Ministry of Energy, Mines and Petroleum Resources

ePayments User Manual

REVISION 4

April, 2010

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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, to access ePayments for the first time.

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 access for 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. Please provide a letter requesting your Subscription Code on company letterhead and include your Company Administrator's name, email address and BCeID Username. The Ministry may be contacted by Email: png.epayments@gov.bc.ca. You may attach your letter to an email (.pdf) or fax it to 250-952-0541.
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 COMPANY, Here is your subscription code (COMP0418NY) . 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.

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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 PAD Forms

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 6.3 of this manual). Before you will be able to make a payment you must fill out and return a Fee and Rental PAD form [PAD form]. The PAD form is available online at:

https://epayments.gov.bc.ca/PAD_form.doc (logon and go to the ePayments 'User Authorization' screen)

and

http://www.empr.gov.bc.ca/Titles/OGTitles/ePayments/Pages/default.aspx (Ministry's ePayments information website)

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

Please note 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 and the forms are different for each. Online Refunds were introduced in phase 2 of ePayments. To receive refunds, you must also complete an additional Direct Deposit for Refunds form. This form is available online at:

https://epayments.gov.bc.ca/Direct_Deposit_for_Refunds_form.doc (logon and go to the ePayments 'User Authorization' screen)

and

http://www.empr.gov.bc.ca/Titles/OGTitles/ePayments/Pages/default.aspx (Ministry's ePayments information website)

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.
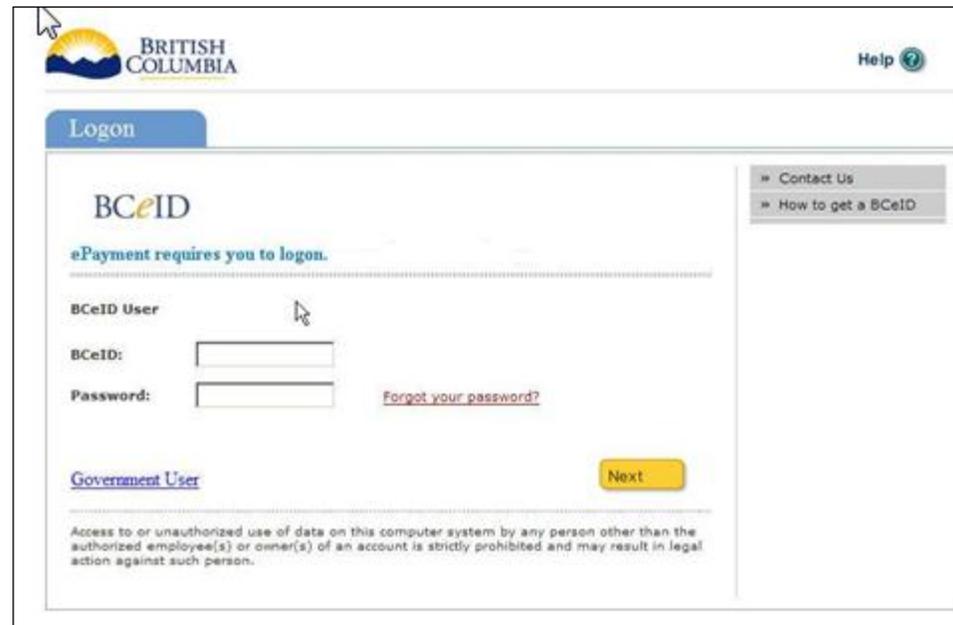
1.4 Selecting a Company

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

1.5 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. The screen may be titled 'Authorization Error', but enter your Subscription Code in the text box and click on Submit and you will be taken to the ePayments main menu.

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. Sometimes you will not be prompted to enter your Subscription Code.

This sometimes happens when a Ministry User has accessed your company's data after issuing the Code and is nothing to be alarmed about.
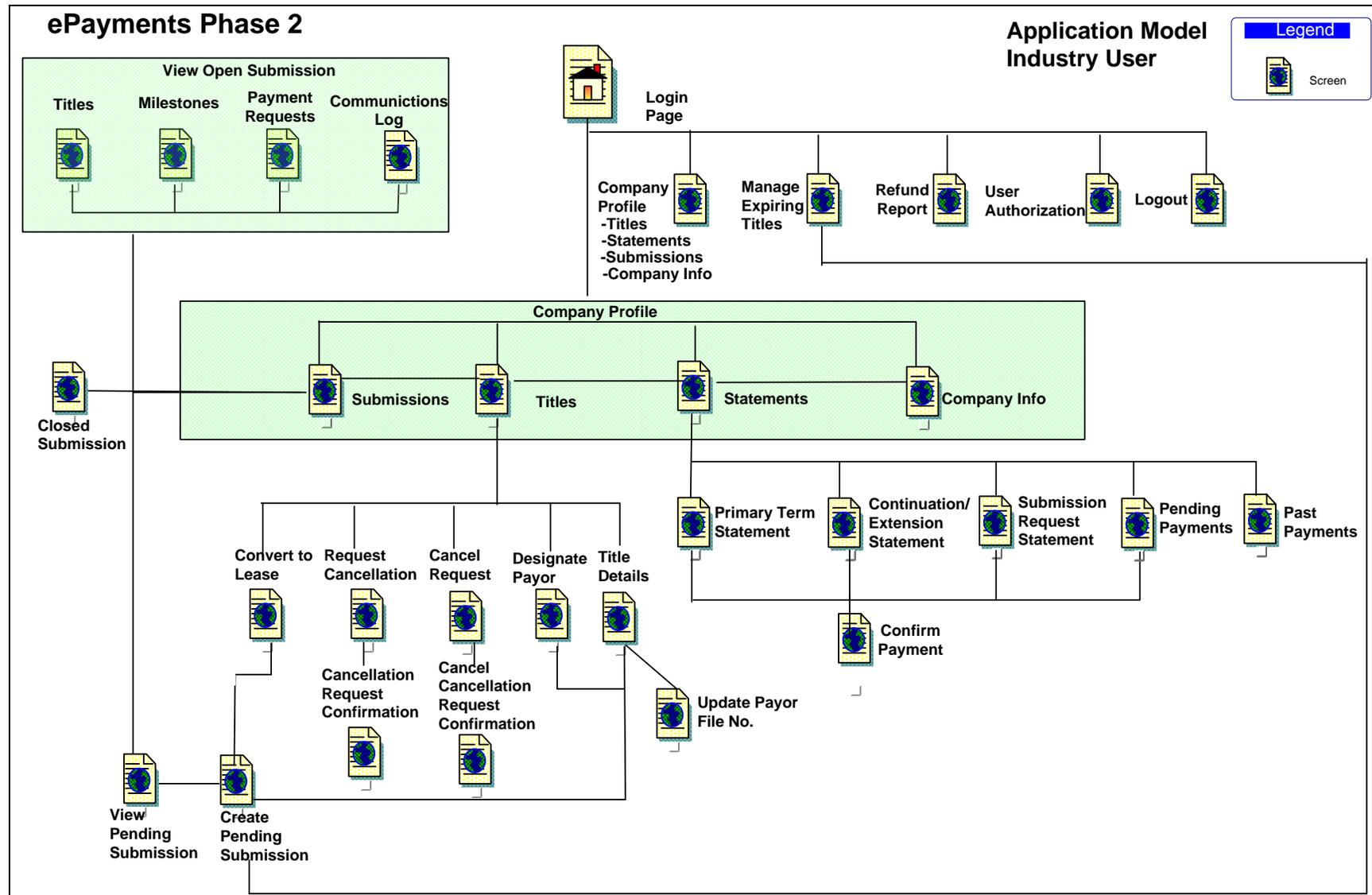
1.6 Main Menu

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

1.7 Navigation

ePayments Phase 2

**Application Model
Industry User**

Legend

Screen

View Open Submission

Titles

Milestones

Payment Requests

Communictions Log

Login Page

Company Profile
-Titles
-Statements
-Submissions
-Company Info

Manage Expiring Titles

Refund Report

User Authorization

Logout

Closed Submission

Company Profile

Submissions

Titles

Statements

Company Info

Primary Term Statement

Continuation/ Extension Statement

Submission Request Statement

Pending Payments

Past Payments

Convert to Lease

Request Cancellation

Cancel Request

Designate Payor

Title Details

Confirm Payment

Cancellation Request Confirmation

Cancel Cancellation Request Confirmation

Update Payor File No.

View Pending Submission

Create Pending Submission

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   Displays a summary list of titles your company is the Owner and/or Payor of. From this screen you can view title details, nominate Payors, request cancellation of a title, reverse cancellation requests and create a conversion submission.

Statements   Section 6   Provides access to your Primary Term or Continuation/Extension statements and to the Pending Payments. All of which you can make a payment from. Additionally, you can view your historical, paid statements. There are three Statements:

                                                            1. Primary Term Statement
                                                            2. Continuation/Extension Statement
                                                            3. Submission Requests Statement

                                                            All three should be reviewed at least monthly. You will be reminded by email.

Submissions   Section 7   Displays submissions initiated by you [Open (Paid and Unpaid), Pending and Closed]. Displays requests for additional payments and submission milestones.

Company Info   Section 8   Contains contact and Bank account information for your company. Banking information can only be viewed and changed by your Company Administrator.

Manage Expiring Titles   Section 5   Screen which enables the user to search for expiring titles, add titles to the Continuation/Extension Statement for immediate payment, and create

continuation submissions. Titles displayed here are within 60 days before or after their anniversary date, to prevent early payments and to allow the ministry to advise clients when all or a portion of their title(s) are no longer eligible for continuation under the current section of the Act, in keeping with current legislation.

