

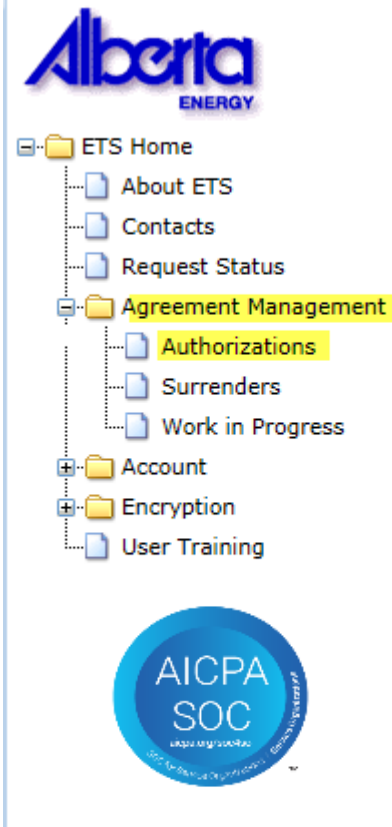
Welcome!

**To the ETS – Agreement Management
Authorization
Online Training Course**

Agreement Management – Authorization: This process involves authorizing a company to act on behalf of the designated representative for a Crown PNG agreement.

Revisions Table

Date	Revisions Type	Page Number
March 10, 2017	Initial Creation	All
June 2020	Update Banner and add Resource Page	All
October 2020	Updated	Various
November 2022	Updated	Added references to Geothermal Agreements



In this module you will learn how to:

As the company submitting the request for Authorization:

- Complete a Agreement Management Authorization Request
- Check the status of your request

As the company authorizing the request:

- How to concur
- How to reject
- How to revoke

Course Pre-requisites:

- Training System Overview
- ETS Account Setup and Preferences (For Site Administrators)
- You must have the Creator role to create or withdraw a request and the Submitter role to submit a request

Authorization – Select Authorization Form Type

Authorization

Type:	<div style="border: 1px solid #ccc; background-color: yellow; padding: 2px;">Rental Reinstatement Surrender</div>	
Request Number:		<input checked="" type="checkbox"/> Show Approved
Agreement:	<input type="text"/>	<input checked="" type="checkbox"/> Show Concur
Expiry Date:	From <input type="text"/> To <input type="text"/>	<input checked="" type="checkbox"/> Show Pending
		<input checked="" type="checkbox"/> Show Granted
		<input type="checkbox"/> Show Rejected
		<input type="checkbox"/> Show Revoked

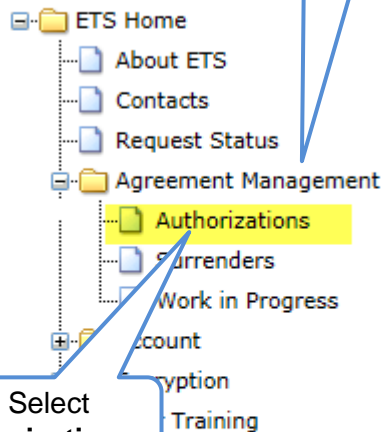
Type	Description
Rental Reinstatement	Use this form type for a PNG or Geothermal agreement, to authorize someone other than the Designated Representative on a Rental Reinstatement.
Surrender	Use this form type for a PNG or Geothermal agreement, to authorize someone other than the Designated Representative to Surrender an agreement.



Authorization for Rental Reinstatement and Surrender must be requested before a Rental Reinstatement or Surrender can be submitted.

Create Authorization – Request Authorization

1. Expand Agreement Management



2. Select Authorizations



Expand **Agreement Management** and Select **Authorizations**. The **Request Authorization** screen will populate. Select **Surrender** from the **Authorization Type** in the drop down box. You will then select an **Authorization Expiry** date from the drop down. Selection can be up to one year from the current date.

Request Authorization

3. Select Authorization Type

Authorization Type: Surrender

4. Select Authorization Expiry

Authorization Expiry:

Requesting Company:

Contact Info

First Name:

Last Name:

Phone:

Fax:

Email:

December, 2017

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Agreement(s) to be Authorized

Add Agreement

Submit

Close

The authorization expiry date must be a future date, it cannot be a past date or the current date. The authorization expiry date is how long you will allow the authorization to be valid. It cannot be more than a year.

