

Welcome!

To the ETS – PNG Continuation: Third Party Request Online Training Course

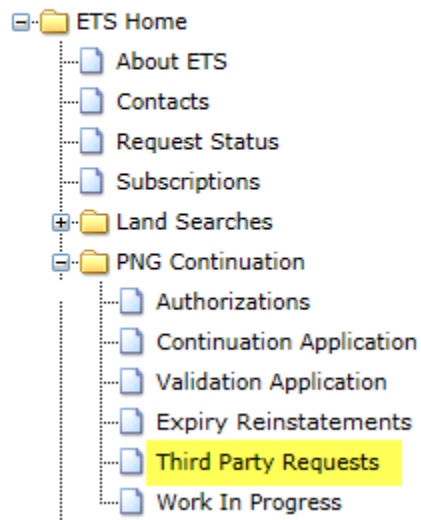
PNG Continuation – Third Party Request: This is the process to complete and submit an Online Third Party Request via ETS. The process begins with the creation of a new request through to submission. The request progresses through various stages (statuses) until completion.

Revisions

Revisions Table

Date	Revisions Type	Page Number
March 10, 2017	Initial Creation	All
June 2020	Updated Banner and Resource Page	All
September 2020	Various	All

Introduction



In this module you will learn how to:

- Create and submit an Online Third Party Request.
- Cancel or withdraw an Online Third Party Request.
- View a Third Party Response document.

Login to ETS

The image shows a sequence of steps for logging into the Electronic Transfer System (ETS) and navigating to the Third Party Request form. The first step shows the login page with fields for 'User Name' and 'Password', a 'Login' button, and a 'Save my user name' checkbox. A callout box points to the login process. The second step shows a navigation menu with 'PNG Continuation' expanded, and a callout box points to this menu item. The third step shows the 'Third Party Request' form, with a callout box pointing to the 'Third Party Requests' item in the menu. The form includes sections for 'Administration Information', 'Contact Information', and 'Agreement Information', with various input fields and buttons.

1. Login to ETS with your user name and password

2. Expand PNG Continuation

3. Select Third Party Requests

Third Party Request

Status: **Work in Progress** Third Party Request Document

Administration Information

Company Name:

Creator: EA0668_THIRDPARTYALL

Comment:

Contact Information

First Name:

Last Name:

Phone: () - - Ext

Fax: () - -

Email:

Agreement Information

Agreement Number:

Only lands under indefinite continuation are available for selection.

Portion or fractional lands cannot be broken down.

Create and Submit a Third Party Request

- You must have the Creator role to create or withdraw a request and the Submitter role to submit a request.
- Only lands under indefinite continuation can be reviewed for non-productivity and will be available to select.

Create Third Party Request– Administration Information

When a request is created, its status is “Work in Progress.”

1. Select **Company Name** and optionally enter **Comment**

Third Party Request 385526

Status: **Work in Progress** Third Party Request Document

Administration Information

Company Name: ▼

Creator: EA0668_THIRDPARTYALL

Comment :

Contact Information

▼

First Name:

Last Name:

Phone: Ext

Fax:

Email:

Agreement Information

Agreement Number:

Only lands under indefinite continuation are available for selection.

Portion or fractional lands cannot be broken down.

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

3. Click **Save**



Use the Save button after completing information.



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

Error Message

Third Party Request

The Phone Number is invalid. Please enter Phone Number in the form of (XXX) XXX-XXXX.
Status: **Work in Progress**

Third Party Request Document

Administration Information

Company Name:

Creator: EA0668_THIRDPARTYALL

Comment :

Contact Information

First Name:

Last Name:

Phone: * Ext

Fax:

Email:

Agreement Information

Agreement Number:

Only lands under indefinite continuation are available for selection.

Portion or fractional lands cannot be broken down.

