

# 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](mailto: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=0aaab47k3lGdWVQuO5d7&scope=profile%20email%20openid&state=t0OKGDF1untjrKvXppHCiYpg3uJPxB-QJBrSsxH16yo%3D&redirect\\_uri=https://www.mlas.mndm.gov.on.ca/mlas/callback&nonce=hXHnn\\_5h0whm6rN8BX2PC1PmbQIXTDgKc1mQVFXtBT8](https://signin.ontario.ca/oauth2/aus2957lteAY4cRQK5d7/v1/authorize?response_type=code&client_id=0aaab47k3lGdWVQuO5d7&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

The image shows two screenshots of the Ontario My Account creation process. The left screenshot is the sign-in page, featuring the Ontario logo at the top. Below the logo, there is a link "Don't have an account? [Create Account](#)" circled in red. Below this, there is an "OR" separator and the text "Sign in to My Ontario Account". There are input fields for "Email" (with the subtext "The email address you registered with") and "Password". A "Remember me" checkbox is present. A blue "Sign In" button is at the bottom. Below the sign-in section, there is another "OR" separator and a "Sign-In Partner" button. At the very bottom, there is a link "Need help signing in?". The right screenshot is the "Create Account" page. It has the Ontario logo at the top and the title "Create Account". There are input fields for "Email\*" and "Password\*". Below the password field, there is a list of requirements: "At least 8 characters", "At least 1 number", "At least 1 symbol", "At least 1 lowercase letter", "At least 1 uppercase letter", and "Does not contain part of username". There is a checkbox for "I agree to the Terms of Service" which is checked. A note says "\* Indicates required field". A blue "Create Account" button is at the bottom. A link "Back to Sign In" is at the bottom left.

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.

The image shows a verification page with the Ontario logo at the top. Below the logo is an email icon in a circle. The text reads "Verify with your email". Below this, it says "We sent an email to [redacted]@ontario.ca. Enter the code below or click the verification link in your email to continue. Do not close this browser window." A red circle highlights the "Enter a verification code" button. At the bottom, there are links for "Return to authenticator list" and "Back to Sign In".

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**.

Ontario  MINISTRY OF MINES

**Mining Lands Administration System** pgts test English

Enter Client Details Click here for Reference Documents

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 Code:**

**Input not required**

**Input Details**

**Client Identification - Individual**

Honorific:

**Last Name:**  (Required)

**First Name or Initial:**  (Required)

**Second Name or Initial:**

**Third Name or Initial:**

**Preferred Name:**

**Language Preference:** (Required)

English  French

I am eighteen years of age or older.  I agree  (Required)

\* If you are otherwise under the following age, you must be a legal guardian.

---

**Client Address**

**Mailing Address ?** **Billing Address ?**

Same as Mailing Address

**Address Line 1:**  (Required)

**Address Line 2:**

**City/Town/Village:**  (Required)

**Country:**  (Required)

**Province/State:**  (Required)

**Postal/ZIP Code:**  (Required)

---

**Contact Information**

**Primary Phone Number:**   (Required)

**Secondary Phone Number:**

**Fax:**

**Email Address:**

**Confirm Email:**

**Secondary Email:**

Click Next to view Summary

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

Confirmation of Client Registration as Individual Email	
<b>Registration for Client successfully completed.</b>	
<b>Event ID:</b>	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

**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.

## 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:

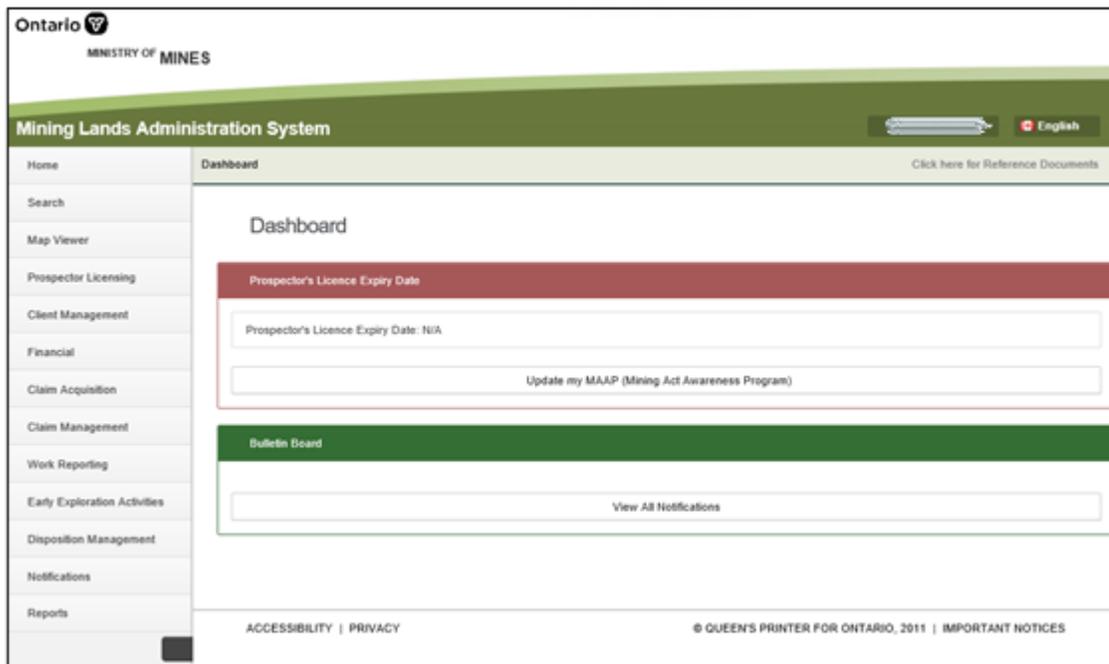
- view active unpatented mining claims
- register a new mining claim
- manage your mining claims
- buy or renew your prospector's license

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.

