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Ministry of Energy, Mines and Petroleum Resources

ePayments User Manual

REVISION 1

February, 2008

Table of Contents

1 Preparing Your Company

1.1 Obtain BCeIDs

In order to access the ePayments system you must first obtain a Business BCeID. A Business BCeID allows you to access various BC Government Online Services where your business or organization's identity must be verified and you are acting in a business capacity. This type of account is used by representatives of companies, partnerships, sole proprietorships and organizations.

Each uniquely identifiable business can have only one Business BCeID. However, the business can issue accounts with specific roles to their users, including: Business Profile Manager, Business Accounts Manager, and Employee User. When registering for a Business BCeID, the business's unique identity is verified.

In addition, the individual requesting the BCeID account is verified as an authorized representative of the business. Once a business has a BCeID, the business can then establish accounts for its employees. BCeID accounts for employees of a business are issued by a Business Accounts Manager, according to standards set by BCeID. The Business Accounts Manager is required to provide assurance that the user is a representative of the business.

Businesses that are registered extra-provincially will only be able to complete the first part of the registration process online and then a package will be mailed to their corporate office from BCeID. This package will include an activation code. Once this is received, the business representative can go online and complete the registration process.

Please visit www.bceid.ca for further information and to begin the BCeID registration process.

Once you have completed the BCeID registration process your next step to access ePayments will be to apply for and use your subscription code

1.2 Request a Subscription Code

In order to register your company representative's BCeIDs in the ePayments system, someone from your company will first need to obtain a Subscription Code. A Subscription Code is used to preauthorize one BCeID user – the Company ePayments Administrator - for the initial access of the on-line ePayments system. The Company Administrator can then set up other users in the ePayments system.

Please do the following:

1. Appoint a Company Administrator. This person will be responsible for assigning users and roles in ePayments and entering Bank account information
2. Inform the Ministry contact who the Company Administrator is and provide the email address of the Company Administrator. The Ministry contact person is Carolyn Desjardins and her email address is Carolyn.Desjardins@gov.bc.ca. Please inform her by email only. Please provide a letter requesting your Subscription Code on company letterhead. You may attach it to your email (pdf) or fax it to 250-952-0331.
3. The Ministry will email the Company Administrator a subscription code from the ePayments system. He or she should then follow the instructions in Section 2.2 of this manual.

You will then receive an email that looks like this:

To	*The email address that you provided in your letter*
CC:	
From	*epayments@gov.bc.ca*
Subject	Subscription Code Notification

Body	`Dear PETRO-CANADA,`
	
	`Here is your subscription code (PETCAN0418) . Please log on to https://epayments.gov.bc.ca and enter this code when you are prompted to. Once you have logged in, please go to User Authorization and ensure that your name and email address are present and correct. If they are either missing or incorrect, please update them. The email address should be the email address at which you wish to receive ePayments notifications.`

	Confidentiality and Disclaimer:The information contained in this message and any attachments herein is confidential and intended only for the addressee(s). It may be privileged information and exempt from disclosure under applicable law. If you are not the intended recipient, the use of this information or its disclosure, copying, retention or distribution is prohibited and may be unlawful. If you received this message in error, please inform the sender promptly by replying to the address in the 'From' field and permanently delete this message from your computer.

1.3 Complete a PAD Form

Once your company has been assigned a subscription code, and have registered in the system as described in section 2, you, and any users that you also register will have access to all of the features of the ePayments system except the ability to make an online payment (please see Section 5.1 of this manual). Before you will be able to make a payment you must fill out and return a PAD form. The PAD form is available online at:

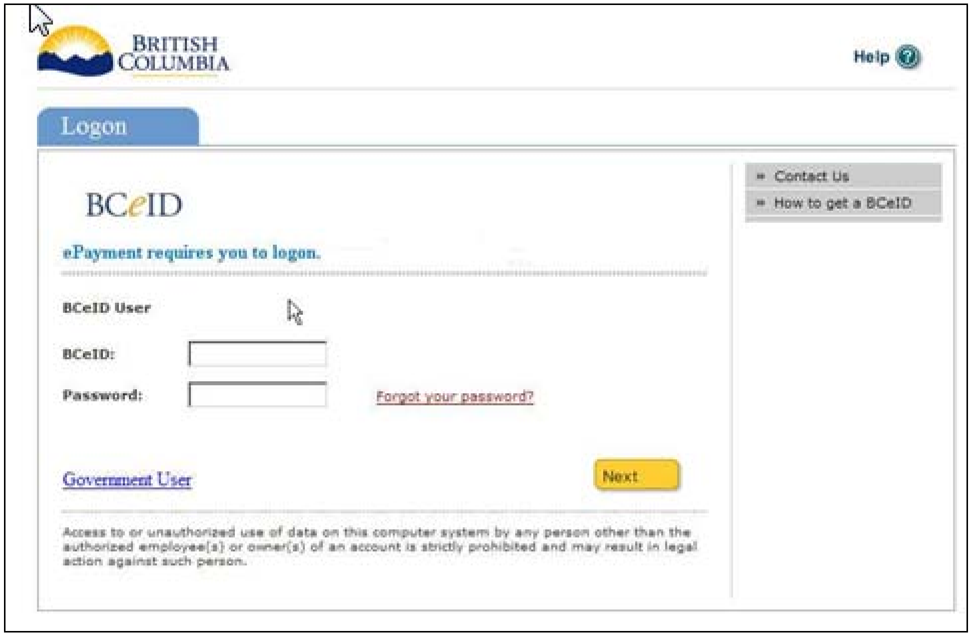
https://epayments.gov.bc.ca/PADForm.pdf

It must be downloaded, printed, signed and returned to the Ministry by mail or courier with an original signature.

Please not that even if you have already completed and submitted a PAD form for the crown sale you must still complete the PAD form specific to fees and rentals required for ePayments. The Province is required by accounting policy to obtain authorization for each type of transaction. When refunds are introduced in phase 2 of ePayments, another PAD form will be required.

2 Logging In and Overview of ePayments

Browsing to https://epayments.gov.bc.ca will bring you to the login page shown below. If you have permission to access ePayments, use your BCeID username and password to login.



2.1 Selecting a Company

If you are registered in ePayments for only one company, you will be directed straight from the login page to the Titles tab on the Profile page (please see section 3.1).

If you are registered for two or more companies, you will first be asked which company you are logging into, as shown in the following screen:

Please select which company you wish to log into:

	Code	Name	Role
○	CANETRES	CANETIC RESOURCES INC.	Administrator
○	PETOIL	PETRO-CANADA OIL AND GAS	Administrator
○	PETCAN	PETRO-CANADA	Administrator

Select

2.2 Entering a Subscription Code

If you are not registered in ePayments, the system won't recognize your user name and it will prompt you for a subscription code.

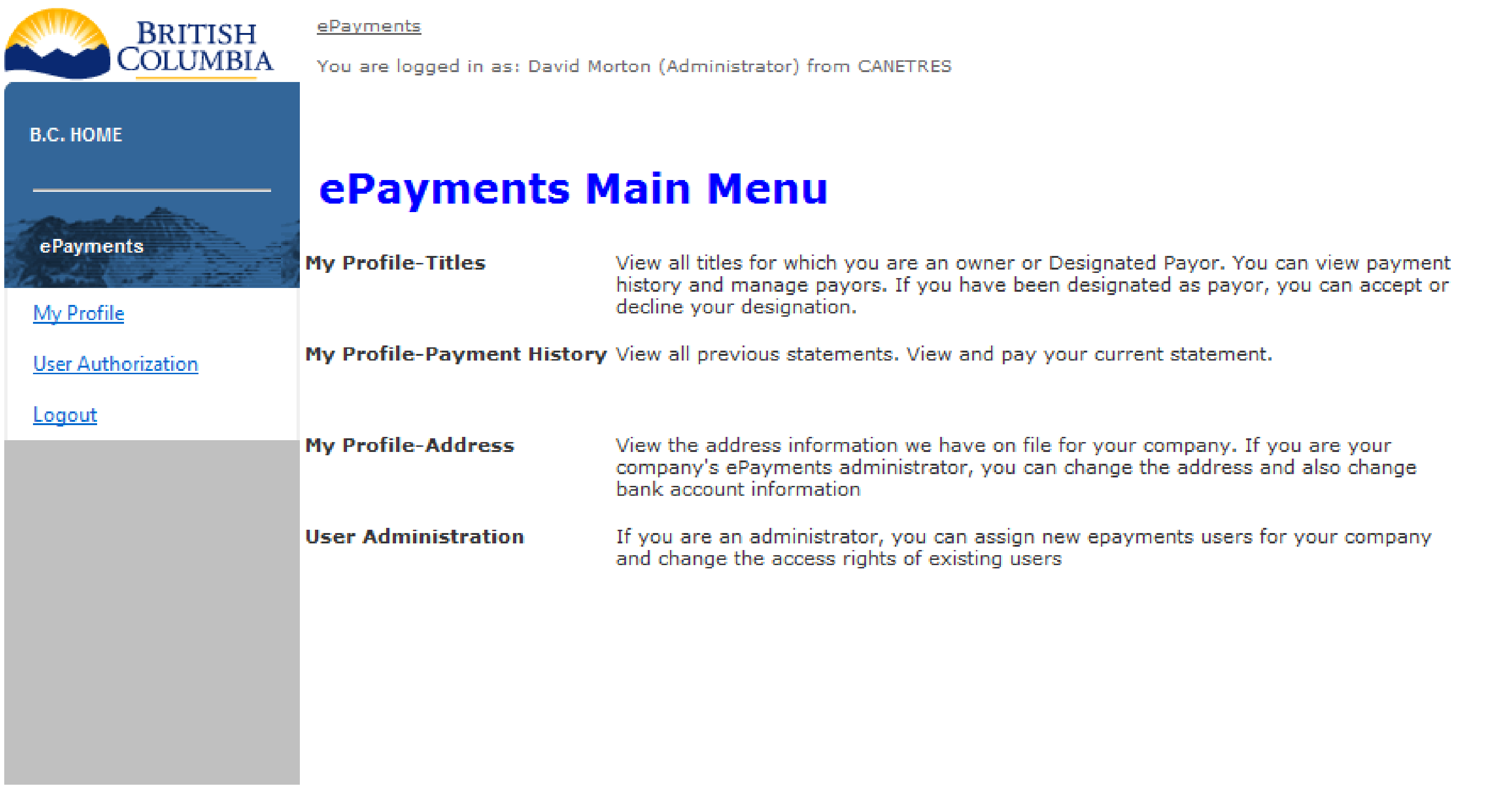
You do not have permission to access the Compliance and Administration Branch's ePayments system. If you have a subscription code, please enter it in the box below. If you do not have a subscription code and require one, please contact Brenda Jennings at Brenda.jennings@gov.bc.ca

