

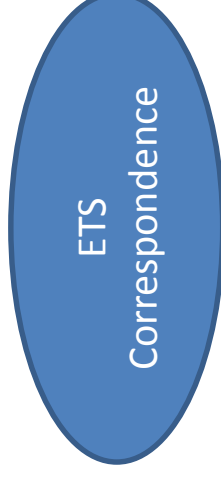
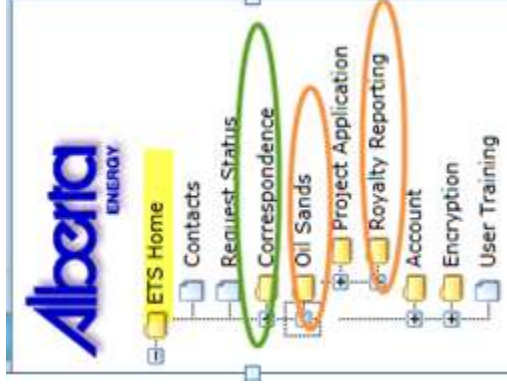
ETS Correspondence Process for Supplemental Reporting

For Reporting Periods Prior to 2015

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Supplemental Reporting Submissions

- CARE forms and Operator's Forecast have not transitioned to the same submission process as the royalty forms, therefore will continue to be submitted through *Correspondence*, rather than *Oil Sands Royalty Reporting*, in Alberta Energy's Electronic Transfer System (ETS)



ETS Correspondence

- **Offers basic secured file transfer**
 - Submissions are transferred from ETS to a local user directory
 - Files are then manually retrieved by users
- **Requires special file naming conventions to enable file recognition and placement in the proper file folder**
- **No system validation on file content**

File Naming Conventions

- Supplemental reporting submissions must adhere to specific file naming conventions (for file recognition purpose)

See IB 2011-04 and 2011-12

CARE Cost Workbook

Project Number_Year_Quarter(where applicable)_COSTS(IS or M)_Version Number

E.g. OSR152_2011_QTR2_COSTS(IS)_V1.xlsx

CARE Revenue Workbook

Company Name_BA ID_Stream Abbreviation_Year_Quarter_REVENUE_Version Number

E.g. CompanyABC_A6K5_LLE_2011_QTR2_REVENUE_V1.xlsx

CARE Project Workbook

Project Number_Year_PROJECT_Version Number

E.g. OSR152_2011_QTR2_COSTS(IS)_V1.xlsx

CARE Western Canadian Select Sales

Company Name_BA ID_Stream Abbreviation_Year_Quarter_WCSS_Version Number

E.g. CompanyABC_A6K5_LLE_2011_QTR2_WCSS_V1.xlsx

CARE Statement of Approval

<any name>_CARESOA

E.g. CompanyABC_QTR2_CARESOA.pdf

Operator's Forecast

Project Number_Year_OPERATORS_FORECAST

E.g. OSR152_2011_OPERATORS_FORECAST.xlsx

File name is not case sensitive

ETS Set Up Process

- Apply for access with Client Registry
<http://www.energy.alberta.ca/includes/1076.asp>
- Refer to Online Learning and Training Manuals

The screenshot shows the Alberta Energy website interface. At the top, there is a search bar and a navigation menu with links for 'About Us', 'Our Business', 'Key Initiatives', and 'Newsroom'. The main content area is titled 'Electronic Transfer System' and contains the following text:

Electronic Transfer System (password is required)

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

Support: If you are Primary/Backup Administrator and having login problems, please call Client Registry at 780-422-1395. All other ETS users please report login problems to your Primary or Backup Administrator(s).

A green circle highlights the 'Apply for Access' link, which is accompanied by a document icon. Below this link, there is a 'LOGIN' button. Other links on the page include 'Listings of Manuals' and 'Online Learning'.

