Directive 1 - Getting Started in the Mining Lands Administration System (MLAS). Individual registration & Client Management: register an organization, profile administrator, agent and agent permissions.

Enrolment

To do business for mining purposes in Ontario, in accordance with the *Mining Act* and the regulations: claimholders, lessees, patent holders, mining license of occupation holders, licensed prospectors, land managers and agents representing claimholders, must use MLAS. Persons must be eighteen years of age or older to enroll.

You must be registered as an individual with a **client profile** in MLAS prior to registering an organization.

Public Secure / My Ontario account Registration

'Public Secure' is a secured Provincial login service where you access 'My Ontario Account' for **all** Government of Ontario services using one common login. The 'My Ontario' Account is the portal for registered users to access MLAS.

You need to setup a 'My Ontario' account if you don't already have one before MLAS enrolment, and to access MLAS once registered with a client profile (Follow Steps 1-3)

Note: MLAS clients and eligible Legacy Organizations registered on MLAS prior to July 26, 2023, were provided with instructions regarding the switch from One-key ID to Public Secure (My Ontario Account) in a migration email .Clients who did not receive this migration email are encouraged to contact the Provincial Recording Office at 1-888-415-9845 or pro.ndm@ontario.ca for assistance. The Provincial Recording Office may be able to assist with resolving MLAS profile / My Ontario Account issues.

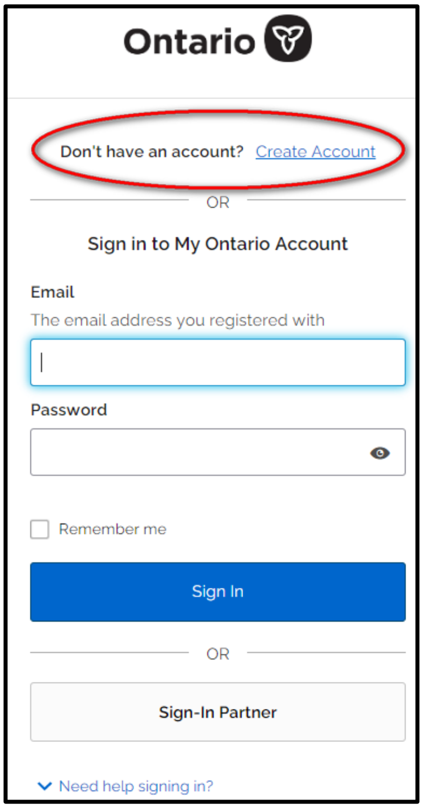
3 Steps to create a Mining Lands Administration System (MLAS) client profile

1. **Create a My Ontario Account**. Follow the instructions for My Ontario Account creation at either https://signin.ontario.ca/signin/register or https://www.mlas.mndm.gov.on.ca.

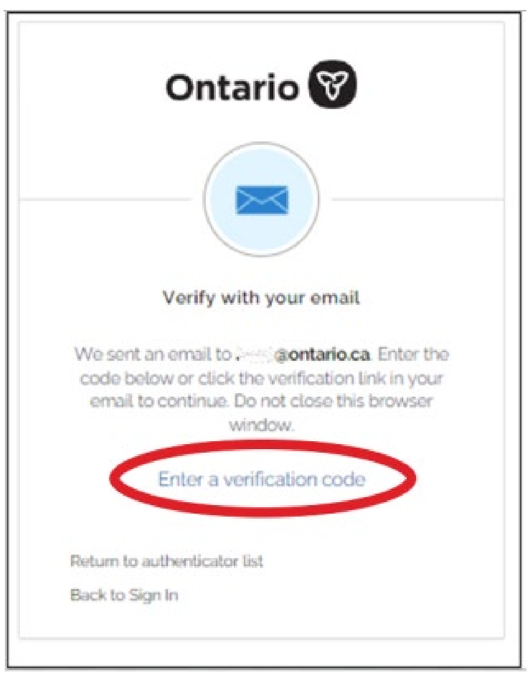
   You can also paste the following URL into your browser. https://signin.ontario.ca/oauth2/aus2957lteAY4cRQK5d7/v1/authorize?response_type=code&client_id=0oaab47k3lGdWVQuO5d7&scope=profile%20email%20openid&state=t0OKGDF1untjrKvXppHCiYpg3uJPxB-QJBrSsxH16yo%3D&redirect_uri=https://www.mlas.mndm.gov.on.ca/mlas/callback&nonce=hXHnn_5h0whm6rN8BX2PC1PmbQIXTDgKc1mQVFxTBT8

   Note: If you already have a My Ontario Account, simply login through the Ministry's webpage (https://www.mlas.mndm.gov.on.ca) and the MLAS tile will be added to your 'My Apps' Dashboard. Click the MLAS tile and you will be redirected to step 2 to register in MLAS.

Follow the link to create a My Ontario Account



A verification code will be sent to your email inbox. Once received, return to your browser and click **Enter a verification code** to input the code.