Type Your Subscribtion Code here Submit

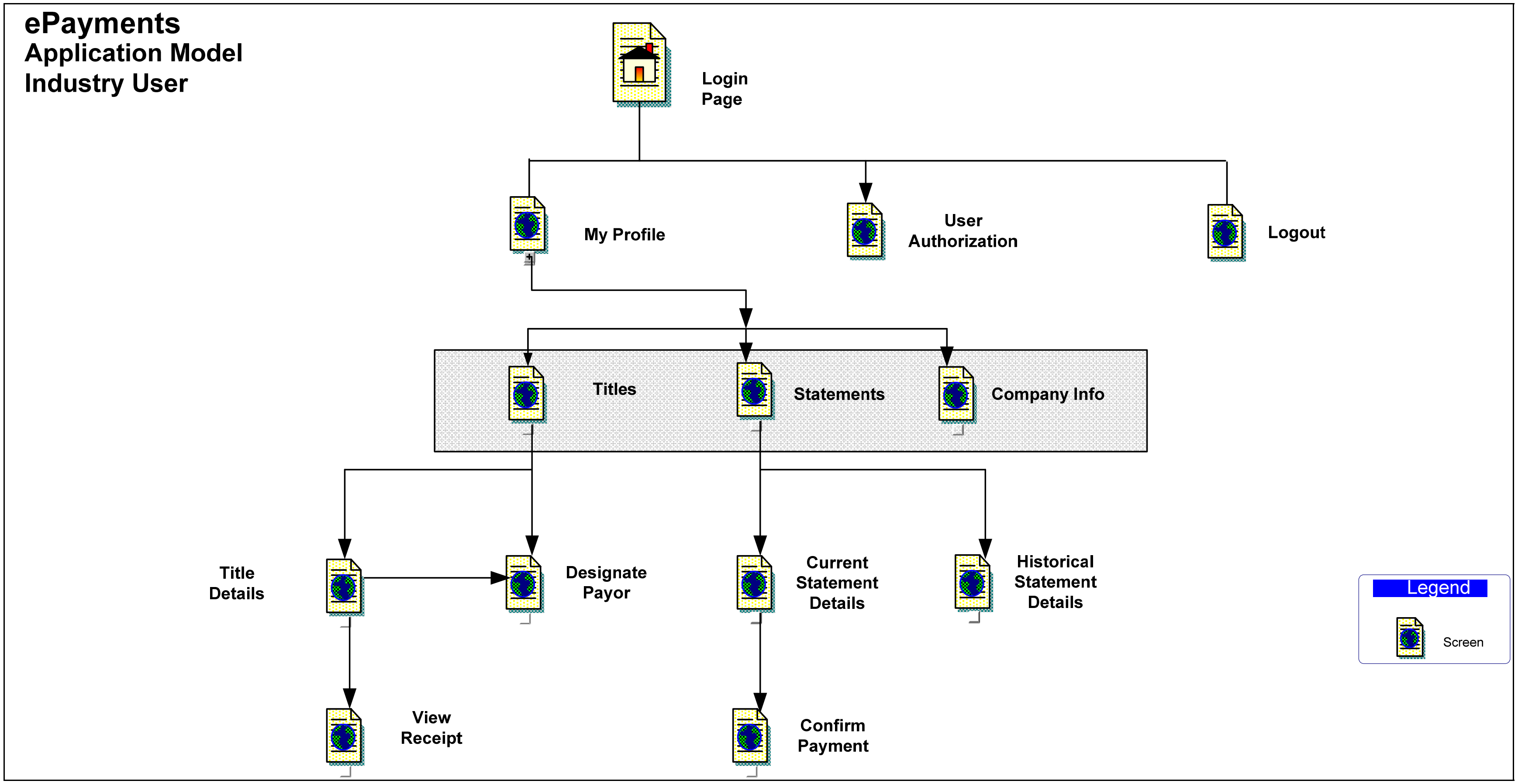
Enter the subscription code for your company that has been emailed to the Company Administrator by the Ministry and you will be logged in and automatically be assigned the role of Company Administrator for that company. Only the Company Administrator should complete this step.

2.3 Main Menu

Once you are logged in, you will see the “Main Menu”:



2.4 Navigation



The figure above shows the screens in the ePayments application and shows how you can navigate between them. Descriptions of all of the screens can be found in this manual:

Titles	Section 4.1	Displays a summary list of titles either owned by your company or for which your company is a designated payor
Statements	Section 5.1	Provides access to your current statement, from which you can make a payment, and to your historical statements.
Company Info	Section 6	Contains contact and Bank account information for your company
Title Details	Section 4.3	Shows the payment history for a title and allows you to remove a Designated Payor
Designate Payor	Section 4.5	Allows you to select and nominate a Designated Payor for a title
View Receipt	Section 4.3	Shows the date, amount and receipt number for previous payments on a title
Current Statement Details	Section 5.1	Shows all titles with rents due in the third month following the current month.
Historical Statement Details	Section 5.2	Shows all titles paid on a previous statement
Confirm Payment	Section 5.1	Allows you to confirm that the payment is ready and withdraws the funds from your account
User Authorization	Section 3.0	Allows you to confirm that the payment is ready and withdraws the funds from your account

2.5 Print and Export Titles

There are three screens in the system that display lists of items:
1. Statement History – a list of past paid statements

2. Current Statement – a list of titles to be paid in the current month
2, Title Summary – a listing of titles that your company either owns or for which it is the designated payor

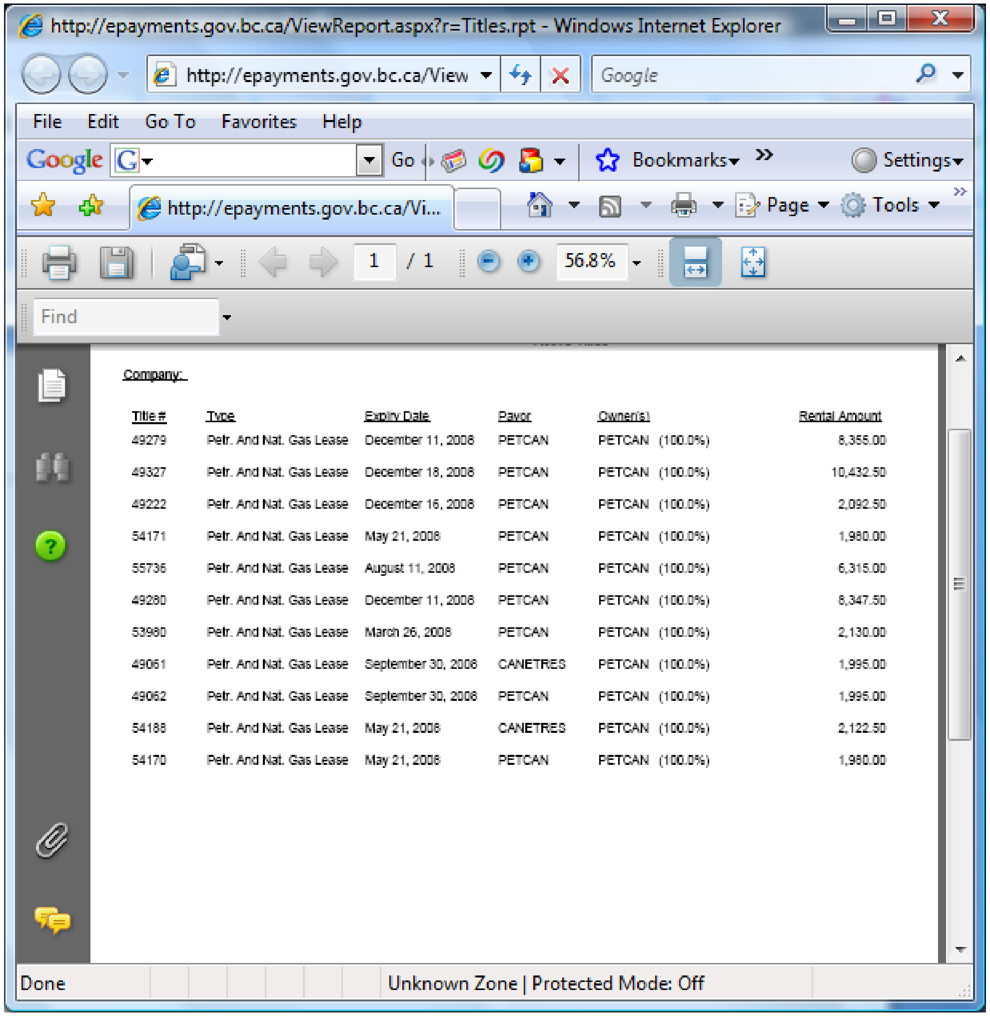
You can print out or export the listing on these screens. To print out or export your listing, first sort and filter the list, if that option is available (Title Summary and Statement History) and if you require a specific subset, then select the format of the printout or export from the dropdown list at the top right:

The format choices are:

Pdf
Word
Excel
RTF

2.5.1 PDF

If you select PDF, then click “Print Preview”, the PDF will open in a new browser window:



Company:

Title #	Type	Expiry Date	Payor	Owner(s)	Rental Amount
49279	Petr. And Nat. Gas Lease	December 11, 2008	PETCAN	PETCAN (100.0%)	8,355.00
49327	Petr. And Nat. Gas Lease	December 18, 2008	PETCAN	PETCAN (100.0%)	10,432.50
49222	Petr. And Nat. Gas Lease	December 16, 2008	PETCAN	PETCAN (100.0%)	2,092.50
54171	Petr. And Nat. Gas Lease	May 21, 2008	PETCAN	PETCAN (100.0%)	1,980.00
55736	Petr. And Nat. Gas Lease	August 11, 2008	PETCAN	PETCAN (100.0%)	6,315.00
49280	Petr. And Nat. Gas Lease	December 11, 2008	PETCAN	PETCAN (100.0%)	8,347.50
53980	Petr. And Nat. Gas Lease	March 26, 2008	PETCAN	PETCAN (100.0%)	2,130.00
49061	Petr. And Nat. Gas Lease	September 30, 2008	CANETRES	PETCAN (100.0%)	1,995.00
49062	Petr. And Nat. Gas Lease	September 30, 2008	PETCAN	PETCAN (100.0%)	1,995.00
54188	Petr. And Nat. Gas Lease	May 21, 2008	CANETRES	PETCAN (100.0%)	2,122.50
54170	Petr. And Nat. Gas Lease	May 21, 2008	PETCAN	PETCAN (100.0%)	1,980.00

The printout will open in a new browser window. To print or export the report, you can use the PDF controls above the report:

Press:  to print

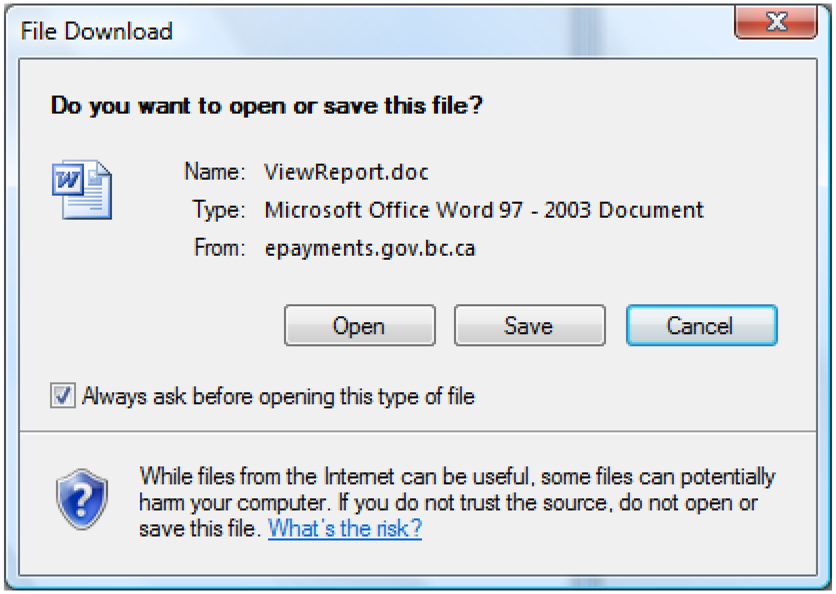
Press:  to save to file

Or you can use the browser’s file menu. Select either “Print” or “Save As….”

