

Welcome!

To the ETS – PNG Continuation: Validation Online Training Course

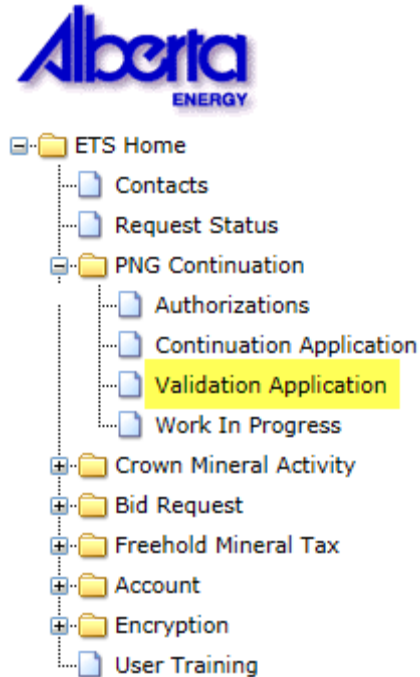
PNG Continuation – Validation: This is the process to complete and submit an Online Validation Application via ETS. The process begins with the creation of a new application through to submission. The application progresses through various stages (statuses) until completion.

Revisions

Revisions Table

Date	Revisions Type	Page Number
October 20, 2014	Initial Creation	All
September 2015	Updated	All
March 2016	Updated	Various
June 2020	Updated Banner and Resource Page	All
September 2020	Updated	Various

Introduction



In this module you will learn how to:

- Create and submit an Online Validation Application.
- Cancel or withdraw an Online Validation Application.
- Review and respond to an offer.
- Amend a Processing (Submitted) application that has well(s) drilling over expiry and the agreement has expired.
- View a final document.



Login to ETS

Electronic Transfer System

User Name:

Password:

Save my user name

[Forgot Password/Reset Password](#)

1. Login to ETS with your user name and password

2. Expand PNG Continuation

- ETS Home
 - Contact
 - Request Status
 - PNG Continuation
 - Authorizations
 - Continuation Application
 - Validation Application**
 - Work In Progress
 - Crown Mineral Activity
 - Bid Request
 - Freehold Mineral Tax
 - Account
 - Encryption
 - User Training

3. Select Validation Application

Licence Validation Application

Status: **Work in Progress** Licence Validation Document

Admin | Licence | Wells | Data

Administration Information

Company Name:

Creator: **ED2425_YINO**

Applicant File Number (Optional):

Comment:

Contact Information

First Name:

Last Name:

Phone: () - - Ext

Fax: () - -

Email:

Technical Contact	Title of Technical Contact	Phone	E-mail
<input type="button" value="Add Technical Contact"/>			

Create and Submit a Validation Application

- You must be assigned the Creator role to create (or amend) an application and the Submitter role to submit an application.
- All lands (or pieces of land) within your application must be associated with all of the well(s) you are applying on.

Create Validation Application – Administration Information

Licence Validation Application

Status: **Work in Progress**

Admin
Licence
Wells
Data

Administration Information

Company Name:

Creator: **ED2425**

Applicant File Number (Optional):

Comment:

Contact Information

First Name:

Last Name:

Phone: Ext

Fax:

Email:

Technical Contact	Title of Technical Contact	Phone	E-mail
<input type="button" value="Add Technical Contact"/>			

1. Select **Company Name**, **Applicant File Number** (optional), and **Comment** (option and for your records only)

2. Select **Contact information** and edit if required



When an application is created, its status is “Work in Progress.”

Contact Information can be updated at anytime. The notification emails will be sent to the email provided here

Create Validation Application – Administration Information – Add Technical Contact

Licence Validation Application

Status: Work in Progress Licence Validation Document

Admin | Licence | Wells | Data

Administration Information

Company Name: ABC Company
 Creator: ED2425
 Applicant File Number (Optional): MI12345
 Comment: Enter a comment here

Contact Information

Octavio Yin
 First Name: Octavio
 Last Name: Yin
 Phone: (780) 415-2105 Ext.
 Fax: (999) 999-9999
 Email: octavio.yin@gov.ab.ca

Technical Contact	Title of Technical Contact	Phone	E-mail
Add Technical Contact			

Submit | Verify | Delete | Close

Licence Validation Application

Status: Work in Progress Licence Validation Document

Admin | Licence | Wells | Data

Administration Information

Company Name: ABC Company
 Creator: ED2425
 Applicant File Number (Optional): MI12345
 Comment: Enter a comment here

Contact Information

Octavio Yin
 First Name: Octavio
 Last Name: Yin
 Phone: (780) 415-2105 Ext.
 Fax: (999) 999-9999
 Email: octavio.yin@gov.ab.ca

Technical Contact	Title of Technical Contact	Phone	E-mail
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit | **Save** | Verify | Delete | Close



3. Click on **Add Technical Contact**

4. Enter **Technical Contact** (all fields are required)

5. Click **Save**



Use the Save button after completing information on each tab.



If information is not entered into an optional field, the screen may display a blue/green warning message. However, warning messages do not prevent you from saving the application data.

Warning
Message

Licence Validation Application

WARNING: No Technical Contact Information has been entered.

Status: **Work in Progress** Licence Validation Document

Admin
Licence
Wells
Data

Administration Information

Company Name:

Creator: **ED2425**

Applicant File Number (Optional):

Comment :

Contact Information

First Name:

Last Name:

Phone: Ext

Fax:

Email:

Technical Contact	Title of Technical Contact	Phone	E-mail
<input type="button" value="Add Technical Contact"/>			



If information is not entered into a mandatory field, or the application fails validation, the screen will display a red error message. The application must be corrected and then you can try to save again.

Error Message

Licence Validation Application

The phone number is invalid. Please enter a phone number in the form of (XXX) XXX-XXXX.

Licence Validation Document

Status: **Work in Progress**

Admin
Licence
Wells
Data

Administration Information

Company Name:

Creator: **ED2425**

Applicant File Number (Optional):

Comment:

Contact Information

First Name:

Last Name:

Phone: Ext

Fax:

Email:

Technical Contact	Title of Technical Contact	Phone	E-mail	
<input type="text" value="Jane Doe"/>	<input type="text" value="Technical Analyst"/>	<input type="text" value="() -"/>	<input type="text" value="jane.doe@abc.com"/>	X

An ETS request number for the application is generated and displayed upon successful save. At this time, the application can be retrieved and opened from your Work In Progress list.

Licence Validation Application 86350

Status: **Work in Progress** Licence Validation Document

Admin
Licence
Wells
Data

Administration Information

Company Name:

Creator: **ED2425**

Applicant File Number (Optional):

Comment :

Contact Information

First Name:

Last Name:

Phone: Ext

Fax:

Email:

Technical Contact	Title of Technical Contact	Phone	E-mail	
<input type="text" value="Jane Doe"/>	<input type="text" value="Technical Analyst"/>	<input type="text" value="(403)777-7777"/>	<input type="text" value="jane.doe@abc.com"/>	X

Create Validation Application – Licence Agreement Information – Add Agreement

1. Click on **Licence** tab

2. Click on **Ellipsis** to search agreements

Licence Validation Application 350

Status: **Work in Progress** Licence Validation Document

Admin **Licence** Wells Data

Licence Agreement Information

Licence Agreement Number: ...

Expiry Date:

Select lands to validate

Selected Lands:
No Lands Selected

Requesting extension under Section 8(1)(h) until:

Requesting extension under Section 8(1)(g) until:

Submit Save Verify Delete Close

Create Validation Application – Licence Agreement Information – Add Agreement (continued)

3. Enter
Agreement
Number

Search Agreements

Search by Agreement Number

Number

4. Click **Search**

Agreements Found

<input type="checkbox"/>	Agreement No.	Expiry Date	Designated Representative
<input checked="" type="checkbox"/>	055 9999999999	2014/10/28	Oil Company

5. Click on
Checkbox

6. Click **OK**

Create Validation Application – Licence Agreement Information – Select Lands to Validate

1. Click on **Select lands to validate**

After an agreement is added, the Expiry Date is automatically populated.

