



ALBERTA PETROCHEMICALS INCENTIVE PROGRAM (APIP)

ONLINE PORTAL – REGISTRATION GUIDE

October 2020



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.

If you require support with existing ETS accounts or setting up a new account, please contact ETSAccountSetup@gov.ab.ca.

If you require technical support with ETS, please contact ETS@gov.ab.ca.

Note that technical support will only be available during business hours, so it is important to ensure the data is submitted within the business hours timeframe: 8:15 AM - 4:30 PM Monday to Friday.

ETS Browser Update

ETS now supports the latest version of the following browsers:

- [Internet Explorer](#)
- [Chrome](#)
- [Firefox](#)
- [Microsoft Edge](#)


- 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.

Alberta

Electronic Transfer System



User Name:

Password:

Save my user name

[Login](#)

[Forgot Password/Reset Password](#)

[Alberta Petrochemical Incentive Program \(APIP\) New](#)

APIP participants click on [New User Registration \(Chrome/Firefox\)](#) to create your APIP account.

For more information or business support please contact:

- Toll free number xxx-xxx-xxxx
- Local extension for toll free number xxx-xxx-xxxx
- Email Energy.APIP@gov.ab.ca

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

The screenshot shows the 'Electronic Transfer System' logo at the top, followed by the title 'ETS Account Registration Form'. Below this is a light blue instruction box: 'Please select the type of corporation'. Underneath, the section 'Corporate Entity' contains three radio button options: 'Alberta Corporation', 'Canadian Corporation outside Alberta', and 'International Corporation'. A red rectangular box highlights these three options. A blue 'Next' button is positioned below the options. At the bottom of the page, there is a footer: 'Feedback Copyright © 2020 Government of Alberta'.

- 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:

Alberta

Electronic Transfer System

ETS Account Registration Form

Please select the type of corporation

Corporate Entity

Alberta Corporation

Canadian Corporation outside Alberta

International Corporation

Next

- Select 'Alberta Corporation' and Click 'Next'.

3.1. Enter Alberta Corporate Access Number

* Indicates a required field

* Corporate Access Number

Found in Articles of Incorporation

* Company's Legal Business Name

- Company Legal Business Name will automatically fill in.

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

Electronic Transfer System

ETS Account Registration Form

* Indicates a required field

* Corporate Access Number

Found in Articles of Incorporation

Headquarters

* Address Line 1:

Address Line 2:

* City / Town: * Province: * Postal Code:

<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
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* Website

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.

Contact Information

Please provide contact details for a representative within your organization to be designated as the primary point of contact for the project

* First Name: * Last Name: * Title:

* Address Line 1:

Address Line 2:

* City / Town: * Province: * Postal Code:

* Email: * Phone:

- Click 'Register'.

