

# 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, as per the *Mining Act* and the regulations: claimholders, lessees, patent holders, mining license of occupation holders, prospector licensees, land manager or an agent representing a claimholder, must use MLAS. You must be registered as an individual with a **client profile** in MLAS prior to registering an organization.

Persons must be eighteen years of age or older to enroll.

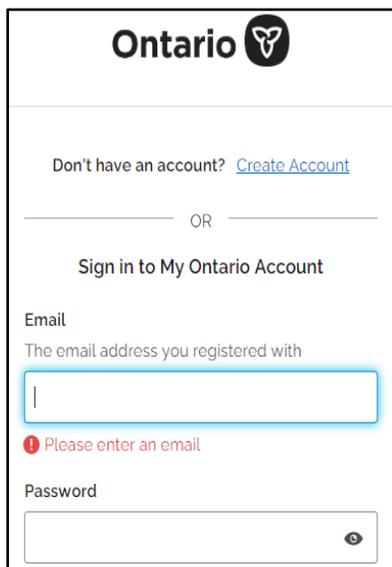
## Public Secure / My Ontario account Registration

'Public Secure' is a secured Provincial login service where you access 'My Ontario' account for **all** Government of Ontario services using one common login. 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.

Once registered, you can access your My Ontario Account using the Public Secure login page through the Ministry's webpage <https://www.mlas.mndm.gov.on.ca>, then click on the Mining Lands Administration System (MLAS) tile from your My Apps Dashboard to access MLAS.

Public Secure to create a My Ontario Account



Ontario 

Don't have an account? [Create Account](#)

OR

Sign in to My Ontario Account

Email  
The email address you registered with

 Please enter an email

Password

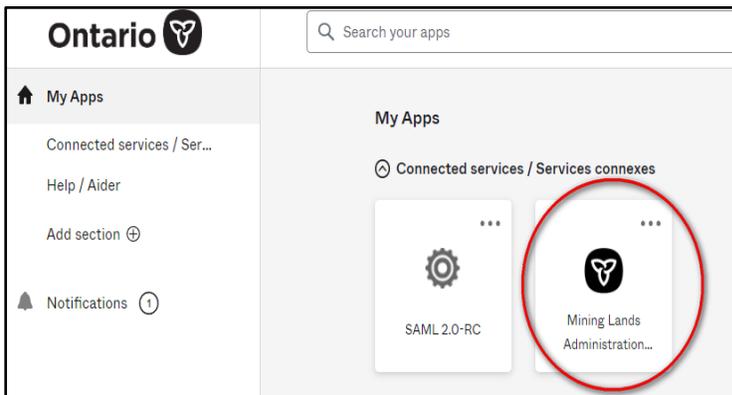
Re-directed to register an individual client profile in MLAS



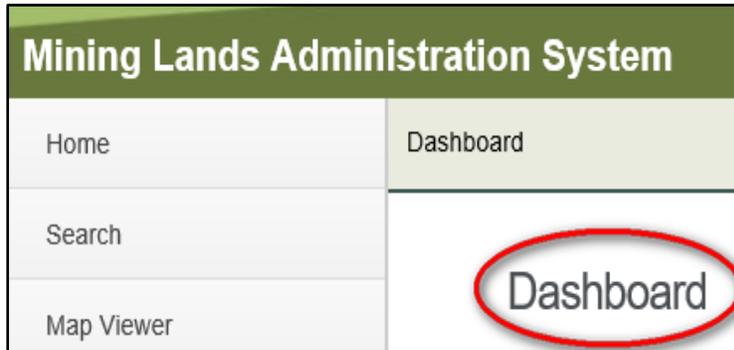
Use Public Secure to login to your My Ontario Account portal

The screenshot shows a login form titled "Sign in to My Ontario Account". It has two main sections: "Email" and "Password". The "Email" section includes the text "The email address you registered with" and a text input field. Below the input field is a red error message: "Please enter an email". The "Password" section includes a text input field with a toggle icon on the right.

Click on the MLAS tile in 'My Apps' to access MLAS



The Dashboard starting page will launch in MLAS



Note: Mining Lands Administration System (MLAS) clients prior to July 26, 2023, with a valid client profile and a unique email address were provided with instructions sent in a migration email.

