Directive 5 – Work Reporting

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

5.7 Distribute Approved Credits

Before starting a Distribution of Approved Credits

- If you are an Assessment Work Manager (AWM) distributing approved assessment work credits for several clients, ensure that you have all required permissions from your clients, and for all the mining lands involved in the distribution, including the ones used for establishing contiguity.

To start a Distribution of Approved Credits

Image 1: The 'Distribute Approved Credits' component of the 'Work Reporting' menu is used to distribute assessment work credits to unpatented mining claims in MLAS.

Select 'Work Reporting' and 'Distribute Approved Credits' from left menu to distribute assessment work credits from the reserves of any mining lands (unpatented mining claims, leases, patents, exploratory licences of occupation, or mining licences of occupation) to unpatented mining claims (see Image 1).

1. Create Submission

Distribute Approved Credits

1 — Create Distribution
2 — Input Distribution Claims
3 — Distribute Reserves
4 — Summary
5 — Confirmation

User Information

External User: John Smith (40000478)   ① ● Submitted For: ? 413551 *(Required)*

Data Entry Date: 2018-03-26

② Create Distribution ☰

Saved Drafts

Draft ID	Submitter	Created Date	Last Saved Date	Saved By	Reference Identifier	
③ 24	GREAT EXPLORATION LTD. (413551)	2018-03-26	2018-03-26	John Smith (9195)		Delete 🗑 ④

⑤ ← Dashboard   Click 'Create Distribution' to advance to Input Distribution Claims step, Delete to delete a saved draft, click the Draft ID link to return to a saved draft or 'Back' to return to Dashboard

***Image 2:** Creation of a distribution of approved credits in MLAS.*

- Enter User Information
    - Identify the person or company for whom you are submitting the assessment work report by entering that person's or company's client ID number, or the person's or company's name (number 1 on Image 2).
    Note: only one client number can be entered, but if you are an Assessment Work Manager (AWM), you will still be able to add the mining lands for several clients, provided that all necessary permissions have been granted.
    - Click on 'Create Distribution' (number 2 on Image 2) to proceed to the 'Input Distribution Claims' step.
- Open Saved Drafts
    - Click on the Draft ID (number 3 on Image 2), if you have saved a draft in the last 15 days and wish to proceed with your distribution.
        - Click 'Delete' if you want to remove a draft permanently (number 4 on Image 2). Drafts are automatically deleted after 15 days.
    - Select 'Dashboard' (number 5 on Image 2) if you do not wish to create a submission.

2. Input Distribution Claims

- Input Tenures

Image 3: Mining lands numbers entry for a distribution of approved credits in MLAS.

- o Enter the numbers of the unpatented mining claims which are to receive credits in the text box, either using a comma-separated list (receivers - number 1 on Image 3), or the map selection tool (click on the map icon to the right of the text box to access the map selection tool - number 2 on Image 3).
- o Enter the numbers of the mining lands from which the credits are being withdrawn in the next text box (providers - number 3 on Image 3), either using a comma-separated list or using the map selection tool (click on the map icon to the right of the text box to access the map selection tool - number 4 on Image 3).
- o Enter the numbers of mining lands which are required to establish contiguity between the providers mining lands and the receivers unpatented mining claims. Either use a comma-separated list in the text box (number 5 on Image 3), or use the map selection tool (click on the map icon to the right of the text box to access the map selection tool - number 6 on Image 3).

Image 4: Navigation and save buttons in MLAS.

- o Click 'Back' (number 1 on Image 4) if you wish to change any details captured at the 'Input Distribution Claims' step. Any information entered in the current step will be deleted.
- Click 'Save' (number 2 on Image 4) to save the information provided so far for the distribution. You will be able to retrieve the information when you later return and select 'Distribute Approved Credits' from left menu.
  - o Once the draft is saved successfully a pop-up message will be displayed at the bottom right of you screen, as seen in Image 5.

Image 5: Pop-up confirmation that a draft of the distribution of approved has been saved in MLAS.

- Click 'Next' (number 3 on Image 4) to move to the 'Distribute Reserves' step.

3. Distribute Reserves

- Complete Reserves Distribution

Image 6: Left side of the Reserves Distribution table for a Distribution of approved credits in MLAS.

