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to the
ETS – Unit Agreement Exhibit A
Change of Unit Operatorship
Online Training Course

The purpose of this course is to provide guidance and information to ETS clients who require a **Change of Unit Operatorship**.



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Revision Page

Revisions Table

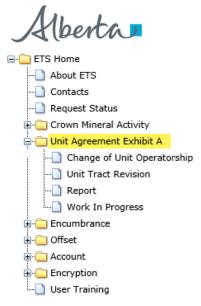
Date	Revisions Type	Page Number
March 7, 2016	Initial Creation	All
October 13, 2020	Update headers and contents	All
July 10, 2023	Update content	8

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INTRODUCTION





In this module, you will learn how to:

- · create and submit a request
- review and concur to a request
- search on the status of a request

Prerequisite Learning Module

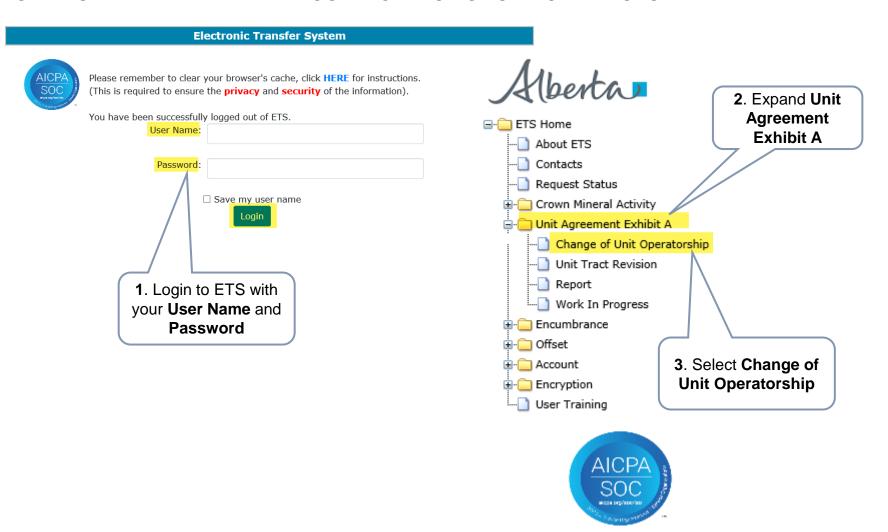
Before proceeding, we recommend that you view the <u>Unit Agreement Exhibit A Roles</u> module located in the Online Learning portal.