2. Click on **Checkbox** to select all lands or each individual land

3. Click **OK**

The screenshot shows a web application interface for 'Licence Validation Application 86350'. The status is 'Work in Progress'. The 'Licence Agreement Information' section includes a 'Licence Agreement Number' field with the value '055 999999999' and an 'Expiry Date' field with the value '2014/10/28'. A yellow callout box points to a 'Select lands to validate' button. Below this, there are checkboxes for requesting extensions under Section 8(1)(h) and 8(1)(g). At the bottom are buttons for 'Submit', 'Save', 'Verify', 'Delete', and 'Close'. A red arrow points from the 'Expiry Date' field to a dialog box titled 'Select Agreement Lands'. The dialog box has a table with columns for a checkbox and 'Land'. The first row has a checked checkbox and the text 'Land'. The second row has a checked checkbox and the value '7-07-007:01'. The third row has a checked checkbox and the value '7-07-007:02'. At the bottom of the dialog are 'OK' and 'Cancel' buttons. A yellow callout box points to the 'OK' button.

Create Validation Application – Licence Agreement Information – Request Extension

- If requesting an extension under **8(1)(h)** or **26**, select one of the options in the Section dropdown list and provide the date you are requesting the agreement be extended to.
- If requesting an **8(1)(g)**, provide the date you require the extension until. An 8(1)(g) extends the period of time you can submit your application, and it must be requested with either section 8(1)(h), 26, or 11 (by completing the Wells tab.)

Licence Validation Application 86350

Status: **Work in Progress** Licence Validation Document

Admin
Licence
Wells
Data

Licence Agreement Information

Licence Agreement Number: ...

Expiry Date:

Selected Lands:
7-07-007:01

Requesting extension under Section **8(1)(h)** until:

Requesting extension under Section 8(1)(g) until:

Extension Document: Additional Extension Data to Follow

File

**1. Click
Checkbox**

**2. Select
Section**

**3. Select
Extension
Date**

Create Validation Application – Licence Agreement Information – Request Extension (continued)

Licence Validation Application 86350

Status: **Work in Progress** Licence Validation Document

Admin
Licence
Wells
Data

Licence Agreement Information

Licence Agreement Number: ...

Expiry Date:

Selected Lands:
7-07-007:01

Requesting extension under Section until:

Requesting extension under Section 8(1)(g) until:

Extension Document: Additional Extension Data to Follow

File

4. Click Browse

5. Click Add Document

6. Optionally click checkbox



The Extension Document, which supports the extension request, must be attached and be in either Word or PDF format. Technical data cannot be attached. If you are submitting additional data, please drop off, mail or courier to our offices.

Create Validation Application – Wells Tab – Add Well

1. Click on
Wells tab

2. Select **Well Type**

3. Enter **Well ID**

4. Click **Add**

Licence Validation Application 86350

Status: **Work in Progress** Licence Validation Document

Admin
Licence
Wells
Data

Well ID: AB WI / - - - W /

Validating Well(s) - Assigning Earned Section(s)

Validating Well ID	Sections Earned	Licence No.	Lands	Zone	Data Provided

Earning Well(s) - Assigning Unused Earned Section(s)

Earning Well ID	Source Agreement	Licence No.	Lands	Zone	Data Provided

Multi-leg Well(s) - Assigning Deepest Zone ONLY (if different from above)

Multi-leg Well ID	Licence No.	Zone	Data Provided



You can add multiple validating, earning or multi-leg wells. If your validating well has already been used to validate another licence, you will receive an error upon verification. This well would then need to be added as an earning well.

Create Validation Application – Wells Tab – Add Well (continued)

6. Optionally enter
Sections Earned (for
Validating Well)

After a well is added, the Licence No. is
automatically populated.

5. Click on
checkbox if
applicable

Validation Application 86350

Status: **Work in Progress** Licence Validation Document

Admin Licence Wells Data

Validating Well ID: AB / / - - - W / / Add

Validating Well(s) - Assigning Earned Section(s)

Validating Well ID	Section Earned	Licence No.	Lands	Zone	Data Provided
01/02-03-004-05W4/00 <input type="checkbox"/> Drilling over Expiry <input type="checkbox"/> ReEntry Well		0123456	Customize	Please Select Zone ...	Well Logs Directional Survey Production Data

Earning Well(s) - Assigning Unused Earned Section(s)

Earning Well ID	Source Agreement	Licence No.	Lands	Zone	Data Provided
-----------------	------------------	-------------	-------	------	---------------

Multi-leg Well(s) - Assigning Deepest Zone ONLY (if different from above)

Multi-leg Well ID	Licence No.	Zone	Data Provided
-------------------	-------------	------	---------------

Submit Save Verify Delete Close



For additional information on Drilling Over Expiry refer to the corresponding section later in the training module.

Create Validation Application – Wells Tab – Add Well (continued)

7. Click
Customize

Licence Validation Application 86350

Status: **Work in Progress** Licence Validation Document

Admin Licence Wells Data

Validating Well ID: AB WI / - - - - W / - - - - Add

Validating Well(s) - Assigning Earned Section(s)

Validating Well ID	Sections Earned	Licence No.	Lands	Zone	Data Provided
01/02-03-004-05W4/00 <input type="checkbox"/> Drilling over Expiry <input type="checkbox"/> ReEntry Well		0123456	Customize	Please Select Zone ...	Well Logs Directional Survey Production Data

Earning Well(s) - Assigning Unused Earned Section(s)

Earning Well ID	Source Agreement	Licence No.	Lands	Zone	Data Provided
-----------------	------------------	-------------	-------	------	---------------

Multi-leg Well(s) - Assigning Deepest Zone ONLY (if different from above)

Multi-leg Well ID	Licence No.	Zone	Data Provided
-------------------	-------------	------	---------------

Submit Save Verify Delete Close

8. Click on
Checkbox to select
all lands or each
individual land

Select Well Lands

Land

7-07-007:01

OK Cancel

9. Click **OK**

Create Validation Application – Wells Tab – Add Well (continued)

10. Click on ellipsis

Licence Validation Application 86350

Status: **Work in Progress** Licence Validation Document

Admin | Licence | Wells | Data

Validating Well ID: / - - - / - - - Add

Validating Well(s) - Assigning Earned Section(s)

Validating Well ID	Sections Earned	Licence No.	Lands	Zone	Data Provided
01/02-03-004-05W4/00 <input type="checkbox"/> Drilling over Expiry <input type="checkbox"/> ReEntry Well	<input type="text"/>	0123456	7-07-007:01 <input type="button" value="Customize"/>	Please Select Zone <input type="button" value="..."/>	Well Logs <input type="button" value="v"/> Directional Survey <input type="button" value="v"/> Production Data <input type="button" value="v"/>

Earning Well(s) - Assigning Unused Earned Section(s)

Earning Well ID	Source Agreement	Licence No.	Lands	Zone	Data Provided
-----------------	------------------	-------------	-------	------	---------------

Multi-leg Well(s) - Assigning Deepest Zone ONLY (if different from above)

Multi-leg Well ID	Licence No.	Zone	Data Provided
-------------------	-------------	------	---------------

11. Select Zone

Select Zone

- BEAVERHILL LAKE GRP
- BELLOY FM
- BELLY RIVER GRP
- BLAIRMORE GRP
- BLSK-BLHD-DBLT-SHUN
- BLUERIDGE MBR
- BLUESKY & ROCKCREEK
- BLUESKY FM
- BLUESKY-BULLHEAD**
- BLUESKY-BULLHEAD-BELLOY
- BLUESKY-BULLHEAD-SHUNDA
- BLUESKY-DETRITAL
- BLUESKY-GETHING
- BLUESKY-GETHING & BANFF
- BLUESKY-GETHING-BELLOY
- BLUESKY-GETHING-WARANUM

12. Click **Select**



When selecting a zone from the list, first click on any zone and type the first letter of the zone you are searching for. The system will navigate alphabetically.