- o Mining lands used to establish the contiguity in the previous step are displayed above the Distribution table ("Distribute through Tenure Numbers" - number 1 on Image 6).
- o The Distribution table lists all the receiver unpatented mining claims entered in the previous step of the submission ('Input Tenures'), in the 'Receiver Claim ID' column.
- o The anniversary date of the receiver unpatented mining claims is provided in the 'Current Anniversary Date' column.
- o Choose the number of years (assessment work units) you wish to distribute on the receiver unpatented mining claims in the 'Years Applied' column, using the drop-down list (number 2 on Image 6).
  Note: you will not be able to distribute credits to a mining claim if the amount is more than the required units for the current assessment year + 5 additional assessment years.
  Remember: the amount of credits that can be distributed from a provider unpatented mining claim depends on its size, and is limited to the following amounts every assessment year:

Claim Size	Maximum Distribution per assessment year
Boundary claim	$50,000
1 to 2 cells	$50,000
3 to 5 cells	$100,000
6 to 25 cells	$150,000

Remember: the amount of credits that can be distributed from a provider lease, a patent, an exploratory license of occupation or a mining license of occupation depends on its surface area, and is limited to the following amounts every calendar year:

Area (ha)	Maximum Distribution per calendar year
≤ 25	$50,000
>25 to ≤100	$100,000
>100	$150,000

- o The next 'Work required' column (number 3 on Image 6) calculates how many credits are required depending on the number of years (units of assessment work) you selected previously, and depending of the yearly requirement for that unpatented mining claim.
- o The 'Current Partial Applied' column (number 4 on Image 6) displays the amount of credits already applied to the mining claim.

Image 7: *Reserve provider entry in the distribution table in MLAS.*

Image 8: *Reserve provider, Reserve Type and Reserve Amount entry in the distribution table in MLAS.*

- o Click on the blue Plus sign "+" too add a reserve provider (*number 1 on Image 7*).
  - Select the provider mining land in the 'Reserve Provider' column, using the drop-down list (number 1 on Image 8).
  - Select the type of reserve to withdraw the assessment work credits from, in the 'Reserve Type' column (number 2 on Image 8), using the drop-down list.
  - Enter the amount of credits you wish to distribute to an unpatented mining claim in the 'Reserve Amount' column (number 3 on Image 8).
    - If you wish to remove a reserve provider for the current receiver unpatented mining claim, click on the red Minus Sign "-" button (number 4 on Image 8).

- If you wish to add a new reserve provider for the current receiver unpatented mining claim, click on the blue Plus sign "+" button (number 5 on Image 8).
  ○ If you wish to make a Payment in Place to fulfill the yearly requirement, enter the amount in the 'Payment in Place' Column (number 6 on Image 8).
  ○ The last column 'Would Be Partial Applied' (number 7 on Image 8), keeps track of partial unit of assessment work credit.

Provider Tenure ID	Tenure Type	Current Exploration Reserve Balance	Current Consultation Reserve Balance	Distributed Exploration Reserve	Distributed Consultation Reserve
131552	Single Cell Mining Claim	0.00	0.00	0.00	0.00
139298	Boundary Cell Mining Claim	168,072.00	1,839.00	100.00	0.00
165275	Single Cell Mining Claim	0.00	0.00	0.00	0.00
338864	Boundary Cell Mining Claim	41,978.00	239.00	1,000.00	239.00

Image 9: *Table showing the details of the exploration and consultation reserves of provider mining lands for a Distribution of approved credits in MLAS.*

  ○ The next table (Image 9) summarizes the current exploration and consultation reserves for each provider mining land.
    Note: the 'Distributed Exploration Reserve' and the 'Distributed Consultation Reserve' columns are updated as the distribution is amended in the table above.
  ○ Click 'Back' (number 1 on Image 10) if you wish to change any details captured at the 'Input Distribution Claims' step. Any information entered in the current step will be deleted.

← Back ①	② Save	③ Next →

Image 10: *Navigation and Save buttons in MLAS.*
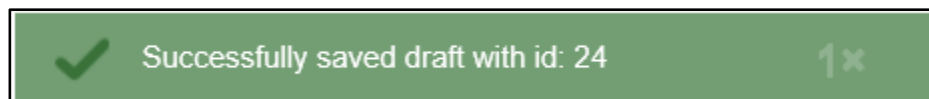

Successfully saved draft with id: 24   1×

Image 11: *Popup confirmation that a draft of the distribution has been saved in MLAS.*

- Click 'Save' (number 2 on Image 10) to save the completed information on the distribution. You will be able to retrieve the information when you later return.
  ○ Once the draft is saved successfully a pop-up message will be displayed at the bottom right of you screen, as seen in Image 11.
- Click 'Next' (number 3 on Image 10) to move to the 'Summary' step.

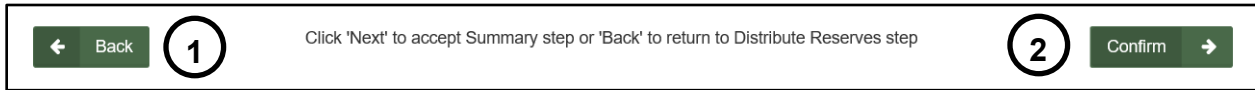## 4. Summary

- Review the Summary Page.

