



Tips for Successful Request



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Overview

Submit and view all your requests using the Third Party and Road Use request Portal with no need for a StackDX Account.

See the steps in the sections below to learn more about the process including how to log in, submit/view requests and complete signature requests.

What type of requests are submitted through the portal?

- Crossing Agreement: equipment, utility installation, cable installation, etc. crossing an Imperial facility.
- Ground Disturbance Agreement: any type of activity, including ground disturbance deeper than 30cm, occurring within 5m of an Imperial facility (fence installation, building construction, patio installation, etc.).
- Proximity Notification: any type of activity, including ground disturbance deeper than 30cm, occurring greater than 5m but less than 30m from an Imperial facility (fence installation, building construction, patio installation, etc.).

Logging into Third Party and Road Use request Portal

1. Navigate to the following link - <https://app.stackdx.com/Public/Login>
2. Input the email you would like to use to submit or view a request

Tip: Email may be personal or group accessible depending on if multiple people will need to access the requests.





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3. Click **Request One-Time Code** to receive the code to your email
4. Enter the provided code and click **Login**



Submitting a request via the Third Party and Road Use request portal

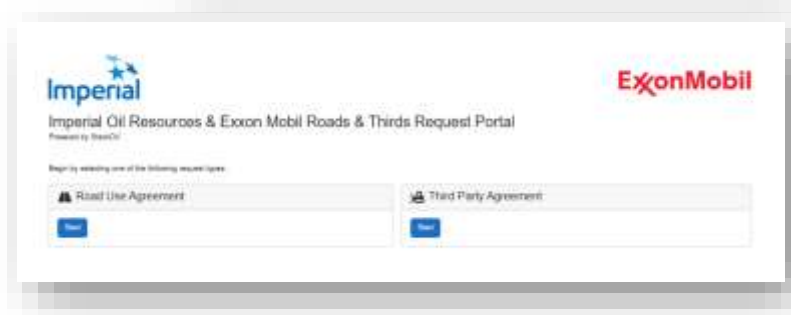
1. Log into the [Public Request Portal](#)
2. Click **Submit a Request**



3. Choose a company for your request



4. Click Start for either a Road Use Agreement or Third Party Agreement





Tips for Successful Request

What information is needed before I start?

There are certain fields that must be completed prior to submitting a request. You cannot save a draft of the form to return later to complete. To submit a request, the following information must be entered into the form:

- Contact name & contact information (phone, email)
- Address of company or landowner
- Description of work plans, scope, & proposed date
- Location (DLS, NTS or Latitude/Longitude) *
- A survey plan (saved as a PDF) must be attached*

**fields must be populated to complete the form, but data can be approximate; our Surface Analysts will review & confirm for accuracy.*

Submitting a request: tips for landowners

As the portal is designed for many use-cases, some of the field names on the form & tool tips (text that appears when you hover over the little 'i' icon) are generic in nature. Please leverage some of the tips & instructions below to assist you with your submission:

Requestor Information ⓘ
Company Name

Company Name = **Landowner Name**

Enter Agreement Details ⓘ
Choose Existing Grantee

Choose Existing Grantee = **Landowner (if previous request has been submitted)**. If this is first time requesting, select "CREATE A NEW GRANTEE"

Data Privacy Notice: The portal is designed to allow companies to submit multiple requests for crossing agreements. When a request has been submitted, the Grantee is available to be selected again by other individuals. Upon selection, the Grantee address will be pre-populated on the form. **Therefore, we recommend adding the text "please select Hidden from Public on my request" in one of the description fields** in the following pages. Our Surface Analyst will select this option so your Name and Address will no longer appear on the drop down.



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Purpose of Use / Description

For most landowners, the selection options in this drop-down are not applicable. For ease of submission, please use the "Other" option

Begin to describe your project in the description field. Examples: *“Installation of a fence in front of existing fence”* or *“Tree planing around perimeter of property”*

You can leave the Grantee File # field blank.

Surface Location (From/Pad)

Many individuals do not know the specific / legal geographical location of the area they wish to complete the work within. If you do not have a survey plan or real property report that has the specific latitude & longitude, DLS or NTS, we suggest submitting with our "other" option:

- Toggle the "Location other than DLS or NTS"
- Hit Next

On the next screen an option to enter Latitude & Longitude will appear, submit an approximate lat/long, or enter "0", "0" and an address close by.



