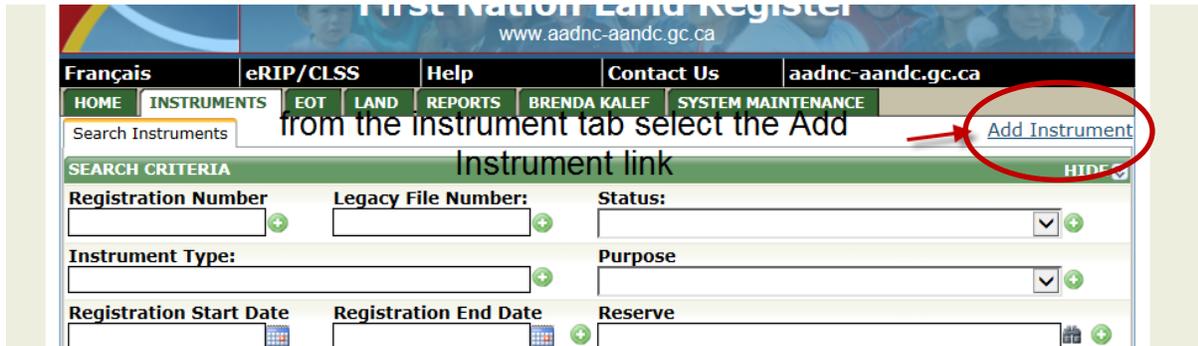


## Initiating the Application

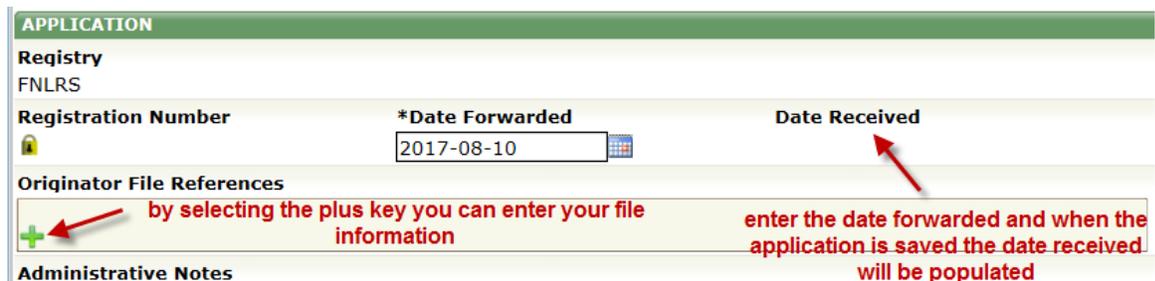
Once you have done your title search and your instrument is ready to be registered, you can proceed with initiating your application.

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

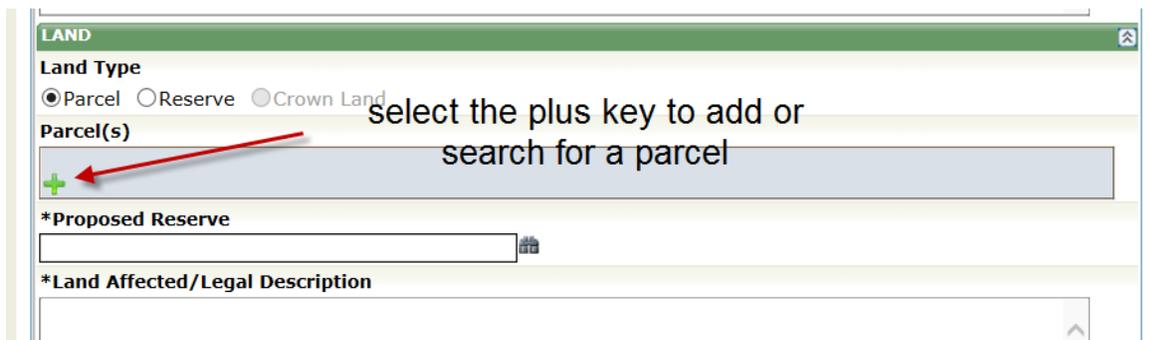


All mandatory fields are marked by an asterisk \*.

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



3. Navigate to the Land section within the instrument tab



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

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

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	
<b>*Recipient</b>	enter recipient and save using the diskette
<input type="text"/>	
<b>*Contact Name</b>	<b>*Mode of Contact</b>
Brenda Kalef	E-mail
<b>Address</b>	<b>City</b>
10 WELLINGTON ST	GATINEAU
<b>Address1</b>	<b>Province</b>
17TH FLOOR	QUEBEC
<b>Address 3</b>	<b>Postal Code</b>
<input type="text"/>	K1A 0H4
<b>*Email Address</b>	<b>Telephone</b>
brenda.power@aandc-aadnc.gc.ca	(819)997-9872
+ once complete select the overall save button to save the instrument entry	
INSTRUMENT ACTIVITY <span style="float: right;">SHOW </span>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

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

Proceed to upload document.