AM |
| 532809 | Electronic Transfer | | Concurrence | Transfer: Pdf | 2025/03/14 2:39:06 PM |
| 530967 | Electronic Transfer | | Completed | Transfer: Pdf Xml Tif MOR: Pdf Xml Tif | 2025/02/11 5:00:19 AM |

1. Login to ETS and navigate to **Transfer/Work in Progress subnode**.
2. Enter the **Request Number** from the email notification or click **Find** (this will display all requests).
3. Retrieve the documents (**Transfer** and/or Memorandum of Registration (**MOR**)) by the version available, i.e. **pdf, xml or tif**.

Congratulations!

You have completed the
Transfer of Pore Space Lease Lessee
Online Training Course

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

