

Alberta Energy

Tenure Information Exchange

April 24, 2008

Agenda

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|---|----------------------|
| 1. Welcome and Introductory Remarks | 09:00 - 09:15 |
| 2. Drilling Spacing Units and Holdings | 09:15 - 10:00 |
| 3. Question Period | 10:05 - 10:15 |
| 4. Break | 10:15 - 10:35 |
| 5. Electronic Transfer System Best Practices | 10:35 - 11:05 |
| 6. Continuations Best Practices | 11:05 - 11:45 |
| 7. Question Period | 11:45 - 11:55 |
| 8. Closing Remarks | 11:55 - 12:00 |

Electronic Transfer System Best Practices

Presented by Retha Purkis

Security - Passwords

- Password security has been enhanced effective April 13, 2008
- Password length must be 8 characters, upper and lower case letters and a special character
- Dictionary check – password cannot match commonly used words or your ETS account number
- Example: Preciou\$ vs. Precious

Security – Client Accounts

- Create a client account for each employee using ETS
- Delete an employee's account when they leave the company
- Do not share passwords
- Only provide each client with the roles that they need

Available Rights Query

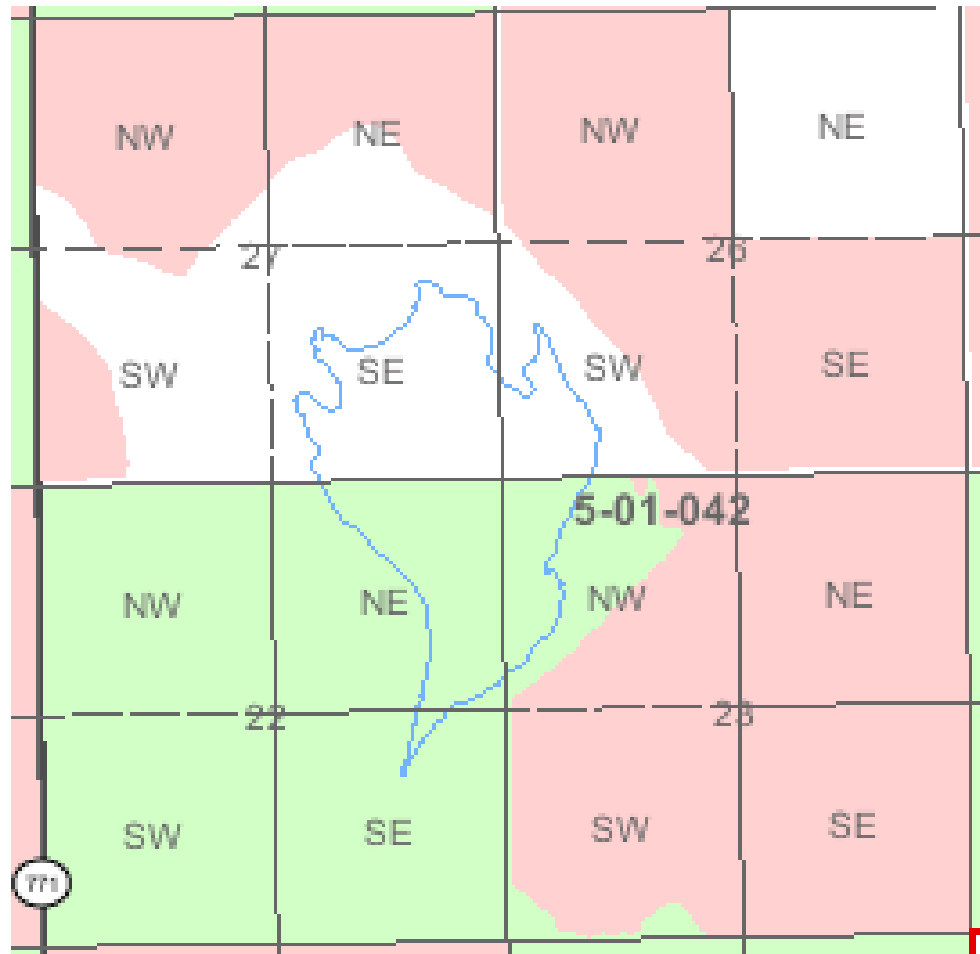
- Query by Map
- Query by Land



Query By Map

- Two versions: P&NG and Oil Sands
- View available rights in a map format
- Basic Crown agreement information
- Depicts actual boundaries between Crown and Freehold minerals
- Spacing Units
- Surface access restrictions

Query by Map



-  Freehold Mineral Rights
-  Petroleum and Natural Gas Agreements
-  Crown Mineral Rights

Query by Land

- Provides a search of either available P&NG or Oil Sands rights or Crown agreements
- Search is completed in minutes and is retrieved in the Request Status folder.
- Output Formats: XML, PDF, CSV, Map
- The rights available search provides an output file which can be used for posting purposes
- Crown agreements search – agreements expiring in a specified period of time

Posting Requests

- Entering Land:
 - licences must be entered as full sections
 - half sections must be entered at the quarter-section level

Parcel	M	RGE	TWP	SEC	QS/LSD	Portion
01	4	12	040	20	se	<input type="checkbox"/>
				20	sw	<input type="checkbox"/>

- Check updated file for changes and call Sales (780-644-2577) if you want to modify or withdraw your request

Expired Agreement Notification

- Posting Request status is “**Expired Agreement – Not Posted**”

Please enter the agreement number for which you want continuation decision information. You will be notified by email after the continuation decision has been made.

Comment:

Posting Request Section 34 T42-R10-W4 *

Agreement Number:

0403020451

Submit

Bidding Best Practice

- Check access and password prior to sale day
- Prepare the bid request early
- Choose the bid payor that has been set up for Electronic Funds Transfer (EFT)

Client Name (Bid Payor):	300-0322 017 ALBERTA DEPARTMENT OF ENERGY	▼
Contact:	Retha Purkis - (780) 422-9426	▼

Banking Information

- **Electronic Funds Transfer – Bidding**
 - Mandatory – Must submit EFT authorization to sales prior to bidding (Phone: 780-644-2577, Fax: 780-422-1123)
 - Update sales work unit with changes to banking
 - Banking information is not shared
- **Auto Debit – Annual rentals**
 - Monthly statement process is mandatory for mineral agreements but payments accepted by auto debit or by cheque
 - Contact Financial Services (Phone: 780-422-5860, Fax: 780-422-4281)

Sales Results Map

- Interactive map depicting results from the most recent sale
- P&NG and Oil Sands on one map
- www.energy.alberta.ca
- Our Business – Related Links



ETS Best Practices Team

- A forum for users and site administrators
- Discuss proposed enhancements to ETS
- Review issues and solve problems
- Meetings are held quarterly
- For more information: Call Retha Purkis at 780-422-9426

QUESTIONS?



Try to stump the expert