Refund Report	Section 9	Allows you to view the refunds your company has received.
User Authorization	Section 3.0	Screen where your Company Administrator adds/removes/edits access for other Users, downloads Fee and Rental PAD form / Direct Deposit form; enters additional subscription codes for additional variations of your company name; indicates whether Land Administrator approval is required for 'automatic' continuations, such as 58A.
Title Details	Section 4.2	Shows the payor and payment history for a title along with any associated submissions – Open, Closed and Pending. Also shows any Pending submissions the title is eligible to be added to. ACTIONS: From Title Details you can update the Payor, update the Payor File Number and Print Receipts.
Update Payor	Section 4.3	Allows you to select (update) and nominate a Payor for a title. This can be accomplished from either the all Title screen (multiple titles) or the Title Details screen (single title). You can Accept or Decline a nomination from the Title Details screen.
Primary Term (Current) Stmt	Section 6.3	Shows all titles, within their primary term, with rents due in the third month following the current month. [e.g. On January 1, all primary term titles with an anniversary date in April will be added to the Statement].

Continuation/Extension Stmt	Section 6.4	Shows all titles beyond their primary term, or at the end of their primary term, within the period of 60 days before and after the anniversary date.
Pending Payments	Section 6.5	Shows all titles that have been included in a Pending Payment, created by the client, for the purpose of payment pre-approval or payment planning.
Past Payments (Historical Statement) Details	Section 6.7	Shows all titles paid on a previous statement.
Confirm Payment	Section 6.4	Requires you to confirm that the payment has been verified, funds are available in your account and withdraws the funds from your account.
Open Submissions	Section 7.1	Shows the open submissions for the current owner or payor [paid and unpaid – those that are paid will include a Payment Acknowledgement number]. Also shows Milestones, Payment Requests and Communications Log.
Pending Submissions	Section 7.2	Shows the pending submissions for the current owner or payor. Pending submissions are always Unpaid and are not yet under review by the Ministry.

In terms of usability throughout ePayments, users should use the breadcrumb trail within the ePayments screen, and avoid using the Back Button, connected to the Browser system. Using the Back Button could disconnect you from ePayments and you may lose your updates.

1.8 Print and Export Titles

There are four screens in the system that display lists of items:

1. All Titles – a listing of titles that your company either owns or for which it is the payor, available by clicking on the Titles link on the main menu
2. Statement History – a list of past paid statements, available by clicking on the Statements link on the main menu
3. Current Statement – a list of titles to be paid in the current month, available by clicking on each of the three Statements
4. Manage Expiring Titles – a list of expiring titles grouped by title type (PNG leases and Drilling Licences) and separated by tabs. Titles displayed here are within 60 days before or after their anniversary date.

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:
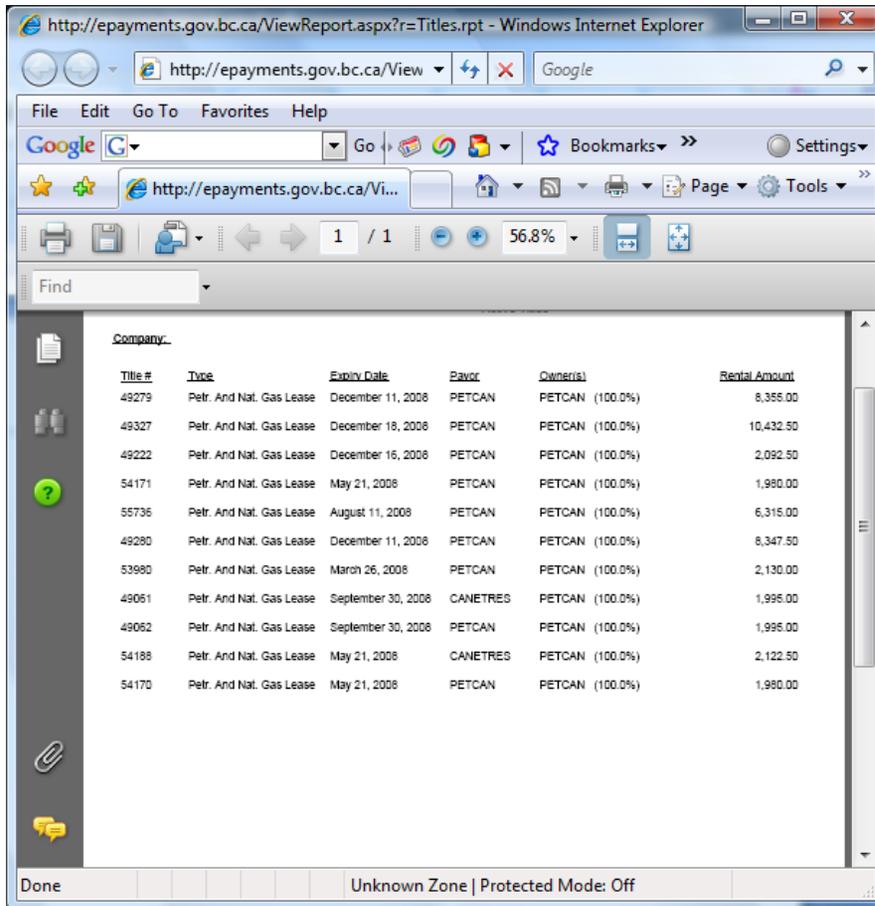

The format choices are:

PDF
MS Word
MS Excel
RTF
TXT

1.8.1 PDF

If you select PDF, then click "Print Preview", the PDF 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 ctrl-p. The standard format is always Portrait and is connected and controlled by your printer options, not ePayments. You may wish to format the document as Landscape before printing.

1.8.2 MS Word

If you select MS Word and then click "Print Preview" you will be presented with the following Dialog Box:
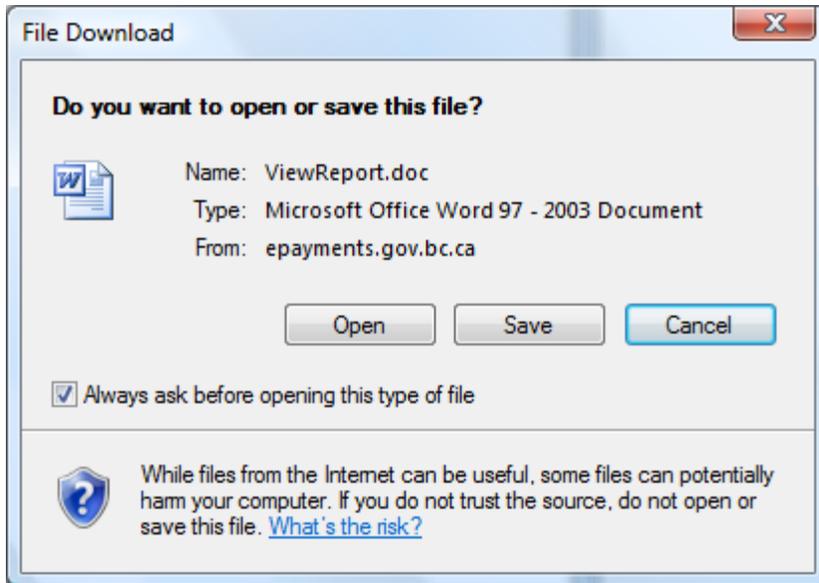
Open will open the report in a new Microsoft Word
Save will allow you to save the report, as a "Microsoft Office Word 1997 – 2003" type

1.8.3 MS Excel

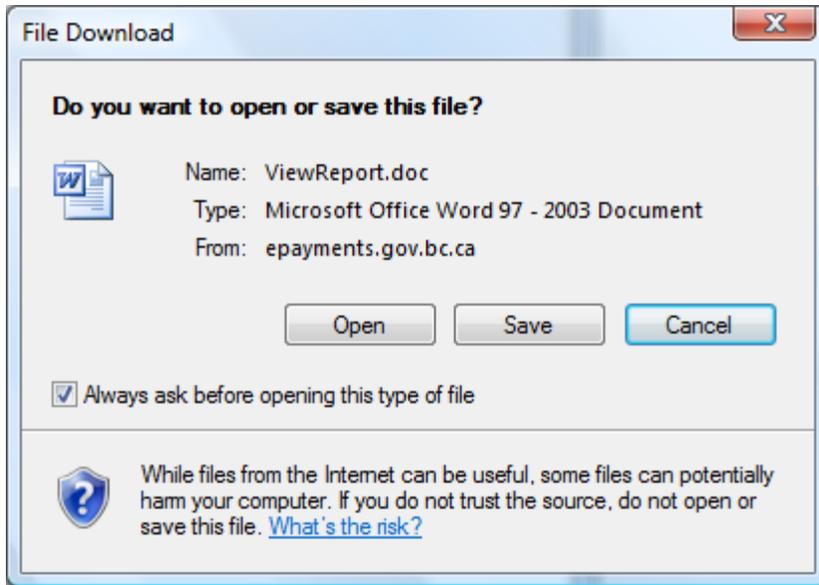If you select MS Excel and then click "Print Preview" you will be presented with the following Dialog Box:
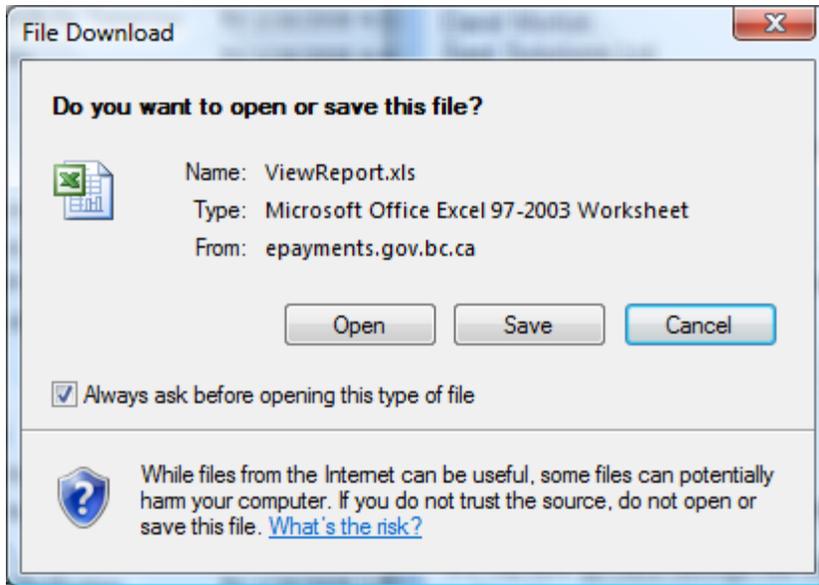
Open will open the report in a new Microsoft Excel window
Save will allow you to save the report, as a "Microsoft Office Excel 1997 – 2003" type

1.8.4 RFT

If you select RTF 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

1.8.5 TXT

If you select TXT, then click "Print Preview", the TXT will open in a new browser window:

Open will open the report in a new text file without report headers and footers and column headings. Save will allow you to save the report, as a "Text File (*.txt)" type.

