

# Welcome!

## **To the ETS – PNG Continuation: Authorization Online Training Course**

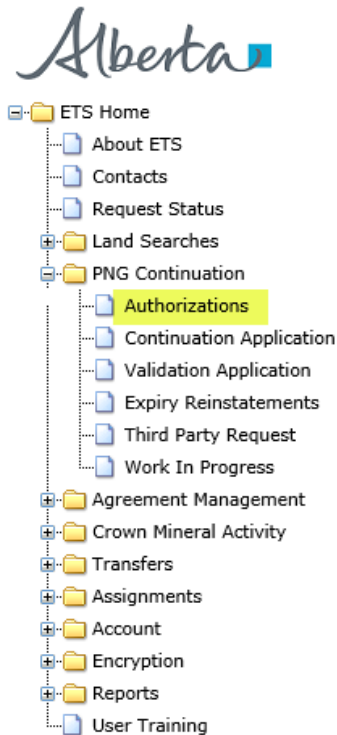
PNG Continuation – Authorization: This process involves authorizing a company to act on behalf of the designated representative for a Crown petroleum and natural gas licence or lease (PNG agreement). This process is also for authorizing another company to use your company's well or data relating to a PNG agreement.

## Revisions

### Revisions Table

Date	Revisions Type	Page Number
October 6, 2014	Initial Creation	All
August 2015	Updated	All
March 2016	Updated	Various
September 2020	Updated	Various
August 2025	Updated	Page 23, 34, 41

## INTRODUCTION



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

- As the company submitting the request for Authorization:
  - Complete a PNG Continuation Authorization Request
  - Check the status of your request
- As the company authorizing the request:
  - How to concur
  - How to reject
  - How to revoke

## Login to ETS

The image shows two screenshots from the Electronic Transfer System (ETS) website. The top screenshot is the login page, and the bottom screenshot is the Authorization page. Callouts provide instructions for each step.

**1. Login to ETS with your user name and password**

The login page features the Alberta logo, the text "Electronic Transfer System", and the AICPA SOC logo. It includes a "User Name:" field, a "Password:" field, a "Save my user name" checkbox, a "Login" button, and a "Forgot Password/Reset Password" link.

**2. Expand PNG Continuation**

The navigation menu on the left of the Authorization page includes: ETS Home, About ETS, Contacts, Request Status, Land Services, PNG Continuation, Authorizations, Continuation Application, Validation Application, Expiry Reinstatements, Third Party Request, Work In Progress, Agreement Management, Crown Mineral Activity, Transfers, Assignments, Account, Encryption, Reports, and User Training. The "PNG Continuation" and "Authorizations" items are highlighted.

**3. Select Authorizations**

The Authorization page has a blue header with the word "Authorization". It contains a search form with the following fields: "Type:" (dropdown), "Request Number:" (text), "Agreement:" (text), "Expiry Date:" (From and To date pickers), and "Well" (AB WI [ ] / [ ] - [ ] - [ ] - [ ] W [ ] / [ ]). On the right side, there are checkboxes for "Show Approved", "Show Concur", "Show Pending", "Show Granted", "Show Rejected", and "Show Revoked". At the bottom, there are "Search" and "Request Authorization" buttons.

As the company submitting the request for Authorization, the following set of slides demonstrates how to complete a PNG Continuation Request Authorization form.

## Request Authorization

Authorization

Type:	<input type="text" value=""/>	<input checked="" type="checkbox"/> Show Approved
Request Number:	<input type="text" value=""/>	<input checked="" type="checkbox"/> Show Concur
Agreement:	<input type="text" value=""/>	<input checked="" type="checkbox"/> Show Pending
Expiry Date:	From <input type="text" value=""/> To <input type="text" value=""/>	<input checked="" type="checkbox"/> Show Granted
Well	AB WI <input type="text" value=""/> / <input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/> W <input type="text" value=""/> / <input type="text" value=""/>	<input type="checkbox"/> Show Rejected
		<input type="checkbox"/> Show Revoked

2. Select Authorization Type

1. Click Request Authorization

Request Authorization

Authorization Type:	Intermediate, Primary or Continued Term Agreement Extension
Authorization Expiry:	Continuation
Requesting Company:	Continuation and Extension Continuation (Data)
<b>Contact Information:</b>	Initial Term Agreement Extension Validation
First Name:	Validation and Extension Validation (Data)
Last Name:	Expiry Reinstatement
Phone:	( ) _- _ Ext <input type="text" value=""/>
Fax:	( ) _- _
Email:	<input type="text" value=""/>



You have to choose the authorization type before the agreement and if applicable the well information displays.