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

Third Party Request 385527

Status: **Work in Progress** [Third Party Request Document](#)

Administration Information

Company Name:

Creator: EA0668_THIRDPARTYALL

Comment :

Contact Information

First Name:

Last Name:

Phone: Ext

Fax:

Email:

Agreement Information

Agreement Number:

Only lands under indefinite continuation are available for selection.

Portion or fractional lands cannot be broken down.

Create Third Party Request– Agreement Information – Select Agreement

Third Party Request 385527

Status: **Work in Progress**

[Third Party Request Document](#)

Administration Information

Company Name: ▼
Creator: EA0668_THIRDPARTYALL
Comment :

Contact Information

▼
First Name:
Last Name:
Phone: Ext
Fax:
Email:

Agreement Information

Agreement Number:

Only lands under indefinite continuation are available for selection.

Portion or fractional lands cannot be broken down.

1. Click on **Select Agreement**

Create Third Party Request– Agreement Information – Select Agreement (continued)

Search Agreements

Search by Agreement Number

Number

Search Reset Close

3. Click **Search**

2. Enter
**Agreement
Number**

4. Click on **Checkbox** to
select agreement

Agreements Found

<input checked="" type="checkbox"/>	Agreement No.	Designated Representative
<input checked="" type="checkbox"/>	005 9999999999	Oil Company

OK Cancel

5. Click **OK**

Create Third Party Request – Only indefinite lands will be available – Customize Lands (continued)

4. Click on the checkbox to select lands you want to use for non-productivity review.

Customize Land Selection

	Land	Breakdown To...	
<input checked="" type="checkbox"/>	8-08-008: 01-SE	LSD ▼	Breakdown
<input checked="" type="checkbox"/>	8-08-008: 01-SW	LSD ▼	Breakdown
<input type="checkbox"/>	8-08-008: 01-NW	LSD ▼	Breakdown
<input type="checkbox"/>	8-08-008: 01-NE	LSD ▼	Breakdown
<input checked="" type="checkbox"/>	8-08-008: 02	Quarter Section ▼	Breakdown

OK
Cancel
Reset

5. Click **OK**



Use the Reset button to clear the screen.

Result of customization/breakdown is displayed.

Third Party Request 385527

Status: Work in Progress Third Party Request Document

Administration Information

Company Name: ▼

Creator: EA0668_THIRDPARTYALL

Comment:

Contact Information

▼

First Name:

Last Name:

Phone: Ext:

Fax:

Email:

Agreement Information

Agreement Number: Select Agreement

Only lands under indefinite continuation are available for selection.

Land

8-08-008: 01-SE

8-08-008: 01-SW

8-08-008: 02

Customize Lands

Portion or fractional lands cannot be broken down.

Submit
Save
Delete
Close

Create Third Party Request – Agreement Information – Change Agreement

Third Party Request 385527

Status: **Work in Progress**

Third Party Request Document

Administration Information

Company Name:

Creator: EA0668_THIRDPARTYALL

Comment :

Contact Information

First Name:

Last Name:

Phone: Ext

Fax:

Email:

Agreement Information

Agreement Number:

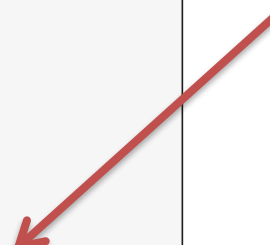
Only lands under indefinite continuation are available for selection.

Land
8-08-008: 01-SE
8-08-008: 01-SW
8-08-008: 02

Portion or fractional lands cannot be broken down.

If needed, simply Select Agreement again and search a new agreement. The agreement will be replaced.

Ensure the lands you want reviewed are correct. You may wish to customize again.



View Third Party Request Document

The Third Party Request Document is a PDF document which details the information in your request.


Please do not mail a printed request to Alberta Energy.

Third Party Request 385527

Status: **Work in Progress**

[Third Party Request Document](#)

Administration Information	
Company Name:	<input type="text" value="ABC COMPANY"/>
Creator:	<input type="text" value="EA0668_THIRDPARTYALL"/>
Comment :	<input type="text" value="Enter a comment here"/>



To view the document
click on this link.



