



Guide for Enrolments for Restricted Component (RC) Sellers

Electronic Licence Management System (eLMS)

Explosives Regulatory Division (ERD)

June 2022

Table of Contents

Introduction	3
1. Accessing NRCan’s eServices Portal	4
2. Creating an Account with Explosives Services	7
3. Activating my Account with Explosives Services	9
4. Enrolling as a Component or Product Seller	11
5. Renewing an Existing Enrolment as a Component or Product Seller	16
6. Modifying an Existing Enrolment as a Component or Product Seller	17
7. Viewing and Downloading the Documents concerning an Existing Enrolment	18
8. Changing or Adding a Contact Person	19
9. Submitting an Incident Report	20

Introduction

In 2018, the *Explosives Regulatory Division* (ERD) of *Natural Resources Canada* (NRCan) announced an online *electronic Licence Management System* (eLMS) for managing all explosives licensing needs and restricted components (i.e. explosive precursors) enrolments.

eLMS has been designed to provide individuals and organizations to access their information online, check the status of submissions, apply for, renew, amend or cancel enrolments.

In order to use the eLMS online application you will need to complete the following steps outlined in this document.

This detailed guide is specific to **restricted components enrolments (Part 20 of the *Explosives Regulations, 2013*)**. Please ensure to fully read this document and complete all the steps or your enrolment will not be activated.

Note that you must enrol with NRCan if you or your company sell and/or distribute and/or use one of the following components to manufacture a product for resale (for example, using hydrogen peroxide at a concentration of 35% to create a 3% solution that will be sold in pharmacies):

- Ammonium nitrate in solid form ($\geq 28\%$ nitrogen),
- Hydrogen peroxide ($\geq 30\%$),
- Nitromethane ($\geq 90\%$),
- Potassium chlorate ($\geq 90\%$),
- Potassium perchlorate ($\geq 90\%$),
- Sodium chlorate in solid form ($\geq 90\%$),
- Nitric acid ($\geq 75\%$),
- Potassium nitrate ($\geq 90\%$),
- Sodium nitrate in solid form ($\geq 90\%$),
- Potassium nitrate and sodium nitrate mixture ($\geq 90\%$),
- Calcium ammonium nitrate,
- Hexamine ($\geq 90\%$),
- Aluminum powder (less than 200 μm , $\geq 70\%$).

1. Accessing NRCan's eServices Portal

Access NRCan's eServices Portal (<https://eservices.nrcan-rncan.gc.ca/>) and select a secure sign-in method. You can choose between the following sign-in methods:

- a) A **GCKey** is a unique electronic credential (username and password) that allows you to communicate securely with online government services. The Government of Canada, as the service provider, issues these credentials to individuals so they can access government online services.

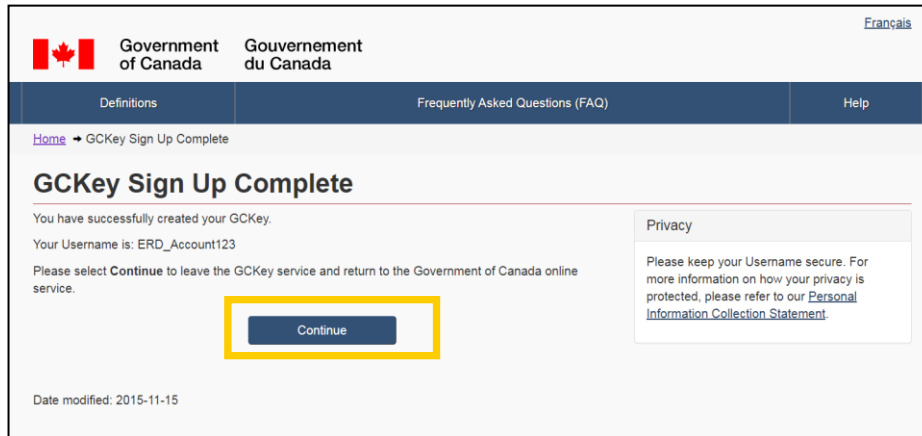


- b) **Sign-In Partners** are private sector companies and organizations that have partnered with *SecureKey Technologies* to enable their customers to use their online credentials (e.g. card number or username and password) to access Government of Canada services. Currently there are ten Sign-In Partners:

- Affinity Credit Union
- BMO Financial Group
- CHOICE REWARDS MasterCard
- CIBC Canadian Imperial Bank of Commerce
- Desjardins Group
- National Bank of Canada
- RBC Royal Bank
- Scotiabank
- Tangerine
- TD Bank Group

For **GCKey**, you will be required to create a personalized username and password. Ensure to remember your username and password; you will need them to login to amend, renew or cancel your enrolment. Once this step is completed, click "**Continue**".

Note that the system requires you to use your GCKey at least once every two years, otherwise it will expire. If your GCKey expires, you will be required to register for a new one; you will also need to re-register with any online service you were previously using.



The first time you access the NRCan eServices Portal, you will be asked to read and accept the Terms and Conditions of use. When done, check "**I accept these Terms and Conditions**" then click "**Next**". You will be taken to the NRCan eServices Account Registration page.

Complete all the "**required**" information fields and click "**Submit**".



Since your email address must be verified, a **confirmation code** will be sent to the email you provided in the previous step. Enter the confirmation code and click "**Submit**".

