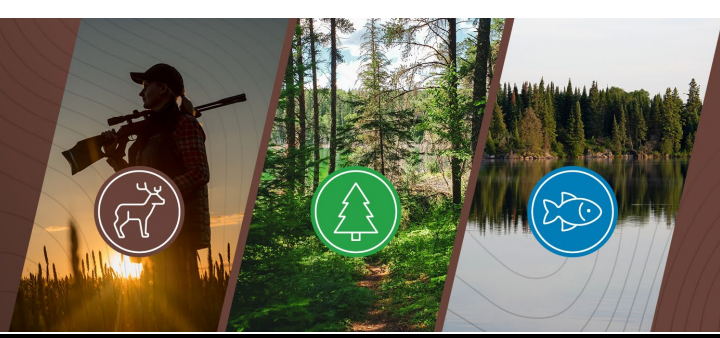
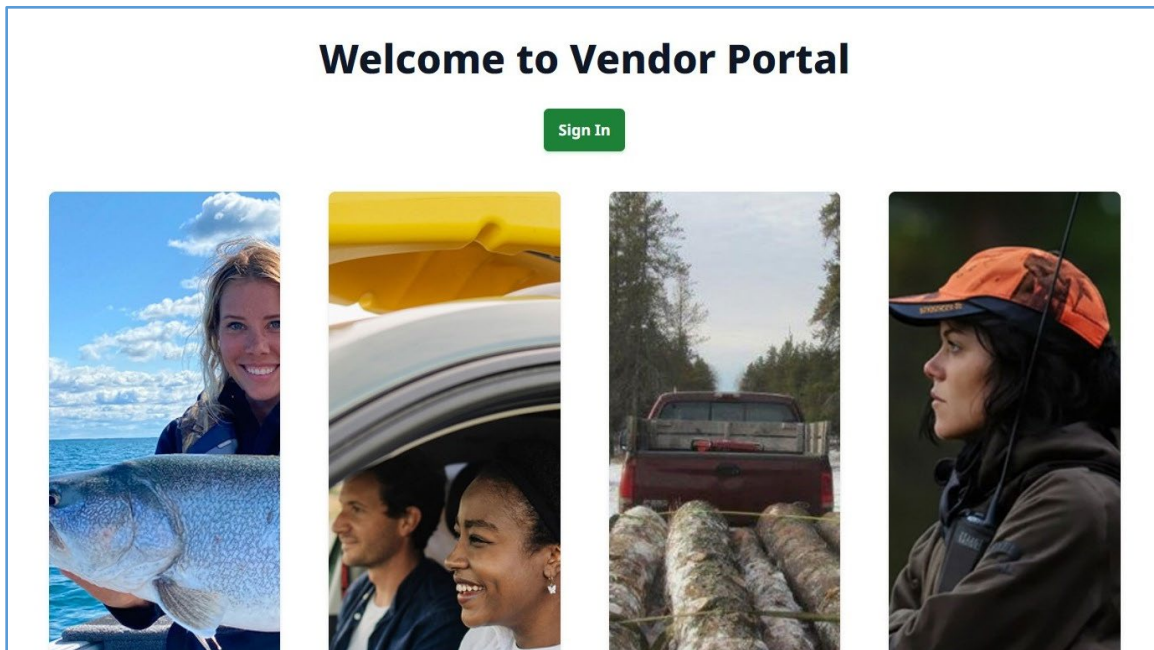


# MANITOBA E-licensing

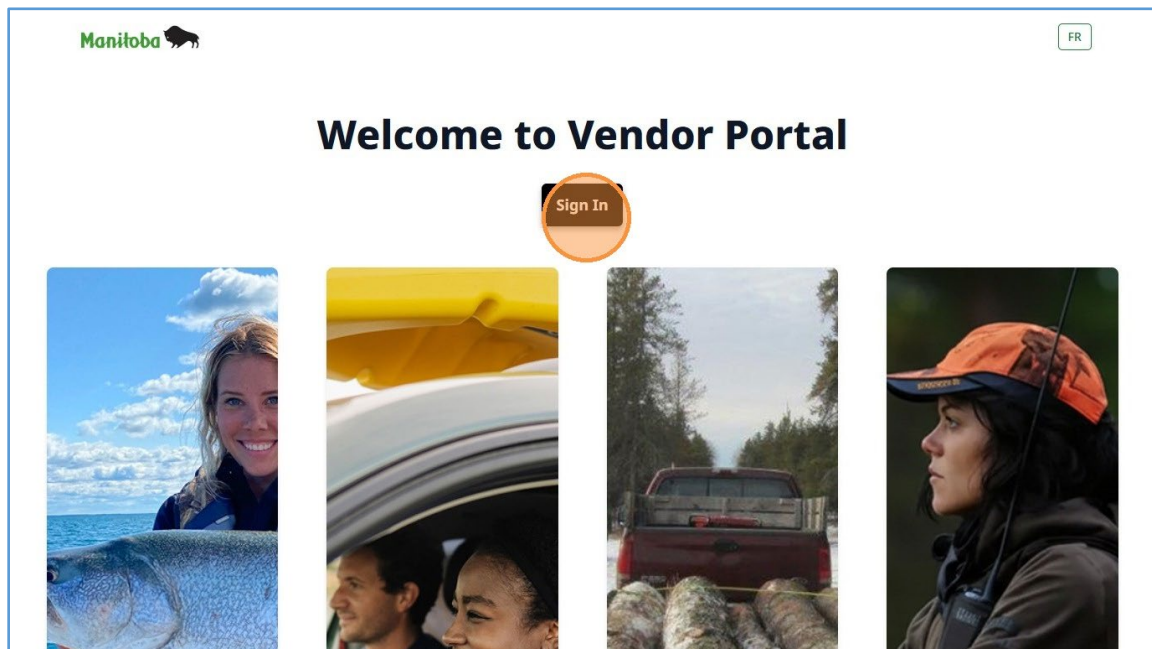


## How to Log In and Navigate the Issuer Portal

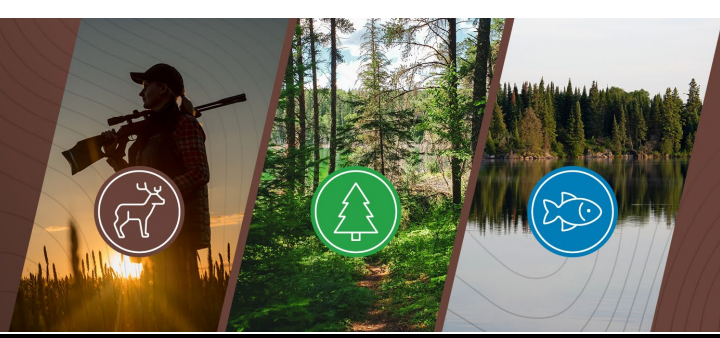
1. Go to [www.manitobaelicensing.ca/vendor](http://www.manitobaelicensing.ca/vendor)



