Please note that this handout is not a User Guide. It is intended to complement the live demonstration. Thank you to Nipissing First Nation for allowing us to use their information for training purposes.

The First Nations Land Governance Registry specialized professional access:

Legal Users: In addition to what is available to registered users, legal professionals can create submissions for instrument registration and forward them to the First Nation Land Office for approval.

Account Creation

Step 1: Navigate to the FNLGR portal https://fnportal-uat.test.fnlgr.ca/ and select "Create Account".

Step 2: Enter your information and select your "role", accept privacy waiver and select 'Sign Up'

Step 3: Enter password recovery questions.

Step 4: Verify email address.

Step 5: Log in with your new credentials and verify your dashboard access.

Requesting Additional Permissions

Legal professionals can submit instruments directly through the Registry Portal, but only to the specific Land Office(s) for which they have been authorized. Your access to reserves and parcels is restricted to only those managed by your authorized Land Office.

Step 1: Once logged in, navigate to "User Profile" and click on **Request Permission**

Step 2: Input your professional details (Law Firm, jurisdiction of practice, law society number, etc.)

Step 3: Choose the First Nation land offices that you require permission from in order to submit legal instruments.

Step 4: Click **Submit Request**.

Conducting Searches & Purchasing Full Access

Step 1: Using the sidebar menu, open the search page (you will see "Instruments", "Interests", and "Indexed Documents" at the top of the page – select the appropriate category for your search).

Step 2: Enter the search criteria. Note: the default is set to seach "Any First Nation" – if you wish to search for a specific First Nation, select from the drop down list.

Step 3: Review the search results.

Step 4: Access associated Parcel or Reserve details.

Step 5: Purchase full access to view parcel details, Parcel Abstract, and all interests and instruments associated with a particular parcel.

For the purpose of this demo, use this credit card information to "purchase" full access.

DO NOT add personal credit card information.

Step 6: Complete the payment.

CC #:	4030 0000 1000 1234
Postal Code:	V8T 4M3
CVV:	123
Province	Select from the dropdown

Purchasing Scanned Instrument Documents

After unlocking a parcel or reserve, the associated instruments are listed on the Instruments tab of the Parcel or Reserve dialog box. To view the underlying scanned documents for a specific instrument, you must purchase them separately.

Step 1: On the instruments tab, select one or more instruments by checking the boxes, then click **purchase selected** in the top-right corner.

Step 2: Follow purchase steps as noted above. Once purchased, a checkmark icon will appear next to the instrument.

Step 3: To open, click the instrument's registration number link. A digital download link will also be sent to your email.

Submissions

The submission process consists of four main steps, each represented as a navigation menu item accessible from the Submission page; "Instrument", "Documents", "Contracts", "Filing/Registration".

Step 1: Navigate to the Submission section using the sidebar menu. Click **Create Submission**.

Step 2: In the "Instument" menu , click **Add New** to open the **Add Applicant** dialog box and provide the applicant's details. Click **save**.

Step 3: Once the applicant has been entered, click **Select Parcels**. Enter your criteria and select **Search**. Check the box next to the correct parcel(s) and confirm your selection. If your submission involves multiple instruments, you can also link parcels already associated with another instrument in the same application using the **Link Existing** command.

Step 4: Scroll to the "Instrument" section of the page. Choose the instrument type from the **Select Instrument Type** list and set the **Instrument Date**.

Step 5: Scroll down to "Interests" and click **Add Related Interest.** Select the check box beside each relevant and click **Add**.

Step 6: Scroll down to "Parties". There are two ways to add parties:

- Click **+Add New** to create a new party. Identify the party **Type** and add appropriate details.
- Click **Link Existing** to assign a role to someone already in the submission (including the applicant you added earlier or parties from other instruments in the same submission).

Step 7: Go to the "Supporting Documents" section and select **Upload New**. Add the appropriate documents and click **Done**.

Step 8: Scroll to "Execution of Insrument. This section offers two options:

- Option 1: If the applicant has provided an executed (signed) document, select the **I will upload an already executed instrument** option and upload the PDF.
- Option 2: If the applicant doesn't have a signed instrumnt docoument, select the **I will create an instrument from this form to be executed** option.
    - Enter Witness Name, Witness Date, then click **View Instrument PDF** and print the document.
    - Have all relevant parties sign with wet ink in the designated spots and scan the document and upload as noted above.

Step 9: To add or change the order of instruments, go to the left navigation panel on the "Submissions" page and click on the elipsies to select: **Add Another Instrument**, **Change order**, or **Remove Instrument**.

Step 10: Click on the **Documents** page to review all of the files that you've attached as part of the application for instrument registration.

Step 11: You can designate specific individuals who should automatically receive email notifications about the application's lifecycle by navigating to the "Contacts" page. Click **Add** and provide the appropriate details.

Step 12: Navigate to the "Filing/Registration" page and click **Validate Application**.

Step 13: Forward the application for approval. In the "Approval" section of the "Filing/Registration" page, select the approproate **Land Office** from the list. Click **Forward for Approval**.

Step 14: Once the submission is approved, you will need to pay the submission fee. Open the **Submission** page and click on the **View** button. Navigate to the "Filing/Registration" page and scroll down to the "Fee Payment" section. Click on **Make Payment**.

Step 15: The Registry office will now take over. Upon successful registration, the status updates to "Registered".

Browsing the Map

The map page features an interactive map where you can view and explore land parcels and other geographical objects located in Canada. The map enables you to view parcels within the broader context of surrounding terrain, adjacent parcels, and various geographic features. Additionally, you can access in-depth details about parcels, reserves, and other geographical features displayed on the map.

The following are just a few key features of the map:

Search Bar: Located at the top of the page, the search bar allows you to quickly find specific areas by entering a postal address, an Indian reserve name, or an NRCan PIN for parcels.

- Begin your search by selecting a category from the dropdown list next to the search bar, then entering your search criteria.

Map Controls: Include a suite of tools that enable you to navigate and interact with the map, including:

- Layers
- Zoom in, zoom out, zoom back, zoom forward
- Location
- Identify
- Measure distance/area

Layers Panel: Located on the right side of the map, is used to toggle map layers on or off and customize your view. To show or hide the panel, click the button in the map tools.

Measure Distance:

- Step 1: To measure distance, click on the icon and select **Measure Distance**.
- Step 2: Click the map at the location where you want to start measuring.
- Step 3: Move the pointer to the next point on the map, and then click to add that point to the map.
- Step 4: Specify the end point by double-clicking on the map. The drawn line and its length will appear near the end point.
- Step 5: To exit this mode, select **Measure Distance** again.

Measure Area:

- Step 1: Click the icon and then select **Measure Area**.
- Step 2: Click the map to specify the starting vertex of the polygon.
- Step 3: Click to mark the other vertices of the polygon.
- Step 4: Specify the end vertex by double-clicking the map. The total area of the polygon will appear in the center of the figure.
- Step 5: To exit the mode, select **Measure Area** again.