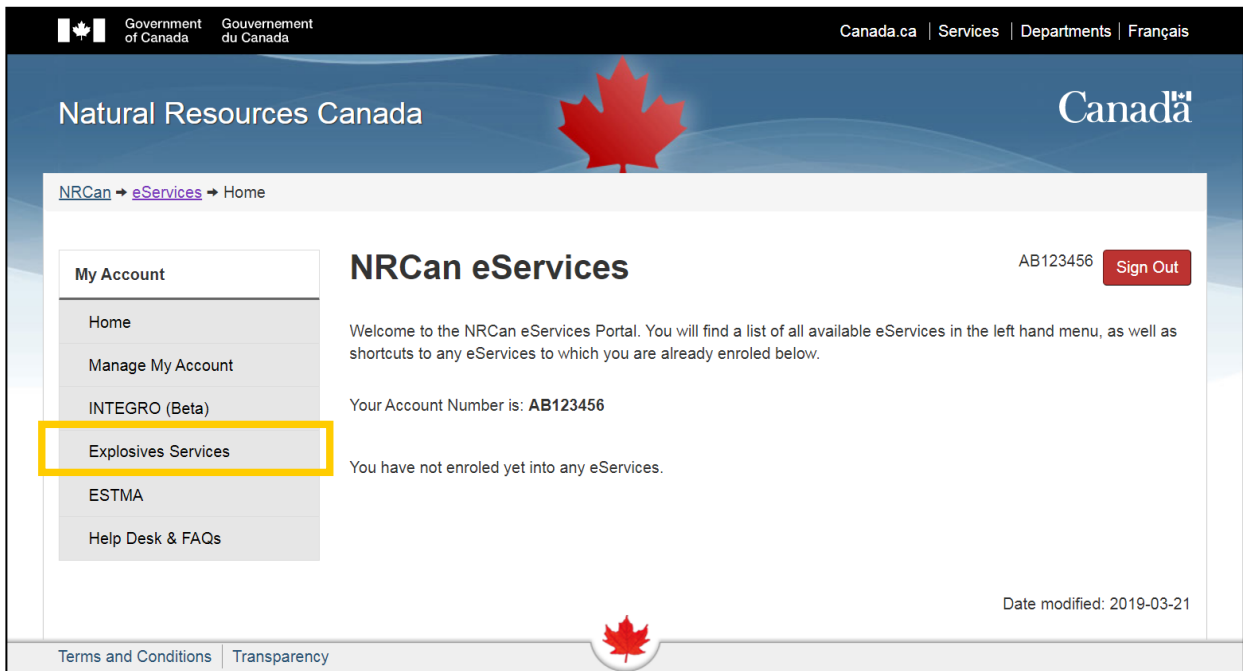
The screenshot shows the 'Email Address Verification' page on the NRCAN eServices portal. A yellow box highlights the 'Confirmation Code: (required)' input field and the 'Submit' button. A yellow callout box points to an example email received at john.smith@canada.ca. The email subject is 'Do Not Reply / Ne Pas Répondre (NRCAN/RNCAN) <Your Email Address Confirmation Code / Votre code de confirmation d'adresse courriel>'. The body of the email states: 'Dear John Smith, You need to provide the following code in order to confirm your email address. Your Confirmation Code is: 42113975'. The footer of the email identifies it as coming from Natural Resources Canada.

Click "**Continue**" to access the NRCAN eServices Homepage (as shown below) and create an account with *Explosives Services* (Step 2).

The screenshot shows the 'NRCAN eServices' homepage. A yellow circle highlights the 'Continue' button. The page displays the message: 'You have successfully activated your new NRCAN eServices Account.' The 'Sign Out' button is visible in the top right corner. The footer includes 'Terms and Conditions' and 'Transparency' links, and a 'Date modified: 2019-03-21' timestamp.

2. Creating an Account with Explosives Services

On the NRCan eServices Homepage, click "**Explosives Services**" on the left (as shown below).



Click "**Enrol as an Authorized Contact of a Company**".



Read and agree to the terms and conditions.

On the next page, ensure to complete the "Province / State" field information otherwise the system will automatically choose "United Arab Emirates". The "Postal / ZIP Code" field must also be completed.

Enrol as an Authorized Contact - Company Information

Complete the following form to enrol in the NRCan Electronic Licence Management System as an Authorized Contact of an existing or new company. As the Authorized Contact of a company you will be able to:

- Update the company information
- Manage the company licences, permits, certificates and members

If your request is approved, you will receive a letter in the mail with a **User Activation Code (UAC)** that will allow you to complete your enrolment.

Company Information

* **Company Name (required)** ERD

Select the following checkbox if the company you are enrolling already did business with the Explosives Regulatory Division.

The company already did business with the Explosives Regulatory Division

* **Address (required)** 580 Booth Street

* **City (required)** Ottawa

Province / State Ontario

Postal / ZIP Code K1A 1E0

* **Country (required)** Canada

Company Mailing Address

Same as above

Next Cancel

Date modified: 2019-03-21

Enrol as an Authorized Contact - Personal Information

Use this section to provide your contact information as the authorized contact of the company.

Authorized Contact Information

First Name John

Last Name Smith

Company Title General Manager

* **E-mail address (required)** John.Smith@canada.ca

* **Mailing Address (required)** 580 Booth Street

* **City (required)** Ottawa

Province / State Ontario

Postal / ZIP Code K1A 1E0

* **Country (required)** Canada

* **Telephone (required)** (555) 555-1234

Mobile phone (555) 555-2345

Fax (555) 555-3456

Previous Next

Cancel

Date modified: 2019-03-21

Once completed, you will be asked to review the information entered and confirm that you are an authorized contact by checking the box at the bottom of the page. Then click "**Submit**".