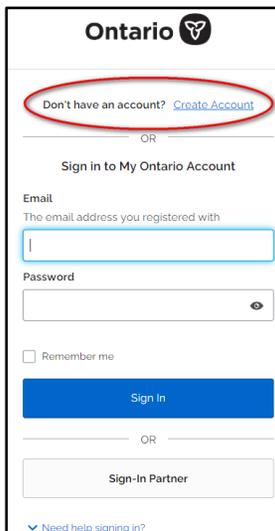
Clients who did not receive a ONE-Key to Public Secure migration email are encouraged to please call the Provincial Recording Office at 1-888-415-9845 or email the office at [pro.ndm@ontario.ca](mailto:pro.ndm@ontario.ca)

The Ministry will then reach out to resolve MLAS profile account issues and/or invalid email addresses (ie. such as multiple employees using the same company's email, clients using agent's emails, agents using client's emails, etc.)

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

1. Create a My Ontario Account. Click the MLAS link <https://www.mlas.mndm.gov.on.ca> or the Public Secure / My Ontario Account link found on the Ministry's MLAS website [MLAS: Mining Lands Administration System | ontario.ca](#)

**Note:** *If you already have a My Ontario account, simply login through the Ministry's links 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.*



**Ontario** 

Create Account

Email\*

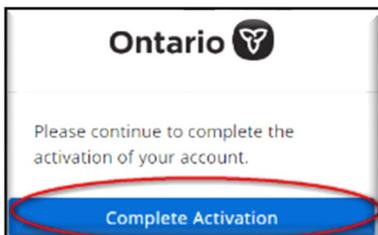
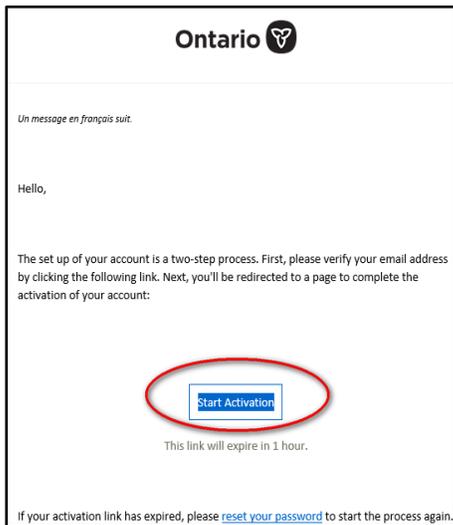
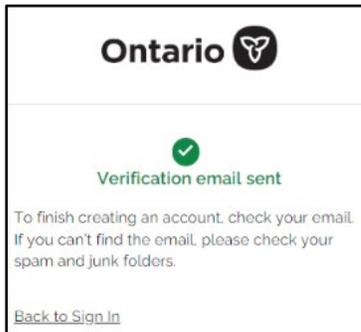
Password\*

- ✓ At least 8 characters
- ✓ At least 1 number
- ✓ At least 1 symbol
- ✓ At least 1 lowercase letter
- ✓ At least 1 uppercase letter
- ✓ Does not contain part of username
- agree to the Terms of Service

\* Indicates required field

[Back to Sign In](#)

A verification will be sent to your email inbox for step 2 – finish creating an account



- Input your information. You will be redirected to the Mining Lands Administration System (MLAS) to create your individual client profile.

Ontario  
MINISTRY OF MINES

Mining Lands Administration System

Enter Client Details

Register Client > Input Details

1 Input Details 2 Summary 3 Confirmation

Any personal information provided (name, address, contact information) shall be maintained for the purpose of creating a record that is accessible to the general public as stated in Section 7(5) of the Mining Act and Section 37 of the Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to a Provincial Mining Recorder, Ministry of Mines.

Skip To  
Client Identification - Individual  
Client Address  
Contact Information

Enter Business Information

Please be aware that entering the organization information will create a relationship between the new account and the existing organization account. By clicking next, you are verifying that you have authority to act on behalf of the company.

Organization Client Number: Organization Client Number Organization Code: Organization Code

**Input not required**

Input Details

Client Identification - Individual

Honoric: Mr. Cooper  
Last Name: Cooper  
First Name or Initial: Kimberly  
Second Name or Initial:  
Third Name or Initial:  
Preferred Name: Kimb

Language Preference: English French  
I am eighteen years of age or older. I agree

Client Address

Mailing Address Billing Address

Address Line 1: 144 Carler Street  
Address Line 2:  
City/Town/Village: Ottawa  
Country: CANADA  
Province/State: ONTARIO  
Postal/ZIP Code: K2P 1K7

Contact Information

Primary Phone Number: (705) 689-4325  
Secondary Phone Number:  
Fax:  
Email Address: 12345@gmail.com  
Confirm Email: 12345@gmail.com  
Secondary Email:

Click 'Next' to view Summary

Next

Review, go back to make necessary edits.