### Request Authorization

Authorization Type:  ▼  
Authorization Expiry:   
Requesting Company:  ▼

**Contact Information**

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

**Agreement(s) to be Authorized**

3. Select **Authorization Expiry** and **Requesting Company**

4. Enter **Contact information**



The authorization expiry date must be a future date, it cannot be a past date or the current date. The authorization expiry date is how long the authorization to be valid. It cannot be more than a year.

The following authorization form types are available for submission:

Type	Description
<b>Intermediate, Primary or Continued Term Agreement Extension</b>	If the agreement is <u>not</u> an initial term licence and you are applying for an extension, use this form type for authorizing the agreement.
<b>Continuation</b>	If the agreement is <u>not</u> an initial term licence, use this form type for authorizing the agreement and/or the well.
<b>Continuation and Extension</b>	If the agreement is <u>not</u> an initial term licence and you want to apply for a continuation and an extension, use this form type for authorizing the agreement and/or the well.
<b>Continuation (Data)</b>	If the agreement is <u>not</u> an initial term licence and you are requesting authorization from another company to use their data, use this form type.
<b>Initial Term Agreement Extension</b>	If the agreement is an initial term licence and you are applying for an extension, use this form type for authorizing the agreement.
<b>Validation</b>	If the agreement is an initial term licence, use this form type for authorizing the agreement and/or the well.
<b>Validation and Extension</b>	If the agreement is an initial term licence and you want to apply for a validation and an extension, use this form type for authorizing the agreement and/or the well.
<b>Validation (Data)</b>	If the agreement is an initial term licence and you are requesting authorization from another company to use their data, use this form type.
<b>Expiry Reinstatement</b>	If the agreement was cancelled due to continuation or validation expiry and you want to reinstate, use this form type for authorizing the agreement.



Authorization for Continuation, Validation, Extension and Reinstatement must be requested before an application can be submitted. Authorization for Continuation (Data) or Validation (Data) is not required for submission but is required within 5 business days.

## **Request Authorization – Intermediate, Primary or Continued Term Agreement Extension, Initial Term Extension or Expiry Reinstatement Form Type**

The following slides demonstrate how to complete an “Intermediate, Primary or Continued Term Agreement Extension”, “Initial Term Extension” or “Expiry Reinstatement” form type.

Note: If you require authorization and want to apply for a Continuation or Validation with an extension you must select “Continuation and Extension” or “Validation and Extension” for the form type.

## Request Authorization – Add Agreement

An authorization can be requested for an agreement or for multiple agreements at the same time and can be for different companies.

Request Authorization

Authorization Type:  ▼

Authorization Expiry:

Requesting Company:  ▼

**Contact Information**

▼

First Name:

Last Name:

Phone:  Ext

Fax:

Email:

Agreement(s) to be Authorized

### A. Add Agreement



Agreement type must match the Authorization Type. (e.g. If you choose Validation as the Authorization Type the agreement added must be an initial term licence.)

## Request Authorization – A. Add Agreement

The image shows two parts of a web application interface. The left part is a 'Request Authorization' form, and the right part is a 'Search Agreements' window. Three numbered callouts provide instructions on how to use the interface.