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Latitude: 55 Longitude: -114

Legal Address:
595 Quarry Park Blvd. SE, Calgary AB

Latitude: 0 Longitude: 0

Legal Address:
505 Quarry Park Blvd. SE, Calgary, AB

Make sure to click "Add Facility" before you move onto the next step.

Uploaded Files

Survey/Monitoring Plans

Choose File(s) No file chosen

Or drop file(s) here

**the file attached must be a PDF.*

As mentioned above, a survey plan* must be attached to complete the form. Understanding that you may not have a detailed survey plan, we will accept any of the following documents for our preliminary assessment.

- List
- list

If additional clarification is needed, one of our Surface Analysts will contact you.

Grantee Facility Type = Imperial/ExxonMobil owned facility/equipment

Grantee Facility Type

Other

Grantee Facility Description

FENCE

Many of our request from Landowners does not fall within one of the other pre-defined categories.

Please select the 'Other' category, and add a brief description of your proposed work.

Grantee Facility

Temporary Work

Grantee Interest Description

Unknown

Please enter a brief description of the Grantee Facility/Interest in Pipeline Plan Number.

We do not expect you to know the details of which facility, pipeline or plan # is on our records.

Please simply enter "Unknown" and we will review & update the request with information from our records.



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Viewing submitted/received requests

Log into the [Third Party and Road Use request portal](#)

1. Click **View Previous Requests**

The My Requests grid will display with all your submitted Road Use and Third Party Agreement requests and received E-Signature requests.

There is the ability to search/filter by keywords, Request Type and Request Status.

Note: Only requests that were either submitted by or sent to the email used to log in will be displayed. The email logged in will display in the top right corner of the portal.

Search for keywords in the File Number, Grantor/Grantee Name or Grantee File Number fields

Type	File Number	Grantor Name	Grantee Name	Status	Request Date	Grantee File Number
Third Party Agreement	X00011-002	Imperial Oil Resources LL...	██████████ Painting Co.	Requested/Processing	2025-10-29 3:39 PM	n/a
Third Party Agreement	X00007-002	Imperial Oil Resources LL...	Beverly Realty Investment...	Requested/Processing	2025-10-14 9:57 AM	
Third Party Agreement	X00009-002	Imperial Oil Resources LL...	Company ABC	Requested/Processing	2025-09-26 2:55 PM	

Search by Request Type

Type	File Number	Request Type	Grantee Name	Status	Request Date	Grantee File Number
Third Party Agreement	X00011-002	Third Party Agreement	██████████ Painting Co.	Requested/Processing	2025-10-29 3:39 PM	n/a
Third Party Agreement	X00007-002	Third Party Agreement	Beverly Realty Investment...	Requested/Processing	2025-10-14 9:57 AM	
Third Party Agreement	X00009-002	Third Party Agreement	Company ABC	Requested/Processing	2025-09-26 2:55 PM	



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Search by Request Status

The screenshot shows the 'My Requests' interface. At the top, there are filters for 'Request Type' and 'Request Status'. The 'Request Status' dropdown menu is open, showing options: All, None, Accepted, Awaiting Signature, Cancelled, Executed, Received/Completed, Rejected, and Requested/Processing. The 'Requested/Processing' option is highlighted with a red box. Below the menu, a table lists requests with columns for Type, File Number, Grantor Name, Grantee Name, Status, Request Date, and Grantee File Number.

Type	File Number	Grantor Name	Grantee Name	Status	Request Date	Grantee File Number
E-Signature	Signature request: R00002-032	Mencal E		Requested/Processing	2025-07-14 11:56 AM	17514-1
Road Use Agreement	R00002-032	Mencal E		Requested/Processing	2025-07-08 3:06 PM	17514-1

The screenshot shows the 'My Requests' interface with a table of requests. The 'Request Status' dropdown is set to 'Requested/Processing'. The table has columns for Type, File Number, Grantor Name, Grantee Name, and Status. The statuses 'Awaiting Signature' and 'Rejected' are highlighted in yellow.