2 Managing Users

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

1. Company Administrator – Only one is allowed for a company. The Company Administrator manages user access, has complete access to the system, performs the functions of all other roles and is the only role that can view/change the banking information.
    If you are the Company Administrator, you do *not* need to assign yourself other roles.
    A change in Company Administrator for a company requires ministry intervention – please send a .pdf letter to png.epayments@gov.bc.ca naming the new Company Administrator, their email address and BCeID Username.
2. Payment Administrator – Makes payments from all three Statements and through Submissions [additional payment requests], creates and pays Pending Payments, nominates payors, accepts/declines nominations, requests cancellation of titles and reverses requests for cancellation of titles. Can view all other screens, except banking information.
3. Land Administrator – Using Manage Expiring Titles, creates Continuation Submissions for titles requiring a written application and for titles that do not require a written application, approves continuation and makes titles available for immediate payment from the Continuation/Extension Statement. Nominates payors, accepts/declines nominations, requests cancellation of titles and reverses requests for cancellation of titles. Can view all other screens, except banking information.
4. Viewer - Can view all screens in ePayments, except banking information.

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:
Company Administrator : Access to all menu screens with Create, Edit, Update and Delete privilege.
Payment Administrator: Access to menu items with Edit and Update privileges and ability to make payments and create (and pay) pending payments.
Land Administrator: Access to menu items with Edit and Update privileges and the ability to create and approve Pending Submissions. Also can create Open Submissions.
Viewer: Access to menu items with Read only privileges.

		User's BCeID	First Name	Last Name	Email	ePayments Role
Edit	Delete	tahahn	Taha	Ismail	taha@spotsolutions.com	Payment Administrator
Edit	Delete	kRIS	KRIS	DE	KRISTINE@spotsolutions.com	Land Administrator
Edit	Delete	cbnaumen	Cy	Naumenko	cy@spotsolutions.com	Company Administrator
Edit	Delete	dave	Dave	Morton	dmorton@spotsolutions.com	Payment Administrator
Edit	Delete	stephen	Taha 'O	Ismail	taha@spotsolutions.com	Viewer
Edit	Delete	tony2	tony	dong	tony@spotsolutions.com	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

2.1 Changing the Company Administrator

A change in Company Administrator for a company requires ministry intervention – please send a .pdf letter to png.epayments@gov.bc.ca naming the new Company Administrator, their email address and BCeID Username.

2.2 Adding a Land Administrator

1. To enable access to ePayments for a Land Administrator in your organization, select the 'add new' link.

   add new

2. Enter the following details:
   - User's BCeID
   - First Name
   - Last Name
   - Email – can be the individual's email address, or a generic email address shared between ePayments Users

3. Select Land Administrator from the drop down list.

4. Select the Add link at the beginning of the line to complete the process.

Add Cancel	Ray	Ray	Wong	rwong@spotsolutions.com	Land Administrator

5. Select OK at the 'User added successfully!' prompt.

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3 Managing Titles

3.1 View Titles

Once you are logged in, click on the + sign next to Company Profile, then on Titles on the left menu. The screen will display all of the titles:

1) owned by your company [registered ownership only – no working interests are recorded];
2) for which your company has been Nominated as Payor;

3) for which your company is the current 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 display all of the drilling licences that you may wish to convert to a lease, by selecting the drop down beside All Titles. Select Convert to Lease and the data table will re-configure to display only drilling licences eligible for conversion to lease.

All Titles ▾	Cancellation Status:	All ▾

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. **Payor File No.** The Designated Payor-assigned number for the title (this field clears when a New Designated Payor is nominated and accepts the nomination)

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

Drilling Licence
Geothermal Lease
Natural Gas Lease
Natural Gas Licence
PNG Lease
Petroleum Lease

4. **Expiry Date** The date the primary term ends, or ended.

5. **Anniversary Date** The anniversary date of the title, also the date annual rentals are due.

6. **Section** The section under which the title was *previously*, *or most recently* continued or extended. **P** indicates that the title is in its primary term. **P – Final Year** indicates that a title is in the final year of its primary term.

7. **Payor** The 'designated' Payor for the title. This is the only company that can make a payment for this title and may be any party nominated by a registered Owner or the previous Designated Payor to make payments and continuation decisions on behalf of the registered Owner(s). Registered Owners wishing to retain complete control of their title may nominate themselves as designated Payor.

8. **Status** The status of the payor, Accepted or Pending [displayed as Past Payor].

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

10. **Lease 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. Click on the **Filter List** button to activate your selection. Always click on the **Clear Filter** button before activating another selection:

The possible filter criteria are:

1. **Anniversary 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:

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 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 title types. You may select any title type, or select the "-" to select all title types.

5. **Term:** The section under which the title was previously continued or extended.

6. **Title No.** This box allows the user to search for a specific title number by clicking on the underlined title number e.g. <u>12345</u>.

7. **Company File No.** This box allows the user to search for a specific company file number.

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 Payor:

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

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

3.2 View Title Details

The title details, accessible by clicking on any underlined, hyperlinked title number, anywhere in ePayments, contain the following four tabs, as well as the header.

3.2.1 Payor Tab

The Title Details screen displays the following information in the header:

1. Title number
2. Anniversary Date
3. Type
4. Hectares
5. Annual Rental
6. Expiry Date
7. Cancellation Date
8. Owner(s)
9. Payor File No.

Note: The Cancellation Date field will only be populated when a cancellation has been requested for that title.

In the Payor tab the following information is displayed:

1. Last Payor (second Payor on the table)
2. Current Payor (first Payor on the table)
3. Nominators (Payor Assigner column)
4. Payor Status (Action column)
5. Payor History

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. The Past Payor has the ability to make payments on the title, until the nominated Payor accepts.

3.2.2 Payment History Tab

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 payor for that Title.

In the Payment History tab the following information is displayed:

Title Details

Title no.: 470
Anniversary Date: Apr 09, 2009

Type: Natural Gas Lease
Hectares: 528

Annual Rental: $3,960.00
Expiry Date: Apr 09, 1979

Owner(s): PETRO-CANADA (100.00%)

Payor File No.: [   ]   Update Payor File No.

Payor | Payment History | Open Submissions | Pending Submissions | Closed Submissions

Payment History

Print Preview | PDF

Below is the history of payments made for this title

Payment Date	Receipt Number	Payor	Amount $	Description
MAR 29, 2005	51991	PETRO-CANADA OIL AND GAS	$3,960.00	
MAR 27, 2008	62965	PETRO-CANADA OIL AND GAS	$3,960.00	
MAR 27, 2006	56048	PETRO-CANADA OIL AND GAS	$3,960.00	
MAR 26, 2007	59624	PETRO-CANADA OIL AND GAS	$3,960.00	
MAR 25, 2004	48834	PETRO-CANADA OIL AND GAS	$3,960.00	
APR 10, 1996	19697	PETRO-CANADA	$3,960.00	
APR 08, 2002	42364	PETRO-CANADA OIL AND GAS	$3,960.00	
APR 07, 2003	45626	PETRO-CANADA OIL AND GAS	$3,960.00	
APR 06, 1995	15128	PETRO-CANADA	$3,960.00	
APR 06, 1994	10155	PETRO-CANADA	$3,960.00	

Payment Date	The date that the payment was received by the Ministry
Receipt Number	For pre-ePayments payments, this is the historical receipt number [greyed out] and is presumably already in the company's possession in hard copy, so is not accessible here.
Payor	Prior to the rollout of ePayments, there was no notion of Payor, so this field will be blank for all payments made prior to ePayments rollout
Amount	The amount of the payment
Description	Description of the payment e.g. 58A, Annual Rental, 62(1)

3.2.3 Open Submission Tab

If the title is in an open submission the following information is displayed in the Titles grid:

Title Details

Title no.: 2433	Type: PNG Lease	Annual Rental: $6,007.50
Anniversary Date: Jan 18, 2009	Hectares: 801	Expiry Date: Jan 18, 1972

Owner(s): PETRO-CANADA (100.00%)

Payor File No.: `1022403 Kotcho Lk`   [Update Payor File No.]

| Payor | Payment History | Open Submissions | Pending Submissions | Closed Submissions |

Open Submissions

Submission No.	Created Date	Last Update	Submission Type	Title Number(s)	Payment Acknowledgment
PETROOG12012008236	Dec 01, 2008	Dec 15, 2008	Cont./Ext.	2433	

1. Submission No.
2. Created Date
3. Last Update
4. Submission Type
5. Title Number(s)
6. Payment Acknowledgment (blank, until paid)

For complete details on Open Submissions see section 7.1.

3.2.4 Pending Submission Tab

In the Pending Submissions tabs the following information is displayed:

1. Submission Number
2. Created Date
3. Last Update
4. Submission Type
5. Title Number(s)

If the current title is part of a pending submission, the details of that pending submission will display without any buttons.

If the title is not part of a pending submission, then any applicable pending submissions that this title is eligible to be a part of will appear in the Title Details-Pending Submission screen with the applicable buttons—depending on the type of title.

Pending Submissions

Submission No.	Created Date	Last Update	Submission Type	Title Number(s)	Select
924200891	Sep 24, 2008		Split Lease	6850	○
0919200882	Sep 19, 2008		Cont./Ext.	6347;13717	○

Create Pending Split Lease Submission	Create Pending Cont./Ext. Submission	Add to Pending Submission

For details on creating submissions, see section 7.2.

