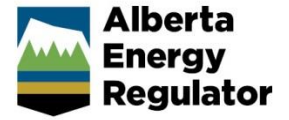


Completing a Cancellation Application

» Intended User: Wells applicants



Overview – Cancellation Application

This quick reference guide (QRG) describes how to cancel one or more authorizations in an application using the OneStop tool.

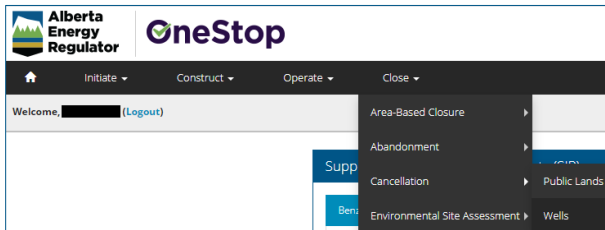
You must be logged in to OneStop and begin the process from the main landing page.

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.

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

ii) Click **Search** for results.

Results appear in the table below.

Select Project	
<input type="checkbox"/>	Project Name
<input type="checkbox"/>	Well Cancellation

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

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

Select Project	
<input checked="" type="checkbox"/>	Project Name
<input checked="" type="checkbox"/>	Well Cancellation

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

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

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

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

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

Cancel Proposed Activity

1. Select the activity the cancellation is associated with.

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

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

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

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

Wells - Cancel Authorizations

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

The Search by Authorization window opens.

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

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

<input type="checkbox"/>	Authorization Number	Authorization Status	Well Name
<input type="checkbox"/>	2000192	Issued	OWV 0 GOLDEN 12-34-86-15
<input type="checkbox"/>	2000191	Issued	OWV 0 GOLDEN 10-34-86-15
<input type="checkbox"/>	2000167	Issued	OWV 1 GOLDEN 8-34-86-15

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

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

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

<input type="checkbox"/>	Authorization Number	Authorization Status
<input type="checkbox"/>	2000192	Issued
<input checked="" type="checkbox"/>	2000191	Issued
<input checked="" type="checkbox"/>	2000167	Issued

5. Click **Add**.

Selections appear in the main table.

Authorizations to Cancel			
<input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Update"/> <input type="button" value="Map It!"/>			
<input type="checkbox"/>	Authorization ID	UWI	Well Name
<input type="checkbox"/>	2000167	04/08-34-086-15W5/0	OVV 1 GOLDEN 8-34-86-15
<input type="checkbox"/>	2000191	02/10-34-086-15W5/0	OVV 0 GOLDEN 10-34-86-15

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

Authorizations to Cancel		
<input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Update"/> <input type="button" value="Map It!"/>		
<input type="checkbox"/>	Authorization ID	UWI
<input checked="" type="checkbox"/>	2000167	04/08-34-086-15W5/0

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**.

Authorizations to Cancel			
<input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Update"/> <input type="button" value="Map It!"/>			
<input type="checkbox"/>	Authorization ID	UWI	Well Name
<input checked="" type="checkbox"/>	2000167	04/08-34-086-15W5/0	OVV 1 GOLDEN 8-34-86-15
<input type="checkbox"/>	2000191	02/10-34-086-15W5/0	OVV 0 GOLDEN 10-34-86-15

The Cancellation Information window opens. The cancellation reason will be auto-completed.

Cancellation Information

Cancellation reason *

Reason detail *

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

Reason detail *

Cancel

9. Click **Update**.

Cancellation Information

Cancellation reason *

Reason detail *

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.

Authorizations to Cancel

Filter by...

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

Authorizations to Cancel

Filter by...

Authorization ID Search values lik

UWI Search values lik

Well Name Search values lik

Authorization Status

Cancellation Reason

Reason Detail

Activity ID Search values lik

Uncheck boxes to hide columns.

Filtered results are displayed.

1 Item				
<input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Update"/> <input type="button" value="Map It!"/>				
<input type="checkbox"/>	Authorization ID	UWI	Well Name	Authorization Status
<input type="checkbox"/>	2000311	23/07-34-086-15W5/0	OW 1 GOLDEN 7-34-86-15	Issued

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

Per page

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

Authorizations to Cancel

Filter by... Hide ▲

Authorization ID	UWI	Well Name	Authorization Status
<input checked="" type="checkbox"/> Search values lik	<input checked="" type="checkbox"/> Search values lik	<input checked="" type="checkbox"/> Search values lik	<input type="checkbox"/> Search values lik

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.

Confirmation - Validation/Rules

Validations

Filter by... Show ▼

Application Type	Issue	Application ID / Activity ID
<input type="checkbox"/> General	Contact Information	31018364
<input type="checkbox"/> General	Cancellation Information	31018364
<input type="checkbox"/> Well	Wells Cancellations	31018366
<input type="checkbox"/> Well	Wells Cancellations	31018397
<input type="checkbox"/> Well	Wells Cancellations	31018399
<input type="checkbox"/> Well	Wells Cancellations	31018399

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

<input checked="" type="checkbox"/>	Application Type	Issue
<input checked="" type="checkbox"/>	Well	Wells Authorization

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.

Rules Triggered

Filter by...

Activity ID	Rule Name
31000033	Well Data Integrity
31000033	Operator Criteria

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.

Declaration and Disclaimer

I confirm that any personal information submitted to the AER is compliant with the submitter's obligations under applicable privacy protection legislation (e.g., Personal Information Protection Act or "PIPA") and the submitter is authorized to provide the personal information to the AER. I acknowledge that the information submitted may be disclosed as part of an AER proceeding and may be placed on the public record, or may be routinely publicly disseminated.

Where statutory confidentiality applies, I acknowledge that the AER may make all or any portion of the information submitted publicly available on expiry of statutory confidentiality status.

I confirm that the information submitted is accurate and includes a complete representation of all the information that is required to be submitted. I am aware that providing false or misleading information to the AER may result in enforcement action. I acknowledge that submission of complete and accurate information is the sole responsibility of the regulated party.

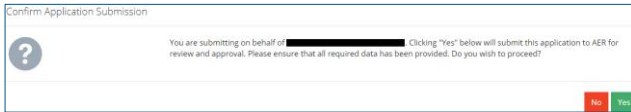
2. Click **I Agree** to proceed with your submission. The disclaimer will show as accepted on the Confirmation Overview screen.

Disclaimer Accepted

- 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.

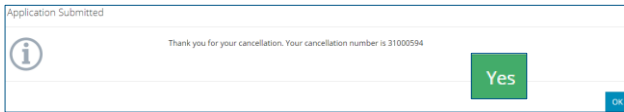
3. Click **Save and Submit Cancellation**.


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. 