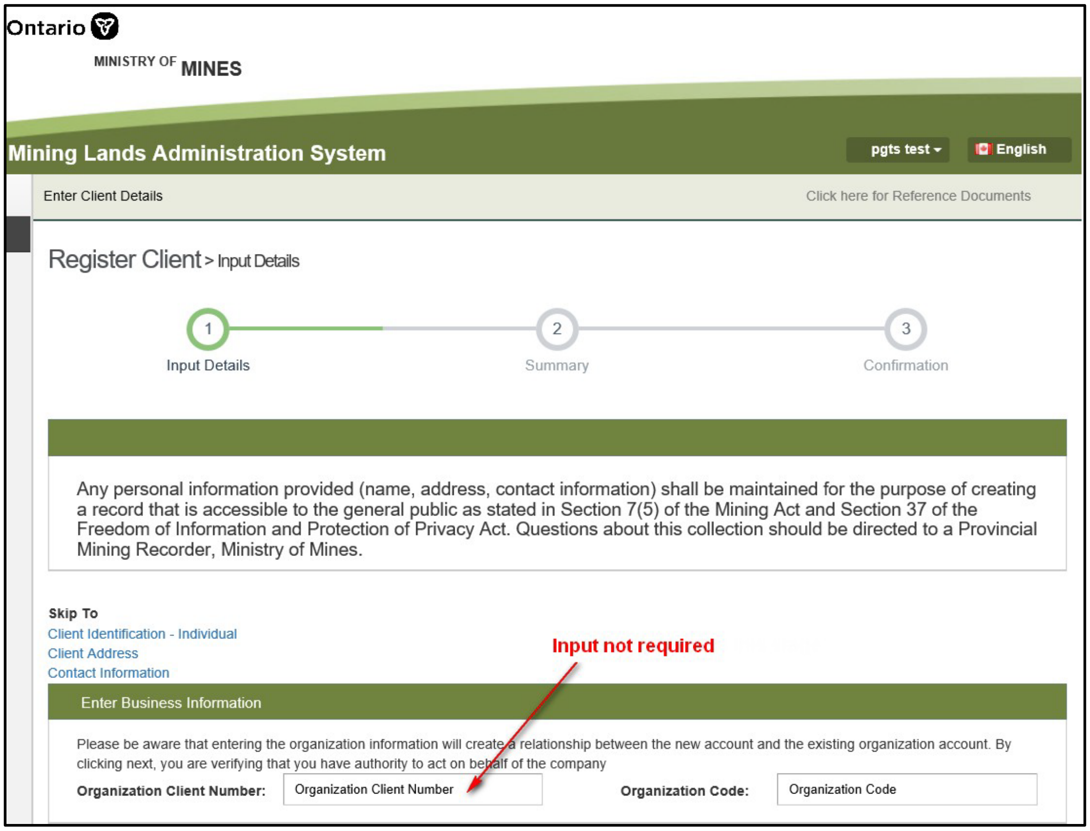


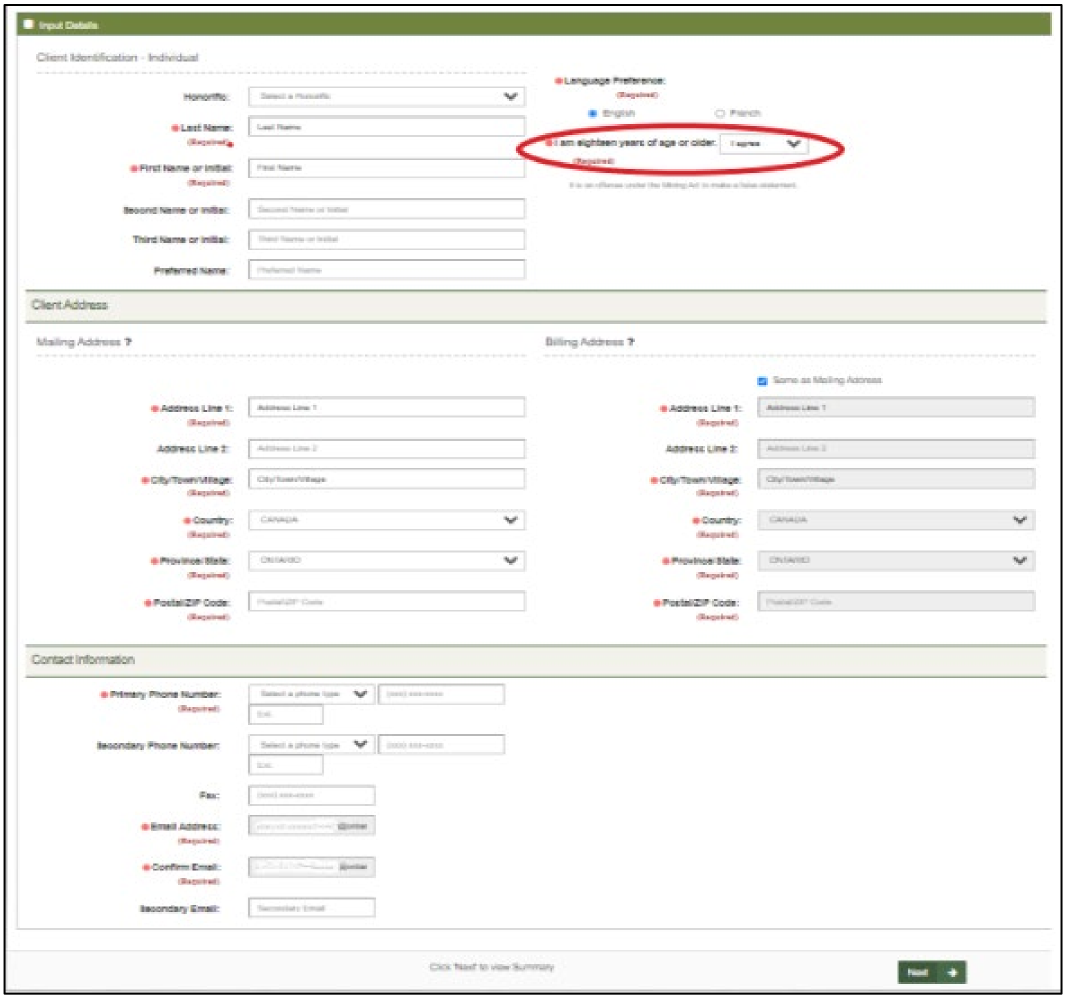
Click **Verify** to proceed.

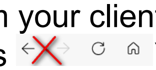
You will have an option to set up multi-factor authentication, or you can skip this step by clicking **Set up later**.

Visit https://profile.signin.ontario.ca/help for frequently asked questions and tips for your My Ontario Account.

2. After creating your My Ontario Account, you will be redirected to the Mining Lands Administration System (MLAS) to create your individual client profile.
   a. **Input Details.** Input your client profile information into the required fields, then click **Next.**





b. **Summary**. Click **Back**, to go back and edit. Click **Next** to confirm your client profile registration. (Please do not use the browser's back arrows )

Confirmation email w**ill be** sent with your new client ID. Next time you log in, the MLAS dashboard will launch.

Confirmation of Client Registration as Individual Email

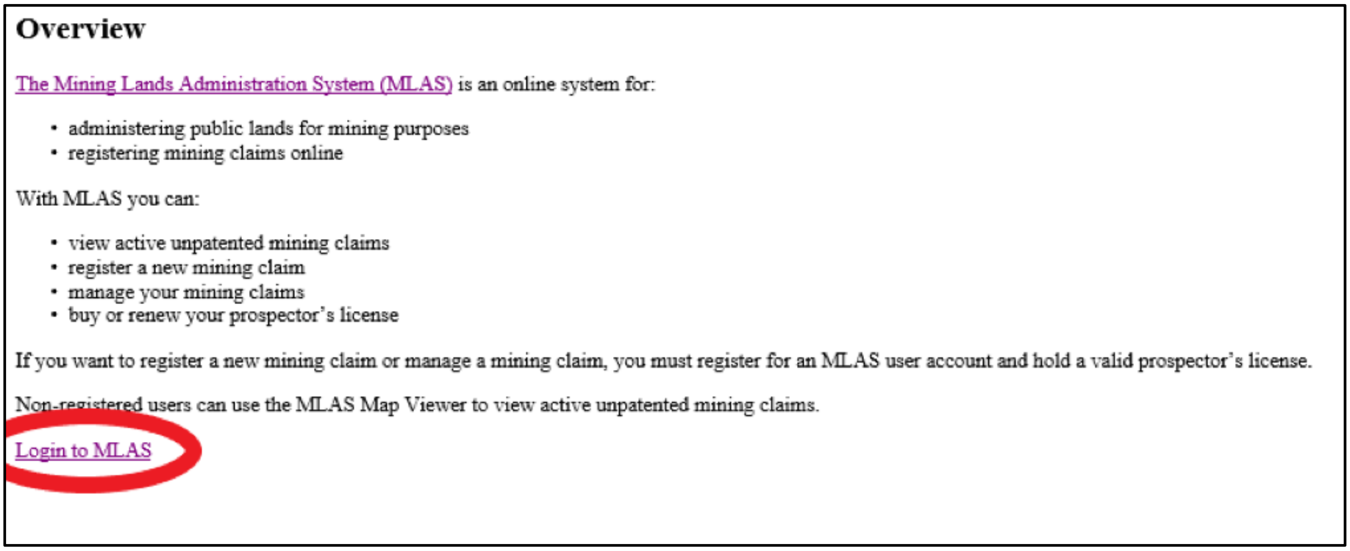
Registration for Client successfully completed.

Event ID: 3325624

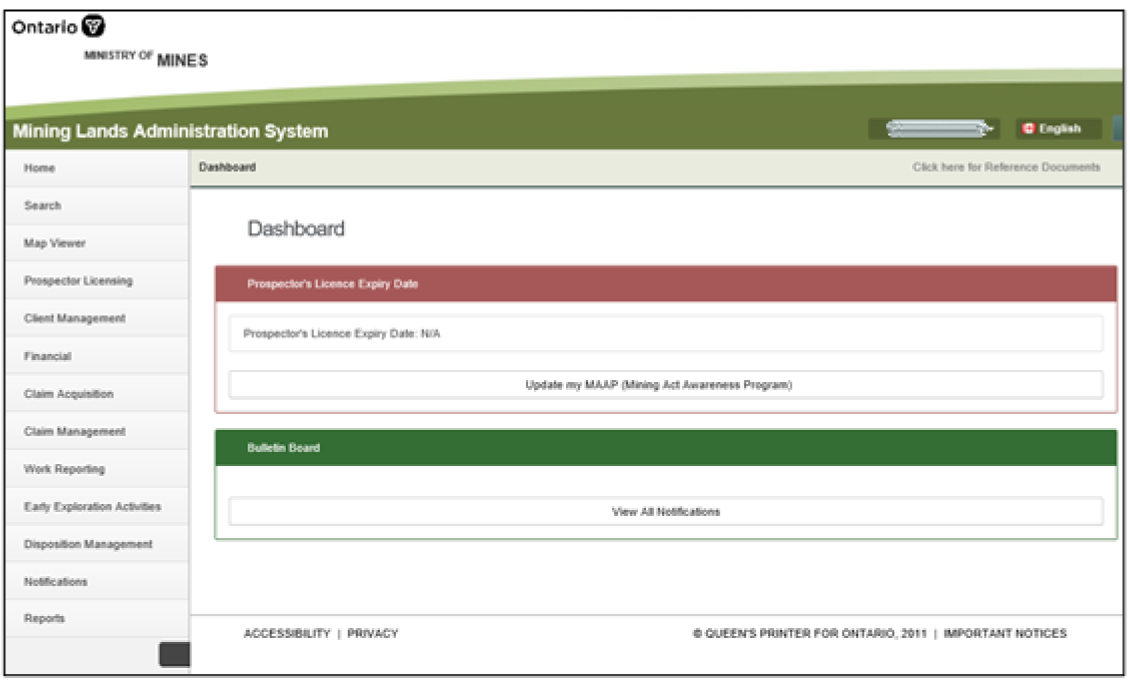
Transaction Details	
Event ID	3325624
Client ID	10006728
Client Status	Active
Date, Time	2023-08-18 15:44:30