**1. Click Add Agreement to add a Crown agreement**

**2. Enter Crown agreement number**

**3. Click Search**

**Request Authorization**

Authorization Type: Intermediate, Primary or Continued Ter ▼  
Authorization Expiry: 2020/05/29  
Requesting Company: ABC Company ▼

**Contact Information**

▼  
First Name: Jane  
Last Name: Smith  
Phone: (403) 555-5555 Ext 55555  
Fax: (406) 555-5554  
Email: jsmith@abc.ca

**Agreement(s) to be Authorized**

Add Agreement

Submit Close

**Search Agreements**

**Search by Agreement Number**

Number

Search Reset Close

## Request Authorization – A. Add Agreement (continued)

### Agreements Found

<input type="checkbox"/>	Agreement No.	Expiry Date	Designated Representative
<input checked="" type="checkbox"/>	004 9999999999	2019/07/24	XYZ Company

OK Cancel

4. Click on check box

5. Click OK

### Request Authorization

Authorization Type:  ▼  
 Authorization Expiry:   
 Requesting Company:  ▼

**Contact Information**

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

**Agreement(s) to be Authorized**

Agreement	Designated Representative	Attention	
004 9999999999	XYZ Company	<input type="text"/>	<input checked="" type="checkbox"/>

6. Optionally enter **Attention Name** for this Agreement

## Submit Request Authorization

Request Authorization

Authorization Type:  ▾

Authorization Expiry:

Requesting Company:  ▾

**Contact Information**

▾

First Name:

Last Name:

Phone:  Ext

Fax:

Email:

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**Agreement(s) to be Authorized**

Agreement	Designated Representative	Attention	
004 9999999999	XYZ Company	<input type="text"/>	✕

The authorization is only verified when the **application** is submitted.

1. Click **Submit**

Request Authorization

Following authorizations have been submitted.

Request Number
428212

2. Click **Close**

## Request Authorization – Continuation or Validation Form Type

The following slides demonstrate how to complete a “Continuation” or “Validation” form type.

Note: If you require authorization and want to apply for a Continuation or Validation with an extension you must select “Continuation and Extension” or “Validation and Extension” for the form type.

## Request Authorization – Add Agreement or Add Well

An authorization can be requested for either an agreement or for a well or both at the same time. The authorization can be for multiple agreements and/or wells and can be for different companies.

Request Authorization

Authorization Type:

Authorization Expiry:

Requesting Company:

**Contact Information**

First Name:

Last Name:

Phone:  Ext

Fax:

Email:

Agreement(s) to be Authorized

Qualifying Well(s) to be Authorized

AB WI  /  -  -  -  W  /

A. Add Agreement

B. Add Well



Agreement type must match the Authorization Type. (e.g. If you choose Validation as the Authorization Type the agreement added must be an initial term licence.)

## Request Authorization – A. Add Agreement

The image shows a two-step process for adding an agreement. Step 1: In the 'Request Authorization' form, the 'Add Agreement' button is highlighted. Step 2: The 'Search Agreements' dialog box is shown with a list of agreement numbers, and the 'Search' button is highlighted. Step 3: The 'Search' button in the dialog box is highlighted.

**1. Click **Add Agreement** to add a Crown agreement**

**2. Enter Crown agreement number**

**3. Click **Search****

## Request Authorization – A. Add Agreement (continued)

Agreements Found			
<input type="checkbox"/>	Agreement No.	Expiry Date	Designated Representative
<input checked="" type="checkbox"/>	004 8888888888	2019/07/24	XYZ Company

OK Cancel

4. Click on check box

5. Click OK

6. Optionally enter Attention Name for this Agreement

### Request Authorization

Authorization Type: Continuation  
 Authorization Expiry: 2020/05/30  
 Requesting Company: ABC Company

**Contact Information**

First Name: Jane  
 Last Name: Smith  
 Phone: (403) 555-5555 Ext 55555  
 Fax: (403) 555-5554  
 Email: jsmith@abc.ca

**Agreement(s) to be Authorized**

Agreement	Designated Representative	Attention
004 8888888888	XYZ Company	

Add Agreement

**Qualifying Well(s) to be Authorized**

AB WI / - - W / Add Well

Submit Close

## Request Authorization – B. Add Well

**Request Authorization**

Authorization Type: Continuation  
 Authorization Expiry: 2020/05/30  
 Requesting Company: ABC Company

**Contact Information**

First Name: Jane  
 Last Name: Smith  
 Phone: (403) 555-5555 Ext 55555  
 Fax: (403) 555-5554  
 Email: jsmith@abc.ca

**Agreement(s) to be Authorized**

Add Agreement

**Qualifying Well(s) to be Authorized**

AB WI [ ] / [ ] - [ ] - [ ] W [ ] / [ ] Add Well

Submit Close

1. Enter **Well Information** then click **Add Well**

**Request Authorization**

Authorization Type: Continuation  
 Authorization Expiry: 2020/05/30  
 Requesting Company: ABC Company