2. Click "Sign In"



# MANITOBA E-licensing



## How to Log In and Navigate the Issuer Portal

3. Enter your email address

Manitoba  
Online licensing system

Sign in

Email, phone, or Skype

Back Next

4. Click "Next"

Manitoba  
Online licensing system

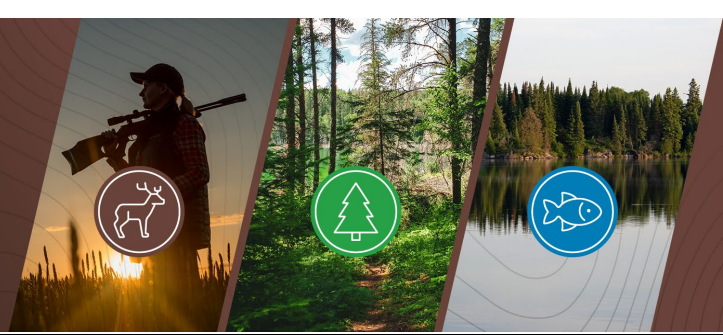
Sign in

anpathak@obsglobal.com

Back Next



# MANITOBA E-licensing



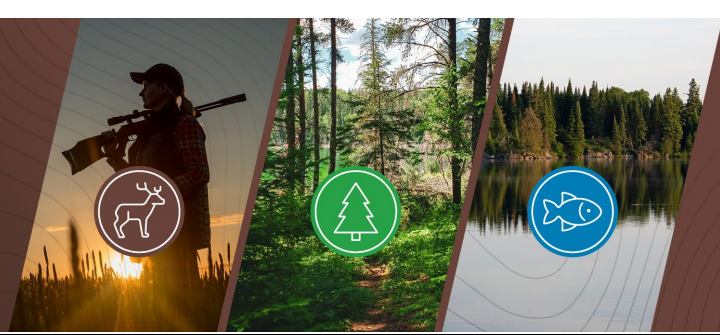
## How to Log In and Navigate the Issuer Portal

5. You will be signed into the issuer portal.

The first time you log into the portal, you will be presented with the Terms of Use: Manitoba Licencing Vendor Portal. Review the terms carefully.

Screenshot of the Manitoba Licencing Vendor Portal Terms of Use page. The page is titled "Terms of Use: Manitoba Licencing Vendor Portal" and is dated "Last Updated: March 2026". The page is divided into three main sections: 1. Acceptance of Terms, 2. Authorized Use &amp; Security, and 3. Data Privacy &amp; Accuracy. The "Authorized Use &amp; Security" section contains three bullet points: "Account Integrity", "Prohibited Actions", and "Reporting". The "Data Privacy &amp; Accuracy" section contains two bullet points: "Information Collection" and "Confidentiality". The page is displayed in a browser window with a "welcome Patrak," message at the top left and a "Licences" button on the left side. An orange circle highlights the text "Any activity performed under your account is deemed to be authorized by the vendor." in the "Account Integrity" bullet point.

# MANITOBA E-licensing

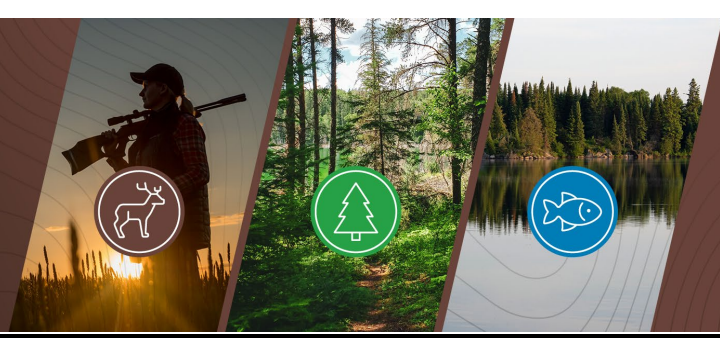


## How to Log In and Navigate the Issuer Portal

6. After reviewing the Terms of Use, click "Accept".

A screenshot of the Vendor Portal Terms of Use page. The page is titled "Vendor Portal" and "Terms of Use - Manitoba eLicensing". It includes a "Last Updated: March 2026" notice and three main sections: "Information Collection", "Confidentiality", and "4. Audit and Compliance". At the bottom, there are "Sign Out" and "Accept" buttons. The page is framed by a blue border, and the background shows a blurred view of the portal interface with "Licences" and "Waterlevel Draws" visible on the left and right sides respectively.

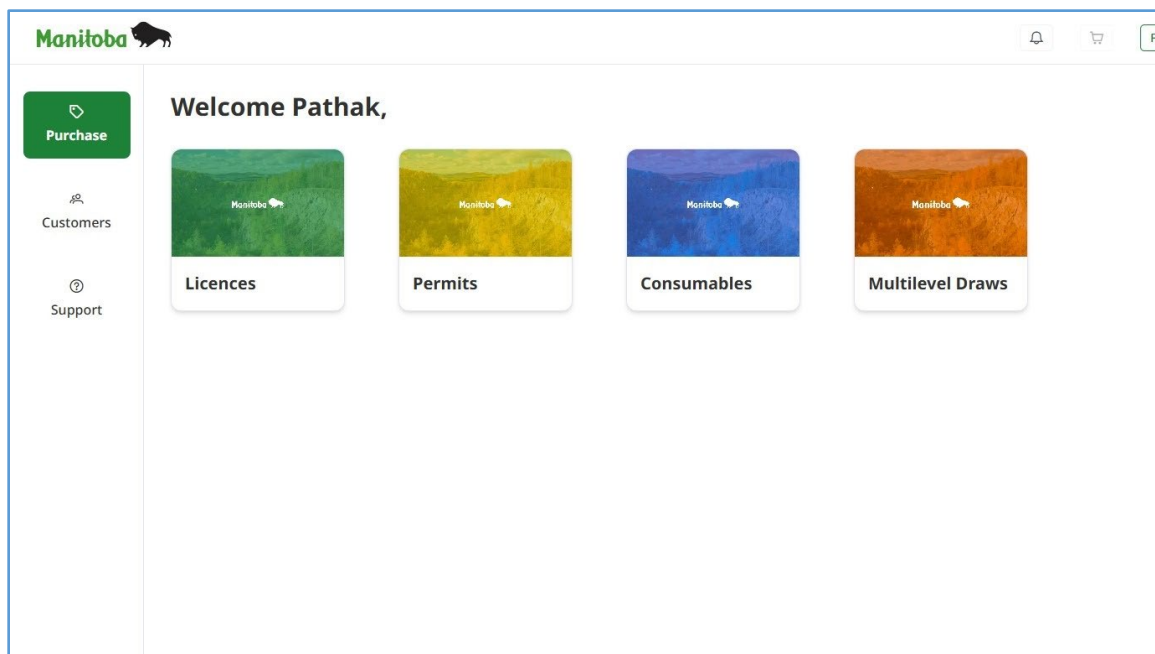
# MANITOBA E-licensing



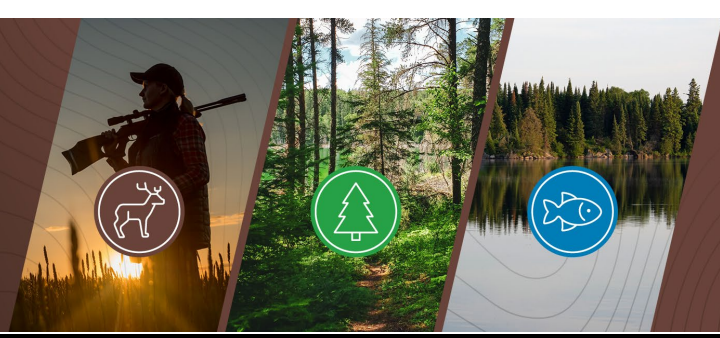
## How to Log In and Navigate the Issuer Portal

**Note:** The Terms of Use will only be presented the first time you sign into the portal. This step will not be repeated for future logins.