The Third Party Request Document can be viewed at any time after the application has been saved.

Submit Third Party Request

You must have the Submitter role to submit a request.

When the request is complete, click the submit button.

If there are errors, the request goes back into work in progress so it can be corrected and resubmitted.

Third Party Request 385527

Status: **Work in Progress** [Third Party Request Document](#)

Administration Information

Company Name: ▼

Creator: EA0668_THIRDPARTYALL

Comment:

Contact Information

▼

First Name:

Last Name:

Phone: Ext

Fax:

Email:

Agreement Information

Agreement Number:

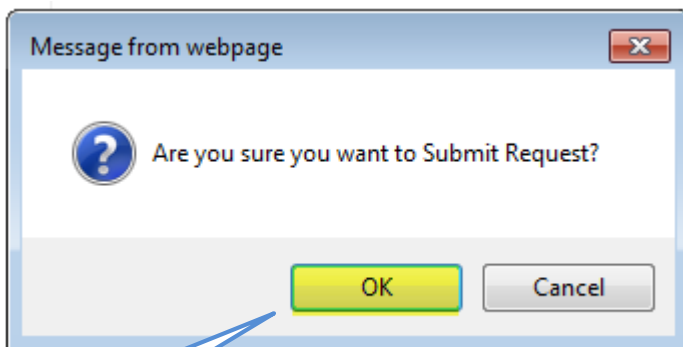
Only lands under indefinite continuation are available for selection.

Land
8-08-008: 01
8-08-008: 02
<input type="button" value="Customize Lands"/>

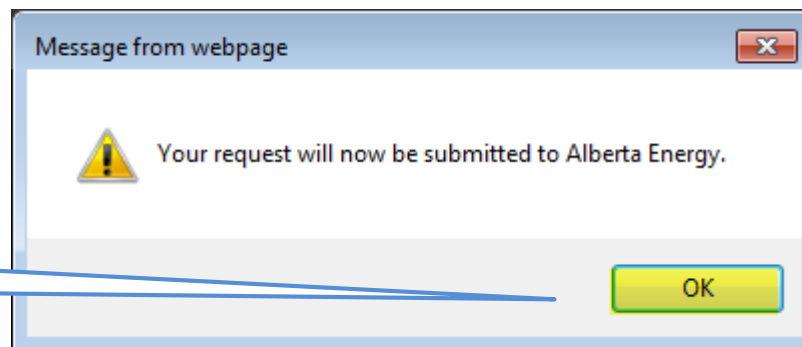
Portion or fractional lands cannot be broken down.

1. Click **Submit**

Submit Third Party Request (continued)



2. Click **OK**



3. Click **OK**

Submit Third Party Request (continued)

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

Submission Date is now displayed.

Third Party Request 385527

Status: **Processing (Submitted)**
Submitted: 2017/02/15
Third Party Request Document

Administration Information

Company Name:

Creator: EA0668_THIRDPARTYALL

Comment:

Contact Information

First Name:

Last Name:

Phone: Ext

Fax:

Email:

Agreement Information

Agreement Number:

Only lands under indefinite continuation are available for selection.

Land
8-08-008: 01
8-08-008: 02


Portion or fractional lands cannot be broken down.

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

Submit Third Party Request (continued)

After the request has been submitted, you can open the document and print a copy for your records. It is suggested that you save an electronic copy for future reference as once an ETS Request is completed they are removed from the Work in Progress screen after 90 days.