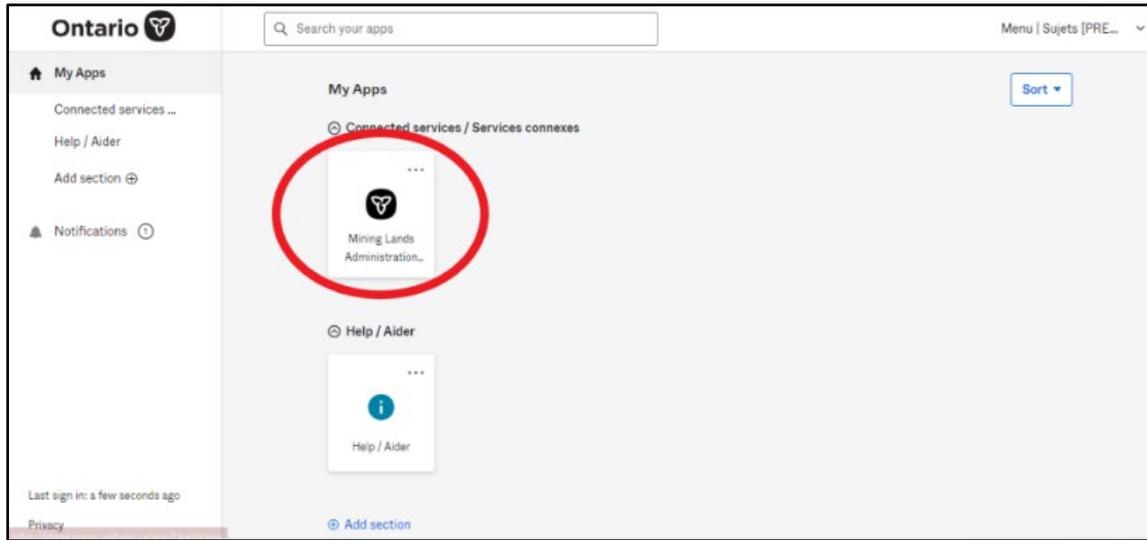
Non-registered users can use the MLAS Map Viewer to view active unpatented mining claims.

[Login to MLAS](#)

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



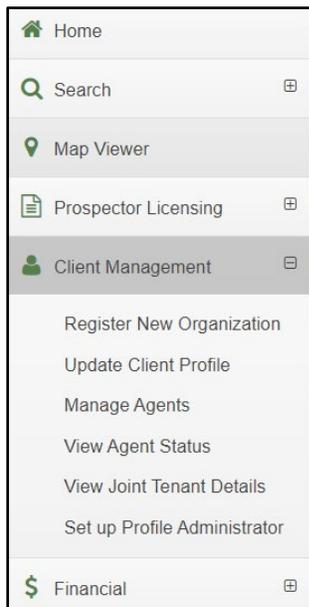
To access your MLAS profile anytime, log in to your My Ontario Account using the URL provided <https://www.mlas.mndm.gov.on.ca>, and from My Apps, click on the MLAS tile.



**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).

Input Details

---

**Client Identification - Organization**

● **Organization Name:** (Required)

● **Organization Type:** (Required)

**Incorporation Number:**

**Place of Incorporation:**

Include a certificate of status that is current within 30 days. If incorporated outside of Canada, include proof of an extra provincial licence.

---

**Client Address**

**Mailing Address ?**

● **Address Line 1:** (Required)

**Address Line 2:**

● **City/Town/Village:** (Required)

● **Country:**

**Billing Address ?**

Same as Mailing Address

● **Address Line 1:** (Required)

**Address Line 2:**

● **City/Town/Village:** (Required)

● **Country:**

- 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.

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: [client name] (1000 [client number]) Submitted For: ? [input field with 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 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.

Manage Agents > Select Client

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

**User Information**

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

Data Entry Date: 2023-07-25

**Permission List**

Agent's Name: [redacted] (100%)

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

Categories	Permissions

### 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.

The screenshot shows the 'Agent List' interface. At the top, there is a green header with a menu icon and the text 'Agent List'. Below the header, there is a search prompt: 'Input the Client ID or Name of the agent you want to act on your behalf:'. This is followed by a text input field. Below the input field is a button labeled 'Add Agent' with a right-pointing arrow. Underneath is the label 'Agent List:' followed by a table. The table has four columns: 'Agent ID', 'Agent's Name', 'Profile Administrator', and 'Assessment Work Manager'. The first row of data shows two masked agent IDs, 'Yes' under 'Profile Administrator', and 'Yes' under 'Assessment Work Manager'. To the right of the table, there are two green buttons: 'Edit' (with a pencil icon) and 'Remove' (with an 'X' icon). These two buttons are circled in red.

## 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.

View Agent Status > View Agent Permissions

1 Select Agent      2 View Agent Permissions      3 View Client Details      4 View Tenure Grants

**User Information**

External User: First Name Last Name (10008633)      Submitted For: First Name Last Name (10008633)

Data Entry Date: 2024-09-03

Generate Agent Report PDF      Export to Excel

**View Agent Permissions**

Client List:

Client Number	Client Name	Client Status	Profile Administrator	Select Client
		Active	Y	<input type="radio"/>

← Back      Click "Next" to view client details or "Back" to cancel operation      Next →

- 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](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
2
3

Profile Administrator Details      Summary      Confirmation

👤 User Information

External User:  (100XXXXXXXXXXXX)

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.
- 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](mailto:pro.ndm@ontario.ca)**