



If you are currently a Well Licence Holder or already have a Business Associate (BA) Code, PLEASE DISREGARD THIS MEMO.

Otherwise...

In anticipation of the upgrade to the Data Submission and User Access Security procedures for the EUB DDS System, including the Well Test Capture (i.e. [WTC](#) PAS files) system, anyone responsible for Certifying or Submitting such files will be required to have in place, a [Business Associate \(BA\) code](#).

Note: If your company currently holds a Well Licence or if you currently have a 7-digit DOE Royalty Client code, you have already been issued a new 4-character BA code.

If you are a current **Trading Partner** with the EUB, for CERTIFY and/or SUBMITTING well test data **on behalf of** a Licensee/Operator, you will have to follow the instructions below to register (via the [Petroleum Registry](#)).

- 1a) Go to the [EUB Home Page](#), follow the link on the bottom of the page to the [Petroleum Registry](#),
- or
- 1b) Go directly via [Petroleum Registry](#)

- 2) Click the link at bottom of page titled, "**Apply for Access**"
- 3) Click the link at bottom of page (*inside box*) titled, "**Apply for Access**"
- 4) Fill in all required fields (*noted with **)
 - 4a) For question, "**BA User Security Administrator Data**", select **NO**
 - 4b) For question, "**Business Associate Role**", select **OTHER¹**,
[Note](#), for selection titled [*Service Provider*], this is only appropriate for (i.e. Production Accountants).
 - 4c) For question, "**EUB Licence Holder Information**", select **NO**
- 5) Click **SUBMIT**

If you have any problems with Registration, please contact

petroleumregistry.energy@gov.ab.ca,

Otherwise if you have any questions regarding WTC Updates, please email

welltest-helpline@ercb.ca

¹ **Other** - Other describes a Business Associate that requires a BA Identifier (ID) for Ministry or Industry purposes but does not have any need for access to the Registry (for example, drilling/service rig operators).