Tracking User Activity in ePayments: The Ministry can provide adhoc User Activity Tracking in ePayments, but this ability is not currently available to the User as part of ePayments functionality.   This issue will be re-visited as a possible Phase 3 enhancement.

3.3 Update Payor

All newly created Titles will automatically have a Payor assigned. This initial Payor will be the last recorded payor of the Title. Any recorded owner or the current payor can change the Payor.

ePayments does contain some company codes for companies that no longer exist, for historical reasons. If you inadvertently nominate a company that no longer exists, it will not be accepted or declined. You can nominate another company.

There are two ways to change a Payor. From the Titles summary screen:

1. Check one or more boxes of the Titles for which you wish to change the Payor, then click "Update Payor'. You will be directed to the "Designate Payor" screen:
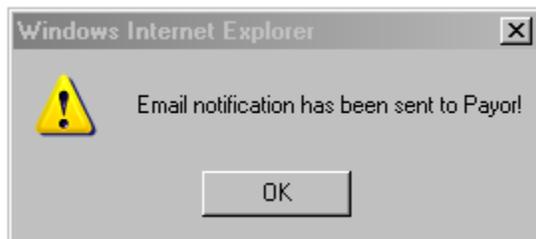
Designate Payor

You have selected to designate a Payor for the following titles(s):

Title #	Status	Type	Expiry Date	Payor	Owner(s)	Annual Rental
1131	A	Natural Gas Lease	1/19/1981 12:00:00 AM	PETROOG	PETRO-CANADA (75.00%) BONAVISTA PETROLEUM LTD. (25.00%)	6300

Enter all or part of the company name and click Nominate: PETRO-CANADA   Nominate | Back

2. Type in part of the name of the company that you wish to assign as the payor. A listing of companies that match your entry will come up. Select the correct company and click "Nominate".

3. Select OK on the email notification pop-up.

Windows Internet Explorer

⚠ Email notification has been sent to Payor!

OK

4. To get out of the Designate Payor screen select a menu option from the left. If you select All Titles and you'll see that the payor you changed from is now indicated as the Past Payor.

- When a Designated Payor is nominated, the status of the Payor will change to "Past Payor" until the nomination is Accepted.

5. 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.

When an Owner nominates itself as Payor, there is no requirement to Accept the nomination.

ePayments does contain some company codes for companies that no longer exist, for historical reasons. If you inadvertently nominate a company that no longer exists, it will not be either accepted or declined. You can nominate another company.

Note: If you think you are not receiving the applicable ePayments emails, have your IT staff check for Spam filters on client servers.

The Payor can also be changed from the Title Details screen using the same process described above.

Title Details

Title no.: 48295	Type: PNG Lease	Annual Rental: $525.00	
Anniversary Date: Oct 22, 2008	Hectares: 70	Expiry Date: Oct 22, 2007	Cancellation Date:

Owner(s): CANETIC RESOURCES INC (100%)

Company File No.: [   ]   Update Company File No.

Payor | Payment History | Open Submissions | Pending Submissions | Closed Submissions

Designate Payor
Last Payor: N/A   Current Payor: CANETIC RESOURCES INC   **ACCEPTED**   Update Payor   Print Preview   PDF

Payor History
No data available.

3.4 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:

When a Designated Payor is nominated, the status of the Payor will change to "Past Payor" until the nomination is Accepted.

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.

Note: Payor File number is cleared as soon as a nominee accepts a Payor Nomination.

If you choose not to accept the nomination, you should click the `Decline` 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 chooses to decline the nomination, you have two options: select a new company and go through the same process or nominate one of the listed owners and the nomination is automatically accepted.

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

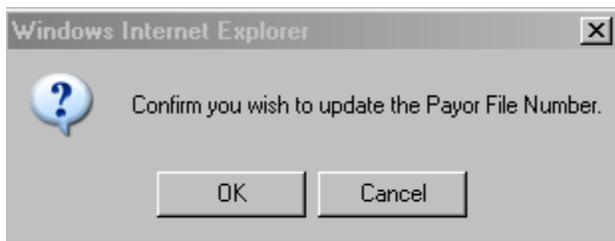| To	*The Company Administrator and all Payment Administrators of the majority owner*
CC:	*The Company Administrator and all Payment Administrators of all other owners; The Company Administrator and all Payment Administrators of the company nominated as the Designated Payor*
From	ePayments@gov.bc.ca
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.

Note: If you think you are not receiving the applicable ePayments emails, have your IT staff check for Spam filters on client servers.

3.5 Update Payor File Number

From the Title details you are able to either add or update the Payor File No.

Title Details

Title no.: 49510	Type: PNG Lease	Annual Rental: $2,092.50
Anniversary Date: May 26, 2009	Hectares: 279	Expiry Date: May 26, 2009

Owner(s): PETRO-CANADA (100%)

Payor File No.: [   ]   Update Payor File No.   ☐ Disable Automatic 58A/B

1. Select Company Profile – Titles from the menu on the left.

2. Select the applicable title.

3. Enter the Payor File number.

4. Select the Update Payor File No. button.

5. Select OK when you are prompted to confirm the update.

Windows Internet Explorer   ☒

   ? Confirm you wish to update the Payor File Number.

        OK   Cancel

3.6 Request Cancellation

From the Titles screen you can request a cancellation on a title.

1. Select Company Profile - Titles from the menu on the left.

2. Select the title(s) you wish to cancel by checking them in the check boxes.

   • If any have a pending or open submission the check box will be disabled and you are not able to cancel them.
   • If any of the titles are in the midst of a cancellation request, they will be highlighted in yellow.

3. Select Request Cancellation button.

4. On the next screen you will have the option to cancel the title(s) immediately or on the next anniversary date (default). Select the appropriate option and Select Confirm Cancellation Request.

5. You will end up back at All Titles page and can view the title highlighted in yellow.

3.7 Cancel Cancellation Request

From the Titles screen you can cancel a cancellation request on a title.

	54524		Drilling Licence	Aug 13, 2008	Aug 13, 2009	3(5)	PETROOG	Accepted	STANDARD (100.0%)	$7,728.00
	49061		PNG Lease	Sep 30, 2008	Sep 30, 2009	62	PETROOG	Accepted	PETCAN (100.0%)	$1,995.00

Update Payor	Request Cancellation	Cancel Request

1. Select Company Profile - Titles from the menu on the left.

2. Select the title(s) with the pending cancellation request that you wish to cancel by checking them in the check boxes. They will be highlighted in yellow.

3. Select Cancel Cancellation Request button

4. On the next screen you will have the option to confirm this. Check the box(es) beside any of the titles you wish to cancel the cancellation request and Select Confirm Cancel Cancellation Request.

5. You will end up back at All Titles page and can view the un-highlighted title.

3.8 Convert to Lease

This is the only place you can create a pending conversion submission.

1. Select Company Profile – Titles.

2. In order to bring up all of the drilling licences that you can convert to a lease, select Convert to Lease from the All Titles selection dropdown.

   - This will filter the list of All Active Titles to include only drilling licences or leases.

| All Titles ▼ | Cancellation Status: | All ▼ |

Convert to Lease

Note the plum highlight reference, it indicates title is not in good standing, but is within 60 day grace period.

3. Select the check mark beside the Title No. link of the title you wish to convert.

4. Select Create Pending Submissions button.

5. On the next screen (Add Leases to Conversion Submission) you have the option to convert portions of the title(s) to a lease. (see step 6). If you wish to maintain the same size, then just enter the current size in hectares. E.g. 776. Select Add Lease and check the Confirm box. Create Pending Submission and continue to step 9.

Add Leases to Conversion Submission   Print Preview | PDF ▼

Title Number: <u>57321</u>   Company File No.: 9988   Type: Drilling Licence   Term: P-Last Year
Hectares: 776 Ha

I wish to convert each of the following portions of this title to Lease

[   ]   Add Lease

....

Total: $0   Create Pending Submission

To fulfill this application request, you must mail the appropriate documentation to the Ministry.

6. From Add Leases to Conversion Submission, enter the size of the lease you wish to convert to a lease. Select Add Lease. Repeat as many times as required.

    • If the size is more than 1 Ha greater than the original title size, a dialog box appears with the warning "You have entered a size more than 1 Ha greater than the original title. Please enter a smaller size"
    • If the size is zero, a dialog box appears with the warning: "You have entered 0 for a size. Please enter a size greater than 0".

7. Select Confirm checkbox for the titles included in this submission.

8.   Select Create Pending Submission.

9. The system will create a pending submission with a submission number by concatenating the Current Date and a Sequence Number e.g. 061520081. The initial Title Number will now be the Parent Title. Temporary Titles will be created for every title on the submission. The temporary title number is generated by concatenating the parent title number with a sequence number preceded by "temp" i.e. 54567temp1, 54567temp2.

10. The system calculates the amount payable for the Submission as follows. The total cost of the Submission is the sum of the Rental, Issuance Fee and Late-Payment Penalty for all of the leases applied for.

Original Title Type	Rental	Issuance Fee	Late Payment Penalty
Drilling Licence	$7.50 * No of Hectares	$500	

11. You will be brought to the View Pending Submission screen to view the details. It associates the original title and the new parcel sizes with the submission.

12. You can only make changes to Pending Submissions (not Open Submissions) to do so, make the necessary changes then click on "Save Modified Pending Submission". If you do not need to make any changes you can close out of the Pending submission without selecting the Save Modified Pending Submission, this is only needed if you made additional changes.

13. If applicable you can Approve the submission by selecting the check box beside the Approve button. If the details are correct and complete you can select the Create Open Submission to finalize the submission process.

- Once an Open submission is created, the industry user will not be able to make any changes.

14. To view it in the submissions table, first close the Pending submission by selecting the 'X' and then select Company Profile – Submissions from the menu on the left. Note the new pending (Conversion) submission in the Pending Submissions table.