If you want to print, you can also highlight the browser window and press control-p.

2.5.2 Word

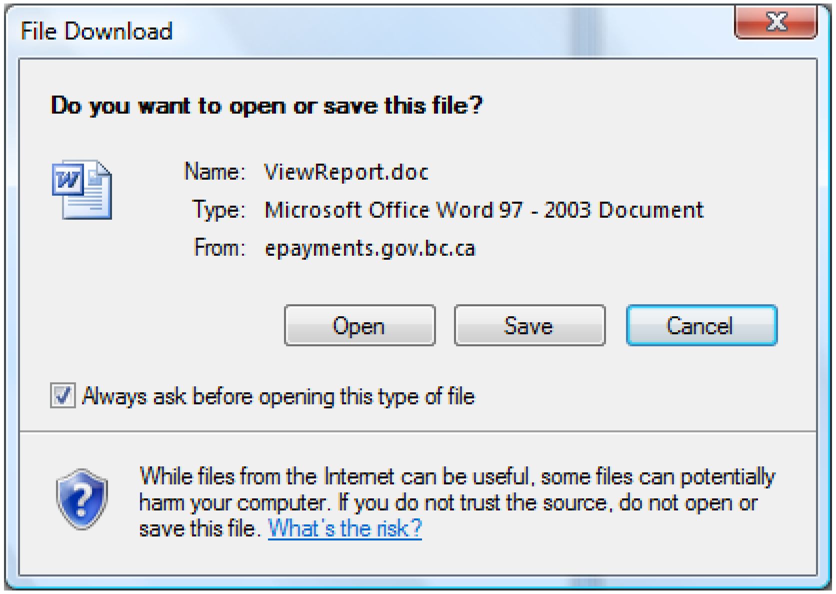
If you select Word and then click “Print Preview” you will be presented with the following Dialog Box:



Open will open the report in a new Microsoft Word
Save will allow you to save the report, as a “Microsoft Office Word 1997 – 2003” type

2.5.3 RFT

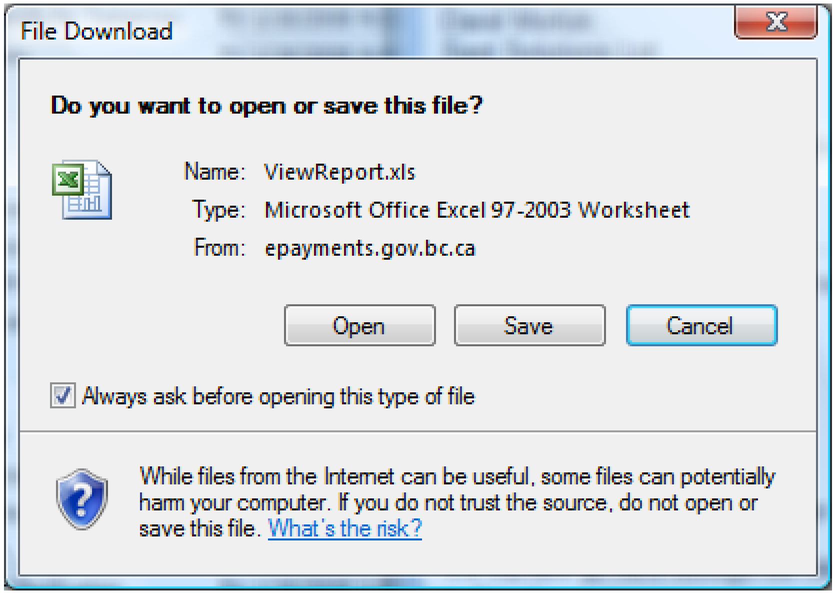
If you select Word and then click “Print Preview” you will be presented with the following Dialog Box:



Open will open the report in a new Microsoft Word as a Rich Text File.
Save will allow you to save the report, as a “Microsoft Office Word 1997 – 2003” type

2.5.4 Excel

If you select Excel and then click “Print Preview” you will be presented with the following Dialog Box:



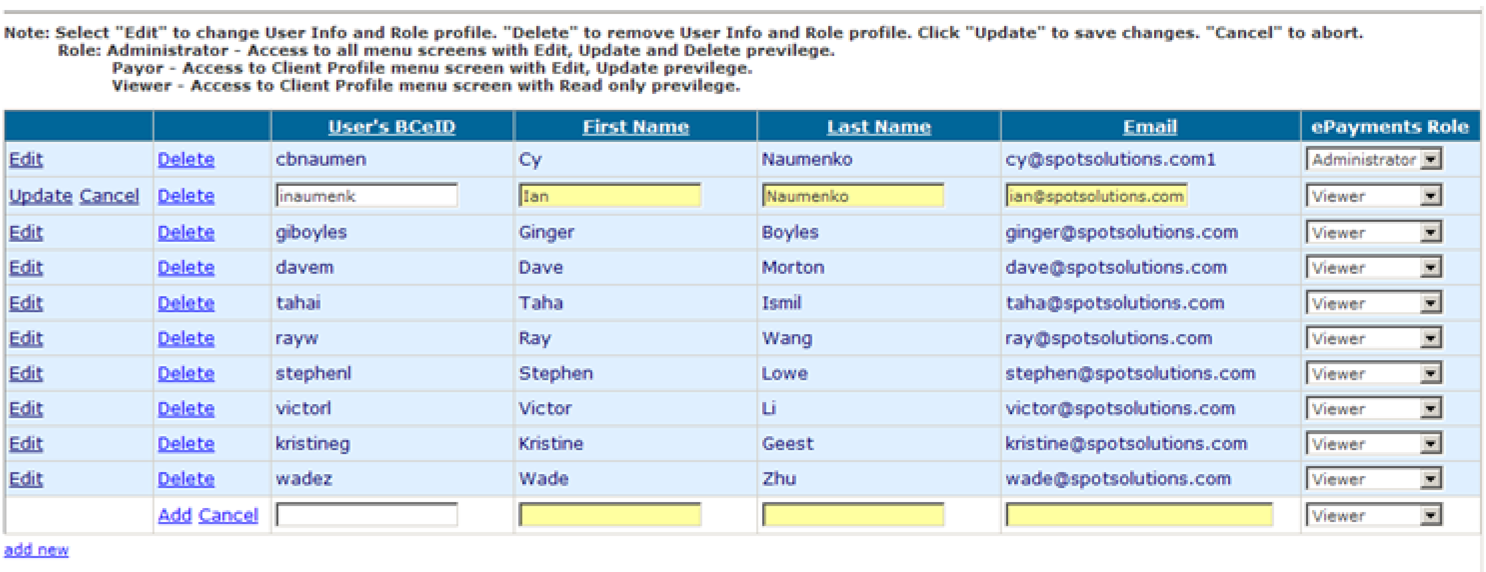
Open will open the report in a new Microsoft Excel window
Save will allow you to save the report, as a “Microsoft Office Excel 1997 – 2003” type

3 Managing Users

The Company Administrator is responsible for setting up other company users. There are three different roles that users may have:

1. Company Administrator – Only one is allowed for a company
2. Payment Administrator
3. Viewer

You can access the screen below from the 'User Authorization' selection on the left menu:



Note: Select "Edit" to change User Info and Role profile. "Delete" to remove User Info and Role profile. Click "Update" to save changes. "Cancel" to abort.
Role: Administrator - Access to all menu screens with Edit, Update and Delete previlege.
Payor - Access to Client Profile menu screen with Edit, Update previlege.
Viewer - Access to Client Profile menu screen with Read only previlege.

		User's BCeID	First Name	Last Name	Email	ePayments Role
Edit	Delete	cbnaumen	Cy	Naumenko	cy@spotsolutions.com1	Administrator
Update Cancel	Delete	inaumenk	Ian	Naumenko	ian@spotsolutions.com	Viewer
Edit	Delete	giboyles	Ginger	Boyles	ginger@spotsolutions.com	Viewer
Edit	Delete	davem	Dave	Morton	dave@spotsolutions.com	Viewer
Edit	Delete	tahai	Taha	Ismil	taha@spotsolutions.com	Viewer
Edit	Delete	rayw	Ray	Wang	ray@spotsolutions.com	Viewer
Edit	Delete	stephenl	Stephen	Lowe	stephen@spotsolutions.com	Viewer
Edit	Delete	victorl	Victor	Li	victor@spotsolutions.com	Viewer
Edit	Delete	kristineg	Kristine	Geest	kristine@spotsolutions.com	Viewer
Edit	Delete	wadez	Wade	Zhu	wade@spotsolutions.com	Viewer
	Add Cancel					Viewer

add new

Click of the **Edit** link	Changes the display of the selected user to allow the following to be edited: BCeID Last name First Name Email address Role
Click of the **Update** link	Saves the changes made to the user information
Click of the **Cancel** link	Cancels the edits and returns the display of the user information to “read only”
Click of the **Delete** link	Deletes the selected user
Click of the **Add new** link	Allows the Company Administrator to add a new user

