ALBERTA PETROCHEMICALS INCENTIVE PROGRAM (APIP)

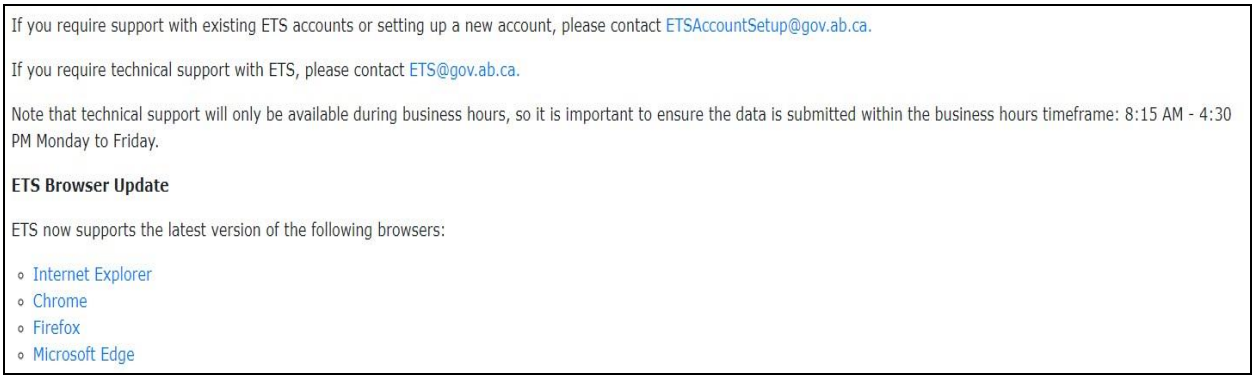
ONLINE PORTAL – REGISTRATION GUIDE

October 2020

Alberta

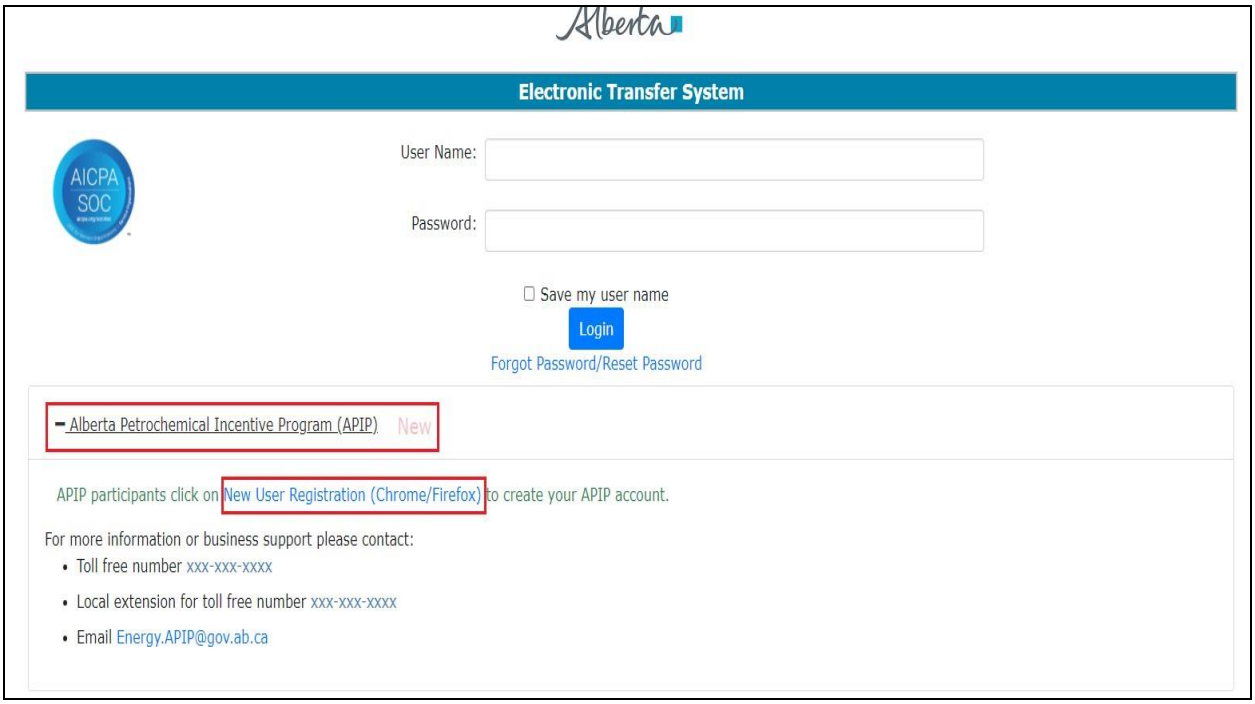
Classification: Public

This guide has been developed to help applicants with the APIP registration process. If applicants face any technical difficulty during registration, they should contact ETS support by email at ETS@gov.ab.ca.