1
2
3

Input Details
Summary
Confirmation

**Summary**

[Client Identification - Individual](#)  
[Client Address](#)  
[Contact Information](#)

**Client Identification - Individual**

Honorific: Mr.	Language Preference: English
Last Name: Cooper	I am eighteen years of age or older.
First Name or Initial: Gimberly	
Second Name or Initial:	
Third Name or Initial:	
Preferred Name: Gimb	

**Client Address**

Mailing Address	Billing Address
Address Line 1: 144 Cartier Street	Address Line 1: 144 Cartier Street
Address Line 2:	Address Line 2:
City/Town/Village: Ottawa	City/Town/Village: Ottawa
Province/State: ONTARIO	Province/State: ONTARIO
Country: CANADA	Country: CANADA
Postal/ZIP Code: K2P 1K7	Postal/ZIP Code: K2P 1K7

**Contact Information**

Primary Phone Number: (705) 669-4325

Email Address: 12345@gmail.com

Back

Click 'Next' register or 'Back' to return to enter client details

Next

Confirmation email sent with 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**

<b>Event ID</b>	3325624
<b>Client ID</b>	10006728
<b>Client Status</b>	Active
<b>Date, Time</b>	2023-08-18 15:44:30

**Enrolment Credentials**

<b>Client ID</b>	10006728
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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.

**Overview**

[The Mining Lands Administration System \(MLAS\)](#) is an online system for:

- administering public lands for mining purposes
- registering mining claims online

With MLAS you can:

- view active unpatented mining claims
- register a new mining claim
- manage your mining claims
- buy or renew your prospector's license

If you want to register a new mining claim or manage a mining claim, you must register for an MLAS user account and hold a valid prospector's license.

Non-registered users can use the MLAS Map Viewer to view active unpatented mining claims.

[Login to MLAS](#)

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

Ontario  
MINISTRY OF MINES

Mining Lands Administration System

Gimberly Cooper English

Home Dashboard Click here for Reference Documents

Search

Map Viewer

Prospector Licensing

Client Management

Financial

Claim Acquisition

Claim Management

Work Reporting

Early Exploration Activities

Disposition Management

Notifications

Reports

Dashboard

Prospector's Licence Expiry Date

Prospector's Licence Expiry Date: N/A

Update my MAAP (Mining Act Awareness Program)

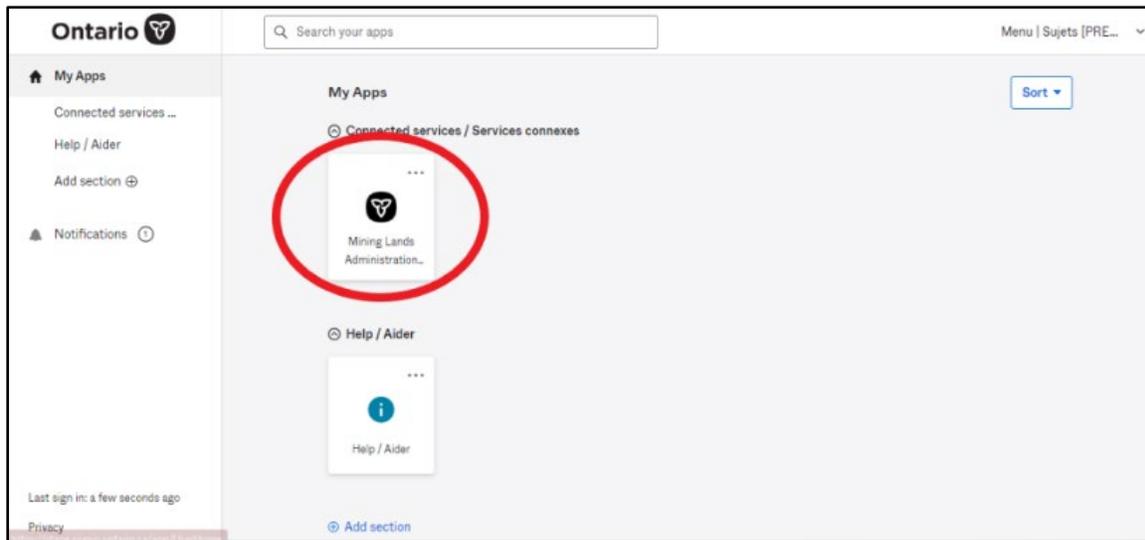
Bulletin Board

View All Notifications

ACCESSIBILITY | PRIVACY © QUEEN'S PRINTER FOR ONTARIO, 2011 | IMPORTANT NOTICES

To access your MLAS profile anytime, from anywhere, sign in to your My Ontario account using the