**Contact Information**

First Name: Jane  
 Last Name: Smith  
 Phone: (403) 555-5555 Ext 55555  
 Fax: (403) 555-5554  
 Email: jsmith@abc.ca

**Agreement(s) to be Authorized**

Add Agreement

**Qualifying Well(s) to be Authorized**

AB WI [ ] / [ ] - [ ] - [ ] W [ ] / [ ] Add Well

Well ID	Well Licence	Agreement No.	Attention
00/01-01-010-01W1/00	XYZ Company	Add Agreement	

Submit Close

2. Enter the **Agreement number** of the application that the well is going to be used on

3. Optionally enter **Attention Name** for the Well Licence



If authorization form type is Continuation, it displays as “Qualifying Well(s) to be Authorized”.  
 If authorization form type is Validation, it displays as “Earning/Validating Well(s) to be Authorized”.

## Request Authorization – B. Add Well (continued)

Request Authorization

Authorization Type:

Authorization Expiry:

Requesting Company:

**Contact Information**

First Name:

Last Name:

Phone:  Ext

Fax:

Email:

**Agreement(s) to be Authorized**

**Qualifying Well(s) to be Authorized**

AB WI  /  -  -  -  W  /

Well ID	Well Licence	Agreement No.	Attention
00/01-01-010-01W1/00	XYZ Company	<input type="button" value="Add Agreement"/>	<input type="text"/>

Search Agreements

Search by Agreement Number

Number


1. Click **Add Agreement** to add a Crown agreement

3. Click **Search**

2. Enter Crown agreement number

## Request Authorization – B. Add Well (continued)

Agreements Found			
<input type="checkbox"/>	Agreement No.	Expiry Date	Designated Representative
<input checked="" type="checkbox"/>	004 8888888888	2019/07/24	XYZ Company

OK Cancel

4. Click on check box

5. Click **OK**

### Request Authorization

Authorization Type: Continuation

Authorization Expiry: 2020/05/30

Requesting Company: ABC Company

**Contact Information**

First Name: Jane

Last Name: Smith

Phone: (403) 555-5555 Ext 55555

Fax: (403) 555-5554

Email: jsmith@abc.ca

**Agreement(s) to be Authorized**

Add Agreement

**Qualifying Well(s) to be Authorized**

AB WI  /  -  -  -  W  /  Add Well

Well ID	Well Licencee	Agreement No.	Attention
00/01-01-010-01W1/00	XYZ Company	004 8888888888 <input type="text"/>	<input type="text"/>
		Add Agreement <input type="button"/>	<input type="text"/>

Submit  Close

6. Optionally enter **Attention Name** for this Agreement

## Submit Request Authorization

Request Authorization

Authorization Type:

Authorization Expiry:

Requesting Company:

**Contact Information**

First Name:

Last Name:

Phone:  Ext

Fax:

Email:

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**Agreement(s) to be Authorized**

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**Qualifying Well(s) to be Authorized**

AB WI  /  -  -  -  W  /

Well ID	Well Licencee	Agreement No.	Attention
00/01-01-010-01W1/00	XYZ Company	004 8888888888 <input type="button" value="X"/>	<input type="text"/> <input type="button" value="X"/>
		<input type="button" value="Add Agreement"/>	

1. Click **Submit**



Request Authorization

Following authorizations have been submitted.

Request Number
428349

2. Click **Close**

Note: The authorization is only verified when the **application** is submitted.

An email will be sent from the ETS System advising the authorizing company that there is an authorization request available for concurrence.

## Request Authorization – Continuation (Data) or Validation (Data) Form Type

The following slides demonstrate how to complete a “Continuation (Data)” or “Validation (Data)” form type.

Note: Data Authorization should be requested on an agreement by agreement basis. When Data Authorization is granted, all agreements in the **Add Agreement** portion of the Request Authorization screen will be authorized to use all data entered in the **Data** portion of the Request Authorization screen. See technical guidelines for submitting authorized data.

## Request Authorization for Data

Follow the same process as Request Authorization and also Add Agreement. This is the Agreement you will be applying with.