Enrolment Authorization Confirmation

Please confirm that you are an authorized contact for this company.

* **Declaration (required)** I confirm that I'm an authorized contact for this company.

Previous Submit

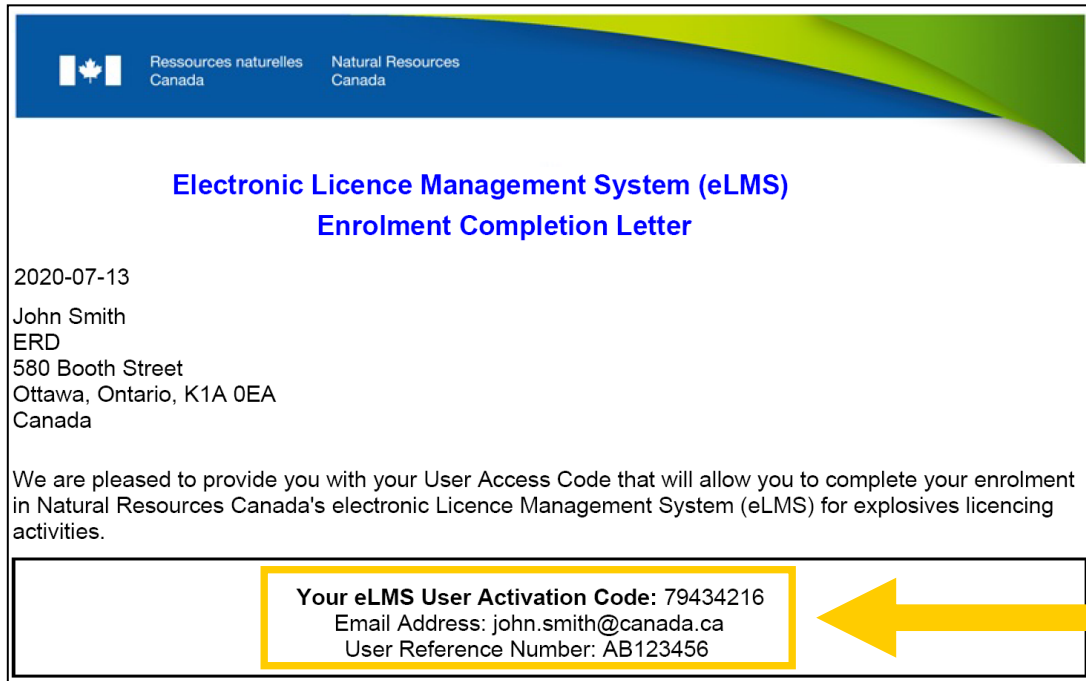
Cancel

Date modified: 2019-03-21

When you see the message "The company enrolment request was submitted successfully", click "**Continue**". You must now wait for your enrolment request to be reviewed by NRCan, once this is completed, you will be able to proceed to Step 3.

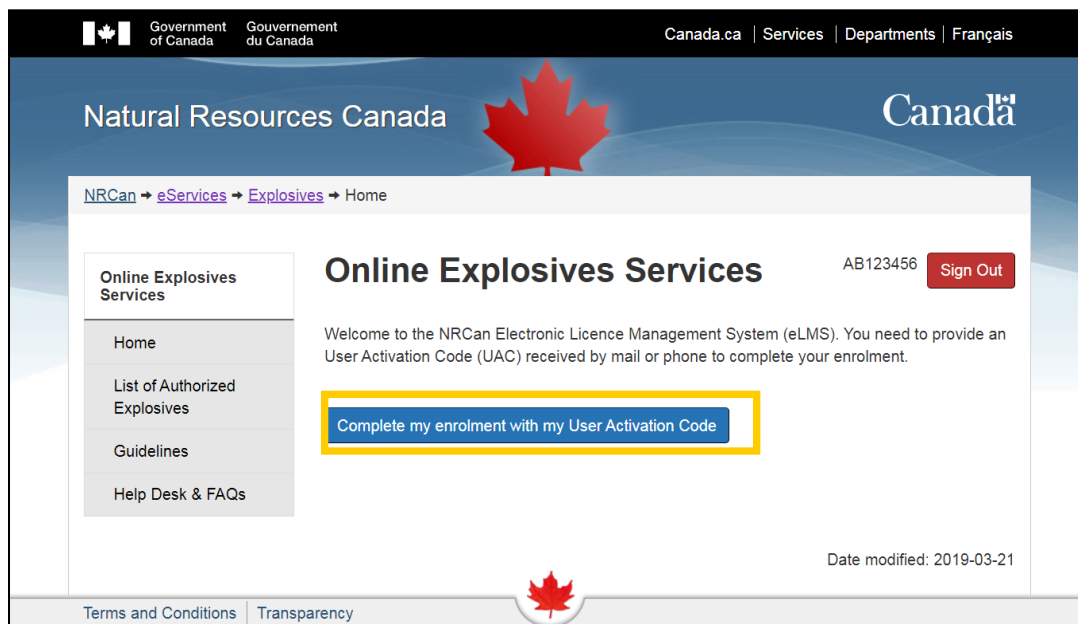
3. Activating my Account with Explosives Services

Once you have created your account with Explosives Services, your request will be reviewed and you will receive an **email** that will contain your **eLMS User Activation Code**, **registered email address** and **User Reference Number**. The picture below illustrates what the document will look like. If you do not receive it within 2 weeks after the creation of your account, please call our office at 1-855-912-0012. **Once you will have received your eLMS User Activation Code, you will be able to activate your eLMS enrolment.**



Go to <https://eservices.nrcan-rncan.gc.ca>, login to your account with your GCKey or Sign-In partner. Then click "**Select**" next to *Explosives Services - Pending approval*.