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UNIT AGREEMENT EXHIBIT A - LOGIN - CHANGE OF UNIT OPERATORSHIP

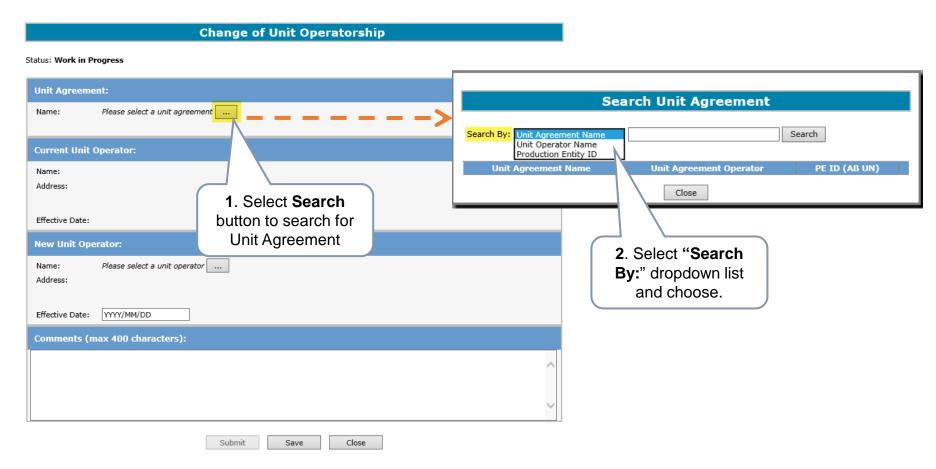


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CHANGE OF UNIT OPERATORSHIP - CURRENT UNIT OPERATOR INFORMATION



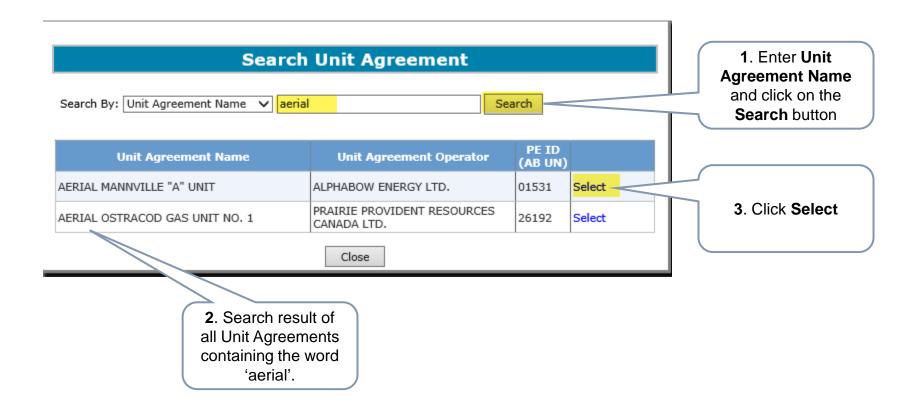


Either the Current or the New Operator can create a request for a Change of Unit Operatorship. If mandatory input is not entered, the field displays with a red asterisk (*) or if validation fails, a red error message will appear at the top of the page. Input must be corrected in order to save and submit a Change of Unit Operatorship.



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CHANGE OF UNIT OPERATORSHIP - SEARCH FOR UNIT AGREEMENT

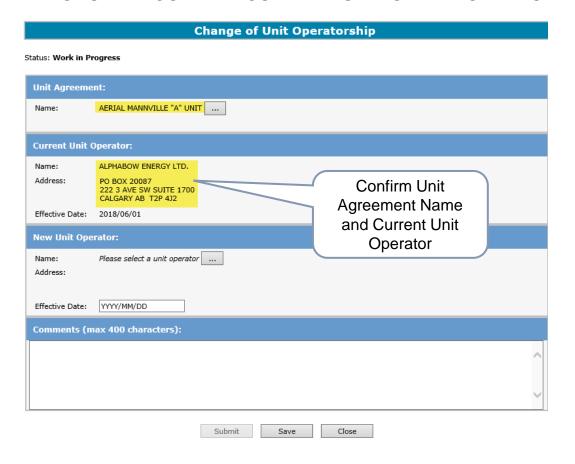


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CHANGE OF UNIT OPERATORSHIP – CONFIRM CURRENT UNIT OPERATOR INFORMATION





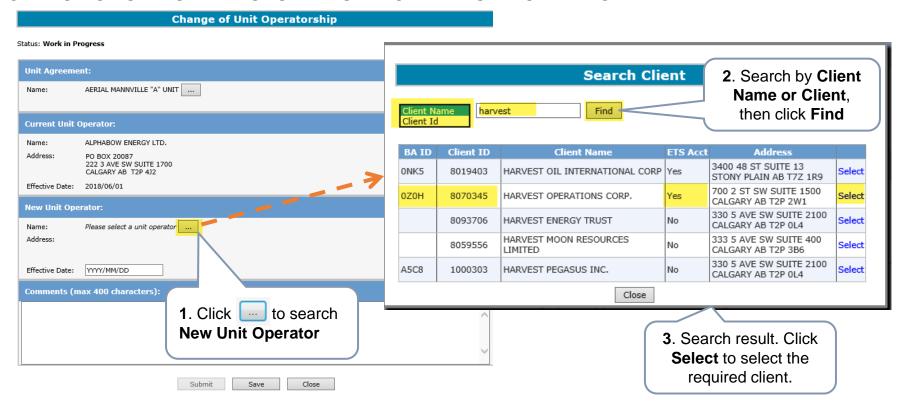
While working in the Change of Unit Operatorship screen, saving periodically is required to avoid the session from timing out. If there is no activity in 15 minutes, the screen timeouts.