Image 12: Navigation buttons in MLAS.

- Click 'Back' (number 1 on Image 12) if you wish to change any details captured at the 'Distribute Reserves' step.
- Click 'Next' (number 2 on Image 12) to proceed to the 'Confirmation' step, or if you have opted for a Payment in Place, move to the 'View Shopping Cart' step.

View Shopping Cart

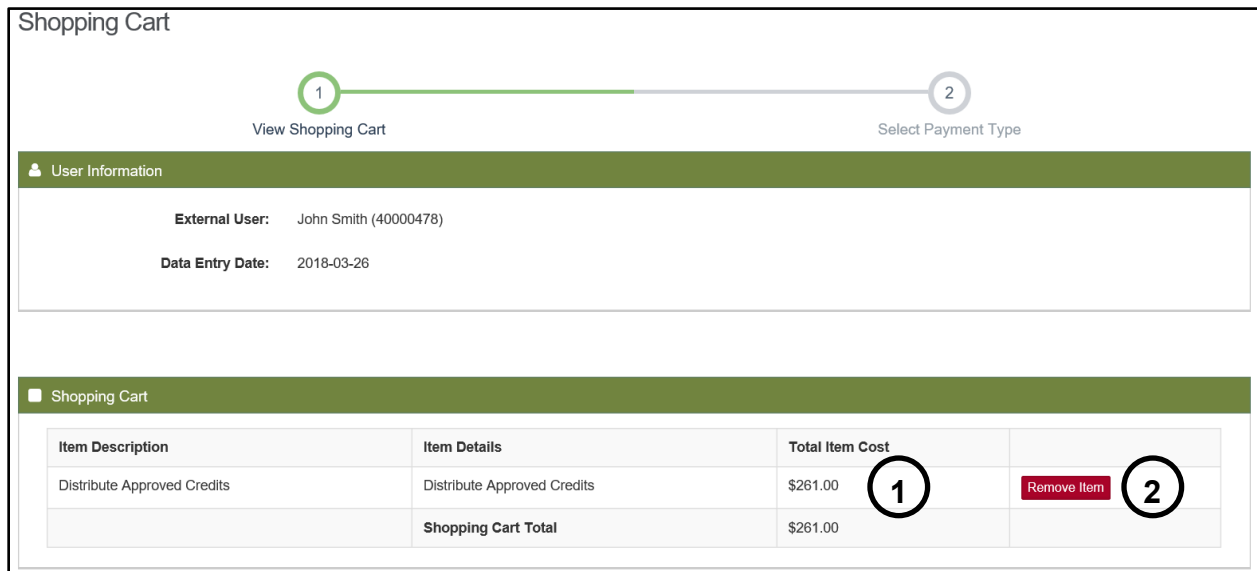If you are not doing a Payment in Place, proceed to the 'Confirmation' section further down.

- Shopping cart

Image 13: Shopping cart summary in MLAS.

- o Review the Total Item Cost (number 1 on Image 13).
- o Click on 'Remove Item' (number 2 on Image 13) if you wish to remove the Payment in Place listed.

Image 14: Navigation buttons in MLAS.

- o Click 'Back' (number 1 on the Image 14) if you wish to go back to the 'Summary' step.
- o Click 'Next' (number 2 on Image 14) to continue your Payment in Place, and move to the 'Select Payment Type' step.

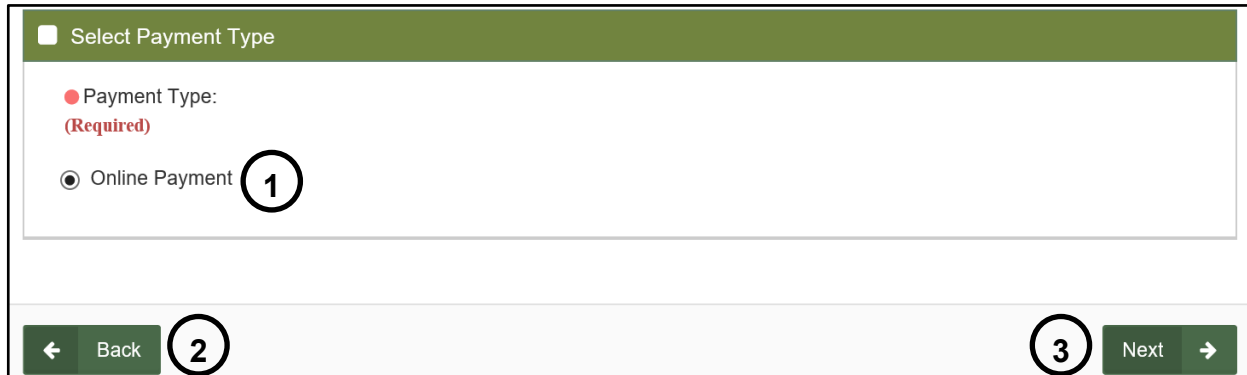## 4.1. Select Payment Type

- Select a Payment Type.