Request Authorization

Authorization Type: Validation (Data)

Authorization Expiry: 2020/06/01

Requesting Company: ABC Company

**Contact Information**

First Name: Jane

Last Name: Smith

Phone: (403) 555-5555 Ext 55555

Fax: (403) 555-5554

Email: jsmith@abc.ca

**Agreements**

Agreement	Designated Representative	Attention	
054 5444444444	Oil Company <input type="text"/>	<input type="text"/>	✕

**Data**

Data to be used:  All  Only part of the data

1. Click **Add Company**



Agreement type must match the Authorization Type. (e.g. If you choose Validation (Data) as the Authorization Type the agreement added must be an initial term licence).

## Request Authorization for Data (continued)

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

**Find Client**

ClientName ▼ XYZ Company Find

Client ID	Client Name	ETS Acct	Address	
111-2222 333	XYZ Company	Yes	9999 177 Street, Calgary AB T5T 5T5	Select

3. Click **Select**

## Request Authorization for Data (continued)

Request Authorization

Authorization Type:  ▾

Authorization Expiry:

Requesting Company:  ▾

**Contact Information**

▾

First Name:

Last Name:

Phone:  Ext

Fax:

Email:

**Agreements**

Agreement	Designated Representative	Attention	
054 5444444444	Oil Company	<input type="text"/>	✕

**Data**

Company Name	Agreement No.	Attention	Submitted Date	
XYZ Company	<input type="button" value="Add Agreement"/>	<input type="text"/>	<input type="text"/>	✕

Data to be used:  All  Only part of the data

4. Add the **Agreement Number** the data was previously submitted with.

5. Optionally enter **Attention** name for the company.

6. Select an option for **Data to be used**. If "Only a part of the data" is selected, a description of the data to be used will need to be entered.

7. Enter the **Submitted Date**. This is the date the data was/will be submitted to Alberta Energy.

## Request Authorization for Data (continued)

Request Authorization

Authorization Type: 
  
 Authorization Expiry: 
  
 Requesting Company:

**Contact Information**

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

**Agreements**

Agreement	Designated Representative	Attention	
054 5444444444	Oil Company		✕

**Data**

Company Name	Agreement No.	Attention	Submitted Date	
XYZ Company	055 5555555555		2020/06/01	✕

**Data to be used:**  All  Only part of the data

1. Click **Submit**



Request Authorization

Following authorizations have been submitted.

Request Number
428412

2. Click **Close**

An email will be sent from the ETS System advising the authorizing company that there is an authorization request available for concurrence.

## Check Status of Authorization Request



- ETS Home
  - About ETS
  - Contacts
  - Request Status
  - Land Searches
  - PNG Continuation
    - Authorizations**
    - Continuation Application
    - Validation Application
    - Expiry Reinstatements
    - Third Party Request
    - Work In Progress
  - Agreement Management
  - Crown Mineral Activity
  - Transfers
  - Assignments
  - Account
  - Encryption
  - Reports
  - User Training

1. Select **Authorizations**

2. Optionally choose your search parameters

Authorization

Type:	<input type="text" value=""/>	<input checked="" type="checkbox"/> Show Approved
Request Number:	<input type="text" value=""/>	<input checked="" type="checkbox"/> Show Concur
Agreement:	<input type="text" value=""/>	<input checked="" type="checkbox"/> Show Pending
Expiry Date:	From <input type="text" value=""/> To <input type="text" value=""/>	<input checked="" type="checkbox"/> Show Granted
Well	AB WI <input type="text" value=""/> / <input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/> W <input type="text" value=""/> / <input type="text" value=""/>	<input type="checkbox"/> Show Rejected
		<input type="checkbox"/> Show Revoked

**Search**

Request Authorization

3. Click on **Search**



## Check Status of Authorization Request – Search Results

### Authorization

Type:	<input type="text" value=""/>	<input checked="" type="checkbox"/> Show Approved
Request Number:	<input type="text" value=""/>	<input checked="" type="checkbox"/> Show Concur
Agreement:	<input type="text" value=""/>	<input checked="" type="checkbox"/> Show Pending
Expiry Date:	From <input type="text" value=""/> To <input type="text" value=""/>	<input checked="" type="checkbox"/> Show Granted
Well	AB WI <input type="text" value=""/> / <input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/> W <input type="text" value=""/> / <input type="text" value=""/>	<input type="checkbox"/> Show Rejected
		<input type="checkbox"/> Show Revoked