7. The "Home" screen is displayed. From here, you can either sell an eligible product to the customer or search for a customer to view their profile and account details.

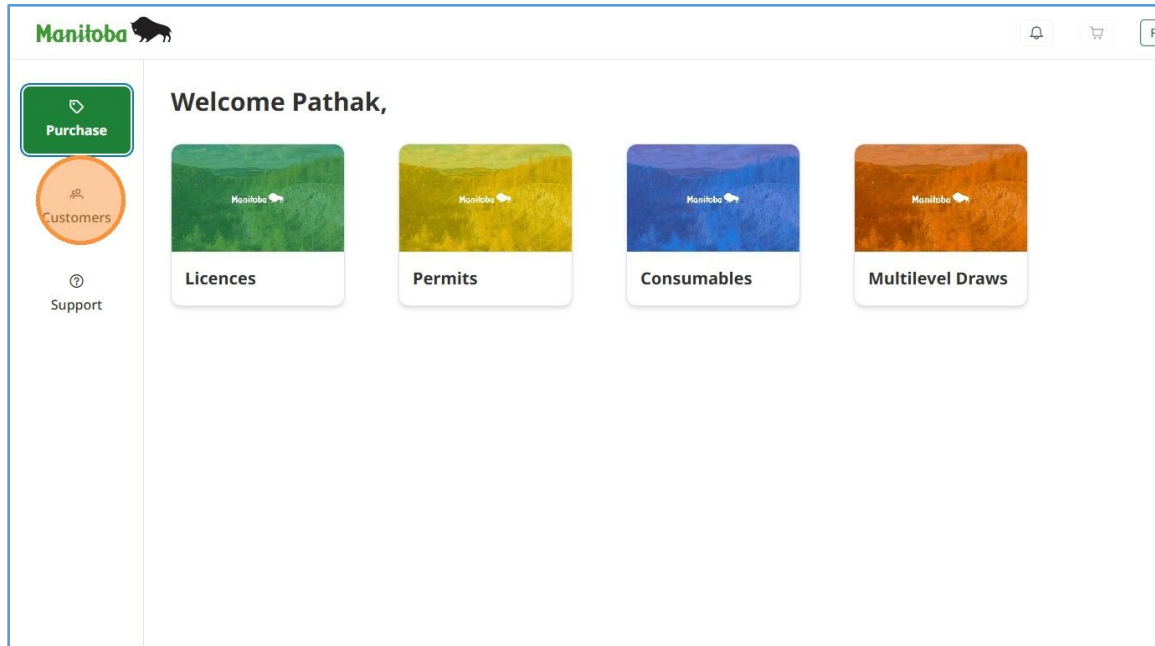


# MANITOBA E-licensing



## How to Log In and Navigate the Issuer Portal

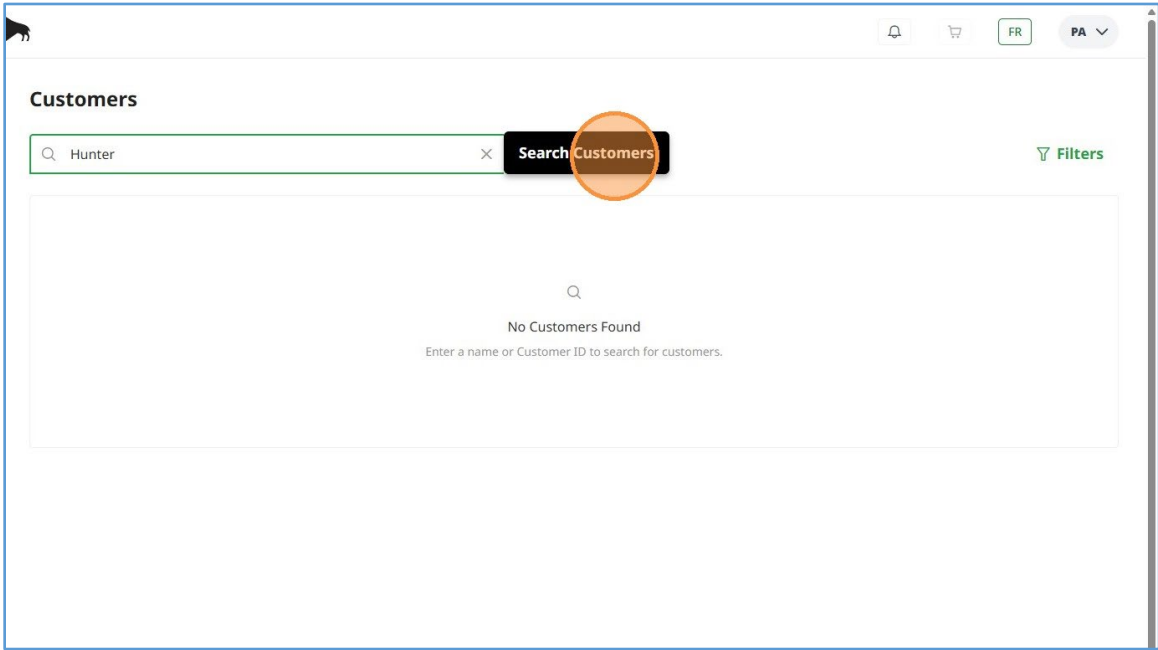
- For existing customers, it is recommended to always start by searching for their profile. Click "Customers".



