



StackDX Training: PrairieSky Well Document Submission

A Step-by-Step Guide for Lessees

Current as of May 2026

Logging into StackDX

Before submitting documents, make sure you can access the StackDX platform using the steps below.

01

Go to www.stackdx.com

02

Login using your Microsoft
username and credentials

03

If you do not have a StackDX
site set up, contact
hello@stackdx.com

 Not a StackDX client yet? Reach out to hello@stackdx.com and refer to this link for next steps [Steps for Basic Site Setup](#)



Which Workflow Should I Use?

Once logged in, follow the workflow that matches how your company uses StackDX.

Workflow A: Asset Module

- For users whose company uses the StackDX Asset Module
- Share documents directly from your Wells List
- Fastest and most seamless method

See Pages 4–5 →

Workflow B: Projects

- For users who have StackDX but do not utilize the Asset Module
- For users who have a Basic Stack Site
- Submit via the PrairieSky Well Data Requirements Submission Project

See Pages 6–7 →

Workflow A:

PAGES 4-5

If your company uses the StackDX Asset Module, follow this step-by-step path to share well documents directly with PrairieSky. This is the fastest and most seamless submission method.

01

Navigate to your Wells List and select the well, then open your Well Documents

02

In the Well Documents Tab, change from Folder View to File View

03

Select the documents required to share

04

Select Share

05

Choose "Share with a Partner via StackDX"

06

Select External Project

07

Choose the related External Project

08

Add a note to deliver via email with your documents to your partner

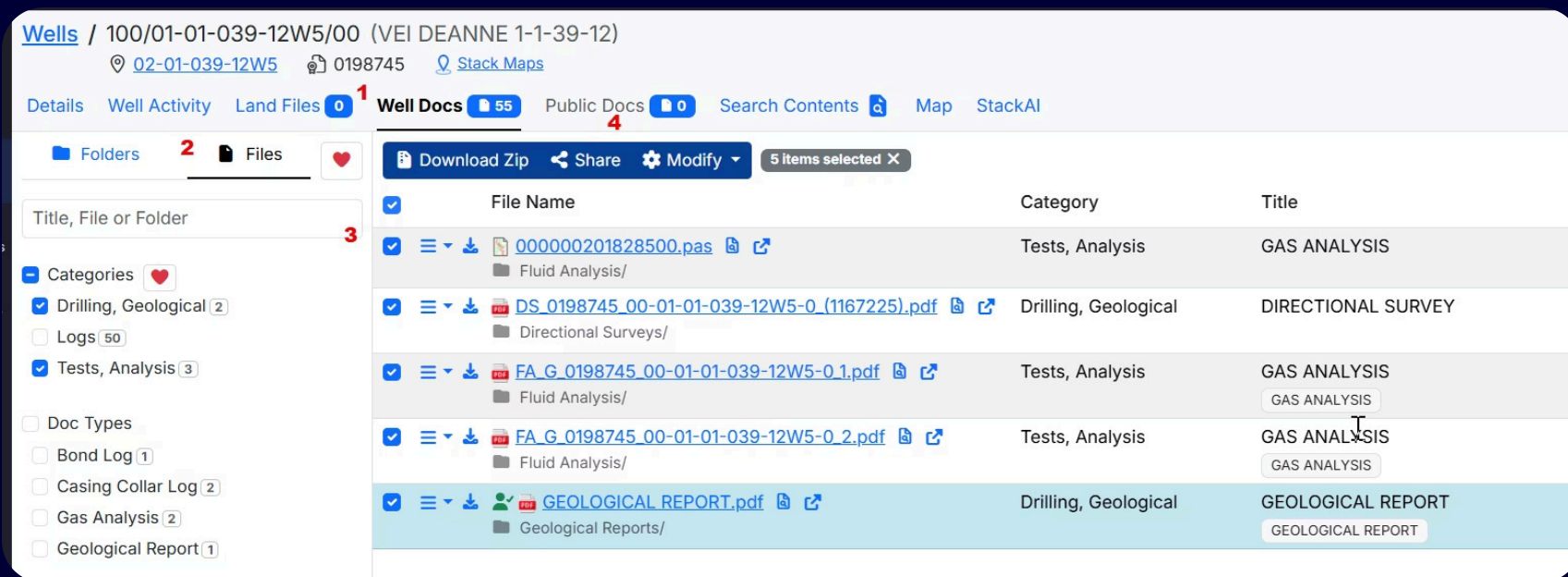
09

Choose to email yourself a confirmation that the documents have been shared (optional)