Search Results

Concur Authorizations					
Request	Authorization Type	Agreement/Well	Requesting Company	Expiry yyyy/mm/dd	
<a href="#">428412</a>	Validation (Data)	054 5444444444	Oil Company	2019-07-18	<input type="button" value="Concur"/>

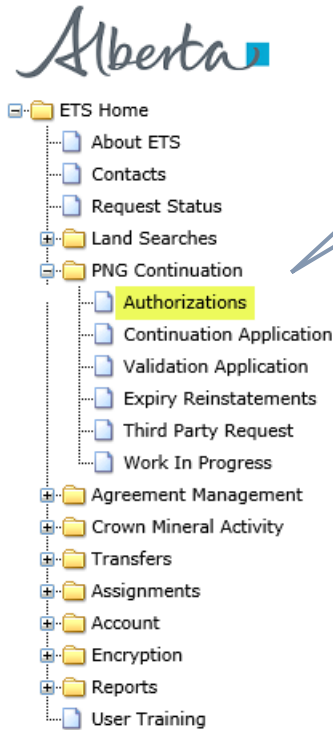
  

Granted Authorizations					
Request	Authorization Type	Agreement/Well	Requesting Company	Authorizing Company	Expiry yyyy/mm/dd
<a href="#">427842</a>	Continuation and Extension	005 057777777	ABC Company	XYZ Company	2019-06-29

As the company authorizing the request, the following slides demonstrate how to

- Concur
- Reject
- Revoke

## Concur Authorization



1. Select **Authorizations**

2. Select **Show Concur**

**Authorization**

Type:

Request Number:

Agreement:

Expiry Date: From  To

Well AB WI  /  -  -  -  W  /

Show Approved  
 Show Concur  
 Show Pending  
 Show Granted  
 Show Rejected  
 Show Revoked

3. Click on **Search**



## Concur Authorization (continued)

Authorization

Type:	<input type="text" value=""/>	<input checked="" type="checkbox"/> Show Approved
Request Number:	<input type="text" value=""/>	<input checked="" type="checkbox"/> Show Concur
Agreement:	<input type="text" value=""/>	<input checked="" type="checkbox"/> Show Pending
Expiry Date:	From <input type="text" value=""/> To <input type="text" value=""/>	<input checked="" type="checkbox"/> Show Granted
Well	AB WI <input type="text" value=""/> / <input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/> W <input type="text" value=""/> / <input type="text" value=""/>	<input type="checkbox"/> Show Rejected
		<input type="checkbox"/> Show Revoked

### Search Result

Concur Authorizations					
Request	Authorization Type	Agreement/Well	Requesting Company	Expiry yyyy/mm/dd	
<a href="#">428412</a>	Validation (Data)	054 5444444444	Oil Company	2019-07-18	Concur

4. Click on **Concur**

## Concur Authorization – Submit

**Concur Authorization**

Request Number: 428412 [Authorization Request](#)

Concurrence:

Click on this link to view the authorization request report.

1. Click on the dropdown and select **Yes**

**Concur Authorization**

Request Number: 428412 [Authorization Request](#)

Concurrence:

2. Click on **Submit**

**Concur Authorization**

Request Number: 428412 [Authorization Request](#)

Concurrence:

3. Click on **Close**



Upon submission of the request, ETS will send an email to the requesting company advising that the request has been concurred. The authorized company will email their data to [EM.DatasubmissionPNGContinuation@gov.ab.ca](mailto:EM.DatasubmissionPNGContinuation@gov.ab.ca).

## Reject Authorization

Follow the same process to select the Authorization to Concur, but select **No** in the Concurrence dropdown list.