Pending Submissions

Submission No.	Created Date	Last Update	Submission Type	Title Number(s)
0919200882	Sep 19, 2008		Cont./Ext.	6347;13717
924200891	Sep 24, 2008		Split Lease	6850
924200894	Sep 24, 2008		Conversion	57321
924200895	Sep 24, 2008		Split Lease	45777

3.9 Split Lease

Effective October 2009, split lease functionality has been removed from ePayments. Clients will continue accompany their applications to split a lease or split transfer with a manual cheque.

4 Managing Expiring Titles

The Managing Expiring Titles screen is where you choose to either add a title to a Statement (if enabled) or create a Submission to continue the title. When adding titles to the Statement, click on the "Update Titles" button. When selecting a title(s) to be part of a Submission, click on "Create Pending Submission". You must choose either: "On Statement" and "Update Title Changes" button or choose: "On Submission" and "Create Pending Submission".

ePayments is a Payment System. There is only enough functionality within ePayments (creating a Submission) to input enough information about an application and groupings for the purpose of calculating payments. Creating a Submission

does not replace the obligation to submit a paper application to the Ministry. Titles that are grouped together should be included in the same Submission.

The status of each title is indicated by the following color scheme:

1. Titles that are highlighted in green are associated with a submission (either open or pending)
2. Titles that are highlighted in yellow have a cancellation request pending
3. Titles that are highlighted in red require attention from the land administrator, indicating they are overdue
4. Titles that are highlighted in orange are on a pending payment

Titles that display in the Manage Expiring Titles view are titles that have an anniversary date that falls within the range of 60 days before today and 60 days after today. To narrow the search range, enter dates into the Anniversary Date From/To fields within the +/- 60 day range that displays by default.

There are two pairs of radio buttons in the grid:

On Sub/On Stmt allows the Land Administrator to specify whether the title can be "automatically" continued by the Payment Administrator on the statement. If the global checkbox "Allow Continuation/Extension on Statement" on the User Authorization screen is checked, this radio button will default to "On Stmt".

The Not 62/62 radio buttons allow the Land Administrator to select a title for a Section 62 continuation if it is otherwise eligible. Titles that are not otherwise eligible for a Section 62 continuation will have this radio button disabled. When the "62" button is selected, the total amount is recalculated to include the s62 penalty.

When a title that was previously continued under 58A is also eligible for continuation under section 62, the Land Administrator is required to make a decision, therefore the background will be red and the "On Statement" radio button will be enabled. The Land Administrator can choose "On Statement" and must choose either "Not 62" or "62."

4.1 Creating Pending Submission (Continuation or Extension)

1. Titles that are eligible for inclusion on a submission (titles that are not already on a submission or a pending payment and that have the "On Sub" radio button checked) have the check box on the left enabled. To include a title (or

multiple titles) in a pending submission, select the check box on the left and click the "Create Pending Submission" button at the bottom of the screen. You can include titles from each of the tabs.

- Note that the Total at the bottom updates with the rental amount.

2. Confirm the correctness of the total dollar value required for the submission. The Total updates as you select additional titles.

3. Select Create Pending Submission.

4. The system will create a pending submission with a submission number by concatenating the Current Date and a Sequence Number e.g. 061520081. You will be brought to the View Pending Submission screen to view the details and an email will automatically be sent to the other Users advising them of the creation of this pending submission. (Company Profile/Submissions/selected Pending Submission number). At this point the pending submission is saved automatically.

- Note: There is no requirement to indicate in ePayments what section you are applying for when creating a Continuation/Extension Submission. ePayments will calculate what is owing without this information. However, your paper Application should contain this information. Submission functionality in ePayments is for the purpose of calculating payment.

5. You can only make changes to Pending Submissions (not Open Submissions) to do so, make the necessary changes then click on "Save Modified Pending Submission". If you do not need to make any changes you can close out of the

Pending submission without selecting the Save Modified Pending Submission, this is only needed if you made additional changes.

6. If applicable you can Approve the submission by selecting the check box beside the Approve button. After the submission has been approved, the Create Open Submission button will appear. If the details are correct and complete you can select the Create Open Submission to finalize the submission process.

- NOTE: Once a Submission status is changed to Open, by clicking on the Approve button and then creating the Open Submission, you can no longer alter it. Only the Ministry can make alterations to an Open Submission.

7. To close out of the Pending Submission, select the 'X' in the upper right corner.

Note: At this time there is no ability for the Company Administrator to track user activity in ePayments.

Note: If you add a title to the Continuation/Extension Statement, you can change your mind and add it to a Submission, but you cannot add a title already in a Submission to the Continuation/Extension Statement.

4.2 Update Title Changes

The Update Title Changes button is used to submit changes made to the On Stmt/On Sub and Not62/62 radio buttons. For example, if you wish to change the size of the title you will need to set the title to On Sub before you can do so.

1. To change the title from On Stmt (on statement) to On Sub (on submission); select the On Sub radio button.

2. Select the Update Titles Changes button.

   - Note that the checkbox in front of the title becomes enabled

3. Select OK when prompted about the update.

4.3 Change Hectares to Continue

Titles that are "automatically" continued or extended on a statement must be continued or extended for the entire amount of the area. However, if a title is included on a Continuation/Extension submission, the Land administrator can select a smaller amount of the total area to continue or extend.

Accordingly, the "Hectares to continue' is only enabled when the title radio button is set to "On Sub". The hectares will not be affected if you choose On Stmt→ On Statement. When the "Hectares to Continue" value changes, the total amount will change based on the new size. If you change the hectares on a title on the Manage Expiring Titles Screen, you must continue the title by making a Submission.   Any changes made to the "Size to Continue" on Manage Expiring Titles are not saved if you don't add the title to a submission.

When a title is on a pending submission and you want to change the hectares, you must change it on the pending submission and then select "Save Modified Pending Submission".

5 Managing Payments

5.1 Statements

Statements

Primary Term Statement

Continuation/Extension Statement

Submission Requests

Pending Payments

Primary Term - 8/27/2008 - Taha
Continuation - 10/16/2008 - new one
Continuation - 9/30/2008 - Testing
Continuation - 8/27/2008 - kris
Continuation - 8/26/2008 - Test for #19
Continuation - 8/20/2008 - Taha#2
Continuation - 8/20/2008 - Kris test 2
Continuation - 8/20/2008 - kris

Past Payments

From: [   ]

To: [   ]   Filter list   Print Preview [PDF ▼]

No data available.

This screen provides access to your Primary Term Statement (previously titled Current Statement), along with Continuation/Extension statement, Submission Requests, Pending Payments and previous month's ePayments statements (Past Payments). 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 the statement in, PDF, MS Word, MS Excel, and RTF 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 Continuation/Extension Statement

Continuation/Extension Statement

Company Name:	PETRO-CANADA OIL AND GAS		Print Preview	PDF
Date Issued:	Dec 16, 2008		View Month:	-
Statement Name:	Continuation			

Titles that can be Continued/Extended by making a payment

	Title No.	Payor File No.	Hectares	Expiry date	Anniversary Date	Section	Type	Rental	Fee	Late Penalty	Penalty	Total	Status	Receipt No.
☐	41274	1945800 Nig Creek	280	Jan 19, 1981	Jan 19, 2009	58A	PNG	$2,100.00	$0.00	$0.00	$0.00	$2,100.00	WAITING FOR LA APPROVAL	
☐	43694	2007100 Jedney	140	Jan 12, 2004	Jan 12, 2009	58A	PNG	$1,050.00	$0.00	$0.00	$0.00	$1,050.00	ON SUBMISSION	
☐	45133	2034609 Bubbles	281	Jan 11, 2000	Jan 11, 2009	58A	PNG	$2,107.50	$0.00	$0.00	$0.00	$2,107.50	WAITING FOR LA APPROVAL	
☐	49248	2050076 Boundary	264	Jan 13, 2004	Jan 13, 2009	58A	PNG	$1,980.00	$0.00	$0.00	$0.00	$1,980.00	WAITING FOR LA APPROVAL	
☐	53802	2051561 Parkland	259	Jan 15, 2008	Jan 15, 2009	58A	PNG	$1,942.50	$0.00	$0.00	$0.00	$1,942.50	WAITING FOR LA APPROVAL	
☐	56116	2052736 Groundbirch	569	Dec 16, 2009	Dec 16, 2008	P	DL	$3,983.00	$0.00	$0.00	$0.00	$3,983.00	WAITING FOR LA APPROVAL	
☐	56117	2053416 Cypress	566	Dec 16, 2009	Dec 16, 2008	P	DL	$3,962.00	$0.00	$0.00	$0.00	$3,962.00	WAITING FOR LA APPROVAL	
☐	57485	2053240 Archer	540	Dec 15, 2009	Dec 15, 2008	P	DL	$3,780.00	$500.00	$0.00	$0.00	$4,280.00	WAITING FOR LA APPROVAL	
☐	57486	2053241 Archer	1080	Dec 15, 2009	Dec 15, 2008	P	DL	$7,560.00	$500.00	$0.00	$0.00	$8,060.00	WAITING FOR LA APPROVAL	
											Total:	$159,467.58		

The Continuation/Extension Statement contains all last year primary term and continuation/extension titles that have an anniversary date falling between 60 days prior to the current date (unless the current date falls on a Saturday, Sunday or Statutory holiday, in which case the previous business day) and 60 days forward of the current date (unless the current date falls on a Saturday, Sunday or Statutory holiday, in which case the next business day), that may be continued or extended by making a payment.