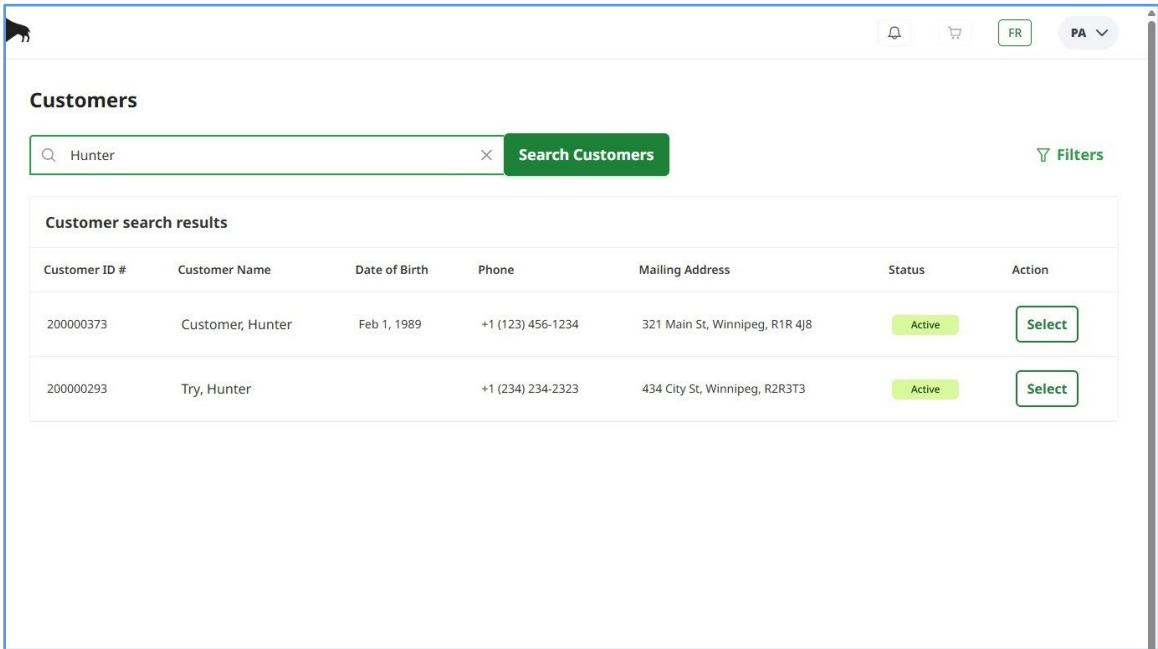


# How to Log In and Navigate the Issuer Portal

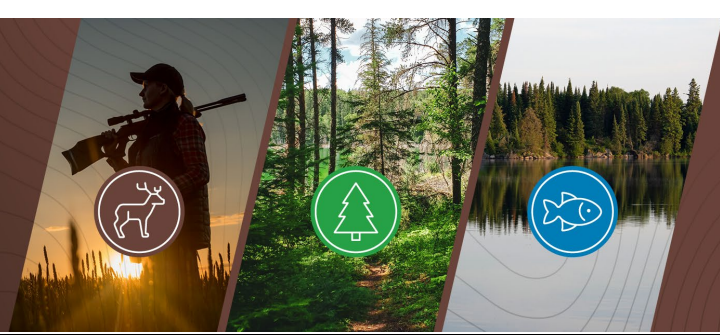
9. Enter the customer name, click "Search Customers".



10. All matching results are displayed.



# MANITOBA E-licensing



## How to Log In and Navigate the Issuer Portal

11. To narrow down your search results, you may use filters to add additional details when searching for the customer.

Click "Filters".

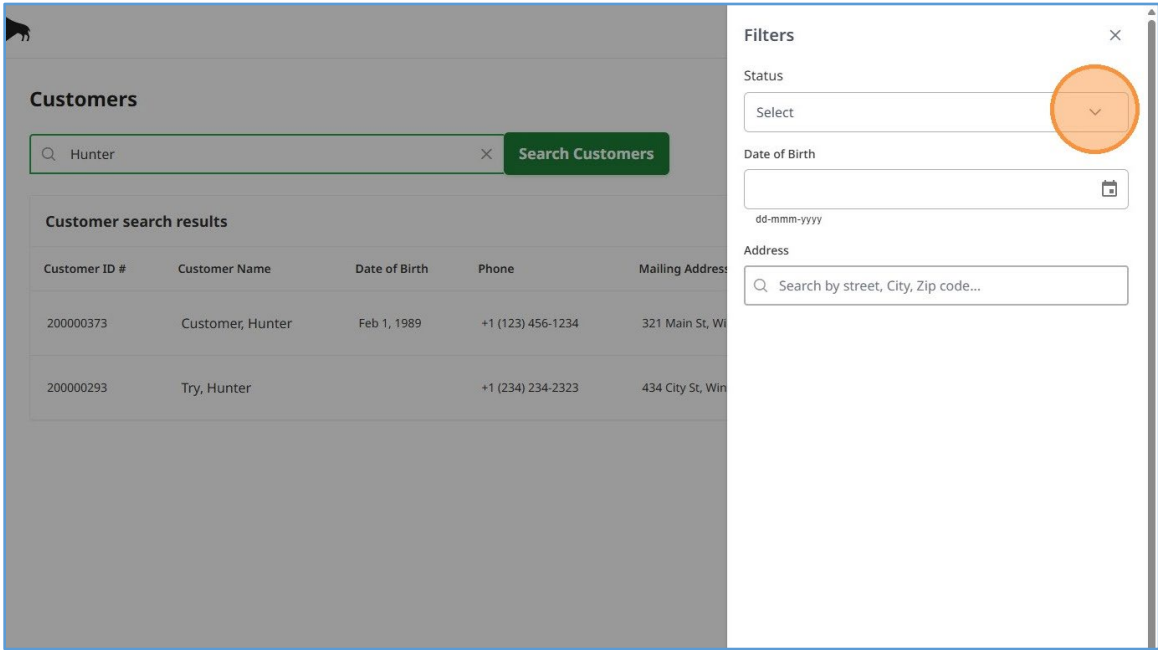
The screenshot shows the 'Customers' section of the Issuer Portal. At the top, there is a search bar with the text 'Hunter' and a 'Search Customers' button. To the right of the search bar is a 'Filters' button, which is highlighted with an orange circle. Below the search bar, the 'Customer search results' are displayed in a table. The table has columns for Customer ID #, Customer Name, Date of Birth, Phone, Mailing Address, Status, and Action. Two results are shown, both with 'Active' status and a 'Select' button.

Customer ID #	Customer Name	Date of Birth	Phone	Mailing Address	Status	Action
200000373	Customer, Hunter	Feb 1, 1989	+1 (123) 456-1234	321 Main St, Winnipeg, R1R 4J8	Active	Select
200000293	Try, Hunter		+1 (234) 234-2323	434 City St, Winnipeg, R2R3T3	Active	Select