Create Validation Application – Wells Tab – Add Well (continued)

Licence Validation Application 86350

Status: **Work in Progress** Licence Validation Document

Admin
Licence
Wells
Data

Validating ▼ Well ID: AB WI / - - - W / Add

Validating Well(s) - Assigning Earned Section(s)

Validating Well ID	Sections Earned	Licence No.	Lands	Zone	Data Provided
01/02-03-004-05W4/00 <input type="checkbox"/> Drilling over Expiry <input type="checkbox"/> ReEntry Well	<input type="text"/>	0123456	7-07-007:01 Customize	BLUESKY-BULLHEAD ...	<div style="font-size: x-small;">Well Logs</div> <div style="background-color: #ffff00; padding: 2px;">Sent By Courier or Mail ▼</div> <div style="background-color: #ffff00; padding: 2px;">Directional Survey ▼</div> <div style="font-size: x-small;">Production Data</div> <div style="background-color: #90ee90; padding: 2px;">Sent By Courier or Mail</div> <div style="background-color: #ffff00; padding: 2px;">Sent previously</div>

Earning Well(s) - Assigning Unused Earned Section(s)

Earning Well ID	Source Agreement	Licence No.	Lands	Zone	Data Provided
-----------------	------------------	-------------	-------	------	---------------

Multi-leg Well(s) - Assigning Deepest Zone ONLY (if different from above)

Multi-leg Well ID	Licence No.	Zone	Data Provided
-------------------	-------------	------	---------------

Submit
Save
Verify
Delete
Close

13. Select a method of delivery

At least one type of data must be provided.

All technical data must be either dropped off at Alberta Energy's office, sent by Courier or Mail. For previously submitted technical data, you can now enter the agreement number that the data was originally used for. (See next slide)

**Create Validation Application – Wells Tab
– Add Well (continued)
Method of Delivery – Sent Previously**

For data that was sent previously, indicate what agreement number the data was sent for.

Data Provided	
Well Logs	X
Sent previously	▼
Agreement Number:	<input type="text"/> ...
Directional Survey	
Sent previously	▼
Agreement Number:	<input type="text"/> ...
Production Data	
Sent previously	▼
Agreement Number:	<input type="text"/> ...

Create Validation Application – Wells Tab – Add Source Agreement for Earning Well

Adding a Source Agreement for the Earning Well is optional.

1. Click on the **Ellipsis** to add the Source Agreement

Licence Validation Application 86350

Status: **Work in Progress** Licence Validation Document

Admin
Licence
Wells
Data

Earning Well ID: AB WI / - - W /

Validating Well(s) - Assigning Earned Section(s)

Validating Well ID	Sections Earned	Licence No.	Lands	Zone	Data Provided
Earning Well(s) - Assigning Unused Earned Section(s)					
Earning Well ID	Source Agreement	Licence No.	Lands	Zone	Data Provided
01/02-03-004-05W4/00 <input type="checkbox"/> Drilling over Expiry <input type="checkbox"/> ReEntry Well	...	0123456	Customize	Please Select Zone ...	Well Logs <input type="text"/> Directional Survey <input type="text"/> Production Data <input type="text"/>

Multi-leg Well(s) - Assigning Deepest Zone ONLY (if different from above)

Multi-leg Well ID	Licence No.	Zone	Data Provided

Create Validation Application – Wells Tab – Add Source Agreement for Earning Well (continued)

2. Enter Agreement Number

3. Click Search

4. Click on Checkbox

5. Click OK

Search Agreements

Search by Agreement Number

Number

Search Reset Close

Agreements Found

<input type="checkbox"/>	Agreement No.	Expiry Date	Designated Representative
<input checked="" type="checkbox"/>	055 9999999999	2014/10/28	Oil Company

OK Cancel



To complete the rest of the Earning Well information, repeat the steps listed on pages 18 through 21.

Create Validation Application – Wells Tab – Add Multi-leg Well

Add a Multi-leg Well if applicable.

The screenshot shows the 'Licence Validation Application 86350' interface. At the top, the status is 'Work in Progress' and there is a link for 'Licence Validation Document'. Below this are tabs for 'Admin', 'Licence', 'Wells', and 'Data'. The 'Wells' tab is active, showing a 'Multi-leg' dropdown menu (highlighted by callout 1), a 'Well ID' field with a pattern 'AB WI [] / [] - [] - [] W [] / []' (highlighted by callout 2), and an 'Add' button (highlighted by callout 3).

Below the form is a table titled 'Validating Well(s) - Assigning Earned Section(s)'. The table has columns for 'Validating Well ID', 'Sections Earned', 'Licence No.', 'Lands', 'Zone', and 'Data Provided'. A single row is visible with the following data:

Validating Well ID	Sections Earned	Licence No.	Lands	Zone	Data Provided
01/02-03-004-05W4/00 <input type="checkbox"/> Drilling over Expiry <input type="checkbox"/> ReEntry Well		0123456	7-07-007:01 Customize	BLUESKY-BULLHEAD ...	Well Logs Sent By Courier or Mail Directional Survey Production Data

Below the table are sections for 'Earning Well(s) - Assigning Unused Earned Section(s)' and 'Multi-leg Well(s) - Assigning Deepest Zone ONLY (if different from above)', each with a table header. At the bottom are buttons for 'Submit', 'Save', 'Verify', 'Delete', and 'Close'.

Create Validation Application – Wells Tab – Add Multi-leg Well (continued)

A Multi-leg Well must have a corresponding Validating Well or Earning Well, and the Well Licence Number must match the Validating Well or Earning Well entered. A Multi-leg well is only required if the zone is deeper than either the Validating or Earning well

4. Click on **checkbox** if applicable

The drilling over expiry option for the multi-leg well is only available if the validating or earning well is drilling over expiry.

Licence Validation Application 86350

Status: Work in Progress Licence Validation Document

Admin
Licence
Wells
Data

Multi-leg Well ID: AB WI / - - - W /

Validating Well(s) - Assigning Earned Section(s)

Validating Well ID	Sections Earned	Licence No.	Lands	Zone	Data Provided
01/02-03-004-05W4/00 <input type="checkbox"/> Drilling over Expiry <input type="checkbox"/> ReEntry Well		0123456	7-07-007:01 <input type="button" value="Customize"/>	BLUESKY-BULLHEAD <input type="button" value="..."/>	Well Logs Sent By Courier or Mail <input type="button" value="v"/> Directional Survey <input type="button" value="v"/> Production Data <input type="button" value="v"/>

Earning Well(s) - Assigning Unused Earned Section(s)

Earning Well ID	Source Agreement	Licence No.	Lands	Zone	Data Provided

Multi-leg Well(s) - Assigning Deepest Zone ONLY (if different from above)

Multi-leg Well ID	Licence No.	Zone	Data Provided
01/02-03-004-05W4/02 <input type="checkbox"/> Drilling over Expiry <input checked="" type="checkbox"/> ReEntry Well	0123456	BANFF FM <input type="button" value="..."/>	Well Logs Sent By Courier or Mail <input type="button" value="v"/> Directional Survey <input type="button" value="v"/> Production Data <input type="button" value="v"/>

5. Select **Zone**

6. Select a **method of delivery**

Create Validation Application – Wells Tab – Remove Well

Licence Validation Application 86350

Status: **Work in Progress**

[Licence Validation Document](#)

If required, use this button to remove the added well.

Admin
Licence
Wells
Data

Validating ▼ Well ID: AB WI / - - W / Add

Validating Well(s) - Assigning Earned Section(s)

Validating Well ID	Sections Earned	Licence No.	Lands	Zone	Data Provided
01/02-03-004-05W4/00 <input type="checkbox"/> Drilling over Expiry <input type="checkbox"/> ReEntry Well	<input type="text"/>	0123456	7-07-007:01 Customize	BLUESKY-BULLHEAD ...	Well Logs Sent By Courier or Mail ▼ Directional Survey ▼ Production Data Sent previously ▼

Earning Well(s) - Assigning Unused Earned Section(s)

Earning Well ID	Source Agreement	Licence No.	Lands	Zone	Data Provided
-----------------	------------------	-------------	-------	------	---------------

Multi-leg Well(s) - Assigning Deepest Zone ONLY (if different from above)

Multi-leg Well ID	Licence No.	Zone	Data Provided
-------------------	-------------	------	---------------

Submit
Save
Verify
Delete
Close



Create Validation Application – Data Tab – Add Company

This tab is only required if the data is being submitted by another company.