Enrolment Credentials	
Client ID	10006728

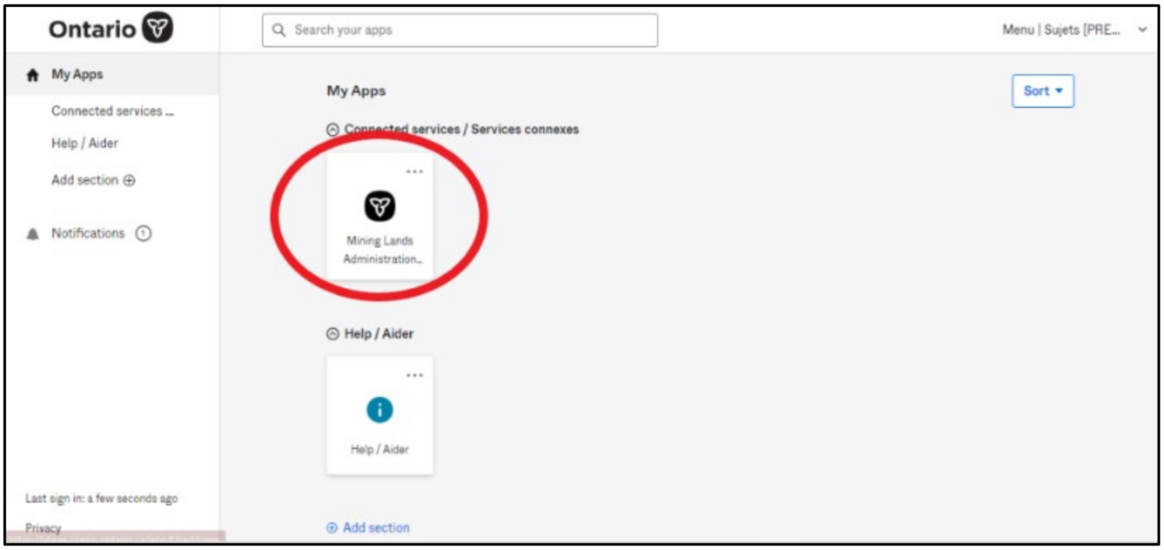
3. **Confirmation**. You will be redirected to the login page. **Tip** - save the login URL to your browsers' favourites, and/or the link to Public Secure from the Ministry's MLAS webpage for easy access.



Once you are logged into MLAS (using your email address and password), your MLAS enrolment is now complete, and the MLAS Dashboard will launch.



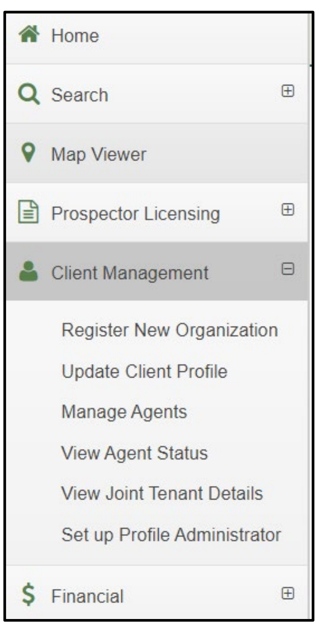
To access your MLAS profile anytime, log in to your My Ontario Account using the URL provided https://www.mlas.mndm.gov.on.ca, and from My Apps, click on the MLAS tile.



Note: you must complete your individual registration and enrolment before registration of an organization.

Client Management Functions

- **Select** Client Management from the Left Menu.
- Menu items will expand.



Register a New Organization

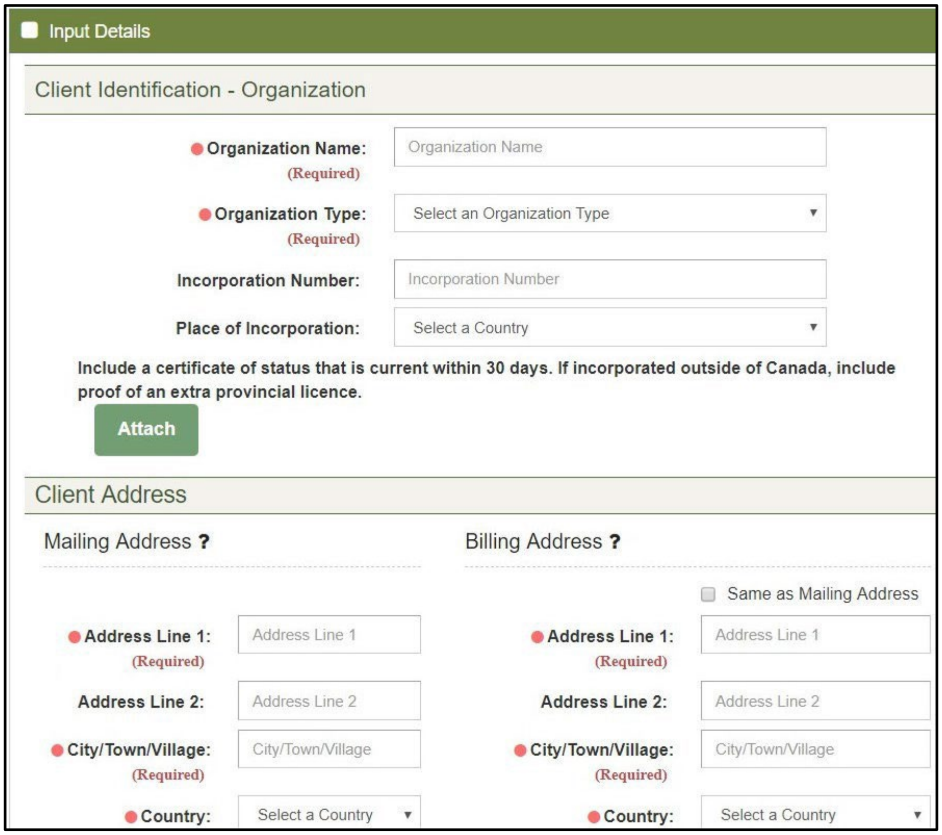
The individual completing this process will become a Profile Administrator for the Organization. A Profile Administrator is a person(s) responsible for managing an organization's client profile in MLAS and is responsible for assigning and managing agents and their levels of permission.