On the next page click "**Complete my enrolment with my User Activation Code**".



Enter your email address and your eLMS User Activation Code and click "**Submit**".

You will receive another confirmation code by email to activate your enrolment. Enter the confirmation code and click "**Submit**".

The creation of your eLMS account is now complete; click "**Continue**" and follow the next step (Step 4) to enrol as a component or product seller, add components and add site locations.

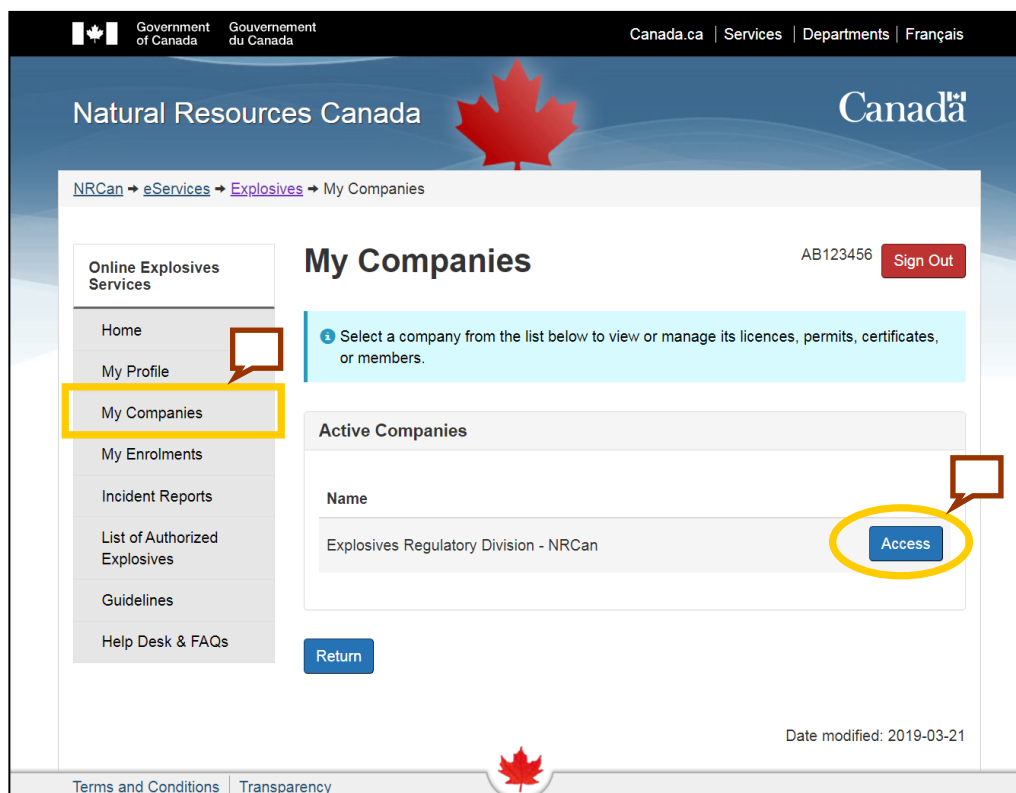
4. Enrolling as a Component or Product Seller

You must now enrol as a restricted component or product seller.

If you are not already logged in, go to <https://eservices.nrcan-rncan.gc.ca>, login to your account with your GCKey or Sign-In partner. Then click "**Select**" next to *Explosives Services*.



Go to "**My Companies**" and click "**Access**".



Click "**Restricted Components Enrolment**"

NRCAN → eServices → Explosives → My Companies

Online Explosives Services

- Home
- My Profile
- My Companies
- My Enrolments
- Incident Reports
- List of Authorized Explosives
- Guidelines
- Help Desk & FAQs

Company Home

AB123456 [Sign Out](#)

Company Home helps you to manage licences, permits, certificates, and members of a company.

- Select **"Update Profile"** to modify the address associated to any new licences, permits, or certificates requests. You need to be an Authorized Contact or a Company Contact of the company to access this feature.
- Select **"Manage Members"** to add, modify or remove members of this company. You will also be able to select the rights of each member in the company. You need to be an Authorized Contact of the company to access this feature.
- Select **"Manage MPUs"** to add, view, amend, or cancel "Mobile Process Units" available to Factory Licences of this company.
- Select **"Restricted Components Enrolment"** to apply, view, amend, or cancel the Restricted Component Enrolment of this company.
- Select **"Apply for a NEW Licence, Permit, or Certificate"** if you need to request a NEW explosives licence, permit, or certificate for this company. You need to be an Authorized Contact or a Company Contact of the company to access this feature.
- Select **"View YOUR Licences, Permits, and Certificates"** to search, amend, or renew YOUR licences, permits, and certificates associated with this company.

Below, you will also find a list of any licences, permits, and certificates requiring your attention.