An authorization request is also required (see **Request Authorization for Data** in PNG Continuation: Authorization online training course.)

Licence Validation Application 863

Status: **Work in Progress** Licence Validation Document

Admin Licence Wells **Data**

Well Logs and Other Technical Data

New data being submitted by another company:
Applicant authorizes Alberta Energy to use incoming data from the following company or companies in support of this application

Client ID	Client Name

Add Company

Data Submitted by another company must be accompanied by their authorization to use the data to support this application.

Submit Save Verify Delete Close

1. Click **Data** tab

2. Click **Add Company**

3. Choose and enter search parameters and click **Find**

4. Click **Select**

Find Client

ClientName ▼ XYZ COMPANY Find

Client ID	Client Name	ETS Acct	Address	
000-1234 001	XYZ COMPANY	Yes		Select

Select Blank Close

Create Validation Application – Data Tab – Remove Company

Use this button to remove the added company, if required

Licence Validation Application 86350

Status: **Work in Progress** [Licence Validation Document](#)

Admin
Licence
Wells
Data

Well Logs and Other Technical Data

New data being submitted by another company:
Applicant authorizes Alberta Energy to use incoming data from the following company or companies in support of this application

Client ID	Client Name	
000-1234 001	XYZ COMPANY	<input type="checkbox"/>

Data Submitted by another company must be accompanied by their authorization to use the data to support this application.

Verify Validation Application

This process verifies information within the application using internal validations to ensure data is correct. Any errors or warnings will be displayed on the screen. You may click the Verify button after completing the application.

Click **Verify**

Status becomes **Verifying**.

Once the verification process is complete, load the application again from your Work In Progress list, and the status should return to "Work in Progress."

At this stage, you may continue working on your application.

Licence Validation Application 86350

Status: **Work in Progress** Licence Validation Document

Admin Licence Wells Data

Well Logs and Other Technical Data

New data being submitted by another company:
Applicant authorizes Alberta Energy to use incoming data from the following company or companies in support of this application

Client ID	Client Name	
000-1234 001	XYZ COMPANY	X

Data Submitted by another company must be accompanied by their authorization to use the data to support this application.

Licence Validation Application 86350

Status: **Verifying** Licence Validation Document

Admin Licence Wells Data

Well Logs and Other Technical Data

New data being submitted by another company:
Applicant authorizes Alberta Energy to use incoming data from the following company or companies in support of this application

Client ID	Client Name	
000-1234 001	XYZ COMPANY	X

Data Submitted by another company must be accompanied by their authorization to use the data to support this application.

Submit Validation Application

You must have the Submitter role to submit an application.

Verifying your application at various steps when completing can be a useful tool; however, verification is not required prior to submission.

When the application is complete, click the submit button. The application will go through the verification process and if no errors are identified, the application will automatically be submitted.

If there are errors, the application goes back into work in progress so it can be corrected and resubmitted. The contact person identified on the application will also receive an email indicating that action is required.

Licence Validation Application 86350

Status: **Work in Progress** Licence Validation Document

Admin
Licence
Wells
Data

Well Logs and Other Technical Data

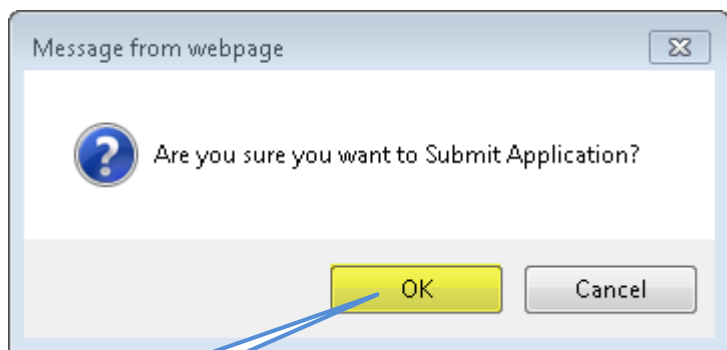
New data being submitted by another company:
Applicant authorizes Alberta Energy to use incoming data from the following company or companies in support of this application

Client ID	Client Name	
000-1234 001	XYZ COMPANY	X

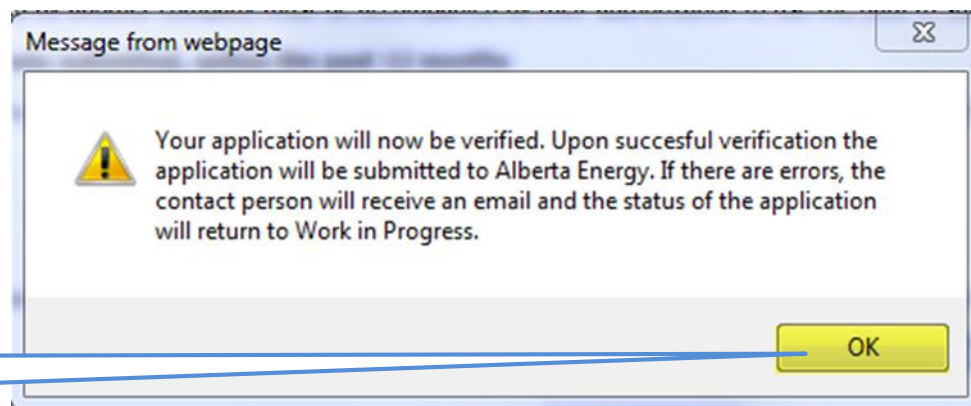
Data Submitted by another company must be accompanied by their authorization to use the data to support this application.

1. Click
Submit

Submit Validation Application (continued)



2. Click **OK**



3. Click **OK**

Submit Validation Application (continued)

Alberta Energy has received the application when the status becomes **Processing (Submitted)**. The application remains in this status until the application is reviewed.

Submission Date is now displayed.

Licence Validation Application 86350

Status: **Processing (Submitted)** Submitted: **2014/10/31** [Licence Validation Document](#)

Admin Licence Wells Data

Well Logs and Other Technical Data

New data being submitted by another company:
Applicant authorizes Alberta Energy to use incoming data from the following company or companies in support of this application

Client ID	Client Name	
000-1234 001	XYZ COMPANY	X

Add Company

Data Submitted by another company must be accompanied by their authorization to use the data to support this application.

Save Withdraw Close

At this stage the application cannot be edited (except Contact Information).

View Licence Validation Document

The Licence Validation Document is a PDF document which details the information contained within your application.

Please do not mail a printed application to Alberta Energy.

Licence Validation Application 86350

Status: **Processing (Submitted)**

Submitted: 2014/10/31

[Licence Validation Document](#)

← To view the document click on this link.

Admin	Licence	Wells	Data
Well Logs and Other Technical Data			
New data being submitted by another company:			
Applicant authorizes Alberta Energy to use incoming data from the following company or companies in support of this application			
Client ID	Client Name		
000-1234 001	XYZ COMPANY	✕	
<input type="button" value="Add Company"/>			
Data Submitted by another company must be accompanied by their authorization to use the data to support this application.			
<input type="button" value="Save"/> <input type="button" value="Withdraw"/> <input type="button" value="Close"/>			



The Licence Validation Document can be viewed any time after the application has been saved.

View Licence Validation Document (continued)

After the application has been submitted, you should print a copy for your records.

If an application is amended (e.g., drilling over expiry) this document will reflect the amended information.

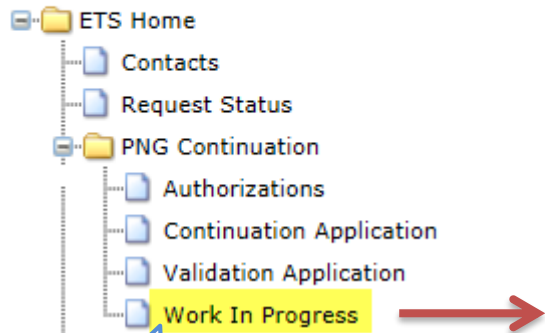
Alberta		ELECTRONIC TRANSFER SYSTEM LICENCE VALIDATION APPLICATION		November 04, 2014	
Tenure 9945 - 108 Street Edmonton, Alberta, T5K 2G6				9:58:32 AM ETS # 86350	
Administrative Information					
Status:	Submitted				
Company Name:	ABC Company				
Creator:					
Submission Date:	2014/10/31				
Application File Number:	MI12345				
Comment:					
Contact Information					
First Name:	Octavio				
Last Name:	Yin				
Phone:	(780) 415-2105				
Fax:	(999) 999-9999				
Email:	octavio.yin@gov.ab.ca				
Technical Contacts					
<u>Name</u>	<u>Title</u>	<u>Phone</u>	<u>Email</u>		
Jane Doe	Technical Analyst	(403) 777-7777	jane.doe@abc.com		

Sample

Work In Progress

- You can use the Work In Progress screen to retrieve all active applications associated with your company.
- Please note that certain applications may have been archived and will no longer be in your Work in Progress list.