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CHANGE OF UNIT OPERATORSHIP - SEARCH NEW UNIT OPERATOR



<u>∧</u>

New Unit Operator must have a Business Associate (BA) ID, Client ID and ETS Acct prior to being selected.

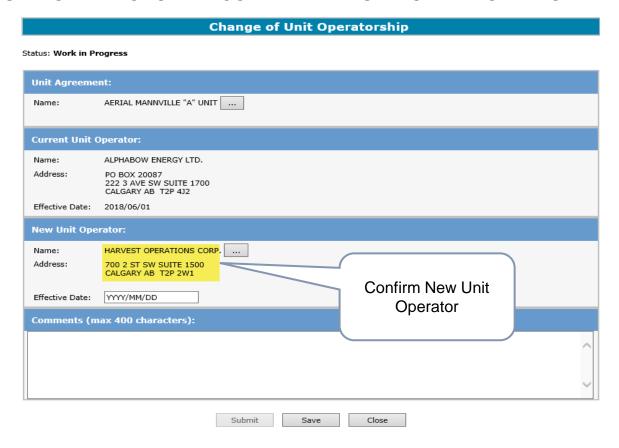
If the New Unit Operator does not have a BA ID, Client ID and/or an ETS Account, please contact: Alberta Energy and Minerals – Crown Land Data: email crownlanddatasupport@gov.ab.ca or call (780) 644-2300

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CHANGE OF UNIT OPERATORSHIP - CONFIRM NEW UNIT OPERATOR INFORMATION



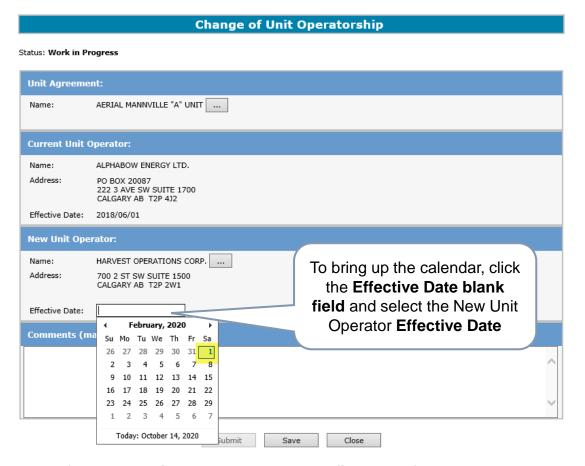


New Unit Operator <u>must</u> be different from the Current Unit Operator.



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CHANGE OF UNIT OPERATORSHIP - NEW UNIT OPERATOR EFFECTIVE DATE





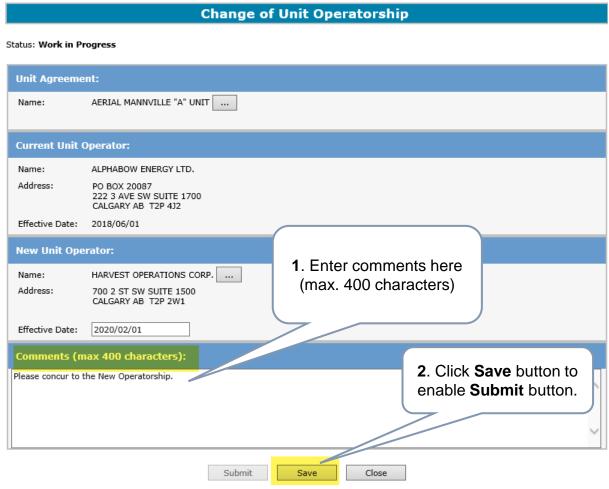
The **Effective Date** of the **New Unit Operator** must be the **first day of the month** and cannot be less than the Effective Date of the Current Unit Operator.

