

Directive 2– How to Obtain or Renew a Prospector’s Licence

Date: April 9, 2018

Mandatory Requirements

In order to do business for mining purposes, as per the *Mining Act* and the regulations, claimholders, lessees, patent holders, or prospector licensees must enrol in MLAS and establish a client profile as either an individual or organization. You must also register if you are a land manager or an agent representing a claimholder.

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

Registration

Before enrolment can start, a user must register for an Ontario ONE-key account. Instructions can be found on the ONE-key website www.one-key.gov.on.ca.

Existing claimholders, lessees, patent holders, or prospector licensees have been provided a Client Number.

New clients need to register as an MNDM client in order to enroll in MLAS, which is accessed through the ONE-key website.

Enrolment

A valid email address is required in order to enrol into the Mining Lands Administration System (MLAS).

Enrolment requires a Client Number and PIN in order to complete the MLAS enrolment process. These enrolment credentials are provided by email after registration occurs as an MNDM client in ONE-key.

Process

To obtain a prospector’s licence, you must be enrolled as a client in the MLAS (see Directive 1 on how to enroll in the MLAS) and you must have completed the Mining Act Awareness Program (MAAP) within 60 days before the day you obtain your licence.

After you have enrolled in MLAS, you can log on, you will see your “dashboard”:

- On the dashboard, there will be a notification that you will need to update your MAAP, Click on **Update My MAAP**.


- Alternatively, select **Prospector Licensing** from the left Menu.

The screenshot shows a dashboard with a home icon and the title 'Dashboard'. Below the title is a red header for 'Prospector's Licence Expiry Date'. The main content area shows 'Prospector's Licence Expiry Date: N/A' and a button labeled 'Update my MAAP (Mining Act Awareness Program)' with a right-pointing arrow. Below this is a green header for 'Bulletin Board' with a bell icon. At the bottom right of the dashboard is a button labeled 'View All Notifications'.


- Click on **Apply for Prospector's Licence**.
 - Under Client Profile scroll down to Mining Act Awareness Program and click on Update your MAAP.
- This will bring you to the ministry website. Follow the instruction and read carefully for requirements. When you have completed MAAP, select Finish, and you will be directed back to MLAS.
- **Note:** a unique MAAP number will be generated and will be indicated in your client profile.


- On the Dashboard, there will be a notification under the Bulletin Board, confirming MAAP. Click on confirmation of MAAP update to view details.

Dashboard

 Prospector's Licence Expiry Date

Prospector's Licence Expiry Date: 2023-05-03

Update my MAAP (Mining Act Awareness Program) 

 Bulletin Board

Confirmation of Application for Prospector's Licence (to:Jane Smith) *2 hours, 44 minutes and 6 seconds ago*

Confirmation of MAAP update (to:Jane Smith) *2 hours, 55 minutes and 37 seconds ago*

View All Notifications

- Your Client Profile will also be updated and includes the Date MAAP was completed and MAAP number.

Mining Act Awareness Program (MAAP)

MAAP Completed: Yes

MAAP Completed Date: 2017-12-03


MAAP Expiry Date:

MAAP Number: 9


MAAP Waiver: No

MAAP Waiver Expiry Date:

Waiver Number:

 Back

Click 'Next' to go to the Summary or 'Back' to cancel operation

Next 

To Obtain a New Prospector's Licence

- Select **Prospector Licensing** from the left Menu.
- Click on **Apply for Prospector's Licence**.

The screenshot displays the Mining Lands Administration System interface. The top navigation bar includes the system name, user name 'Carla Jones', and language 'English'. The left sidebar menu is expanded to show 'Prospector Licensing' with sub-items 'Apply for Prospector's Licence' and 'View or Print Prospector's Licence'. A white arrow points to 'Apply for Prospector's Licence'. The main dashboard area shows a 'Dashboard' header, a 'Prospector's Licence Expiry Date' section with the text 'Prospector's Licence Expiry Date: N/A' and an 'Update my MAAP (Mining Act Awareness Program)' button, and a 'Bulletin Board' section with a 'View All Notifications' button.

