

# Directive 5 - Work Reporting

Please refer to the Assessment Work Regulation O. Reg. 65/18 and the associated Technical Standards for obligations and requirements. Directive 5 has been divided into the sub-sections listed on the left menu (Image 1).

## 5.6 Payment in Place for new claims

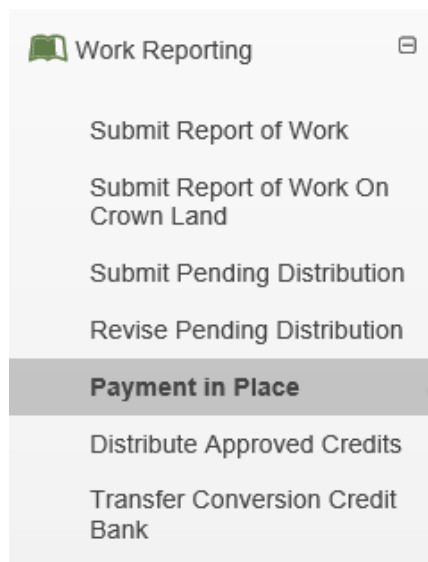
### Important Changes (effective April 10, 2018)



Payment in Place for new claims registered on or after April 10, 2018 is not allowed until mining claims are in their third assessment year (starting April 11, 2020 at the earliest), and a full year of assessment work credit has been distributed on them after conversion. For Payment in Place for a legacy claim converted on April 10, 2018, please see Directive 5.9.

### To start a Payment in Place for a new claim

Select 'Work Reporting' and 'Payment in Place' from left menu to submit a payment in place of assessment work on unpatented mining claims (see Image 1).



**Image 1:** The 'Payment in Place' component of the 'Work Reporting' menu is used to make a payment in place of assessment work in MLAS.

## 1. Enter Claim ID

Payment in Place

1 Enter Claim Id 2 Input Payment 3 Summary 4 Make Payment 5 Confirmation

User Information

External User: John Smith (40000478) 1 Submitted For: ? (Required) Enter Submitter Id

Data Entry Date: 2018-04-11

Mining Claims

Claims Ids: (Required) 2 Input Mining Claim id 3

**Image 2:** Client's name or number and unpatented mining claim number entry for a Payment in Place of assessment work in MLAS.

- Enter User Information
  - Identify who the payment in place is being submitted for, using the client's number, or the client's name (number 1 on Image 2). If you are an Assessment Work Manager (AWM), enter the client you are submitting the payment for.
    - Note that only one client number can be entered, but if you are an AWM, you will still be able to add the mining lands for several clients, provided that all necessary permissions have been granted.
- Enter Mining Claims
  - Enter the number(s) ID of the unpatented claim(s) for which you are making a payment in place of assessment work, in the 'Claim IDs' text box (number 2 on Image 2). Use a comma-separated list, or use the map selection tool (click on the map icon (number 3 on Image 2)).
  - Note the following limitations with respect to making a Payment in Place:
    - it is only applicable to the current assessment year of the claim (it cannot be carried forward);
    - it cannot be made before the first required unit of assessment work for the claim has been satisfied;
    - it cannot be made in two consecutive assessment years.

← Dashboard 1 Click 'Next' to advance to next step or 'Dashboard' to return to Dashboard 2 Next →

**Image 3:** Navigation buttons in MLAS.

- Click 'Dashboard' (number 1 on Image 3) if you do not want to proceed with the Payment in Place.
- Click 'Next' (number 2 on Image 3) to proceed to the 'Input Payment' step.

## 2. Input Payment

- Review Mining Claims
  - Original Claims table

Claim Id	Claim Units	Required Work	Partial Applied	Anniversary Date
326180	52K13H310	200.00	200.00	2018-08-04

**Image 4:** Table summarizing information about claims selected for a payment in place of assessment work in MLAS.

- This table lists the claim numbers (IDs) that were entered in the previous step (number 1 on Image 4), along with number of cells for each claim (number 2 on Image 4), the required work to keep each claim in good standing (number 3 on Image 4), any partial amounts of assessment requirement already distributed on each claim (number 4 on Image 4), and the anniversary date of each claim (number 5 on Image 4).

Claim Id	Claim Units	Required Work	Partial Applied	Amount
326180	52K13H310	200.00	200.00	0
Total Amount				\$0.00

**Image 5:** Payment in Place of assessment work entry in MLAS

- Under Claims, enter the amount you wish to pay in place of assessment work in the last column 'Amount' of this table (number 1 on Image 5).  
**Note:** the payment in place cannot exceed the amount in the 'required work' column.