Type	File Number	Grantor Name	Grantee Name	Status
E-Signature	Signature request: X00011-002	Imperial Oil Resources LI...	Painting Co.	Requested/Processing
Third Party Agreement	X00011-002	Imperial Oil Resources LI...	Painting Co.	Awaiting Signature
Third Party Agreement	X00007-002	Imperial Oil Resources LI...	Beverly Realty Investment...	Rejected
Third Party Agreement	X00009-002	Imperial Oil Resources LI...	Company ABC	Requested/Processing

Click on a Road Use or Third Party Agreement request to view all the request details. While viewing a request you can add comments to communicate directly with the Grantor Company. See the *Communicating with the Grantor* section for more details on adding comments.

When viewing a received E-Signature Request you will be able to review the agreement, enter the required fields, sign and accept the agreement within the Request Portal.

The screenshot shows the 'My Requests' interface with a table of requests. The 'Request Status' dropdown is set to 'Requested/Processing'. The 'Awaiting Signature' status is highlighted in yellow.

Type	File Number	Grantor Name	Grantee Name	Status	Request Date
E-Signature	Signature request: X00011-002	Imperial Oil Resources LI...	Ashleigh's Painting Co.	Requested/Processing	Today 12:23 PM
Third Party Agreement	X00011-002	Imperial Oil Resources LI...	Ashleigh's Painting Co.	Awaiting Signature	2025-10-29 3:39 PM
Third Party Agreement	X00007-002	Imperial Oil Resources LI...	Beverly Realty Investment...	Requested/Processing	2025-10-14 9:57 AM
Third Party Agreement	X00009-002	Imperial Oil Resources LI...	Company ABC	Requested/Processing	2025-09-26 2:55 PM



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There is also the ability to Share/Forward the request to another person and Download the agreement if required. See the *E-Signature request process* section for more details.



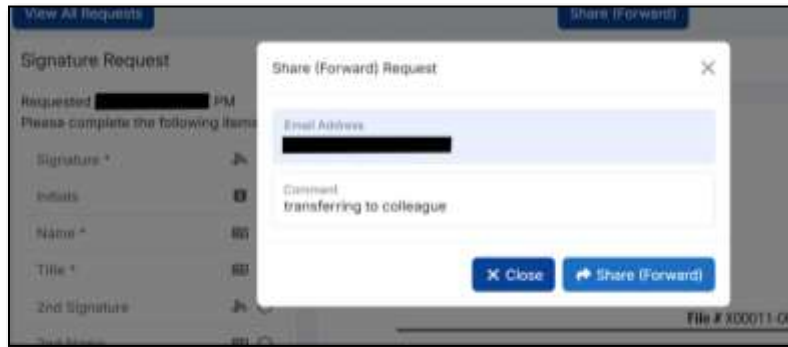
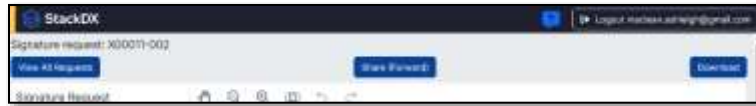
How to share requests & agreements with colleagues in the same company?

External parties can share E-Signature Requests only: External party can click on the e-signature request, click the "Share (Forward)", then enter the other email & hit the "Share (Forward)" button. Then either person can see the request when they login to the portal

Type	File Number	Grantor Name	Grantee Name	Status	Request Date	Grantee
Third Party Agreement	XXXXXX-XXXX	Imperial Oil Resources Ltd.	Ashleigh's Painting Co.	Requested/Processing	XXXX-XX-XX AM	unknown
E-Signature	XXXXXX-XXXX	Imperial Oil Resources Ltd.	Ashleigh's Painting Co.	Requested/Processing	XXXX-XX-XX PM	n/y
Third Party Agreement	XXXXXX-XXXX	Imperial Oil Resources Ltd.	Ashleigh's Painting Co.	Awaiting Signature	2025-10-28 3:39 PM	n/y
Third Party Agreement	XXXXXX-XXXX	Imperial Oil Resources Ltd.	Beverly Realty Investme...	Rejected	2025-10-14 8:57 AM	
Third Party Agreement	XXXXXX-XXXX	Imperial Oil Resources Ltd.	Company ABC	Requested/Processing	2025-09-26 2:20 PM	



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If a company wants multiple people to see the requests themselves (not the e-signature request), or if person is gone from company, anyone with email from external company can email hello@stackdx.com to request to be added/ have requests shared with them.

Communicating with the Grantor

If you submitted a request and have any questions/concerns regarding your request, you can reach out to us directly (the Grantor) in the Third Party and Road Use request portal.