1. Click on the dropdown and select **No**

Concur Authorization

Request Number: 68768 [Authorization Request](#)

Concurrence: No ▼

Comments

Submit
Close

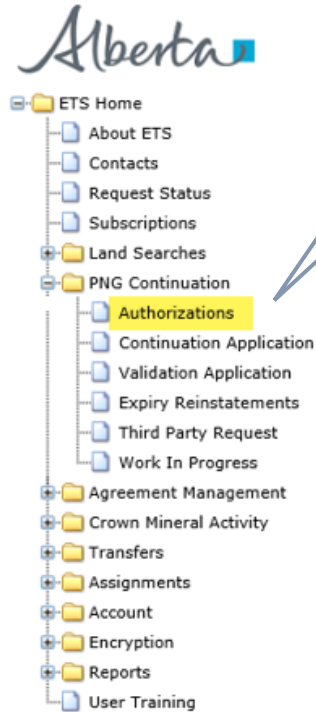
2. Enter **Comments** for rejecting the authorization request

3. Click on **Submit**



Upon submission of the request, ETS will send an email to the requesting company advising that the request has been rejected.

## Revoke a previously Granted Authorization



1. Select **Authorizations**

2. Check **Show Approved** (as only approved requests can be revoked)

Authorization

Type:	<input type="text" value=""/>	<input checked="" type="checkbox"/> Show Approved
Request Number:	<input type="text" value=""/>	<input type="checkbox"/> Show Concur
Agreement:	<input type="text" value=""/>	<input type="checkbox"/> Show Pending
Expiry Date:	From <input type="text" value=""/> To <input type="text" value=""/>	<input type="checkbox"/> Show Granted
Well	AB WI <input type="text" value=""/> / <input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/> W <input type="text" value=""/> / <input type="text" value=""/>	<input type="checkbox"/> Show Rejected
		<input type="checkbox"/> Show Revoked

Search
Request Authorization

3. Click on **Search**



## Revoke a previously Granted Authorization (continued)

Authorization

Type:	<input type="text" value=""/>	<input checked="" type="checkbox"/> Show Approved
Request Number:	<input type="text" value=""/>	<input type="checkbox"/> Show Concur
Agreement:	<input type="text" value=""/>	<input type="checkbox"/> Show Pending
Expiry Date:	From <input type="text" value=""/> To <input type="text" value=""/>	<input type="checkbox"/> Show Granted
Well	AB WI <input type="text" value=""/> / <input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/> W <input type="text" value=""/> / <input type="text" value=""/>	<input type="checkbox"/> Show Rejected
		<input type="checkbox"/> Show Revoked

1. Click on **Revoke**

Company Approved Authorizations					
Request	Authorization Type	Agreement/Well	Authorized Company	Expiry yyyy/mm/dd	
<a href="#">86306</a>	Continuation	004 999999999	ABC Company	2014/10/31	Revoke

Note: Revoke only means the authorization can not be used again; however, it does not revoke previously authorized applications already submitted.

Message from webpage ✕

Are you sure you want to Revoke this Authorization?

2. Click OK



Upon confirming, ETS will send an email to the requesting company advising that the request that has been Revoked.

## Locating Requests in the Authorization Search Screen

Previously concurred authorization requests can be found under the **Company Approved Authorizations** portion of the authorization Search screen. This is also where you will find authorization requests that you may wish to revoke.

Authorization

Type:

Request Number:

Agreement:

Expiry Date: From  To

Well AB WI  /  -  -  W  /

Show Approved  
 Show Concur  
 Show Pending  
 Show Granted  
 Show Rejected  
 Show Revoked

Company Approved Authorizations

Request	Authorization Type	Agreement/Well	Authorized Company	Expiry yyyy/mm/dd
---------	--------------------	----------------	--------------------	----------------------

Authorization requests awaiting concurrence can be found under the **Concur Authorizations** portion of the authorization Search screen.

Authorization

Type:

Request Number:

Agreement:

Expiry Date: From  To

Well AB WI  /  -  -  W  /

Show Approved  
 Show Concur  
 Show Pending  
 Show Granted  
 Show Rejected  
 Show Revoked

Concur Authorizations

Request	Authorization Type	Agreement/Well	Requesting Company	Expiry yyyy/mm/dd
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## Locating Requests in the Authorization Search Screen (continued)

Once you request an authorization, you can look under the **Pending Authorizations** portion of the authorization Search screen to see if it is still awaiting concurrence.

