

Nelcome!

### To the ETS – Encumbrance

Registration of Security Notice, Assignment of Security Interest and Discharge of Security Interest (Full or Partial)

**Online Training Course** 

This is the process of submitting a Security Notice upon interest in Crown minerals, Assignment of Security Interest and discharge of Security Interest for registration.



### **Revision Page**

### **Revisions Table**

Date	Revisions Type	Page Number
May 3, 2018	Initial Creation	All
April 2020	Updates to Headings	All
November 2022	Updated	Includes Geothermal Agreements
February 2023	Updated treenode screenshots	4, 12-13, 19, 32, 35



### Introduction



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

- Register a Security Notice
- Register an Assignment of Security Notice
- Register a Full/Partial Discharge of a Security Notice
- Use Query by Land
- <u>View Work in Progress</u>
- <u>View ETS Encumbrance Request Status</u>
- <u>Retrieve Final Document(s)</u>

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

### **Prerequisite Learning Module**

Prior to proceeding we recommend you review the Encumbrance Roles Module located on the Online Learning portal.

## Encumbrance Government of Alberta SECURITY NOTICE

Electronic Transfer System         User Name:         Password:	1. Login to ETS with your user name and password. Security Notice
I Save my user name Login	Status: Work in Progress Request Document Contact Info Secured party Agreement Security Instrument Documents
About ETS   About ETS   About ETS   Contacts   Request Status   End Sea   PNS Con   Agreene   Agreene   Transfers   Encumbrance   Prompt Payment and Construction Lien (PPCL)   Security Notice   Cartificate of 10 Pendens   Discharge of Se	Contact Information   Company Name:   Creator:   EA0802_TRANSFER   Comment :   Contact:   Contact:   First Name:   Last Name:   Phone:   Charles   Submitters Address
Discharge     Assignme     Certified     Query by     Work In F     Geothermal     Geothermal     Caccount     Account     Certified     Discharge     Certified     Outice.     Outice     Outic	Name: Find   Client ID



### **Security Notice**

Status: Work in Progres	55				Request Document
Contact Info	Secured party	Agreement	Security Instrument	Documents	
Contact Informatio	on				
Company Name:			1. Select Co	mpany Name	~
Creator:	EA0802_1	RANSFER		down menu.	
Comment :					
Contact:			elect Contact from		~
First Name:		lis	t. This will auto ger information bel		
Last Name:				0w.	
Phone:	()	Ext F	ax: ()		
Email:					



Users can also manually enter in Contact Information by typing into the fields above. Status will remain Work in Progress until user completes all tabs and submits request.



### **Enter Submitters Address**

	Submitters Address Name: Client ID Address Line 1 Address Line 2 Address Line 3 Address Line 4 City: Province: Curying				Find	1. Type in Company Name nd hit Enter or click <b>Find</b> to search for the applicable Client Name.
	Country: Postal Code:					
S	User can Search Jbmitter info by Clie Name or Client ID.	nt	2. Type in Client Name o DOE Client ID.	r		1
e	Search By: Client Name Client ID		123 Law	Search	3. Click <b>Search.</b>	
	Client ID	ID	Client Name	ETS Acct	Address	1
			Close			



If mandatory fields are not entered (displayed with a red asterisk \*) or validation fails, a red error message will appear at the top of the page. Input must be corrected in order to save Contact and Submitter Information.



Enter Submitter Address (Cont'd.)

A pop up win Client Names a the releva	and add	-	oll to find					1	
			<b>Find Clier</b>	nt					
Search By: Client Nan	ne	✓ 123 Law		Search				$\int$	1. Click on <b>Select</b> to
Client ID	ID	100 1 400 5100	Client Name		ETS Acct	Address		r-	continue.
101-9948 001		123 LAW FIRM			Yes	123 ANY ST	Select		
			Close					ļ	
Submitters Addres	ss								
Name:	[	123 LAW FIRM				The	submitte	ers ad	ldress of the
Client ID	[	1019948001							auto generate.
Address Line 1	[	123 ANY ST				Veri	fy the ac	dres	s is correct.
Address Line 2	[								
Address Line 3	[								
Address Line 4	[								
City:	[	ANYWHERE							
Province:	[	AB	2. Click	Save to					
Country:	[	CANADA	proc	ceed.					
Postal Code:	[	T5T 6Y6	$\neg$						
		Submit	Save	Delete Clo	se			-	



User can manually enter Submitters Address, if the correct address is not displayed in the search. Saving periodically is recommended as the screen will timeout after 15 minutes of inactivity.