SAMPLE

	Tenure	ELECTRONIC TRANSFER SYSTEM	February 15, 2017
9945 - 108 Street		THIRD PARTY REQUEST	10:23:41 AM
Edmonton, Alberta, T5K 2G6			ETS # 385527
Edmonton, Alberta, T5K 2G6			ETS # 385527

ADMINISTRATIVE INFORMATION

Company Name : ABC COMPANY
 Request Status : Submitted
 Creator : EA0668_THIRDPARTYALL
 Submission Date : 2017/02/15

CONTACT INFORMATION

First Name : Angel
 Last Name : Best
 Phone : (780) 780-7800 Ext 123
 Fax : (780) 780-7801
 Email Address : Angel.Best@gov.ab.ca

AGREEMENT INFORMATION

Agreement Number	Applying for entire agreement OR portion of agreement
005 0599999999	8-08-008: 01-SE 8-08-008: 01-SW 8-08-008: 02

Work In Progress

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

Work In Progress



- ETS Home
 - About ETS
 - Contacts
 - Request Status
- PNG Continuation
 - Continuation Application
 - Validation Application
 - Third Party Request
 - Work In Progress**
- Account
- Encryption
- User Training



1. Select **Work In Progress**

2. Optionally choose your search parameters

Work in Progress

Type:	<input type="text" value="Third Party Requests"/>	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"/>	<input type="text"/>	
Comment:	<input type="text"/>		

3. Click **Find**



Remove the default date search parameters if you wish to retrieve all active Third Party Requests.

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 color-highlighted illustration of the Work in Progress search screen to further demonstrate the relationship between the data.

Parameter Field	Result Column
Type	Form 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: Third Party Requests **Request Number:** 107202

Start Date: 2017/01/04 **End Date:** 2017/01/09

Application #: **Agreement #:** 005 9999999999

Status: Processing

Comment:

Find
Close

ETS #	Application Type	Status	Application #	Agreement #	Files	Last Updated YYYY/MM/DD	Creator
107202	Third Party Requests	Work in Progress		005999999999999	Report: Pdf	2017/01/09 11:04:39	ED2425_THIRDPARTY

Page 1



Application # does not pertain to Third Party Requests.

Work In Progress – Search Result

Work in Progress

Type:	<input type="text" value="Third Party Requests"/>	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"/>	<input type="text"/>	
Comment:	<input type="text"/>		

To load a request click on the ETS request number link.

Search Result

ETS #	Application Type	Status	Application #	Agreement #	Files	Last Updated YYYY/MM/DD	Creator
107202	Third Party Requests	Work in Progress		0059999999999	Report: Pdf	2017/01/09 11:04:39	ED2425_THIRDPARTY
107212	Third Party Requests	Work in Progress		0048888888888		2017/01/09 10:50:27	ED2425_THIRDPARTY
106046	Third Party Requests	Work in Progress		0037777777777		2017/01/06 13:55:05	ED2425

Page **1** 2 3 4 5 6 7 8 9 10 ...

To open a document click on the report Pdf link.

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

Cancel or Withdraw a Third Party Request

You can:

- Cancel a request in Work in Progress status.
- Withdraw a previously submitted request with a status of Processing (Submitted). Please note that withdrawing a request will remove it from Alberta Energy's records.

Note:

- You must have the Submitter role to cancel or withdraw a request.

Cancel Request

Third Party Request 385529

Status: **Work in Progress**

[Third Party Request Document](#)

Administration Information

Company Name:
Creator: EA0668_THIRDPARTYALL
Comment :

Contact Information

First Name:
Last Name:
Phone: Ext
Fax:
Email:

Agreement Information

Agreement Number:

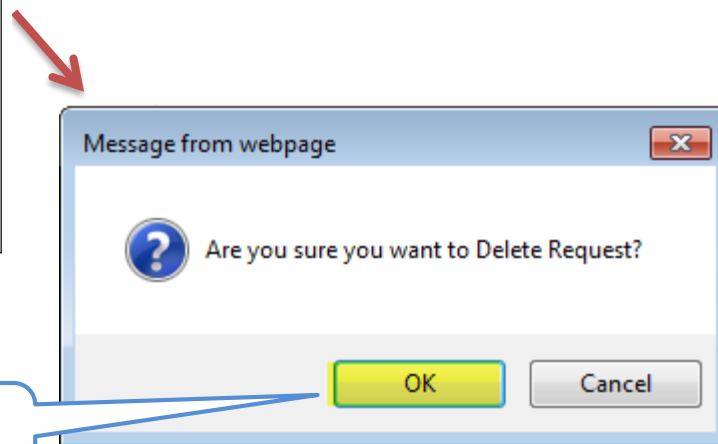
Only lands under indefinite continuation are available for selection.

Land

Portion or fractional lands cannot be broken down.

1. Click
Delete

2. Click **OK**



Cancel Request (continued)

Status becomes **Client Cancelled**.



Third Party Request 385529

Status: **Client Cancelled** Third Party Request Document

Administration Information

Company Name: ▼

Creator: EA0668_THIRDPARTYALL

Comment :

Contact Information

▼

First Name:

Last Name:

Phone: Ext

Fax:

Email:

Agreement Information

Agreement Number:

Only lands under indefinite continuation are available for selection.

Land

4-13-011:19L09

Customize Lands

Portion or fractional lands cannot be broken down.



At this stage, the request is no longer editable.

Withdraw Request

Third Party Request 385517

Status: **Processing (Submitted)** Submitted: 2017/02/14 [Third Party Request Document](#)

Administration Information

Company Name: Creator: EA0668_THIRDPARTYALL
Comment :

Contact Information

 First Name:
Last Name:
Phone: Ext:
Fax: Email:

Agreement Information

Agreement Number:

Only lands under indefinite continuation are available for selection.

Land
<input type="checkbox"/> 6-06-006: 10
<input type="checkbox"/> 6-06-006: 14
<input checked="" type="checkbox"/> 6-06-006: 15

Portion or fractional lands cannot be broken down.

When a request is withdrawn, it is removed from Alberta Energy's records.

When submitting a new request for the agreement, you must select all lands that you want reviewed.



1. Click **Withdraw**

2. Click **OK**

Message from webpage

Are you sure you want to withdraw the request? This action will delete the request (385517) from Alberta Energy's records. Do you wish to continue?

Withdraw Request (continued)

Status becomes **Client Withdrawn**.



Third Party Request 385517

Status: **Client Withdrawn** Submitted: [Third Party Request Document](#)

Administration Information

Company Name: ▼
Creator: EA0668_THIRDPARTYALL
Comment :

Contact Information

▼
First Name:
Last Name:
Phone: Ext
Fax:
Email:

Agreement Information

Agreement Number:

Only lands under indefinite continuation are available for selection.

Land
6-06-006: 10
6-06-006: 14
6-06-006: 15

Portion or fractional lands cannot be broken down.



At this stage, the request cannot be edited.

Third Party Response

- Once the review is processed, a Third Party Response document will be sent to ETS, and the request status becomes Completed.
- An email may be sent from ETS informing your company that a Third Party Response document is available for viewing. These email notifications are considered a courtesy and should not be relied on to track PNG Continuation Third Party Requests in ETS.

View Third Party Response Document

Work in Progress

Type:	<input type="text" value="Third Party Requests"/>	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
107202	Third Party Requests	Completed		0059999999999	Report: Pdf Final: Pdf	2017/01/10 13:54:23	ED2425_THIRDPARTY

Page 1 2

To view the Third Party Response document click on either link.