Work In Progress



1. Select **Work In Progress**

Work in Progress

Type:	<input type="text" value="Continuation Validation"/>	Request Number:	<input type="text"/>
Start Date:	<input type="text"/>	End Date:	<input type="text"/>
Application #:	<input type="text"/>	Agreement #:	<input type="text"/>
Status:	<input type="text" value=""/>		
Comment:	<input type="text"/>		

2. Optionally choose your search parameters

3. Click **Find**



Remove the default date search parameters if you wish to retrieve all active Validation applications.

Work In Progress – Search Parameters and Result

You can utilize the search parameter fields to filter search results.

The table on the right shows the correlation between the parameter fields and each corresponding result column.

Below is a colour-highlighted illustration of the Work in Progress search screen to further demonstrate the relationship between the data.

Parameter Field	Result Column
Type	Application Type
Request Number	ETS #
Start/End Date	Last Updated
Application #	Application #
Agreement #	Agreement #
Status	Status
Comment	(not shown as a result column)

Work in Progress

Type:	Continuation Validation	Request Number:	86350
Start Date:	2014/10/30	End Date:	2014/11/01
Application #:	201410310001	Agreement #:	05599999999999
Status:	Processing	Comment:	
<input type="text"/>			

Find

Close

ETS #	Application Type	Status	Application #	Agreement #	Files	Last Updated YYYY/MM/DD	Creator
86350	Continuation Validation	Processing	201410310001	05599999999999	Report: Pdf	2014/10/31 08:56:10	

Work In Progress – Search Result

Work in Progress

Type: **Request Number:**

Start Date: **End Date:**

Application #: **Agreement #:**

Status:

Comment:

To load an application or view an offer click on the ETS request number link.

Search Result

ETS #	Application Type	Status	Application #	Agreement #	Files	Last Updated YYYY/MM/DD	Creator
86350	Continuation Validation	Processing	201410310001	0559999999999	Report: Pdf	2014/10/31 08:56:10	
84321	Continuation Validation	Work in Progress			Report: Pdf	2014/10/30 15:32:39	
83210	Continuation Validation	Completed	201410210001	0532222222222	Report: Pdf Final: Pdf	2014/10/29 16:10:17	
Page 1 2 3 4 5 6 7 8 9							

To open a document click on the report or final Pdf link.

↑
Navigate with these page numbers if there are multiple pages of search result.

Cancel or Withdraw an Application

You can:

- Cancel an application in *Work in Progress* status.
- Withdraw a previously submitted application prior to expiry. Please note that withdrawing an application will remove it from Alberta Energy's records.

You must have the *Submitter* role to cancel or withdraw an application.

Cancel Application

Licence Validation Application 86350

Status: **Work in Progress**

[Licence Validation Document](#)

Admin Licence Wells Data

Well Logs and Other Technical Data

New data being submitted by another company:
Applicant authorizes Alberta Energy to use incoming data from the following company or companies in support of this application

Client ID	Client Name	
000-1234 001	XYZ COMPANY	X

Add Company

Data Submitted by another company must be accompanied by their authorization to use the data to support this application.

Submit Save Verify **Delete** Close

1. Click **Delete**

Message from webpage

Are you sure you want to Delete Application?

OK Cancel

2. Click **OK**

Cancel Application (continued)

Status becomes **Client Cancelled**.

Licence Validation Application 86350

Status: **Client Cancelled** Licence Validation Document

Admin Licence Wells Data

Well Logs and Other Technical Data

New data being submitted by another company:
Applicant authorizes Alberta Energy to use incoming data from the following company or companies in support of this application

Client ID	Client Name	
000-1234 001	XYZ COMPANY	X

Add Company

Data Submitted by another company must be accompanied by their authorization to use the data to support this application.

Copy Close

At this stage, the application cannot be edited.

Withdraw Application

Licence Validation Application 86350

Status: **Processing (Submitted)** Submitted: **2014/10/31** [Licence Validation Document](#)

Admin
Licence
Wells
Data

Well Logs and Other Technical Data

New data being submitted by another company:
Applicant authorizes Alberta Energy to use incoming data from the following company or companies in support of this application

Client ID	Client Name	✕
000-1234 001	XYZ COMPANY	✕

Data Submitted by another company must be accompanied by their authorization to use the data to support this application.

1. Click **Withdraw**

Message from webpage

?

Are you sure you want to withdraw the application?
This action will delete the request from the department records. Do you wish to continue?

2. Click **OK**

When an application is withdrawn, it is removed from Alberta Energy's records. Any offers made by Alberta Energy on the agreement are also rescinded. When submitting a new application for the agreement, you must apply for all lands and/or zones that you want reviewed.

Withdraw Application (continued)

Status becomes **Client Withdrawn**.

Licence Validation Application 86350

Status: **Client Withdrawn** Licence Validation Document

Admin Licence Wells Data

Well Logs and Other Technical Data

New data being submitted by another company:
Applicant authorizes Alberta Energy to use incoming data from the following company or companies in support of this application

Client ID	Client Name	
000-1234 001	XYZ COMPANY	X

Add Company

Data Submitted by another company must be accompanied by their authorization to use the data to support this application.

Copy Close

At this stage, the application cannot be edited.



Please note that if an application was withdrawn, any offers by Alberta Energy are also rescinded. All lands and zones must be re-applied for.

Copy Application

Licence Validation Application 86350

Status: **Client Withdrawn** Licence Validation Document

Admin Licence Wells Data

Well Logs and Other Technical Data

New data being submitted by another company:
Applicant authorizes Alberta Energy to use incoming data from the following company or companies in support of this application

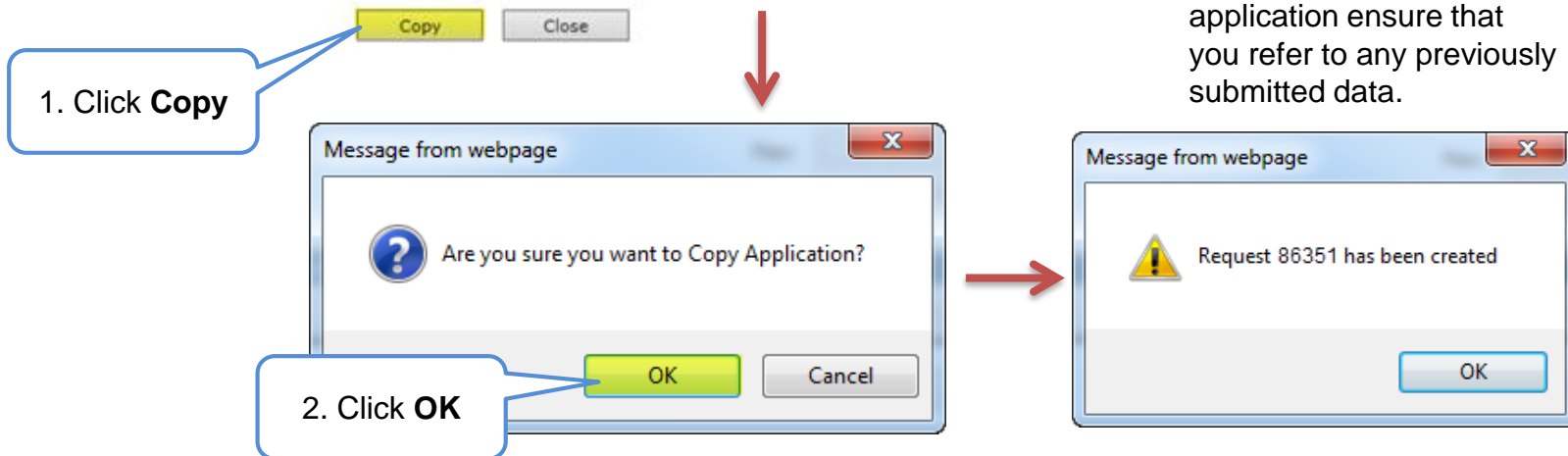
Client ID	Client Name	
000-1234 001	XYZ COMPANY	X

Add Company

Data Submitted by another company must be accompanied by their authorization to use the data to support this application.