Name: Explosives Regulatory Division - NRCAN
 Address: 580 Booth street
 Ottawa, Ontario, K1A 0E4
 Canada

Your role(s): Authorized Contact

Update Profile
 Manage Members
 Manage MPUs
Restricted Components Enrolment
 Apply for a NEW Licence, Permit, or Certificate
 View YOUR Licences, Permits, and Certificates
 Return

Click "**Enrol as a Product Seller**" if you are manufacturing products for resale using restricted components or "**Enrol as a Component Seller**" if you are selling the chemical itself (note: for stump remover, choose component seller).

Government of Canada / Gouvernement du Canada | Canada.ca | Services | Departments | Français

Natural Resources Canada | Canada

NRCAN → eServices → Explosives → My Companies

Online Explosives Services

- Home
- My Profile
- My Companies
- My Enrolments
- Incident Reports
- List of Authorized Explosives
- Guidelines
- Help Desk & FAQs

Restricted Components Enrolment

AB123456 [Sign Out](#)

Notes

You are required to enrol in the Restricted Components program if you sell Restricted Components.

- Enrol as a Component Seller if you sell Restricted Components
- Enrol as a Product Seller if you only sell products containing Restricted Components

Follow this link to get additional information [Restricted Components Information](#)

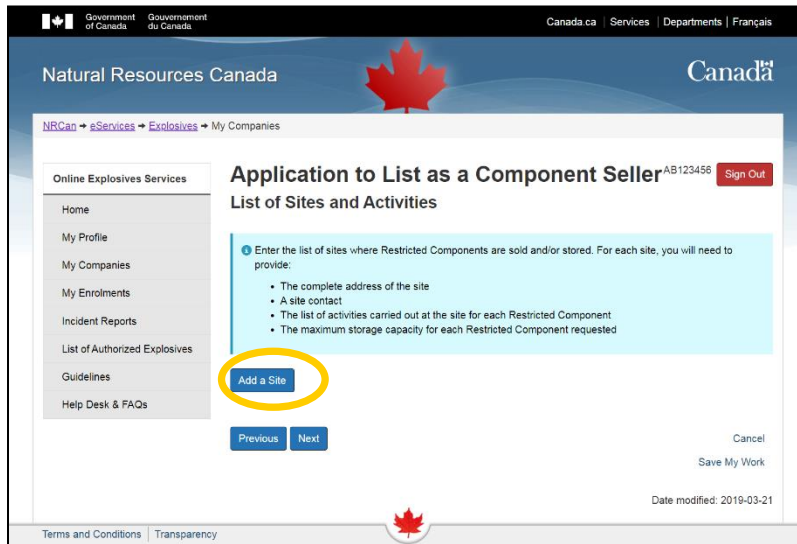
Enrolment ERD Holder

Enrol as a Product Seller
 Enrol as a Component Seller
 Return

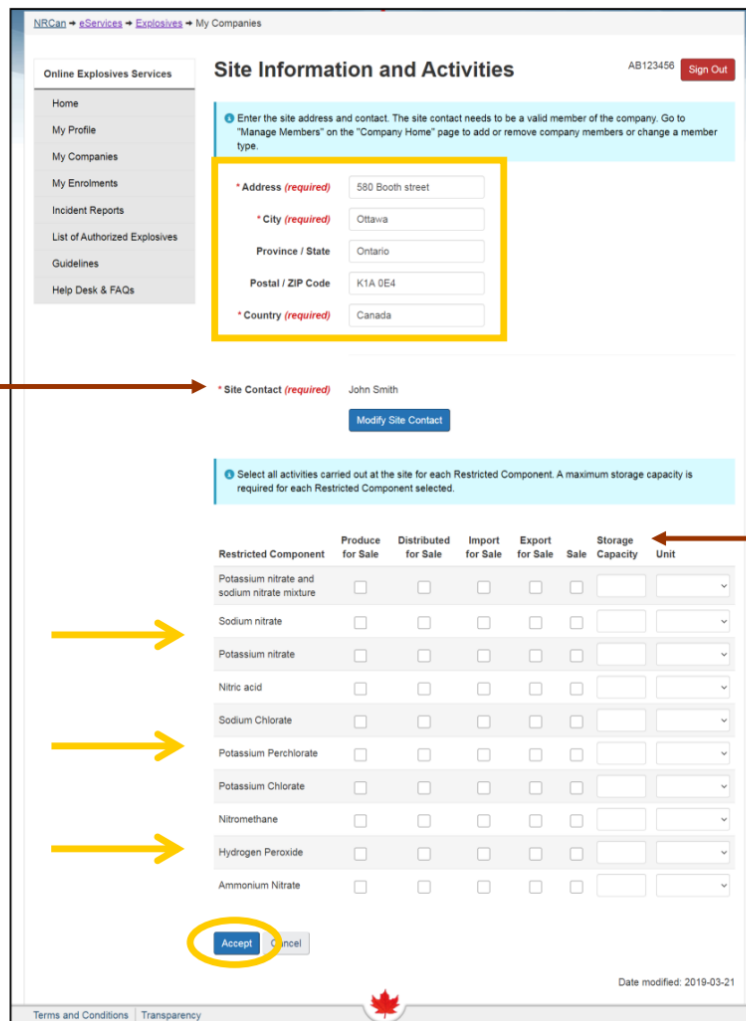
Date modified: 2019-03-21

Terms and Conditions | Transparency

Click "Add a site" on the next page (take note that each site must be added individually).