The "Titles that can be Extended/Continued by making a Payment" section displays the following titles:

Title Type	Criteria	Extension/Continuation Section
PNG Lease	continued under Section 58(3)(a) in the immediately preceding year	Section 58(3)(a)
PNG Lease	continued under Section 58(3)(b) in the immediately preceding year	Section 58(3)(b)
PNG Lease	must have a 10 year primary term and have no more than 2 previous continuations under section 62.	Section 62
Drilling Licence	must either be in the last year of its primary term or has not been extended previously	Section 3(5)

The system calculates the amount payable for each title as follows:

Extension/Continuation Section	Rental per Ha	Fee	Late-Payment Penalty
58(3)(a)	$7.50	$500 - only for new leases resulting from a split [manual payment]	1.5% if the date* of the payment is within the first 30 days after the Anniversary Date 3% if the date of the Submission is after the expiration of 30 days but before the expiration of 60 days after the Anniversary Date (Interest)
58(3)(a)	$7.50	$500 – only	1.5% if the date* of the payment is within the first 30

		for new leases resulting from a split [manual payment]	days after the Anniversary Date 3% if the date of the Submission is after the expiration of 30 days but before the expiration of 60 days after the Anniversary Date (Interest)
62	$7.50	$500 – only for new leases resulting from a split [manual payment]	$15 per ha for the first year and $25 per ha for each of the second and third years (Late-Payment Penalty)
3(5)	$7.00	$500	

* If the date of the payment falls on a Saturday, Sunday or Statutory holiday, for the purposes of the calculations in this table, the previous business date is used as the date of the payment.

5.3 Submission Requests

The Submission Request section contains all of the submissions that have been created by the Company`s Land Administrator(s). This includes submissions for:

- a.   Continuations/Extensions
- b.   Lease Conversions

The Submission Number is hyper-linked to the "View Open Submission" screen. Titles that are associated with a Pending or an Open Submission that would otherwise be eligible to be extended/continued by making a payment are displayed in this table, but the checkbox is disabled. Their status is shown as "Submission" with a hyperlink to the submission.

5.4 View and Pay Primary Term (Current) Statement

To make an online payment for a primary term Title in the ePayments system, the Title must appear on your current statement. To view your current statement, click `Statement` under Company Profile from the menu on the left, then click the `Primary Term 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 February. In addition, any titles that remain unpaid from previous statements will also appear on the Primary Term 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.

Note: If you think you are not receiving the applicable ePayments emails, have your IT staff check for Spam filters on client servers.

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 `Primary Term Statement` link from the Statement screen brings up the current statement:

Statement Details

Company Name: PETRO-CANADA OIL AND GAS

Statement No.: Current

Date Issued: Apr 03, 2009

Print Preview | Carry Forward | PDF

View Month: -

Unpaid Titles Carried Forward from Previous Statement(s)

	Title No	Payor File No.	Type	Hectares	Expiry date	Anniversary Date	Rental Amount $	Late Penalty $	Total $	Status	Receipt No.
☐	51859		PNG	1117	Apr 06, 2011	Apr 06, 2009	$8,377.50	$0.00	$8,377.50	Pending Payment	
☐	52884		PNG	270	May 22, 2012	May 22, 2009	$2,025.00	$0.00	$2,025.00	Pending Payment	
☐	53014		PNG	270	Jun 19, 2012	Jun 19, 2009	$2,025.00	$0.00	$2,025.00	UNPAID	
☐	53015		PNG	270	Jun 19, 2012	Jun 19, 2009	$2,025.00	$0.00	$2,025.00	UNPAID	
☐	53339		PNG	1351	Jun 20, 2012	Jun 20, 2009	$10,132.50	$0.00	$10,132.50	UNPAID	
☐	54060		PNG	300	Apr 23, 2013	Apr 23, 2009	$2,250.00	$0.00	$2,250.00	UNPAID	
☐	54061		PNG	300	Apr 23, 2013	Apr 23, 2009	$2,250.00	$0.00	$2,250.00	UNPAID	
☐	54062		PNG	300	Apr 23, 2013	Apr 23, 2009	$2,250.00	$0.00	$2,250.00	UNPAID	
☐	54064		PNG	300	Apr 23, 2013	Apr 23, 2009	$2,250.00	$0.00	$2,250.00	UNPAID	
☐	54065		PNG	300	Apr 23, 2013	Apr 23, 2009	$2,250.00	$0.00	$2,250.00	UNPAID	

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:

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: 1.5% of amount due for the first 30 days; 3% for the next 31 to 60 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.

Note: If you think you are not receiving the applicable ePayments emails, have your IT staff check for Spam filters on client servers.

5.5 View and Pay Continuation/Extension Statement

To make an online payment for a Title that has been continued or extended in the ePayments system, the Title must appear on the Continuation/Extension statement. To view this statement, click `Statement` under Company Profile from the menu on the left, then click the `Continuation/Extension Statement` link.

You may log onto ePayments at any time to view your Continuation/Extension statement.

Continuation/Extension Statement

Company Name:	PETRO-CANADA OIL AND GAS			Print Preview	PDF
Date Issued:	Dec 16, 2008			View Month:	-
Statement Name:	Continuation				

Titles that can be Continued/Extended by making a payment

	Title No.	Payor File No.	Hectares	Expiry date	Anniversary Date	Section	Type	Rental	Fee	Late Penalty	Penalty	Total	Status	Receipt No.
☐	41274	1945800 Nig Creek	280	Jan 19, 1981	Jan 19, 2009	58A	PNG	$2,100.00	$0.00	$0.00	$0.00	$2,100.00	WAITING FOR LA APPROVAL	
☐	43694	2007100 Jedney	140	Jan 12, 2004	Jan 12, 2009	58A	PNG	$1,050.00	$0.00	$0.00	$0.00	$1,050.00	ON SUBMISSION	
☐	45133	2034609 Bubbles	281	Jan 11, 2000	Jan 11, 2009	58A	PNG	$2,107.50	$0.00	$0.00	$0.00	$2,107.50	WAITING FOR LA APPROVAL	
☐	49248	2050076 Boundary	264	Jan 13, 2004	Jan 13, 2009	58A	PNG	$1,980.00	$0.00	$0.00	$0.00	$1,980.00	WAITING FOR LA APPROVAL	
☐	53802	2051561 Parkland	259	Jan 15, 2008	Jan 15, 2009	58A	PNG	$1,942.50	$0.00	$0.00	$0.00	$1,942.50	WAITING FOR LA APPROVAL	
☐	56116	2052736 Groundbirch	569	Dec 16, 2009	Dec 16, 2008	P	DL	$3,983.00	$0.00	$0.00	$0.00	$3,983.00	WAITING FOR LA APPROVAL	
☐	56117	2053416 Cypress	566	Dec 16, 2009	Dec 16, 2008	P	DL	$3,962.00	$0.00	$0.00	$0.00	$3,962.00	WAITING FOR LA APPROVAL	
☐	57485	2053240 Archer	540	Dec 15, 2009	Dec 15, 2008	P	DL	$3,780.00	$500.00	$0.00	$0.00	$4,280.00	WAITING FOR LA APPROVAL	
☐	57486	2053241 Archer	1080	Dec 15, 2009	Dec 15, 2008	P	DL	$7,560.00	$500.00	$0.00	$0.00	$8,060.00	WAITING FOR LA APPROVAL	
												Total: $159,467.58		

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:

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: 1.5% of amount due for the first 30 days; 3% for the next 31 to 60 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

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.

5.6 View and Pay Submission Request

To make an online payment for a submission, the submission must appear on the Submission Request. To view this, click `Statement` under Company Profile from the menu on the left, then click the `Submission Request` link.

1. In order to make a payment on a submission, select the applicable checkbox(es).
2. Select Make Payment button.
3. Confirm all of the check boxes, then select the Pay button.

5.7 Create a Pending Payment

Payments may be made directly from the Primary Term Statement, the Submission Request or the Continuation/Extension Statement. Alternatively, any subset of the titles that appear on the statement may be identified as a "Pending Payment". Items that are put on a Pending Payment can no longer be paid from the Primary Term or Continuation/Extension Statement. Pending Payments cannot be altered; they must be paid in its entirety or deleted.

☐	59721		DL	2903	Aug 16, 2011	Aug 16, 2008	$10,160.50	$0.00	$0.00	$10,160.50	UNPAID	
☐	59722		DL	2636	Aug 16, 2011	Aug 16, 2008	$9,226.00	$0.00	$0.00	$9,226.00	UNPAID	
☐	59723		DL	2899	Aug 16, 2011	Aug 16, 2008	$10,146.50	$0.00	$0.00	$10,146.50	UNPAID	IN PROGRESS
☐	59726		DL	2645	Aug 16, 2011	Aug 16, 2008	$9,257.50	$0.00	$0.00	$9,257.50	UNPAID	IN PROGRESS
										$302,175.00		

Current Statement

No data available.

Make Payment   Name [   ]   Create Pending Payment

1. Select Company Profile - Statements from the menu on the left.

2. Select either the Primary Term Statement hyperlink or the Continuation/ Extension Statement hyperlink.

3. The statement will appear in a separate window. Select the titles to be included in the Pending Payment by using the check boxes.

4. Enter a name for the Pending Payment. (The system will concatenate the word Primary or Continuation and the date to the front of the name the user entered. This depends on which statement the pending payment is created from.)

5. Select the Create Pending Payment button.
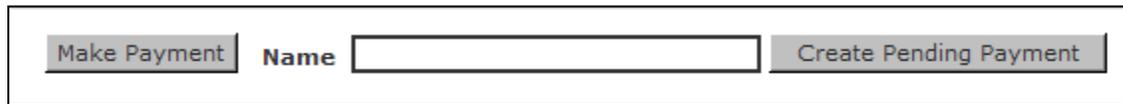
6. A pending payment will be created with the details you have selected. This will open up in a separate window.

7. To close out of the Pending Payment, select the "X" in the upper right corner.

5.8 View and Pay Pending Payments

Any subset of titles that appear on either a Primary Term or Continuation/Extension statement can be identified as a Pending Payment. Items that are put on a Pending Payment can no longer be paid from the Primary Term or Continuation/Extension statement.

The process for paying a Pending Payment is the same as paying the statements. However, you must either pay the Pending Statement in its entirety or delete it. There are no checkboxes to select or deselect titles, which would defeat the purpose of creating a Pending Payment for internal Approval.