Note: Effective Date can be future dated one month from the submission date.



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CHANGE OF UNIT OPERATORSHIP - COMMENTS FOR NEW UNIT OPERATOR

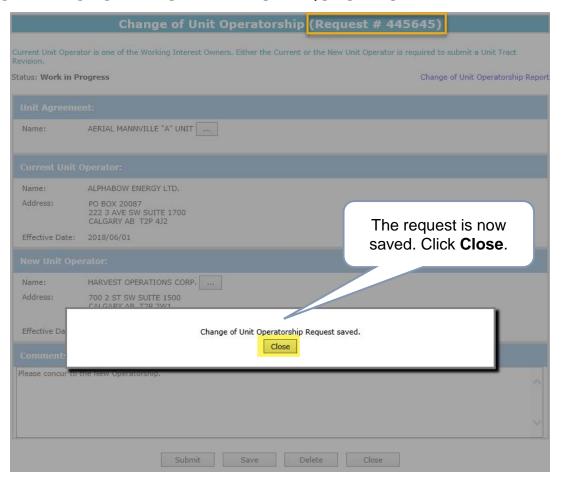


Creator's comments and contact info is viewable to the concurrer.



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CHANGE OF UNIT OPERATORSHIP - SAVE - ETS REQUEST NUMBER INITIATED



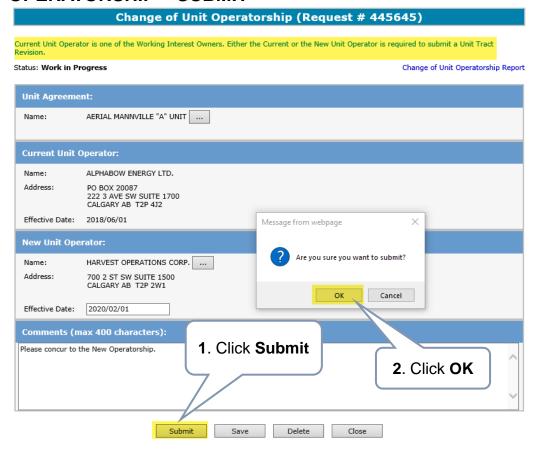


Once the request is saved, the ETS Request Number (e.g. **Request #: 445645**) is assigned and displayed in the header of the screen.



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CHANGE OF UNIT OPERATORSHIP - SUBMIT





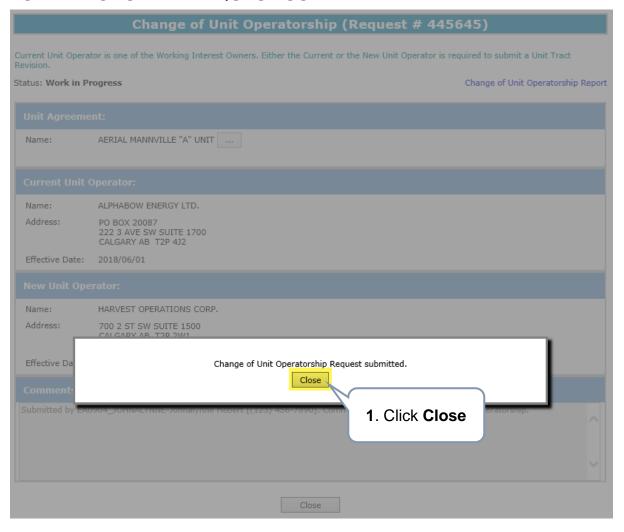
Note: Before hitting the Submit button, take note of the reminder above in green, "Current Unit Operator is one of the Working Interest Owners. Either the Current or the New Unit Operator is required to submit a Unit Tract Revision."

If the creator is the Current Unit Operator, once this request is submitted, the Current Unit Operator will no longer be able to submit a Unit Tract Revision, instead, the New Unit Operator is required to submit a Unit Tract Revision.