- Please Review your Profile to ensure your contact information is correct.
 - Click on Update your Client Profile if changes are required.
 - Note: You may need to verify your mailing address before you can proceed.
- Click **Next** to proceed to view your licence eligibility.

- Review Licence Eligibility at the bottom of the screen.

Mining Act Awareness Program (MAAP)

MAAP Completed: Y **MAAP Waiver:**
MAAP Completed Date: 2018-05-03 **MAAP Expiry Date:**
MAAP Number: 4201 **Waiver Number:**
[Update your MAAP](#)

i Licence Eligibility

Eligible For: New Licence

← Back

Click 'Confirm' to go to the Shopping Cart or 'Back' to Review client profile.

Confirm →

- Click **Confirm** to proceed to the Shopping Cart.
- Ensure the correct item is in the shopping cart; click **Remove Item** if it is wrong.
- Click **Back** to make changes; or
- Click **Next** to proceed to make your payment.

Shopping Cart



u User Information

External User: Carla Jones (40000519)

Data Entry Date: 2018-03-23

c Shopping Cart

Item Description	Item Details	Total Item Cost	
Apply for Prospector's Licence	Client Number: 40000519, Licence Type: New, Application Type: N, Expiry Date: 2023-03-23	\$40.00	Remove Item
Shopping Cart Total		\$40.00	

← Back

→ Next

- Select Payment Type.
 - Select Online Payment.
- Click **Next** to proceed with the online payment.
- **Note:** You will be redirected to a third party website called CCPay. Follow those instructions to complete payment.

Order Summary



Details

Payment to: Mining Act


Total: \$200.00 (CAD)

Payment Method

Credit Cards Accepted

Interac® Online



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.

® Trademark of Interac Inc. Used under licence.

- Click **Make Payment**.
- Enter your payment information and click on **Submit Payment**.

- You will receive a 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: \$200.00 (CAD)

Time: 11-Apr-2018 3:06:07 PM

Payment Method: Interac Online

Bank Name: TestBank3

Session ID: 852160

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 inquiries to the Ministry, please refer to the payment Session ID on your payment receipt.*

Complete Payment Process

- Click **Complete Payment Process** to complete transaction.

- The Payment Summary Page will open. Click on **Confirm** to proceed.

Confirmation Page Index

User Information		
External User:		
Data Entry Date:		
Confirmation Page Index		
Event ID	Event Description	View Confirmation
	Apply for Prospector's Licence	Show Details

- At the bottom of the confirmation page, click on Show Details. Scroll down to the link to open up your prospector's licence in PDF. The licence can be downloaded or printed.

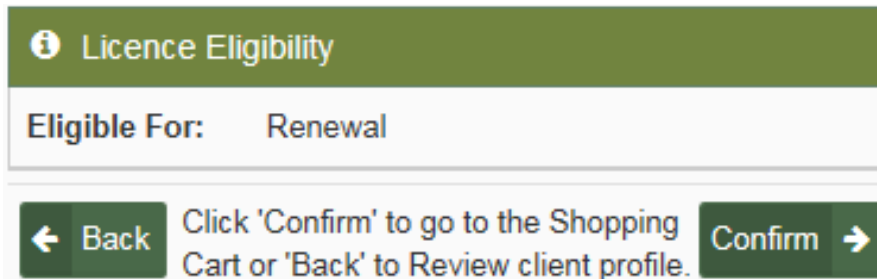
Renewing a Prospector's Licence

- You will be notified electronically through MLAS 60 days before the expiry of your licence to remind you to renew and that you will need to complete MAAP within 60 days before your licence expires.
- Note: it is your responsibility to keep your licence in good standing and renew.
- Select **Prospector Licensing** from the left Menu.
- Click on **Apply for Prospector's Licence**.

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

- Please Review your Profile to ensure your contact information is correct.
 - Click on Update your Client Profile if changes are required.
 - Click on **Update your MAAP**.
 - **Note:** You must complete the Mining Act Awareness Program before you can proceed.
- Click **Next** to proceed to view your licence eligibility.
- Review Licence Eligibility at the bottom of the screen.

