

UPLOAD PROCEDURES

After the file is initiated and saved, you will receive your registration number and the upload link will appear. Please note you have access to print application, edit the file or withdraw the file at this point. Once you upload and set the instrument to **received** you will no longer have access to make any changes, your received date is locked in.

The screenshot shows the 'Instrument Details' page. The 'APPLICATION' section is highlighted with a red box. It contains the following information:

- Status:** Initiated
- Registration Date/Time:** (empty field)
- APPLICATION:** (expandable section)
- Upload File:** (button, highlighted with a red box and arrow)
- Registry:** FNLRS
- Registration Number:** 4024517 (highlighted with a red box and arrow)
- Date Forwarded:** (empty field)
- Date Received:** (empty field)
- Originator File References:** (empty field)
- LAND:** (expandable section)
- Land Type:** Parcel
- Parcel(s):**

PIN	Plan Number	Plan Type	Legal Description	Area	Unit of Measure	Reserve
902007463	74927	Canada Lands Surveys Record	LOT 100	0.000		08058 - TZEACHTEN 13

Red arrows and notes highlight key features:

- Red arrow pointing to 'Initiated' status.
- Red arrow pointing to 'Upload File' button.
- Red arrow pointing to 'Registration Number' 4024517.
- Red arrow pointing to 'Print Application', 'Edit', and 'Withdraw' buttons.
- Note: "note: once the file is saved after initiating you will see the upload link"
- Note: "note: You will have access to print application, edit or withdraw until you save to **received** status"
- Note: "You will also see your registration number"

Select the Upload File button, the Browse button will now be visible. Select browse and scroll through the folders/ files on the drive where you saved the scanned image. (note, you should set up a specific folder on your computer for scanned files that you can easily upload from).

The close-up screenshot shows the 'APPLICATION' section with the 'Upload File' button selected. The 'Browse...' button is circled in red, and a red arrow points to it with the following note:

you would browse your directory for the scanned image which you saved earlier

The 'Upload' button is also visible next to the 'Browse...' button.

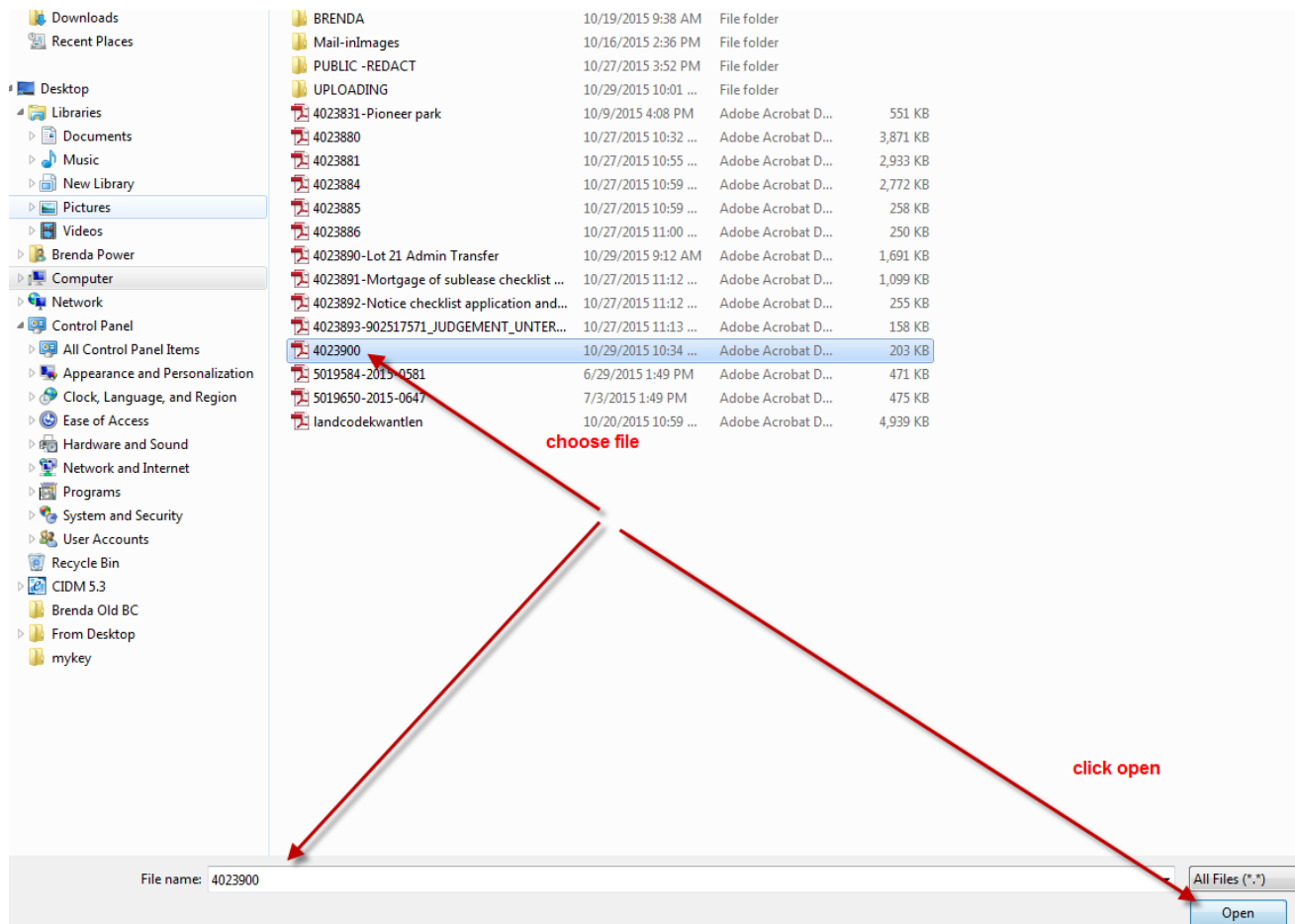
Once you choose browse you will be prompted to call up the scanned document from the location where you saved it. **Please note**, you must save your instrument upload within the citrix environment.