3.1 Changing the Company Administrator

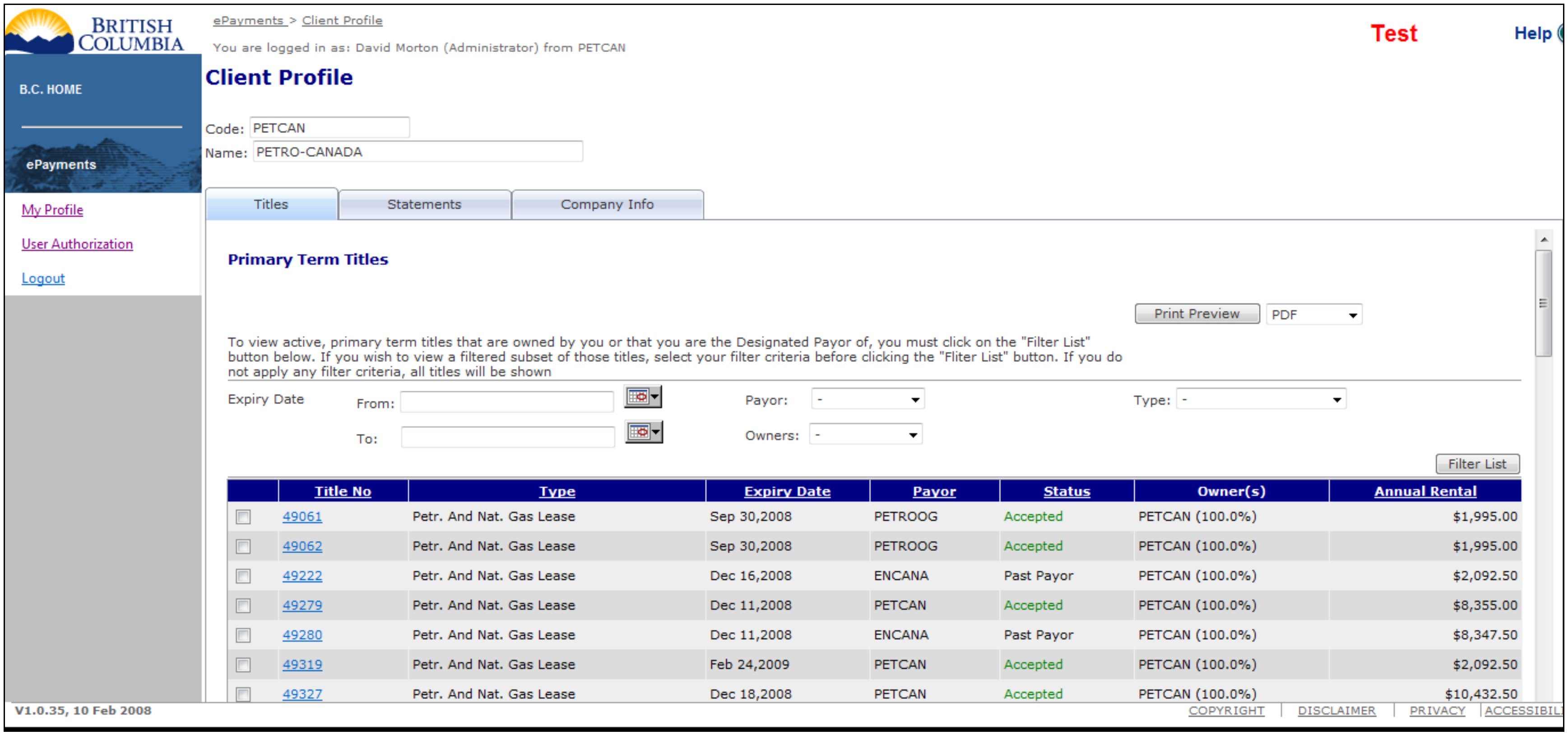
There are two ways to change a Company Administrator.

Request a new subscription code from the Ministry. When the user with that subscription code logs in, they will become the new Company Administrator.

The existing Company Administrator can delete themselves or change their role to Payment Administrator or Viewer and appoint a new Company Administrator. The old Company Administrator will still have access to the system until they log off or their session times out.

4 Managing Titles

4.1 View Titles



Once you are logged in, click on My Profile on the left menu, and then click on the “Titles” tab. The screen will display all of the titles:

1) owned by your company;
2) for which your company is the Assigned Payor;
3) for which your company is the Designated Payor; and
4) for which your company is the previous payor if the current Assigned Payor has not yet accepted or has declined

. You can use the filters described below to decide what other titles you want to view. Use the scroll bar on the right to see all the titles. The summary information displayed about each title is:

1. **Title Number** The Ministry-assigned number for the title

2. **Type** The type of tenure. The possible types are:

Drilling Licence
Geothermal Lease
Geothermal Permit
S72 - Special Agreement
Natural Gas Lease
Permit ‘A’
Permit ‘B’
Permit ‘C’
Permit ‘D’
Petr. And Nat. Gas Lease
Petroleum Lease
UG Storage Lease

3. **Expiry Date** The date that the primary term ends.

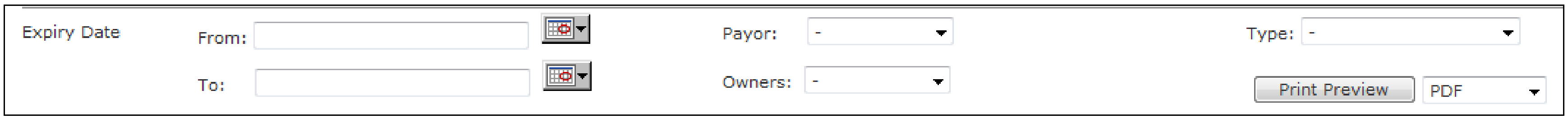
4. **Payor** The ‘Designated Payor’ for the title. This is the only company that can make a payment for this title.

5. **Owner(s)** The owner(s) of the title along with their percentage interest

6. **Annual Rental** The annual rental amount

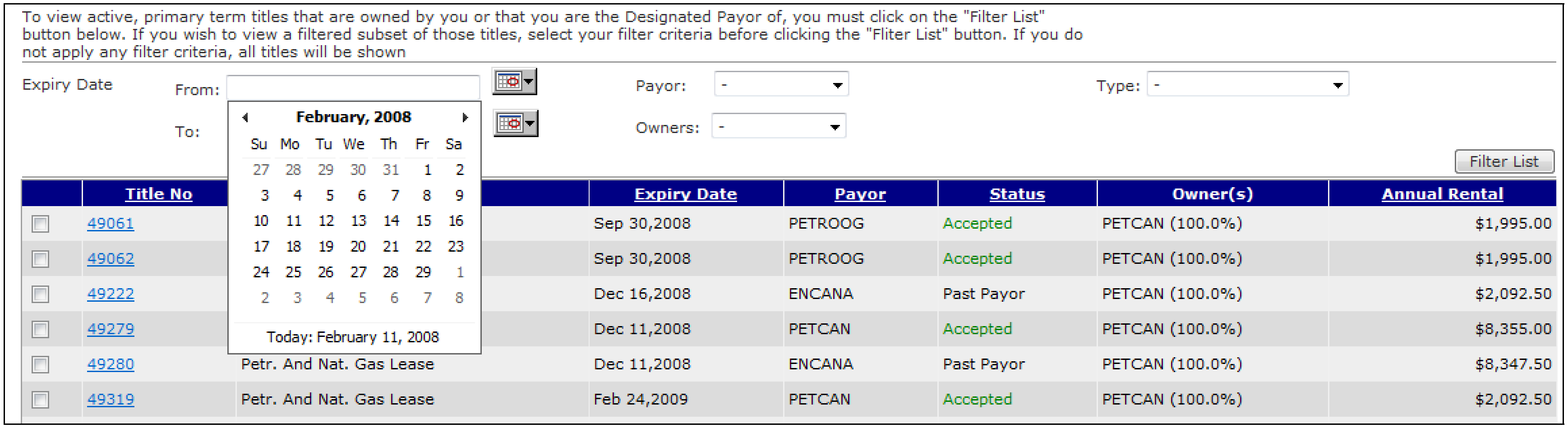
Clicking on the column heading will sort the list by that column. Clicking again will do a reverse sort.

By default, all titles are displayed. However, you can filter the list using the controls just above it:



The possible filter criteria are:

1. **Expiry Date:** Either enter a date in the format: January 1 , 2008 or use the calendar, which is accessible by clicking on the button just to the right of the entry boxes:  If you click on this box, a calendar appears:



To view active, primary term titles that are owned by you or that you are the Designated Payor of, you must click on the "Filter List" button below. If you wish to view a filtered subset of those titles, select your filter criteria before clicking the "Fliter List" button. If you do not apply any filter criteria, all titles will be shown

Expiry Date From: To: Payor: - Owners: - Type: -

February, 2008

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	1
2	3	4	5	6	7	8

Today: February 11, 2008

Filter List

	Title No		Expiry Date	Payor	Status	Owner(s)	Annual Rental
	49061		Sep 30,2008	PETROOG	Accepted	PETCAN (100.0%)	$1,995.00
	49062		Sep 30,2008	PETROOG	Accepted	PETCAN (100.0%)	$1,995.00
	49222		Dec 16,2008	ENCANA	Past Payor	PETCAN (100.0%)	$2,092.50
	49279		Dec 11,2008	PETCAN	Accepted	PETCAN (100.0%)	$8,355.00
	49280	Petr. And Nat. Gas Lease	Dec 11,2008	ENCANA	Past Payor	PETCAN (100.0%)	$8,347.50
	49319	Petr. And Nat. Gas Lease	Feb 24,2009	PETCAN	Accepted	PETCAN (100.0%)	$2,092.50

Click on any day in the current month or use the arrows at the top to scroll to other months to select a date.

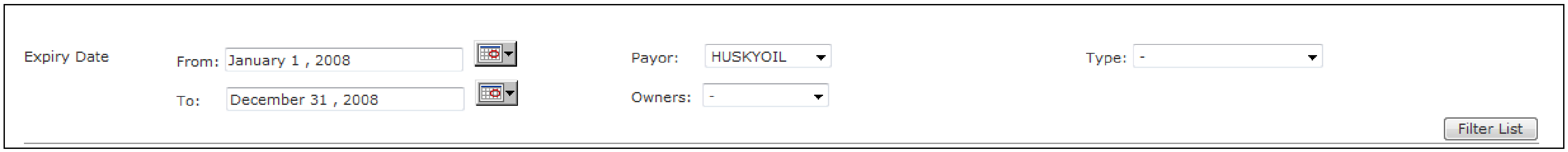
2. **Payor:** The Payor box contains a dropdown list of all the Designated Payors of the titles in your title list. You may select any Payor, or select the "-" to select all Payors.

3. **Owners:** The Owner box contains a drop-down list of all of the Owners of the titles in your list. You may select any Owner, or select the "-" to select all Owners.

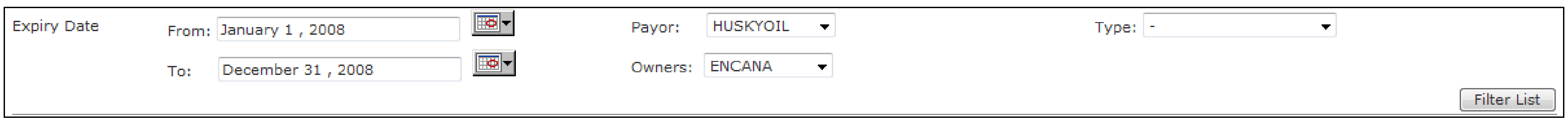
4. **Type:** The Type box contains a dropdown list of all the titles types. You may select any title type, or select the "-" to select all title types.

