Completing a Cancellation Application

» Intended User: Wells applicants

Alberta Energy Regulator
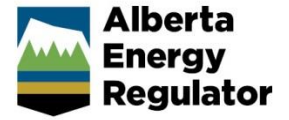
Overview – Cancellation Application

This quick reference guide (QRG) describes how to cancel one or more authorizations in an application using the OneStop tool.
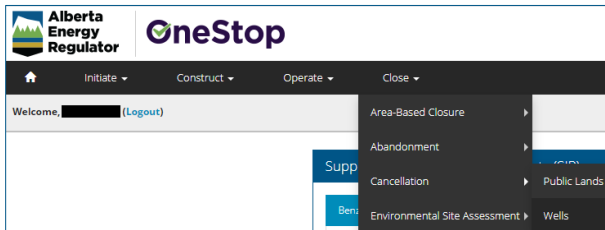
You must be logged in to OneStop and begin the process from the main landing page.

> **Important:**
>
> You can only complete a cancellation application for well authorizations. Additional options will be available in the future.

Getting to Cancellation Application

1. From the top navigation bar, click **Close.** Select **Cancellation > Wells**.

Enter Contact Information

1. Enter **Name**, **Phone** and **Email** in the Applicant pane if it has not been autocompleted.

2. Optional: Enter **Name**, **Phone** and **Email** in the Consultant pane if it has not been autocompleted.

3. Optional: Click **Validate** at the top or bottom left of the screen. Errors will appear in red. Fix errors.

4. Click **Save** at the bottom right of the screen to save your entry.

5. Click **Next** to proceed to next screen.

   a) Optional: Click **Previous** to return to previous screen.

Enter Cancellation Information

1. Select **Yes** or **No** to whether the application will be added to an existing project.

   a) If **No**, the Project Name box will appear. Enter the name of the project. Proceed to **Step 2**.

   b) If **Yes**, the Project Name box will appear. Click **Search** to search for an existing project.

The Project Search window opens.

Project Search

Project Name	
Asset ID	
Legal Land Description	LSD SEC TWP RGE W M M

Search Reset

i) Enter the **Project Name**, **Asset ID**, or **Legal Land Description**.

ii) Click **Search** for results. Search

Results appear in the table below.

Select Project

	Project Name
☐	
☐	Well Cancellation

iii) Optional: Click **Reset** to clear search entry. Reset

iv) Check the box beside the project name you wish to select. Click **Select Project**.

Select Project

	Project Name
☑	
☑	Well Cancellation

The window closes and the project appears in the Project Name field.

Application Information

This application will be added to an existing project *	Yes No
Project Name *	Well Cancellation

2. Optional: Click **Validate** at the top or bottom left of the screen. Errors will appear in red. Fix errors. Validate

3. Click **Save** at the bottom right of the screen to save your entry. Save

4. Click **Next** to proceed to next screen. Next >

a) Optional: Click **Previous** to return to previous screen.

‹ Previous

Cancel Proposed Activity

1. Select the activity the cancellation is associated with.

Proposed Activity

This cancellation is associated with *	Wells

2. Optional: Click **Validate** at the top or bottom left of the screen. Errors will appear in red. Fix errors. Validate

3. Click **Save** at the bottom right of the screen to save your entry. Save

4. Click **Next** to proceed to next screen. Next >

a) Optional: Click **Previous** to return to previous screen.

‹ Previous

Wells - Cancel Authorizations

1. Click **Add** to add authorizations. Add

The Search by Authorization window opens.

