

How to Apply for a BA Code (Business Associate Identifier)

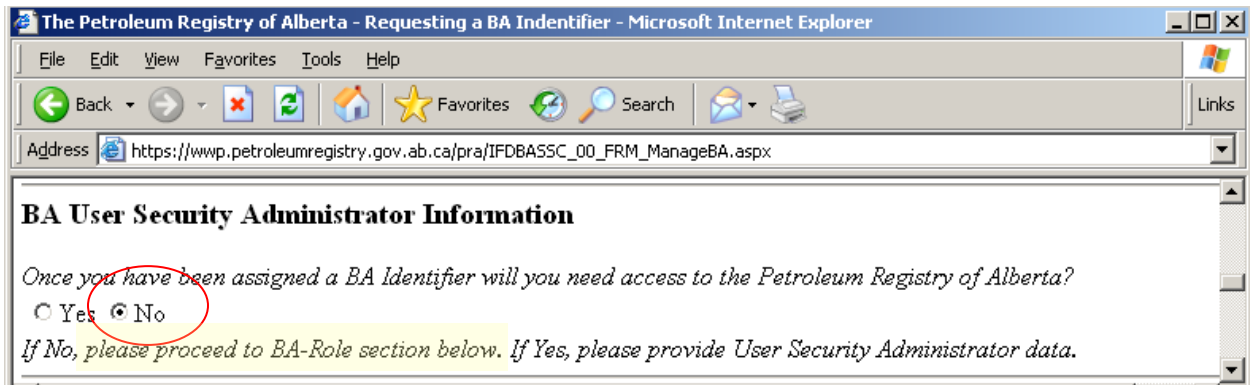
To apply for a BA Code you must fill out the Petroleum Registry On-line Form:

<http://www.petroleumregistry.gov.ab.ca/PR.asp>

1. Choose **Apply for Access** near the bottom of the window.
2. Choose **Apply for Access** in the box at the bottom of the window.

Notes for Filling Out the Application

1. Fill out **General Information** Section
2. Fill in **Contact Person Information** Section
3. Fill in **Alternate Address(es)** Section – if applicable
4. **BA User Security Administrator Information** Section
 - Choose **No**
 - then SKIP Security Administrator sections



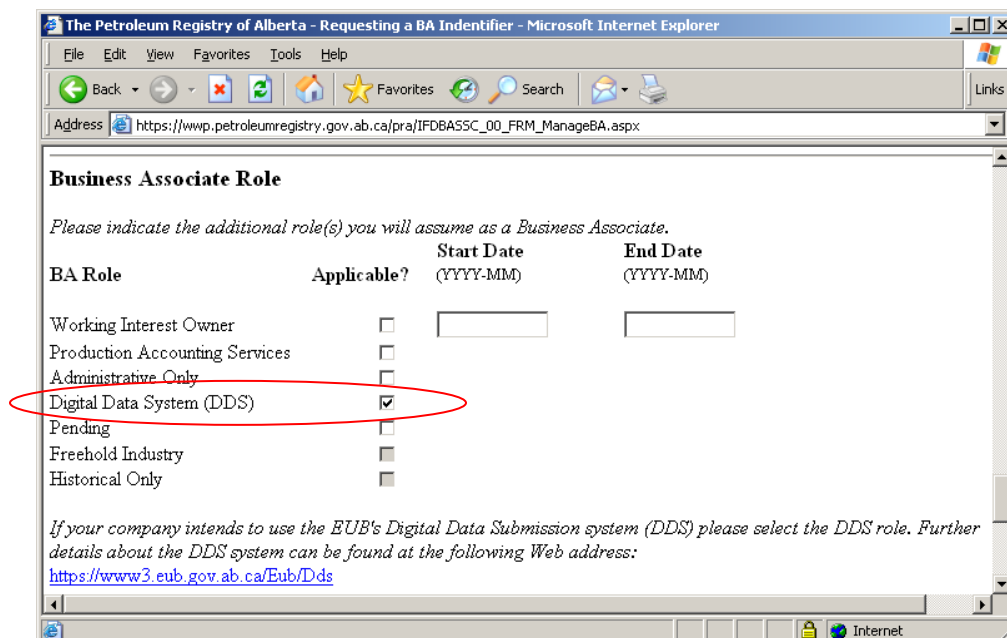
BA User Security Administrator Information

Once you have been assigned a BA Identifier will you need access to the Petroleum Registry of Alberta?

Yes No

If No, please proceed to BA-Role section below. If Yes, please provide User Security Administrator data.