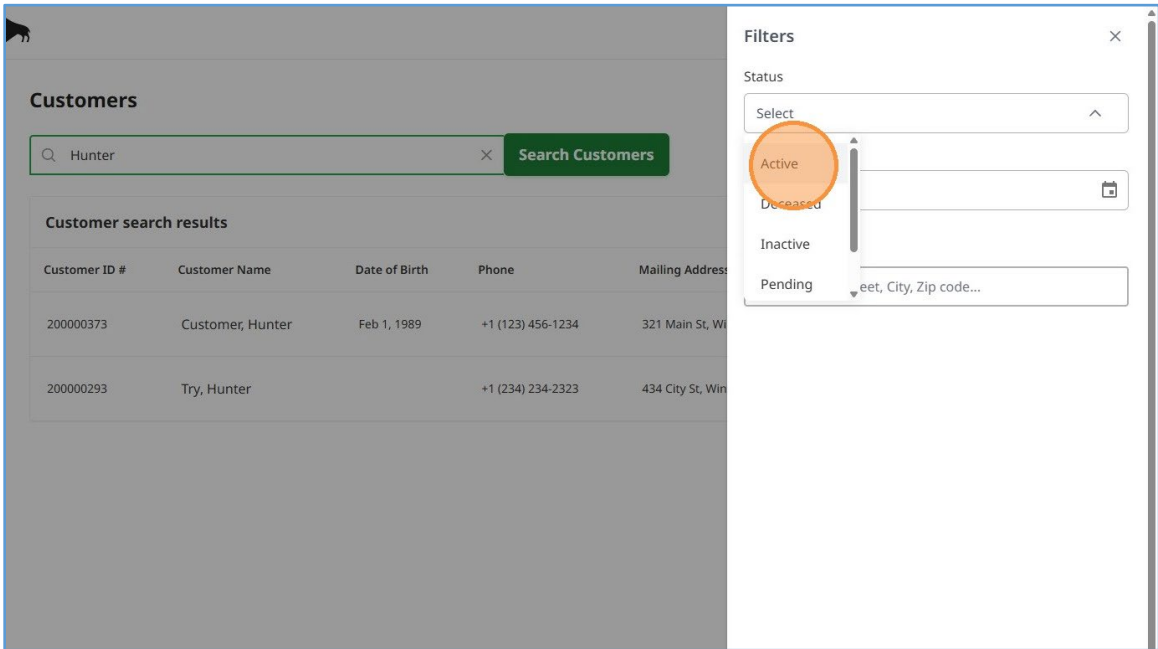


# How to Log In and Navigate the Issuer Portal

12. The filters dialog box is displayed. Select the "Status" field.



13. Click "Active"





# How to Log In and Navigate the Issuer Portal

14. To select the Date of Birth, click the calendar icon.

A screenshot of a web application interface. On the left, a "Customers" section has a search bar with "Hunter" and a "Search Customers" button. Below it is a table of "Customer search results" with columns for Customer ID #, Customer Name, Date of Birth, Phone, and Mailing Address. On the right, a "Filters" sidebar is open. The "Date of Birth" field is highlighted with an orange circle, and a calendar icon is also circled in orange.

15. Select the Date of Birth from the Calendar.

A screenshot of the same web application interface as above. The "Date of Birth" field in the "Filters" sidebar is now open, showing a calendar for February 2026. The date "26" is selected and circled in orange. The rest of the interface remains the same.





# How to Log In and Navigate the Issuer Portal

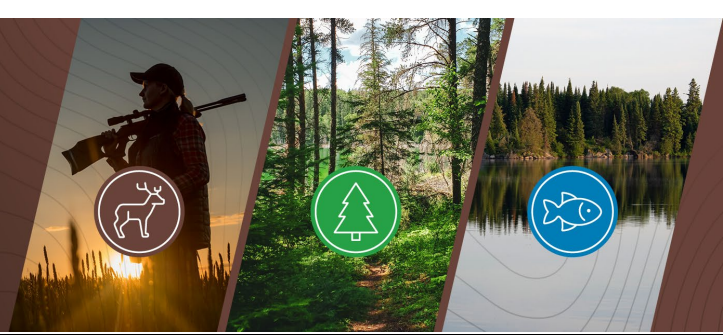
16. Click the address field.

A screenshot of a web application interface for searching customers. The main area shows a search bar with "Hunter" entered and a "Search Customers" button. Below is a table of search results. A "Filters" sidebar is open on the right, showing filters for Status (Active), Date of Birth (01-Feb-1989), and Address (Search by street, City, Zip code...).

Customer ID #	Customer Name	Date of Birth	Phone	Mailing Address
200000373	Customer, Hunter	Feb 1, 1989	+1 (123) 456-1234	321 Main St, Win
200000293	Try, Hunter		+1 (234) 234-2323	434 City St, Win



# MANITOBA E-licensing



## How to Log In and Navigate the Issuer Portal

17. Enter an Address for the customer to further narrow down the search results.  
Click "Apply Filters"

Customer search results

Customer ID #	Customer Name	Date of Birth	Phone	Mailing Address
200000373	Customer, Hunter	Feb 1, 1989	+1 (123) 456-1234	321 Main St, Win
200000293	Try, Hunter		+1 (234) 234-2323	434 City St, Win

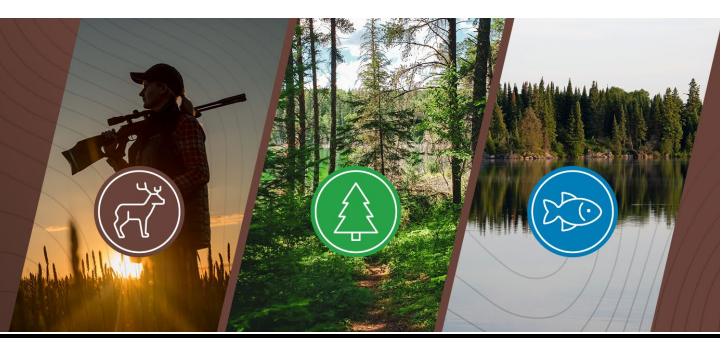
Date of Birth: 01-Feb-1989  
dd-mmm-yyyy

Address: Search by street, City, Zip code...

Reset Apply Filters



# MANITOBA E-licensing



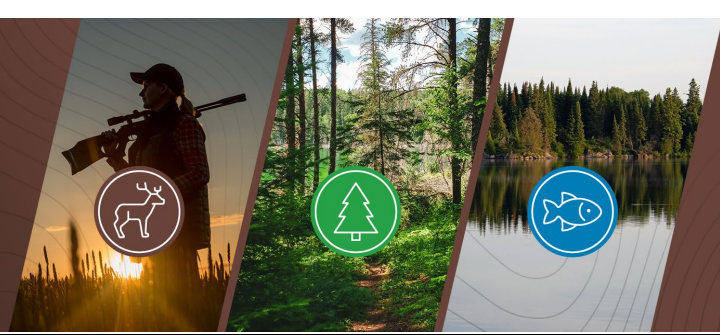
## How to Log In and Navigate the Issuer Portal

18. Customer search results are displayed.  
Verify details with the customer, then click "Select".

The screenshot shows the 'Customers' section of the Issuer Portal. A search bar contains the text 'Hunter' and a 'Search Customers' button. Below the search bar, there are filters for 'Status: Active' and 'Date of Birth: 1989-02-01'. The search results are displayed in a table with the following columns: Customer ID #, Customer Name, Date of Birth, Phone, Mailing Address, Status, and Action. The table contains one row of results for a customer named 'Customer, Hunter' with a phone number of '+1 (204) 456-1234' and a mailing address of '321 Main St, Winnipeg, R1R 4J8'. The status is 'Active' and there is a 'Select' button in the Action column. An orange circle highlights the phone number in the original image.

Customer ID #	Customer Name	Date of Birth	Phone	Mailing Address	Status	Action
200000373	Customer, Hunter	Feb 1, 1989	+1 (204) 456-1234	321 Main St, Winnipeg, R1R 4J8	Active	Select

# MANITOBA E-licensing



## How to Log In and Navigate the Issuer Portal

19. Customer details are displayed. You may review and edit these details with the customer, as required.

The screenshot shows the 'Customer, Hunter' details page. The page has a header with a bison logo, a notification bell, a shopping cart, and user information (FR, PA). The main content area is titled 'Customer, Hunter' and contains three sections: Summary, Contact Details, and Mailing Address. Each section has an 'Edit' button.