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CHANGE OF UNIT OPERATORSHIP - REQUEST SUBMITTED



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CHANGE OF UNIT OPERATORSHIP - EMAIL NOTIFICATION FOR CONCURRENCE



Please sign on to the ETS (Electronic Transfer System) website, available through the Alberta Energy's main site (energy alberta.ca), and review request number 445645 with account EA0524 JOHNALYNNE.

Please do not reply to this email. If you have any further questions or concerns please contact ets@gov.ab.ca.



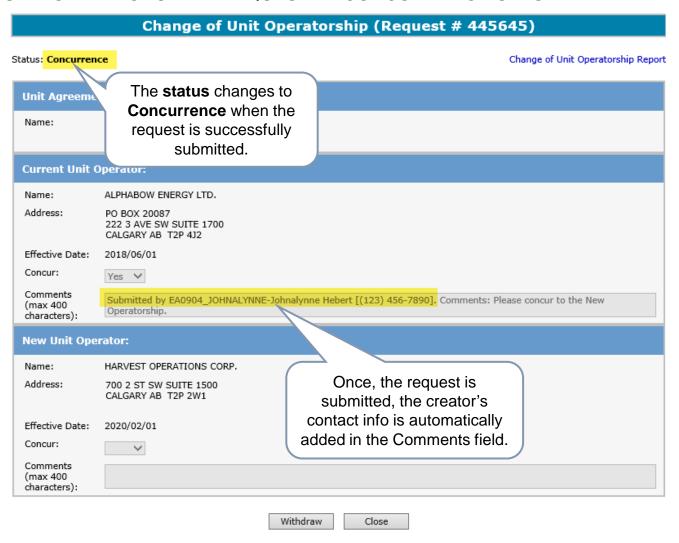
Once the request is submitted successfully, an email notification is sent to the Concurrer to concur the Change of Unit Operatorship. The email notification contains the ETS Request Number and the account number.