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## Encumbrance Government of Alberta ETS Request Number

	Se	curity Noti	ce (R	equest # 4	402169)		
Status: Work in Progr	ess Secured party	Agreement		curity Instrument	Docume		Request Documer
		Agreement	50	curity instrument	Docume	iitə	
Contact Informat	tion						
Company Name:	123 LAW	FIRM					~
Creator:	EA0802_T	RANSFER					
Comment :							
Contact:							~
First Name:	John						
Last Name:	Attlaw						
Phone:	(780) 444	-1234 Ext	Fax: (	_)			
Email:							
Submitters Addr	ess						
Name:	123 LAW	FIRM					Find
Client ID	10199480	01					
Address Line 1	123 ANY 5	ST					
Address Line 2							
Address Line 3							
Address Line 4							
City:	ANYWHER	E					
Province:	AB						
Country:	CANADA						
Postal Code:	T5T 6Y6						
	S	ubmit Sa	ave	Delete	Close		

Ensure the contact information and submitters address are correct. The company name MUST be the same as the submitters Address Name.

Click Save.

An ETS request number will be displayed at the top of the screen.

The ETS request Number will be used to track your request in the Work in Progress node (*slide 27*).

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Status:

	Security Notice (Request # 402169)	
contact Info	Secured party         Agreement         Security Instrument         Documents	Click on the <b>Secured party</b> tab to enter Secured Party contact information.
Secured Party In	nformation	
Name:		By clicking <b>Find</b> users can search by
Client ID	1. Click Find to	Secured Party name, or if client is not
Address Line 1	search by Client	user can enter the Secured Party nam
Address Line 2	Name, or Client ID.	address manually.
Address Line 3		
Address Line 4		
City:		
Province:		
Country:		
Postal Code:		2. Type in Client
		Name or Client ID
I		and click <b>Search.</b>
I	Find	d Client
I		
	Search By: Client Name XYZ ENERGY	Search
1	Client ID	
	Client ID ID Client Name	e ETS Acct Address
L		Close



### **Secured Party Address for Service**

Address for Service	
Name:	Find
Client ID	1.Type in Company Name and
Address Line 1	hit Enter or Click <b>Find</b> to
Address Line 2	search for Client Name.
Address Line 3	
Address Line 4	
City:	
Province:	
Country:	
Postal Code:	
	Submit Save Delete Close

Users will enter the Secured Party Address for Service.

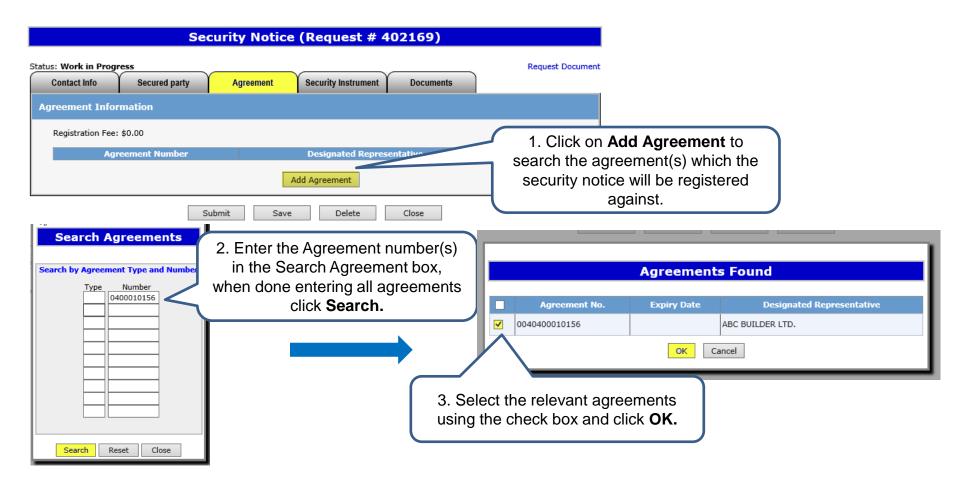
If clients address cannot be found, user can manually type in the address.

Click **Save** at the bottom of the screen.

			Find Client					l		2. A list with client name
Search By: Client Na	me	▶ 123 Law		Search	1					and address will appear. Click on <b>Select</b> to choose
Client ID	ID		Client Name		ETS Acct	Address				
101-9948 001		123 LAW FIRM			Yes	123 ANY ST	Select	Í	~	which address to use.
			Close							

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**Enter Agreement Information** 





If unable to locate the agreement number a Query by Land search can be done. Please see <u>slides 12 - 13</u> for guide. Agreement numbers including Geothermal, Oil Sands, Coal and Mineral Development and PNG.

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### **Enter Agreement Information (Cont'd.)**

Agreement information (Agreement Number, Designated Representative and Address will be displayed.

