Mines Branch

Creating Individual Profile in iMaQs

If you have had any previous dealings with the Mines Branch or have held any type of Mining or Quarry disposition, you may already have an iMaQs account. Please contact mines_br@gov.mb.ca with your name and/or company name, address, and disposition number. Please do not create another account.





- If your company previously held or is currently holding mining or quarry dispositions, or has a prospecting license, you do not have to create a business profile.
- If you are creating an "Individual Profile" do not forget to complete the iMaQs certification step and note your ID number which begins with "25 * * *"

Step 1: Go to <u>https://web33.gov.mb.ca/imaqs/</u> The **Integrated Mining and Quarrying System** homepage will appear.



Step 2: Click on *MaQs* to launch the Login screen.

Step 3: Click New Users to begin creating your login information.



ançais		Manitoba
vernment o	Manitoba Login	
are aiready regist	red, please login here	
Username:		
Password		

Step 4: Complete all requested information.

- Mandatory field: Enter username (Username must be between 4 and 40 characters, start with a letter and may only contain letters, numbers and underscores.). Click "Check Availability"
- Mandatory field: Enter email address
- Mandatory field: Enter password
- Mandatory field: Confirm password
- Mandatory field: Select a security question or create your own question
- Mandatory field: Enter answer to security question
- Mandatory field: Enter Word verification (If the characters are not clear, click ())

Step 5: Click the Create Login icon.

CREATING INDIVIDUAL PROFILE

Create Login

A Manitoba government login is created for you when you enter a username, email address and password.

Usernames must start with a letter, must be between 4 and 40 characters and may contain letters, numbers and underscores (_).

Passwords are required to be a minimum of 8 characters in length. Your password must contain at least 3 of the following types of characters:

 capital letters (ABCDZ) lower-case letters (abcdZ) numbers any of these characters: ! @ Password cannot contain us 	<pre>#\$%^&*()+=?/\{}[]:;"" > Your password must contain at least 3 of the following types of characters</pre>
Create your login)
Username:	manitobaquarry
	Check availability manitobaquarry is available!
Email:	manitoba.quarry@quarry.com
Password:	••••••
Confirmation Password:	••••••
Security Question:	What was your dream job as a child?
Answer:	Geologist
	EWP9E O
	Word Verification: Type the characters as shown above.
	EWP9E ×
	Create Login Return



Step 6: Under Select Profile, click Next.



Step 7: Click Edit to complete the My Profile information.

Français		Mani	toba 🐆
AccessManitoba			Printer Friendly
AccessManitoba			Welcome![Log Off]
My AccessManitoba Services for an Individual	My AccessManitoba Use this page to tell us more about you and your	businesses. This information helps you get the most from our s	ervices.
Services for a Business	Your profile is not yet com	plete. Click the Edit button under My Profile to complete it now	
Help Contact Us	My Profile		
		Primary telephone: Secondary telephone: Fax: E-mail: pink05@test.com	Edit
	My Business Profile		v v
	You have not added any businesses - click the bu	tton below to add a business now.	
	Add a Business to my Profile		
	If you wish to associate yourself with an existing b to remove a business from your profile then <u>Cont</u>	usiness, if you are unsure your business exists in AccessManito actUs.	ob a or if you wish
	My Government of Manitoba Login		
	Click here to change your password or to change Learn how to Deactivate Self-Service Account	the email associated with your login account	
	Terms of Use Pri	vacy Contact Us	

CREATING INDIVIDUAL PROFILE

The AccessManitoba	Мy	Profile
page will appear.		

Step 8: Complete all mandatory fields marked with an asterisk.

Complete all mandatory fields marked with an **asterisk**.

Fran	çais		Manitoba 🖙
Aco	cessManitoba		🞒 Printer Friendly
Acces	sManitoba > My AccessMa	nitoba	Welcome! [Log Off]
Мv	Profile		
Fields	marked with 🛪 are mandate	ory.	
Co	ntact Other		
N	AME INFORMATION		
	Title:		
1	First Name:	*	
1	Middle Name:		
	Last Name:	*	
/	Suffix (Sr, Jr etc):		
¢	Preferred Name:		
С	ONTACT INFORMATION		
(Email:	manitoba.quarry@quari 🔸	
(Primary Telephone:	XXX-XXX-XXXX * Extension:	
(Secondary Telephone:	XXX-XXX-XXXX	
(Fax	XXX-XXX-XXXX	
PEF	RMANENT ADDRESS		· · · · · · · · · · · · · · · · · · ·
	Attention Name		
0	Address Line 1	*	
0	Address Line 2		
	Address Note	0	
	0.4.5		
	City/Town	^	
	Postal Code/Zip Code	×	
	Country		
	Province/State	Manitoba 🗹 🛠	
_			
CU	RENTADDRESS		
This	s is a temporary or alternativ	e address.	
	Attention Name		
۲	Address Line 1		
0	Address Line 2		
	Address Note	^	
		\checkmark	
	City/Town		
	Postal Code/Zip Code		
	Country	V	
	Province/State	Please choose a region 🔽	
Drout	Next		Submit Correct
Flevi	IVEX		Subilit Calcel
		Torms of Los 1. Drivers 1. Control La	
		Terms or use Privacy Contact Us	

Step 9: Click Submit.