Enter the site address and contact information. Then select all activities carried out at the site in question and enter the quantities that will be stored on the site for each of the restricted components.



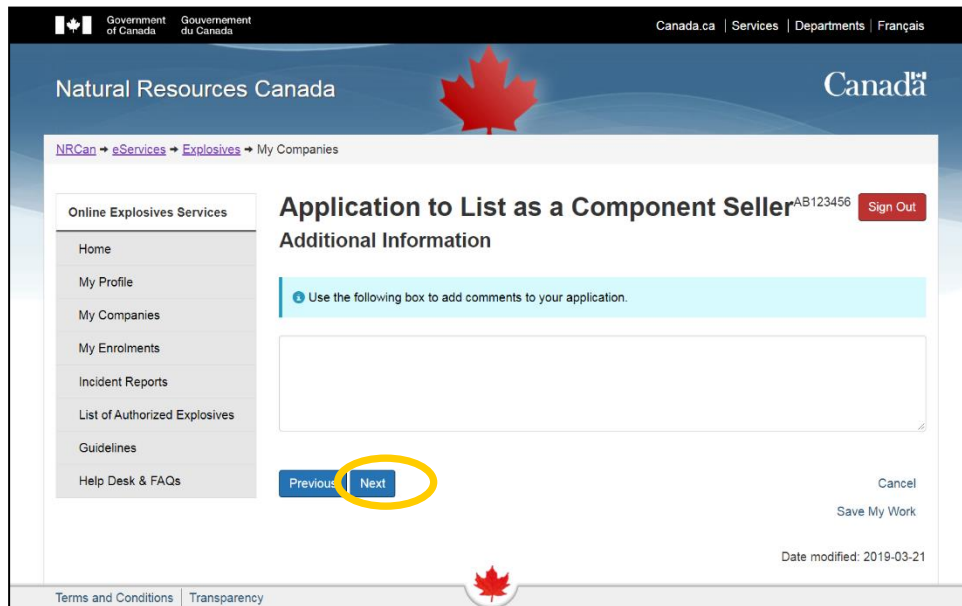
Note:
Due to a limitation in eLMS, if you want to change the "Site Contact" to someone who doesn't have an account with the Explosives Services (i.e. who has not completed steps 1 to 3 of this guide), leave the default name for now and send the new contact's name, email, phone number and position in your company to nrcan.precursors-precurseurs.nrcan@canada.ca. The ERD will apply the modifications to your account. (See [Step 8](#) for more details).

Note:
▪ The "Storage Capacity" is the maximum quantity of a restricted component that would be stored on a site at one time, and not the total quantity of that component sold over the year.
▪ A retailer that purchases an imported component from a distributor in order to resell it to a customer without performing any other listed activity, needs only to check the "Sale" checkbox.

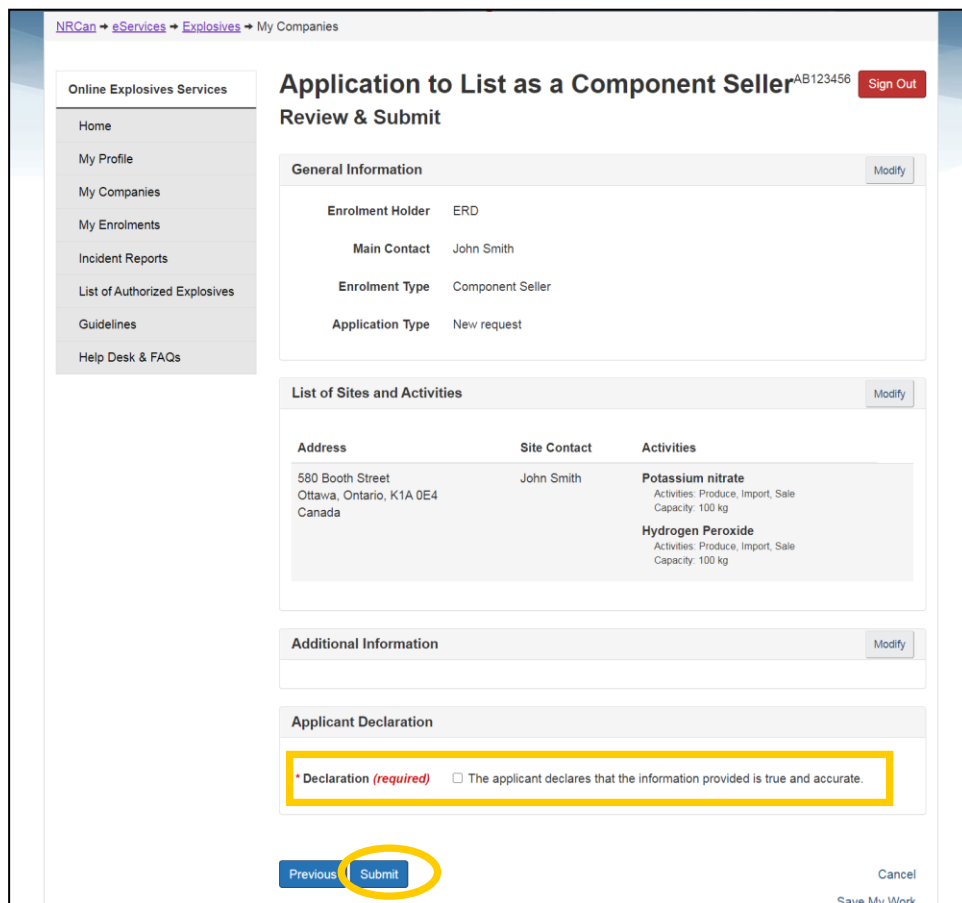
Click **"Accept"** when you are done.