In the **Requesting Company** drop down box select the company requesting authorization from the Designated Representative. Then complete the **Contact Information** including phone number of the requesting company. If you do not include the phone number an error will occur. Select **Add Agreement**, this will populate **Search Agreements**.

Request Authorization

Authorization Type:

Authorization Expiry:

Requesting Company:

Contact Information

First Name:

Last Name:

Phone: Ext

Fax:

Email:

Agreement(s) to be Authorized

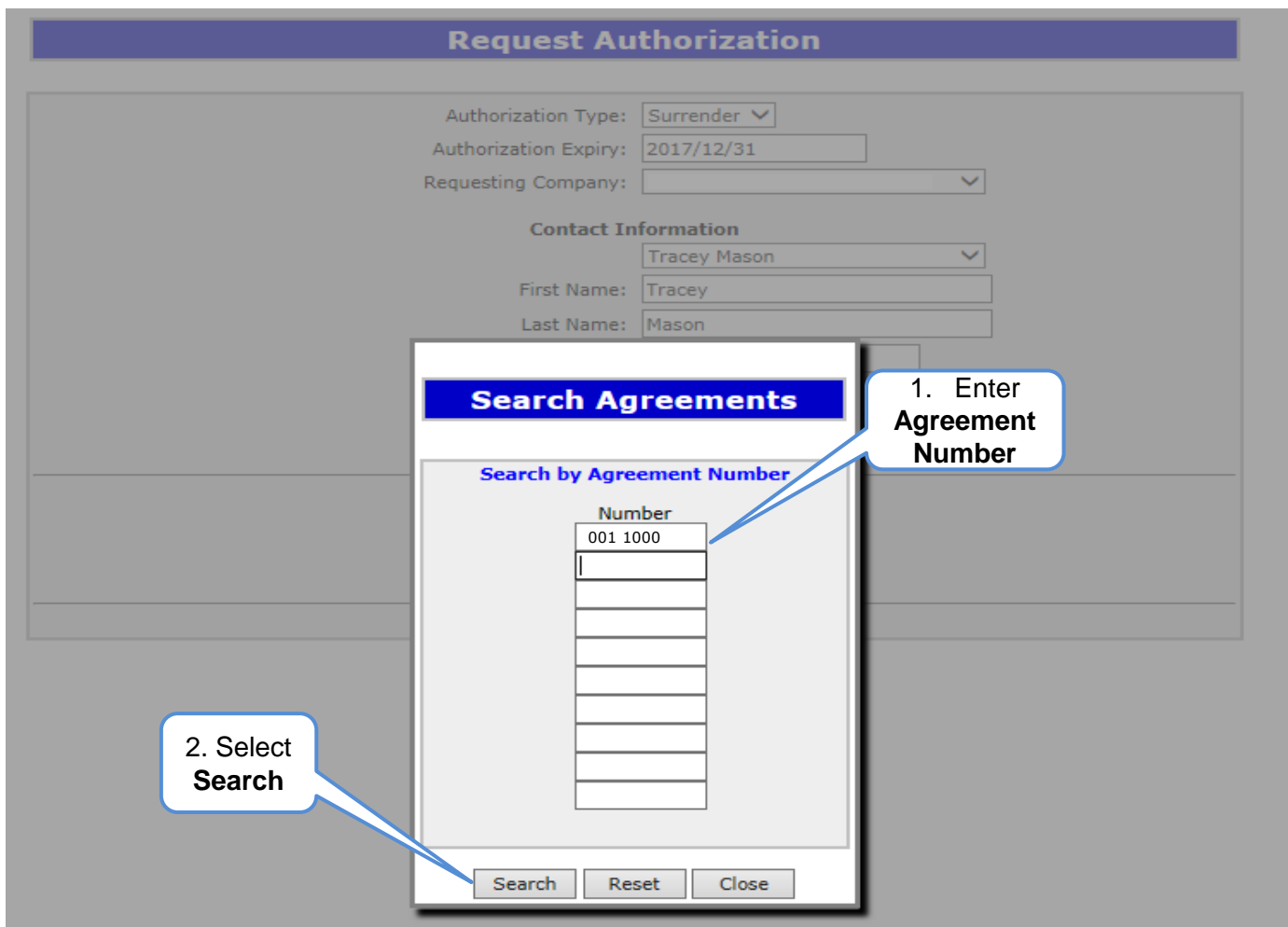
1. Select
**Requesting
Company**

2. Select
**Contact
Information**

3. Complete
**Phone
Number**

4. Select **Add
Agreement**

Enter the **Agreement Number** of the surrender you are requesting the authorization from the Designated Representative.