Request for Correspondence

Government of Alberta
Energy

ELECTRONIC TRANSFER SYSTEM (ETS)
ACCOUNT SET UP/CHANGE FORM

| | |
|--|---|
| A. APPLICANT INFORMATION | |
| A1. Check One: <input type="checkbox"/> Setup <input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Terminate | A2. ETS Account ID: [] |
| A3. Type of Change: [] | A4. Date Prepared: [] |
| A5. Company/Individual Name: [] | A6. Client ID(s): [] |
| A7. GST Number: [] | |
| A8. Site Administrator Name: [] Email: [] Phone Business: [] Phone Alternate: [] | |
| A9. Backup Site Administrator (Optional) Name: [] Email: [] Phone Business: [] Phone Alternate: [] | |
| A10. Signature Site Administrator | A11. Signature Backup Site Administrator (Optional) |
| B. DOCUMENT SUBMISSION/ RETRIEVAL | |
| B1. B2 FORM | |
| <input type="checkbox"/> Agent Forecast Data | |
| <input type="checkbox"/> Assignments Public Lands Surface Dispositions | |
| <input type="checkbox"/> Bidding on Public Offshore PNG and Oil Sands - Include Electronic Fund Transfer form if you are currently not set up | |
| <input type="checkbox"/> Crown PNG and Oil Sands Assessment Documents retrieval for Designated Representative | |
| <input type="checkbox"/> Correspondence <input type="checkbox"/> CARE Form <input type="checkbox"/> Operator's Forecast <input type="checkbox"/> Switching Statement <input type="checkbox"/> OS Mineral Rights Compensation Regulation <input type="checkbox"/> Update ETS Account ID Page(s) | |
| <input type="checkbox"/> Crown Mineral Activity (CMA) | |
| <input type="checkbox"/> Debit Remittance for Royalty - Include this form with your Pre-Authorised Automatic Debit Payment Agreement | |
| <input type="checkbox"/> Freehold Mineral Tax | |
| <input type="checkbox"/> Land Searches | |
| <input type="checkbox"/> Monthly Mineral Rental Statements | |
| <input type="checkbox"/> Monthly Statement Auto Debit Increase | |
| <input type="checkbox"/> Monthly Surface Rental Statements - Include this form with your Monthly Statement Process Agreement | |
| <input type="checkbox"/> Oil Sands Administrative and Strategic Information System (OASIS)- Project Application | |
| <input type="checkbox"/> Oil Sands Administrative and Strategic Information System (OASIS)- Royalty Reporting | |
| <input type="checkbox"/> Posting Requests | |
| <input type="checkbox"/> Pipeline Data | |
| <input type="checkbox"/> Renewable Fuel Standards | |
| <input type="checkbox"/> Transfers Ownership and/or Designated Representative | |
| <input type="checkbox"/> APAC Agent form - smurfs included for NGL and APAC Forms | |
| <input type="checkbox"/> NGL-100 Forms | |
| <input type="checkbox"/> APAC-100 Form (Straddle Plant Operators) | |
| <input type="checkbox"/> APAC Third Party Gas Transmission Reports | |
| <input type="checkbox"/> APAC Pipeline In-Stream Component | |
| Comments | |

Revised November 2013

Select CARE Form and Operator's Forecast in Correspondence

ETS Account

- **Alberta Energy (Client Registry) will issue ETS Main Account to the Company ETS Site Administrator**
- **Company ETS Site Administrator will issue ETS Client Accounts and assign specific roles to company employees**
- **Refer to the ETS Accounts training manual at <http://training.energy.gov.ab.ca> to learn about the role of the ETS Site Administrator**
- **Contact Client Registry at 780-422-1395 for help**

Login to Correspondence

- <http://www.energy.alberta.ca/includes/1076.asp>

Electronic Transfer System

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Electronic Transfer System (password is required)

ETS 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

SOC Service of Customers

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

Select Form Type in Send Form

Upload and Send File(s)

- Click **Browse** to select files from local directory
- Click **Add** to add file(s) (10MB max)
- Click **Remove** to delete file
- Verify **Contact** and **Business Associate** information (re-select as needed)
- When ready, click **Submit** to send the form

Send Form

Comment:

Form Type:

Contact:

Business Associate:

Notes:

Filename:

| File Name | |
|------------------------------------|--------|
| CSR010_2011_QTR2_COSTS(IS)_V1.xlsx | Remove |
| OSR152_2011_QTR2_COSTS(IS)_V1.xlsx | Remove |

Receive ETS Confirmation

- A Request Number will be assigned for tracking purpose
- ETS confirms receipt of the document
- ETS does not validate the content of the document

Send Form

Request Submitted.

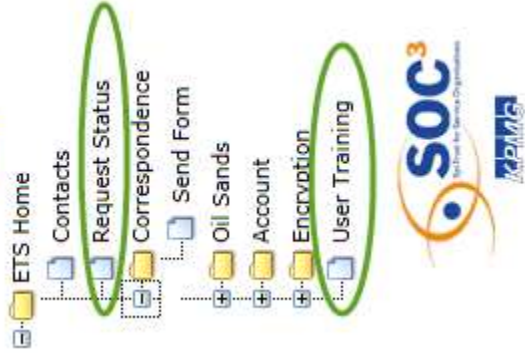
Your Correspondence request has been submitted as number 336554.

Use the number above to reference your request on the [Request Status page](#).

If you want to create another request please follow the link back to the [Send Correspondence page](#).

Track Request Status

- Go to Request Status Page to search for past submissions and view the status of a request
- CARE and Operator’s Forecast requests will be marked as *Completed* upon submission as no further processing in ETS is performed
- Requests will remain in ETS for maximum of 90 days
- Refer to User Training for help



Request Status

Form: Request #:

Start Date: End Date: 2014/04/24

Status: Creator:

File Name:

Comment:

Retrieve Select All Unselect All (Un)Delete Pickup

| # | Form | Status | Date | Cost Output Files | Creator |
|--------|-----------------------|-----------|------------|-------------------|--------------|
| 336554 | OS CARE Cost Workbook | COMPLETED | 2014/04/24 | Excel File(xlsx) | EA0695_USER1 |