While viewing the request you can add comments that will be sent via email to our Surface Analysts, which will then display for them in the request for review. The Surface Analyst will be able to reply to your comments which you will be notified of via email and view them in the Third Party and Road Use request portal.

1. Log in to the [Third Party and Road Use request portal](#)
2. Click **View Previous Requests**
3. Click on your request



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4. Submit your comments on the Comments panel



Uploading Additional Documents

If you need to provide additional documents to the Grantor you can upload documents when viewing a submitted request in the Public Request Portal.

The uploaded files will be added to the request and be available for the Grantor to view. Any documents added to the request by the Grantor will appear in the Public Request Portal in the Documents section for the requestor to view.

1. Log in to the [Third Party and Road Use request portal](#)
2. Click **View Previous Requests**
3. Click on your request
4. Click **Add Documents**, located in the Documents section of the request



5. Select a Document Type from the dropdown (Survey/Access Route, Request Letter, Other)



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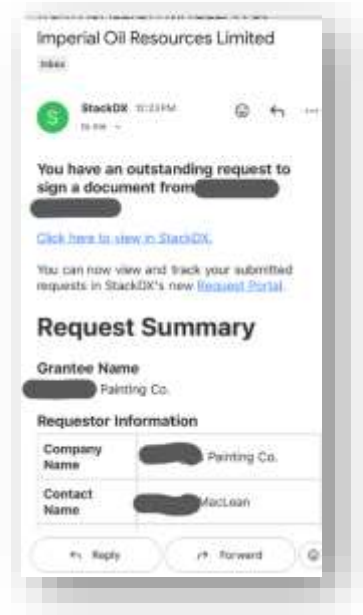


- 6. Choose the file
- 7. Click **Upload**

E-Signature request process

Once your request has been approved, we will generate an agreement and send it for E-Signature. An E-Signature Request will be sent to you via email and will contain the details of the request and a link to gain access to the request via the Third Party and Road Use request portal.

The received E-Signature request will appear in the Third Party and Road Use request portal to review, enter information, sign and accept the agreement. See below on how to proceed if you received an E-Signature request.



- 1. Log in to the [Third Party and Road Use request portal](#)
- 2. Click **View Previous Requests** and navigate to the E-

Type	File Number	Grantor Name	Grantee Name	Status	Request Date	Grantee File Number
E-Signature	Signature request_R00002-032	Mancal Energy Inc.	REPSOL OIL & GAS CANADA INC.	Requested/Processing	2025-07-14 11:56 AM	17514-1