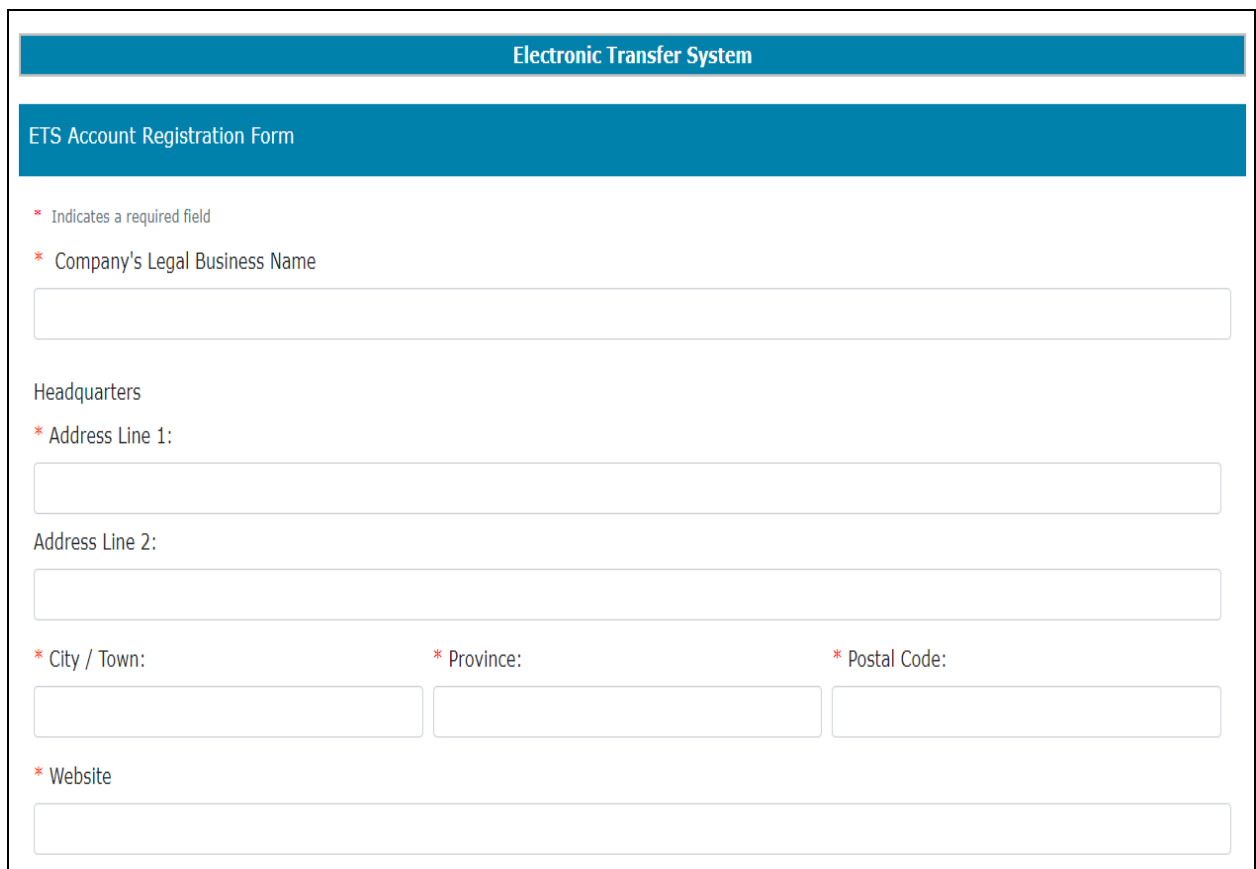
4. Canadian Corporation outside Alberta:

- Select 'Canadian Corporation outside Alberta' and click 'Next'



The screenshot shows the 'Electronic Transfer System' header and 'ETS Account Registration Form' title. Below the title is a light blue box with the instruction 'Please select the type of corporation'. Underneath, the 'Corporate Entity' section contains three radio button options: 'Alberta Corporation', 'Canadian Corporation outside Alberta' (which is selected and highlighted with a red box), and 'International Corporation'. A 'Next' button is also highlighted with a red box at the bottom center of the form area.

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



The screenshot shows the 'Electronic Transfer System' header and 'ETS Account Registration Form' title. Below the title is a legend: '* Indicates a required field'. The main section is titled '* Company's Legal Business Name' and contains a text input field. Below this is the 'Headquarters' section with the following fields: '* Address Line 1:', 'Address Line 2:', '* City / Town:', '* Province:', '* Postal Code:', and '* Website'. Each of these fields is a text input box. The 'City / Town', 'Province', and 'Postal Code' fields are arranged horizontally. The 'Website' field is a single wide text input box at the bottom.

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.

Contact Information

Please provide contact details for a representative within your organization to be designated as the primary point of contact for the project

* First Name: * Last Name: * Title:

* Address Line 1:

Address Line 2:

* City / Town: * Province: * Postal Code:

* Email: * Phone:

- Click 'Register'.

5. International Corporation:

- Select 'International Corporation' and click 'Next'.