You may filter by one or more of the above criteria. For example, to view all titles expiring in January, 2008:

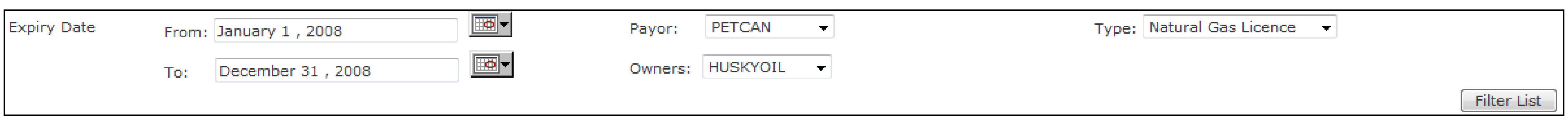
To view all titles expiring in January, 2008 with a specified Designated Payor:



To view all titles expiring in January, 2008 with a specified Designated Payor and a specified owner:



To view all titles of a particular type, expiring in January, 2008 with a specified Designated Payor and a specified owner:



4.2 View Title Details

Title Details

Title no.: 53338
Status: A
Type: Petr. And Nat. Gas Lease

Expiry Date: Jul 31,2012
Owner(s):
ENCANA CORPORATION (50.00%)
PETRO-CANADA (50.00%)

Annual Rental 12896.00
Last Payor: TALISMAN ENERGY INC.
Payor: TALISMAN ENERGY INC. ACCEPTED
Change Payor

Payment History

Receipt Format PDF

Below is the history of payments made for this title

Payment Date	Receipt Number	Payor	Amount $	Description
Sep 03,2002	43616	TALISMAN ENERGY INC.	$12,090.00	AR
Jun 03,2003	46154	TALISMAN ENERGY INC.	$12,090.00	AR
Jun 03,2004	49468	TALISMAN ENERGY INC.	$12,090.00	AR
May 30,2005	52584	TALISMAN ENERGY INC.	$12,090.00	AR
May 26,2006	56762	TALISMAN ENERGY INC.	$12,090.00	A

Payor History

Payor	Payor Assigner	Action	Date
TALISMAN ENERGY INC.	TALISMAN ENERGY INC.	Accepted	2/8/2008 4:35:13 PM

To get to the View Titles Details screen, open the Title Summary screen. On the Title Summary screen, the Title number is displayed in blue and underlined to indicate that it is a hyperlink. Click on this hyperlink. When you do so, the Title details screen appears, as shown above. The Title Details screen displays the following information:

1. Title number
2. Expiry Date
3. Annual Rental
4. Status
5. Payor
6. Type
7. Owners
8. Payment History
9. Payor History

The payment history shows all payments that were made for that title when that title was either owned by your company or when your company was the Designated payor for that company.:

Payment Date	The date that the payment was received by the Ministry
Receipt Number	For pre ePayments payments, this is the historical receipt number
Payor	Prior to the rollout of ePayments, there was no notion of Designated Payor, so this field will be blank for all
Amount	The amount of the payment

Clicking on the Receipt number opens the receipt in a new browser window. For more information about ePayments Receipts and Statements, please see Section 5 of this manual.

Receipt # 27
Date Paid: 13-Nov-2007
Payor: CANETRES

TITLE #	TYPE	PAID TO DATE	HECTARE	RENTAL AMOUNT
49261	PNG	Nov 13, 2007	281.00	2,107.50

Subtotal:	2,107.50
Late Payment Penalty 1.5%:	0.00
Total Pre_authorized Debit Amount:	2,107.50
Pre-Authorized Debit Date:	13-Nov-2007

The Payor History shows the history of payor assignments, including the date and who made the assignment:

Payor History

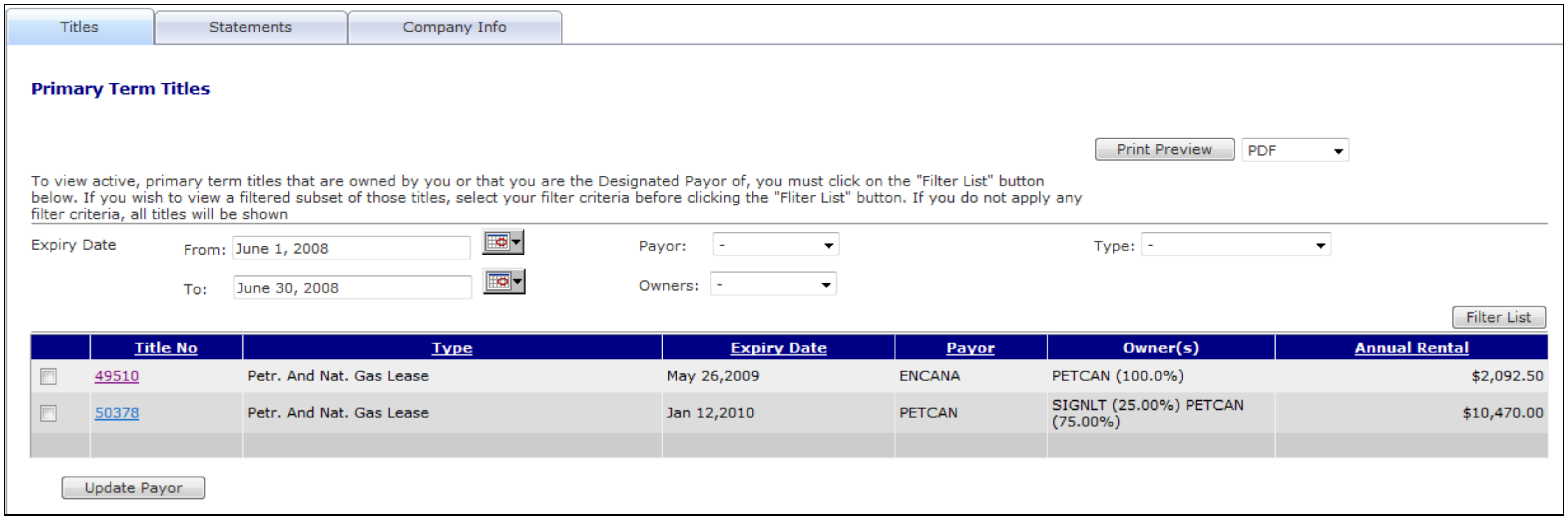
Payor	Payor Assigner	Action	Date
PETRO-CANADA	ENCANA OIL & GAS PARTNERSHIP	Accepted	2/9/2008 8:09:49 AM
PETRO-CANADA	ENCANA OIL & GAS PARTNERSHIP	Assigned	2/9/2008 7:54:29 AM
ENCANA OIL & GAS PARTNERSHIP	ENCANA OIL & GAS PARTNERSHIP	Accepted	2/8/2008 4:35:13 PM

In the above example, the title was initially populated by the Ministry with Encana Oil and Gas Partnership as the original payor. Encana Oil and Gas Partnership then assigned Petro-Canada as the payor on February 9 at 7:54 am. Petro-Canada accepted at 8:09 AM the same day. Encana Oil and Gas Partnership would have had the ability to pay this title from February 8 at 4:35 PM until Petro-Canada accepted at 8:09 AM on February 9.

4.3 Change a Payor

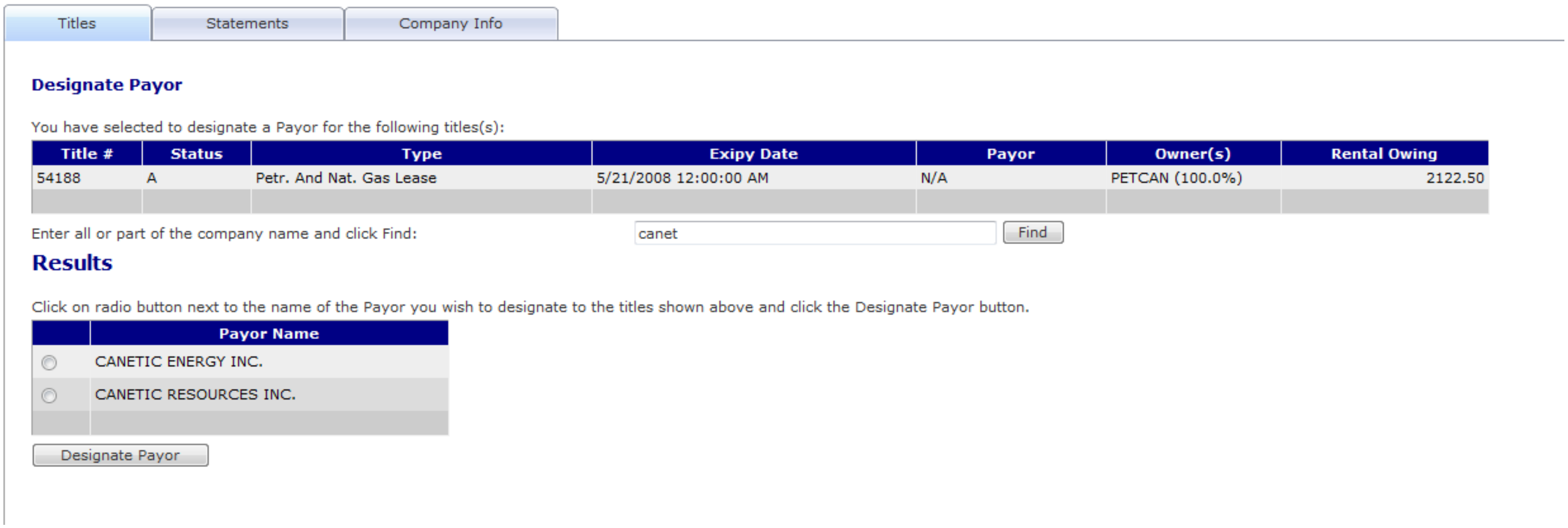
When the system is first released, all Titles will automatically have a Designated Payor assigned. This initial Designated Payor will be the last recorded payor of the Title.