Request Authorization

Authorization Type:

Authorization Expiry:

Requesting Company:

Contact Information

First Name:

Last Name:

Search Agreements

Search by Agreement Number

Number
001 1000

1. Enter Agreement Number

2. Select Search

The Agreement will populate in the **Agreements Found** box. Confirm the agreement by placing a **check mark** in the confirmation box beside the Agreement Number and select **Ok**.

Request Authorization

Authorization Type:

Authorization Expiry:

Requesting Company:

Contact Information

First Name:

Last Name:

Phone: Ext

Fax:

Email:

Agreements Found

	Agreement No.	Expiry Date	Designated Representative
<input checked="" type="checkbox"/>	001 1000	2020/12/15	ABC Company

1. Place
**Check
Mark**

2. Select
Ok

The agreement will now show at the bottom of the **Request Authorization** screen along with the **Authorization Type, Requesting Company** and **Contact Information**. Select **submit**.

Request Authorization

Authorization Type:

Authorization Expiry:

Requesting Company:

Contact Information

First Name:

Last Name:

Phone: Ext

Fax:

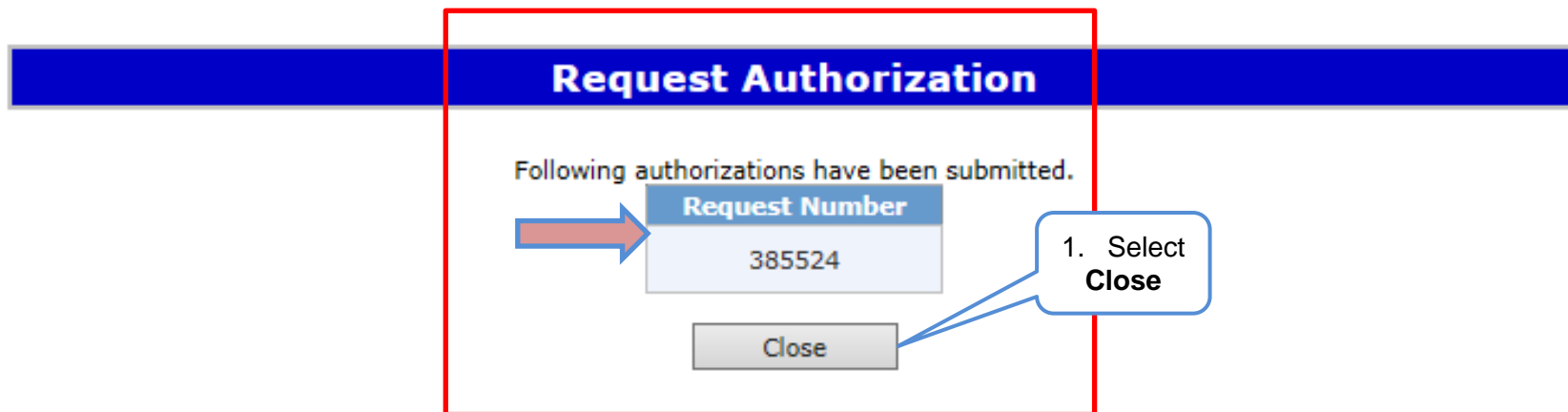
Email:

Agreement(s) to be Authorized

Agreement	Designated Representative	Attention	
001 1000	ABC Company	<input type="text" value="Angel Best"/>	✕

1. Select **Submit**

After submitting your **Request Authorization** and the information is submitted, a **Request Number** will populate. You can now **Close** the screen. You have successfully completed the **Surrender Authorization**.



Request Authorization

Following authorizations have been submitted.

Request Number
385524

Close

1. Select **Close**

Once the **Surrender Authorization** has been submitted, the Designated Representative of the surrender agreement will receive notification to **Concur** the **Surrender Authorization**.

SAMPLE

From: Energy ETS AT Support <ENERGY.ETSATSupport@gov.ab.ca>

To: XYZ Company

Subject: Agreement Management Authorization

EXTERNAL SENDER. Do not open links or attachments that are unexpected. Do not give out User IDs or Passwords.

Please sign on to the Electronic Transfer System (ETS) website, available through Alberta.ca, and Concur to Authorization Request Number 385524 with account EA0367_SURRENDALL.

Do not reply to this EMail. If you have any questions or concerns please contact ets@gov.ab.ca.

