

GOVERNMENT OF MANITOBA

Creating a Business Profile in iMaQs

Mines Branch

CREATING BUSINESS PROFILE



Before proceeding to create a **Business Profile** for your company, make sure you have read and completed the [Creating an Individual Profile in iMaQs](#) module.

If your company previously held or is currently holding mining or quarry dispositions, or has a prospecting license, **DO NOT CREATE** a new business profile., Please contact the Mines Branch by sending an email to Mines_Br@gov.mb.ca and we will link your profile to your existing iMaQs Business profile.

Step 1: Go to <https://web33.gov.mb.ca/imaqs/> The **Integrated Mining and Quarrying System** homepage will appear.

Step 2: Click on [Launch iMaQs](#) to launch the Sign-Up screen. (If this is your first time using iMaQs, please refer to [Creating an Individual Profile in iMaQs](#) for instructions otherwise continue to the login page to enter your username and password.)

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Step 3: Click on the “**Manage AccessManitoba profiles**” link.

Select Profile

 Back

▼ Please select your profile

Please select the profile under which you want to carry out business in iMaQs:

Available Profiles
Robert Smith [iMaQs # 257973] - PERSON BP # 0005341896

[Manage AccessManitoba profiles](#) 

Step 4: The “**My AccessManitoba**” page will appear. Click “**Add a Business To My Profile**” to create an iMaQs profile for your company.



If your company previously held or is currently holding mining or quarry dispositions, or has a prospecting license, **DO NOT CREATE** a new business profile, please contact the Mines Branch by sending an email to Mines_Br@gov.mb.ca and we will link your profile to your existing iMaQs Business profile.

AccessManitoba  Printer Friendly

AccessManitoba Welcome **Robert!** [Log Off]

My AccessManitoba

Use this page to tell us more about you and your businesses. This information helps you get the most from our services.

My Profile

First Name	Last Name	Main Address	Contact Information	Actions
Robert	Smith	1395 Ellice Winnipeg, MB R3G 3P2	Primary telephone: 999-999-9999 Secondary telephone: Fax: E-mail: manitoba.quarry@quarry.com	Edit

My Business Profile

You have not added any businesses - click the button below to add a business now.

[Add a Business to my Profile](#) 

Click “Add a Business to My Profile” to create an iMaQs Business Profile

If you wish to associate yourself with an existing business, if you are unsure your business exists in *AccessManitoba* or if you wish to remove a business from your profile then [Contact Us](#).

My Government of Manitoba Login

Click here to [change your password](#) or to [change the email](#) associated with your login account
Learn how to [Deactivate Self-Service Account](#)

CREATING BUSINESS PROFILE

Step 5: Select appropriate response. Click Next.

AccessManitoba

AccessManitoba > My AccessManitoba

Tell Us About Your Business

To create a new business profile, please identify the type of business profile you want to create:

Prospective Business

Click here if your business is not yet operating in Manitoba and you are considering:

- Am I an Entrepreneur?
- What business should I start?
- What should I consider when choosing a business name?
- How is a business name registered? What is involved?

Already Established Business

Click here if your business is already operating.

Next Cancel

Step 6: Make sure to complete all mandatory information marked with an asterisk in the following tabs: **Business Overview**, **Address**, and **Contact**. (The Business Characteristics and Market your business tabs are optional.) Click **Submit**.

AccessManitoba

AccessManitoba > My AccessManitoba

Welcome Robert! [Log Off]

My Business Profile

Fields marked with * are mandatory.

Business Overview Address Contact Business Characteristics Market your business

BUSINESS PROFILE

Your job title at this business *

Operating Name/Proposed Name *

Legal Entity Name

Business Number (BN9)

Companies Office Business Number (BN15)

Legal Structure

Business Website

Goods and Services Tax Number

Manitoba Workers Compensation Number

Previous Next Submit Cancel

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Step 7: The “**My AccessManitoba**” profile page will appear. Both “**My Profile**” and “**My Business Profile**” should contain information about you and your company. **Log Off** to continue the process to obtain the iMaQs certification number for your company.

AccessManitoba Printer Friendly

AccessManitoba Welcome Robert! [Log Off]

My AccessManitoba

Use this page to tell us more about you and your businesses. This information helps you get the most from our services.

