MINING LANDS ADMINISTRATION SYSTEM (MLAS)

STAGE 1
CLIENT ENROLMENT
USER GUIDE

For assistance, contact the Provincial Recording Office
Call: 1-888-415-9845
Email: pro.ndm@ontario.ca
KEY TERMS
Here are a few key terms that you will encounter in this User Guide that you may or may not be familiar with.

MLAS – The Mining Lands Administration System (MLAS) is the electronic system established by the Minister for administering public lands for mining purposes and for the online registration of mining claims. MLAS will be launched in 2 stages. Stage 1 launches on February 7, 2018 and involves client enrolment. Stage 2 launches on April 10, 2018 and involves all other client functions available within the system including online registration of mining claims.

ONe-key – A ONe-key ID is a unique electronic credential that allows you to securely access ONe-key enabled government services. ONe-key is the portal through which MLAS must be accessed; you will need to sign in to ONe-key each time you access MLAS.

Profile Administrator – A profile administrator is a person or persons responsible for managing an organization’s client profile in MLAS. In Stage 1 of MLAS, the profile administrator first and foremost is the individual responsible for completing the organization’s enrolment into MLAS. The profile administrator must be authorized by the organization to act on their behalf. They must also either 1) have already completed their individual enrolment into MLAS or 2) complete their individual enrolment simultaneously while completing the enrolment of the organization. Please see Page 7 for details. In Stage 2 of MLAS, the profile administrator will be responsible for assigning other staff associated with the organization to act on the organization’s behalf for particular transactions.

Legacy Client – A legacy client is an existing client that holds an active or permanent prospector’s licence and/or holds active mining claims.

New Client – New clients are defined as individuals that do not hold an active or permanent prospector’s licence and do not hold active mining claims in Ontario. In Stage 1 of MLAS, new client registrations are restricted to those individuals who are registering to become profile administrators for organizations that hold active mining claims.

Legacy Organization – A legacy organization is an organization that holds active mining claims. An individual that has already completed their enrolment into MLAS will need to complete the enrolment on the organization’s behalf by registering as the organization’s profile administrator.

PIN – A Personalized Identification Number (PIN) is required to complete secure enrolment into MLAS. Legacy clients received this number by mail in their enrolment letter; new clients will receive it by email when they complete their registration.

Organization Code – The organization code is the Personalized Identification Number (PIN) that has been sent to legacy organizations by mail in their enrolment letter. The individual that is completing the organization’s secure enrolment (either a new client or legacy client) will need to use this code to complete the organization’s secure enrolment into MLAS.

Client Number – Legacy clients and legacy organizations will use their existing client number to complete their enrolment into MLAS. They will also have received this information by mail in their enrolment letter. New clients will receive a client number by email once they have completed their new client registration.
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Quick Tips About This Document

Overview  This User Guide describes how to use MLAS and where to access help if required.

Name References  Please note that any personal / individual names and contact details used in this document are fictional or hidden for privacy reasons.

Icons  Examples of graphic images used within this document are shown below.

This icon indicates that an area of the webpage requires your attention. Follow the written directions described in the correspondingly numbered steps and fill in the required fields and/or click on the indicated areas as required. Follow along with the numbered steps and note that steps MUST be completed in order.

This icon indicates that you have reached the end of a section or process. Where information is included below this icon, read through thoroughly before continuing to ensure that the steps are completed successfully and in order.

This icon highlights the section of the document that you are in, and the group of steps that must be completed in order to continue.

This document is available in French. If you require a French copy, you can request one by contacting the Provincial Recording Office at 1-888-415-9845 or by email at pro.ndm@ontario.ca.

About MLAS

Icons  Examples of graphic images used within MLAS are shown below.

These icons collapse and expand the side bar menu on the left side of the page.

Text size  Hold down the CTRL key and hit “+” to increase and “-” to decrease text size.

Audit History  Records of user activity in MLAS will be maintained by the Ministry of Northern Development and Mines to provide supporting information for audits and to assist with the identification and investigation of inappropriate use of the system.

Who can use MLAS?  Authorized user credentials allow access to specific data. Users are only able to access and update the full record for their individual or organization’s client profile. The Ministry is also able to access and update all records.

Required Data  Any fields that are mandatory are identified with an asterisk (*). These fields must be completed with appropriate data before it is possible to continue.

Data Errors  When saving, MLAS will perform a data validation check. If there are errors, or if required fields are not completed, a message in red will direct you to that field.

Notices and Emails  A number of different notices, bulletin board messages, and emails will be automatically generated by MLAS each time a function is completed or event is recorded, as evidence that the action took place.