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CHANGE OF UNIT OPERATORSHIP - REQUEST AT CONCURRENCE STAGE

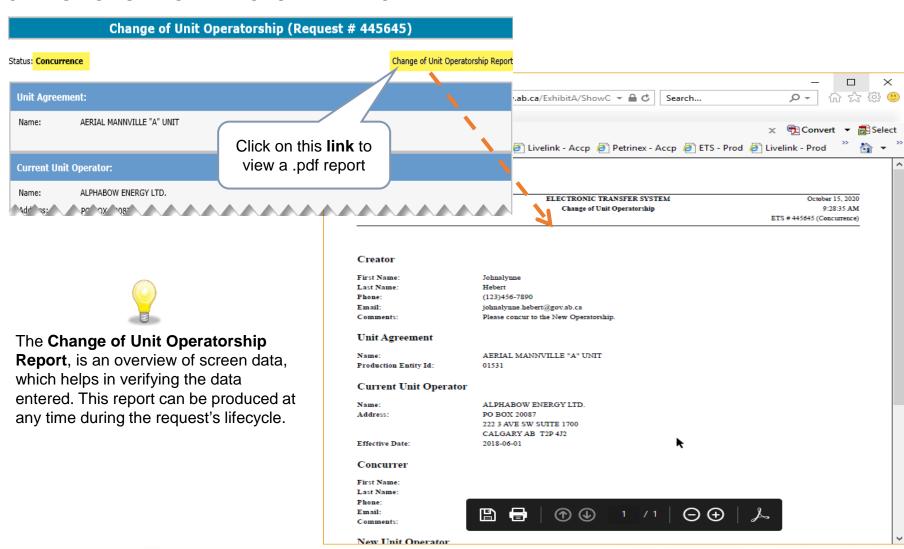


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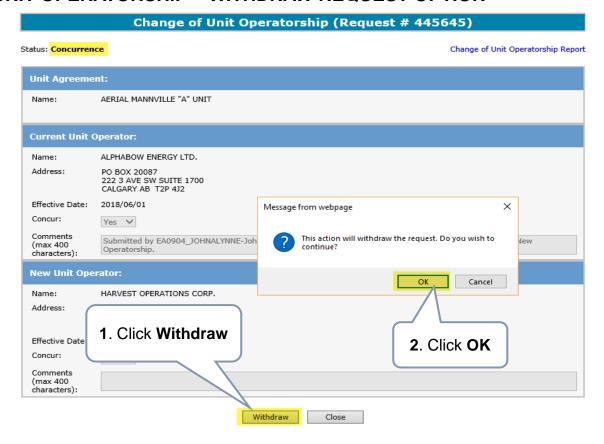
CHANGE OF UNIT OPERATORSHIP - REPORT





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CHANGE OF UNIT OPERATORSHIP - WITHDRAW REQUEST OPTION



Once the request has been submitted for concurrence and the concurrer has not concurred yet, the creator can **Withdraw** the request. Note: The Withdraw button is disabled once the request has been concurred.

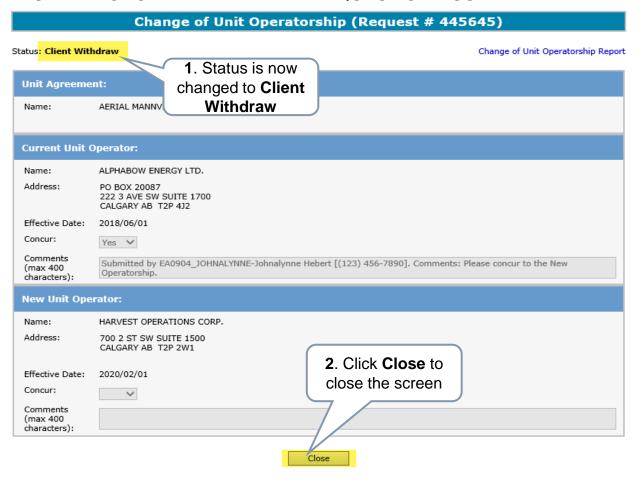


If the creator wishes to withdraw the request and the withdraw button is no longer available, please contact EnergyUnitsHelpdesk@gov.ab.ca. The Units team will change the status of the request to **Client Withdraw**.



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CHANGE OF UNIT OPERATORSHIP - WITHDRAW REQUEST STATUS



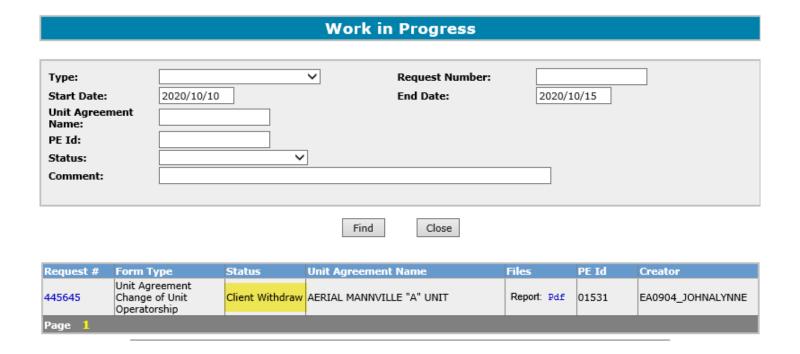


Notice that only the **Close** button is available. No further action required.