← Back 1 Click 'Next' to go to the Summary or 'Back' to review claims Ids 2 Next →

**Image 6:** Navigation buttons in MLAS.

- Click 'Back' (number 1 on Image 6), if you wish to go back to the 'Enter Claim ID' step, any information entered in the current step will be deleted.
- Click 'Next' (number 2 on Image 6) to proceed to the 'Summary' step.

## 3. Summary

- Review the Summary Page.

← Back 1 2 Next →

**Image 7:** Navigation buttons in MLAS.

- Click 'Back' (number 1 on Image 7) if you wish to change any details captured at the 'Input Payment' step.

- Click 'Next' (number 2 on Image 7) to make the payment.

#### 4. Make Payment

##### 4.1 View Shopping Cart

- Shopping cart

Item Description	Item Details	Total Item Cost	
Payment in Place	Claim Number: 326180	\$200.00	Remove Item
	Shopping Cart Total	\$200.00	

**Image 8:** Shopping cart summary in MLAS.

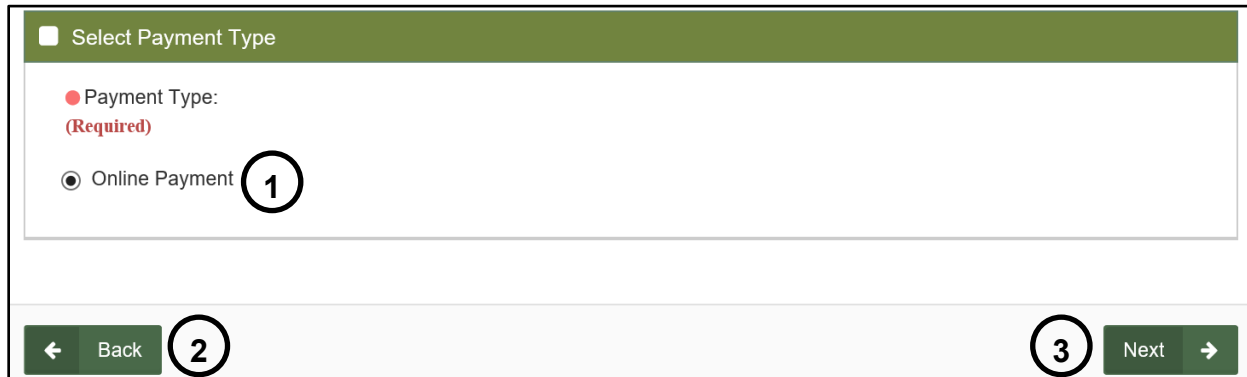
- Review the Total Item Cost (number 1 on Image 8).
- Click on 'Remove Item' (number 2 on Image 8) if you wish to remove a Payment in Place listed.

**Image 9:** Navigation buttons in MLAS.

- Click 'Back' (number 1 on Image 9), if you wish to go back to the 'Summary' step.
- Click 'Next' (number 2 on Image 9) to continue your Payment in Place, and move to the 'Select Payment Type' step.

## 4.2 Select Payment Type

- Select a Payment Type.



**Image 10:** Payment type selection for a Payment in Place of assessment work in MLAS.

- Select 'Online Payment' (number 1 on Image 10).
- Click 'Back' (number 2 on Image 10) if you wish to go back to the 'View Shopping Cart' step.
- Click 'Next' (number 3 on Image 10) to confirm the Payment in Place and be directed to make the payment.

**Note:** the 'Next' button will appear only once you have selected 'Online Payment'.

## 4.3 Make Payment

- Payment Method
- Choose one of the payment methods. The choices are:
  - Credit Cards (Visa, Mastercard – number 1 on Image 11)
    - Note:** Visa Debit is not an accepted payment method online
      - Credit card payments will be directed to a secure payment gateway website hosted by our third party card processor. After completing your payment, you will be redirected back.
      - Please be patient while your payment is authorized. This process usually takes 15-45 seconds. Do not stop or reload your browser until the process is finished.
  - Interac Online (number 2 on Image 11)
    - The payment will be directed to the Interac Online Service.
    - The Interac Online service allows you to pay for goods and services over the Internet directly from your Internet banking account.
      - Caution:** The Interac payment session will expire in 30 minutes. We recommend having an already established Internet banking account before selecting this payment method
- Select 'Make Payment' (number 3 on Image 12) to proceed with your choice of payment method.

- Click 'Cancel' (number 4 on Image 12) if you wish to cancel the Payment in Place and go back to the 'View Shopping cart' step.