Internet Browser  MLAS works best when using Internet Explorer, Google Chrome, or Firefox.
BEFORE YOU BEGIN…

You will need to provide a valid email address in order to enrol into the Mining Lands Administration System (MLAS)

You will then need to determine what type of client you are enrolling into MLAS as;

1. A legacy client
2. A new client
3. A legacy organization

Legacy Client

A legacy client is an existing client that holds an active or permanent prospector’s licence and/or holds active mining claims. The graphic below labeled “Legacy Client” illustrates the steps you will need to follow to complete your enrolment and other functions available such as updating your contact information in your client profile.
New Client

New clients are defined as individuals that do not hold an active or permanent prospector’s licence and do not hold active mining claims in Ontario. In Stage 1 of MLAS, new client registrations are restricted to those individuals who are registering to become profile administrators for organizations that hold active mining claims.

Registration of new organizations, as well as new individual clients that are not registering to become a profile administrator for an organization, will be available in Stage 2 of MLAS which launches on April 10, 2018.

In order to complete your new individual client registration and enrolment, you will need to enter the client number and organization code for the organization you are enrolling. This information has been sent to the organization by mail in their enrolment letter. You will not be able to complete your individual enrolment without this information.

The graphic below labeled “New Individual Client” illustrates the steps you will need to follow to complete your individual enrolment and registration as a profile administrator for the organization, as well as other functions available such as updating your contact information in your client profile.
Introduction

Legacy Organization

A legacy organization is an organization that holds active mining claims. An individual (legacy client) that has already completed or is completing (new client) their enrolment into MLAS will need to complete the organization’s enrolment on the organization’s behalf. **Enrolment for the organization is completed by registering a profile administrator for the organization.**

- **If a legacy client** will be completing enrolment on the organization’s behalf, they must first complete their individual enrolment (Steps 1 to 7, and 16 to 22), then use the organization’s client number and organization code to register as a profile administrator for the organization (Steps 23 to 27). **Enrolment of the organization is complete once a profile administrator has been registered.** The graphic labeled “Legacy Client” illustrates the steps to follow to complete enrolment and update both the individual’s and the organization’s client profile.

- **If a new client** will be completing enrolment on the organization’s behalf, they will require the organization’s client number and organization code to complete their individual enrolment. **Enrolment of the organization is complete once the new client has completed their individual enrolment (Steps 1 to 22), as this process also registers the individual as a profile administrator for the organization.** The graphic labeled “New Individual Client” illustrates the steps to follow to complete enrolment and update both the individual’s and the organization’s client profile.
ONe-key Registration

ONe-key Registration – Steps 1 to 7

Step 1. Go to the ONe-key website at www.one-key.gov.on.ca.

Step 2. If you already have a ONe-key ID, enter your information and click Sign in
   • If you are a new client, sign in and skip to Step 8 on Page 12
   • If you are a legacy client, sign in and skip to Step 16 on Page 19

Step 3. If you do not have a ONe-key ID, click “Sign up now!” to create one. You will need to sign in
to ONe-key each time you access MLAS so do not forget your ONe-key ID and password.
ONe-key Registration

**Step 4.** Enter your information into all of the mandatory fields marked with a (*).

It is highly recommended that you provide your email address when signing up for ONe-key. If an email address is provided it will be used to send account recovery information to if ever you forget your ONe-key ID.

If you forget your ONe-key ID and answers to security questions, and have not provided a valid email address, you will need to contact ServiceOntario to recover your account credentials. You can click the “Help” or “Can't access your account?” buttons for assistance with account recovery or contact ServiceOntario by phone at 1-416-326-1234 or 1-800-267-8097.

**Step 5.** Review the Terms and Conditions of Use and Notice of Collection and check the box to accept.

**Step 6.** Click Sign up.
ONe-key Registration

**Step 7.** You will receive confirmation that you have successfully registered your ONe-key account. Click Continue to move to the next step.

Confirmation
You have successfully registered your ONe-key account. Your ONe-key ID is __________.

A confirmation email will be sent to __________.

ONe-key gives you secure access to Ontario Government online services. You can login at any time on the ONe-key portal to manage your ONe-key account (change ID, change password, change language preferences, etc.) and to enrol for accessing the available online services.

Please print this page for your records and store it in a secure manner. Do not share your ONe-key ID or password with anybody.

If you provided an email address during ONe-key registration, you will receive an email from onekey-do-not-reply@ontario.ca containing your ONe-key ID. Be sure to remember your password as it will not be sent to you by email. An example of the email is shown below.

If you are a new individual client, proceed to Step 8 on Page 12
If you are a legacy individual client, proceed to Step 16 on Page 19
If you are enrolling an organization, see Page 7 to determine your next steps

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New Individual Client Registration

New Individual Client Registration – Steps 8 to 15
To be completed once you have completed Steps 1 to 7
Step 8. Once you have signed into ONe-key, click on Mining Lands Administration System.
New Individual Client Registration

Step 9. IF YOU ARE A NEW CLIENT, click on Register as MNDM client.