If you would like to add other locations, click on **"Add a Site"**; if not click **"Next"**.

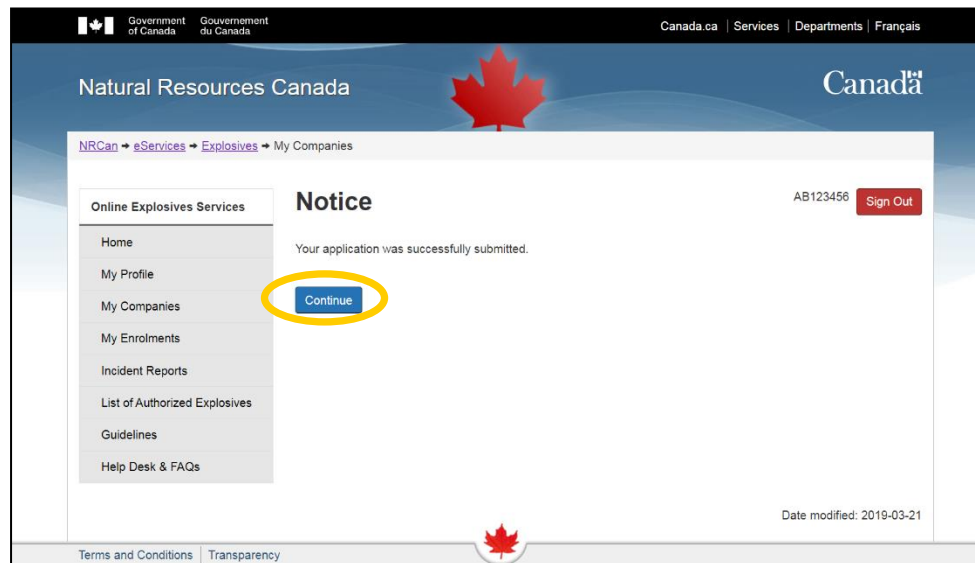
Optional: You can use the box on the next page to add comments to your application. Click **"Next"**.



Once you are done, verify the information you have entered, confirm that the information provided is true and accurate, and then click **"Submit"**.



On the next page click "**Continue**".



At this point, you should be back on the "Restricted Components Enrolment" page. If this is your first enrolment using eLMS, congratulations, you are **done!**

You must now wait for your request to be processed (this may take up to 30 days). Once this is done you will receive an email inviting you to log back into your eLMS account to view and download your enrolment documents (see Step 7).

If the enrolment letter has not been activated within **three** weeks of your request, or if you have any questions, call **1-855-912-0012** and our Help Desk will be pleased to assist you.

If you need to renew your enrolment as a component or product seller, proceed to Step 5.

If you want to make changes and modify your enrolment as a component or product seller, proceed to Step 6.

5. Renewing an Existing Enrolment as a Component or Product Seller

This part is for companies that are already on the restricted components sellers list and have already completed steps 1 to 4. If your enrolment is set to expire soon, a reminder will be sent at least 30 days before the expiry date.

- Go to <https://eservices.nrcan-rncan.gc.ca>, login to your account with your GCKey or Sign-In partner.
- If you used a GCKey: on the Welcome screen, click "**Continue**"
- Click "**Select**" next to *Explosives Services*.
- Go to "**My Companies**" and click "**Access**".
- Click "**Restricted Components Enrolment**" to access the page below.
- Click "**Renew**" and then "**Submit**".

It is very important that you click this button; otherwise, your enrolment will remain expired.

The screenshot displays the 'Restricted Components Enrolment' page for user AB123456. The page includes a sidebar with navigation options like 'Home', 'My Profile', and 'My Enrolments'. The main content area shows enrolment details for RC-A012345C, which is a Component Seller with an active status. A yellow circle highlights the 'Renew' button. Below this, there is a table of enrolled sites and activities, listing two sites: one at 590 Booth Street, Ottawa, Ontario, K1A 0E4, Canada, and another at the same address. The activities listed are Hydrogen Peroxide and Potassium nitrate, both with a capacity of 100 kg.

*Congratulations, you are **done!***

Once your enrolment will have been processed and approved (this may take up to 30 days), you will receive an email and you will be able to access the enrolment letter with the updated expiry date by clicking "**Download Enrolment** ↓".

6. Modifying an Existing Enrolment as a Component or Product Seller

If you need to make changes, such as adding/removing a site or components on your enrolment:

- Go to <https://eservices.nrcan-rncan.gc.ca>, login to your account with your GCKey or Sign-In partner.
- If you used a GCKey: on the Welcome screen, click "**Continue**"
- Click "**Select**" next to *Explosives Services*.
- Go to "**My Companies**" and click "**Access**".
- Click "**Restricted Components Enrolment**".
- Click "**Amend**" and then "**Next**".
- Click "**Modify**" button aside the site location you wish to modify.
- Apply the desired change(s) (such as changing the address, contact name, add/remove restricted components, modify the storage capacity and/or activities associated with this site as well as adding and/or removing a site).