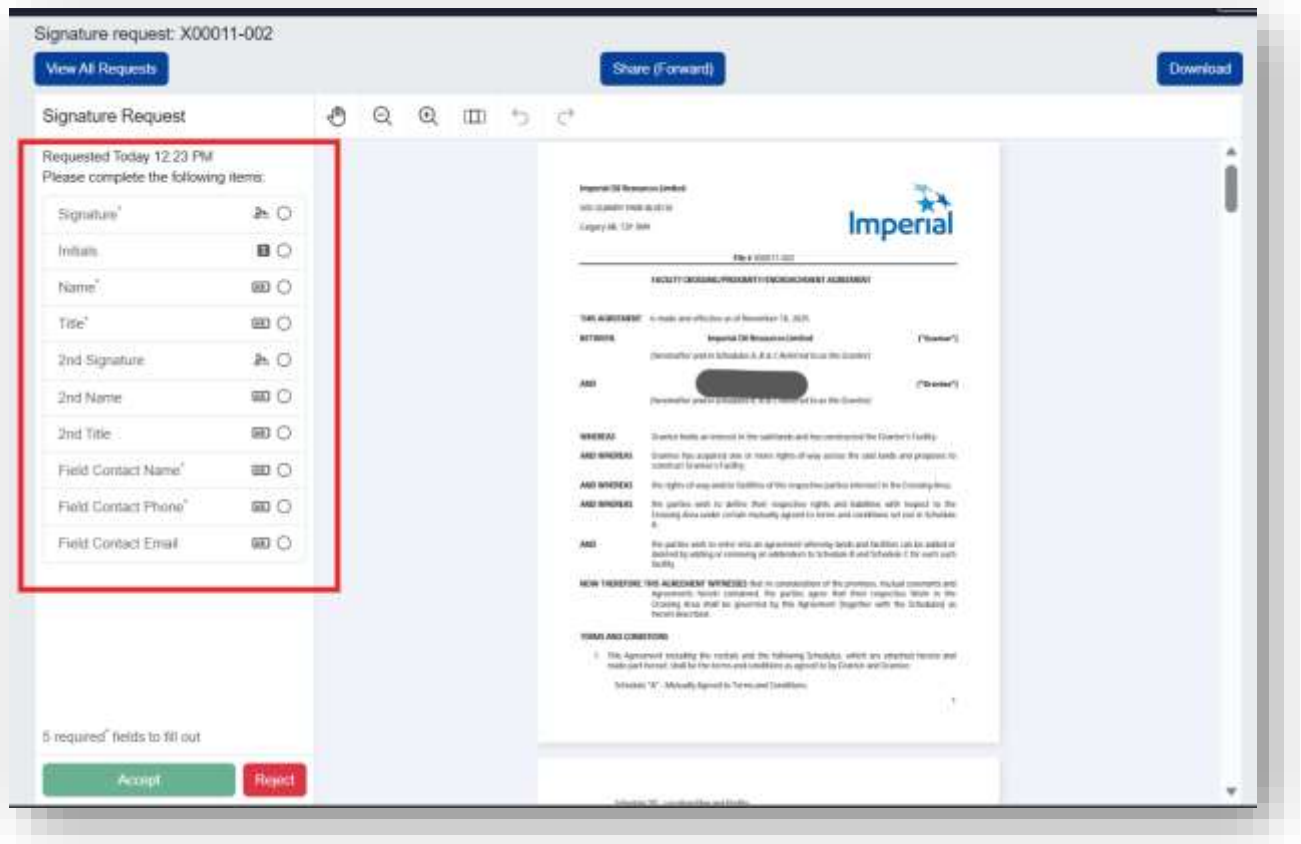
Signature request

Tip: If you navigate to the request via the email link it will open to the document immediately after logging in rather than navigating to it within the Request Portal.

- 3. Click the E-Signature request to view the document
- 4. Once the required fields have been filled out then you will be able to Accept the agreement or Reject the request if needed



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We will be notified of your acceptance or rejection. If accepted, they can then execute the agreement.

The first recipient of the E-Signature request will receive an email when the agreement has been executed by the Grantor.

If multiple people are needed to review, initial or sign the agreement there is the ability to share/forward the E-Signature request for others to access. See the *Sharing/Forwarding the E-Signature Request* section for more details.

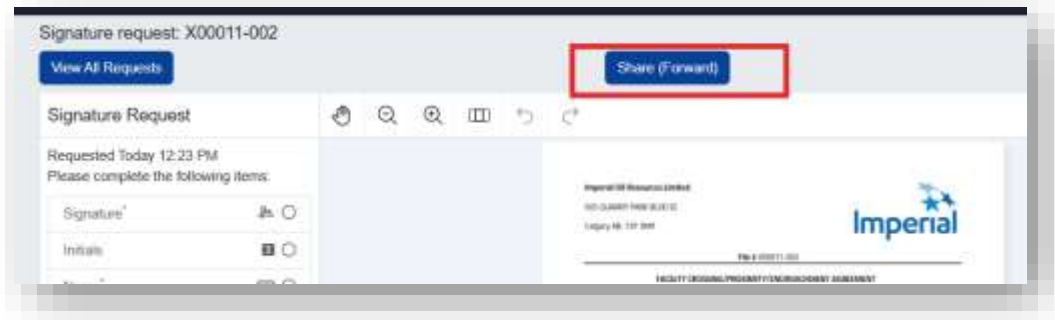
Forwarding the E-Signature Request

If multiple people are required to view, sign, initial or download the document it can be sent to others for them to access by utilizing the **Share (Forward)** option. The recipient will be sent an email with the link to access the document in the Request Portal.



Tips for Successful Request

1. Log in to the [Third Party and Road Use request portal](#)
2. Click **View Previous Requests** and navigate to the E-Signature request
3. Click **Share (Forward)**
4. Enter recipient email and click **Share (Forward)**



Share (Forward) Request

Email Address

Close Share (Forward)

Any information that has been filled out on the document when you click **Share (Forward)** will be saved for others to view when accessed.

Important: The document cannot be modified after the E-Signature request has been accepted, which will become available after all the required information has been added. **If multiple signatures/initials are needed do NOT accept the agreement prior to all parties completing their sections.**