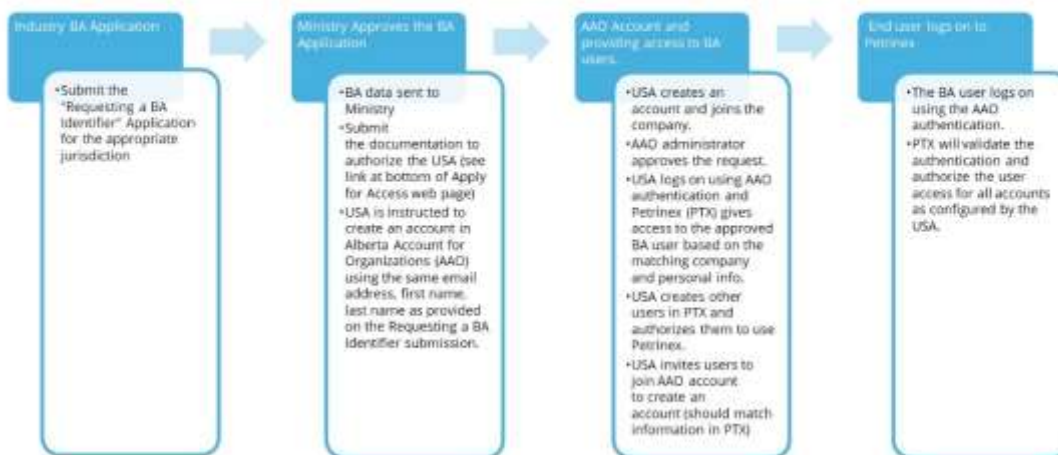


Petrinex Industry BA Access Guide

Jurisdiction	Release/Revision Date	Location of Change in this Document	Comment
AB, BC, SK, MB	November 3, 2025	Alberta Account for Organizations	- Added additional step on how to approve user requests to join AAO Account - Updated bullet #3 if user has been enabled by AAO Admin.
AB, BC, SK, MB	October 17, 2025	Alberta Account for Organizations	Added step on adding/inviting users to AAO account
AB, BC, SK, MB	October 17, 2025	Clarification highlighted under the graphic	Users with BA ID and USA can move to Alberta Account for Organizations.
AB, BC, SK, MB	October 6, 2025		Initial Release

Petrinex Industry BA Access Process



Note: If you have already set up your Business Associate ID and there are no changes to your User Security Administrator (USA), proceed to the section *Alberta Account for Organizations*.

You submitted the "Requesting a BA Identifier" application for a new BA account in Petrinex. The appropriate Ministry received the submission. Your next step is to authorize the setup of the **User Security Administrator (USA)** for your new BA account.

Authorize the User Security Administrator (USA)

1. Go to the **Petrinex Home Page** and click **Apply for Access**.
2. At the bottom on that page, click the hyperlink for **BA USER SECURITY ADMINISTRATOR SET-UP AND CHANGE PROCESS**.

3. Follow the instructions for your jurisdiction. These instructions include:
 - Sample letters on corporate letterhead identifying the BA USA.
 - A set-up form to provide USA contact information.
 - Send the letter and form to the appropriate jurisdictional support team.

Set up BA Users for access to Petrinex:

The BA USA sets up and manages user accounts in Petrinex. Each BA must appoint a USA who is responsible for:

- Managing user roles
- Managing user IDs and access
- Managing the Designate BA relationship

Training for these tasks is available through the Petrinex online learning system. To request access to these specific modules or additional training email Petrinexadmin@petrinex.ca.

Alberta Account for Organizations (AAO)

To set up the BA user profiles in Petrinex, the BA USA must have an active Alberta Account for Organizations (AAO) and must be linked to an organization with the same Legal name used in the Petrinex BA Application. Depending on your company policy, either a separate administrator or the USA handles this setup.

AAO Authentication Overview

Industry users in AB, BC, SK, and MB use AAO for authentication when signing into Petrinex. Each BA must set up their users under their company account in AAO. The administrator of this account may differ from the USA, so coordination between roles is essential.

Reminder: The company name in AAO must match the company name in Petrinex.