To complete registration of a Legacy Organization, follow the steps to **Set up Profile Administrator** (see below)**.**

Note when registering corporations as organizations: corporations incorporated in Canada must attach a Certificate of Status that is current within 30 days. For organizations incorporated outside of Canada, you will be required to also attach a copy of your Extra-Provincial Licence.

Select **Register New Organization** from the Client Management options.

- Click Next to proceed.
- Enter Organization Name.
- Select Organization Type from the drop-down menu.
  - Incorporated Company
  - Other
- If the organization is incorporated, you need to enter the Corporation Number and Select the Place of Incorporation.
- Attach your required supporting document(s) (must be in PDF format).



- Enter the Organizations Mailing and Billing Addresses.
- Enter the contact information for the main Contact Person.
- In order to proceed, you must choose, “I agree” to the statement, “I have the authority to fully act on behalf of the organization”.
- Click **Next** to proceed to the summary page.
- Review the Client Information.
- Click **Back** to make changes; or
- Click **Confirm** to proceed.

An email will be sent to the email address provided containing the organization’s Client Number.

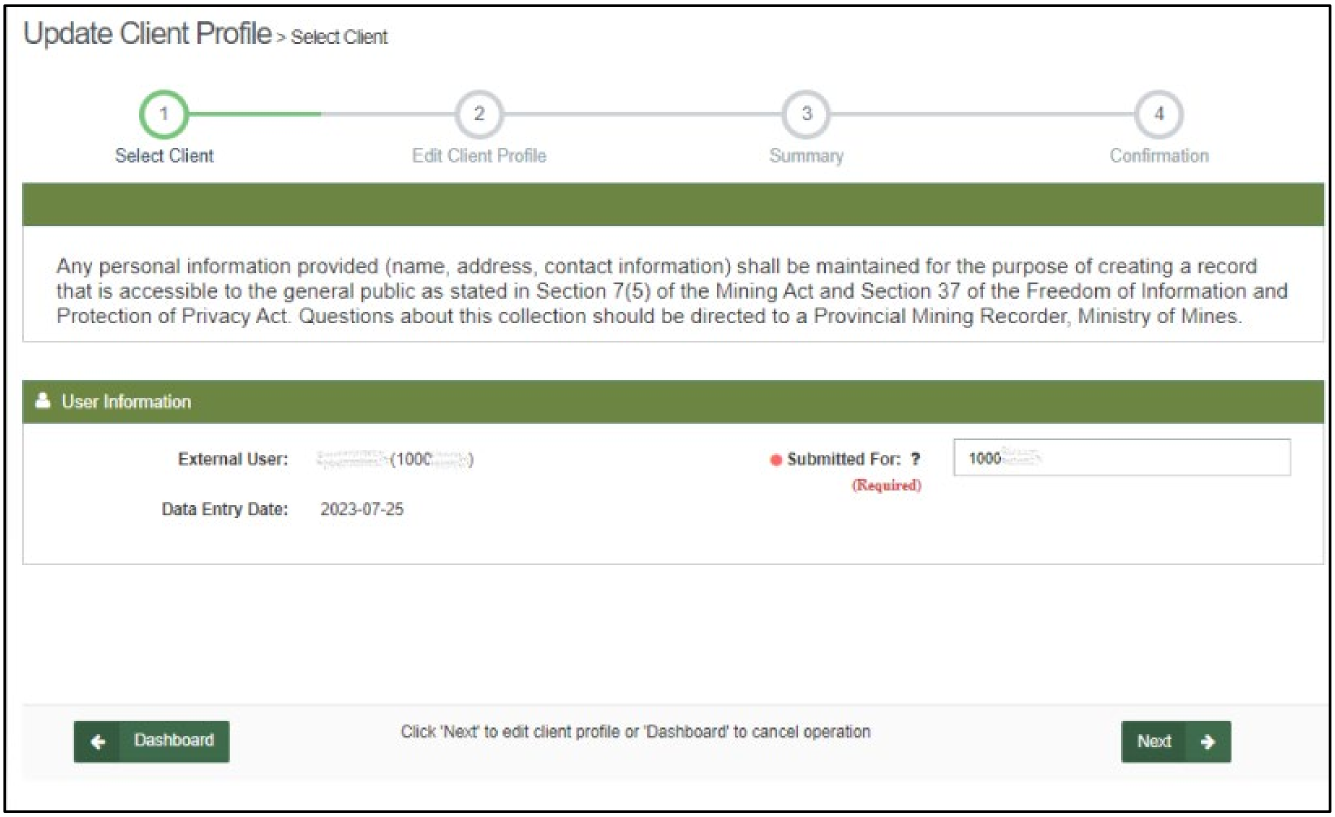
Note: the client status of organizations will be automatically set to “Active-Pending Verification” until an internal review process has been completed by MINES. During this time, the organization will be prevented from completing certain transactions. Only once the review process has been completed, and the organization status has been set to Active, will the organization be able to fully utilize MLAS.