Authorization – Concur Authorization

The Concurring company will expand the **Agreement Management** node and select **Authorizations**. The **Authorization** screen will populate and select **Show Pending**, then **Search**.

The screenshot illustrates the navigation process within the Alberta Energy Agreement Management system. On the left, a navigation tree shows the path: ETS Home > Agreement Management > Authorizations. The 'Authorizations' folder is highlighted in yellow. A callout box labeled '1. Select Agreement Management' points to the 'Agreement Management' folder, and another callout labeled '2. Select Authorizations' points to the 'Authorizations' folder. The main content area displays the 'Authorization' screen with a blue header. The screen contains several input fields: 'Type:' with a dropdown arrow, 'Request Number:', 'Agreement:', and 'Expiry Date:' with 'From' and 'To' sub-fields. On the right side of the screen, there are checkboxes for 'Show Approved', 'Show Concur', 'Show Pending' (which is checked), 'Show Granted', 'Show Rejected', and 'Show Revoked'. Below these fields are two buttons: 'Search' and 'Request Authorization'. A callout box labeled '3. Select Show Pending' points to the checked 'Show Pending' checkbox, and another callout labeled '4. Select Search' points to the 'Search' button. In the bottom left corner, there is a circular logo for 'AICPA SOC'.

All **Pending Surrender Authorizations** will populate for the **Concurring Designated Representative**. Select the **Request** you want to **Authorize**.

Authorization

Type:	<input type="text" value="v"/>		<input type="checkbox"/> Show Approved
Request Number:	<input type="text"/>		<input type="checkbox"/> Show Concur
Agreement:	<input type="text"/>		<input checked="" type="checkbox"/> Show Pending
Expiry Date:	From <input type="text"/>	To <input type="text"/>	<input type="checkbox"/> Show Granted
			<input type="checkbox"/> Show Rejected
			<input type="checkbox"/> Show Revoked

Pending Authorizations

1. Select

Request	Authorization Type	Agreement/Well	Authorizing Company	Expiry yyyy/mm/dd
385519	Surrender	001 3000	ABC Company	2017/09/01
385522	Surrender	001 2000	ABC Company	2017/12/31
385524	Surrender	001 1000	ABC Company	2017/06/02

The **Concur Authorizations** will appear at the bottom of the **Authorization** screen. You will then select **Concur**

Authorization

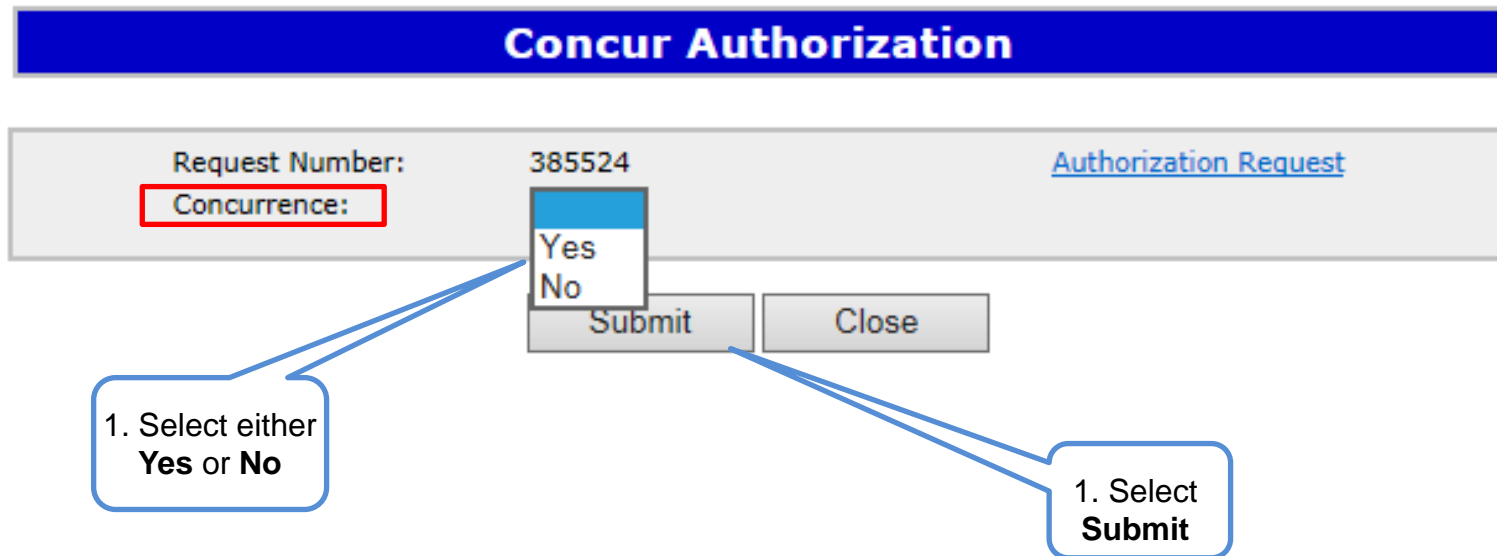
Type:	<input type="text" value="v"/>	<input checked="" type="checkbox"/> Show Approved
Request Number:	<input type="text"/>	<input checked="" type="checkbox"/> Show Concur
Agreement:	<input type="text"/>	<input checked="" type="checkbox"/> Show Pending
Expiry Date:	From <input type="text"/> To <input type="text"/>	<input checked="" type="checkbox"/> Show Granted
		<input type="checkbox"/> Show Rejected
		<input type="checkbox"/> Show Revoked

