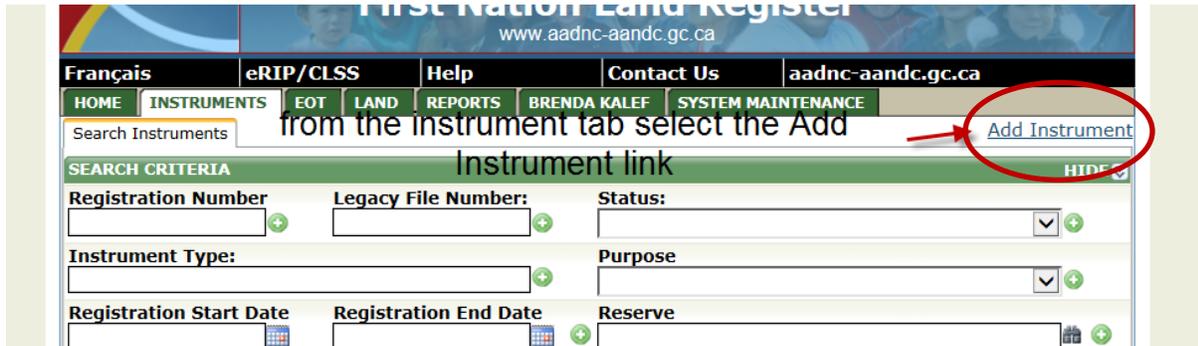


Initiating the Application

Once you have done your title search and your instrument is ready to be registered, you can proceed with initiating your application.

1. Go to Instrument Tab, in top right hand corner select ADD INSTRUMENT



All mandatory fields are marked by an asterisk *.

2. Within the application section you can enter your originator file reference

The screenshot shows the 'APPLICATION' section of the website. It includes a 'Registry' dropdown menu set to 'FNLRS'. Below it are fields for 'Registration Number', '*Date Forwarded' (with a calendar icon and the value '2017-08-10'), and 'Date Received'. A red arrow points to the 'Date Received' field with the text 'enter the date forwarded and when the application is saved the date received will be populated'. Below these fields is the 'Originator File References' section, which has a red plus sign icon and a red arrow pointing to it with the text 'by selecting the plus key you can enter your file information'. At the bottom, there is an 'Administrative Notes' section.

3. Navigate to the Land section within the instrument tab

The screenshot shows the 'LAND' section of the website. It includes a 'Land Type' section with radio buttons for 'Parcel' (selected), 'Reserve', and 'Crown Land'. Below it is a 'Parcel(s)' section with a red plus sign icon and a red arrow pointing to it with the text 'select the plus key to add or search for a parcel'. Below the 'Parcel(s)' section are fields for '*Proposed Reserve' and '*Land Affected/Legal Description'.

After selecting the plus key a new search screen will open, you can either enter the pin directly into the PIN section or select the binoculars to search for the pin

FIND PARCEL

PIN **Legal Description** **enter the lot information followed by a percent sign (wildcard)**

Plan Number **Plan Type**

Parcel Type

Reserve **Status** All Active Retired **then select search**

SEARCH RESULTS

FIND PARCEL

PIN **Legal Description**

Plan Number **Plan Type**

Parcel Type

Reserve **Status** All Active Retired

choose the appropriate pin from the search results

SEARCH RESULTS (1 RECORDS OF 1)

PIN	Legal Description	Plan Type	Plan Number
403022204	LOT 129	Canada Lands Surveys Record	77667

The selection will populate the PIN field

Parcel(s) enter pin directly or search using binoculars

PIN	Plan Number	Plan Type	Legal Description	Area	Unit of Measure	Reserve
<input type="text" value="403022222"/>				<input type="text" value="0.000"/>	<input type="text"/>	

Select the diskette to save entry after entering the pin,

Parcel(s)

PIN	Plan Number	Plan Type	Legal Description	Area	Unit of Measure	Reserve
 403022204	77667	Canada Lands Surveys Record	LOT 129	0.000		06156 - WHITEFISH LAKE 6 

Proposed Reserve

***Land Affected/Legal Description**

4. Enter the Instrument Type in the appropriate field
5. Enter the Instrument Date in the appropriate field
6. Enter the appropriate FN Land Code into the FN Land Code field
7. Enter any remarks (deals mostly with Leasing properties)

INSTRUMENT	
*Instrument Type	Purpose
210-BCR Allotment	
*Instrument Date	
2017-01-05	
Actual Expiry Date	
OCPC/MO Number	FN Land Code
IOGC Number	
+	
Instrument Remarks	

8. Navigate to the Grantor section select the plus key to enter a grantor name

GRANTORS		
Type	Qualifier	Name
+		

A new screen will open. For leasing documents just type in the individuals/company name for Individual Land Holding you can select the binoculars and pull the individual from IRS membership by either entering their membership number or search for their name using the wildcard %

Type	Qualifier	Name
Type <input type="radio"/> Band <input type="radio"/> Corporation <input type="radio"/> Crown Canada <input checked="" type="radio"/> Individual <input type="radio"/> Provincial/Territorial Crown		
*Qualifier None		
Last Name smith	First Name john	
Registry Number		
+		

Once grantor is entered you can save using the diskette.

9. Enter the Grantee the same way and save

GRANTEES						
Type	Qualifier	Name	Interest Type	Interest Portion	Portion of Land Affected	Legal Description
+						

Once grantee is entered you can save using the diskette.

You can enter supporting documentation as well by selecting the green plus in the Support Documents

Select the plus key in communication (should be prepopulated), just have to enter the Recipient and save using the diskette.

COMMUNICATION

***Recipient** enter recipient and save using the diskette 

***Contact Name** ***Mode of Contact**

Address **City**

Address1 **Province**

Address 3 **Postal Code**

***Email Address** **Telephone**

+ once complete select the overall save button to save the instrument entry

INSTRUMENT ACTIVITY SHOW 

Once saved you will see your registration number in the registration number field.

Proceed to upload document.