Pending Payment Statement

Company Name:	PETRO-CANADA		Print Preview	PDF
Date Issued:	Dec 17, 2008		View Month:	-
Statement Name:	Primary Term - 12/17/2008 - Dec 08 Pending Pm			

Title No.	Payor File No.	Hectares	Expiry date	Anniversary Date	Type	Rental	Fee	Late Penalty	Penalty	Total	Status	Receipt No.
60612	2053920 Muskwa Rvr	1072	Dec 11, 2017	Dec 11, 2008	PNG	$8,040.00	$0.00	$120.60	$0.00	$8,160.60	UNPAID	
60613	2053921 Muskwa Rvr	2143	Dec 11, 2017	Dec 11, 2008	PNG	$16,072.50	$0.00	$241.09	$0.00	$16,313.59	UNPAID	
									Total:	$24,474.19		

Make Payment

Delete

This brings up the `Payment Confirmation` screen. On this screen, you can see the titles that you have selected for payment, along with any late payment penalties that may be applicable. 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.

5.9 View Past (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` item from the menu on the left:

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:

The Historical Statement shows the following information:

1. Title Number
2. (Title) Type

3. Hectares
4. Expiry date
5. Rental Amount $
6. Status
7. Receipt Number

You cannot make a payment from the Historical Statement.

5.10 Selecting View Month

To narrow down the details in the Primary Term (Current) Statement, you can choose to only select items on the statement pertaining to a specific month.

1. Select Company Profile - Statements from the menu on the left.

2. Select Primary Term Statement link.

3. Select one of the months that appear in View Month.

- Only those items for that month will appear in the statement.

4. To close out of the statement, select the "X" in the upper right corner.

5.11 Selecting Carry Forward portion of Primary Term Statement

1. Select Primary Term Statement link.

2. Beside the Print Preview button select Carry Forward.
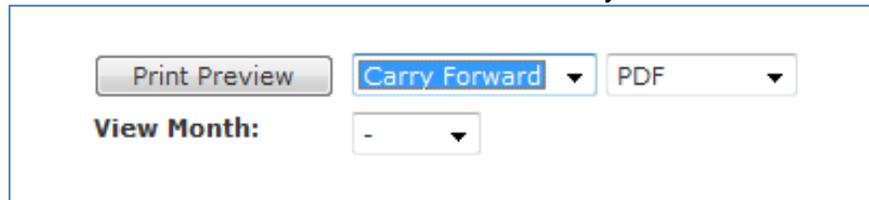
3. To close out of the statement, select the "X" in the upper right corner.

6 Managing Submissions

Submissions

Print Preview | PDF ▼ | Open ▼

Open Submissions

Submission No.	Created Date	Last Update	Submission Type	Title Number(s)	Payment Acknowledgment
PETROOG923200818	Sep 23, 2008		Split Lease	10667;54560;54566;470;668	
PETROOG919200811	Sep 19, 2008		Split Lease	13282;14847	
PETROOG91920088	Sep 19, 2008		Split Lease	13125;14257;49909	
PETROOG091820085	Sep 18, 2008		Cont./Ext.	5816;6455;7252	

Pending Submissions

Submission No.	Created Date	Last Update	Submission Type	Title Number(s)
091820084	Sep 18, 2008		Cont./Ext.	48397;48969
0919200814	Sep 19, 2008		Cont./Ext.	13127
091920089	Sep 19, 2008		Cont./Ext.	1015
0923200815	Sep 23, 2008		Cont./Ext.	1009;13126
919200810	Sep 19, 2008		Cont./Ext.	13369
919200812	Sep 19, 2008		Conversion	54315;54529;56606
91920087	Sep 19, 2008		Conversion	59700;59738;59698
920200813	Sep 19, 2008		Split Lease	59001
923200817	Sep 23, 2008		Conversion	59739;59699
923200819	Sep 23, 2008		Conversion	53218;53246

Closed Submissions

From: [ ] 📅   Submission No.: [ ]

To: [ ] 📅   Title No. :

In ePayments, certain continuations and extensions [Section 58(3)(a), 58(3)(b), Section 62 and Section 3(5)] can be paid online by the Land Administrator of the Payor of the title(s) in question. Payment must be made for these continuations from the Continuation/Extension Statement. For titles with a status of "WAITING FOR LA APPROVAL" on the Continuation/Extension Statement, please refer to the Frequently Asked Questions document.

All other Continuations/Extensions, and Lease Conversions still require the receipt of supporting documentation by the Ministry. However, these submissions must be paid online. The online component does three things:
   a. Calculates the payment required for the Submission;
   b. Enables the Payment Administrator to make an online payment for the Application; and
   c. Assigns a Submission number that will be used by the Ministry and the Company to track the submission, request and fulfill additional payment requests and initiate and receive refunds. [You must write the submission number on the written application].

There are three states of a Submission:

1) Pending;
2) Open; and
3) Closed

A pending submission is the client's working document. In this state, it is unapproved by the land administrator and is unpaid. The ministry can see Pending submissions, so they can assist you with them, but the ministry does not review or consider them.
Once the Land Administrator is satisfied with the pending submission, they open the submission by clicking on the Approve checkbox and the Approve button. **However, the submission must still be paid, within established timelines, and must be followed by a written application,** in order for the Ministry to consider the client has met its obligations to apply for continuation (submission of both payment by submission and a written application, within established timelines).

Titles within open submissions, which have been paid, but for which a written application has *not* been submitted, may not be considered for review and are at risk of being cancelled. Titles within an Open and *un*paid submission for which a

written application has been submitted are also at risk of being cancelled. **Both obligations [payment and written application] must be met in order for the application to continue or convert, to be considered for review.**

When the Ministry has completed their review, issued a new title, and collected all applicable fees, the Submission state is set to Closed. Closed Submissions are available for viewing in ePayments.

6.1 View Open Submission

1. Select Company Profile - Submissions from the menu on the left.

2. Select the submission number link from the Open Submissions section.

3. The open submission will open with the Title tab as the default.

    - Depending on the type of submission (continuation/extension or conversion, you will see slightly different details. For example, in a conversion the temporary title will be listed along with its parent title.

4. Select the Payment Requests tab to view any payment requests or refunds (if there are any). This is also the location where Payment Administrators will make payment on any requests for additional payment for a specific submission.

    - A Payment Administrator (or Company Administrator) may make a payment if one is listed.

5. Select the Milestones tab to view the progress of the submission.

    - If any milestones have been created by the Ministry user, they will be listed.

6. Select the Communication Log tab to view any communication related to this submission.

    - If any emails or log entries have been created by the Ministry user or industry client (such as emails or phone calls), they will be listed with the associated date, subject/title, and originator.

7. To close out of the Open Submission, select the "X" in the upper right corner.

6.1.1 Make a Payment, in response to a Payment Request, on an Open Submission

1. Select Company Profile - Submissions from the menu on the left.

2. Select the applicable Open Submission from the table by selecting the Submission No. link.

3. Select the Payment Requests tab.

View Open Submission

Title No.(s):   5629;   Company File No.(s):
Submission No.: CANETRES926200899   Submission Date: Sep 26, 2008
Submission Type: Split Lease

Print Preview | PDF

Communication Log | Milestones | Payment Requests | Titles

Title	Parent Title No.	Company File No.	Hectares	Payment Requested	Reason	Comments	Requested Date	Paid Date
5629temp345	5629		142	$1,062.50	Initial Submission		Oct 06, 2008	
5629temp346	5629		142	$1,062.50	Initial Submission		Oct 06, 2008	

Make Payment

4. From this tab, select Make Payment button in order to pay all of the items listed here.   Make Payment
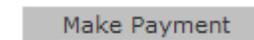
5. The payment confirmation screen appears for you to confirm. Select the checkboxes on the left.

Confirm Payment

Title No.	Payor File No.	Type	Expiry date	Anniversary Date	Hectares	Current Section	Fee	Penalty	Late Penalty	Rental Amount $	Total $
53011	2051420	PNG	Jun 19, 2012	Jun 19, 2010	271	A	$0.00	$0.00	$0.00	$2,032.50	$2,032.50
										Total:	$2,032.50

Title(s) No.: 53011   Date Issued : May 07, 2010
Payor: PETROOG   Print Preview   PDF

Total Pre-Authorized Debit Amount: $2,032.50
Pre-Authorized Debit Date: May 07, 2010

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 required funds for Pre-Authorized Debit are available

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

Pay

6. Select Pay.

7. Select OK at the confirmation prompt.

Windows Internet Explorer

⚠ Thanks for your payment, you will get an email soon...

Please close this screen!

OK
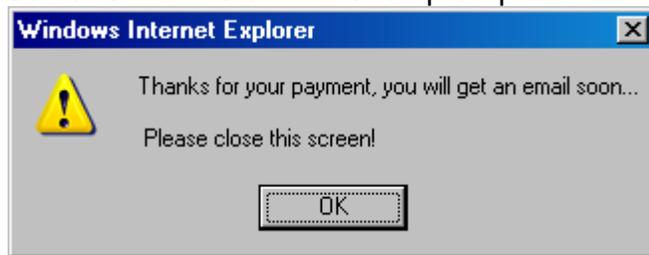
8. Close out of the payment confirmation screen by selecting the "X" in the upper right corner.

- You will be back in the submissions screen.

6.2 View Pending Submission

1. Select Company Profile - Submissions from the menu on the left.

2. Select the submission number link from the Pending Submissions section.

3. The pending submission will open with the title details listed within it.

    - Depending on the type of submission (continuation/extension or conversion, you will see slightly different details. For example, in a conversion the temporary title will be listed along with its parent title.

4. To close out of the Pending Submission, select the "X" in the upper right corner.

6.2.1 Add Title to Pending Submission

1. Select Company Profile - Submissions from the menu on the left.

2. Select the applicable Pending Submission from the table by selecting the Submission No. link.

3. The pending submission will open with the title details listed within it.

4. Select the Add Title button in order to add an additional title to this submission.

Add Title

- The Add Title to Pending Submission screen will come up and list titles that can be added.