1. Select **Concur**

Concur Authorizations

Request	Authorization Type	Agreement/Well	Requesting Company	Expiry yyyy/mm/dd	
385524	Surrender	001 1000	ABC Company	2017/06/02	<input type="button" value="Concur"/>

After you select **Concur**, the **Concur Authorization** screen will populate. Beside **Concurrence**, a drop down box will appear and you will select either **Yes** or **No**. After making your selection click on **Submit**.



The screenshot shows the 'Concur Authorization' interface. At the top is a blue header with the text 'Concur Authorization'. Below this is a light gray form area. On the left, there are two labels: 'Request Number:' followed by the value '385524', and 'Concurrence:' which is highlighted with a red rectangular box. To the right of the 'Concurrence:' label is a dropdown menu that is open, showing 'Yes' and 'No' as options. Further to the right, there is a blue hyperlink labeled 'Authorization Request'. Below the dropdown menu are two buttons: 'Submit' and 'Close'. Two blue callout boxes with white text and arrows point to the 'Concurrence:' dropdown and the 'Submit' button. The first callout box contains the text '1. Select either Yes or No'. The second callout box contains the text '1. Select Submit'.

After you select submit, the **Concur Authorization** screen will populate indicating the **Request Number** and the **Concurrence** have been submitted. You can now **Close** the screen.

The **Request Authorization** screen will appear confirming the **Authorization** has been submitted and the **Request Number** will populate. You can now **Close** the screen, this process has been completed.

A notification will be sent to the Surrender Authorization requester to confirm the request has been completed.

SAMPLE

From: Energy ETS
To: ABC Company
Subject: Agreement Management Authorization

EXTERNAL SENDER. Do not open links or attachments that are unexpected. Do not give out User IDs or Passwords.

Please sign on to the Electronic Transfer System (ETS) website, available through Alberta.ca, and Concur to Authorization Request Number 385524 with account EA0331_SURR.

Do not reply to this EMail. If you have any questions or concerns please contact ets@gov.ab.ca.

Authorization – Revoke Authorization

Once the request has been completed, accessing the **Authorization** screen will list: **Approved**; **Concur**; **Pending**; **Granted**; **Rejected**; and **Revoked Authorizations** by choosing the **filter buttons**, then selecting **Search**.



An **Approved Authorization** can be **Revoked** until the **Expiry** date of the **Authorization**.

Authorization

Type: Show Approved

Request Number:

Agreement: Show Concur

Expiry Date: From To Show Pending

1. Select Search

Show Granted } Filter Buttons

Show Rejected

Show Revoked

Company Approved Authorizations

Request	Authorization Type	Agreement/Well	Authorized Company	Expiry yyyy/mm/dd	
385524	Surrender	054 5411120480	XYZ Company	2017/06/02	<input type="button" value="Revoke"/>

Granted Authorizations

Request	Authorization Type	Agreement/Well	Requesting Company	Authorizing Company	Expiry yyyy/mm/dd
385524	Surrender	054 5411120480	XYZ Company	ABC Company	2017/06/02

Pending Authorizations


Request	Authorization Type	Agreement/Well	Authorizing Company	Expiry yyyy/mm/dd
385519	Surrender	054 5411120480	ABC Company	2017/09/01
385522	Surrender	054 5411120480	ABC Company	2017/12/31

- ETS Home
 - About ETS
 - Contacts
 - Request Status
 - Agreement Management
 - Authorizations
 - Surrenders
 - Work in Progress
 - Account
 - Encryption
 - User Training



On the **Authorization Screen**, when you select the **Request** Number, example **3895524**. This will populate a PDF document of the Authorization.