The screenshot shows a Windows File Explorer window with the following structure:

- Left Pane (Navigation):**
 - ★ Favorites
 - Desktop
 - Downloads
 - Recent Places
 - Desktop
 - Libraries
 - Documents
 - Music
 - New Library
 - Pictures
 - Videos
 - Brenda Power
 - Computer
 - OSDisk (C:)
 - 2ND-DRIVE (D:)
 - DVD RW Drive (E:)
 - CorpApps (\\SHQ07000) (P:)
 - Registry (\\shq17000) (S:)
 - imageapps (\\swihqokfortis) (V)
 - kamloops (\\shq07smsbc1\cor)
 - fnlrs-sgfnlrs (\\swihqokfortis) (C)
 - ilrsuploads (\\swihqokfortis) (Y)** (Selected)
 - ilrsuploads (\\swihqokLV8) (Z:)
 - Nero Scout
 - WS_FTP Pro Explorer
 - Network
 - Control Panel
 - All Control Panel Items
 - Appearance and Personalization
 - Clock, Language, and Region
 - Ease of Access
 - Hardware and Sound
 - Network and Internet
 - Programs
 - System and Security
 - User Accounts
 - Recycle Bin

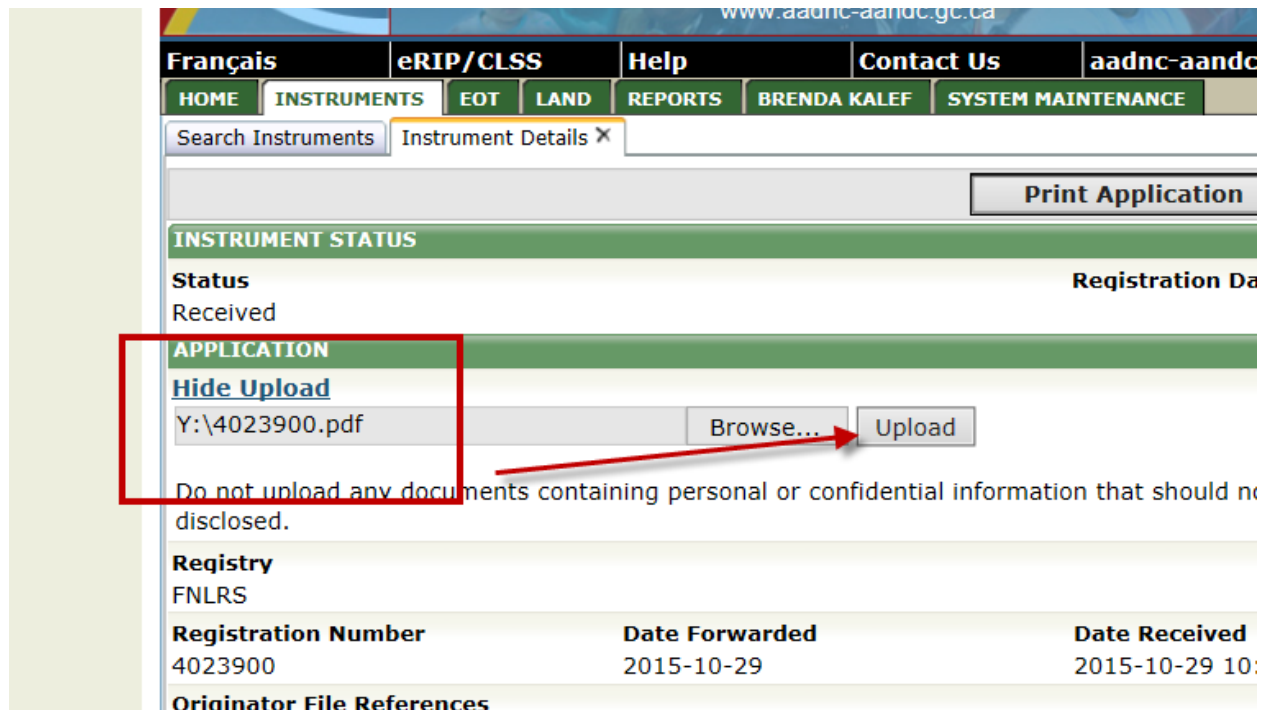
- Main Pane (File List):**

Name	Date modified	Type	Size
5020094-2015-1089	10/29/2015 9:32 AM	Adobe Acrobat D...	359 KB
5020093-2015-1088	10/29/2015 9:22 AM	Adobe Acrobat D...	207 KB
5020092-2015-1087	10/29/2015 9:20 AM	Adobe Acrobat D...	133 KB
5020091-2015-1086	10/29/2015 9:20 AM	Adobe Acrobat D...	132 KB
4023887-Sent Doc Oct 26 15 Unit 25 ...	10/27/2015 4:06 PM	Adobe Acrobat D...	395 KB
4023882-Death cert checklist and de...	10/27/2015 3:58 PM	Adobe Acrobat D...	226 KB
4023873	10/27/2015 3:31 PM	Adobe Acrobat D...	1,168 KB
4023853	10/27/2015 3:27 PM	Adobe Acrobat D...	1,160 KB
4023888-assignment of sublease ch...	10/27/2015 11:01 ...	Adobe Acrobat D...	318 KB
4023879	10/27/2015 10:48 ...	Adobe Acrobat D...	33,551 KB
4023878	10/26/2015 9:34 AM	Adobe Acrobat D...	2,457 KB
