



e-Tenure Times

July 28, 2004

Phase One – e-Transfers (implemented)

- With few exceptions, manual transfers will no longer be accepted for *Petroleum and Natural Gas and Oil Sands Agreements* after **December 31, 2004**.
- Sign up for access to e-Transfers by filling out and faxing in the *Electronic Transfer System (ETS) Account Set Up Form* found at: <http://www.energy.gov.ab.ca/its/docs/ets/forms/etsform.pdf>.

Phase Two – e-Postings' Four Unique Roles

- Creator Role
 - The person who creates a posting request
 - Can view only his/her own request
 - Sends completed requests to the submitter for review and submission
- Submitter Role
 - Receives the posting from the creator and submits the request to the department
 - Can view only those requests that have been assigned to him/her
- Coordinator Role
 - The only person that can see all the posting requests for your company
 - Is able to reassign a request to another submitter (in case the original submitter is absent)
 - This role is not the same as the administrator officer for ETS from your company; this role is unique for e-postings
- Viewer Role
 - A person assigned the ability to view specific posting requests by the person in the creator role
 - This is someone who has an interest in the posting and its progress through the system
- The e-Postings system *goes live* for the posting acceptance period beginning **March 30, 2005** and will be mandatory.

Phase Three – e-Bidding

- e-Bidding is scheduled for development starting in April 2005, with a *go live* date of **March 2006**. It will also be mandatory when implemented.