- APIP registration is provided by Electronic Transfer System (ETS). Apply Here for APIP.

1. This is the ETS portal home page.
   - Please click the Alberta Petrochemicals Incentive Program (APIP).
   - Click New User Registration.
     - Use Google Chrome or Mozilla Firefox for registration.



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2. There are 3 (three) options to choose from:

2.1. Alberta Corporation: Please select this if the primary company or organization applying for APIP is incorporated in Alberta and has an Alberta Corporate Access Number. The ETS system will use the incorporation no. to pull up your company/organization name.

2.2. Canadian corporation outside Alberta: Please select this option if the primary company or organization applying for APIP is Canada based (i.e., Headquartered in Canada) but is not incorporated in Alberta.

2.3. International Corporation: Please select this option if the primary company or organization applying for APIP is headquartered internationally.

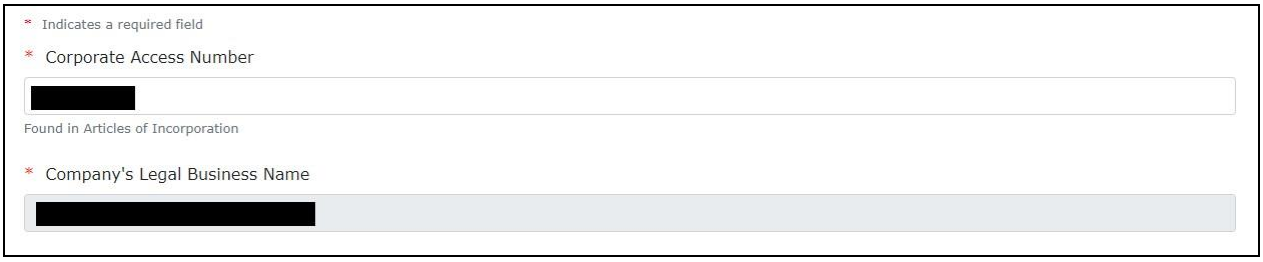
- If a subsidiary or joint venture company to the principal company has presence in Canada or Alberta and will be the involved in the project, then you will be asked to provide the information on the Canadian or Albertan company as part of the registration process.

Note: If you need further clarification on which option to choose, please e-mail: energy.apip@gov.ab.ca

3. Alberta Corporation:

- Select ‘Alberta Corporation’ and Click ‘Next’.

3.1. Enter Alberta Corporate Access Number



- Company Legal Business Name will automatically fill in.

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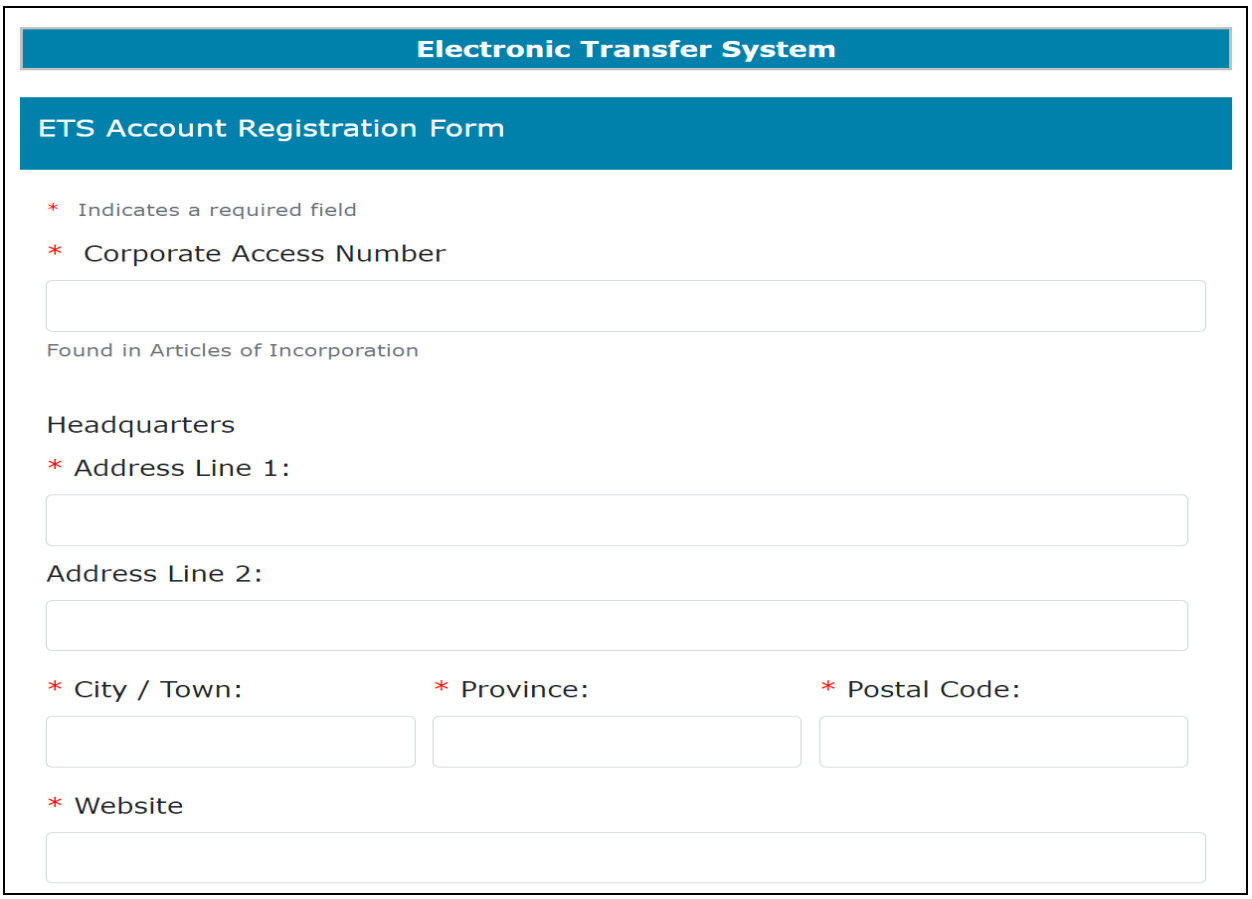
3.2. Enter Headquarter Information and website (if website not available enter ‘N/A’).



