



FNLGR
FIRST NATION LAND
GOVERNANCE REGISTRY

FNLGR System Readiness Series: Legal Professional Training

June 17, 2026
Virtual



About the FNLGR System Readiness Series

This series is designed to support system readiness through practical, interactive training sessions tailored to specific user groups.

The sessions provide guided exposure to the FNLGR system environment, draft user materials, and applied scenarios that reflect anticipated registration and search activities. The sessions also support validation of user workflows and identification of refinements prior to broader onboarding.

Participants will have the opportunity to work directly within the FNLGR environment and provide feedback to support final system readiness.

Session 3 | Legal Professionals | Hands-On FNLGR Training

Date: Wednesday, June 17, 2026
Duration: 60 minutes
Location: Virtual
Format: Virtual



Live System Demonstration

Overview of the FNLGR Environment

- Navigate the FNLGR portal and login screen
- Review the main dashboard and navigation menu
- Identify key modules: Map, Search, and User Profile
- Understand legal professional access: permissions, authorized Land Offices, and submission rights

Key Features Walkthrough

- Account creation, login, and requesting Land Office permissions
- Parcel and land interest search tools; purchasing scanned instruments
- Document purchase and download
- Instrument submission workflow: from application to registration



Applied Scenarios

- This session is designed for legal professionals and focuses on applied, scenario-based training to support familiarity with search, parcel purchasing, and instrument submission workflows in the FNLGR portal.

Scenario 1 – Account Creation & Requesting Permissions

Scenario: You are a legal professional accessing the FNLGR for the first time and need to set up your account and request permission from a First Nation Land Office.

Account Creation

- Step 1: Navigate to the FNLGR portal <https://fnportal-uat.test.fnlg.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

- Step 6: Once logged in, navigate to “User Profile” and click on Request Permission
- Step 7: Input your professional details (law firm, jurisdiction of practice, law society number, etc.)
- Step 8: Choose the First Nation land offices that you require permission from in order to submit legal instruments
- Step 9: Click Submit Request

Goal: Successfully create a legal professional account and submit a permission request to a First Nation Land Office.

Scenario 2 – Searches, Purchasing & Scanned Instruments

Scenario: You need to search for land records, purchase parcel access, and retrieve scanned instrument documents.

Conducting Searches & Purchasing Full Access

- Step 1: Using the sidebar menu, open the search page – select “Instruments”, “Interests”, or “Indexed Documents” as appropriate
- Step 2: Enter the search criteria. Note: the default is set to search “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 and access associated Parcel or Reserve details
- Step 4: Purchase full access to view parcel details, Parcel Abstract, and all interests and instruments (use the demo credit card provided – do NOT enter personal credit card information)
- Step 5: Complete the payment

Purchasing Scanned Instrument Documents

- Step 6: On the Instruments tab of the Parcel or Reserve dialog box, select one or more instruments by checking the boxes, then click “Purchase Selected”
- Step 7: Follow purchase steps. Once purchased, a checkmark icon will appear next to the instrument.
- Step 8: To open, click the instrument’s registration number link. A digital download link will also be sent to your email.

Goal: Successfully search, purchase parcel access, and retrieve scanned instrument documents.

Scenario 3 – Creating a Submission (Steps 1–8)

Scenario: You are submitting an instrument for registration on behalf of a client. The workflow has four pages:
Instrument | Documents | Contacts | Filing/Registration.

- Step 1: Navigate to the Submission section using the sidebar menu. Click Create Submission.
- Step 2: In the “Instrument” menu, click Add New to open the Add Applicant dialog box and provide the applicant’s details. Click Save.
- Step 3: Click Select Parcels. Enter your criteria and select Search. Check the box next to the correct parcel(s) and confirm your selection. Use Link Existing to link parcels from another instrument in the same application.
- Step 4: Scroll to the “Instrument” section. 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 interest and click Add.
- Step 6: Scroll down to “Parties”. Click +Add New to create a new party or Link Existing to assign a role to someone already in the submission.
- Step 7: Go to “Supporting Documents” and select Upload New. Add the appropriate documents and click Done.
- Step 8: Scroll to “Execution of Instrument”. Option 1: upload an already-executed (signed) PDF. Option 2: generate the instrument form, print, have all parties sign with wet ink, scan, and upload.

Continued on next slide (Steps 9–15)

Scenario 3 – Creating a Submission (Steps 9–15)

- Step 9: To add or reorder instruments, go to the left navigation panel on the Submissions page and click the ellipsis (...) to select: Add Another Instrument, Change Order, or Remove Instrument.
- Step 10: Click on the Documents page to review all files attached as part of the application.
- Step 11: Navigate to the “Contacts” page. Click Add and provide details for individuals who should automatically receive email notifications about the application’s lifecycle.
- Step 12: Navigate to the “Filing/Registration” page and click Validate Application.
- Step 13: In the “Approval” section of the Filing/Registration page, select the appropriate Land Office from the list. Click Forward for Approval.
- Step 14: Once approved, open the Submission page and click View. Navigate to Filing/Registration and scroll down to “Fee Payment”. Click Make Payment.
- Step 15: The Registry office will now take over. Upon successful registration, the status updates to “Registered”.

Goal: Successfully complete an instrument submission and forward it to the First Nation Land Office for approval.



Discussion and feedback

Reflect on the Scenarios

- Were the steps intuitive and easy to follow?
- Did you encounter any errors, unexpected behaviour, or unclear prompts?
- Were required fields and data formats clear?

System Readiness Feedback

- What works well in the current FNLGR workflow?
- What would you change or improve before go-live?

Your feedback directly informs final system refinements before broader onboarding.



Key Differences – FNLRS to FNLGR

- There is always a Parcel Abstract Report (PAR) for every parcel
- There will be fees for search & document retrieval
- There will be integrated mapping features and links to survey plans
 - Daily data refresh of parcel fabric and survey data from SGB
- Account creation is quick and seamless
- User support and guides available for FNLGR
- Modern user-friendly interface, highly accessible to all users
- Emphasis on user experience & data security
- Legal Professionals can be granted permission to forward submissions electronically to FNLO
- Standardization of interest types, forms and processes backed up by clear regulations and guidance



Letters of Support

- Letters of support from various industry groups help us show Canada the broad support that exists for the FNLGR initiative.
- Please send any letter of support from your organization to angie.derrickson@fnlgr.com
- Go to our new website for more information: fnlgr.com



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Thank You