 Temure 9945 - 108 Street Edmonton, Alberta, T5K 2G6	ELECTRONIC TRANSFER SYSTEM AGREEMENT MANAGEMENT AUTHORIZATION	February 14, 2017 3:18:43 PM ETS # 385524
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Authorization For

Surrender

Requesting Company

Company Name: XYZ Company
Creator: EA0367_SURRENDALL

Contact

First Name: Tracey
Last Name: Mason
Phone: (780) 422-9108 **EXT:**
Fax: () - -
Email: Tracey.Mason@gov.ab.ca

Agreement

Agreement Type: 001
Agreement Number: 1000

Authorizing Company

Company Name: ABC Company
Authorization Expiry: June 02, 2017
Concurred Date: February 14, 2017
Contact:
First Name: Tracey
Last Name: Mason
Phone: (780)422-9108
Fax:
Email: Tracey.Mason@gov.ab.ca

*** End of Report ***

To **Revoke** an **Approved Authorization**, select **Agreement Management** then select **Authorizations**. Using the Filter buttons select **Show Approved** agreements, then select **Search**. Your agreement will populate at the bottom of the screen, select **Revoke**.

- ETS Home
 - About ETS
 - Contacts
 - Request Status
 - Agreement Management
 - Authorizations
 - Surrenders
 - Work in Progress
 - Account
 - Encryption
 - User Training



Authorization

Type:

Request Number:

Agreement:

Expiry Date: From To

Show Approved

Show Concur

Show Pending

Show Granted

Show Rejected

Show Revoked

Filter Buttons

2. Select Search

Company Approved Authorizations

Request	Authorization Type	Agreement/Well	Authorized Company	Expiry yyyy/mm/dd	
385524	Surrender	001 1000	XYZ Company	2017/06/02	<input type="button" value="Revoke"/>

3. Select Revoke



Upon confirming, ETS will send an email to the requesting company advising that the request that has been revoked.

A message box will appear confirming you want to **Revoke** the **Authorization**. Select **Ok**. Once **Ok** has been selected, the task will be completed.

Authorization

Type:	<input type="text" value=""/>	<input checked="" type="checkbox"/> Show Approved
Request Number:	<input type="text" value=""/>	<input type="checkbox"/> Show Concur
Agreement:	<input type="text" value=""/>	<input type="checkbox"/> Show Pending
Expiry Date:	From <input type="text" value=""/> To <input type="text" value=""/>	<input type="checkbox"/> Show Granted
		<input type="checkbox"/> Show Rejected
		<input type="checkbox"/> Show Revoked

Company Approved Authorizations

Request	Authorization Type	Agreement/Well	Authorized Company	Expiry yyyy/mm/dd	
385524	Surrender			2017/06/02	<input type="button" value="Revoke"/>

Message from webpage ✖

Are you sure you want to Revoke this Authorization?

1. Select **OK**



Revoke only means the authorization can not be used again; however, it does not revoke previously authorized applications already submitted.

To confirm the agreement has been **Revoked**, on the **Agreement Management Authorization** screen, select **Show Revoked**. All **Revoked Authorizations** will populate at the bottom of the screen.

- ETS Home
 - About ETS
 - Contacts
 - Request Status
 - Agreement Management
 - Authorizations
 - Surrenders
 - Work in Progress
 - Account
 - Encryption
 - User Training

Authorization

Type:	<input type="text"/>	<input type="checkbox"/> Show Approved
Request Number:	<input type="text"/>	<input type="checkbox"/> Show Concur
Agreement:	<input type="text"/>	<input type="checkbox"/> Show Pending
Expiry Date:	From <input type="text"/> To <input type="text"/>	<input type="checkbox"/> Show Granted
		<input type="checkbox"/> Show Rejected
		<input checked="" type="checkbox"/> Show Revoked