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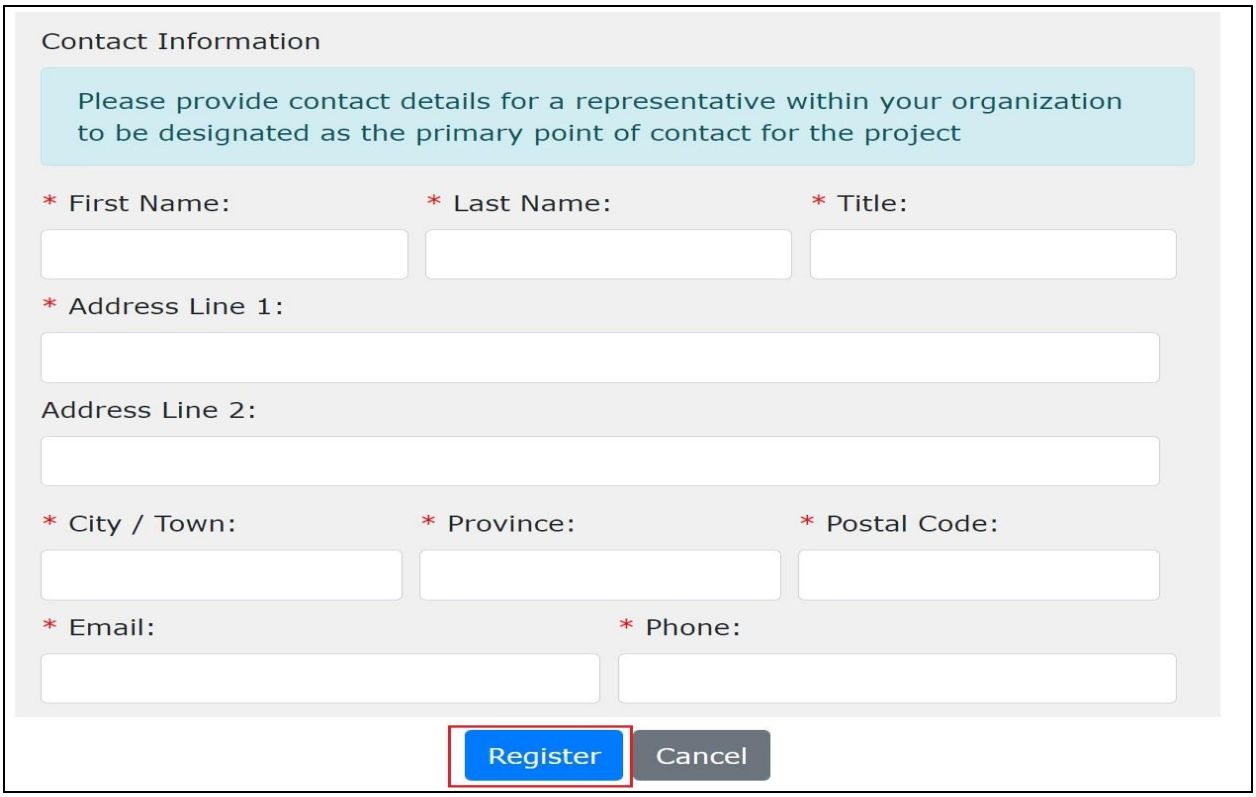
3.3. Enter contact information:

- Please note that this contact information will be used for confirmation of registration and all future communication on the program.



- Click ‘Register’.