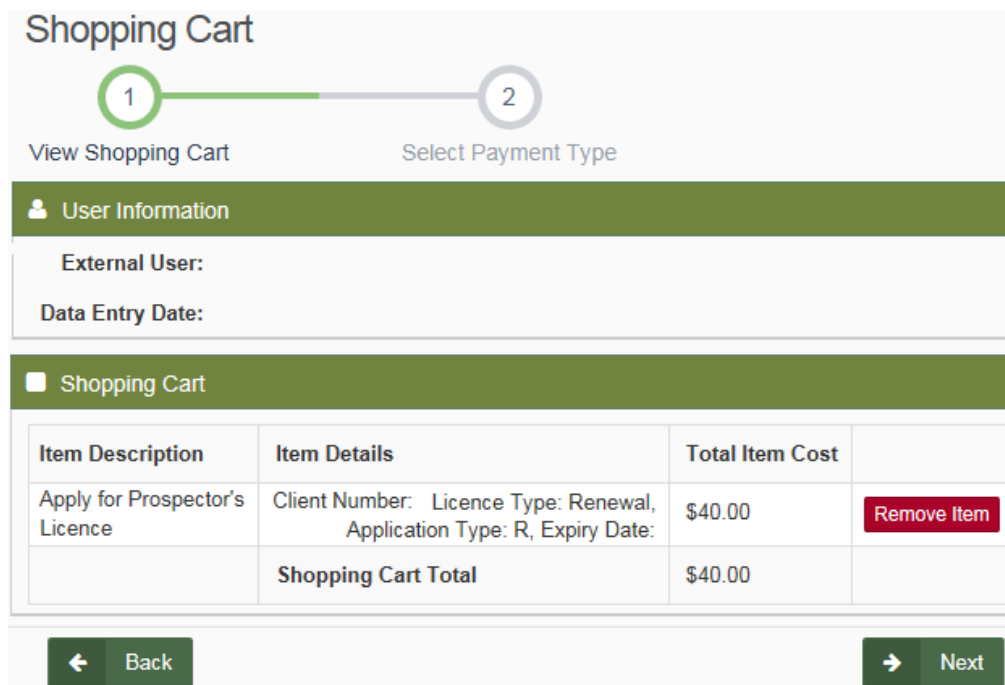


i Licence Eligibility

Eligible For: Renewal

← Back Click 'Confirm' to go to the Shopping Cart or 'Back' to Review client profile. Confirm →

- Click **Back** to return to Application.
- Click **Confirm** to proceed to the Shopping Cart.
- Ensure the correct item is in the shopping cart, click **Remove Item** if it is wrong.
- Click **Back** to make changes; or
- Click **Next** to proceed to make a payment.



Shopping Cart

1 View Shopping Cart 2 Select Payment Type

u User Information

External User:

Data Entry Date:

■ Shopping Cart

Item Description	Item Details	Total Item Cost	
Apply for Prospector's Licence	Client Number: Licence Type: Renewal, Application Type: R, Expiry Date:	\$40.00	Remove Item
	Shopping Cart Total	\$40.00	

← Back Next →

- Select Payment Type.
 - Select Online Payment.
- Click **Next** to proceed with the online payment.
- Note: You will be redirected to a third party website called CCPay. Follow those instructions to complete payment.

Order Summary



Details

Payment to: Mining Act


Total: \$200.00 (CAD)

Payment Method

Credit Cards Accepted

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- Click **Make Payment**.
- Enter your payment information and click on **Submit Payment**.

- You will receive a 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: \$200.00 (CAD)
Time: 11-Apr-2018 3:06:07 PM

Payment Method: Interac Online
Bank Name: TestBank3

Session ID: 852160
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 inquiries to the Ministry, please refer to the payment Session ID on your payment receipt.*

Complete Payment Process

- Click **Complete Payment Process** to complete transaction.

- The Payment Summary Page will open. Click on **Confirm** to proceed with confirmation.

Confirmation Page Index

User Information		
External User:		
Data Entry Date:		
Confirmation Page Index		
Event ID	Event Description	View Confirmation
	Apply for Prospector's Licence	Show Details

- At the bottom of the confirmation page, click on Show Details. Scroll down to the link to open up your prospector's licence in PDF. The licence can be downloaded or printed.