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Tips for Successful Request



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.





Tips for Successful Request



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

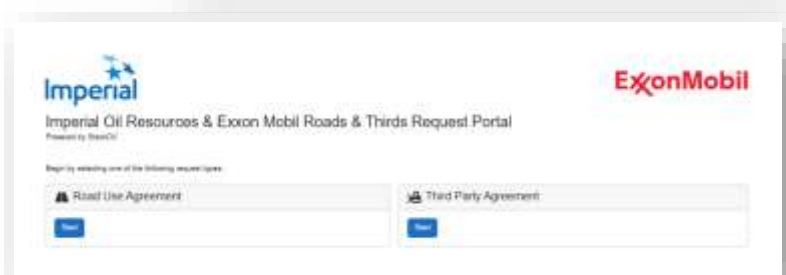
1. Log into the [Public Request Portal](#)
2. Click **Submit a Request**



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:

Company Name = **Landowner Name**

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.



Tips for Successful Request

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.



Tips for Successful Request

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

**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

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.

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.

Viewing submitted/received requests

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



Tips for Successful Request

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 LI...	[REDACTED] Painting Co.	Requested/Processing	2025-10-29 3:39 PM	n/a
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	

Search by Request Type

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



Tips for Successful Request



Search by Request Status

The screenshot shows the 'My Requests' interface. At the top, there's a search bar with 'R00002-002' entered. Below it, a table lists requests. A dropdown menu for 'Request Status' is open, showing options: All, None, Accepted, Awaiting Signature, Cancelled, Executed, Received/Completed, Rejected, and Requested/Processing (which is highlighted with a red box).

Type	File Number	Grantor Name	Grantee Name	Status	Request Date	Grantee File Number
E-Signature	Signature request: R00002-002	Mineral E...	HL & GAS CANADA INC.	Requested/Processing	2025-07-14 11:56 AM	17514-1
Road Use Agreement	R00002-002	Mineral E...	HL & GAS CANADA INC.	Requested/Processing	2025-07-08 3:06 PM	17514-1

The screenshot shows the 'My Requests' interface with a list of requests. The 'Request Status' dropdown is set to 'Requested/Processing'. The table below shows four requests, with their status 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 list of requests. The 'Request Status' dropdown is set to 'Requested/Processing'. The table below shows four requests, with their status 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



Tips for Successful Request



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.

Imperial Oil Resources Limited
505 QUARRY PARK BLVD SE
Calgary AB, T2P 3M9



FILE # 300004-001X00004

FACILITY CROSSING/PROXIMITY/ENCROACHMENT AGREEMENT

THIS AGREEMENT is made and effective as of September 12, 2025.

BETWEEN **Imperial Oil Resources Limited** ("Grantor")
(hereinafter and in Schedules A, B & C Referred to as the Grantor)

AND  ("Grantee")
(hereinafter and in Schedules A, B & C Referred to as the Grantee)

WHEREAS Grantor holds an interest in the said lands and has constructed the Grantor's Facility;

AND WHEREAS Grantee has acquired one or more rights-of-way across the said lands and proposes to construct Grantee's Facility;

AND WHEREAS the rights-of-way and/or facilities of the respective parties intersect in the Crossing Area;

AND WHEREAS the parties wish to define their respective rights and liabilities with respect to the Crossing Area under certain mutually agreed to terms and conditions set out in Schedule A;

AND the parties wish to enter into an agreement whereby lands and facilities can be added or deleted by adding or removing an addendum to Schedule B and Schedule C for each such facility;

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the premises, mutual covenants and Agreements herein contained, the parties agree that their respective Work in the Crossing Area shall be governed by this Agreement (together with the Schedules) as herein described.



Tips for Successful Request

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
4. Submit your comments on the Comments panel

My Requests → Road Use Agreement R00002-032

ROAD USE AGREEMENT R00002-032

Grantor Information Compass Mineral Energy Inc.	Grantee Information REPSON OIL & GAS CANADA INC. 2000, 8th St. SW CALGARY AB T2P 5C5	Requestor Information Hull Properties Big Hole Brokerage 403-232-5525 geoff@stacks.co.uk
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Request Information
File #: R00002-032
Proposed Construction Date: 2025-09-01

Comments (0)
Add a comment
Submit

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



Tips for Successful Request

- Click **Add Documents**, located in the Documents section of the request



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



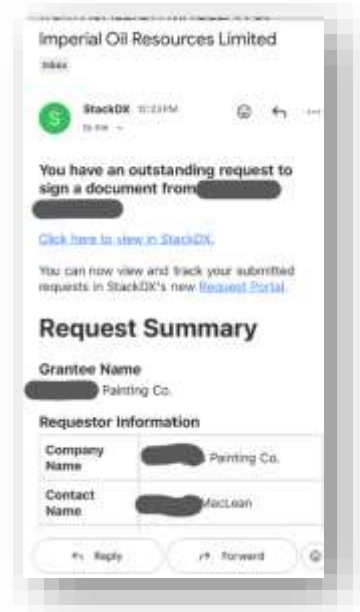
- Choose the file
- Click **Upload**

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.

- Log in to the [Third Party and Road Use request portal](#)





Tips for Successful Request

2. Click **View Previous Requests** and navigate to the E-Signature request

My Requests

R00002-032

E-Signature

Request Status

Search

×

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

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

Signature request: X00011-002

[View All Requests](#) [Share \(Forward\)](#) [Download](#)

Signature Request

Requested Today 12:23 PM
Please complete the following items:

Signature*	2h	
Initials	1h	
Name*	1h	
Title*	1h	
2nd Signature	2h	
2nd Name	1h	
2nd Title	1h	
Field Contact Name*	1h	
Field Contact Phone*	1h	
Field Contact Email	1h	

5 required* fields to fill out

[Accept](#) [Reject](#)

Imperial Oil Services Limited
100-10000 100 Ave SE
Calgary AB T2C 1A6

File # X00011-002

IMPERIAL OIL SERVICES LIMITED - SCHEDULE 10 AGREEMENT

TITLE AGREEMENT: is made and effective as of November 18, 2025.

BETWEEN: Imperial Oil Services Limited ("Imperial")

AND: [Redacted] ("Grantee")

WHEREAS: Grantee holds an interest in the wellbore and has constructed the Grantee's facility.

AND WHEREAS: Imperial has acquired one or more rights of way across the land lands and proposed to construct its wellbore facility.

AND WHEREAS: The rights of way and/or facilities of the respective parties interest in the Country Area.

AND WHEREAS: The parties wish to define their respective rights and liabilities with respect to the Country Area under certain mutually agreed to terms and conditions set out in Schedule 10.

AND: The parties wish to enter into an agreement whereby lands and facilities can be used or shared by wellbore and/or existing or scheduled to Schedule 10 and Schedule 10 of the wellbore facility.

NOW THEREFORE THE AGREEMENT WITNESSES: that in consideration of the premises, mutual covenants and agreements herein contained, the parties agree that their respective State in the Country Area shall be governed by this Agreement (together with the Schedule 10 herein described).

TITLES AND CONDITIONS:

i. This Agreement including the schedule and the following Schedule, which are attached hereto and made part hereof, shall be the terms and conditions as agreed to by Grantee and Imperial.

Schedule 10 - Mutually Agreed to Terms and Conditions

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



Tips for Successful Request

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.

Sharing/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.

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)**

A screenshot of the 'Share (Forward) Request' dialog box. It features a text input field for 'Email Address'. At the bottom, there are two buttons: 'Close' and 'Share (Forward)'. The 'Share (Forward)' button is highlighted with a red box.

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



Tips for Successful Request

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.**