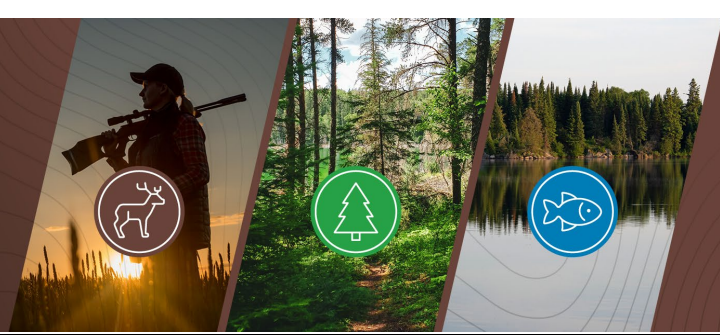
Summary				Edit
Customer ID	First Name	Middle Name	Last Name	
200000373	Hunter	-	Customer	
Date of Birth	Residency Status	Status		
Feb 1, 1989	MB Resident	Active		

**Customer Details** | Products | Orders | Draws

Contact Details			Edit
Email	Primary Phone Number	Alternate Phone Number	
-	(123) 456-1234	-	

Mailing Address				Edit
Street Address	City	Province/State	Country	
321 Main St	Winnipeg	Manitoba	Canada	
Postal/ZIP				

# MANITOBA E-licensing



## How to Log In and Navigate the Issuer Portal

**Note:** Always note down the Customer ID. It will be helpful when you sell the customer a new product or if you have to search for the customer again.

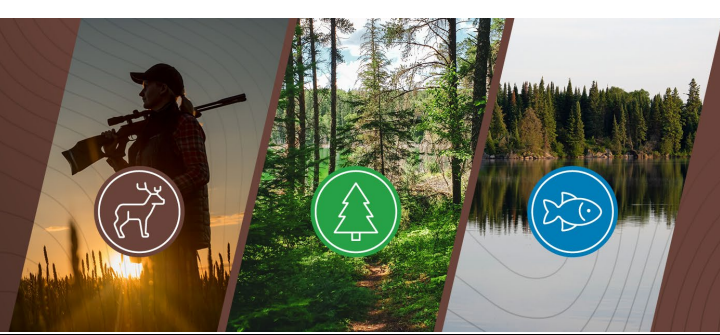
20. Scroll down to review and edit additional details.

Street Address 321 Main St Postal/ZIP R1R 4J8	City Winnipeg	Province/State Manitoba	Country Canada
<b>Physical Description</b> <span>Edit</span>			
Gender Male	Eye Colour Brown	Hair Colour Black	Height 5'11" / 180 cm
<b>Status Identification</b> <span>Edit</span>			
Recognized Status -	Status Number -		
<b>Education</b> <span>Edit</span>			
<b>Hunter</b>			
Hunter Education Number -	Country -	Province/State -	
<b>Trapper</b>			
Trapper Education Number -	Country -	Province/State -	

**Note:** Customer details are recorded only on an 'as required' basis for each product. Unless the customer specifically requests a detail to be added, for example: Hunter Education details, do not add these details on your own.



# MANITOBA E-licensing



## How to Log In and Navigate the Issuer Portal

Any time a customer wishes to purchase a specific product, the system will run a check for missing details before the product is sold.

21. To view available products for the customer to purchase, Click "Purchase".

The screenshot shows the Manitoba E-licensing Issuer Portal for a customer named Hunter. The page is titled "Customer, Hunter" and features a sidebar with a "Purchase" button and a "Customers" button. The main content area displays the customer's summary, contact details, and mailing address.

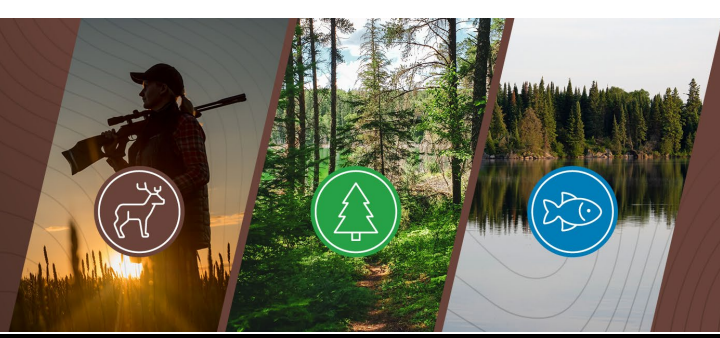
Summary			
Customer ID	First Name	Middle Name	Last Name
200000373	Hunter	-	Customer
Date of Birth	Residency Status	Status	
Feb 1, 1989	MB Resident	Active	

**Customer Details** | Products | Orders | Draws

Contact Details		
Email	Primary Phone Number	Alternate Phone Number
-	(123) 456-1234	-

Mailing Address			
Street Address	City	Province/State	Country
321 Main St	Winnipeg	Manitoba	Canada
Postal/ZIP			
R4B 1A8			

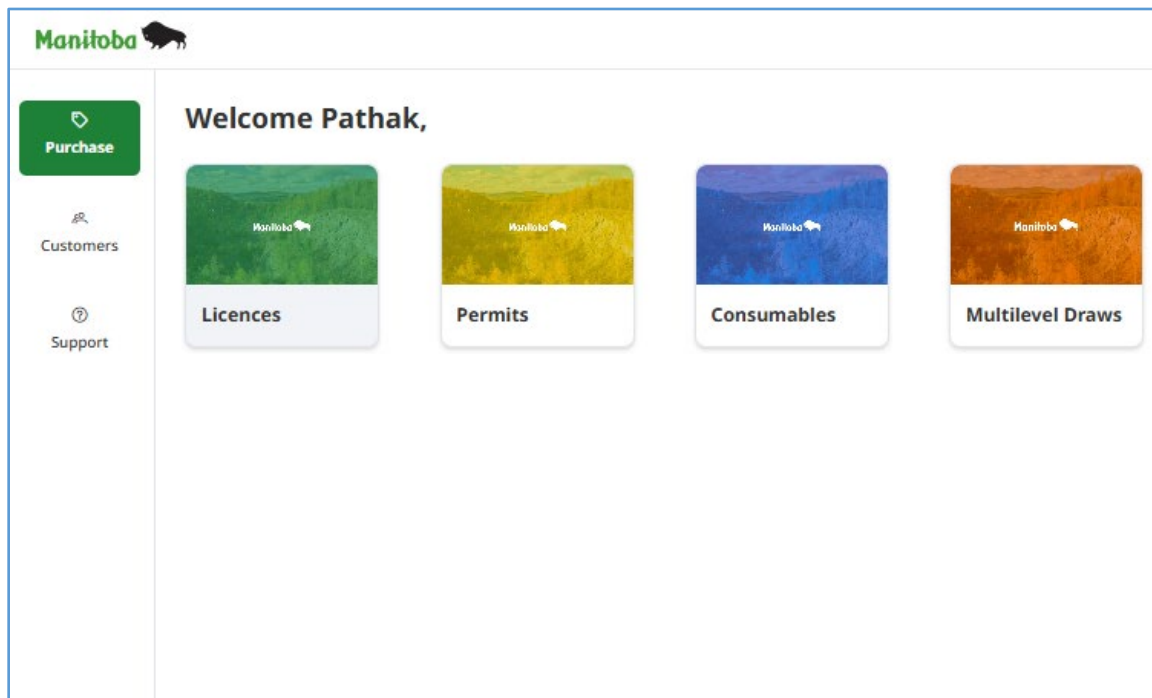
# MANITOBA E-licensing



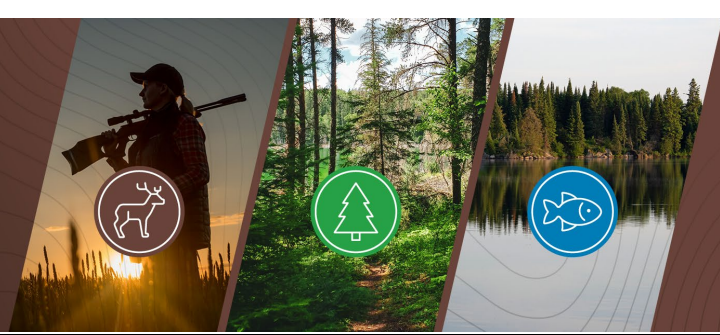
## How to Log In and Navigate the Issuer Portal