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CHANGE OF UNIT OPERATORSHIP - WITHDRAW REQUEST WORK IN PROGRESS





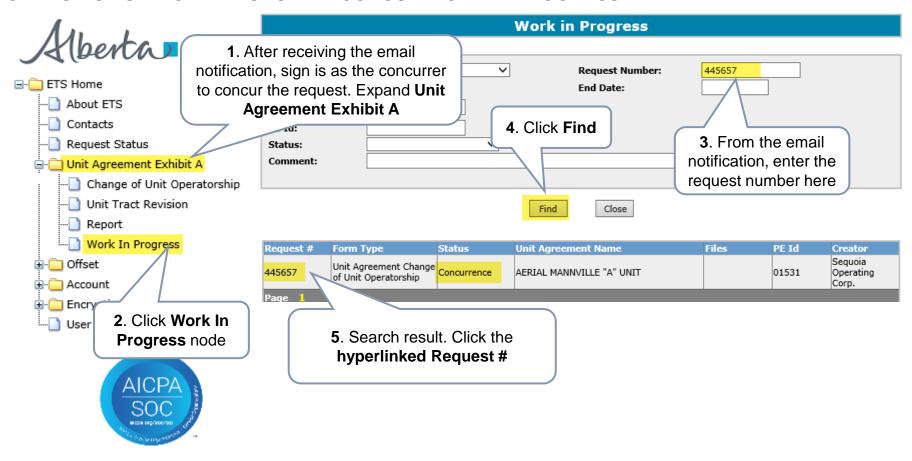
Request remains in Work in Progress with a status of Client Withdrawn for 90 days and then it is archived.

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CHANGE OF UNIT OPERATORSHIP - CONCUR WORK IN PROGRESS





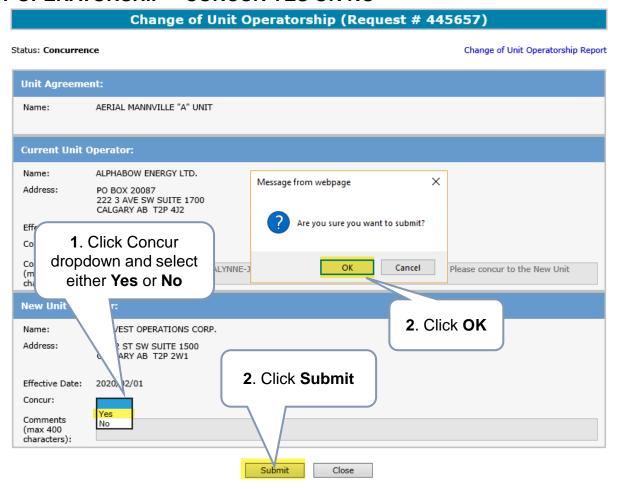
If you do not have the Request Number handy, click **Find**. The search result returns all Request numbers associated with the login account.

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CHANGE OF UNIT OPERATORSHIP - CONCUR YES OR NO



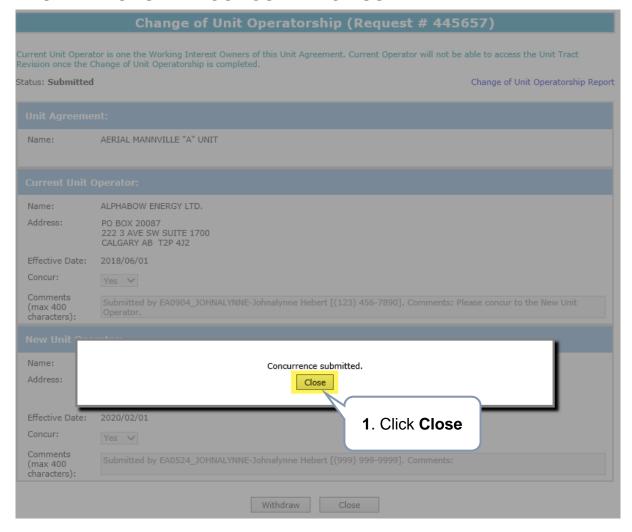


If the concurrer selects **No**, the Comments field is enabled. This field is mandatory to add the reason of the rejection. Otherwise, if **Yes** is selected, the Comments field remains disabled. No reason is required.