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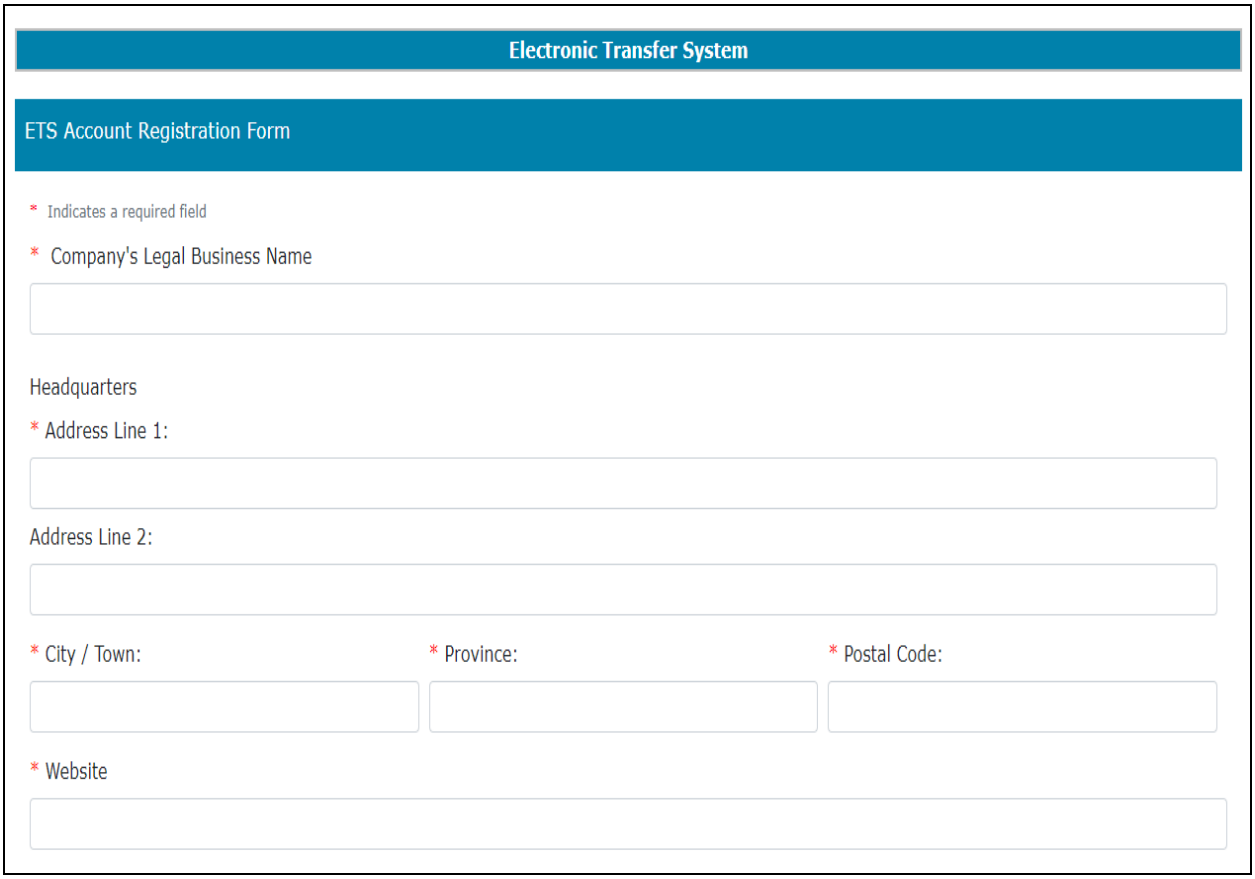
4. Canadian Corporation outside Alberta:

- Select ‘Canadian Corporation outside Alberta’ and click ‘Next’