1. Select **Show Revoked**



Company Rejected and Revoked Authorizations

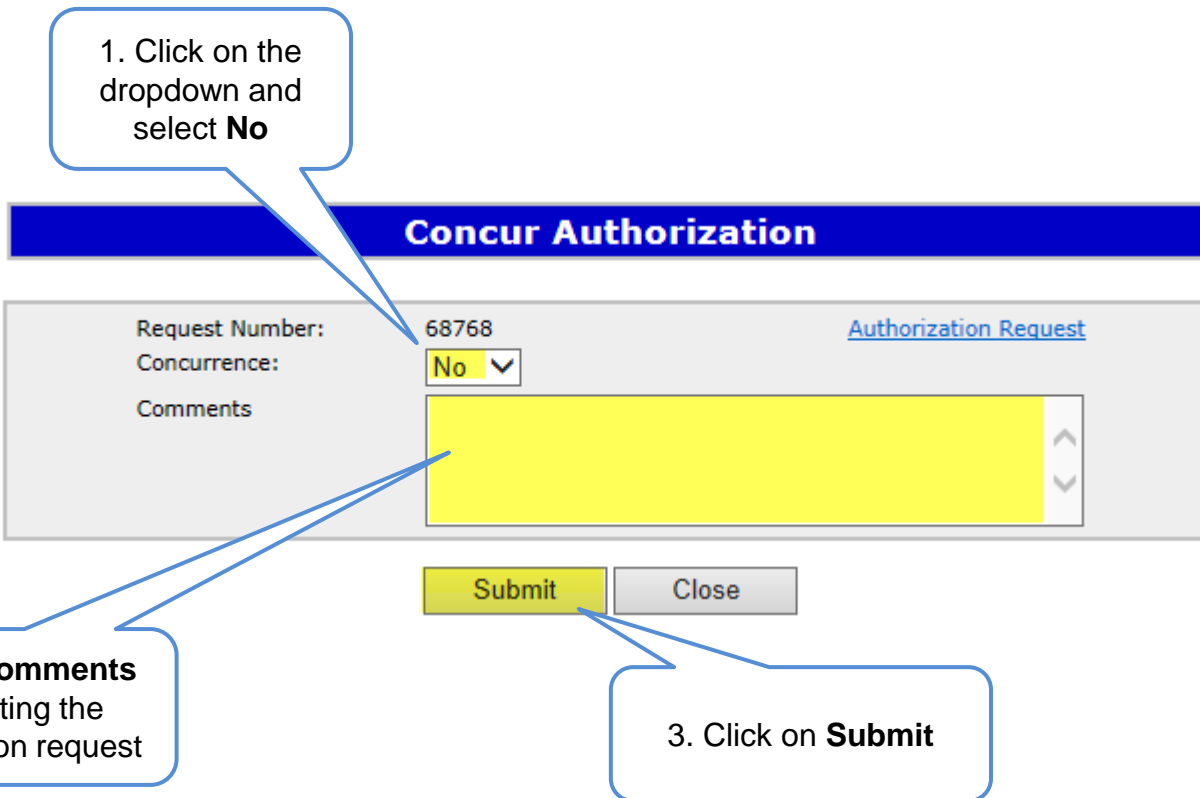
Request	Authorization Type	Status	Comment	Expiry yyyy/mm/dd
385524	Surrender	Revoked	Tracey Mason 780 422 9108	2017/06/02

Rejected and Revoked Authorizations

Request	Authorization Type	Status	Comment	Expiry yyyy/mm/dd
385524	Surrender	Revoked	Tracey Mason 780 422 9108	2017/06/02

Authorization – Reject Authorization

Follow the same process to select the Authorization to Concur, but select **No** in the Concurrence dropdown list.



Concur Authorization

Request Number: 68768 [Authorization Request](#)

Concurrence: **No** ▼

Comments

Submit **Close**

1. Click on the dropdown and select **No**
2. Enter **Comments** for rejecting the authorization request
3. Click on **Submit**



Upon submission of the request, ETS will send an email to the requesting company advising that the request has been rejected.

Resources

[ETS Support and Online Learning](#) provides access to relevant guides, courses and other information.

If you have questions, please contact Energy.Rentals@gov.ab.ca or the PNG Tenure Help Line at (780) 644-2300.

Congratulations!

You have completed the Agreement Management
Authorization
Online Training Course

To access **Courses, Guides** and **Forms** for all your ETS Business
please see [ETS Support and Online Learning](#).

If you have any comments or questions on this training course,
please contact:

Crown Agreement Management
Helpdesk: (780) 644-2300
Email inquires: ENERGY.Rentals@gov.ab.ca