10

Hit Share

Workflow A: Screenshots & Reference



Steps 1–3: Navigate to Well Documents and select files in File View

Steps 6–10: Complete the Share via StackDX dialog

⚠ Once documents are shared, they cannot be unshared. If you have made an error on what documents were shared, you will have to contact your partner via email.

Optional Steps

- Add a message to your submission for context
- Enter a confirmation email address to receive delivery notification
- Mark documents as "Shared" for internal tracking purposes

Key Reminder

When selecting the External Project, always choose the PrairieSky Project to ensure your documents route to the correct destination.

FAQ

Q: Have multiple wells?

A: Upload documents separately per UWI or License number. Documents will be stored at a license level and display on all related UWI's.

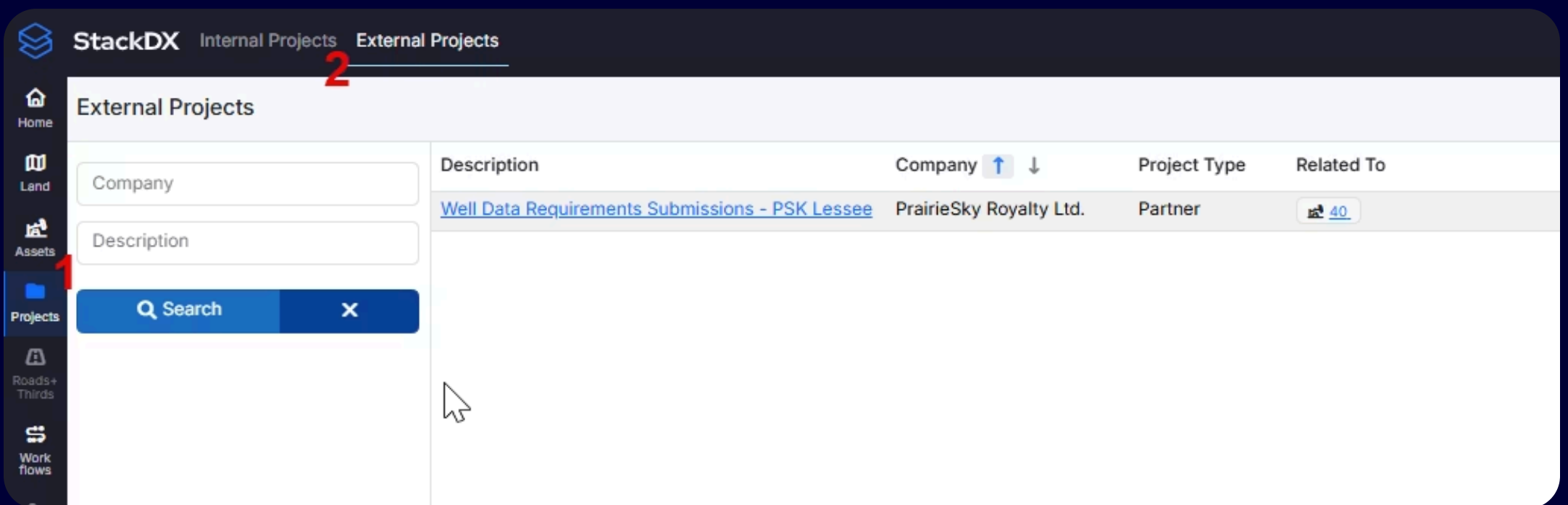
Workflow B: Steps 1-4

PAGES 6-7

 Stack Clients start at Step 1. Basic Stack Sites skip to Step 3. Everyone follows Steps 3-8.