Contact Info		ement Security I	nstrument Documents	Request Document
greement Inform	nation			
Registration Fee: \$	50.00			
Agreement Number	Designated Repre	sentative	Address	
004 0400010156	ABC BUILDER LTD.		345 ANY AVE ANYWHERE,AB CANADA T5T 6Y6	Click on the "X" icon
		Add Agreeme	nt	delete the agreeme
	Submit	Save D	Close	
	<b>Save</b> to update the ormation entered.			

The fee for registration is \$50.00 per agreement. Invoices for registrations will be mailed out monthly to the submitter of the request.



## Encumbrance Government of Alberta Security Instrument

Status: Work in Progress         Ref           Contact Info         Secured party         Agreement         Security Instrument         Documents           Security Instrument Information         Security Instrument         Documents         Security Instrument	equest Docume 1. Click <b>Find</b> to search for client name, or manually enter clients name and address if not found.
Security Instrument Information	
Full name of corporation or individual:	
Name: ABC BUILDER LTD.	Find
Describe the nature of the interest held by the coporation or individual (named above) in the Crown mineral rights agreement(s) secured party has a security interest: Registered interest owner of the mineral rights agreement Identify and describe the security instrument (including its date) from which the secured party's security interest arises: Bank assignment under the Bank Act 2018/02/01 Interest in the lease listed pursuant to an agreement entered by XYZ Energy	2. Describe nature of interest held by corporation above.
Mortgage	
Other	3. Identify security instrument (including date).
Affidavit Information	
Was a registered security notice relating to the same security interact cancelled according to section 98(9) of the Mines and Mines O Yes (if so, please attach order of the Court of Queen's Bench O No Please attach the document here in Adobe (PDF) format only Browse Add	

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### **Generate and Sign Security Notice**

	Sec	urity Notice	(Request # 40	77703)		
Status: Work in Prog	ress Secured party	Agreement	Security Instrument	Documents	Request Document	Click on the <b>Documents</b> tab to
Step 1: Fill Signo	or Information and	Generate Affidavit	. Attach the signed a	affidavit do		generate the Security Notice.
Name:	John Attlav	v			1. Enter name and	<b>-</b>
Designation:	as agent fo	or, BANK OF ALBERTA			capacity of signor.	The request will be validated to make
		Generate Security	Notice and Affidavit Docu	ment		sure all necessary information has been entered. If all required
Step 2: Attach th	ne signed Affidavit (	)ocument generat	ed in Step 1.		ick on <b>Generate</b> Jrity Notice and	information is not entered, an error
Please attach signed R00402169.CLIENTS	affidavit document here SUBMISSION.pdf Dele		t only		avit Document.	will appear on the top of the screen.
Optional: Please att	ach supporting documen	t(s) here in Adobe (PD	F) format only	Browse.	Add	Review and print the Security Notice and Affidavit form.
	Su	ibmit Save	Delete	Close		
					S	ample
				SECU	RITYNOTICE	· · · · · · · · · · · · · · · · · · ·
		(Do not write ab	ove this line)			
			of secured party: FALBERTA			
			arty's address for service F ALBERTA	c		



#### Security Notice (Request # 402169) Status: Work in Progress Request Document Contact Info Secured party Agreement Security Instrument Documents Step 1: Fill Signor Information and Generate Affidavit. Attach the signed affidavit document in step 2. John Attlaw Name: Designation: as agent for, BANK OF ALBERTA Generate Security Notice and Affidavit Document 1. Select browse to upload the signed security notice and affidavit form. Step 2: Attach the signed Affidavit Document generated in Step 1. (Must be PDF formatting) Please attach signed affidavit document here in Adobe (PDF) format only Browse... Add Optional: Please attach supporting document(s) here in Adobe (PDF) format only 2. Click Add. Browse... Add Delete Submit Close Save 3. Click Save and Submit.

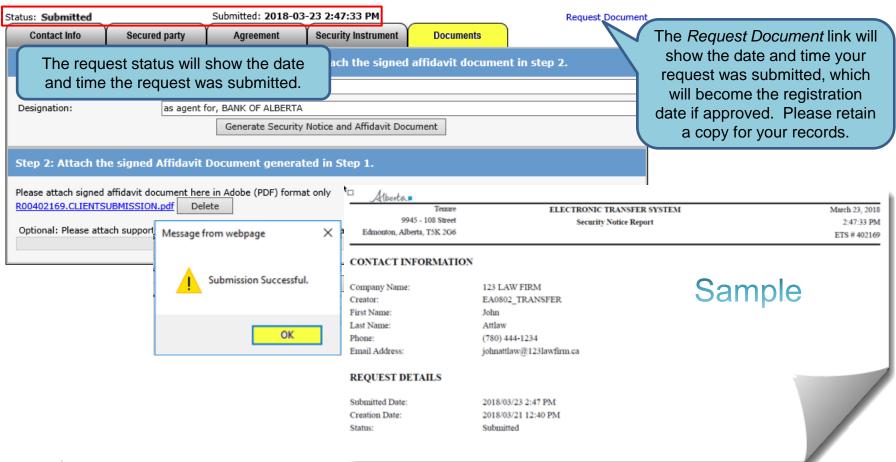


If you would like to add additional documents, you may attach cover letters, etc. in the optional supporting documents line prior to submitting by following the same process above. Please ensure that the documents you are adding are not password protected.