4023876	10/26/2015 9:29 AM	Adobe Acrobat D...	9,697 KB
4023877	10/23/2015 10:59 ...	Adobe Acrobat D...	2,230 KB
4023875	10/23/2015 10:44 ...	Adobe Acrobat D...	1,219 KB
4023874	10/23/2015 10:26 ...	Adobe Acrobat D...	1,155 KB
4023872-902516146_DISCHARGE_33...	10/23/2015 8:28 AM	Adobe Acrobat D...	126 KB
4023871-902010203_DISCHARGE_40...	10/23/2015 8:27 AM	Adobe Acrobat D...	130 KB
4023870-CONC 4 COOK 2015 ADDE...	10/23/2015 8:26 AM	Adobe Acrobat D...	187 KB
4023869-FX 13 2015 ADDENDUM TO...	10/23/2015 8:25 AM	Adobe Acrobat D...	187 KB
4023868-902006914_DISCHARGE_L...	10/23/2015 8:24 AM	Adobe Acrobat D...	122 KB
5020090-2015-1085	10/22/2015 3:45 PM	Adobe Acrobat D...	133 KB
5020089-2015-1084	10/22/2015 3:44 PM	Adobe Acrobat D...	129 KB
5020088-2015-1083	10/22/2015 3:44 PM	Adobe Acrobat D...	133 KB
5020087-2015-1082	10/22/2015 3:43 PM	Adobe Acrobat D...	133 KB
5020086-2015-1081	10/22/2015 3:43 PM	Adobe Acrobat D...	132 KB
5020085-2015-1080	10/22/2015 3:43 PM	Adobe Acrobat D...	134 KB
5020084-2015-1079	10/22/2015 3:42 PM	Adobe Acrobat D...	1,526 KB
5020083-2015-1078	10/22/2015 3:39 PM	Adobe Acrobat D...	2,007 KB
5020081-2015-1076	10/22/2015 10:40 ...	Adobe Acrobat D...	1,452 KB
5020078-2015-1073	10/22/2015 10:28 ...	Adobe Acrobat D...	165 KB
4023866-903015893_DISCHARGE_40...	10/22/2015 9:18 AM	Adobe Acrobat D...	136 KB
4023865-903013295_ASSIGNMENT_4...	10/22/2015 9:16 AM	Adobe Acrobat D...	277 KB
5020082-2015-1077	10/22/2015 9:14 AM	Adobe Acrobat D...	2,555 KB
5020080-2015-1075	10/22/2015 9:08 AM	Adobe Acrobat D...	132 KB
5020079-2015-1074	10/22/2015 9:07 AM	Adobe Acrobat D...	132 KB
5020077-2015-1072	10/22/2015 9:05 AM	Adobe Acrobat D...	132 KB
5020076-2015-1071	10/22/2015 9:04 AM	Adobe Acrobat D...	267 KB