Attention Name Address Line 1 Address Line 2	Step 10: Once you click on "Submit" the Privacy and Consent on Information Sharing will appear. Please read carefully. If you have any questions call the Mines Branch at 204-945-6528. If you agree with the Terms and Conditions, sci down and click "Yes, I consent " at the bottom of the page.
Privacy Notice and Client Co	nsent – Information Sharing
In order to use AccessManitol "Yes, I Consent" option below	a, you must review the following Privacy Notice and Client Consent – Information Sharing and agree to same by selecting the
REVISED AS OF October 21, 2	2011. PLEASE CAREFULLY REVIEW.
Privacy Notice	
Privacy Notice What is ACCESS MANITOBA Address Line 2	
Privacy Notice What is ACCESS MANITOBA Address Line 2 Address Note	
Privacy Notice What is ACCESS MANITOBAT	
Privacy Notice What is ACCESS MANITOBA Address Line 2 Address Note City/Town Postal Code/Zip Code	
Privacy Notice What is ACCESS MANITOBA: Address Line 2 Address Note City/Town Postal Code/Zip Code Country	

Step 10: Once AccessManitoba receives your consent, the **Contact Information Summary Page** will appear. Review to ensure all information is correct. If you need to change anything, click the **Edit** button.

Step 11: Under "**My Business Profile**", click "**Add a Business Profile**" if and only if you will be conducting transactions on behalf of a company and you are creating a profile for that company. If you are setting up an iMaQs account for the company, please refer to the <u>Creating a Business</u> <u>Profile in iMaQs</u> manual for instructions.



If your company previously held or is currently holding mining or quarry dispositions, or has a prospecting license, **DO NOT CREATE** a new business profile, please contact the Mines Branch by sending an email to Mines_Br@gov.mb.ca and we will link your profile to your existing iMaQs Business profile.

My Business Profile

You have not added any businesses - click the button below to add a business now.

Add a Business to my Profile

If you wish to associate yourself with an existing business, if you are unsure your business exists in AccessManitoba or if you wish to remove a business from your profile then Contact Us.

Step 12: If you are not adding a business profile, **Log Off** to continue the process to obtain your iMaQs certification number.

Français			Manitoba 🐂	
AccessManitoba				Printer Friendly
AccessManitoba			Welco	me I am Prod! [Log Off]
My AccessManitoba	My AccessM	anitoba		
Services for an Individual	Use this page to tell u	s more about you and your busine	esses. This information helps you get the most from our	services.
Services for a Business		, ,	- , , , , , , , , , , , , , , , , , , ,	
Help	My Profile			
Contact Us	First Name Last Nar	ne Main Address	Contact Information	Actions
	I am Prod Tester	360-1395 Ellice Avenue Winnipeg, MB R2G 3P2	Primary telephone: 999-999-9999 Secondary telephone: Fax: E-mail: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Edit
	My Business P You have not added an	rofile ny businesses - click the button be	elow to add a business now.	
	Add a Business to	my Profile		
	If you wish to associate remove a business fro	e yourself with an existing busines m your profile then <u>Contact Us</u> .	es, if you are unsure your business exists in AccessMan	<i>itoba</i> or if you wish to



Step 13: Upon log off, the page will take you to the AccessManitoba page. On the right toolbar, click "**Mines Branch (iMaQs)**"

Manitoba 🗫	Search for progr	ams and online services	SEARCH	
RESIDENT AND ONLINE SERVICES	BUSINESS	GOVERNMENT	VISITORS	
AccessManitoba Manitoba.ca > AccessManitoba				
Get Started Home About AccessManitoba What's New FAQs - General FAQs - Privacy Support/Tutorials Contact Us	ccess easier Login to Acce	ANITOBA ofing environment asManitoba	Need More Info? AccessManitoba help Mines Branch help d Quick Links Apprenticeship Manil Mines Branch (iMaQ Bi2PaL	o desk <u>email</u> esk <u>email</u> toba s)
Login to AccessManitoba Stay Connected Join us on Facebook	Important! You may already have a profile have previously dealt with any organizations:	e in <i>AccessManitoba</i> if you of the following	Business Portal Companies Office Resources	

Step 14: The page will then take you to the Mines Branch home page. Click "**Go to iMaQs**" Which will take you to the iMaQs Launch page.