Enrolment for Mining Lands Administration System (MLAS)

STEP 1: Register as client of the Ministry of Northern Development and Mines

To enrol in the Mining Lands Administration System (MLAS) you must be a registered client of the Ministry of Northern Development and Mines (MNDM).

MLAS enrolment requires a Client Number and a Personal Identification Number (PIN) to complete enrolment. These enrolment credentials are provided after registration as an MNDM client.

If you are an existing MNDM client that was active prior to the launch of MLAS you should have received an enrolment package that contains the required enrolment credentials. Existing clients must skip the new registration step and proceed directly to entering their client number below to begin enrolment in MLAS. If you are an existing client but have not received an enrolment package please contact MNDM: [http://www.mndm.gov.on.ca/en/forms/contact](http://www.mndm.gov.on.ca/en/forms/contact)

If you are not an existing client of MNDM please click the 'Register as MNDM client' link below to begin the registration process and proceed to enrolment in MLAS.

Register as MNDM client

You are about to enrol for access to the Mining Lands Administration System (MLAS).

* Required Field

Client Number: *

[Submit]  [Clear]  [Cancel]
New Individual Client Registration

Step 10. Enter the organization’s client number and organization code into the respective boxes. The organization code is the PIN that was sent to the organization by mail in their enrolment letter.

Step 11. Enter your name, address, and contact information into all of the required fields. A valid email address is required as it will be used to send correspondence and notices to you.

Step 12. If your mailing address is outside of Ontario, skip to Step 14.

Step 13. If your mailing address is in Ontario, click Next and then skip to Step 15.
New Individual Client Registration

Step 14. If your mailing address is outside of Ontario, you must also include an address for service in Ontario upon which legal documents or notices may be served in person on your behalf if required. When you are finished, click Next.

Step 15. Review the Summary and ensure that the information you provided is correct, then click Next to continue with your registration. If changes are required, click Back to return to the previous screen.
New Individual Client Registration

Your client number will be displayed on the Confirmation page.

The confirmation page will be replaced by a redirect page indicating that while you have completed your new individual client registration, **you have not yet completed your enrolment into MLAS.**

Steps that must be taken to complete your individual client enrolment into MLAS are indicated on the redirect page and described in detail in Steps 16 to 22 on Pages 18 to 22 of this User Guide.
New Individual Client Registration

You will receive an email from no_reply@mlas.mndm.gov.on.ca containing your client number and PIN. You will need to use this information to complete your enrolment. An example of the email is shown below.

You have successfully completed your new individual client registration. Now that you are a client, you can complete your individual client enrolment into MLAS.

While you have completed your new individual client registration, you have not yet completed your individual client enrolment into MLAS. To complete your enrolment, proceed to Step 16 on Page 19.

Once you complete Steps 16 to 22, you will receive confirmation that you have successfully completed your individual client enrolment. Completion of this process will also register you as a profile administrator for the organization, and complete the organization’s enrolment into MLAS.
Individual Client Enrolment

Individual Client Enrolment – Steps 16 to 22

New Clients: complete once you have completed Steps 1 to 7 AND 8 to 15

Legacy Clients: complete once you have completed Steps 1 to 7

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**New Individual Client**

1. Sign up for ONe-key Steps 1 to 7
2. New Individual Client Registration Steps 8 to 15
3. Individual Client Enrolment Steps 16 to 22
4. Update Individual Client Profile Steps 28 to 33
5. Update Organization’s Client Profile Steps 34 to 40

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**Legacy Client**

1. Sign up for ONe-key Steps 1 to 7
2. Individual Client Enrolment Steps 16 to 22
3. Update Individual Client Profile Steps 28 to 33
4. Register as Profile Administrator for Organization Steps 23 to 27
5. Update Organization’s Client Profile Steps 34 to 40

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Step 16. Once you have signed into ONe-key, click on Mining Lands Administration System.
Individual Client Enrolment

Step 17. Enter your Client Number
- **Legacy individual clients**: your client number was sent to you by mail in your enrolment letter
- **New individual clients**: your client number was sent to you by email

If you do not have a client number, please refer to the requirements for new client registration on Page 6 and follow the steps to complete enrolment from there.

Step 18. Click Submit.
Individual Client Enrolment

Step 19. Enter your PIN
- **Legacy individual clients**: your PIN was sent to you by mail in your enrolment letter
- **New individual clients**: your PIN was sent to you by email

Step 20. Click Submit.

Step 21. Review the Terms and Conditions then click “I agree” to agree and continue.
Step 22. Click on Mining Lands Administration System.