The copy functionality assists you in creating a new application by copying information from a cancelled, withdrawn or rejected application. Once OK is clicked the new application is created and all information is copied over.

When submitting the new application ensure that you refer to any previously submitted data.



Offer

- If an offer is received by ETS, the application status becomes Offer.
- An email may be sent from ETS informing your companies contact that an offer is available for review and response. These email notifications are considered a courtesy and should not be relied on to track PNG Continuation Applications in ETS.
- When submitting an application through ETS, it is your responsibility to continually check your Work in Progress to determine if an offer has been sent.
- The offer can have one or more options for you to choose from.
- You have until the Offer Expiry Date to respond to the offer.
- If the Offer Expiry Date has passed without a response, the application will be sent back to the internal system, and the status will become “Processing (No Response).” The agreement expiry will be processed as set out in the offer letter.

Review Offer

Status has become
Offer

Status: Offer

Access the Offer in this tab.

The date the offer expires

Submitted: 2015/06/17

[Licence Validation Document](#)

Admin Licence Wells Data **Offer/Final**

Offer

OFFER EXPIRY DATE: 2015/07/23

OFFER RESPONSE DATE:

Click this link
to view the
offer letter.

Licence Agreement Number: 054 9999999999
Expiry Date: 2015/07/14

[Offer Response Document](#)
[Offer Letter](#)

Offer land
options

Lands
7-07-007: 01
7-07-007: 02
7-07-007: 03
7-07-007: 04

pursuant to Section 11 from below the base of the Bluesky-Bullhead to the base of the Rock Creek Mbr.

Accept Decline Additional Data Customize

WE AUTHORIZE ALBERTA ENERGY TO PROCESS THIS AGREEMENT PRIOR TO THE OFFER EXPIRY DATE. WE UNDERSTAND THIS DECISION IS FINAL AND CANNOT BE REVOKED IF PAST AGREEMENT EXPIRY.

Submit Save Amend Close

Early Response checkbox for authorizing Alberta Energy to review your Offer Response prior to the Offer Expiry Date. Once checked your decision CANNOT be changed unless it is prior to agreement expiry.

Respond to Offer

For each offer option, you can choose one of the following responses:

- Accept
- Decline
- Additional Data (before expiry) / Request for Review (after expiry)
- Customize

Status: **Offer** Submitted: **2015/06/17** [Licence Validation Document](#)

Admin Licence Wells Data Offer/Final

Offer

OFFER EXPIRY DATE: 2015/07/23 OFFER RESPONSE DATE:

Licence Agreement Number: 054 9999999999 [Offer Response Document](#)
 Expiry Date: 2015/07/14 [Offer Letter](#)

Lands
7-07-007: 01
7-07-007: 02
7-07-007: 03
7-07-007: 04

pursuant to Section 11 from below the base of the Bluesky-Bullhead to the base of the Rock Creek Mbr.
 Accept Decline Additional Data Customize

WE AUTHORIZE ALBERTA ENERGY TO PROCESS THIS AGREEMENT PRIOR TO THE OFFER EXPIRY DATE. WE UNDERSTAND THIS DECISION IS FINAL AND CANNOT BE REVOKED IF PAST AGREEMENT EXPIRY.

Submit Save Amend Close

1. Choose option

Respond to Offer – Add Document

Add a supporting document if your choice is

- **Additional Data** (before expiry) or **Request for Review** (after expiry)

Licence Validation Application 355170

Status: **Offer** Submitted: **2015/06/17** Licence Validation Document

Admin Licence Wells Data Offer/Final

Offer

OFFER EXPIRY DATE: 2015/07/23 OFFER RESPONSE DATE:

Agreement Number: 054 9999999999 Offer Respo
Date: 2015/07/14

Lands
7-07-007:01
7-07-007:02
7-07-007:03
7-07-007:04

pursuant to Section 24 from below the base of the Bluesky-Bullhead to the base of the Rock Creek Mbr.
 Accept Decline **Additional Data** Customize

Only one document required for multiple Additional Data options.
 Additional Data supporting Document(s):

Data to Follow

File

**ORIZE ALBERTA ENERGY TO PROCESS THIS AGREEMENT PRIOR TO THE OFFER EXPIRY DATE. WE UNDERST
 FINAL AND CANNOT BE REVOKED IF PAST AGREEMENT EXPIRY.**

1. Select **Additional Data** (or Request for Review)

2. Click **Browse**

3. Click **Add Document**

4. Click **Checkbox** if applicable

Only one document is required for multiple Additional Data (or Request for Review) options. However, you may add as many documents as required.

Respond to Offer – Customize

Status: Offer Submitted: 2015/06/17 Licence Validation Document

Admin Licence Wells Data Offer/Final

Offer

OFFER EXPIRY DATE: 2015/07/23 OFFER RESPONSE DATE:

Licence Agreement Number: 054 9999999999 Expiry Date: 2015/07/14 Offer Response Document Offer Letter

Lands	Response
7-07-007:01	Accept Decline Additional Data
7-07-007:02	
7-07-007:03	▼
7-07-007:04	▼

pursuant to Section 11 from below the base of the Bluesky-Bullhead to the base of the Rock Creek Mbr.

Accept
 Decline
 Additional Data
 Customize

WE AUTHORIZE ALBERTA ENERGY TO PROCESS THIS AGREEMENT PRIOR TO THE OFFER EXPIRY DATE. MY DECISION IS FINAL AND CANNOT BE REVOKED IF PAST AGREEMENT EXPIRY.

Submit Save Amend Close

1. Select
Customize

2 Choose **Response**



If “Additional Data” or “Request for Review” is chosen as the response, you must add at least one supporting document.

View Offer Response Document

When you have completed your offer response, review it with the Offer Response Document.

The Offer Response Document is a PDF file that shows your offer response.

Licence Validation Application 355170

Status: Offer Submitted: 2015/06/17 [Licence Validation Document](#)

Admin
Licence
Wells
Data
Offer/Final

Offer
OFFER EXPIRY DATE: 2015/07/23 OFFER RESPONSE DATE:

Licence Agreement Number: 054 9999999999 [Offer Response Document](#)
Expiry Date: 2015/07/14 Offer Letter

Lands
7-07-007:01
7-07-007:02
7-07-007:03
7-07-007:04

pursuant to Section 11 from below the base of the Bluesky-Bullhead to the base of the Rock Creek Mbr.
 Accept Decline Additional Data Customize

Only one document required for multiple Additional Data options.
 Additional Data supporting Document(s):

Data to Follow

File

WE AUTHORIZE ALBERTA ENERGY TO PROCESS THIS AGREEMENT PRIOR TO THE OFFER EXPIRY DATE. WE UNDERSTAND THIS DECISION IS FINAL AND CANNOT BE REVOKED IF PAST AGREEMENT EXPIRY.

Click this link to view the offer response document.

The Early Response checkbox authorizes Alberta Energy to review your Offer Response prior to the Offer Expiry Date. Once checked, your decision **CANNOT** be changed unless it is prior to expiry.

View Offer Response Document (continued)



		ELECTRONIC TRANSFER SYSTEM		February 02, 2016
Tenure 9945 - 108 Street Edmonton, Alberta, T5K 2G6		VALIDATION OFFER RESPONSE		11:00:06 AM ETS # 4343443
ADMINISTRATIVE INFORMATION				
Company Name	:	ABC COMPANY		
Creator	:	EN 555_ MTOM		
Application Number	:	9999999999		
CONTACT INFORMATION				
First Name	:	Alberta		
Last Name	:	Energy		
Phone	:	(999)999-9999		
Fax	:	(999)888-8888		
Email Address	:	someone@somewhere.ca		
Technical Contact	Title	Phone	Email	
Sr. Geologist	Geologist	(999)555-5555	me@somewhere.ca	
OFFER RESPONSE				
Offer Expiry Date: March 02, 2016 Offer Response Submission Date: February 02, 2016				
Agreement Number: 000 9999999999 Expiry Date: Jan 14, 2016				
Land Description	Section	Decision		
7-09-030:01	Section 11	Accepted		
We authorize Alberta Energy to process this agreement prior to the Offer Expiry Date. We understand this decision is final and cannot be revoked if past agreement expiry.				
*** End of Report ***				

Respond to Offer – Early Response Checkbox

- If the early offer response box is **unchecked**, changes can be made to the offer response, up to and including, the **Offer Expiry Date**. The Status will become “**Offer Response Pending**.” Once the Offer Expiry Date passes, the offer response is sent to the internal system and the status will become “**Processing (Offer Response Submitted)**”.
- If the early offer response box is **checked**, **NO changes** can be made to the offer response **unless** it is prior to expiry as the offer response has been submitted to the internal system. Once the internal system has received the offer response, the status will become “**Processing (Offer Response Submitted)**.” At this point Alberta Energy may finalize the agreement at any point after agreement expiry.
- If you are submitting additional data or a request for review, it is **advantageous** to check the **Early Response** box because this ensures that your response is sent right away. If you do not check the early response box, the response is not sent until after the offer expiry date.

Note: Authorizing Alberta Energy to finalize the agreement before the **Offer Expiry Date** does not flag the agreement as a rush. It simply means that the agreement is placed into the offer response work list sooner. Alberta Energy has one month from the Offer Response received date to process.

WE AUTHORIZE ALBERTA ENERGY TO PROCESS THIS AGREEMENT PRIOR TO THE OFFER EXPIRY DATE. WE UNDERSTAND THIS DECISION IS FINAL AND CANNOT BE REVOKED IF PAST AGREEMENT EXPIRY.

Submit

Save

Amend

Close

Submit Offer Response

You must have the Submitter role to submit an offer response.

Submit once the offer response is complete.

If you only save your offer response it will not come to Alberta Energy. After the offer expiry date the status will become processing (no response)

Licence Validation Application 355170

Status: Offer Submitted: 2015/06/17 Licence Validation Document

Admin Licence Wells Data Offer/Final

Offer

OFFER EXPIRY DATE: 2015/07/23 OFFER RESPONSE DATE:

Licence Agreement Number: 054 9999999999 Offer Response Document
Expiry Date: 2015/07/14 Offer Letter

Lands
7-07-007:01
7-07-007:02
7-07-007:03
7-07-007:04

pursuant to Section 11 from below the base of the Bluesky-Bullhead to the base of the Rock Creek Mbr.
 Accept Decline Additional Data Customize

Only one document required for multiple Additional Data options.
 Additional Data supporting Document(s):
 Browse... Add Document

Data to Follow

File

WE AUTHORIZE ALBERTA ENERGY TO PROCESS THIS AGREEMENT PRIOR TO THE OFFER EXPIRY DATE. WE UNDERSTAND THIS IS FINAL AND CANNOT BE REVOKED IF PAST AGREEMENT EXPIRY.

Submit Save Amend Close

1. Click **Submit**

Message from webpage

Are you sure you want to Submit Application?

OK Cancel

2. Click **OK**

Message from webpage

Submission Successful.

OK

3. Click **OK**

Final

- If a final document is received by ETS, application status becomes Completed.
- An email may be sent from ETS informing your company, and the applicant if applicable, that a final document is available for viewing. These email notifications are considered a courtesy and should not be relied on to track PNG Continuation Applications in ETS.
- Where the Designated Representative and the Authorized Applicant are the same, the email goes to the company's contact person for the request.
- Where the Designated Representative and the Authorized Applicant are different, the Designated Representative email goes to whomever has PNG Continuation Documents form type (assigned by the Site Admin) and the Authorized Applicant email goes to the company's contact person for the request.
- A final document contains a final letter and an amended appendix if applicable.

View Final (as Applicant)

Work in Progress

Type:	<input type="text" value="Continuation Validation"/>	Request Number:	<input type="text"/>
Start Date:	<input type="text"/>	End Date:	<input type="text"/>
Application #:	<input type="text"/>	Agreement #:	<input type="text"/>
Status:	<input type="text" value="Completed"/>		
Comment:	<input type="text"/>		

ETS #	Application Type	Status	Application #	Agreement #	Files	Last Updated YYYY/MM/DD	Creator
86350	Continuation Validation	Completed	201410310001	05599999999999	Report: Pdf Final: Pdf	2014/10/31 08:56:10	

Page 1

To view the final document click on either link.

Licence Validation Application 86350

Status: **Completed**

Submitted: **2014/10/31**

[Final Document](#)
Licence Validation Document

- Admin
- Licence
- Wells
- Data

View Final (as Designated Representative)

1. Select Request Status

2. Choose your search parameters

3. Click Retrieve

To view the final document click on this link.

Request Status

Form: PNG Continuation Documents Request #:

Start Date: End Date:

Status: COMPLETED Creator:

Account:

File Name:

Comment:

Search Result

#	Sel	Form	Input / Comment	Status	Date YYYY/MM/DD	Cost	Output Files	Creator
86350	<input type="checkbox"/>	Validation Final		COMPLETED	2014/10/27		PDF File(pdf)	

Page 1



In order to view documents in Request Status you must have PNG Continuation Documents form type assigned.

Offer Withdrawn

- If an offer is withdrawn, Alberta Energy will contact the company. ETS will not send an email notification.
- Once the offer is withdrawn, it is removed and is no longer accessible (cannot be seen in the Offer tab.)
- Offer Withdrawn Applications will return to Processing (Submitted) status.
- “No Application” or Correction Application with the offer withdrawn will become Offer Withdrawn status.

Drilling Over Expiry

- You can only amend a Processing (Submitted) application that has well(s) drilling over expiry and the agreement has expired.
- You must have the Creator role to amend an application and the Submitter role to submit it.
- You have up to 1 month from the rig release date to amend the application. If the amendment is not submitted within this timeframe, the application is processed as originally submitted.

Amend Validation Application – Drilling Over Expiry

Licence Validation Application

Status: **Processing (Submitted)** Submitted: 2014/10/17 Licence Validation Document

Admin Licence Wells Data

Administration Information

Company Name: ABC Company

Creator:

Applicant File Number (Optional):

Comment :

Contact Information

Octavio Yin

First Name: Octavio

Last Name: Yin

Phone: (780) 415-2105 Ext

Fax: (999) 999-9999

Email: octavio.yin@gov.ab.ca

Technical Contact	Title of Technical Contact	Phone	E-mail
Add Technical Contact			

Save **Amend** Close

1. Click **Amend**



Message from webpage

WARNING: You have up to 1 month from rig release date to amend this application. If amendment is not submitted within the required timeframe, your application will be processed as previously submitted

OK Cancel

2. Click **OK**

Amend Validation Application – Drilling Over Expiry (continued)

Status becomes **Amendment in Progress**.

The screenshot shows a web interface for a 'Licence Validation Application'. At the top, a blue header bar contains the text 'Licence Validation Application'. Below this, the status 'Status: Amendment in Progress' is highlighted with a red box. To the right of the status, it says 'Submitted: 2014/10/17' and 'Licence Validation Document'. The form is divided into several sections: 'Admin', 'Licence', 'Wells', and 'Data'. The 'Licence' section is active and contains 'Administration Information' and 'Contact Information' fields. The 'Administration Information' section includes 'Company Name' (ABC Company), 'Creator', 'Applicant File Number (Optional)', and 'Comment'. The 'Contact Information' section includes 'First Name' (Octavio), 'Last Name' (Yin), 'Phone', 'Fax', and 'Email' (octavio.yin@gov.ab.ca). Below the form is a table for 'Technical Contact' with columns for 'Title of Technical Contact', 'Phone', and 'E-mail', and an 'Add Technical Contact' button. At the bottom of the form are three buttons: 'Submit' (highlighted in yellow), 'Save', and 'Close'. A red arrow points from the 'Submit' button back to the 'Amendment in Progress' status.

When amending the following information can be edited:

- Agreement land selection
- Number of sections earned, land, zone, and data information for the well(s) drilling over expiry
- Add a multi-leg well if applicable
- Apply for an 8(1)(h) or 26 extension

Once the amendment is completed, click Submit to send the application back to the internal system.

Status will become **Processing (Amended)**.

No Application

- If you fail to apply for validation and we determine there is an obligation under the PNG Tenure Regulation, Alberta Energy will initiate the process by creating an application, offer or final through our internal system. The system generated application will have a request number assigned and the Designated Representative name populated.
- If there is an offer it will be available in the Work in Progress.
- If only a cancellation letter is sent it will be available in the Request Status. Some of the agreements that you receive a final cancellation letter for may also appear on the monthly Agreement Cancellation Report.
- ETS will send an email informing your company's site administrator that an application has been created and action is required.
- You may review the offer and if satisfactory, complete all the required information and submit it back to Alberta Energy. If no response is submitted by the Offer Expiry date, the agreement will be cancelled. A Request for Review is not available on a no application offer.
- Contact Information must be provided in order to submit No Application Offers.

No Application

The Offer screen for a “no application” would display similar to the example below:

Licence Validation Application 355071

Status: Offer [Licence Validation Document](#)

Admin	Licence	Wells	Data	Offer/Final
Offer OFFER EXPIRY DATE: 2015/07/12 OFFER RESPONSE DATE: 2015/06/12				
Licence Agreement Number: 054 9999999999 Expiry Date: 2014/11/18		Offer Response Document Offer Letter		
Please refer to the attached offer letter. If you choose to accept this offer, you must complete the application and submit it to the Alberta Energy.				
<input checked="" type="checkbox"/> WE AUTHORIZE ALBERTA ENERGY TO PROCESS THIS AGREEMENT PRIOR TO THE OFFER EXPIRY DATE. WE UNDERSTAND THIS DECISION IS FINAL AND CANNOT BE REVOKED IF PAST AGREEMENT EXPIRY.				
<input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Amend"/> <input type="button" value="Close"/>				

Review the offer letter and then follow similar approach as **Create and Submit a Validation Application** to complete the “no application” and send it to Alberta Energy.

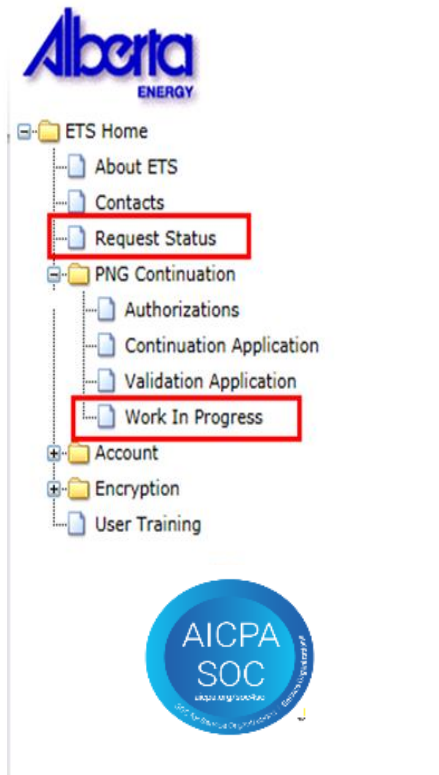
The information you can edit for a “no application” is:

- Contact information
- Technical contact
- Agreement land selection
- Information and data provided for the existing validation well
- The well if drilling over expiry
- The Data tab if applicable
- Add a multi-leg well if applicable

Correction Application

- At times Alberta Energy may create a correction application on your company's behalf in order to send an amended offer or final. This will occur when an agreement was previously finalized by Alberta Energy and a correction is required.
- An email may be sent from ETS informing your company that an offer or a final is available for review and/or action.
- If an offer is sent, it will be available in the ETS Work In Progress list. The process to respond to the offer remains the same. If a final is sent, you must retrieve it from the Request Status page.
- Contact Information must be provided in order to submit Correction Task Offers.

List of ETS Statuses



Designated Representatives can find Completed (Finals) ETS Requests submitted by an Authorized Applicant under **“Request Status”**

Designated Representatives can find Completed (Finals) ETS Requests for applications that have expired without submission under **“Request Status”**

Designated Representatives can find all other ETS Requests under **“Work in Progress”**

Authorized Applicants can find all ETS Requests under **“Work in Progress”**

List of ETS Statuses (continued)

Status Group	Status Name	Description	Party	Location
Creating an Application	Work in Progress	Application has yet to be submitted to the internal system.	Designated Representative Authorized Applicant	Work in Progress
	Verifying	Application is being verified by the internal system.	Designated Representative Authorized Applicant	Work in Progress
	Submitted	Application has been submitted but not yet received by the internal system.	Designated Representative Authorized Applicant	Work in Progress
	Processing (Submitted)	Application has been received by the internal system.	Designated Representative Authorized Applicant	Work in Progress
Cancelling/ Withdrawing an Application	Client Cancelled	Application has been cancelled from your Work In Progress list by you.	Designated Representative Authorized Applicant	Work in Progress
	Client Withdrawn	An already submitted application has been withdrawn by you prior to expiry.	Designated Representative Authorized Applicant	Work in Progress

List of ETS Statuses (continued)

Status Group	Status Name	Description	Party	Location
Offer	Offer	Offer has been received by ETS and is available for your action. This includes a correction offer or a “no app offer”	Designated Representative Authorized Applicant	Work in Progress
	Offer Response Pending	Offer response has been submitted, however it will not be with the internal system as the early response is not selected. Offer Expiry Date has not passed.	Designated Representative Authorized Applicant	Work in Progress
	Offer Response Submitted	Offer response has been submitted. Early response is selected or Offer Expiry Date has passed and has not been received by the internal system.	Designated Representative Authorized Applicant	Work in Progress
	Processing (Offer Response Submitted)	Offer response has been received by the internal system. Early response selected or Offer Expiry Date has passed.	Designated Representative Authorized Applicant	Work in Progress
	No Response	Offer Expiry Date has passed without your response. This has not yet been received by the internal system.	Designated Representative Authorized Applicant	Work in Progress
	Processing (No Response)	Offer Expiry Date has passed without your response. This has been received by the internal system.	Designated Representative Authorized Applicant	Work in Progress

List of ETS Statuses (continued)

Status Group	Status Name	Description	Party	Location
Department Withdrawn	Processing (Submitted)	Offer for an application has been withdrawn by Alberta Energy.	Designated Representative Authorized Applicant	Work in Progress
	Offer Withdrawn	Offer for a “no application” or correction application has been withdrawn by Alberta Energy.	Designated Representative Authorized Applicant	Work in Progress
Rejected	Department Rejected	Application has been rejected by Alberta Energy.	Designated Representative Authorized Applicant	Work in Progress
Amendment	Amendment in Progress	Amendment has been activated and is work in progress.	Designated Representative Authorized Applicant	Work in Progress
	Amended	Amendment has been submitted but not yet received by the internal system.	Designated Representative Authorized Applicant	Work in Progress
	Processing (Amended)	Amendment has been received by the internal system.	Designated Representative Authorized Applicant	Work in Progress

List of ETS Statuses (continued)

Status Group	Status Name	Description	Party	Location
Final	Completed	Application is now completed and the final document is available for your retrieval. Application was made by the Authorized Applicant, not the Designated Representative	Designated Representative	Request Status
		Application is now completed and the final document is available for your retrieval. Application was made by the Authorized Applicant.	Authorized Applicant	Work in Progress
		Application is now completed and the final document is available for your retrieval. Application was made by the Designated Representative.	Designated Representative	Work in Progress
		Application was not made and the agreement or a portion of the agreement has expired. This includes Cancellation letters from no application files.	Designated Representative	Request Status
		A correction final is sent.	Designated Representative Authorized Applicant	Request Status Request Status

Resources

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

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

Congratulations!

You have completed the **ETS – PNG Continuation: Validation
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: PNGContinuations.Energy@gov.ab.ca