Update Client Profile

- Select **Update Client Profile** from Left Menu.

Enter your client number or name in **Submitted For: ?**. Note: if updating an organization's Client Profile, enter the organization's client number or name into the Submitted For box.

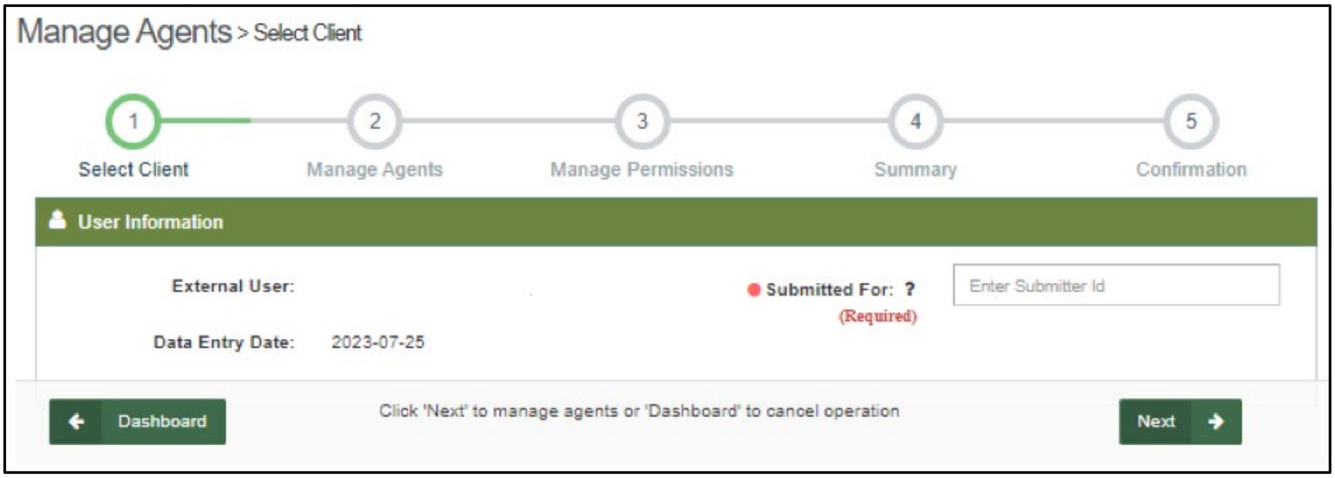
- Click **Next** to proceed.



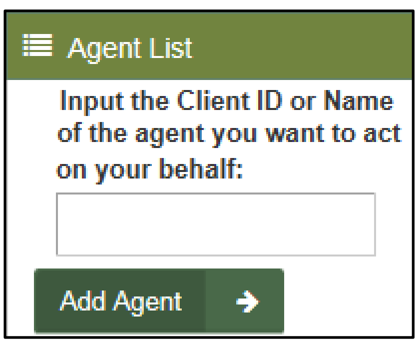
- Please review your client profile information and make changes if necessary. All required fields must be filled out to proceed.
- Click **Next** to proceed to Summary page.
- Review your client profile information.
- Click **Back** to go back to make changes. Click **Confirm** to proceed and accept any changes made.
- A confirmation will be posted on your bulletin board and sent by email.

Manage Agents

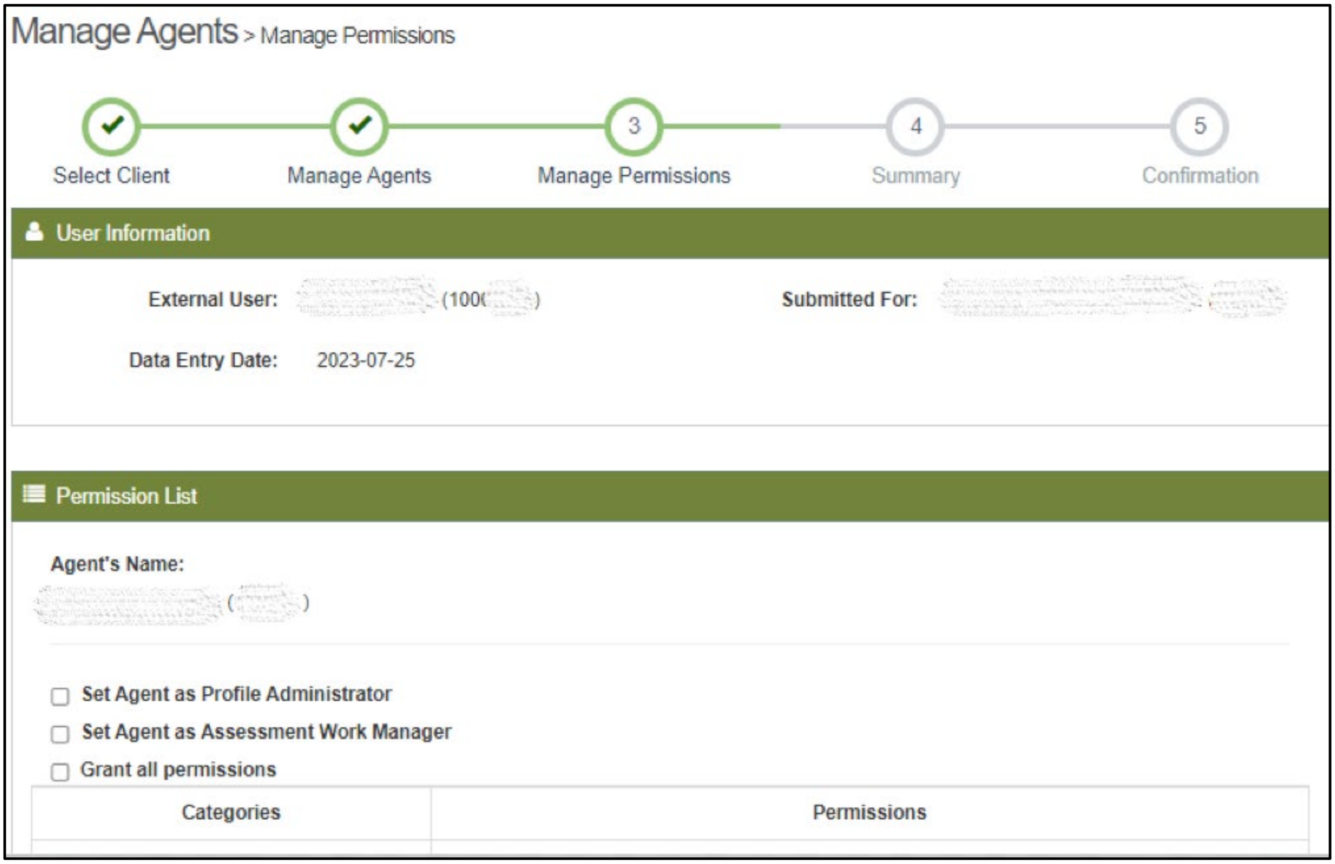
- Select **Manage Agents** from the left menu.
- Enter the client number or name in **Submitted For: ?**
- Click **Next** to proceed.