1. Go to Projects

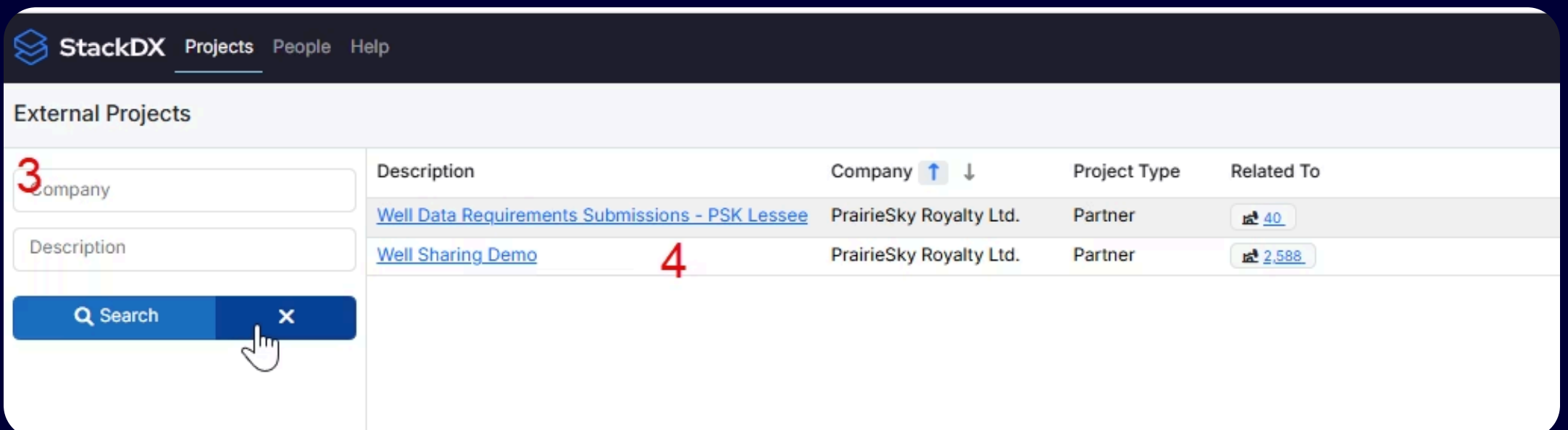
2. Navigate to External Projects



The screenshot shows the StackDX interface. The top navigation bar includes 'StackDX', 'Internal Projects', and 'External Projects'. The 'External Projects' tab is selected and highlighted with a red '2'. On the left sidebar, the 'Projects' icon is highlighted with a red '1'. The main content area is titled 'External Projects' and contains a search bar with 'Company' and 'Description' filters, a 'Search' button, and a table of projects. The table has columns for 'Description', 'Company', 'Project Type', and 'Related To'. One project is visible: 'Well Data Requirements Submissions - PSK Lessee' by 'PrairieSky Royalty Ltd.' with a 'Partner' project type and '40' related items.

3. Search and find the related PrairieSky Well Data Requirements Submission Project

4. Click on the blue hyperlink to open the project



The screenshot shows the StackDX interface with search results. The top navigation bar includes 'StackDX', 'Projects', 'People', and 'Help'. The 'External Projects' tab is selected. The search bar now contains 'Well Data Requirements Submissions - PSK Lessee' and is highlighted with a red '3'. The table shows two results: 'Well Data Requirements Submissions - PSK Lessee' and 'Well Sharing Demo'. The 'Well Sharing Demo' project is highlighted with a red '4' and a mouse cursor pointing to the blue hyperlink. The table columns are 'Description', 'Company', 'Project Type', and 'Related To'. The 'Well Sharing Demo' project is by 'PrairieSky Royalty Ltd.' with a 'Partner' project type and '2,588' related items.

Workflow B: Steps 5-8

5. Click on the Wells List

6. Search for the well you are loading documents to. Hit Search.

Best practice: filter first by Licensee, then search by UWI or Licence #.

i Documents are stored at the Licence level — they do not need to be added to every event.