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CHANGE OF UNIT OPERATORSHIP - CONCURRENCE SUBMITTED

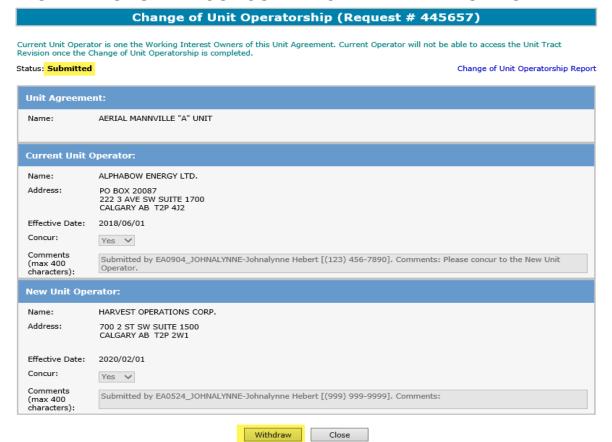


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CHANGE OF UNIT OPERATORSHIP – CONCURRENCE WITHDRAW OPTION



Once the concurrence has been submitted, the concurrer can **Withdraw** the request. Note: The Withdraw button is disabled once the status of the request has changed to **Processing**.

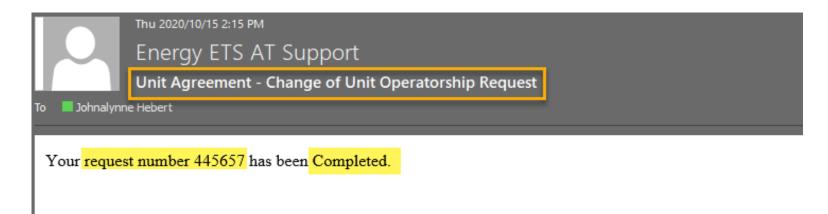


If the concurrer wishes to withdraw the concurrence and the withdraw button is no longer available, please contact EnergyUnitsHelpdesk@gov.ab.ca. The Units team will change the status of the concurrence to **Client Withdraw**.



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CHANGE OF UNIT OPERATORSHIP - EMAIL NOTIFICATION FOR REQUEST COMPLETION



Please do not reply to this Email. If you have any further questions or concerns please contact ets@gov.ab.ca



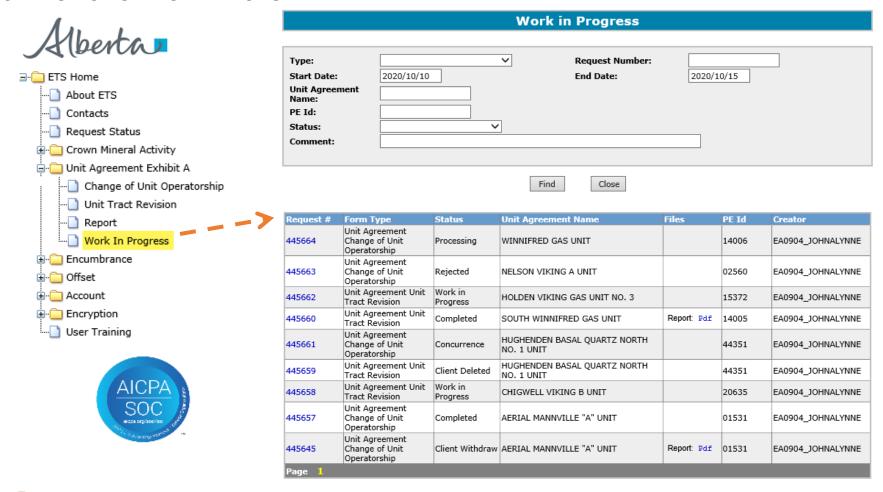
Once the request is processed successfully, an email notification is sent to the creator indicating that the request is now Completed.

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CHANGE OF UNIT OPERATORSHIP





The **Status** of a **Request** can be searched and viewed in the **Work in Progress** screen. **Requests** that have been created will remain available in the Work in Progress for **90 days** after which they are archived and then deleted.



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CONCLUSION

Congratulations!

You have completed the Unit Agreement Exhibit A Change of Unit Operatorship Online Training Course

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

EnergyUnitsHelpdesk@gov.ab.ca