**Note:** You may also directly start selling a product to a customer without first searching for their profile.

22. Click "Purchase". Then select the product to be sold.



# MANITOBA E-licensing



## How to Log In and Navigate the Issuer Portal

23. Enter the Customer ID you noted previously and click "Search"

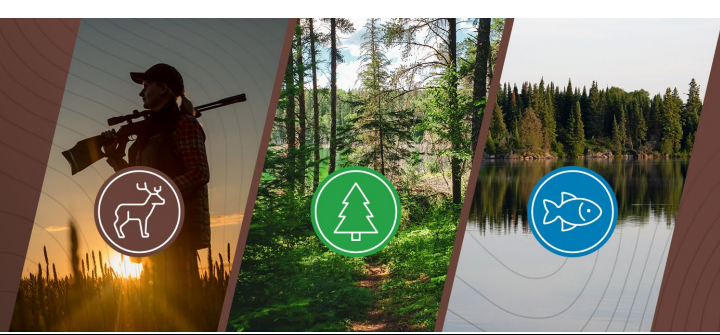
The screenshot shows the 'Licences - Identify Customer' page. At the top, there is a progress bar with four steps: 1 Identify Customer (active), 2 Confirm Customer, 3 Add Items to Cart, and 4 Review & Print. Below the progress bar, there are three options: A Search the Customer (selected), B Advanced Customer Search, and C Proceed as New Customer. The main form area has the heading 'Enter One of the Following' and three input fields: Email Address (with placeholder 'abcd@email.com'), Phone Number (with placeholder '(e.g., 204-555-1234)'), and Customer ID (with value '20000373' and a clear button 'X'). Below the input fields, there is a checkbox labeled 'No existing profile (customer is new, no information, or no match found)'. A green 'Search' button is located at the bottom right of the form area.

24. Search results are displayed. Confirm it is the correct customer, then click "Select".

The screenshot shows the search results page. At the top, there is a progress bar with three steps: A Search the Customer (active), B Advanced Customer Search, and C Proceed as New Customer. The main form area has the heading 'Enter One of the Following' and three input fields: Email Address (with placeholder 'abcd@email.com'), Phone Number (with placeholder '(e.g., 204-555-1234)'), and Customer ID (with value '20000373' and a clear button 'X'). Below the input fields, there is a checkbox labeled 'No existing profile (customer is new, no information, or no match found)'. A green 'Search' button is located at the bottom right of the form area. Below the form area, there is a 'Search Results' section with a table. The table has six columns: Customer ID, Email, Phone Number, First Name, Last Name, and Action. The table contains one row with the following data: Customer ID: 20000373, Email: (blank), Phone Number: 1234561234, First Name: Hunter, Last Name: Customer, and Action: Select (highlighted with a red circle).

Customer ID	Email	Phone Number	First Name	Last Name	Action
20000373		1234561234	Hunter	Customer	Select

# MANITOBA E-licensing



## How to Log In and Navigate the Issuer Portal

25. Confirm customer address and phone number and update if required.

ort

**A Check / Update Details** **B Confirm Residency**

**Customer Information**

Customer ID	Email Address	
200000373		
First Name	Middle Name	Last Name
Hunter	-	Customer

**Customer Address and Phone**

Primary Phone Number	Alternate Phone Number	
1234561234	-	
Street Address	City/Town	
321 Main St	Winnipeg	
Province/State	Postal/Zip	Country
Manitoba	R1R 4J8	Canada

[Update](#)

[Continue to Confirm Residency](#)

26. Click "Continue to Confirm Residency"

**A Check / Update Details** **B Confirm Residency**

**Customer Information**

Customer ID	Email Address	
200000373		
First Name	Middle Name	Last Name
Hunter	-	Customer

**Customer Address and Phone**

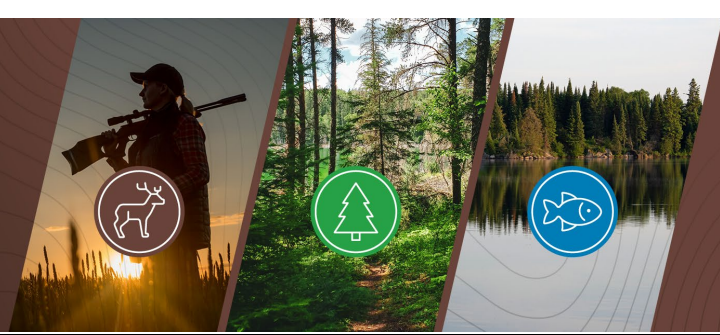
Primary Phone Number	Alternate Phone Number	
1234561234	-	
Street Address	City/Town	
321 Main St	Winnipeg	
Province/State	Postal/Zip	Country
Manitoba	R1R 4J8	Canada

[Update](#)

[Continue to Confirm Residency](#)



# MANITOBA E-licensing



## How to Log In and Navigate the Issuer Portal

27. Check with the customer if their residency status is still valid, then click the residency confirmation check box.

Support

### Confirm Residency

**Manitoba Resident**

Means a person whose primary residence is in Manitoba and who has lived in Manitoba for at least six consecutive months during the 12-month period immediately before the person applies for a licence or permit.

**Canadian Resident**

Means a person, other than a Manitoba resident, who is:

- A Canadian citizen,
- A permanent resident within the meaning of the Immigration and Refugee Protection Act (Canada), or;
- A person whose primary residence is in Canada and who has lived in Canada for at least six consecutive months during the 12-month period immediately before the person applies for a licence or permit.

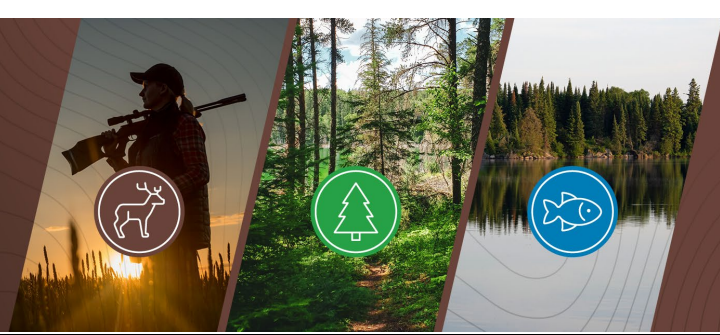
**Non-Canadian Resident**

Means a person who is not a Manitoba resident or a Canadian resident.