UWI	Licence #	Well Name	Area	Licensee	Related To
06-05-045-02W5					
100/12-28-060-05W4/00	0522859	CALTEX TRILOGY BVILLE 12-28-60-5	MIDLAND, AB	CALTEX TRILOGY INC.	0 Well Docs
100/12-30-060-05W4/00	0522861	CALTEX TRILOGY BVILLE 12-30-60-5	MIDLAND, AB	CALTEX TRILOGY INC.	0 Well Docs
100/13-02-060-04W4/00	0522811	CALTEX TRILOGY CHARLK 13-2-60-4	MIDLAND, AB	CALTEX TRILOGY INC.	0 Well Docs
101/02-03-034-24W3/00	404864	BAYTEX KERROBERT HZ 02-03-34-24	SASK MIDWEST, SK	BAYTEX ENERGY LTD.	0 Well Docs
101/03-05-032-24W3/00	404590	BAYTEX HZ 03-05-32-24	SASK MIDWEST, SK	BAYTEX ENERGY LTD.	0 Well Docs
101/03-06-034-24W3/00	404878	BAYTEX HZ 03-06-34-24	SASK MIDWEST, SK	BAYTEX ENERGY LTD.	0 Well Docs
101/06-06-034-24W3/00	404940	BAYTEX HZ 06-06-34-24	SASK MIDWEST, SK	BAYTEX ENERGY LTD.	0 Well Docs
102/03-01-060-04W4/00	0522807	CALTEX TRILOGY 102 CHARLK 3-1-60-4	MIDLAND, AB	CALTEX TRILOGY INC.	0 Well Docs
102/04-30-060-05W4/00	0522856	CALTEX TRILOGY 102 BVILLE 4-30-60-5	MIDLAND, AB	CALTEX TRILOGY INC.	0 Well Docs
102/05-30-060-05W4/00	0522862	CALTEX TRILOGY 102 BVILLE 5-30-60-5	MIDLAND, AB	CALTEX TRILOGY INC.	0 Well Docs
102/06-06-034-24W3/00	404843	BAYTEX HZ 06-06-34-24	SASK MIDWEST, SK	BAYTEX ENERGY LTD.	0 Well Docs
102/06-16-050-22W3/00	151738	ELDON 3-16-50-22	SK	2094495 ALBERTA CORP.	4 Well Docs

Steps 5-6: Open the Wells List and search for your well

7. Hit Upload Doc (top right corner)

8. Drag and drop, or navigate to your files to share in the project. Optionally include a message with the documents and send a confirmation email to yourself.

⚠ Always confirm you are uploading to the correct well before submitting. Documents cannot be unshared once uploaded. If you have made an error in filing contact welldata@prairiesky.com

FAQ


Q: Have multiple wells?

A: Upload documents separately per UWI or License number. Documents will be stored at a license level and display on all related UWI's.

Verifying Submissions & Common Issues

How to Verify Your Submission

- Check that document status is marked as **Shared** in the system
- View the uploaded documents inside **Project** → **Well** to confirm they appear
- Check your **confirmation email** (if you selected that option during sharing)

 **Important:** You cannot unshare documents once submitted — treat each upload like sending an email. Double-check your files, and the well you are linking them to, are correct before sharing.

Common Issues & Fixes

Well not found in the project?

Email welldata@prairiesky.com to request the well be added to the project.

Uploaded to the wrong well?

Email welldata@prairiesky.com - indicate which well and which documents were misfiled, so these can be moved to the correct well file.

General Questions

Email welldata@prairiesky.com for any questions not covered above.

Questions Regarding Security & Data Privacy

The PrairieSky project is shared across multiple Lessees. Here's what you need to know about how your data is protected.

The PrairieSky project is shared to multiple Lessees

Each Lessee operates independently within the shared project environment.

Only public well data is available in the project

The only data visible in the project relates to publicly available well information.

You can only view documents uploaded by your own company

As an external party, you will only ever see documents that your company has uploaded.

Misfiled documents remain protected

Even if a document is accidentally filed on a licence where you are not the licensee, that licensee will not be able to see your documents.

Support & The Bottom Line

Who to Contact



Technical Support (StackDX)

For platform access issues, upload errors, or navigation help, contact the StackDX support team at hello@stackdx.com.



PrairieSky Well Data Questions

For questions about specific wells, document requirements, or project setup, reach out to welldata@prairiesky.com.