5. Select the title you wish to add to the submission ☑.

6. Select the button at the bottom Add Title to (Submission number) Submission.
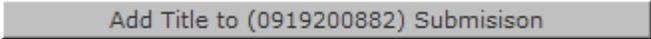
Add Title to (0919200882) Submisison

- You will end up back in the View Pending Submission screen with the new title added to it.

7. Confirm the content is correct.

8. Select the Save Modified Pending Submission button.
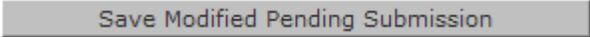
Save Modified Pending Submission

9. To close out of the Submission, select the "X" in the upper right corner.

6.2.2 Delete Checked Title(s) from a Pending Submission

1. Select Company Profile - Submissions from the menu on the left.

2. Select the applicable Pending Submission from the table by selecting the Submission No. link.

3. The pending submission will open with the title details listed within it.

4. Select the title(s) to be deleted by checking the applicable title(s) ☑.

5. Select the Delete Checked Title(s) button. You will be prompted to confirm the deletion.
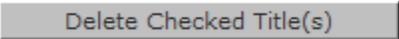
Delete Checked Title(s)

- You will end up back in the View Pending Submission screen with the title removed from this submission.

6. Select the Save Modified Pending Submission.
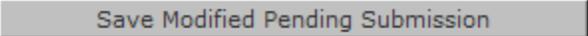
Save Modified Pending Submission

7. To close out of the Submission, select the "X" in the upper right corner.

6.2.3 Add Lease to Checked Title

1. Select Company Profile - Submissions from the menu on the left.

2. Select the applicable Pending Submission from the table by selecting the Submission No. link.

3. The pending submission will open with the title details listed within it.

4. Select the title to be changed by checking the applicable title ☑.

5. Select the Add Lease to Checked Title button. The following screen appears:

6. On the next screen (Add Leases to Conversion Submission screen) you have the option to convert portions of the title(s) to a lease.

7. From Add Leases to Titles screen, enter the size of the lease you wish to convert to a lease. Select Add Lease. Repeat as many times as required.

   - If the size is more than 1 Ha greater than the original title size, a dialog box appears with the warning "You have entered a size more than 1 Ha greater than the original title. Please enter a smaller size"
   - If the size is zero, a dialog box appears with the warning: "You have entered 0 for a size. Please enter a size greater than 0".

8. Select Confirm checkbox ☑ for the titles included in this submission.

9. The system will add these additional titles into the pending submission with a submission number by concatenating the Current Date and a Sequence Number e.g. 061520081. Temporary Titles will be created for every title on the submission. The temporary title number is generated by concatenating the parent title number with a sequence number preceded by "temp" i.e. 54567temp1, 54567temp2.
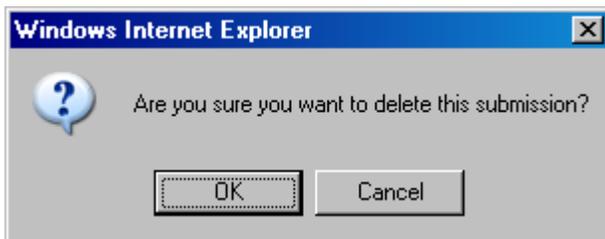
10. The system calculates the amount payable for the Submission as follows. The total cost of the Submission is the sum of the Rental, Issuance Fee and Late-Payment Penalty for all of the leases applied for.

11. Select the Save Modified Pending Submission button.

12. To close out of the Submission, select the "X" in the upper right corner.

6.2.4 Delete Pending Submission

1. Select Company Profile - Submissions from the menu on the left.

2. Select the applicable Pending Submission from the table by selecting the Submission No. link.

3. The pending submission will open with the details listed within it.

4. Select the Delete Submission button.

Delete Pending Submission
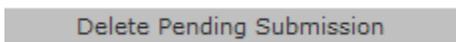
5. You will be prompted to confirm the deletion. Select OK.

Windows Internet Explorer

? Are you sure you want to delete this submission?

OK   Cancel

- You will end up back in the Submissions tab however it will not be refreshed

6. Select the Internet Explorer Refresh button.

- You will end up back in the Main Menu

7. Re-navigate to the Company Profile-Submissions tab to confirm the Pending Submission has been deleted.

6.2.5 Change Hectares to Continue on Pending Submission

1. Select Company Profile - Submissions from the menu on the left.

2. Select the submission number link from the Pending Submissions section.

3. Enter the new Hectares to Continue (based on the business rules).
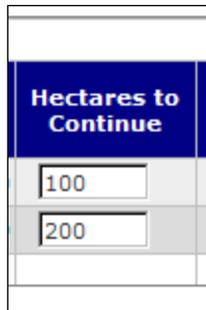
4. Select the Save Modified Pending Submission.
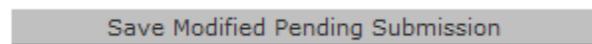
- Confirm the new Rental Amount and Total.

5. Close out of the submission by selecting the "X" in the upper right corner.

6.2.6 Save Modified Submission

1. Select Company Profile - Submissions from the menu on the left.

2. Select the submission number link from the Pending Submissions section.

3. If any changes are made to the pending submission, select the Save Modified Pending Submission, for the changes to take effect.

Save Modified Pending Submission

4. Close out of the submission by selecting the "X" in the upper right corner.

6.2.7 Approve Pending Submission

The Land Administrator or Company Administrator must complete the following step.

1. Select Company Profile - Submissions from the menu on the left.

2. Select a Pending Submission.

3. If all of the details are correct, select the Approve checkbox ☑ **and** click the "Approve" button   . The button "Create Open Submission" now appears.

Click on the Create Open Submission button.

6.3 View Closed Submissions

1. Select Company Profile - Submissions from the menu on the left.

2. By default none of the closed submissions will appear. To bring up a particular submission, enter the submission number. Entering a specific date range will bring up the submissions within the criteria range. If more than one closed submission comes up as a result of the selection criteria, select the applicable closed submission.

3. The closed submission will open with the title details listed within it.

4. To close out of the Closed Submission, select the "X" in the upper right corner.

6.4 Change Pending Submission into an Open Submission

Once a Land Administrator has created the pending submission, the submission has to be approved before it can be turned into an open submission, then paid. Only after the submission has been paid and a written application submitted will the Ministry review the submission details. Paid submissions that are not followed by a written application will not be reviewed and the titles within the submission are at risk of cancellation.

1. Select Company Profile - Submissions from the menu on the left.

2. Select the approved Pending Submission.

3. If all of the details are correct, select the check box ☑ beside the Approve button.

4. Select the Approve button ⬉⃒. Select OK when the Approved! message appears.

5. Notice the Create Open Submission button now appears.

6. Select the Create Open Submission button. Select OK when the confirmation message appears.

7. The new open submission appears with the four tabs (Titles, Payment Requests, Milestones and Communication Log) and the new submission number.

7 Managing Company Information

The Company Information screen, (under Company Profile), 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.

Change Address

Please ensure the contact information below is correct:

|	
Address Line 1: *	PO BOX 2844
Address Line 2:	
City: *	CALGARY Province/State:* Alberta
Country:*	
Postal/Zip Code:*	T2P 3E3
Phone:*	(403)296-8000 Fax: (403)296-3113
Email address:*	
Bank info:*	Code:* Transit Number:*
	Name: Address :
	Account Number:*
	Only Alberta Treasury Bank requires 9 numbers in the account number field

Reset   Save

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. All required * fields must be completed, or the changes will not Save.

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 and the Ministry has initiated the Make Payment option
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:
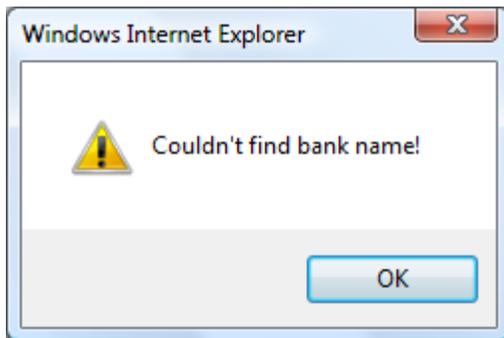
The Company Information screen contains the company`s address and bank information. All users can see the address information. Only the Company Administrator can see and change the bank information.

8 Viewing Refund Report

This screen contains a list of all refunds for which the user has been notified and/or have received. It can be filtered by a number of different options. The refunds are associated with a specific title within a submission. Select the link to the submission and select the Payment Requests tab for further details on the refund.

Refund Report				Print Preview
				PDF
Date Notified	From:	To:	Title No. :	number only
Date Processed	From:	To:	Submission No. :	
			Payor File No. :	Filter List / Clear Filter

Amount	Date Notified	Date Processed	▲
($1,005.00)	Mar 18, 2009		PETROOG0318200914
($502.50)	Mar 18, 2009		PETROOG0318200914

8.1 Filtering Refund Report

1. Select the Refund Report menu item.

   - This will bring up all the refunds for which the Land Administrator and Payment Administrator have been notified and/or received.

2. There are a number of filtering options for the Refund Reports.

   - Date Notified

- Date Processed
- Title No.
- Submission No.
- Payor File No.

3. Select the calendar control for both the From and To fields in order to filter by the Date Notified or Date Processed.

4. Enter the applicable numbers in order to filter by the Title No., Submission No., or the Payor File No.

5. Select Filter List in order to complete the filter process.

6. To bring up the complete list of refunds, clear out all of the fields and select Filter List button again.

9 Viewing Expiring Titles Reports

1. In order to view a report with expiring titles, select the Managing Expiring Titles menu item.

    -   This will bring up all the expiring titles that you are able to view.

    -   The PNG leases are on the first tab and if you wish to view Drilling Licences, select the second tab. Drilling Licences typically take several seconds to load.

2. If you wish to narrow down the search range, change the Anniversary Date From/To fields and select the Search button.

- • The default range is 60 days before and after the current date.

3. Select the report type you prefer (PDF, MS Word, MS Excel, RTF and TXT) and then select Print Preview.

- • The TXT format does not have headers and footers so they can be easily imported into other applications.