



To the ETS - Encumbrance

**Certified Copy of Encumbrance** 

**Online Training Course** 

This is the process of submitting and retrieving a certified copy of an encumbrance.



**Revision Page** 

#### **Revisions Table**

Date	Revisions Type	Page Number
May 3, 2018	Initial Creation	All
April 2020	Heading updates	All
June 2021	Update	Slide 7
January 2022	Updates	Various



#### Introduction



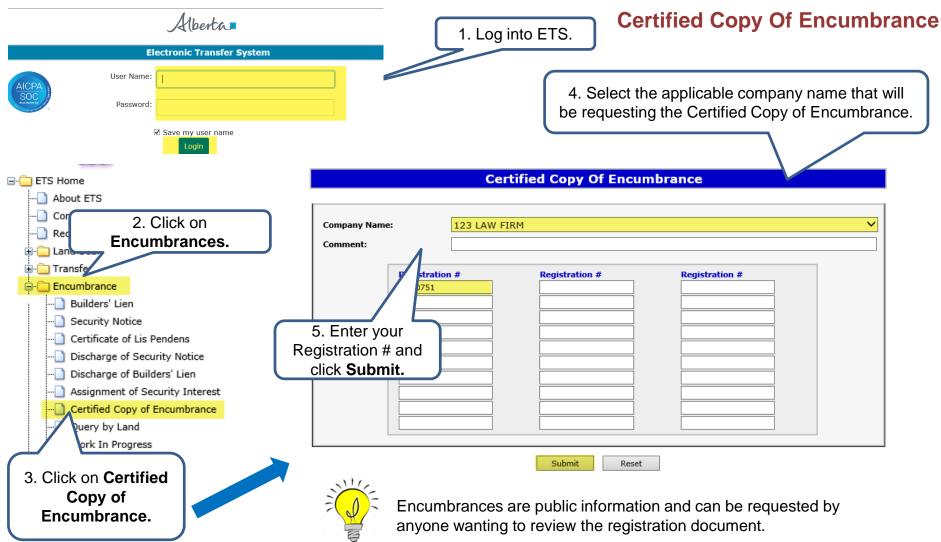
#### In this module, you will learn how to:

- Request Certified Copy of Encumbrance
- Retrieve Requested Document(s)

Click on any of the above links to be directed to the corresponding instructions in the module.







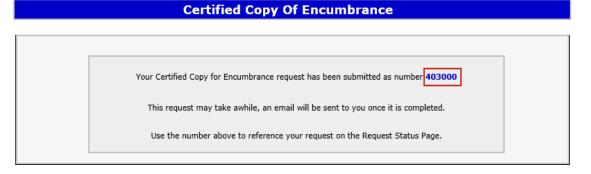


## **Confirming Request**

	Certified Copy Of Encumbrance	
Company Name:	123 LAW FIRM	<b>~</b>
	Encumbrance Registration Number 1800751	
The cost of	your Certified Copy for Encumbrance request will be \$ 30	
Please click Confirm to have y	our request processed.	

Confirm the Registration number, and amount. If anything is missing click on **Close** to add any additional agreements.

Click Confirm.



An ETS request number will be displayed after selecting confirm.

The ETS request Number will be used to track your request in the Request Status Screen.



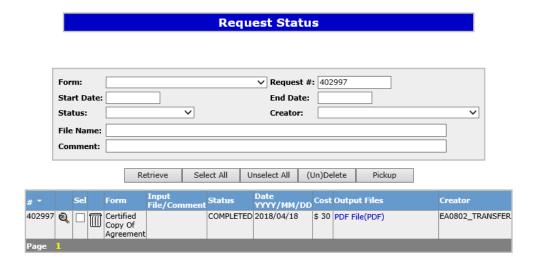
The fees for certified copies are \$30.00 per encumbrance document. Charges will be applied to the requestors Internet Land Searches (ILS) billing account and invoices will be mailed out monthly to the submitter of the request.



## **Certified Copy Status**

The status of a certified copy request is available when searching the ETS request number on the Request Status screen. There are 3 types of Statuses:

- Processing request was submitted and being processed by Alberta Energy.
- Completed request has been completed and documents are available to be viewed/printed.
- Rejected request has been rejected by Alberta Energy.





The Request Status screen will show the ETS Request Number, Form type, Input File/Comment, Status, files, when the request was last updated and the Creator.



#### **Email Notification**

# Sample

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

Your Certified Copy of Encumbrance request number XXXXXXX for account ENXXXX has been Completed. This request can be found under Request Status.

To review your request sign on to the Electronic Transfer System (ETS) website, available through Alberta.ca.

Do not reply to this EMail. If you have questions or concerns please contact <a href="mailto:Transfers.Energy@gov.ab.ca">Transfers.Energy@gov.ab.ca</a>

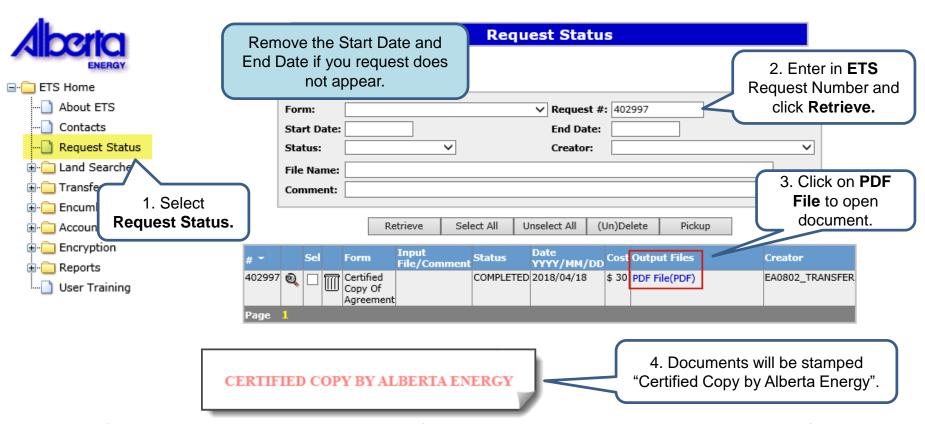
A request for a certified copy may take up to one business day to process. An email notification will be sent to notify users that the certified copy request has either been completed or department rejected.

The user will be able to access the certified copy of the document by signing into the ETS website.

		Alberta		
Electronic Transfer System				
AICPA SOC Surrey	User Name: Password:			
☑ Save my user name  Login				



## **Retrieving Final Documents**





If Alberta Energy could not supply all or any of the requested documents the cost will be altered to reflect the new charge. Charges will be applied to the client's Internet Land Searches (ILS) account and an invoice will be mailed out monthly to the submitter of the request.

**NOTE:** Please ensure you either print or save a copy of the documents for your records as they will be removed after your specified archiving schedule lapses. You may extend the archiving schedule of your ETS account to a maximum of 90 days in the *Account* node under *Preferences*.



# Resources

ETS Support and Online Learning provides access to relevant guides, course and other information

If you have questions, please contact <u>Transfers.Energy@gov.ab.ca</u> or the Transfer Helpdesk line at 780 644-2300 and by selecting option #5.



# Congratulations!

You have completed the ETS - Encumbrance

**Certified Copy of Encumbrance** 

**Online Training Course** 

If you have any comments or questions on this training course, please forward them to the following email address:

Transfers.Energy@gov.ab.ca