Third Party Request 107202

Status: **Completed**

Submitted: 2017/01/10

[Third Party Response Document](#)
[Third Party Request Document](#)

Administration Information	
Company Name:	<input type="text" value="ABC Company"/>
Creator:	ED2425_THIRDPARTY
Comment :	<input type="text" value="Enter a comment here"/>



Energy Operations
PNG Tenure
9945 108 Street
North Petroleum Plaza
Edmonton, Alberta T5K 2G6
Canada
Telephone (780) 555-1234
Email: Kimberley.Pereira@gov.ab.ca
www.alberta.ca

SAMPLES

January 20, 2017

ABC COMPANY
123 1 STREET SW
CALGARY AB T1T 1T1

ATTENTION: Jane Doe
Mineral Land Department

RE: Productivity Review
PNG Agreement 0000100001
Your File Number: M-000001

I acknowledge receipt of your letter dated November 1, 2016 requesting a review of the productivity of a portion of this agreement comprising of, M4 R01 T001: 01SE.

A notice, which will expire on January 20, 2018, has been served pursuant to Section 18 of the PNG Tenure Regulation on the subject lands.

Please request a search of the public records, shortly after expiry of the notice, to determine if the lands are available for posting.

Yours truly,

Kimberley Pereira
Team Lead
Licence Validations and Rentals



Energy Operations
PNG Tenure
9945 108 Street
North Petroleum Plaza
Edmonton, Alberta T5K 2G6
Canada
Telephone (780) 555-1234
Email: Kimberley.Pereira@gov.ab.ca
www.alberta.ca

January 20, 2017

ABC COMPANY
123 1 STREET SW
CALGARY AB T1T 1T1

ATTENTION: Jane Doe
Mineral Land Department

RE: Productivity Review
PNG Agreement 0000100001
Your File Number: M-000001

I acknowledge receipt of your letter dated November 1, 2016 requesting a review of the productivity on this agreement.

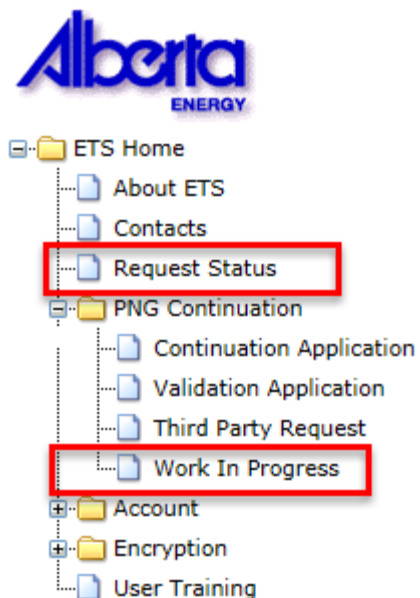
The evidence is still considered adequate to satisfy the continuation requirements of Section 15 of the PNG Tenure Regulation, and a notice of non-productivity will not be served.

Continued agreements are reviewed on an ongoing basis. If at any time activity in the area indicates that the rights under agreement are no longer productive, a notice pursuant to Section 18 of the PNG Tenure Regulation will be served.

Yours truly,

Kimberley Pereira
Team Lead
Licence Validations and Rentals

List of ETS Statuses



Third Party Requestors can find all ETS Requests under “**Work in Progress**”



List of ETS Statuses (continued)

Status Group	Status Name	Description	Party	Location
Creating a Request	Work in Progress	Request has yet to be submitted to the internal system.	Third Party Requestor	Work in Progress
	Submitted	Request has been submitted but not yet received by the internal system.	Third Party Requestor	Work in Progress
	Processing (Submitted)	Request has been received by the internal system.	Third Party Requestor	Work in Progress
Cancelling/ Withdrawing a Request	Client Cancelled	Request has been cancelled from your Work In Progress list by you.	Third Party Requestor	Work in Progress
	Client Withdrawn	An already submitted request has been withdrawn by you prior to completion.	Third Party Requestor	Work in Progress

List of ETS Statuses (continued)

Status Group	Status Name	Description	Party	Location
Rejected	Department Rejected	Request has been rejected by Alberta Energy.	Third Party Requestor	Work in Progress
Final/Response	Completed	Request is now completed and the Third Party Response document is available for your retrieval.	Third Party Requestor	Work in Progress

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: Third Party
Request
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