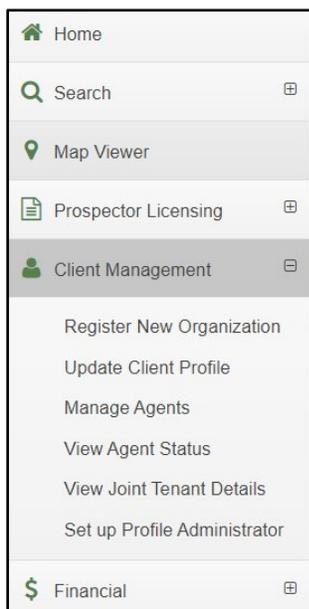
URL provided <https://www.mlas.mndm.gov.on.ca> , and from My Apps, click on the MLAS tile.



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

## Client Management

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



## Register a New Organization

Once you have completed your enrolment as an individual client in MLAS, you are able to complete registration for a new organization.

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

Note: for organizations incorporated in Canada, a Certificate of Status must be attached that is current within 30 days. For organizations incorporated outside of Canada, attach proof of an Extra-Provincial Licence (must be in PDF format).

- 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 Incorporation Number and Select the Place of Incorporation.

The screenshot shows a web form titled "Input Details" with a green header. The form is divided into two main sections: "Client Identification - Organization" and "Client Address".

**Client Identification - Organization**

- Organization Name:** (Required) - Text input field with placeholder "Organization Name".
- Organization Type:** (Required) - Drop-down menu with placeholder "Select an Organization Type".
- Incorporation Number:** - Text input field with placeholder "Incorporation Number".
- Place of Incorporation:** - Drop-down menu with placeholder "Select a Country".

Below these fields is a note: "Include a certificate of status that is current within 30 days. If incorporated outside of Canada, include proof of an extra provincial licence." and a green "Attach" button.

**Client Address**

The address section is split into "Mailing Address ?" and "Billing Address ?".

- Mailing Address ?**
  - Address Line 1:** (Required) - Text input field with placeholder "Address Line 1".
  - Address Line 2:** - Text input field with placeholder "Address Line 2".
  - City/Town/Village:** (Required) - Text input field with placeholder "City/Town/Village".
  - Country:** - Drop-down menu with placeholder "Select a Country".
- Billing Address ?**
  - Same as Mailing Address
  - Address Line 1:** (Required) - Text input field with placeholder "Address Line 1".
  - Address Line 2:** - Text input field with placeholder "Address Line 2".
  - City/Town/Village:** (Required) - Text input field with placeholder "City/Town/Village".
  - Country:** - Drop-down menu with placeholder "Select a Country".

- Enter the Client Address.
- 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.