5. **Business Associate Role** Section
 - Choose **Digital Data System (DDS)**



Business Associate Role

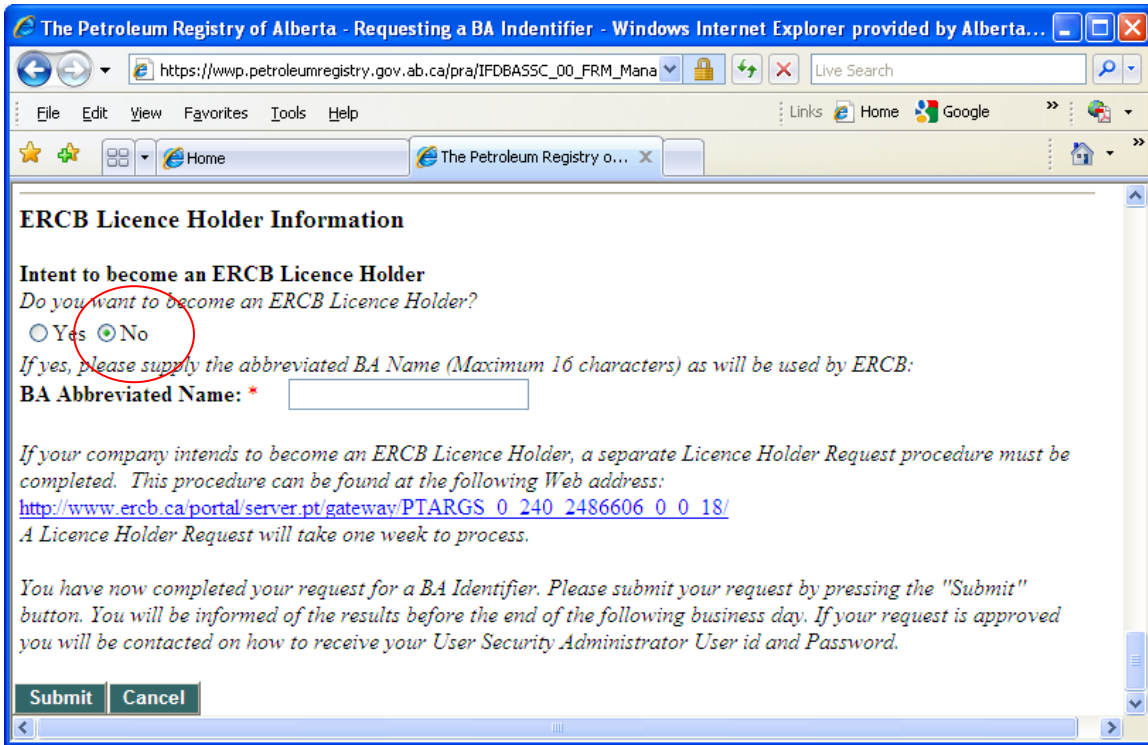
Please indicate the additional role(s) you will assume as a Business Associate.

BA Role	Applicable?	Start Date (YYYY-MM)	End Date (YYYY-MM)
Working Interest Owner	<input type="checkbox"/>		
Production Accounting Services	<input type="checkbox"/>		
Administrative Only	<input type="checkbox"/>		
Digital Data System (DDS)	<input checked="" type="checkbox"/>		
Pending	<input type="checkbox"/>		
Freehold Industry	<input type="checkbox"/>		
Historical Only	<input type="checkbox"/>		

If your company intends to use the EUB's Digital Data Submission system (DDS) please select the DDS role. Further details about the DDS system can be found at the following Web address:
<https://www3.eub.gov.ab.ca/Eub/Dds>

6. ERCB Licence Holder Information Section

- Choose No (this is for gas wells only)



The screenshot shows a web browser window titled "The Petroleum Registry of Alberta - Requesting a BA Identifier". The address bar shows the URL: https://www.petroleumregistry.gov.ab.ca/prs/IFDBASSC_00_FRM_Manage. The page content includes the following text:

ERCB Licence Holder Information

Intent to become an ERCB Licence Holder
Do you want to become an ERCB Licence Holder?
 Yes No

If yes, please supply the abbreviated BA Name (Maximum 16 characters) as will be used by ERCB:
BA Abbreviated Name: *

If your company intends to become an ERCB Licence Holder, a separate Licence Holder Request procedure must be completed. This procedure can be found at the following Web address:
http://www.ercb.ca/portal/server.pt/gateway/PTARGS_0_240_2486606_0_0_18/
A Licence Holder Request will take one week to process.

You have now completed your request for a BA Identifier. Please submit your request by pressing the "Submit" button. You will be informed of the results before the end of the following business day. If your request is approved you will be contacted on how to receive your User Security Administrator User id and Password.

Buttons: **Submit** **Cancel**

7. Click Submit when you're done

Problems?

Please contact the Petroleum Registry of Alberta Service Desk.
Choose the tab entitled Service Desk on the Petroleum Registry homepage for contact details.



The screenshot shows the homepage of the Petroleum Registry of Alberta. The page features a navigation menu with the following tabs: Search, Login, Tips & Alerts, What's New, Calendars, Bulletin Board, Resource Centre, **Service Desk**, and Overview. The "Service Desk" tab is circled in red. The page also includes the logo for the Government of Alberta Energy, ERCB, CAPP, and sepac, along with the SysTrust logo. At the bottom right, there is a link to the Saskatchewan Ministry of Energy and Resources: [CLICK HERE for Communiques & Information regarding the Registry Saskatchewan](#).