Any recorded owner or the current payor can change the Designated Payor.
There are two ways to change a Designated Payor. From the Titles summary screen:



Check one or more boxes of the Titles for which you wish to change the Designated Payor, then click “Update Payor’. You will be directed to the “Change Payor” screen:

Type in part of the name of the company that you wish to assign as the payor and click “Find”

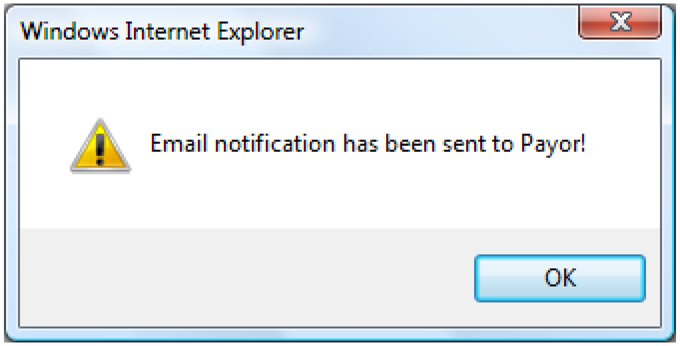


Now select the company and clik "Designate Payor". If the system cannot match the string that you entered, the following message is displayed:

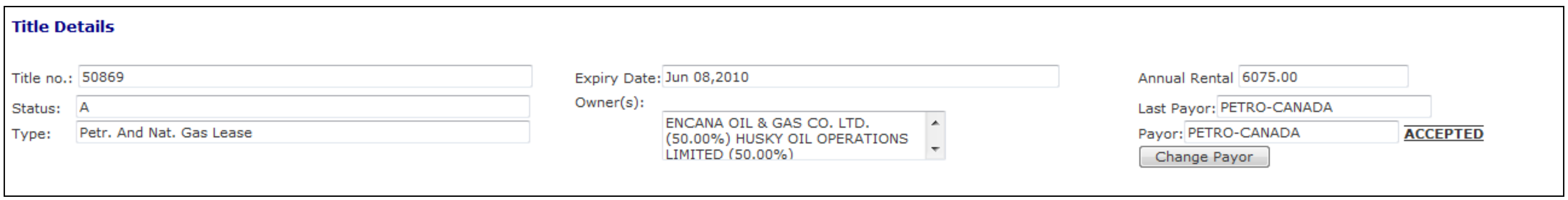
Enter all or part of the name of the company that you wish to designate as a payor and click Search. A set of companies matching the criteria that you provided will be displayed. Select the company you want and click; `Designate Payor`. The system will generate and send the following email to the Nominated Payor, with copies to all of the Title owners:

To	*All email addresses of the authorized users of the Nominated Payor Company*
CC:	*All other owners of this title*
From	*Your email address*
Subject	Payor Assignment Notification
Body	PETRO-CANADA has been assigned as a Payor for the following title number(s): 54188 Please log in to https://epayment.bc.gov.ca to accept the assignment. Confidentiality and Disclaimer: The information contained in this message and any attachments herein is confidential and intended only for the addressee(s). It may be privileged information and exempt from disclosure under applicable law. If you are not the intended recipient, the use of this information or its disclosure, copying, retention or distribution is prohibited and may be unlawful. If you received this message in error, please inform the sender promptly by replying to the address in the 'From' field and permanently delete this message from your computer.

And you will see the following message:

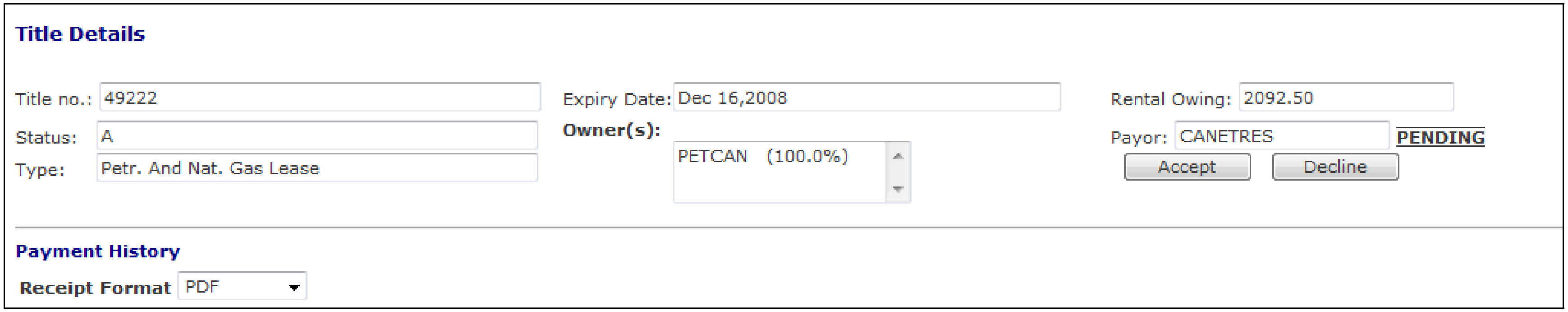


The Payor can also be changed from the Title Details screen;



4.4 Accept or Reject a Payor Nomination

When the Nominated Payor logs in and navigates to the Title Detail screen for any Title for which they have been nominated as the Payor, they will see their name as the Designated Payor with a status of Pending, as shown in the figure below:



If you are the Nominated Payor and you choose to accept the nomination, click the `Accept` button. The system will then generate and send the following email:

To	*The Company Administrator and all Payment Administrators of the majority owner of this title*
CC:	*The Company Administrator and all Payment Administrators of all of the owners; All other authorized users (except Viewers) in the accepting user's company*
From	*The user that accepted the assignment;*
Subject	Payor Assignment Notification
Body	PETRO_CANADA has accepted your assignment for Title No 48836 Confidentiality and Disclaimer. The information contained in this message and any attachments herein is confidential and intended only for the addressee(s). It may be privileged information and exempt from disclosure under applicable law. If you are not the intended recipient, the use of this information or its disclosure, copying, retention or distribution is prohibited and may be unlawful. If you received this message in error, please inform the sender promptly by replying to the address in the 'From' field and then permanently delete this message from your computer

Please note that when an email is sent to a company, it is sent to the Company Administrator and all Payment Administrators.

If you choose not to accept the nomination, you should click the `Reject` button. The system will then generate the following email:

To	*The Company Administrator and all Payment Administrators of the majority owner of this title*
CC:	*The Company Administrator and all Payment Administrators of all of the owners; All other authorized users (except Viewers) in the accepting user's company*
From	*The user that accepted the assignment;*
Subject	Payor Assignment Notification
Body	PETRO_CANADA has rejected your Designated Payor assignment for Title No 48836 Confidentiality and Disclaimer. The information contained in this message and any attachments herein is confidential and intended only for the addressee(s). It may be privileged information and exempt from disclosure under applicable law. If you are not the intended recipient, the use of this information or its disclosure, copying, retention or distribution is prohibited and may be unlawful. If you received this message in error, please inform the sender promptly by replying to the address in the 'From' field and then permanently delete this message from your computer."

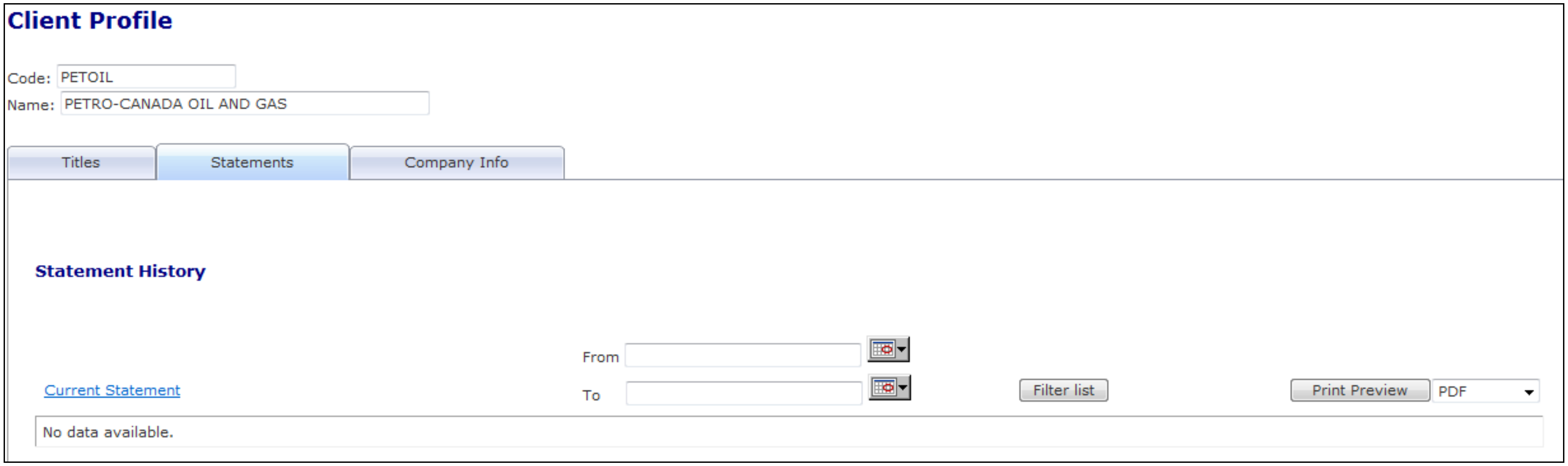
If the Nominated Payor does not either accept or reject the nomination within 10 days, the system generates the following email:

To	*The Company Administrator and all Payment Administrators of the majority owner*
CC:	*The Company Administrator and all Payment Administrators of all other owners; The Company Administrator and all Payment Administrators of the company nominated as the Designated Payor*
From	ePayments@gov.bc.ca
Subject	Payor Assignment Notification
Body	Dear Owner, PETRO-CANADA nominated HUSKY OIL to be the Designated Payor for Title No 48836 10 days ago. HUSKY OIL have neither accepted nor rejected this nomination. Confidentiality and Disclaimer: The information contained in this message and any attachments herein is confidential and intended

	only for the addressee(s). It may be privileged information and exempt from disclosure under applicable law. If you are not the intended recipient, the use of this information or its disclosure, copying, retention or distribution is prohibited and may be unlawful. If you received this message in error, please inform the sender promptly by replying to the address in the 'From' field and then permanently delete this message from your computer.

5 Managing Payments

5.1 The Statement Tab



This screen provides access to your Current Statement, along with previous month's ePayment's statements. There is no pre-ePayments statement history, since the statement is unique to the ePayments system.

By default, the list of all statements appears. However, you can use the date boxes to filter the list. The Print Preview button allows you to print and export the list in Word, PDF and excel format.

Please note that the monthly statement is "dynamic", in that it will change depending upon which titles have been paid at the time of viewing. Historical statements are generated at the end of each month and show only the titles that were paid that month. Titles from a monthly statement that were unpaid by the end of the month are carried forward to the next monthly statement. Paid titles appear on the statement for the month in which they were paid.

5.2 View and Pay Current Statement

To make an online payment for a Title in the ePayments system, the Title must appear on your current statement. To view your current statement, click the `Statement` tab on the Profile screen, then click the `Current statement` link.

Statements are generated every month. A Statement is a collection of all of the titles that you are responsible for paying that have an anniversary date on any day three months following the last day of the month of the statement. For example, the November Statement will consist of titles with an Anniversary Date in March. In addition, any titles that remain unpaid from previous statements will also appear on the Current Statement as ‘carried Forward’ items. These `carried forward` titles appear in a separate section at the top of the statement.

At the beginning of each month (approximately midnight on the last day of the preceding month), the system generates and sends the following email:

To	*The Company Administrator and all Payment Administrators of the company*
CC:	
From	epayments@gov.bc.ca
Subject	Statement Notification
Body	Your statement for the month of February is now available at https://ePayments.gov.bc.ca. Please log on to view it. Confidentiality and Disclaimer: The information contained in this message and any attachments herein is confidential and intended only for the addressee(s). It may be privileged information and exempt from disclosure under applicable law. If you are not the intended recipient, the use of this information or its disclosure, copying, retention or distribution is prohibited and may be unlawful. If you received this message in error, please inform the sender promptly by replying to the address in the 'From' field and then permanently delete this message from your computer.

You may log onto ePayments at any time to view your Current statement. If, for some reason, you do not receive this email, your statement will still be available online for you to view and make payments on.