- Enter the Client ID or Name of Agent you want to have act on your behalf.



- Click on **Add Agent**.
  - The Agent Name will then be displayed in the Permission List section.

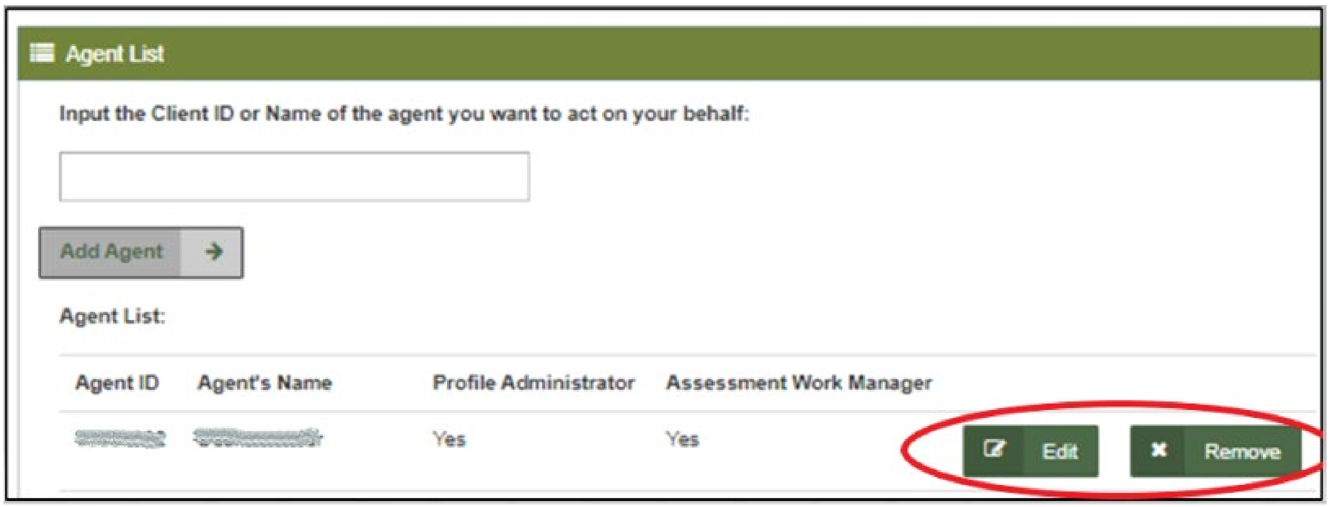


Manage Permission(s)

- There are three Quick-Select options you can choose to select all permissions that apply:
  - Set Agent as Profile Administrator **(for organizations only)** – Grants all permissions and authorizes the ability to assign other agents' permissions for the selected organization**.**
  - Set Agent as Assessment Work Manager – Grants all 'Assessment Work Reporting' permissions.
  - Grant all permissions – Grants all permissions with the exception of Client Management.
- You may also check the boxes next to each Permission you would like to grant the Agent.
- Check the box for **Grant to All Tenures** to include authorization for each task and to all claims and/or tenures.
- Click on **Select Tenures** to view and select only specific claims / tenures.

Please note that individuals can only be Profile Administrators for organizations, not other individual clients.