Customer has confirmed their residency type. Proof of residency will be required if requested by Enforcement.

Continue to add Items

# MANITOBA E-licensing



## How to Log In and Navigate the Issuer Portal

28. Click "Continue to add items to cart"

### Confirm Residency

**Manitoba Resident**  
Means a person whose primary residence is in Manitoba and who has lived in Manitoba for at least six consecutive months during the 12-month period immediately before the person applies for a licence or permit.

**Canadian Resident**  
Means a person, other than a Manitoba resident, who is:

- A Canadian citizen,
- A permanent resident within the meaning of the Immigration and Refugee Protection Act (Canada), or;
- A person whose primary residence is in Canada and who has lived in Canada for at least six consecutive months during the 12-month period immediately before the person applies for a licence or permit.

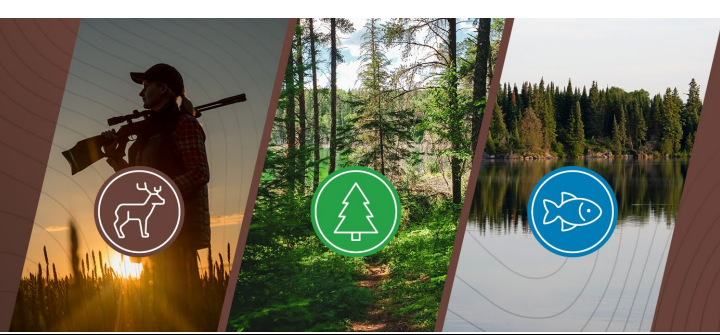
**Non-Canadian Resident**  
Means a person who is not a Manitoba resident or a Canadian resident.

Customer has confirmed their residency type. Proof of residency will be required if requested by Enforcement.

[Continue to add Items to Cart](#)



# MANITOBA E-licensing



## How to Log In and Navigate the Issuer Portal

29. All products that the customer is eligible to purchase are displayed.  
Click the required product category to view available products.

← Add Items to Cart for Hunter Customer

Angling    Hunting    Trapping    Forestry    Park Permits    Game Tags    Multi-Level Draws

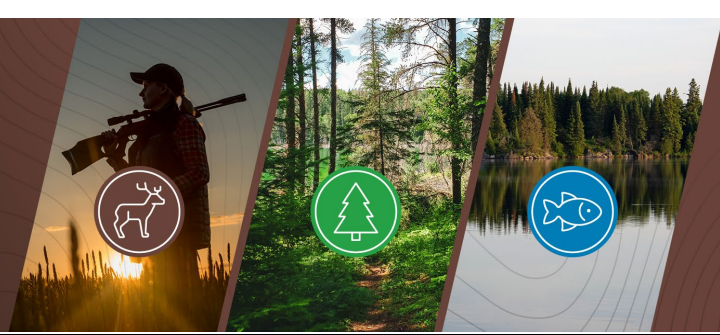
Licence Year: 2025  
**Manitoba Resident Annual Angling**  
Please refer to the Manitoba Anglers' Guide for information o... ⓘ  
\$27.60    [Select](#)

Licence Year: 2026  
**Manitoba Resident Annual Angling**  
Please refer to the Manitoba Anglers' Guide for information o... ⓘ  
\$27.60    [Select](#)

Licence Year: 2025  
**Manitoba Resident One-Day Angling**  
Please refer to the Manitoba Anglers' Guide for information o... ⓘ  
\$12.90    [Select](#)

Licence Year: 2026  
**Manitoba Resident One-Day Angling**  
Please refer to the Manitoba Anglers' Guide for information o... ⓘ

# MANITOBA E-licensing



## How to Log In and Navigate the Issuer Portal

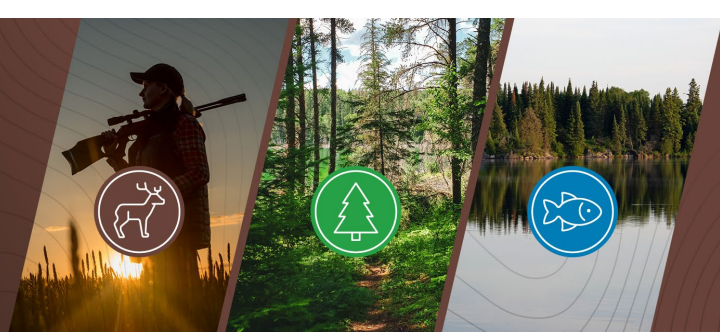
**Note:** Product availability is dependent on both the customer eligibility and the dates when the product is made available for purchase.

30. Click "Hunting". The available hunting products are displayed.

A screenshot of the Manitoba E-licensing portal. The page title is "Add Items to Cart for Hunter Customer". The navigation menu includes "Angling", "Hunting" (selected), "Trapping", "Forestry", "Park Permits", "Game Tags", and "Multi-Level Dr". Under "Hunting", there are two sub-categories: "Big Game" (selected) and "Game Bird". The main content area displays six hunting products in a grid. Each product card shows the licence year, the product name, a brief description, the price, and a "Select" button. The products are: Resident Black Bear (2025, \$40.75), Resident Caribou - GHA 2 (2025, \$56.75), Resident Caribou - GHA 2 (2026, \$56.75), Resident Caribou - GHA 3 (2025, \$56.75), Resident Caribou - GHA 3 (2026, \$56.75), and Resident Caribou (First) - GHA1 FALL (2026, \$56.75).

Product Name	Licence Year	Price	Availability
Resident Black Bear	2025	\$40.75	Valid in both spring and fall...
Resident Caribou - GHA 2	2025	\$56.75	There are a total of 120 Resident GHA 2 Licences available.
Resident Caribou - GHA 2	2026	\$56.75	There are a total of 120 Resident GHA 2 Licences available.
Resident Caribou - GHA 3	2025	\$56.75	There are a total of 75 Resident
Resident Caribou - GHA 3	2026	\$56.75	There are a total of 75 Resident
Resident Caribou (First) - GHA1 FALL	2026	\$56.75	There are a total of 350 Resident

# MANITOBA E-licensing



## How to Log In and Navigate the Issuer Portal

31. Similarly, you may select any other product that the customer wishes to purchase.

The screenshot shows the Manitoba E-licensing portal interface. The top navigation bar includes the Manitoba logo, a notification bell, a shopping cart, and a currency selector (FR). Below the navigation bar, a progress indicator shows four steps: 1. Identify Customer, 2. Confirm Customer, 3. Add Items to Cart (active), and 4. Review. The main content area is titled 'Add Items to Cart for Hunter Customer'. It features a horizontal menu with tabs for Angling, Hunting (selected), Trapping, Forestry, Park Permits, Game Tags, and Multi-Level Dr. Under the 'Hunting' tab, there are two sub-tabs: 'Big Game' (selected) and 'Game Bird' (highlighted with an orange circle). Below the sub-tabs, three license options are displayed:

License Name	Licence Year	Price	Action
Resident Black Bear	2025	\$40.75	Select
Resident Caribou - GHA 2	2025	\$56.75	Select
Resident Caribou - GHA 2	2026	\$56.75	Select

If you have any further questions, please email [elicensing@gov.mb.ca](mailto:elicensing@gov.mb.ca)