The screenshot shows the 'Restricted Components Enrolment' page for enrolment RC-A012345C. The page includes a sidebar with navigation options like 'Home', 'My Profile', and 'My Companies'. The main content area displays enrolment details and a list of actions. The 'Amend' button is highlighted with a yellow circle. Below the details, there is a table for 'Enroled Sites and Activities'.

Enrolment Number	RC-A012345C
Type	Component Seller
Status	Active
Enrolment Holder	ERD
Main Contact	John Smith
In Date	2020-07-13
Issue Date	2020-08-11
Expiry Date	2025-08-11

Address	Site Contact	Activities
580 Booth Street Ottawa, Ontario, K1A 0E4 Canada	John Smith	Hydrogen Peroxide Activities: Produce, Import, Sale Capacity: 100 kg Potassium nitrate Activities: Produce, Import, Sale Capacity: 100 kg




* Please note that if you are awaiting renewal, it will have to be processed before making modifications.

7. Viewing and Downloading the Documents concerning an Existing Enrolment

If you need to download a copy of your enrolment (ex: to prove to a supplier or distributor that you have a valid enrolment with NRCan to sell the desired restricted component and/or to create a product using that component):

- Go to <https://eservices.nrcan-rncan.gc.ca>, login to your account with your GCKey or Sign-In partner.
- If you used a GCKey: on the Welcome screen, click "**Continue**"
- Click "**Select**" next to *Explosives Services*.
- Go to "**My Companies**" and click "**Access**".
- Click "**Restricted Components Enrolment**".
- Click "**Download Enrolment ↓**".

Your enrolment letter will look like the one below and will list the authorized components and activities:

	Natural Resources Canada	Ressources naturelles Canada	
			Protected B
2020-08-07	John Smith ERD 580 Booth Street Ottawa, Ontario, K1A 0E4 Canada		FILE: RC-A012345C Expiry Date: 2025-08-07 Amendment Number:
Re: ENROLMENT ON THE LIST OF RESTRICTED COMPONENT SELLERS			
You are listed as a seller of the restricted components at the following locations and performing the activities listed.			
580 Booth Street , Ottawa, Ontario, K1A 0E4, Canada Potassium nitrate: Import, Sale. Potassium Perchlorate: Import, Sale.			
Please inform the Explosives Regulatory Division of any changes occurring to enrolment activities. If you have any questions, the Explosives Regulatory Division can be reached using the contact information found below.			
Best regards;			
			
Patrick O'Neill Director General/Directeur général			
Headquarters : 580 Booth Street, 10th floor Ottawa, Ontario, Canada K1A 0E4 Tel :1-855-912-0012 Email :ERDmms@nrcan.gc.ca			
		1 of 1	

8. Changing or Adding a Contact Person

This section concerns only companies with multiple sites and where each of these sites need a different contact person.

Due to a limitation in eLMS, if you want to use/add a different "Site contact" than the one you registered with and wish to do so through eLMS, that person must also have a valid account with the *Explosives Services* (i.e. that person must have completed steps 1 to 3 of this guide).

As this is unlikely to be the case, we strongly recommend to leave the default person as a temporary contact for all sites during your enrolment process. Once your enrolment is completed, send for each site the correct contact's name, email, phone number and position in your company to rncan.precursors-precurseurs.rncan@canada.ca. The ERD will make the modifications to your account.

If the person does have an account with the *Explosives Services*, then to add them as a site contact is a two-step process.

First:

- Go to <https://eservices.nrcan-rncan.gc.ca>, login to your account with your GCKey or Sign-In partner.
- If you used a GCKey: on the Welcome screen, click "**Continue**".
- Click "**Select**" next to *Explosives Services*.
- Go to "**My Companies**" and click "**Access**".
- Click "**Manage Members**".
- The "Associated Members" section lists all available people who can be selected as contacts for the sites of your company. If the person you want to use as a contact isn't listed there, click "**Add a Member**" at the bottom.
- Enter the person's "Account URN"; the URN contains 2 letter followed by 6 numbers (ex: "AB123456") and can be found aside the "Sign out" button when this person is logged in eLMS. Enter the person "First Name" and "Last Name" then click "**Next**".
- Fill the required information about this person and then click "**Submit**".

Then:

- Go to "**My Companies**" and click "**Access**".
- Click "**Restricted Components Enrolment**".
- In the "Enroled Sites and Activities" section at the bottom of the page, click "**Change Site Contact**" next to the site you wish to modify the contact person.
- Click "**Select**" aside the person's name you have added in the previous step.

9. Submitting an Incident Report

The eLMS allows you to report an incident (theft, attempted theft, tampering, refusal to sell) and access your previous incident reports electronically. To use it:

- Go to <https://eservices.nrcan-rncan.gc.ca>, login to your account with your GCKey or Sign-In partner.
- If you used a GCKey: on the Welcome screen, click "**Continue**"
- Click "**Select**" next to *Explosives Services*.
- Go to "**Incident Reports**" and click "**File an Incident Report**".



- Select the appropriate "Type of incident" from the drop-down menu and click "**Next**".
- Fill the "Associated Licence, Permit, or Certificate" section, then click "**Next**".
- Fill the "Time and Location" section, then click "**Next**".
- Fill the "Details of the Incident" section, then click "**Next**".
- Fill the "Impacts on People" section, then click "**Next**".
- Fill the "Property Damage" section, then click "**Next**".
- Fill the "Explosives or Restricted Components Involved" section, then click "**Next**".
- Review the information you have entered and confirm that the "information provided is true and accurate", then click "**Submit**".