# **Government of Manitoba**

How To Do an iMAQs Profile Search

**Mines Branch** 



## **HOW TO CHECK IF CLIENT EXIST IN IMAQS**

A business or an individual that has done transactions with Mines Branch may already have a profile in iMaQs.

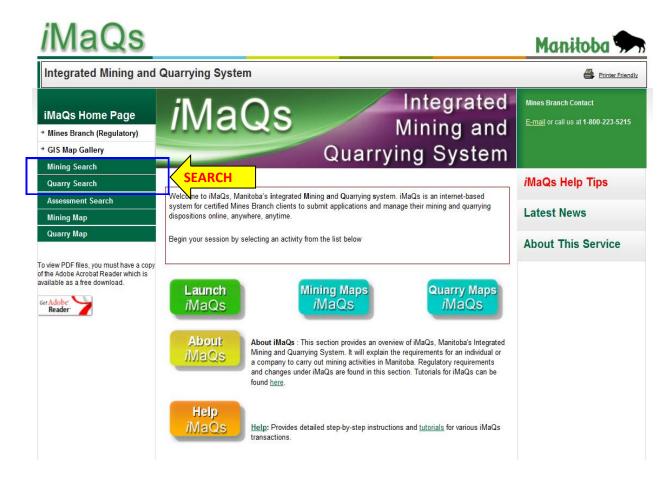
To maintain the data integrity of iMaQs and avoid creating a duplicate record for the same business or individual, it is important to verify if a profile is already setup in iMaQs.

#### CHECK #1: DOES YOUR PRIMARY CONTACT PERSON EXIST IN IMAQS?

### How to check?

To determine if your name already exist in iMaQs, please do the following:

- 1. Go to https://web33.gov.mb.ca/imags/
- 2. Do either a Mining or a Quarry Search. (Note: You don't have to login into iMaQs to do a search)



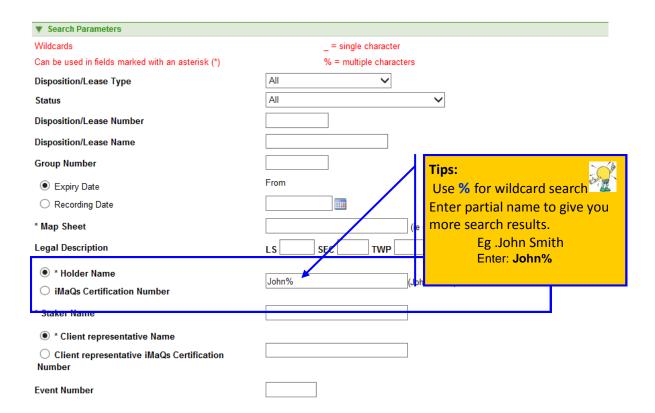


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3. Click on either Mining Search or Quarry Search



4. The Search Parameter page will open. Go to the Holder Name field.



5. Enter the Holder Name. Enter a partial name to have more results. Let's say you are John Smith. Enter John% with the percent symbol (%) for a wildcard search. This way all the clients with JOHN in either in their First Name or Last Name will populate in the search result.



## HOW TO CHECK IF CLIENT EXIST IN IMAQS

#### WHAT TO DO IF THERE IS A MATCH IN iMaQs

If one or more JOHN SMITH appears in the result, click View Client Details to confirm if any of those profiles could be yours.

,	
▼ Client Detail	
iMaQs Certification Number	257953
Client Name	Test Last Name, Test First Name
Address	1395 Ellice Avenue
City	Winnipeg
Province	MB
Country	CA
Postal Code	R3G 3P2
E-mail Address	sampleemail@test.com
Held Disposition/Lease	<u>0</u>

Please note that the address might be incorrect.

If the Client Name appears to be you but you are unable to determine if have done transactions with the Mines in the past, <u>please contact Mines Branch</u>

Send an email to Mines\_Br@gov.mb.ca with your Name, business name (if applicable), phone number and email address. Indicate the reason for your email, eg "Possible iMaQs Profile"

#### WHAT TO DO IF THERE'S NO MATCH IN IMaQs

If the search results do not have a match, please proceed to the next step: HOW TO CHECK IF CLIENT EXISTS IN ACCESSMANITOBA.