Clicking the `Current Statement` link on the Profile screen brings up the current statement:

Statement Details

Company Name: PETRO-CANADA Print Preview PDF

Statement #: Current

Date Issued: Feb 09,2008

Unpaid Titles Carried Forward from Previous Statement(s)

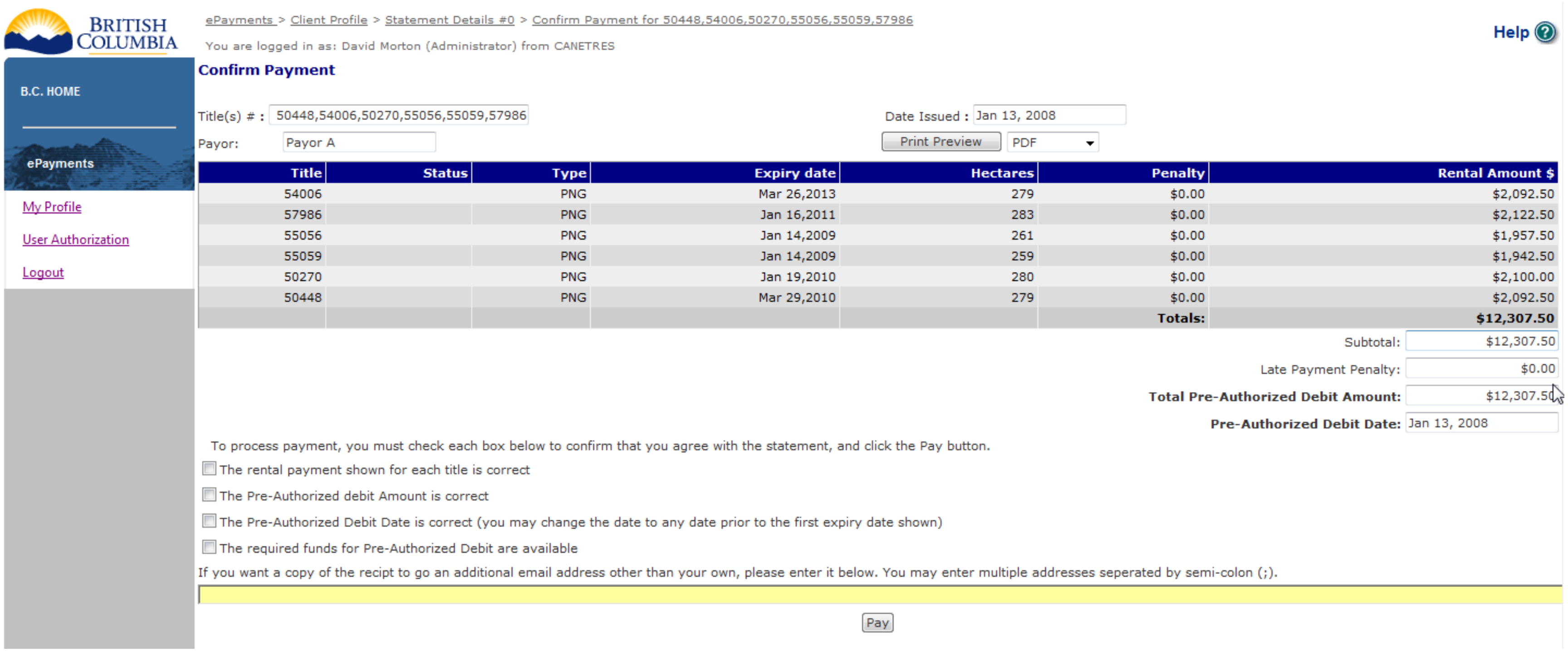
☐	Title No	Type	Hectares	Expiry date	Anniversary Date	Rental Amount $	Status
☐	50378	PNG	1396	Jan 12,2010	Jan 12,2009	$10,470.00	PENDING
☐	50378	PNG	1396	Jan 12,2010	Jan 12,2009	$10,470.00	UNPAID
☐	50379	PNG	3072	Jan 12,2010	Jan 12,2009	$23,040.00	PENDING
☐	51631	PNG	269	Jan 11,2011	Jan 11,2009	$2,017.50	PENDING
☐	58565	PNG	1328	May 23,2016	May 23,2009	$9,960.00	PENDING
				Totals:	**$55,957.50**		

Current Statement

☐	Title No	Type	Hectares	Expiry date	Anniversary Date	Rental Amount $	Status
☐	50869	PNG	810	Jun 08,2010	Jun 08,2009	$6,075.00	**PENDING**
				Totals:	**$6,075.00**		

Make Payment

All users from your company can view this statement. If you are a Company Administrator or a Payment Administrator, you can also initiate an online payment, by selecting the titles that you wish to pay and clicking `Make Payment`. You do not have to pay all of the Titles on a statement. You may pay as many, or as few, titles as you want at any time. You may make multiple payments in a day and you may make payments on as many days in the month as you want. Clicking the `Make Payment` button brings up the `Payment Confirmation` screen:



BRITISH COLUMBIA

ePayments > Client Profile > Statement Details #0 > Confirm Payment for 50448,54006,50270,55056,55059,57986

You are logged in as: David Morton (Administrator) from CANETRES

Help

B.C. HOME

ePayments

My Profile

User Authorization

Logout

Confirm Payment

Title(s) # : 50448,54006,50270,55056,55059,57986

Date Issued : Jan 13, 2008

Payor: Payor A

Print Preview PDF

Title	Status	Type	Expiry date	Hectares	Penalty	Rental Amount $
54006		PNG	Mar 26,2013	279	$0.00	$2,092.50
57986		PNG	Jan 16,2011	283	$0.00	$2,122.50
55056		PNG	Jan 14,2009	261	$0.00	$1,957.50
55059		PNG	Jan 14,2009	259	$0.00	$1,942.50
50270		PNG	Jan 19,2010	280	$0.00	$2,100.00
50448		PNG	Mar 29,2010	279	$0.00	$2,092.50
					Totals:	**$12,307.50**

Subtotal: $12,307.50

Late Payment Penalty: $0.00

Total Pre-Authorized Debit Amount: $12,307.50

Pre-Authorized Debit Date: Jan 13, 2008

To process payment, you must check each box below to confirm that you agree with the statement, and click the Pay button.

- [ ] The rental payment shown for each title is correct
- [ ] The Pre-Authorized debit Amount is correct
- [ ] The Pre-Authorized Debit Date is correct (you may change the date to any date prior to the first expiry date shown)
- [ ] The required funds for Pre-Authorized Debit are available

If you want a copy of the recipt to go an additional email address other than your own, please enter it below. You may enter multiple addresses seperated by semi-colon (;).

Pay

On this screen, you can see the titles that you have selected for payment, along with any late payment penalties that may be applicable. These penalties are:

1. For PNG Leases: 1% of amount due for the first 30 days; 2% for the next 30 days
2. For Drilling Licences: $500

You must confirm all of the check boxes before you can press the pay button:

1. The rental payment shown for each title is correct
2. The pre-authorized debit amount is correct

3. The pre-authorized debit date is correct
4. The required funds for pre-authorized debit are available

You may also optionally enter one or more email addresses to which you would like a copy of the payment confirmation sent. If you enter more than one email, you must separate the email addresses with a semi-colon. The format of the email, along with sample text, is shown below:

To	*The Company Administrator and all Payment Administrators of the company making the payment*
CC:	*Additional email addresses that you have specified on the Payment Confirmation screen*
From	ePayments@gov.bc.ca
Subject	Statement Notification
Body	Thank you for your payment for the following title(s): 49182, 57791, 57795, 55976, 54955 Your receipt is available at https://epayments.bc.gov.ca Confidentiality and Disclaimer: The information contained in this message and any attachments herein is confidential and intended only for the addressee(s). It may be privileged information and exempt from disclosure under applicable law. If you are not the intended recipient, the use of this information or its disclosure, copying, retention or distribution is prohibited and may be unlawful. If you received this message in error, please inform the sender promptly by replying to the address in the 'From' field and then permanently delete this message from your computer.

Once the ‘Pay’ button is pressed, the payment will be processed that evening, in the daily payment batch. A receipt is available online immediately after the batch is processed. All titles paid in the same day will have the same receipt number.

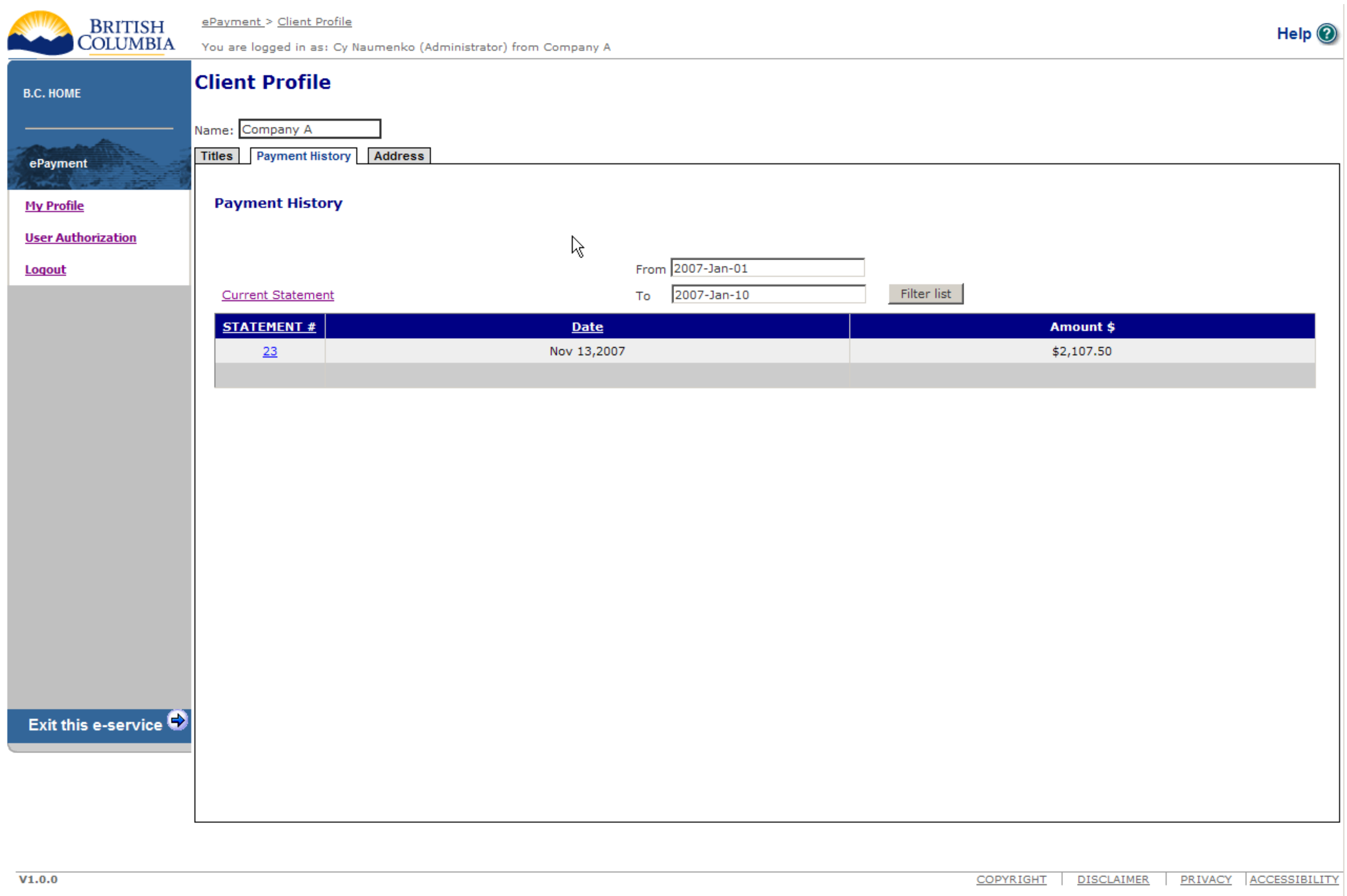
It is important to understand that the monthly statement is dynamic, in the following ways:

1. When a title is paid from the ‘Carried Forward’ section, it will no longer appear on the statement.
2. When a title is paid on the ‘Current` section, it will be grayed out and cannot be paid again.