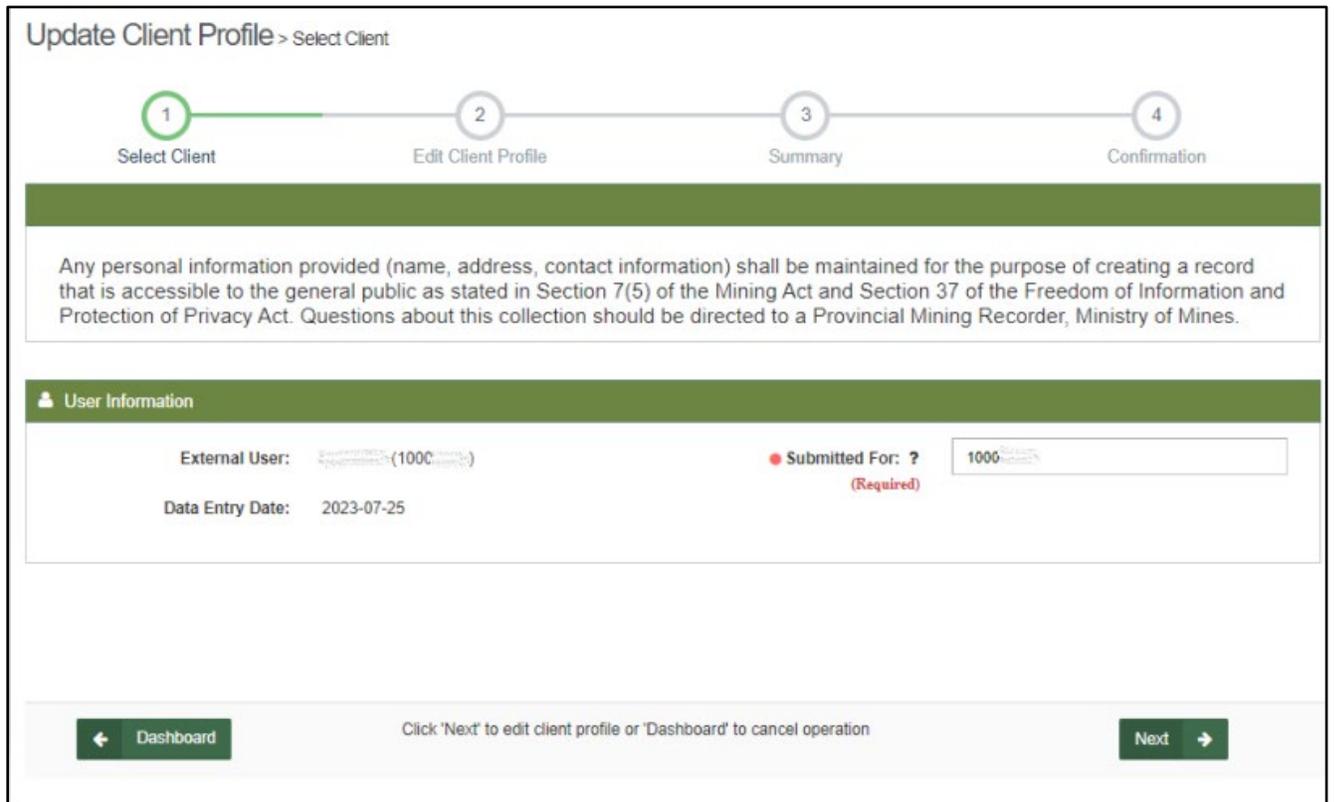
Note: the client status of organizations other than legacy organizations will be automatically set to "Active-Pending Verification" until an internal review process has been completed by MINES. During this time, the organization will be prevented from completing a number of transactions. Only once the review process has been completed, and the client status will be 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 into the Submitted For box.

- Click **Next** to proceed.



Update Client Profile > Select Client

1 Select Client 2 Edit Client Profile 3 Summary 4 Confirmation

Any personal information provided (name, address, contact information) shall be maintained for the purpose of creating a record that is accessible to the general public as stated in Section 7(5) of the Mining Act and Section 37 of the Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to a Provincial Mining Recorder, Ministry of Mines.

User Information

External User: [Dropdown: (1000...)] Submitted For: ? [Input: 1000...]  
(Required)

Data Entry Date: 2023-07-25

← Dashboard Click 'Next' to edit client profile or 'Dashboard' to cancel operation Next →

- Please review your client information. All required fields must be entered in order to proceed. Modify any information you would like to change.
- Click **Next** to proceed.
- Review your Client information.
- 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 in Submitted For: ?
- Click **Next** to proceed.

Manage Agents > Select Client

1 2 3 4 5  
Select Client Manage Agents Manage Permissions Summary Confirmation

User Information

External User: Submitted For: ?  
(Required) Enter Submitter Id

Data Entry Date: 2023-07-25

Dashboard Click 'Next' to manage agents or 'Dashboard' to cancel operation Next

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

Agent List

Input the Client ID or Name of the agent you want to act on your behalf:

Add Agent →

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

Manage Agents > Manage Permissions

Select Client
  Manage Agents
  3 Manage Permissions
  4 Summary
  5 Confirmation

**User Information**

External User: [redacted] (100%) Submitted For: [redacted]

Data Entry Date: 2023-07-25

**Permission List**

Agent's Name: [redacted]

Set Agent as Profile Administrator  
 Set Agent as Assessment Work Manager  
 Grant all permissions

