



e-Tenure Times

Issue 22

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Phase One – e-Transfers (implemented)

Phase Two – e-Postings (implemented)

- It is your responsibility to monitor posting requests during the seven week acceptance period. You do this by opening the **work in progress** folder and checking the updated file for your posting request.
- Emails are triggered when your posting request is updated. You will receive an initial email (usually the day following submission) and then an email when the sale is published. Emails are also generated to the contact whenever a change is made to your request.
- If your email server is down, you may miss receiving an email message so it is a good idea to review your request periodically before the scheduled publishing date.

Phase Three – e-Bidding (implemented)

- The last submitted paper bid for the June 14 sale was at 11:50 am (if that was your bid, please email us your name and company to bidting.energy@gov.ab.ca).
- Following each electronic sale, reports have been generated that detail submission times. Forty-six percent of the bids for the first electronic sale were submitted prior to the sale date of June 28; for July 12 it was thirty-nine percent.
- The last submitted bid for the June 28 sale was at 11:58 am and for the July 12 sale it was at 11:56 am. Please be aware of the risk you are taking - that if there had been either a localized power outage or a minor server problem with that company, these bids may not have been submitted successfully.
- An email will go to the designated representative when documents are ready for pick-up.
- To pick up an agreement document (available two weeks after the sale):
 - Sign into the ETS System.
 - Under ETS home on the left hand tree menu click on Request Status.
 - Under Form choose Agreement Documents.
 - Click Retrieve. All agreement documents will appear.
- If you are unable to find Agreement Documents as a form under Request Status it could be one of two things:
 1. Your company may not have signed up for Agreement Document Retrieval. To correct this your site administrator will need to submit a Change to Access form found at <http://www.energy.gov.ab.ca/docs/org/docs/ETSSetupForm.doc> *or*
 2. You do not have Viewer access to Agreement Documents. To correct this ask your site administrator to update your access and roles.