You have successfully completed your enrolment into MLAS.

If you are a new client, you have successfully completed your individual MNDM client enrolment, registered as a profile administrator for the organization, and completed the organization’s enrolment into MLAS.

If you are a legacy client, you have successfully completed your individual enrolment into MLAS. To register as a profile administrator for an organization, proceed to Step 23 on Page 24.

To update your individual client profile, proceed to Step 28 on Page 27.
Register as Profile Administrator for a Legacy Organization – Steps 23 to 27
To be completed once you have completed Steps 16 to 22
Register as Profile Administrator

Step 23. Click on Client Management.

Step 24. Click on Set Up Profile Administrator.

Step 25. Enter the organization’s Client Number and Organization Code into the respective boxes. The Organization Code is the PIN that was included in the organization’s enrolment letter.

Step 26. Click Next.
Step 27. Review the summary and ensure that the information you provided is correct, then click Confirm. If changes are required, click Back to return to the previous screen.

You have successfully registered as a profile administrator for the organization.

To update your individual client profile, proceed to Step 28 on Page 27
To update an organization’s client profile, proceed to Step 34 on Page 32
Update Individual Client Profile

Update Individual Client Profile – Steps 28 to 33
To be completed once you have completed Steps 16 to 22

New Individual Client

1. Sign up for ONe-key Steps 1 to 7
2. New Individual Client Registration Steps 8 to 15
3. Individual Client Enrolment Steps 16 to 22
4. Update Individual Client Profile Steps 28 to 33
5. Update Organization’s Client Profile Steps 34 to 40

Legacy Client

1. Sign up for ONe-key Steps 1 to 7
2. Individual Client Enrolment Steps 16 to 22
3. Register as Profile Administrator for Organization Steps 23 to 27
4. Update Individual Client Profile Steps 28 to 33
5. Update Organization’s Client Profile Steps 34 to 40
**Step 28.** Click on Client Management.

**Step 29.** Click on Update Client Profile.

**Step 30.** In the “Submitted For” box, enter your individual Client Number if it is not already displayed.

**Step 31.** Click Next.
**Step 32.** Enter your name, address, and contact information into all of the required fields. If your mailing address is outside of Ontario, you must also include an address for service in Ontario upon which legal documents and notices may be served in person on your behalf if required. When you are finished, click Next.

**Note that a valid email address is required to enrol into MLAS as it will be used to send correspondence and notices to you.**
**Step 33.** Review the summary and ensure that the information you provided is correct, then click Confirm. If changes are required, click Back to return to the previous screen.
Your client profile has been successfully updated.
Update Organization’s Client Profile – Steps 34 to 40
To be completed once you have completed either Steps 16 to 22 OR Steps 23 to 27
Update Organization’s Client Profile

**Step 34.** Click on Client Management.

**Step 35.** Click on Update Client Profile.

**Step 36.** In the “Submitted For” box, enter the organization’s Client Number.

**Step 37.** Click Next.
Update Organization’s Client Profile

**Step 38.** Attach required documentation for the organization. For organizations incorporated in Canada, attach a Certificate of Status that is current within 30 days. For organizations incorporated outside of Canada, attach proof of an Extra-Provincial Licence. Note that documents must be in PDF.

**Note that a valid email address is required to enrol into MLAS as it will be used to send correspondence and notices to the organization’s contact person of choice.**

**Step 39.** Enter the organization’s contact information into the remainder of the required fields. If the organization’s mailing address is outside of Ontario, you must also include an address for service in Ontario upon which legal documents and notices may be served in person if required. When you are finished, click Next.
Step 40. Review the summary and ensure that the information you provided is correct, then click Confirm. If changes are required, click Back to return to the previous screen.
The organization’s client profile has been successfully updated.
Return to Dashboard, Log out of MLAS

Return to the Dashboard

Step 41. If at any time you would like to return to the Dashboard, click on the Home icon.

Log out of MLAS

Step 42. To log out, click the drop-down arrow next to your user name, then select Logout.
Conclusion

You have successfully completed your enrolment for Stage 1 of the Mining Lands Administration System. Stage 2 launches on April 10, 2018 and will include a number of additional functions including online mining claim registration, obtaining and renewing a Prospector’s Licence, and other mining lands transactions.

To stay up-to-date with changes taking place as part of Mining Act Modernization (MAM), we recommend that you subscribe to the MAM Update Bulletins by providing your email address at the following link: https://www.mndm.gov.on.ca/en/forms/mam-update-bulletins-subscription.

If you experience difficulty completing enrolment and are unable to follow along with the numbered steps, contact the Provincial Recording Office for assistance at 1-888-415-9845 or by email at pro.ndm@ontario.ca.