Categories	Permissions

### Grant Agent Permission(s)

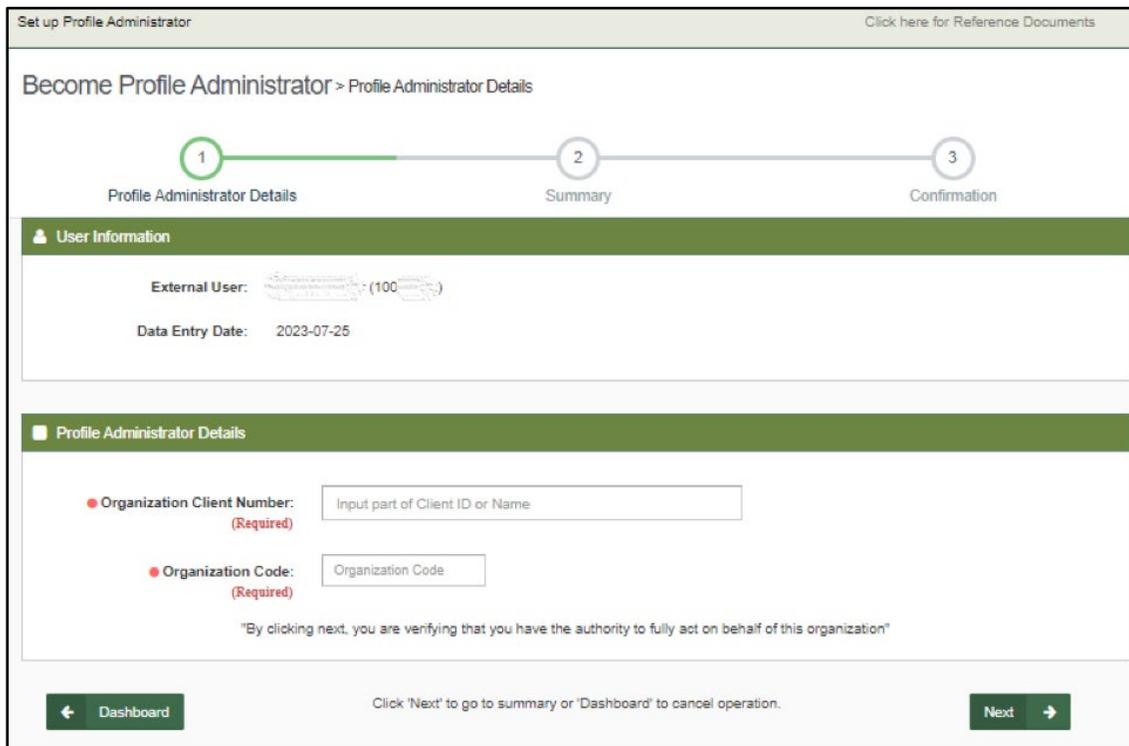
- There are three Quick-Select options you can choose to select all permissions that apply:
  - Set Agent as Profile Administrator (**for organizations only**) – Grants all permissions and authorizes the ability to assign other agents' permissions for the selected organization.
  - Set Agent as Assessment Work Manager – Grants all 'Assessment Work Reporting' permissions.
  - Grant all permissions – Grants all permissions with the exception of Client Management.
- Or 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 all claims and/or tenure items.
- Click on **Select Tenures** to view and select specific claims / tenures.

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

- Click **Next** to proceed.
- 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.

## Set up Profile Administrator (for Legacy Organizations)

- A profile administrator is a person or persons responsible for managing an organization's client profile in MLAS and is responsible for assigning and managing agents and their levels of permission.
- 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 or by direct request to the Provincial Recording Office at [pro.ndm@ontario.ca](mailto:pro.ndm@ontario.ca) (requirements can be discussed following the initial request).
- Select **Set up Profile Administrator** from the left menu Client Management tab.



Set up Profile Administrator Click here for Reference Documents

Become Profile Administrator > Profile Administrator Details

1 Profile Administrator Details | 2 Summary | 3 Confirmation

**User Information**

External User: [redacted] (100 [redacted])

Data Entry Date: 2023-07-25

**Profile Administrator Details**

● Organization Client Number:  (Required)

● Organization Code:  (Required)

"By clicking next, you are verifying that you have the authority to fully act on behalf of this organization"

[← Dashboard](#) Click 'Next' to go to summary or 'Dashboard' to cancel operation. [Next →](#)

- Enter Organization Client Number and Organization Code.
- By clicking next, you are verifying that you have the authority to fully act on behalf of this organization.

- Click **Next** to proceed.
- Please review summary.
- Click **Back** to make changes, or;
- Click **Confirm** to proceed and accept the details for the Profile Administrator

**If you need assistance, please call the Provincial Recording Office at 1-888-415-9845 or email us at [pro.ndm@ontario.ca](mailto:pro.ndm@ontario.ca)**