My Profile

First Name	Last Name	Main Address	Contact Information	Actions
Robert	Smith	1395 Ellice Winnipeg, MB R3G 3P2	Primary telephone: 999-999-9999 Secondary telephone: Fax: E-mail: manitoba.quarry@quarry.com	Edit

My Business Profile

Business Name	Main Address	Contact Information	Actions
Manitoba Quarry 1395	1395 Ellice Winnipeg, MB R3G 3P2	Primary telephone: 999-999-9999 Secondary telephone: Fax: E-mail: manitoba.quarry@quarry.com	Edit

[Add a Business to my Profile](#)

If you wish to associate yourself with an existing business, if you are unsure your business exists in *AccessManitoba* or if you wish to remove a business from your profile then [Contact Us](#).

My Government of Manitoba Login

Click here to [change your password](#) or to [change the email](#) associated with your login account
Learn how to [Deactivate Self-Service Account](#)

Step 8: This is the AccessManitoba exit page. Close and exit completely from this page.

Welcome to *AccessManitoba* English Page

- [Login to *AccessManitoba* in English](#)
- [Login to *AccessManitoba* in French](#)

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iMaQs Certification

AccessManitoba will send an email similar to the one below to confirm a profile has been created; this is **not** your iMaQs Business Profile. You must complete the iMaQs certification step to be fully registered in iMaQs.

From: +WPG969 - AccessManitoba (FIN)
Sent: December-05-16 11:02 AM
To: *****
Subject: Welcome to AccessManitoba!

December 05, 2016

Welcome *****,

Your AccessManitoba profile has been successfully created. You can view and edit your profile online at any time and use it to:

- Request more information about a program or service,
- Apply, register and link to additional resources,
- Submit a request for a client service representative to contact you from a variety of business, employment and training services.

If you ever need to contact a participating provincial government program, they will already have your profile information, a convenience that saves you time.

For more information on AccessManitoba, please email us at AccessManitoba@gov.mb.ca.

Visit www.AccessManitoba.ca for a list of programs and services available through this site.

Confidentiality Warning: This message and any attachments are intended only for the use of the intended recipient(s), are confidential and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return e-mail, and delete this message and any attachments from your system. Thank you.

Step 9: To get your iMaQs certification number, log back in iMaQs <https://web33.gov.mb.ca/imaqs/> and enter your username and password.

Login Information

Username:

Password:

Step 15: Under select profile, click the link that says **"BUSINESS BP"**

Please select the profile under which you want to carry out business in iMaQs:

Available Profiles
Robert Smith [iMaQs # 257973] - PERSON BP # 0005341896
[iMaQs # N/A] - BUSINESS BP # 0008012091

[Manage AccessManitoba profiles](#)

Step 10: The iMaQs Certification Page will appear. Click the **iMaQs Certification link**.

You are logged in as: manitobaquarry Current time: 04 Aug 2015, 2:44:52 PM  [Home](#) [Logout](#)

Welcome

Begin by selecting an activity from the list below or from a link of activities located on the left menu of this screen.

- [iMaQs Certification](#)

If you require assistance, click the links to the iMaQs Help Tips, Tutorials, or email the iMaQs helpdesk at imaqs@gov.mb.ca

Step 11: Click **Next**.

You are logged in as: manitobaquarry Current time: 04 Aug 2015, 3:54:06 PM  [Home](#) [Logout](#)

iMaQs Certification

 Back Next 

▼ Application for Company

Corporate Name:	Manitoba Quarry 1395
Mailing Address:	1395 Ellice
City/Town:	Winnipeg
Province State:	MB
Country:	CA
Postal Code/Zip Code:	R3G 3P2
Phone:	999-999-9999
Fax:	
Email:	manitoba.quarry@quarry.com

Request a Prospecting Licence?

Check off only if the business is applying for a prospecting licence, otherwise leave it blank.

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You are logged in as: manitobaquarry Current time: 04 Aug 2015, 3:57:29 PM  [Home](#) | [Logout](#)

iMaQs Certification

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Event Number: 321084

▼ Event Confirmation

iMaQs Certification number:	257974
Prospecting License:	
Corporate Name:	Manitoba Quarry 1395
Mailing Address:	
	1395 Ellice
City/Town:	Winnipeg
Province State:	MB
Country:	CA
Postal Code/Zip Code:	R3G 3P2
Phone:	999-999-9999
Fax:	
Email:	manitoba.quarry@quarry.com

Please log out and log on again to be able to process. Click [here](#) to log out.

Please note the iMaQs ID of the company.

You have successfully registered your company name in iMaQs!



- To conduct transactions in iMaQs, log out and log back in for all the changes to take effect.
- If you are conducting transactions on behalf of your company, please contact the Mines Branch by sending an email to Mines_Br@gov.mb.ca with your Complete Name and Company Name.
- For more information on how to use iMaQs, visit our Tutorials at <http://www.gov.mb.ca/iem/mines/imaqs/tutorials.html>