Search By Authorization

Authorization Number	
Authorization Type	Well
Authorization Status	
Location	LSD SEC TWP RGE W M M

Search Reset

2. Enter **Authorization Number**, **Authorization Status**, or **Location**.

3. Click **Search** to find results. Results are returned to the table below. Search

☐	Authorization Number	Authorization Status	Well Name
☐	2000192	Issued	OW 0 GOLDEN 12-34-86-15
☐	2000191	Issued	OW 0 GOLDEN 10-34-86-15
☐	2000167	Issued	OW 1 GOLDEN 8-34-86-15

a) Optional: Click **Reset** to clear the search form. Reset

b) Optional: Click **Close** to exit search without saving and return to the Cancellations screen. Close

4. Check the box(es) beside the authorization(s) you wish to cancel.

☐	Authorization Number	Authorization Status
☐	2000192	Issued
☑	2000191	Issued
☑	2000167	Issued

5. Click **Add**. Add

Selections appear in the main table.

a) Optional: To remove an authorization, check the box(es) beside the authorization(s), and click **Remove**.

> **Important:**
>
> An error appears if your authorization is not eligible for cancellation.
>
> Well licence errors include:
> - a submitted event pending in OneStop for the same licence
> - spudded well
> - licence has a non-zero event
> - licence status is anything other than issued or amended

6. Optional: To view the authorization in OneStop map viewer, check the box(es) beside the authorization(s), and click **Map It!**.

7. Check the box(es) beside the authorization(s) you wish to update, and click **Update**.

The Cancellation Information window opens. The cancellation reason will be autocompleted.

8. Select a **Reason detail** from the drop-down menu.

9. Click **Update**.

Results appear in the Authorizations to Cancel table.

Cancellation Reason	Reason Detail
External Request	Expired

10. Repeat **steps 7** to **9** until all authorizations are assigned a cancellation reason and reason detail.

11. Optional: Click **Validate** at the top or bottom left of the screen. Errors will appear in red. Fix errors.

12. Click **Save** at the bottom right of the screen to save your entry.

13. Click **Next** to proceed to next screen.

a) Optional: Click **Previous** to return to previous screen.

Filtering Table Results – Optional

1. Filter results by any column field. Click **Show** on the right side of the pane to display the filters.

2. Enter the value in any column to filter, or select the appropriate options from the drop-down menus. Click **Apply Filters.**

Filtered results are displayed.

3. Click **Clear Filters** on the right side of the pane to remove your selection.

4. Optional: Click **Hide** on the right side of the pane to hide the filters.

> **Tip:**
> Repeat the steps above to filter information in any pane.

Confirmation

Validate Entries

The Validations table highlights areas in your application where errors have occurred. It's important to correct errors in order to proceed with your submission.

1. Check the box beside the first validation error. Click **View** to return to the screen where the validation failed.

You may also navigate to the screen showing the error.

2. Correct the error and re-validate. You cannot complete your submission until all errors have been fixed.

3. Review the Rules Triggered table.

4. Click **Save** at the bottom right of the screen to save your entry.

5. Click **Next** to proceed to next screen.

   a) Optional: Click **Previous** to return to previous screen.

Confirm Submission

1. Click **Accept Disclaimer**.

   The Declaration and Disclaimer window opens.
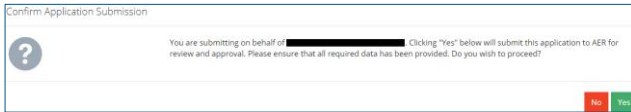

2. Click **I Agree** to proceed with your submission. The disclaimer will show as accepted on the Confirmation Overview screen.

   b) Optional: Click **View Disclaimer** to re-open the window.

      i) Click **Close** to return to Confirmation Overview Screen.

   c) Optional: If **I Disagree**, you will return to the Confirmation – Overview screen and the disclaimer will remain not accepted.
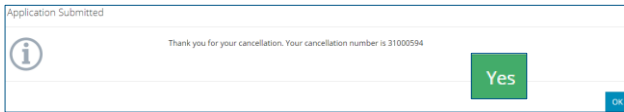

3. Click **Save and Submit Cancellation.**

The Confirm Application Submission window opens.

Click **Yes**, to proceed with your submission.

The Application Submitted window opens displaying a successful cancellation message.

a) Click **OK** to return to OneStop's main landing page.

b) Optional: Click **No** to return to the Confirmation Overview screen. Your draft application will remain unsubmitted.