### Encumbrance Government of Alberta Request Document

### Security Notice (Request # 402169)





If are you unable to submit a request, please ensure you have the proper ETS roles assigned to you by your ETS site administrator.

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### Encumbrance Government of Alberta

### **ASSIGNMENT OF SECURITY INTEREST**

Alberta			Assignment o	f Security Int	erest	
	Status: Work in Prog	ress				Request Document
- About ETS	Contact Info	Assignor Info	Assignee Info	Registrations	Documents	
Contacts	Contact Informa	ation				
Request Status Agreeme Request Status Request Status Reque	Company Name: Creator: Comment : Contact: First Name: Last Name: Phone: Email:	EA0802_ [] [] []	TRANSFER	x: [()]		
Discharge of Lien      Assignment of Security Interest	Submitter Addre	255				
Certified Copy of E Query by Land Work In Progress Geothermal Geothermal Continua Contina Contina Contina Contina Contina Continua Continu	Name: Client ID Address Line 1 Address Line 2 Address Line 3 Address Line 4 City: Province: Country: Postal Code:					Find
SOC			Save	Close		

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## Encumbrance Government of Alberta ETS Request Number

### Assignment of Security Interest (Request # 402924)

Contact Info	Assignor Info	Assignee Info	Registrations	Documents	
Contact Informa	tion				
Company Name:	123 LAW	FIRM			~
Creator:	EA0802_	TRANSFER			
Comment :					
Contact:					~
First Name:	John				
Last Name:	Attlaw				
Phone:	(780) 44	4-1213 Ext Fa	ax: ()		
Email:	johnattla	w@123lawfirm.com			
Submitter Addre	955				
Submitter Addre	123 LAW	FIRM			Find
					Find
Name:	123 LAW	001			Find
Name: Client ID	123 LAW	001			Find
Name: Client ID Address Line 1	123 LAW	001			Find
Name: Client ID Address Line 1 Address Line 2	123 LAW	001			Find
Name: Client ID Address Line 1 Address Line 2 Address Line 3	123 LAW	001 Y ST			Find
Name: Client ID Address Line 1 Address Line 2 Address Line 3 Address Line 4	123 LAW 1019948 1213 AN	001 Y ST			Find
Name: Client ID Address Line 1 Address Line 2 Address Line 3 Address Line 4 City:	123 LAW 1019948 1213 AN 	001 Y ST			Find

Ensure the contact information and submitters address are correct. Also ensure that both the Company name and the Submitters address name are the same.

### Click Save.

An ETS request number will be displayed at the top of the screen.

The ETS request Number will be used to track your request in the Work in Progress node.

(<u>Slide 27</u>)



### Encumbrance Government of Alberta Enter Assignor & Assignee Info

#### Assignment of Security Interest (Request # 402924) Status: Work in Progress Request Document Assignor Info Contact Info Assignee Info Registrations Documents Assignor Information Find Name: 1. Click **Find** to search by Client ID Client Name, or Client ID. Address Line 1 Address Line 2 Address Line 3 Address Line 4 City: Province: Country: Postal Code:

#### Assignment of Security Interest (Request # 402924)

Click on the tabs to enter the Assignor and Assignee information.

By clicking Find users can search by Assignor or Assignee name, or user can enter the Assignor and Assignee name and address manually, if client is not found.