### Order Summary

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**Details**

**Payment to:** Mining Act



**Total:** \$200.00 (CAD)

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### Payment Method


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**Credit Cards Accepted**

1  

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**Interac<sup>®</sup> Online**

2 

The *Interac* Online service allows you to pay for goods and services over the Internet directly from your Internet banking account.  
**Learn more about *Interac* Online.**

*Caution: This payment session will expire in 30 minutes. We recommend having an already established Internet banking account before selecting this payment method.*

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**Image 11:** Payment method selection for a Payment in Place of assessment work.



**Image 12:** Navigation buttons for an online Payment in Place of assessment work.

#### 4.4 Payment Receipt

- Review the payment receipt

**Thank you for your payment.**

*Image 13: Navigation buttons for an online Payment in Place of assessment work.*

**Before proceeding, please print a copy of this page and keep it for your records.**

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**Payment Receipt**

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**Transaction Details**

**Payment To:** Mining Act  
**Total:** \$200.00 (CAD)  
**Time:** 11-Apr-2018 3:06:07 PM

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**Payment Method:** Interac Online  
**Bank Name:** TestBank3

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**Session ID:** 852160  
**Authorization Number:** TEST  
**Confirmation Code:** CONF#TEST

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*Note:*

- For payment inquiries to your bank, please refer to the Authorization Number and Confirmation Code on your payment receipt.
- For payment inquiries to the Ministry, please refer to the payment Session ID on your payment receipt.

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**Complete Payment Process** **1**

**Image 13:** Payment Receipt for a Payment in Place of assessment work.

- Select 'Complete Payment Process' (number 1 on Image 13) to proceed to the 'Payment Summary' Step.

## 4.5 Payment summary

- Transaction Detail
  - Review the transaction details.

The screenshot shows the 'Payment Summary' page. At the top, there is a progress bar with two steps: '1 Payment Summary' and '2 Confirmation Page Index'. The page is divided into two main sections: 'User Information' and 'Transaction Detail'. The 'User Information' section displays 'External User: John Smith (40000478)' and 'Data Entry Date: 2018-04-11'. The 'Transaction Detail' section displays various transaction information: 'Invoice Number: 335', 'Amount: \$200.00', 'Merchant Order Number:', 'CCPay Transaction ID: 2239769', 'Card Number:', 'Transaction Date: 2018-04-11 @ 3:06PM', 'Pay Session Id: 852160', and 'Payment Method: Interac Online'. At the bottom right, there is a 'Confirm' button with a right-pointing arrow, which is circled with a '1'.

**Image 14:** Payment summary after a Payment in Place of assessment work in MLAS.

- Click 'Confirm' (number 1 on Image 14) to proceed to the 'Confirmation Page Index' step.

## 4.6 Confirmation Page Index

- Confirmation Page Index

The screenshot shows the 'Confirmation Page Index' page. It has the same 'User Information' section as Image 14, displaying 'External User: John Smith (40000478)' and 'Data Entry Date: 2018-04-11'. Below this is the 'Confirmation Page Index' section, which contains a table with the following data:

Event ID	Event Description	View Confirmation
305328	Payment in Place	Show Details

The 'Show Details' button in the table is circled with a '1'.

**Image 15:** Confirmation Page Index for a Payment in Place of assessment work in MLAS.

- Select 'Show Details' (number 1 on Image 15) to move to the 'Confirmation' step.



## 5. Confirmation

Payment in Place

Enter Claim Id    Input Payment    Summary    Make Payment    Confirmation

Payment In Place - Payment Confirmation **1**

Event ID: 305328  
Transaction ID: 11976 **2**

User Information

External User: John Smith (40000478)  
Data Entry Date: 2018-04-11

**Image 16:** Confirmation of a Payment in Place of assessment work in MLAS.

- Your Payment in Place is confirmed (number 1 on Image 16).
  - The Payment in Place has been assigned an Event ID and a transaction ID (number 2 on Image 16).
  - Click on 'Dashboard' at the bottom left of the screen (number 1 on Image 17) to go back to your dashboard where a confirmation notice has been posted.

Confirmation of Payment in Place

Original Claims

Claim Id	Claim Units	Required Work	Partial Applied	Anniversary Date
326180	52K13H310	200.00	200.00	2018-08-04

Payment

Claim Id	Claim Units	Amount
326180	52K13H310	200.00

Claims

Claim Id	Claim Units	Required Work	Partial Applied	Anniversary Date
326180	52K13H310	0.00	0.00	2019-08-04

← Dashboard **1**

**Image 17:** Navigation button in MLAS to go back to the Dashboard.