4.1. Enter Headquarter Information and website (if website not available enter ‘N/A’)



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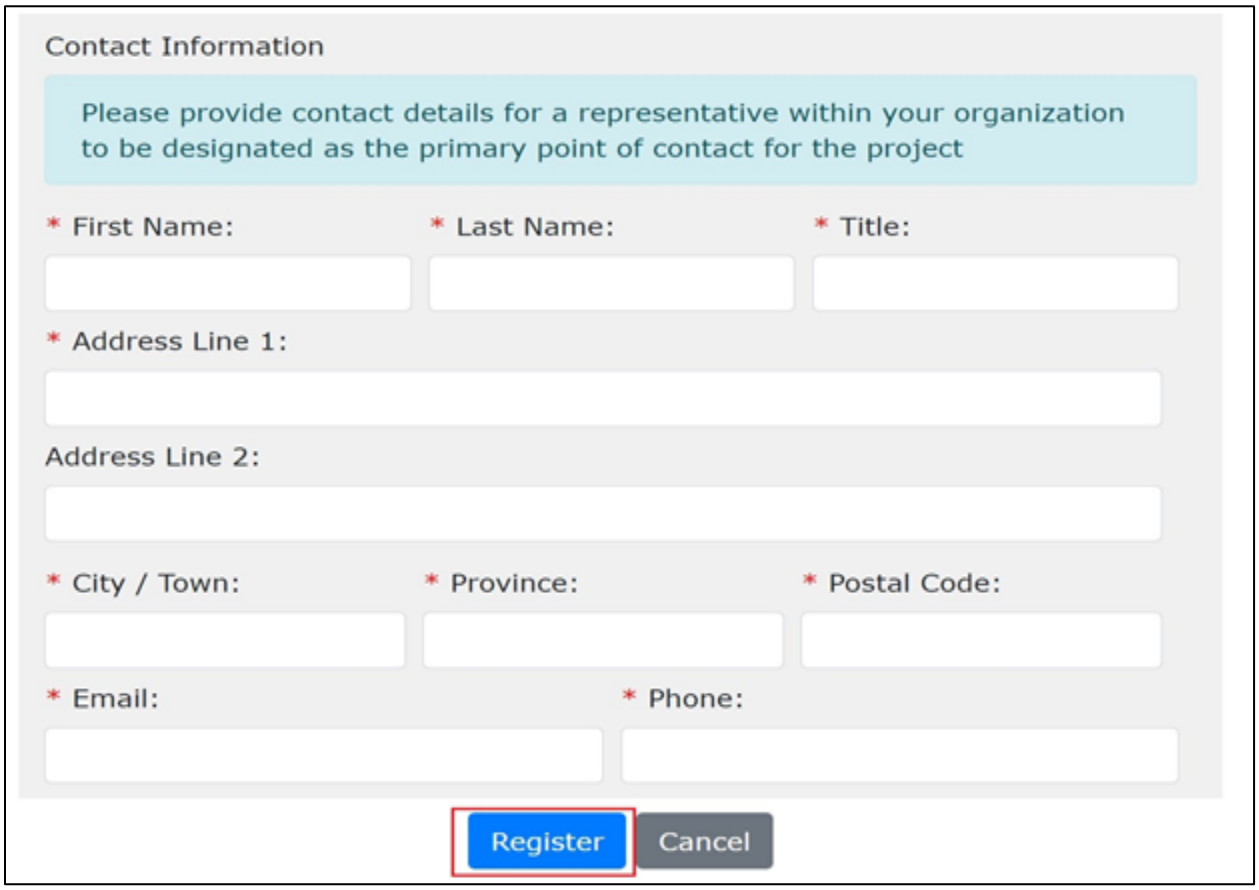
4.2. Enter contact information:

- Please note that this contact information will be used for confirmation of registration and all future communication on the program.



- Click ‘Register’.

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5. International Corporation:

- Select ‘International Corporation’ and click ‘Next’.

5.1. Enter Headquarter Information and website (if website not available enter ‘N/A’).

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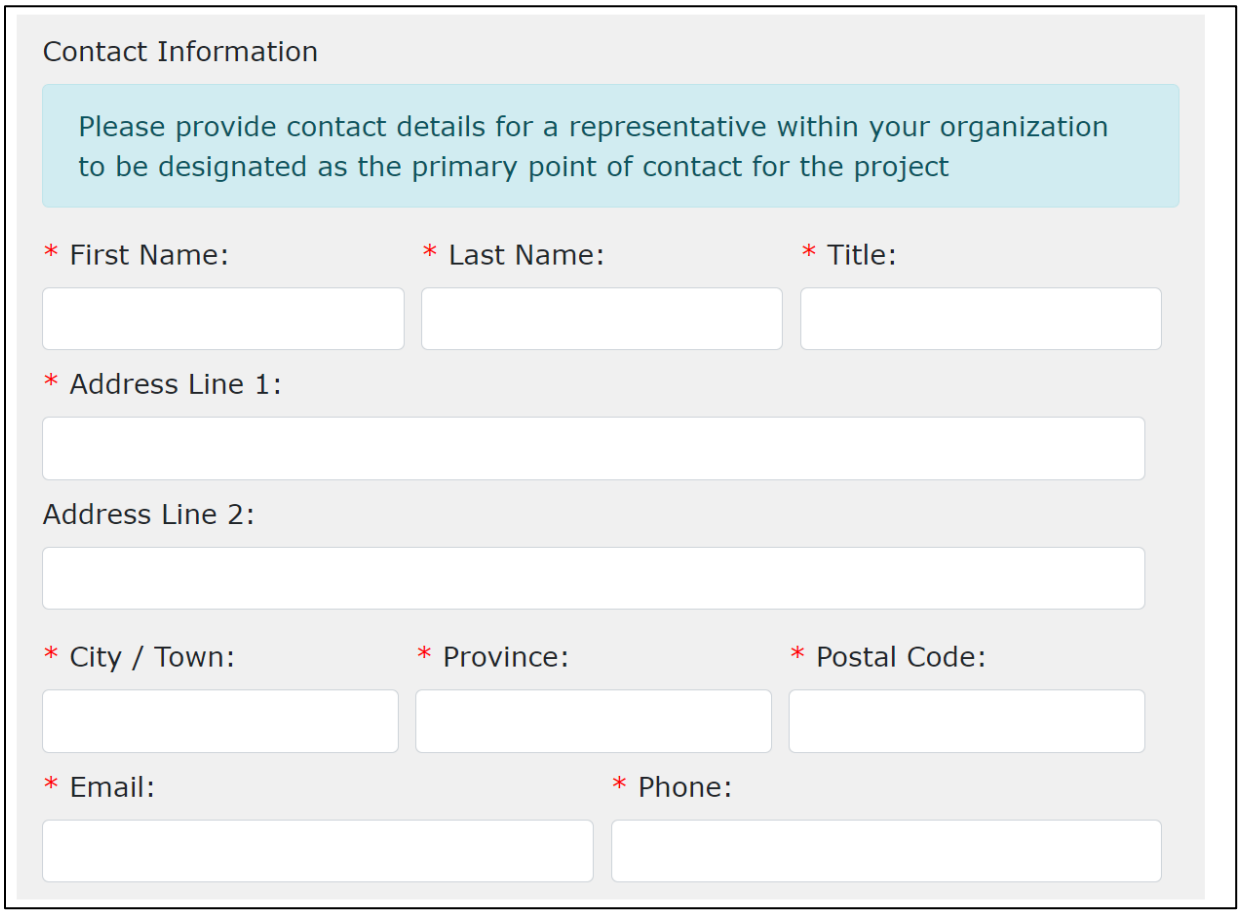
5.2. Enter contact information:

- Please note that this contact information will be used for confirmation of registration and all future communication on the program.



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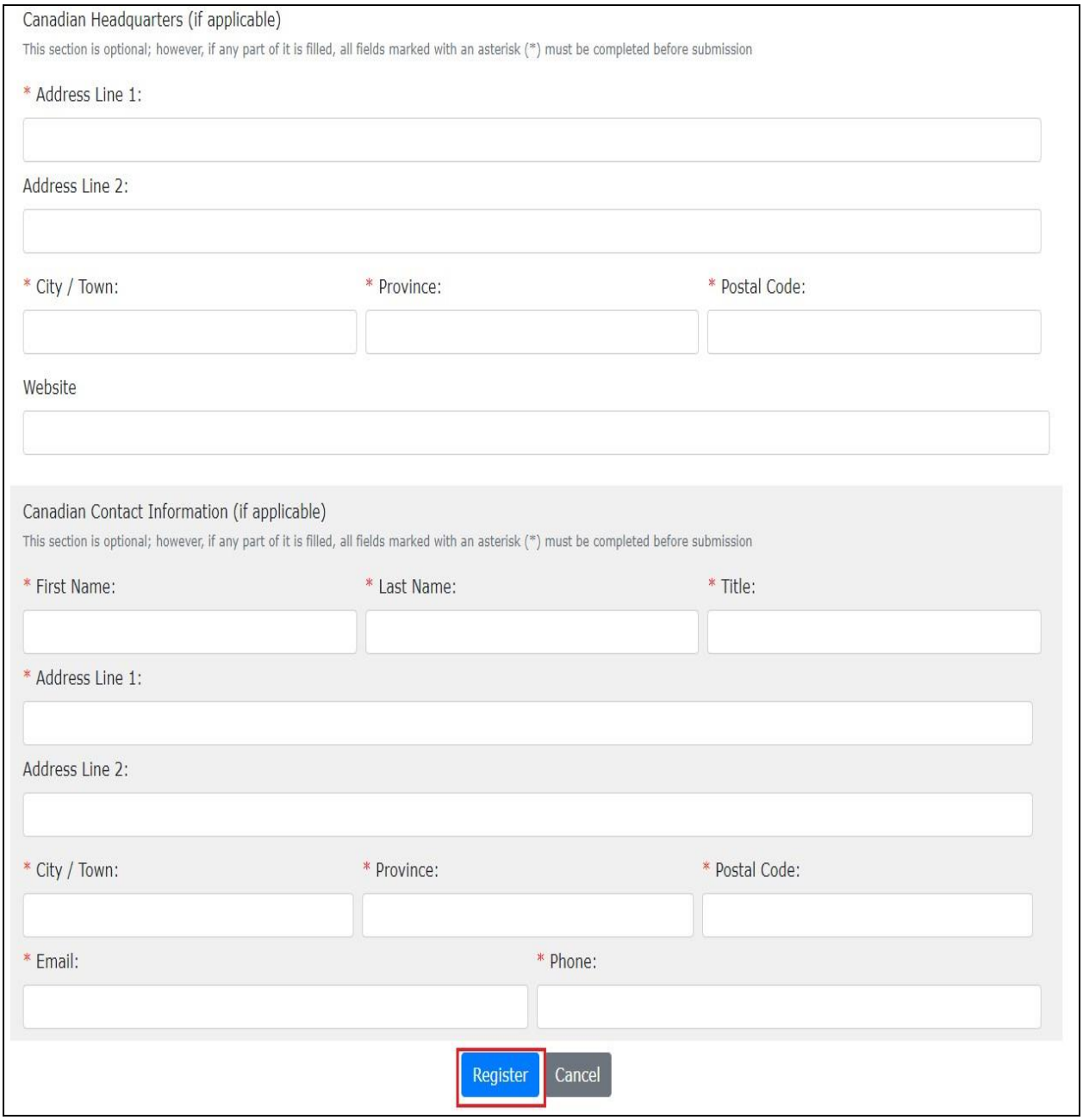
5.3. Enter Canadian Headquarter (if available) or any Canadian Subsidiary or Joint Venture (international company is parent in the joint venture) that will be involved in the project.