Authorization

Type:	<input type="text"/>	<input type="checkbox"/> Show Approved
Request Number:	<input type="text"/>	<input type="checkbox"/> Show Concur
Agreement:	<input type="text"/>	<input checked="" type="checkbox"/> Show Pending
Expiry Date:	From <input type="text"/> To <input type="text"/>	<input type="checkbox"/> Show Granted
Well	AB WI <input type="text"/> / <input type="text"/> - <input type="text"/> - <input type="text"/> W <input type="text"/> / <input type="text"/>	<input type="checkbox"/> Show Rejected
		<input type="checkbox"/> Show Revoked

### Pending Authorizations

Request	Authorization Type	Agreement/Well	Authorizing Company	Expiry yyyy/mm/dd
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Once an authorization request has been Concurred, it can be found under the **Granted Authorizations** portion of the authorization Search screen.

Authorization

Type:	<input type="text"/>	<input type="checkbox"/> Show Approved
Request Number:	<input type="text"/>	<input type="checkbox"/> Show Concur
Agreement:	<input type="text"/>	<input type="checkbox"/> Show Pending
Expiry Date:	From <input type="text"/> To <input type="text"/>	<input checked="" type="checkbox"/> Show Granted
Well	AB WI <input type="text"/> / <input type="text"/> - <input type="text"/> - <input type="text"/> W <input type="text"/> / <input type="text"/>	<input type="checkbox"/> Show Rejected
		<input type="checkbox"/> Show Revoked

### Granted Authorizations

Request	Authorization Type	Agreement/Well	Requesting Company	Authorizing Company	Expiry yyyy/mm/dd
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## Locating Requests in the Authorization Search Screen (continued)

Authorization requests that your company has rejected and/or revoked can be found under the **Rejected and Revoked Authorizations** portion of the authorization Search screen.

Authorization

Type:	<input type="text"/>	<input type="checkbox"/>	Show Approved
Request Number:	<input type="text"/>	<input type="checkbox"/>	Show Concur
Agreement:	<input type="text"/>	<input type="checkbox"/>	Show Pending
Expiry Date:	From <input type="text"/> To <input type="text"/>	<input type="checkbox"/>	Show Granted
Well	AB WI <input type="text"/> / <input type="text"/> - <input type="text"/> - <input type="text"/> W <input type="text"/> / <input type="text"/>	<input checked="" type="checkbox"/>	Show Rejected
		<input checked="" type="checkbox"/>	Show Revoked

Request	Authorization Type	Status	Comment	Expiry yyyy/mm/dd
<b>Company Rejected and Revoked Authorizations</b>				

Authorizations that were requested by your company which were rejected and/or revoked by the concurring company can be found under the **Company Rejected and Revoked Authorizations** portion of the authorization Search screen.

Authorization

Type:	<input type="text"/>	<input type="checkbox"/>	Show Approved
Request Number:	<input type="text"/>	<input type="checkbox"/>	Show Concur
Agreement:	<input type="text"/>	<input type="checkbox"/>	Show Pending
Expiry Date:	From <input type="text"/> To <input type="text"/>	<input type="checkbox"/>	Show Granted
Well	AB WI <input type="text"/> / <input type="text"/> - <input type="text"/> - <input type="text"/> W <input type="text"/> / <input type="text"/>	<input checked="" type="checkbox"/>	Show Rejected
		<input checked="" type="checkbox"/>	Show Revoked

Request	Authorization Type	Status	Comment	Expiry yyyy/mm/dd
<b>Rejected and Revoked Authorizations</b>				

## Resources

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

Authorized Data submissions can be emailed to [EM.DatasubmissionPNGContinuation@gov.ab.ca](mailto:EM.DatasubmissionPNGContinuation@gov.ab.ca)

If you have questions, please contact [PNGContinuations.Energy@gov.ab.ca](mailto:PNGContinuations.Energy@gov.ab.ca)

or the PNG Tenure Help Line at (780) 644-2300.

## *Congratulations!*

**You have completed the ETS – PNG Continuation-Authorization  
Online Training Course**

**Please proceed to the subsequent modules detailing the  
functionality contained within each module of the application.**

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](mailto:PNGContinuations.Energy@gov.ab.ca)