After selecting your file select open....

Once your file is displayed in the upload field, select the upload button.



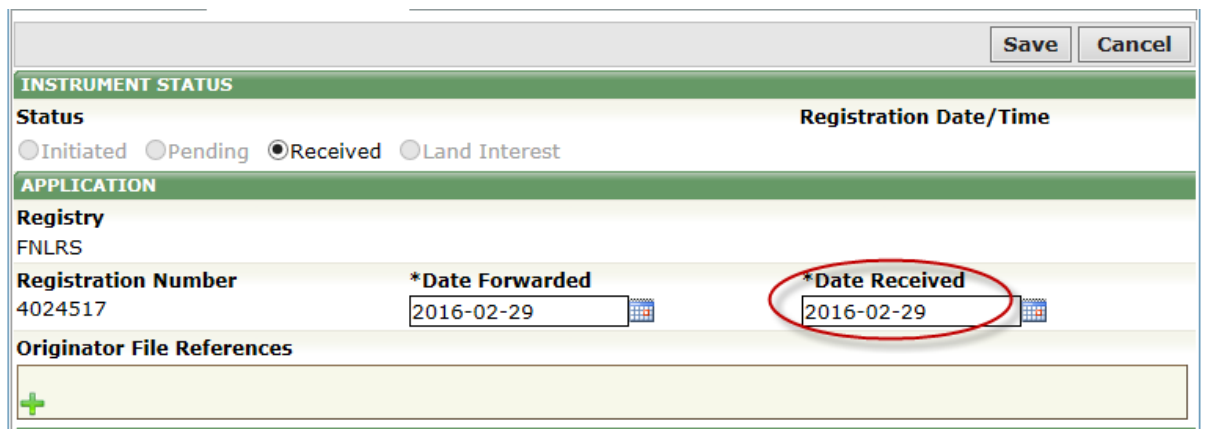
You will receive a message that your file has been uploaded successfully. If you choose the file hyperlink you can view the file before sending.



The screenshot shows the 'First Nation Land Register' interface. At the top, there is a navigation bar with 'Français', 'eRIP/CLSS', 'Help', 'Contact Us', and 'aadnc-aandc.gc.ca'. Below this is a menu with 'HOME', 'INSTRUMENTS', 'EOT', 'LAND', 'REPORTS', 'BRENDA KALEF', and 'SYSTEM MAINTENANCE'. The main content area displays 'Instrument Details' for a specific instrument. A red box highlights the 'APPLICATION' section, which contains the message: 'Hide Upload File successfully uploaded. 4023900-4023900.pdf'. To the right of this message, a red text notification states 'your file has been successfully uploaded'. Below the application section, a table shows the 'Registration Number' (4023900), 'Date Forwarded' (2015-10-29), and 'Date Received' (2015-10-29 10:14:24 AM). The 'Status' is listed as 'Received'.

IMPORTANT

Please note, once you have uploaded your file you must move the instrument status to Received at this point the document has been submitted to the Registry and the received/registration date is locked in.



The screenshot shows the 'INSTRUMENT STATUS' form. The 'Status' section has radio buttons for 'Initiated', 'Pending', 'Received', and 'Land Interest', with 'Received' selected. The 'APPLICATION' section shows the 'Registry' as 'FNLRS'. A table displays the 'Registration Number' (4024517), '*Date Forwarded' (2016-02-29), and '*Date Received' (2016-02-29). The '*Date Received' field is circled in red. The 'Originator File References' section is empty.