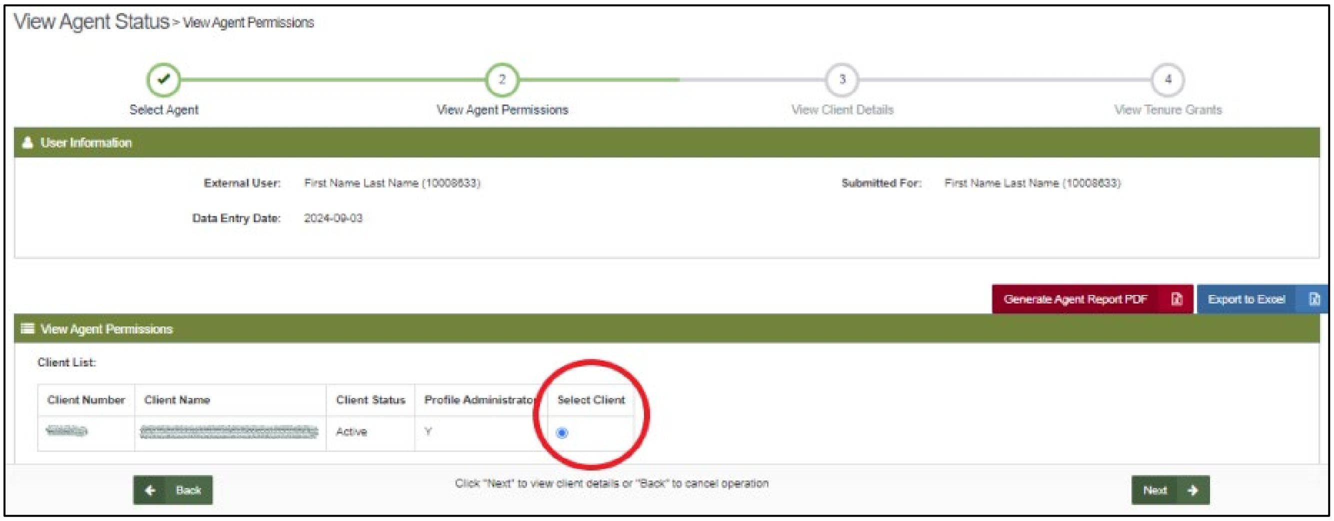
- Click **Next** to proceed to Summary page.
- Review the permissions granted.
- Click **Back** to make changes; or
- Click **Confirm** to proceed.
- Once confirmed, the Agent status and permissions have been updated.
- A confirmation email will be sent containing the transaction details.
- Claim Holders and Profile Administrators can **Edit** or **Remove** agent permissions through Manage Agents.



View Agent Status

External users can view their agent status.

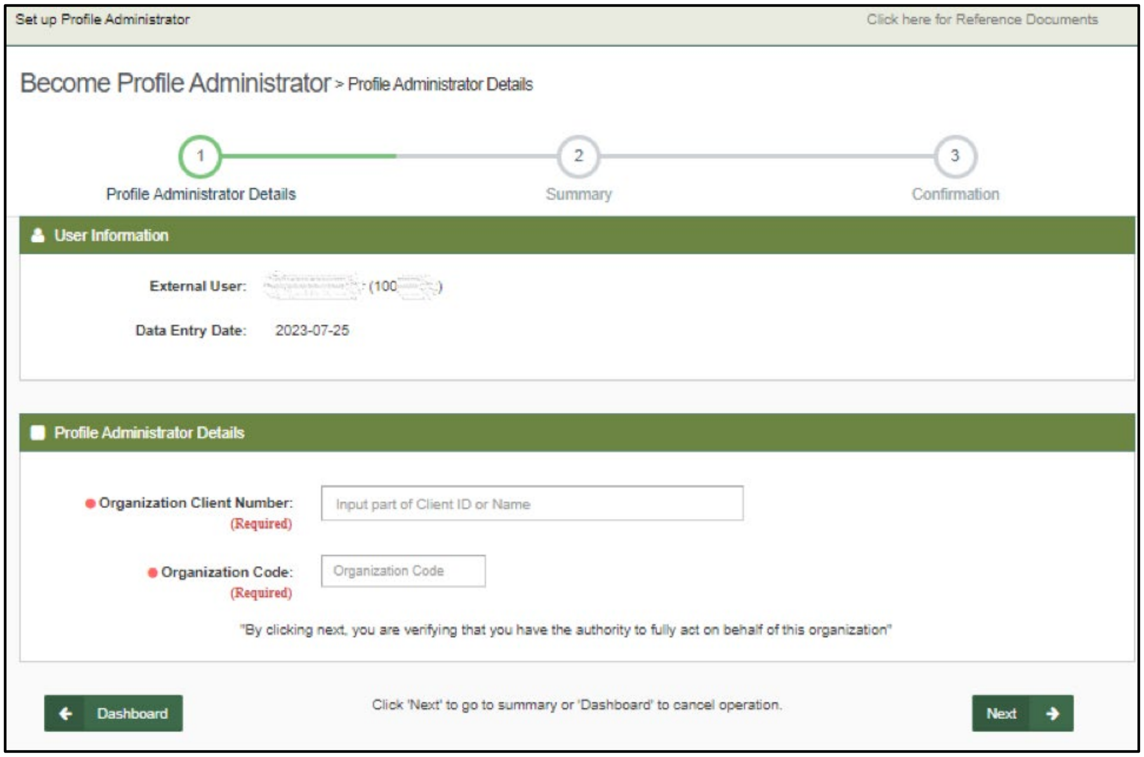
- Select **View Agent Status** from left menu, click **Next**
- If the user is established as an agent for individuals or organizations, a Client List will appear in the View Agent Permissions section.



- The agent can generate an Agent Report PDF or Export an Excel file with the list of their agent associations.
- Click the **Select Client** radio button, then click **Next** to view a table of the permissions granted for that client.
- The agent can generate a Client Detail Report PDF or Export an Excel file with their agent permissions granted for that client.

Set up Profile Administrator (for Legacy Organizations)

- A legacy organization is an organization that held active mining claims prior to the conversion date. An individual that has already completed their enrolment into MLAS will need to complete the enrolment on the organization's behalf by setting up an organization's Profile Administrator.
- The Organization's Client Number and Organization Code is required to complete enrolment and was sent to the Organization by mail in their Enrolment Package, and can also be sent to the Organization by direct request to the Provincial Recording Office at pro.ndm@ontario.ca (requirements can be discussed following the initial request).
  - Select **Set up Profile Administrator** from the left menu Client Management tab.



- Enter Organization Client Number and Organization Code.
- Click **Next** to proceed to Summary.
- Click **Back** to make changes, or,
- Click **Confirm** to proceed.

If you need assistance, please call the Provincial Recording Office at 1-888-415-9845 or email us at pro.ndm@ontario.ca