

Government of Manitoba

**HOW TO CHECK IF CLIENT
EXISTS IN
ACCESSMANITOBA**

Mines Branch

CHECK #2: DOES YOUR PRIMARY CONTACT PERSON OR BUSINESS EXISTS IN ACCESSMANITOBA?

AccessManitoba is government wide initiative to provide more online services to the public. iMaQs is one of the program areas that is affiliated with AccessManitoba. This means that if you have done transaction with other partner programs, **you do not need to create a new profile.**

Have you done any transactions with the following AccessManitoba partner programs?

1. **Apprenticeship Manitoba clients include:**
 - a current employer of apprentices
 - a registered apprentice
 - a prospective apprentice who has submitted a paper application
2. **(Manitoba Trade) Companies Directory clients may include:**
 - Manitoba manufacturers (including food processors)
 - Manitoba companies involved in exporting
 - other Manitoba companies previously listed in the Companies Directory
3. **Manitoba Agriculture, Food and Rural Development (MAFRD)**
4. **Employment Manitoba**
5. **Industry Workforce Development**
6. **Finance – Taxation**
7. **Manitoba Business Gateways**

HOW TO CHECK IF CLIENT EXIST IN ACCESSMANITOBA

If you have:

- ✓ **Done transactions with other AccessManitoba program partners and can remember your username and password, please do the following:**

a. Go to <http://imaqs.gov.mb.ca/imaqs/>



- b. Click
- c. Enter your username and password
- d. Under the Available Profiles, click on the link that has [Your Name] – Person BP #0005xxxxxx
- e. Click on the iMaQs Certification link.
- f. Continue to click on NEXT until you receive confirmation (EVENT NUMBER) that your iMaQs Certification number has been created.

Once you completed the iMaQs Certification, kindly email Mines_Br@gov.mb.ca In your email response, please write “**Attention iMaQs Administrator**” indicate your Name, Business Name (if applicable), Phone Number.

- ✓ **Done transactions with other AccessManitoba program partners but no longer remember your AccessManitoba login credentials:**

Kindly email Mines_Br@gov.mb.ca In your email response, please write “**Attention iMaQs Administrator**” indicate your Name, Business Name (if applicable), Phone Number, and all possible email addresses you might have used in the past when you made the transaction with any of the AccessManitoba programs.

- ✓ **Have not done any transaction with any of the AccessManitoba program areas and did not find any iMaQs profile:**

Proceed in creating your iMaQs Profile. Go to Tutorials and open:

- Creating Individual Profile in iMaQs
- Creating Business Profile in iMaQs (if applicable)