Image 15: Payment type selection for a Payment in Place of assessment work in MLAS.

  - o Select 'Online Payment' (number 1 on Image 15).
- Click 'Back' (number 2 on Image 15) if you wish to go back to the 'View Shopping Cart' step.
- Click 'Next' (number 3 on Image 15) to confirm the Payment in Place and be redirected to make the payment.
  Note: the 'Next' button will appear once you have selected the 'Online Payment' type.

4.2. Make Payment

- Payment Method
  - o The choices are:
    - Credit Cards (Visa, Master Card – number 1 on Image 16).
      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 16)
      - The payment will 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: This payment session will expire in 30 minutes. We recommend having an already established Internet banking account before selecting this payment method.
  - o Click 'Make Payment' (number 3 on Image 16) to proceed with your choice of payment method.

o Click 'Cancel' (number 4 on Image 16) if you wish to cancel the Payment in Place and go back to the 'View Shopping Cart' step.

Image 16: *Payment method selection and navigation buttons for a Payment in Place of assessment work.*

4.3. Payment Receipt

- Review the payment receipt

Thank you for your payment.

To finalize the process you must click the Complete Payment Process button below.

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

Payment Receipt

Transaction Details

Payment To: Mining Act
Total: $261.00 (CAD)
Time: 26-Mar-2018   1:32:36 PM

Payment Method: Interac Online
Bank Name: TestBank1

Session ID: 849160
Authorization Number: TEST
Confirmation Code: CONF#TEST

Note:

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

Complete Payment Process ①

Image 17: Payment Receipt for a Payment in Place of assessment work.

- Select 'Complete Payment Process' (number 1 on Image 17) to be brought back to MLAS and to proceed to the 'Payment Summary' step.

4.4. Payment summary

- Transaction Detail
    - o Review the transaction details.
- Click 'Confirm' (number 1 on Image 18) to proceed to the 'Confirmation Page Index' step.

Image 18: Payment summary after a Payment in Place of assessment work in MLAS.

4.5. Confirmation Page Index

- Confirmation Page Index

Image 19: Confirmation Page Index for a Payment in Place of assessment work in MLAS.

- o Select 'Show Details' (number 1 on Image 19) to move to the 'Confirmation' step.
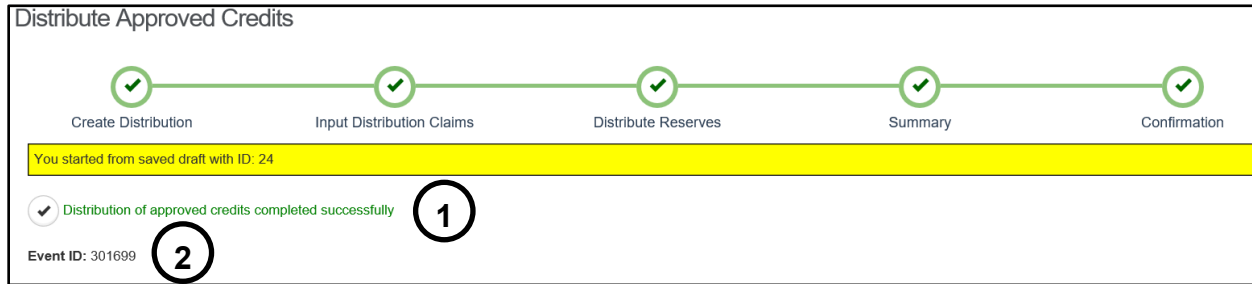
5. Confirmation

Image 20: Confirmation of a Payment in Place of assessment work in MLAS.

- Your Distribution of Approved Credits has been completed successfully (number 1 on Image 20).
- The distribution has been assigned an Event ID (number 2 on Image 20).
- Click on 'Dashboard' at the bottom left of the screen (number 1 on Image 21) to go back to your dashboard where a confirmation notice has been posted.

Item Description	Item Unit	Unit Cost	Quantity	Amount	Taxes	Subtotal Amount
Distribute Approved Credits - Paid in Place Amount	Fee unit per dollar	$1.00	261.00	$261.00	$0.00	$261.00
			Totals	$261.00	$0.00	$261.00

Image 21: Navigation button in MLAS to go back to the Dashboard.