Choose your Next Step:

1. Create a new company account in Alberta Account for Organization (AAO Admin)

1. From the Petrinex Login Page, log in using Alberta Account for Organizations.
2. Click **Create Account**.
3. Click **Continue with email and password**.
4. Enter the email address used in your BA ID request submission.
5. Click **Create an Alberta.ca Account Password**.
6. Agree to the Terms of Use and click **Continue**.
7. Check your email for a password creation link. Click the link to confirm your email address and create a password.
8. Enter your password and click **Save and continue**.
9. Confirm your email address, agree to the Terms of Use and click **Continue**.
10. Search for your organization. If it is not listed, click **Add an organization**.
11. Fill out the organization form with contact and address details. Click **Continue**.
12. Add yourself as the first administrator. Click **Create admin**.

13. Under the **Business** tab, view your organization under **My organizations**.
14. You'll receive an email confirmation for both organization and admin account creation.
15. After you have set up the account in AAO, you can invite users to join the account using two methods.
 - **From the My Organizations screen**, click "**Add new staff account**" and enter the user's first name, last name, job title, email address. Once you submit the information, the user will receive a notification confirming their access to the account and can proceed to Option 1 in Section 4 below.
 - **Send an email** to your staff instructing them to create their account using the steps in Section 2 below. The AAO account administrator will receive a notification to approve their account request.

2. Join an existing AAO Account (BA Users)

1. From the Petrinex Login Page, log in using Alberta Account for Organizations.
2. Click **Create Account**.
3. Click **Continue with email and password**.
4. Enter the email address used in your Petrinex user profile.
5. Agree to the Terms of Use and click **Continue**.
6. Create a password. Click **Save and continue**.
7. Confirm your email address, agree to the Terms of Use.
8. Search for the appropriate company account by name, or organization code
9. Select your organization from the list and confirm the details.
10. Enter your business contact information.
11. View the list of company admins, check the selection boxes and click **Submit Request**.
12. Wait for admin approval. If not approved before the expiration date, resubmit your request.
13. Once approved, proceed to Option 2 in Section 4 below.

3. Approve BA User Request to Join existing AAO Account (AAO Admin)

1. From your browser, type <https://account.alberta.ca/ui/sign-in/create-new-business-account> to open "Create Account" screen for AAO.
2. Click sign-in beside "**Already have an Alberta.ca Account**".
3. Select the "eye" symbol beside the organization role of Admin.
4. Select Staff Accounts tab.
5. Click "Enable" link beside the name of any user requiring approval.

4. Sign into Petrinex using Alberta Account for Organizations log in. (BA Users)

Because there are two options available for the AAO Admin to provide access to the BA users, there are corresponding step for each option. Once a user has completed the first sign-in process, use step 5 below going forward.

Admin Enabled user to AAO Account:

1. From the Petrinex Login Page, log in using Alberta Account for Organizations (Login button with the Petrinex Logo).
2. Sign in using your AAO credentials:
 - a. Use the same email as your Petrinex profile.
 - b. Create your AAO password and follow instructions.
3. Click **Sign In**. AAO will validate your credentials and redirect to Petrinex. Petrinex will authorize access based on your accounts configuration.

User Requested to Join AAO Account and received approval.

1. From the Petrinex Login Page, log in using Alberta Account for Organizations (Login button with the Petrinex Logo).
2. Sign in using your AAO credentials:
 - a. Use the same email as your Petrinex profile.
 - b. Enter your AAO password.
3. Click **Sign In**. AAO will validate your credentials and redirect to Petrinex. Petrinex will authorize access based on your accounts configuration.

5. Go-Forward Sign into Petrinex using Alberta Account for Organizations log in. (BA Users)

1. From the Petrinex Login Page, log in using Alberta Account for Organizations.
2. Sign in using your AAO credentials:
 - c. Use the same email as your Petrinex profile.
 - d. Enter your AAO password.
3. Click **Sign In**. AAO will validate your credentials and redirect to Petrinex. Petrinex will authorize access based on your accounts configuration.

6. Resetting your AAO Password (BA Users)

1. From the Petrinex Login Page, log in using Alberta Account for Organizations.
2. Enter your email and click **Forgot password**.
3. Check your email for a reset link (expires in 30 minutes).
4. Click the link and follow the instructions to reset your password.

For additional assistance and support please contact:

- Petrinex Business Desk at petrinexsupport@petrinex.ca or 403-297-611 toll-free 1-800-992-1144
- Alberta, AEM Crown Land Data at crownlanddatasupport@gov.ab.ca or 1-780-644-2300.
- Saskatchewan, SER Service Desk at er.servicedesk@gov.sk.ca or 1-855-219-9373.
- British Columbia, BCER Service Desk at servicedesk@bc-er.ca
- Manitoba, Mining, Oil & Gas Branch at petroleum@gov.mb.ca or 1-204-945- 1119