- Click ‘Register’.

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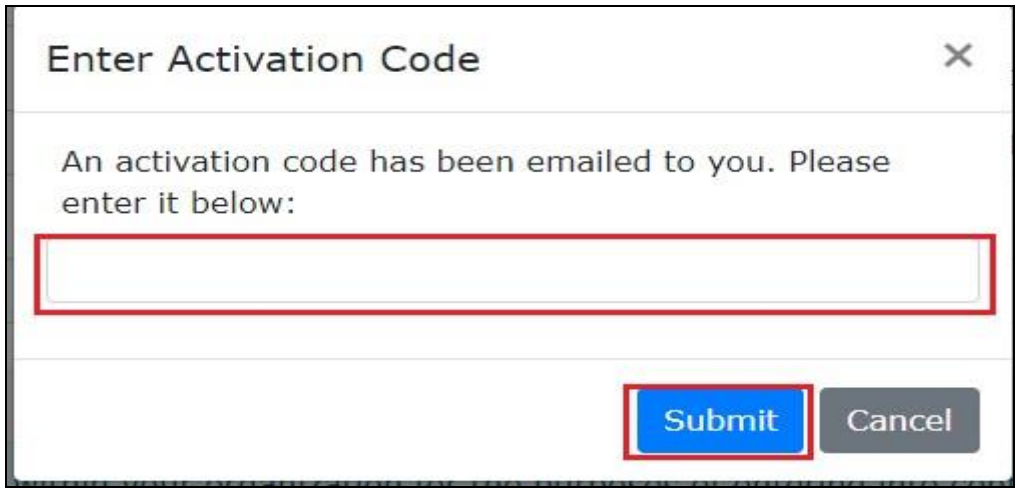
6. When you click ‘Register’ (without any errors), a message for an activation code will show:



- The 6-digit Activation code will be sent to the e-mail address used during registration. (Please wait a couple of minutes for the e-mail to arrive, if it is delayed, check your junk or spam folder).
    - For International companies, the code will also be sent to e-mail address of the Canadian Contact (if applicable).
- Enter the code and click ‘Submit’.

7. Upon successful registration, a username and temporary password will be provided.

Important: Please take a note of the temporary password. It will be required at the time of first login and users would be asked to change the password immediately.