Alberta

Electronic Transfer System

ETS Account Registration Form

Please select the type of corporation

Corporate Entity

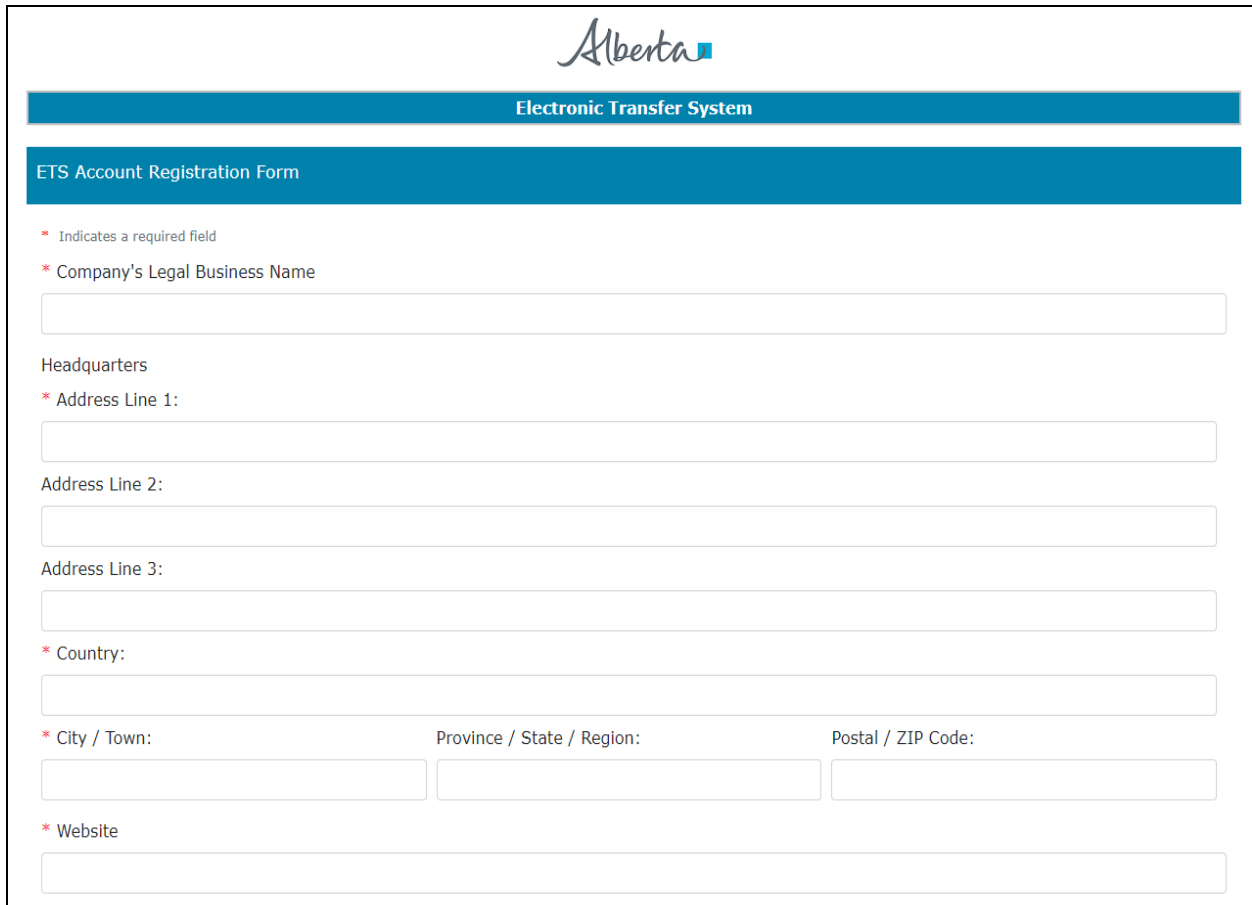
Alberta Corporation

Canadian Corporation outside Alberta

International Corporation

Next

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



Alberta

Electronic Transfer System

ETS Account Registration Form

* Indicates a required field

* Company's Legal Business Name

Headquarters

* Address Line 1:

Address Line 2:

Address Line 3:

* Country:

* City / Town: Province / State / Region: Postal / ZIP Code:

* Website

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.

Contact Information

Please provide contact details for a representative within your organization to be designated as the primary point of contact for the project

* First Name: * Last Name: * Title:

* Address Line 1:

Address Line 2:

* City / Town: * Province: * Postal Code:

* Email: * Phone:

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.

Canadian Headquarters (if applicable)

This section is optional; however, if any part of it is filled, all fields marked with an asterisk (*) must be completed before submission

* Address Line 1:

Address Line 2:

* City / Town: * Province: * Postal Code:

Website

Canadian Contact Information (if applicable)

This section is optional; however, if any part of it is filled, all fields marked with an asterisk (*) must be completed before submission

* First Name: * Last Name: * Title:

* Address Line 1:

Address Line 2:

* City / Town: * Province: * Postal Code:

* Email: * Phone:

- Click 'Register'.