AccessManitoba will send you an email similar to the one below to confirm a profile has been created; this is not your iMaQs profile. You must complete the iMaQs certification step to be fully registered in iMaQs.

From: "AccessManitoba" < <u>accessmanitoba@gov.mb.ca</u> > To: *****	
Ce:	
Sent: Tue., 27 Jul. 2021 at 10:15 a.m.	
Subject: Welcome to AccessManitoba!	
July 27, 2021	
welcome,	
Your AccessManitoba profile has been successfully created. You can view and edit your profile online at any time and use it to:	
Request more information about a program or service,	
Apply, register and link to additional resources,	
Submit a request for a client service representative to contact you from a variety of business, employment and training services.	
If you ever need to contact a participating provincial government program, they will already have your profile information, a convenience that saves you time.	
For more information on AccessManitoba, please email us at <u>AccessManitoba@gov.mb.ca</u> .	
Visit <u>www.AccessManitoba.ca</u> for a list of programs and services available through this site.	

Step 15: To get your iMaQs certification number, log back in iMaQs <u>https://web33.gov.mb.ca/imaqs/</u> and enter your username and password.

Login Information			
Username:	manitobaquarry		
Password:	•••••		
	Login		

Step 16: Under the Available Profiles, click the link that has the name that you created in Step 8, e.g. [YOUR FIRST NAME AND LAST NAME] [iMaQs # N/A] – PERSON BP #.

Note: If there is no First Name and Last name, click "Manage AccessManitoba Profiles" and go back to Step 8 to complete your profile.

	Guirent and, 27 our 2021, 10.20.00740	—	<u> </u>
Select Profile			
G Back			
Please select your profile			
Please select the profile under which y	ou want to carry out business in iMaQs:		
	Available Profiles		
	am Prod Tester [iMaQs # N/A] - PERSON	BP # 0005470053	

Manage AccessManitoba profiles

CREATING INDIVIDUAL PROFILE

Step 16: The iMaQs Certification Page will appear. Click the iMaQs Certification link.

ou are logged in as: manitobaquarry	Current time: 04 Aug 2015, 2:44:52 PM)	Home Logout
Nelcome			
gin by selecting an activity from the list b	elow or from a link of activities located on th	e left menu of this screen.	
<u>iMaQs Certification</u>			

Step 17: Click Next .

You are logged in as: manitobaquarry	Current time: 04 Aug 2015, 2:46:40 PM	Home Logout	
iMaQs Certification			
G Back		Next	
Application for Individual			
Last Name:	Smith		
First Name:	Robert		
Data Input Form:			
Mailing Address:			
	1395 Ellice		
City/Town:	Winnipeg		
Province State:	MB		
Country:	CA		
Postal Code/Zip Code:	R3G 3P2		
Phone:	999-999-9999		
Fax:			
Email:	manitoba.quarry@quarry.com		
Request a Prospecting Licence?	Check off " - " only if you are also applying for a		
G Back	Prospecting Licence, otherwise, leave it blank.	Next 🕽	

CREATING INDIVIDUAL PROFILE

Step 18: Note down your iMaQs ID Number.

You are logged in as: manitobaquarry	Current time: 04 Aug 2015, 2:52:58 PM	∧ \ `	O Home Logout		
iMaQs Certification					
G Back					
Event Number:	321083				
Event Confirmation					
iMaQs Certification number:	257973				
Prospecting License:		Please not			
Last Name:	Smith				
First Name:	Robert				
Data Input Form:					
Mailing Address:					
	1395 Ellice				
City/Town:	Winnipeg				
Province State:	MB				
Country:	CA				
Postal Code/Zip Code:	R3G 3P2				
Phone:	999-999-9999				
Fax:					
Email:	manitoba.quarry@quarr	y.com			
Please log out and log on again to be able to process. Click <u>here</u> to log out.					

You have successfully registered in iMaQs!

- To conduct transactions in iMaQs, log out and log back in for all the changes to take effect.
- If you are conducting transactions on behalf of your company, please contact the Mines Branch by sending an email to Mines_Br@gov.mb.ca with your Name and iMaQs certification number and company name.
- For more information on how to use iMaQs, visit our Tutorials at http://www.gov.mb.ca/iem/mines/imaqs/tutorials.html