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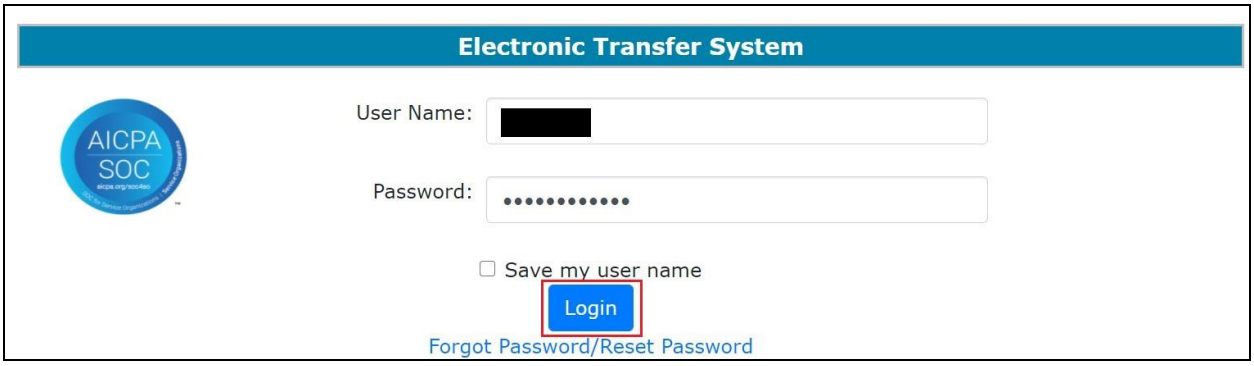
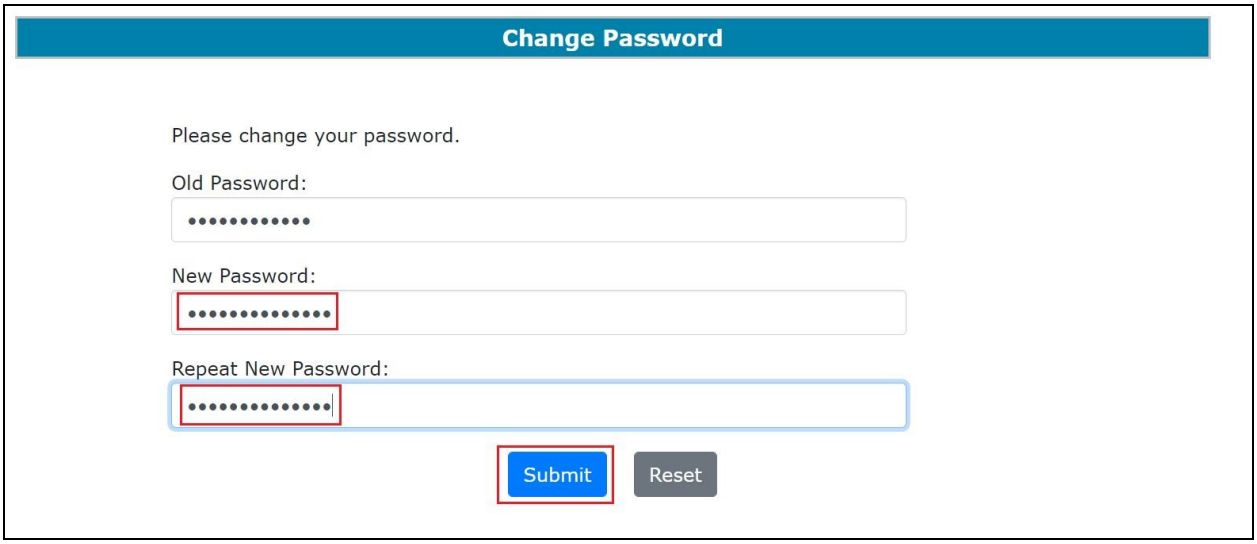
8. Click the ‘login’ link above or click here to go to the Electronic Transfer System home page.

9. Enter the user name and temporary password provide above in step 7.



- Click ‘Login’.

10. On the first login, temporary password will be asked to change.



- Click ‘Submit’.

Please select a password that meets the following criteria:

- is at least 12 characters and no more than 127 characters.
- does not contact your account or full name.
- contains at least 3 of the following 4 groups:
  - English upper case characters (A through Z);
  - English lower case characters (a through z);
  - Numerals (0 through 9);
  - Non alphabetic characters (such as: !,$,#,%)

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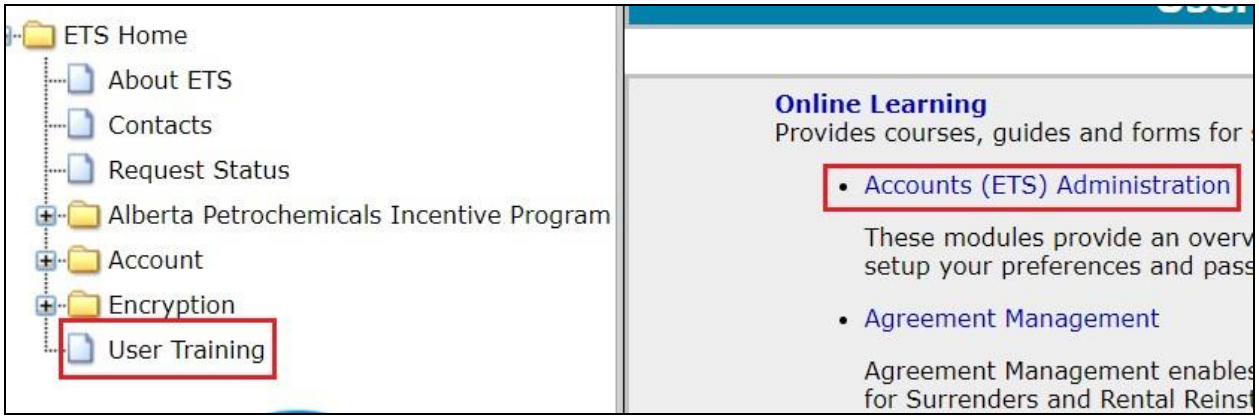
11. A successful password change message will appear.

- Click ‘Home’.

12. In the first login, users will be asked to setup account security questions.

- Clicking ‘Next’ will guide the user through setting up the security questions.
- Clicking ‘Remind Me later’ will take user to account home page.
    - This reminder will pop-up at each login, if the security question are not setup.
- The resources to setup, change security questions and the steps to retrieve a forgotten password can be found here. OR can be accessed from the account page:



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