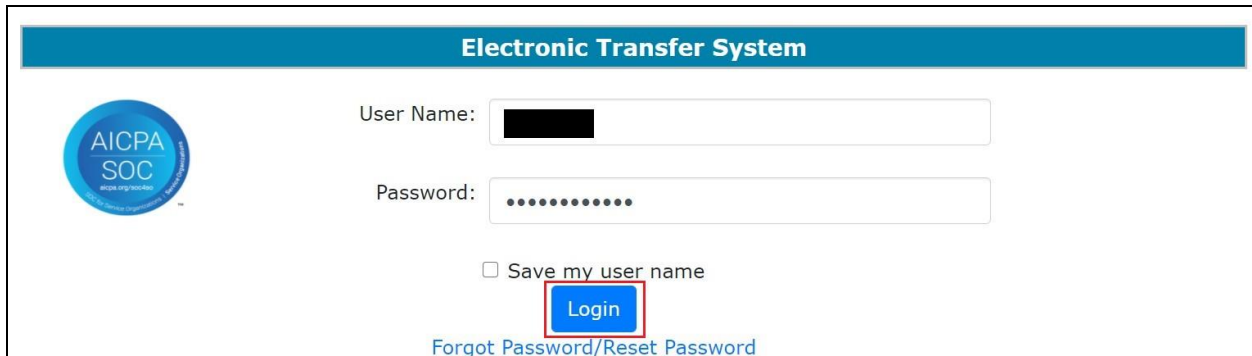
6. When you click 'Register' (without any errors), a message for an activation code will show:

- 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.

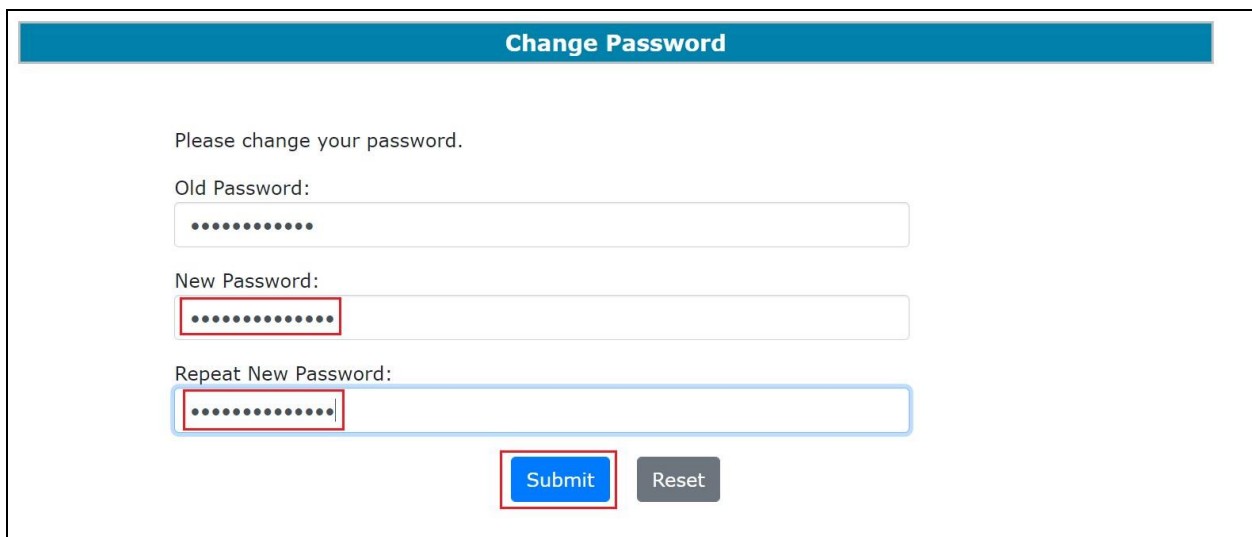
Important: Please take a note of the temporary password. It will be required at the time of first login and users would be asked to change the password immediately.

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 contain 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: !,\$,#,%)

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:

