



# 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.





# 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

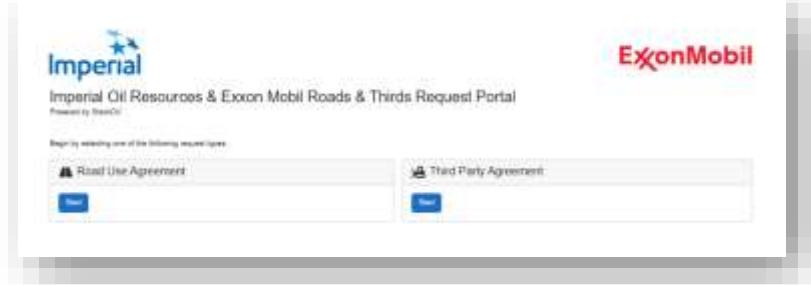
1. Log into the [Public Request Portal](#)
2. Click **Submit a Request**



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.



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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

The screenshot shows the 'Third Party Agreement' form. In the 'Purpose & Consent Location' section, the 'Purpose of Use' dropdown is set to 'Other'. The 'Description' field contains 'Tree planing on perimeter of property'. The 'Grantee File #' and 'Proposed Construction Date' fields are empty. A checkbox for 'Location other than DLS or NTS' is checked. At the bottom, there are 'Back' and 'Next' buttons.

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:

The screenshot shows the 'Surface Location (From/Pad)' and 'Surface Location (To)' sections. Both sections have 'Survey System' dropdowns set to 'Detect' and 'Location' fields. A yellow box highlights the 'Location other than DLS or NTS' checkbox in the 'From' section. The 'To' section is identical.

- 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



Latitude: 50	Longitude: -114
Legal Address 505 Quarry Park Blvd. SE, Calgary AB	
<input type="button" value="Add Facility"/> <input type="button" value="Clear Form"/>	
Latitude: 0	Longitude: 0
Legal Address 505 Quarry Park Blvd. SE, Calgary AB	
<input type="button" value="Add Facility"/> <input type="button" value="Clear Form"/>	

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

Upload Files
Survey/Work Request
Choose File: No file chosen
<input type="button" value="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
<input checked="" type="radio"/> 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.

Grantor Facility	Please enter a brief description of the Grantor Facility/Interest in Pipeline Plan Number.
Temporary Work	
Grantor Interest Description	
Unknown	

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

My Requests		Search Requests	Request Type	Request Status	<input type="button" value="Search"/>	<input type="button" value="Create a Request"/>
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 9:39 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

My Requests		Search Requests	Third Party Agreement	Request Status	<input type="button" value="Search"/>	
Type	File Number		All None	Grantee Name	Status	
Third Party Agreement	X00011-002		48-Hour Notice	[REDACTED] Painting Co.	Requested/Processing	2025-10-29 9:39 PM
Third Party Agreement	X00007-002		E-Signature	Beverly Realty Investment...	Requested/Processing	2025-10-14 9:57 AM
Third Party Agreement	X00009-002		Road Use Agreement	[REDACTED] Company ABC	Requested/Processing	2025-09-26 2:55 PM
			<input checked="" type="checkbox"/> Third Party Agreement			



## Tips for Successful Request



## Search by Request Status

My Requests		R00002-032	Request Type	Requested/Processing	<input type="button" value="Search"/>	<input type="button" value="X"/>
Type	File Number	Grantor File Number	AF Note	ame	Status	Request Date
E-Signature	<a href="#">Signature request R00002-032</a>	Manca E	Accepted	HL & GAS CANADA INC.	Requested/Processing	2025-07-14 11:56 AM
Road Use Agreement	<a href="#">R00002-032</a>	Manca E	Awaiting Signature	HL & GAS CANADA INC.	Requested/Processing	2025-07-05 3:06 PM
			Cancelled			17514-1
			Executed			17514-1
			Received/Completed			
			Rejected			
			<input checked="" type="checkbox"/> Requested/Processing			

My Requests		Search Requests:	Request Type	Request Status	Q Search
Type	File Number	Grantor Name	Grantee Name	Status	
E-Signature	<a href="#">Signature request X00011-002</a>	Imperial Oil Resources Li...	██████████ Painting Co.	Requested/Processing	
Third Party Agreement	<a href="#">X00011-002</a>	Imperial Oil Resources Li...	██████████ Painting Co.	Awaiting Signature	
Third Party Agreement	<a href="#">X00007-002</a>	Imperial Oil Resources Li...	Beverly Realty Investment...	Rejected	
Third Party Agreement	<a href="#">X00009-002</a>	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.

My Requests		Search Requests	Request Type	Request Status	Search	Cr
Type	File Number	Grantor Name	Grantee Name	Status	Request Date	Actions
E-Signature	Signature request-X00011-002	Imperial Oil Resources Li...	Ashleigh's Painting Co.	Requested/Processing	Today 12:23 PM	<a href="#">View</a>
Third Party Agreement	X00011-002	Imperial Oil Resources Li...	Ashleigh's Painting Co.	Awaiting Signature	2025-10-29 3:39 PM	<a href="#">View</a>
Third Party Agreement	X00007-002	Imperial Oil Resources Li...	Beverly Realty Investment...	Requested/Processing	2025-10-14 9:57 AM	<a href="#">View</a>
Third Party Agreement	X00009-002	Imperial Oil Resources Li...	Company ABC	Requested/Processing	2025-09-26 2:55 PM	<a href="#">View</a>



## 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.





## 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: Company: Imperial Energy Ltd.

Grantee Information: REPUBLIC OIL & GAS CANADA INC.  
2000, 888 - 3rd St. SW  
CALGARY AB T2P 5C5

Requestor Information: Hall Fassnacht  
Big Hand Brokerage  
403-232-5555;  
geoh@stackit.com

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



4. Click **Add Documents**, located in the Documents section of the request

My Requests → Road Use Agreement R00002-032

Grantor Assets

Name / Location	Segment Length (km)
LOC 050910	16.40
NW-07-043-27W4	0.70

Documents

- Survey/Access Route: [Survey File.pdf](#) (6.674 KB)
- Request Letter: [Request Letter.pdf](#) (24 KB)
- Other: [Landowner Consent Form.pdf](#) (10 KB)

**Add Documents**

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



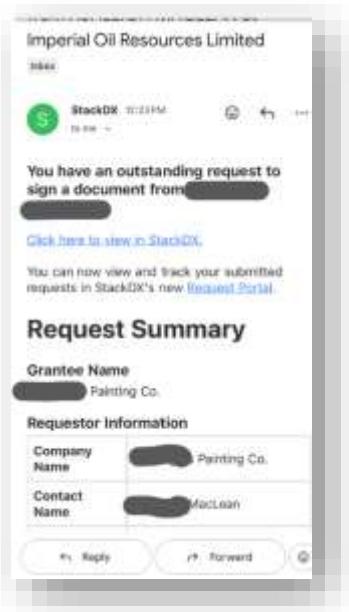
6. Choose the file
7. Click **Upload**

## 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](#)





# Tips for Successful Request



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

My Requests	R00002-032		E-Signature	Request Status	Q Search	x
Type	File Number	Grantor Name	Grantee Name	Status	Request Date	Grantee File Number
E-Signature	Signatures request_R00002-032	Manca! 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*	
Initials*	
Name*	
Title*	
2nd Signature*	
2nd Name*	
2nd Title*	
Field Contact Name*	
Field Contact Phone*	
Field Contact Email*	

5 required\* fields to fill out

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

Imperial Oil Resources Limited  
100-12000 104th Street  
Edmonton, AB T5J 0A9  
Category: Oil & Gas

File # X00011-002

**LEASE CROSSING/PROGRESS/ENCROACHMENT AGREEMENT**

**TERMS AND CONDITIONS** - In making and effecting of this Agreement, the parties (hereinafter referred to as "Parties") and its Schedule A, B and C, acknowledge the following:

**AND WHEREAS** (hereinafter referred to as "Landowner") (hereinafter referred to as "Lessee")

**WHEREAS** (Landowner) has an interest in the subject land and has commenced the Construction of a facility.

**AND WHEREAS** (Lessee) is acquiring use or means right-of-way across the said lands and proposes to construct a pipeline facility.

**AND WHEREAS** The rights of way across the lands of the original two parties interest in the Construction area.

**AND WHEREAS** The parties wish to define their respective rights and liabilities with respect to the lands and area under certain mutually agreed to terms and conditions set out in Schedule A.

**AND** The parties wish to enter into an agreement defining their rights and liabilities with respect to the lands and area under certain mutually agreed to terms and conditions set out in Schedule A.

**NOW THEREFORE, THIS AGREEMENT WITNESSED** that in consideration of the premises, mutual covenants and agreements herein contained, the parties agree that these respective terms in the Crossing area shall be governed by this Agreement (together with the Schedule A) hereto annexed.

**TERMS AND CONDITIONS**

1. This Agreement including the exhibits and the following Schedule, which are attached hereto and made part hereof, shall be the terms and conditions as agreed to by Landowner and Lessee.

Schedule "A", 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



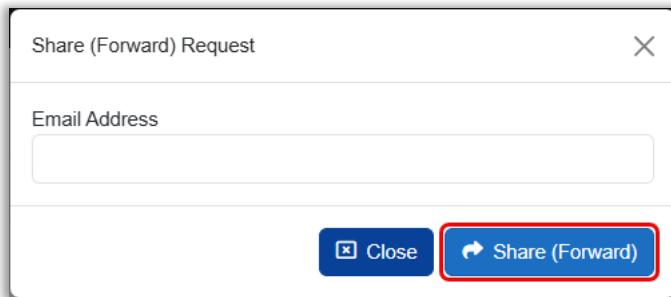
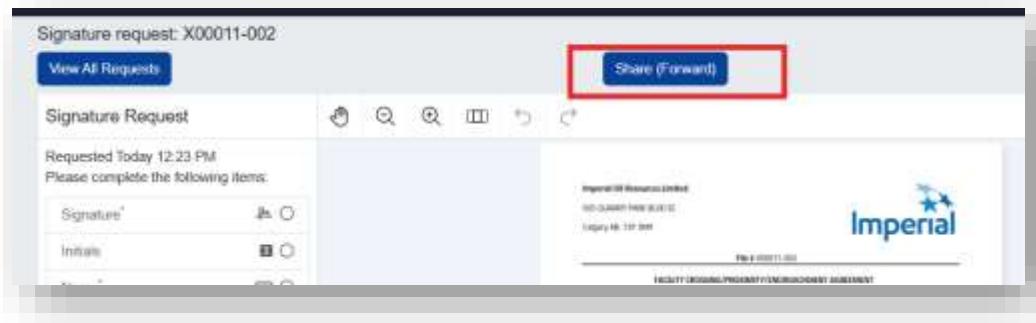
agreement has been executed by the Grantor.

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)**



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.**