

How to Access Electronic Monthly Statements

Electronic Monthly statements are available on the Department of Energy's (DOE) Website. In order to receive monthly statements electronically, you **must** have access to DOE's Electronic Transfer System (ETS). Monthly statements are available by noon on the first working day of the month.

These files are not retroactive, therefore you are required to print the statements for your records on a monthly basis

To obtain ETS Access

- Complete ETS Account Set Up/Change Form. The form is obtained by clicking on the link below:

<http://www.energy.gov.ab.ca/OurBusiness/1076.asp>

- Click on word / PDF document
 1. Your system administrator must complete the form
 2. Completed form to be sent to Client Registry (address at the end of the form.)
- This process may take up to two business days after the document has been received by DOE

Accessing Monthly Statements

1. Go to DOE's website by clicking the link below

<http://www.energy.gov.ab.ca/>

2. Select ETS – **Electronic Transfer System** (Password required)
3. Enter your user Id and password assigned by DOE. This will take you to the ETS home page
4. From the ETS home page menu on left side select **Account**
5. Select **Preferences** and change the field "Delete Request After" to 60 days. select submit. This will allow you to keep the data for 60 days
6. From the menu on the left side select **Request Status**
7. Select the type of document you would like to retrieve by using the down arrow. If the form type is not selected **all** the form types will be displayed
8. Ensure that the **start date** is the first day of the current month. (refer to the link of Monthly Statement Time line below)
9. Select **retrieve**
10. Print the copy and keep for your records

For access to surface dispositions, a monthly statement contract must be completed. The contract can be found by clicking the link below

<http://www.energy.gov.ab.ca/Org/pdfs/MonthlyStatementContract.pdf>

For monthly statement timelines please click on the link below

http://www.energy.gov.ab.ca/Org/pdfs/Monthly_timeline.pdf

For questions or clarification please contact Mary Burrows (780) 422-5198, Linda Humeniuk (780) 427-7705 or CARS.Helpdesk@gov.ab.ca