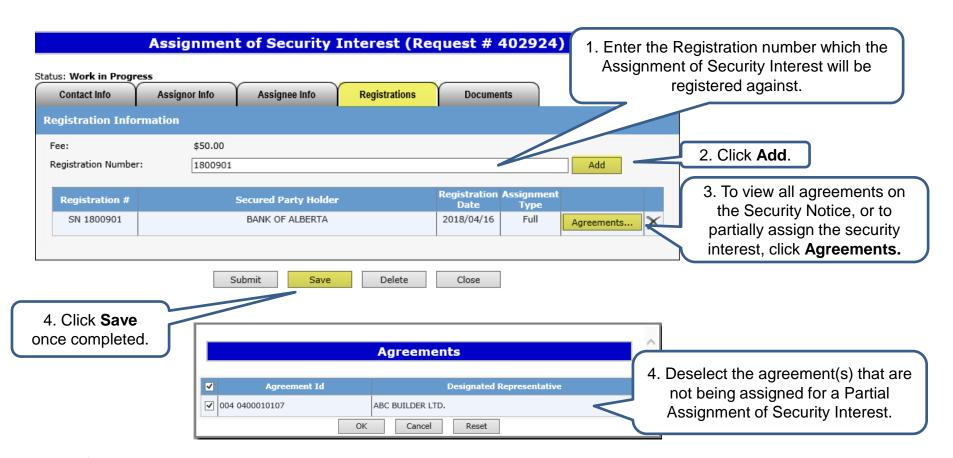
Status: Work in Progress					Request Document						
Contact Info Assig	inor Info	Assignee Info	Registrations	Documents							
Assignee Information						2. Type	in Cli	ient			
Name:					Find	Name o	r Clier	nt ID			
Client ID						and clicl	k Sea	rch.			
Address Line 1											
Address Line 2						Search By: Client Na	me	BANK OF ALBERTA     Se	arch		
Address Line 3							70		F70 4 1		
Address Line 4						Client ID	ID	Client Name	ETS Acct		
City:						100-1263 001		BANK OF ALBERTA	No	LSAS SUPPORT	Select
Province:						100-1265 001		DANK OF ALBERTA	NO	AND CLIENT REGISTRY	Select
Country:								1		INCOLUTINI	
Postal Code:								Close			



### **Assignee Address for Service (Cont'd.)**

Address for Service         Name:         Client ID         Address Line 1         Address Line 2         Address Line 3         Address Line 4         City:         Province:         Country:         Postal Code:	Users will enter the Assignees Address for Service. If the relevant client address cannot be found, user can manually type in the address. Click <b>Save</b> at the bottom of the screen.
Submit Save Delete Close	
Find Client       Search By: Client Name       Client ID       ID       Client Name       ETS Acct	4. Select the applicable Company Name by clicking on Select.
101-9948 001 123 LAW FIRM Yes 123 ANY ST Select Close	

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The fee for registration is \$50.00 per agreement. Invoices for registrations will be mailed out monthly to the submitter of the request.

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### **Generate and Sign Assignment Document**

#### Assignment of Security Interest (Request # 402924) Status: Work in Progress Request Document Assignor Info Contact Info Assignee Info Registrations Documents Fill Signor Information and Generate document. Attach the signed document in step 2. John Attlaw Name: 1. Enter name Capacity: as agent for, 123 Law firm Generate Assignment Document and capacity of signor. Step 2: Attach the signed Doc 2. Click on **Generate Assignment** Please attach signed assignment doc R00402924.CLIENTSUBMISSION.pdf Document. Optional: Please attach supporting document(s) here in Adobe (PDF) format only Browse... Add

Delete

Close

Save

Click on the **Documents** Tab to generate the Assignment Document.

The request will be validated to verify all required fields have been entered. If information is missing, an error will appear on the top of the screen.

Review and print the Assignment Document for your records.

### NOTICE OF ASSIGNMENT OR PARTIAL ASSIGNMENT OF SECURITY INTEREST

Sample

(Do not write above this line)

A. Full name of assignor:

Submit

BANK OF ALBERTA

B. Full name of assignee: XYZ ENERGY LTD.



### **Upload Document**

	Assignment	t of Security	Interest (Red	quest # 4029	24)	
tatus: Work in Prog	ress				Request Documen	t
Contact Info	Assignor Info	Assignee Info	Registrations	Documents		
Fill Signor Infor	mation and General	e document. Atta	ch the signed docu	ment in step 2.		
Name:	John Attla	w				
Capacity:	as agent f	or, 123 Law firm		1. Click Brow	<b>wse</b> to upload the sig	ned
		Generate	Assignment Document		otice and affidavit for	n.
Step 2: Attach t	he signed Documen	t generated in Ste	p 1.	(	Must be PDF)	
Please attach signed	l assignment document l	nere in Adobe (PDF) fo	rmat only			
				Browse	Add <b>2</b> . C	lick <b>A</b>
Optional: Please att	tach supporting documer	nt(s) here in Adobe (PD	DF) format only			
				Browse	Add	
						1
	S	ubmit Save	Delete	Close		
	_					
	ſ	3. Save and	Submit.			



If you would like to add additional documents, you may attach cover letters, etc. in the optional supporting documents line. Do not attach documents that are password protected.



### Encumbrance Government of Alberta Request Document

### Assignment of Security Interest (Request # 402924)

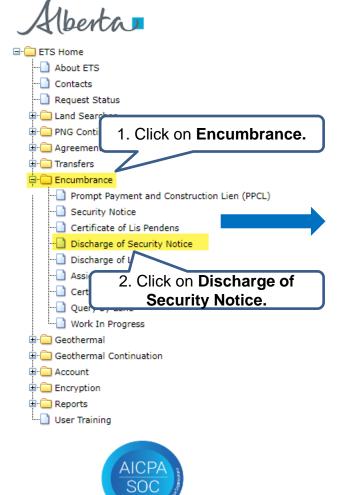
Status: Submitted		Submitted: 2018/04/1	6 9:53:57 AM		Request Document		
Contact Info	Assignor Info	Assignee Info	Registrations	Documents			
Fill Signor Inform	nation and Genera	te document. Attac	h the signed doc	ument in step 2.		st status will show nd the date and time.	
Name:	John Attl	aw					
Capacity:	as agent	for, 123 Law firm				l be the registration	
		Generate A	Assignment Documer	t	date	if approved.	
Step 2: Attach the	e signed Documer	nt generated in Step	) 1.				
Please attach signed a	assignment document	here in Adobe (PDF) for	mat only				
R00402924.CLIENTSU	JBMISSION.pdf De	lete	_	Alberta			
Optional: Please attac	ch suppc Message fro	om webpage	× mi —	Tenure	ELECTRONIC TRA	ANSFER SYSTEM	April 16, 2018
			E/	9945 - 108 Street Imonton, Alberta, T5K 2G6	Assignmen	it Report	9:53:57 AM
	— 🔒 s	ubmission Successful.		anonion, Anoena, 1912 200			ETS # 402924
			se CON	TACT INFORMATIO	N		
		ОК	99 Comp	any Name:	123 LAW FIRM		
			Creat		EA0802_TRANSFER	Sample	
			First Last 1	Name: Name:	John Attlaw	Sample	
			Phone		(780) 444-1213		
			Emai	Address:	johnattlaw@123lawfirm.com		
			REQ	UEST DETAILS			
			Subm	itted Date:	2018/04/16 9:53 AM		
				ion Date:	2018/04/16 8:52 AM		
			Status		Submitted		



If are you unable to submit a request, please ensure you have the proper ETS roles assigned to you by your ETS Site Administrator.

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### **DISCHARGE OF SECURITY INTEREST**



#### Status: Work in Progress Request Document Contact Info Security Notice Number(s) Documents Contact Information Company Name: $\sim$ EA0802\_TRANSFER Creator: Comment : ~ Contact: First Name: Last Name: Fax: (\_\_\_) \_\_\_-\_) \_\_\_- Ext Phone: Email: Submitter Address Find Name: Client ID Address Line 1 Address Line 2 Address Line 3 Address Line 4 City: Province: Country: Postal Code:

**Notice of Discharge of Security Interest** 

Alberta

## Encumbrance Government of Alberta ETS Request Number

### Notice of Discharge of Security Interest (Request # 402816)

Status: Work in Progress		Request Document
Contact Info	Security Notice Number(s) Documents	
Contact Information		
Company Name:	123 LAW FIRM	~
Creator:	EA0802_TRANSFER	
Comment :		
Contact:		~
First Name:	John	
Last Name:	Attlaw	
Phone:	(780) 444-1234 Ext Fax: ()	
Email:		
Submitter Address		
Name:	123 LAW FIRM	Find
Client ID	1019948001	
Address Line 1	1213 ANY ST	
Address Line 2		
Address Line 3		
Address Line 4		
City:	ANYWHERE	
Province:	AB	
Country:	CANADA	
Postal Code:	T5T 6Y6	

Submit

Save

Delete

Close

Ensure the contact information and submitters address are correct. Also ensure that the Company name and the Submitter address name is the same.

Click Save.

An ETS request number will be displayed at the top of the screen.

The ETS request Number will be used to track your request in the Work in Progress node (Slide 27)



atus: Work in Progress					Reque	est Document
Contact Info	Security Notice Number(s)	Documents				
tegistration Informat	ion					
Registration Number:	1800885				Add	1. Enter the relevant Registration Number to be discharged ar
Registration # SN 1800885	Secured Party H BANK OF ALBER		Registration Date 2018/04/11	Discharge Type Full	Agreements	click Add.
	Agreements		^			ick <b>Agreements</b> to view reements listed under the Security Notice.
Agreement Id		ted Representative				
001 985	ABC BUILDER LTD.	C				
004 0400010156     ABC BUILDER LTD.       OK     Cancel		3. For partial des	-	es, agreemer Ind click <b>OK.</b>		

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### **Generate and Sign Discharge Document**

#### Notice of Discharge of Security Interest (Request # 402816)

Status: Work in Progress		Request Document							
Contact Info	Security Notice Number(s) Documents								
Step 1: Fill Signor In	formation and Generate document. Attach the sign	ed document in step 2.							
Name: Capacity:	John Attlaw as agent for, 123 Lawy Firm Generate Discharge Document	1. Enter name and capacity of signor.							
Please attach signed disch	Step 2: Attach the signed Docume       2. Click on Generate         Please attach signed discharge document I       Discharge Document.         R00402816.CLIENTSUBMISSION.pdf       Delece								
Optional: Please attach supporting document(s) here in Adobe (PDF) format only Browse Add									
	Submit Save Delete	Close							

(Do not write above this line)

Click on the **Documents** Tab to generate the Discharge Document.

The request will be validated to make sure all necessary information has been entered. If not all required information is entered, an error will appear on the top of the screen.

Review and print the Discharge Document for your records. Please attached the document, ensure that it is not password protected.

NOTICE OF DISCHARGE OR PARTIAL DISCHARGE OF SECURITY INTEREST



A. Full name of individual or corporation who is currently the secured party under the registered security notice(s) described in B: BANK OF ALBERTA



### Encumbrance Government of Alberta Request Document

### Notice of Discharge of Security Interest (Request # 402816)

Status: Submitted	Submitted: 2018/04,	/11 11:38:41 AM		Request Docume	nt	
Contact Info	Security Notice Number(s)	Documents				
Step 1: Fill Signor In	oformation and Generate docum	ent. Attach the sigr	ned document in s		equest status will show	
Name:	John Attlaw				ed" and the date and time.	
Capacity:	as agent for, 123 Lawy Firm				te will be the registration	
	Genera	te Discharge Document			date if approved.	
Step 2: Attach the si	igned Document generated in S	tep 1.				
-	harge document here in Adobe (PDF) fo	rmat only	erta. <b>=</b>		-	
R00402816.CLIENTSUBM			Tenure		C TRANSFER SYSTEM	April 11, 2018
Optional: Please attach s	supp Message from webpage	X armat	9945 - 108 Street n. Alberta, T5K 2G6	Security No	otice Discharge Report	11:38:41 AM ETS # 402816
	Submission Successful.	Contract Company N 1999 Creator: First Name Last Name: Phone: Email Addr		123 LAW FIRM EA0802_TRANSFER John Attlaw (780) 444-1234 johnattlaw@123lawfirm.ca	Sample	
		REQUES Submitted I Creation D: Status:		2018/04/11 11:38 AM 2018/04/11 11:25 AM Submitted		



If are you unable to submit a request, please ensure you have the proper ETS roles assigned by your ETS Site Administrator.

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## Encumbrance Government of Alberta WORK IN PROGRESS

Alberta						
ETS Home	Work in Progress					
About ETS						
Contacts						
Request Status	Type: V Request Number: 401733					
🖬 🧰 Land Searches	Start [ End Date:					
🗉 🧰 PNG Continuation						
🗉 🚞 Agreement Management						
🗄 💼 Transfers	<sup>comm</sup> request Number					
Encumbrance	and click <b>Find.</b>					
Prompt Payment and Construction Lien (PPCL)	AILU CIICK FIILU.					
Certificate of Lis Pendens						
Discharge of Security Notice	Work in Progress					
Discharge of Lien						
Assignment of Security Interest						
Certified Copy of Encumbrance	Type:  Request Number: 402169					
Query by Land	Start Date: End Date:					
Work In Progress	Status:					
🖲 🧰 Geothermal	Comment:					
Geothermal Continuation	comment:					
<ul> <li>2. Click on the ETS # Link</li> <li>to retrieve the Security</li> </ul>	Find Close					
Notice.	ETS # Application Type Status Comment Files Last Updated YYYY/MM/DD					
AICPA SOC	402169         Security Notice Form         Work in Progress         2018/03/23 15:10:10         EA0802_TRANSFER           Page 1					



Users can retrieve saved encumbrance requests by clicking on Work in Progress (WIP) in the side menu.

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### **ETS ENCUMBRANCE REQUEST STATUS**

The status of an encumbrance is also available when searching an ETS request number. There are 5 types of statuses:

- Work in Progress (WIP) request is created but not submitted.
- **Submitted** request is submitted. (Submitted date & time will be the registration date).
- **Processing** request is received and being processed by Alberta Energy.
- **Completed** request has been registered and documents are available to be viewed/printed.
- **Department Rejected** request has been rejected by Alberta Energy and documents are available to be viewed/printed.
- Client Cancelled request has been cancelled by client.

Work in Progress							
Type: Start Da	te:		~	Request Number End Date:	402169		
Status: Commer	ıt:		~				
			[	Find Close			
ETS #	Application Type	Status	Comment		Files	Last Updated YYYY/MM/DD	Creator
402169 Page 1	Security Notice Form	Completed				2018/03/23 15:10:10	EA0802_TRANSFER



The WIP screen will show the ETS Request Number, Application Type, Status, Comments, files, when the request was last updated and the Creator.



## Encumbrance Government of Alberta RETRIEVING FINAL DOCUMENTS

Subject: ETS Encumbrance

Sample

You have recieved a registration advice on Encumbrance Request Number 402169 for EA0802. This request can be found under Encumbrance-Work in Progress.

Please sign on to the ETS (Electronic Transfer System) website, available through Alberta Energy's main site, and review the Encumbrance Request.

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

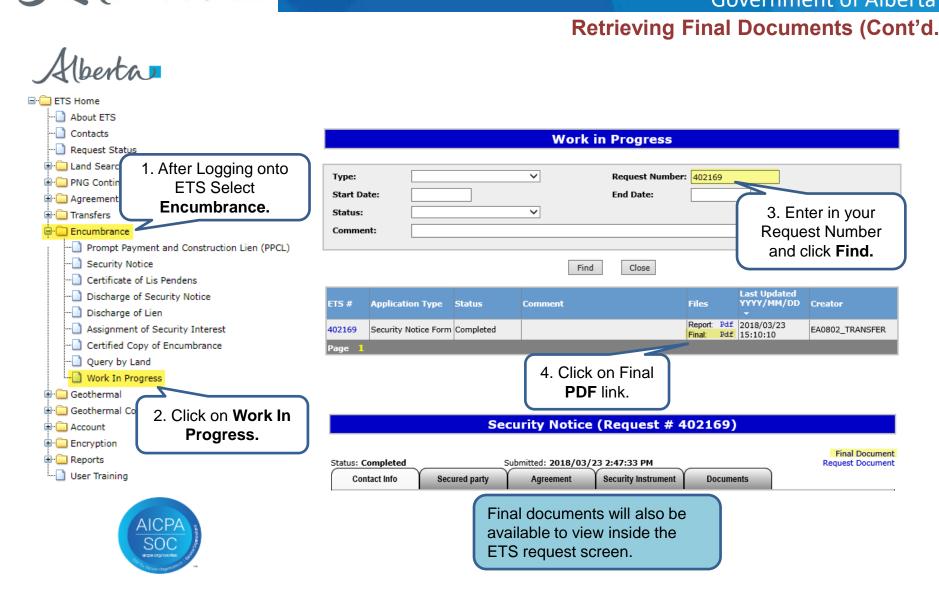
An email notification (sample above) will be sent to notify users that the encumbrance request has either been completed or department rejected.

The user will be able to access the registration advice and registered documents by signing into their ETS account.

Alberta						
Electronic Transfer System						
AICPA SOCIAL SOC	User Name: Password:					
I Save my user name Login						

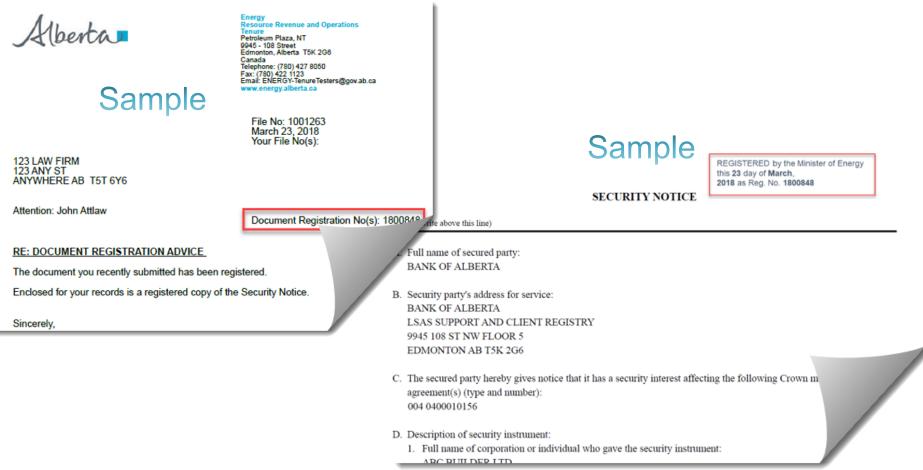
Alberta

### **Retrieving Final Documents (Cont'd.)**



Aberta

### **Retrieving Final Documents (Cont'd.)**





The documents returned will include a Registration Advice Letter and a registered copy of the encumbrance form that was submitted. Please print these documents for your records as they will be removed from ETS after 90 days.



# Resources

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

If you have questions, please contact <u>Transfers.Energy@gov.ab.ca</u> or the Transfer Helpdesk at (780)644-2300



Congratulations!

## You have completed the ETS – Encumbrance

Registration of Security Notice, Assignment of Security Interest and Discharge of Security Interest (Full or Partial)

## **Online Training Course**

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

Transfers.Energy@gov.ab.ca