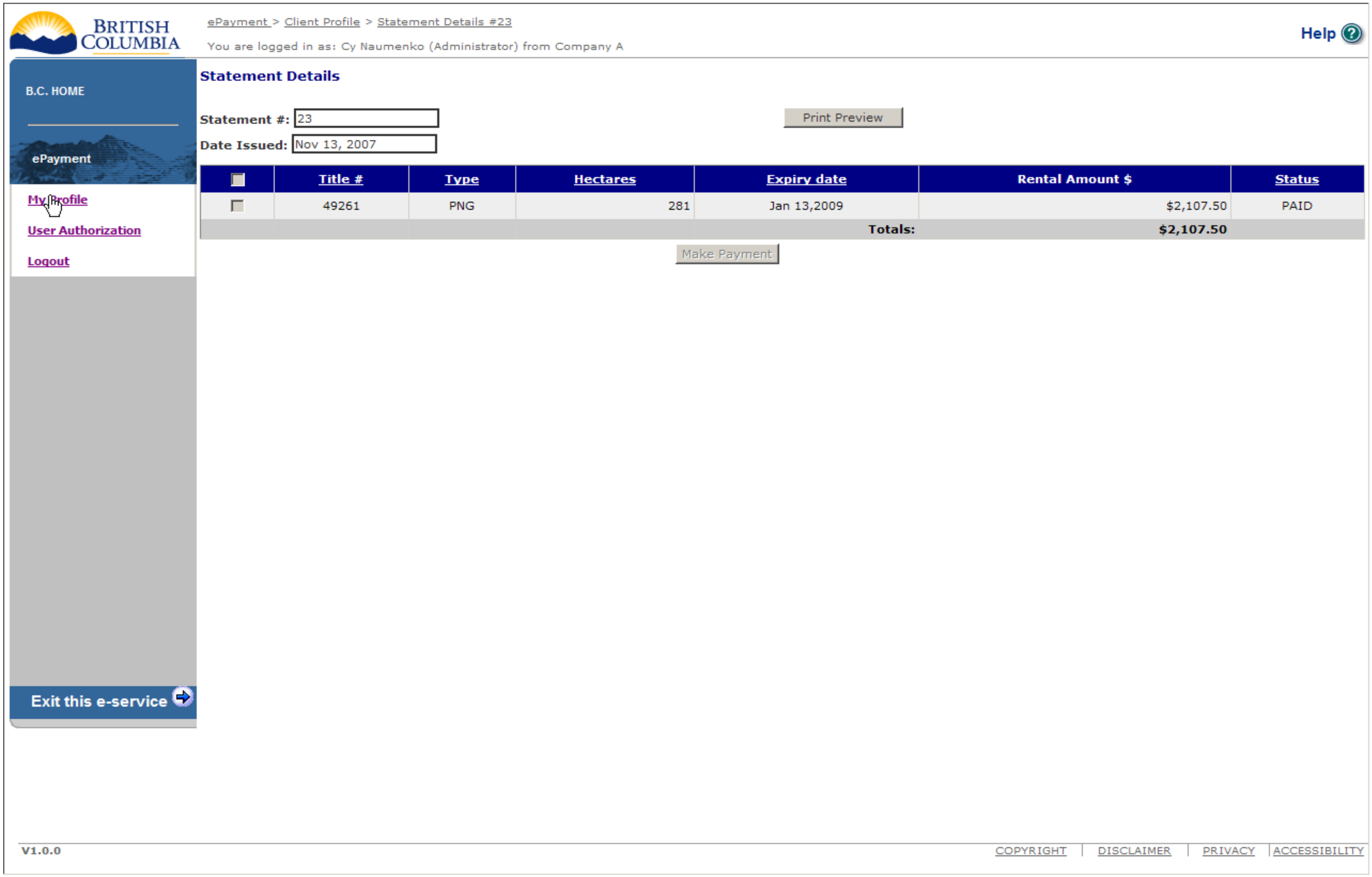
For these reasons, the Current Statement may not appear exactly the same when viewed at different times during the month.

5.3 View Historical Statements

The same process that generates the monthly payment reminders also prepares a historical statement for the month just ended. Historical statements are only available for payments made through ePayments. To view Historical Statements, click the `Statements` tab:


British Columbia
ePayment > Client Profile
You are logged in as: Cy Naumenko (Administrator) from Company A
Help
B.C. HOME
ePayment
My Profile
User Authorization
Logout
Exit this e-service
Client Profile
Name: Company A
Titles
Payment History
Address
Payment History
From 2007-Jan-01
Current Statement
To 2007-Jan-10
Filter list
STATEMENT #
Date
Amount $
23
Nov 13,2007
$2,107.50
V1.0.0
COPYRIGHT
DISCLAIMER
PRIVACY
ACCESSIBILITY

A list of available Historical Statements appears. The list of statements appearing can be filtered by date by specifying a “From Date” and a “To Date” and clicking “Filter List”. Each statement in the list contains a hyperlink to the statement, which is shown below:


BRITISH COLUMBIA
ePayment > Client Profile > Statement Details #23
You are logged in as: Cy Naumenko (Administrator) from Company A
Help
B.C. HOME
ePayment
My Profile
User Authorization
Logout
Exit this e-service
Statement Details
Statement #: 23
Date Issued: Nov 13, 2007
Print Preview
Title #
Type
Hectares
Expiry date
Rental Amount $
Status
49261
PNG
281
Jan 13,2009
$2,107.50
PAID
Totals:
$2,107.50
Make Payment
V1.0.0
COPYRIGHT
DISCLAIMER
PRIVACY
ACCESSIBILITY

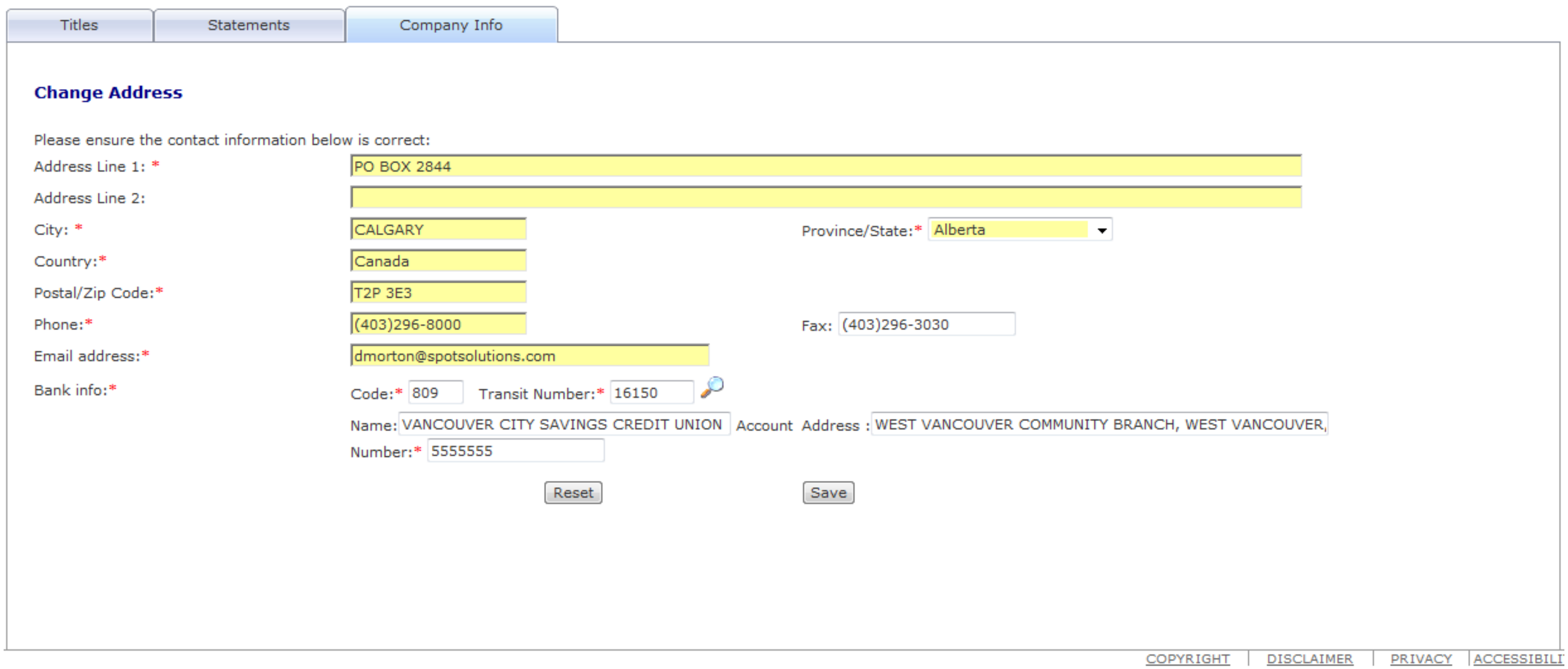
The Historical Statement shows the following information:

1. Title Number
2. Title Type
3. Size
4. Expiry date
5. Amount Paid
6. Receipt Number

You cannot make a payment from the Historical Statement

6 Managing Company Information

The Company Information tab, on the Profile screen, contains the company`s address and bank information. All users can see the address information. Only the Company Administrator can see and change the bank information.



To enter bank information, the Company Administrator types in the code of the company`s bank, then the Transit Number corresponding to the branch the company has an account at. Click the magnifying glass icon and the name and the address of the bank will automatically populate. Then fill in the company`s bank account number. Click `Save'to save the information.

You will not be able to make a payment until the two following criteria are satisfied:

1. You have filled out and submitted a PAD authorization form
2. You have entered your company`s bank account information

If you have not filled out your company's bank account information you will see the following message: