



Government
of Canada

Gouvernement
du Canada



Extractive Sector Transparency Measures Act

NRCan eServices Portal

User Guide

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Introduction

Natural Resources Canada (NRCan) has developed a new tool to facilitate the reporting process for extractive businesses under the [Extractive Sector Transparency Measures Act](#) (the Act). Through [Sign-In Partners](#) or using a Government of Canada Key (GCKey), the [NRCan eServices Portal](#) provides a secure web environment to enrol Entities, submit an ESTMA report and update Entities' contact information.

To access the NRCan eServices Portal, individuals authorized to conduct ESTMA-related activities for the Entity must create a personal account. Once a personal account is created and access to the Entity has been granted by NRCan, the individual will be able to provide ESTMA-related information to NRCan on behalf of the Entity.

This User Guide has been prepared to help users navigate through the NRCan eServices Portal. If you have any questions related to the use of the NRCan eServices Portal not addressed in the instructions or the [Help and Frequently Asked Questions](#) located at the end of this guide, please contact NRCan by email at NRCan.ESTMA_Reports-Rapports_LMTSE.RNCan@canada.ca.

Accessing the eServices Portal with a Sign-in Partner

The [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 numbers or user names and passwords) to access Government of Canada services.

When you use a Sign-In Partner, none of your banking or personally-identifiable information is communicated to the government service you are accessing and the Government of Canada does not know which Sign-In Partner you have used. Similarly, no information about the government service being accessed by the user will be shared with the user's Sign-In Partner.

Natural Resources Canada

Canada

[NRCan](#) → [eServices](#) → [NRCan Login](#)

Access NRCan eServices Portal

Choose a secure sign-in method:

Use a Sign-In Partner

[Continue to Sign-In Partner](#)

- Use the same sign in information you use for other online services (e.g. online banking).
- None of your information (e.g. financial, banking) will be shared with Natural Resources Canada. Your Sign-In Partner will not know which government service you are using.
- You will temporarily leave the Natural Resources Canada website to use your Sign-In Partner.

[► View the full list of Sign-In Partners](#)

Sign-in with or Register for a GCKey user ID and password

[Continue to GCKey](#)

- Sign-in with a GCKey user ID and password if you do not use one of the Sign-In Partners.
- Register for a GCKey user ID and password if you do not have one.

Resources

- [Frequently Asked Questions \(FAQs\)](#)
- [Full List of Sign-In Partners](#)
- [Terms of Use](#)

To login with a Sign-in Partner:

1. From the [NRCan eServices Portal](#), select the "Continue to Sign-in Partner" button. You will be routed to the SecureKey Concierge service where you will be able to select your [Sign-in Partner](#) and log in.
2. Select your Sign-in Partner and enter your client card/username and password.
3. You will be routed to the 'Terms and Conditions of Use and Privacy Notice', select "Accept and Continue".
4. You will be redirected to the NRCan eServices Portal to register your NRCan eServices Account. See [Registering your NRCan eServices Account](#) for instructions.

The screenshot shows the 'Account Registration' page of the NRCan eServices Portal. The page header includes the Government of Canada logo, the text 'Government of Canada / Gouvernement du Canada', and navigation links for 'Canada.ca', 'Services', 'Departments', and 'Français'. The main header features 'Natural Resources Canada' and the 'Canada' wordmark. A breadcrumb trail reads 'NRCan > eServices > Home'. The page title is 'Account Registration', with a 'Sign Out' button in the top right corner. The 'Account Information' section contains a 'Notes' box stating: 'Fill out the information below in order to create a new NRCan eServices Account in order to access NRCan Online Services. You will have to confirm your email address in order to gain access to the site.' Below this, there are input fields for 'First Name (required)', 'Last Name (required)', 'Email (required)', and 'Email Confirmation (required)'. There are also dropdown menus for 'Time Zone (required)' (set to 'Select a timezone') and 'Preferred Language (required)' (set to 'English'). A 'Submit' button is located at the bottom of the form. The footer includes 'Terms and Conditions', 'Transparency', a small red maple leaf logo, and the text 'Date modified: 2018-01-26' and 'DEBUG1 R3 DEV-TEST'.

Government of Canada / Gouvernement du Canada

Canada.ca | Services | Departments | Français

Natural Resources Canada

Canada

NRCan > eServices > Home

Account Registration

Sign Out

Account Information

Notes
Fill out the information below in order to create a new NRCan eServices Account in order to access NRCan Online Services. You will have to confirm your email address in order to gain access to the site.

* First Name (required)

* Last Name (required)

* Email (required)

* Email Confirmation (required)

* Time Zone (required)

* Preferred Language (required)

Submit

Date modified: 2018-01-26
DEBUG1 R3 DEV-TEST

Terms and Conditions | Transparency

Accessing the eServices Portal with a GCKey

The GCKey is a unique electronic credential (user name 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.

If you have a GCKey, sign-in by entering your username and password in the appropriate fields. If you do not yet have a GCKey, or if you wish to create a new one for the sole purpose of reporting under the ESTMA, follow the four-step process below to get one, beginning by clicking 'Sign Up.'

The screenshot shows the GCKey portal interface. At the top, there is a header with the Government of Canada logo and the text 'Government of Canada' and 'Gouvernement du Canada'. To the right of the logo is a link for 'Français'. Below the header is a navigation bar with links for 'Definitions', 'Frequently Asked Questions (FAQ)', and 'Help'. Below the navigation bar is a breadcrumb trail: 'Home → Sign In / Sign Up'. The main content area is titled 'Welcome to GCKey'. It contains two main sections: 'Sign In' and 'Simple Secure Access'. The 'Sign In' section has fields for 'Username: (required)' and 'Password: (required)', a 'Forgot your password?' link, and a 'Sign In' button. The 'Simple Secure Access' section has a 'Sign Up' button. Both the 'Sign In' and 'Sign Up' buttons are highlighted with red boxes. Below the 'Sign In' section, there is a message: 'Please select **Exit** to leave the GCKey service and return to the Government of Canada online service.' and an 'Exit' button. At the bottom left, there is a date: 'Date modified: 2015-11-15'.

[Français](#)

Government of Canada
Gouvernement du Canada

Definitions Frequently Asked Questions (FAQ) Help

Home → Sign In / Sign Up

Welcome to GCKey

Sign In

Username: **(required)**

Password: **(required)**

[Forgot your password?](#)

Sign In Clear All

Simple Secure Access

A simple way to securely access Government of Canada online services.

One username.
One password.

Sign Up

Your GCKey can be used to access multiple Government of Canada online [Enabled Services](#).

Please select **Exit** to leave the GCKey service and return to the Government of Canada online service.

Exit

Date modified: 2015-11-15

1. Read and accept the Terms and Conditions of Use. Click 'I accept' to continue.
2. Create a username using the username checklist criteria.
3. Create a password that aligns with the password checklist. Once you have entered and confirmed your password, select 'Continue.'
4. Create your recovery questions, answers and hints in case you lose your password.
5. Read and accept the NRCAN eServices Portal Terms and Conditions of Use.
6. You will be prompted to register your NRCAN eServices Account.

Registering your NRCan eServices Account

Once you have signed in using one of sign-in methods, you will be redirected to NRCan eServices Portal's landing page. If this is the first time you are using NRCan's eServices Portal, you will be asked to register your NRCan eServices account.

The screenshot shows the 'Account Registration' page of the NRCan eServices Portal. The page has a blue header with the Government of Canada logo and navigation links. The main content area is titled 'Account Registration' and includes a 'Sign Out' button. Below the title is a 'Notes' section with instructions. The registration form contains several required fields: First Name, Last Name, Email, Email Confirmation, Time Zone, and Preferred Language. A 'Submit' button is at the bottom of the form. The footer includes 'Terms and Conditions', 'Transparency', and a small Canadian flag logo.

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

Natural Resources Canada | Canada

NRCan → eServices → Home

Account Registration

[Sign Out](#)

Account Information

Notes
Fill out the information below in order to create a new NRCan eServices Account in order to access NRCan Online Services. You will have to confirm your email address in order to gain access to the site.

* First Name (required)

* Last Name (required)

* Email (required)

* Email Confirmation (required)

* Time Zone (required)

* Preferred Language (required)

[Submit](#)

Date modified: 2018-01-26
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[Terms and Conditions](#) | [Transparency](#)

1. To register your account, please enter your personal details into the required fields and click 'Submit' when complete.
2. NRCan will send a confirmation code to the e-mail address provided.

Natural Resources Canada Canada.ca | Services | Departments | Français

NRCAN → eServices → Home

Email Address Verification

[Sign Out](#)

An email was sent to nickolas.boucher@canada.ca. Please provide the confirmation code supplied in the e-mail within 24 hours to complete your registration.

* Confirmation Code: *(required)*

[Submit](#)

[Resend the Confirmation Code](#)
[Correct your email](#)

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[Terms and Conditions](#) | [Transparency](#)

3. You will have 24 hours to provide the confirmation code and complete your registration.
4. Once you submit the confirmation code, you will activate your NRCAN eServices account.
5. Click 'Continue' to continue to the NRCAN eServices homepage and select 'ESTMA' from the options on the left.

Natural Resources Canada Canada.ca | Services | Departments | Français

NRCAN → eServices → Home

My Account

- Home
- Manage My Account
- Explosives Services
- INTEGRO
- ESTMA
- Stand-Alone Test
- Help Desk & FAQs

NRCAN eServices

NB817289 [Sign Out](#)

Welcome to the NRCAN eServices Portal. You will find a list of all available eServices in the left hand menu, as well as shortcuts to any eServices to which you are already enrolled below.

Your Account Number is: **NB817289**

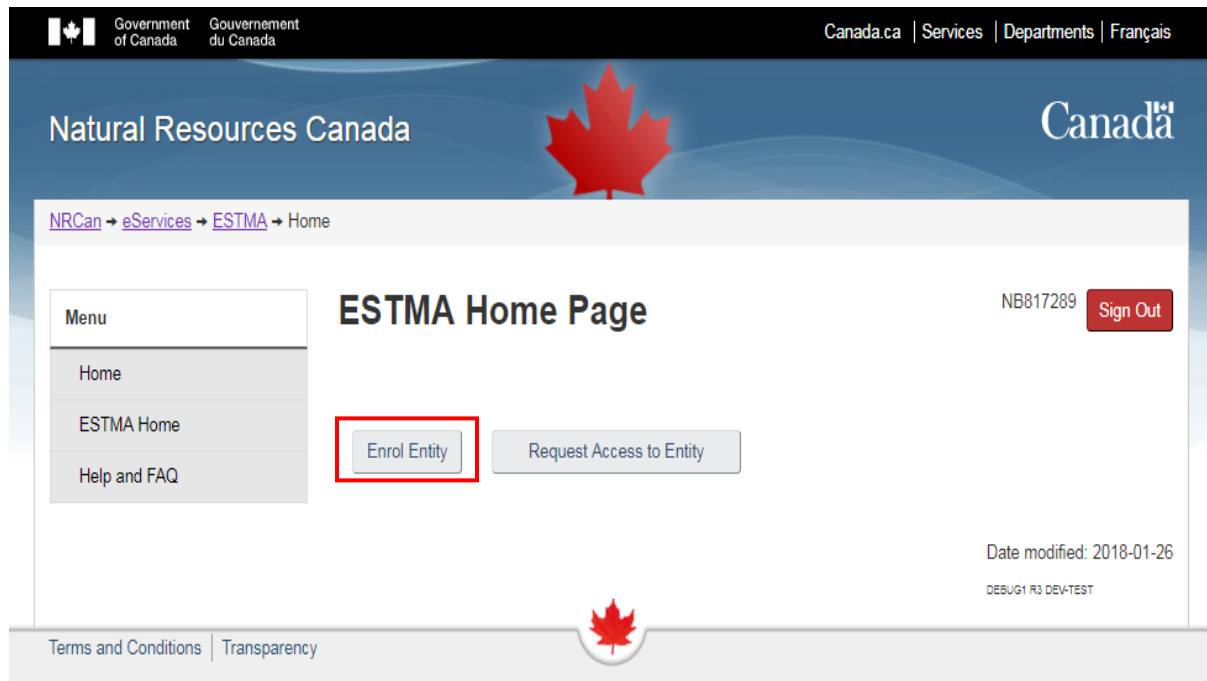
You have not enrolled yet into any eServices.

Date modified: 2018-01-26
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[Terms and Conditions](#) | [Transparency](#)

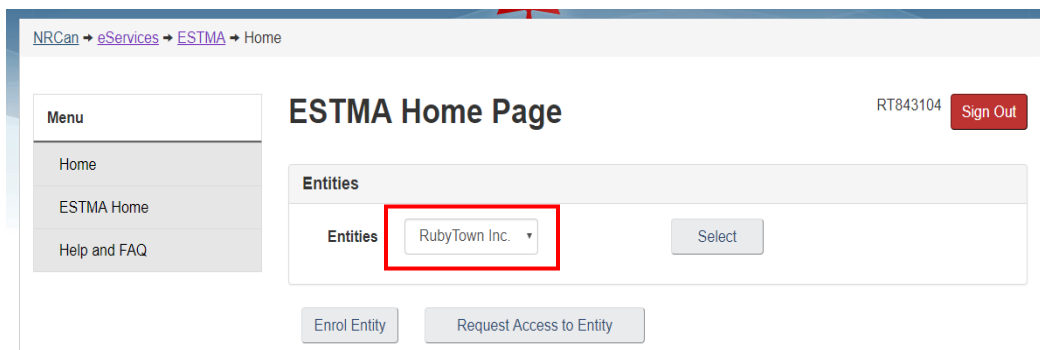
Enrolling a New Entity

If you have not previously enrolled an Entity, you will need to do so before accessing ESTMA-related services through the eServices Portal. **Note that Entities who have previously enrolled with NRCan prior to the launch of the eServices Portal are not required to enroll again. This step is only required for Entities that have not previously enrolled with NRCan, as it replaces the previous practice of having Entities submit an ESTMA Contact Form for enrolment purposes. Previously enrolled entities may continue to the [Requesting Access to a previously Enrolled Entity](#) of this document.**

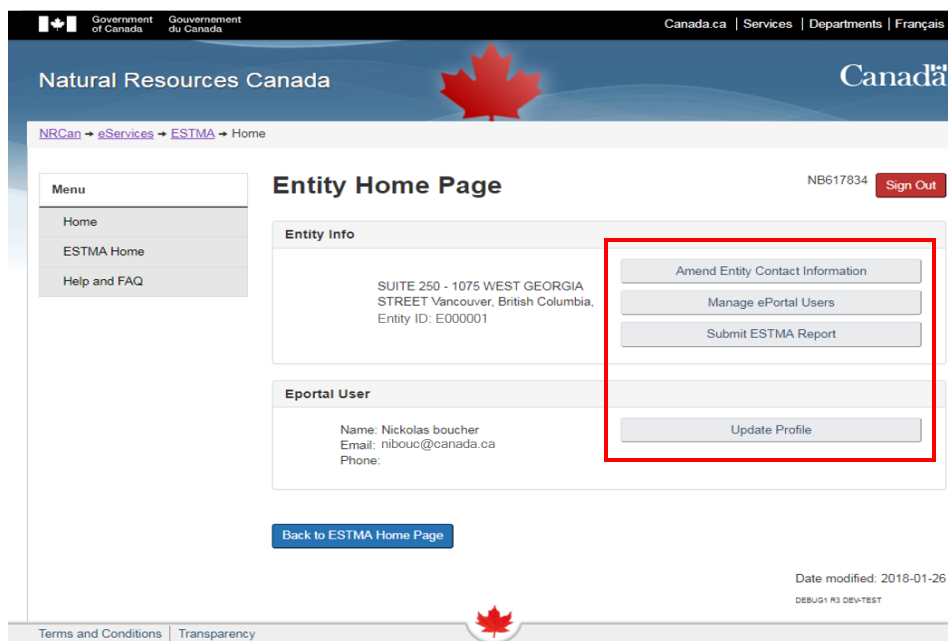


1. The first step to enrolling an Entity is to provide their legal name, Canada Revenue Agency business number (if applicable), fiscal year start- and end-dates and business address.
2. Next, designate a Primary Contact and provide their business address and contact information. This person will be ESTMA's primary point of contact should the program need to contact the Entity.
3. You must also designate an Alternate Contact and provide their business address.
4. Lastly, you must provide the telephone number of the eServices Portal User.
5. Once you have submitted the Entity's details and the contact information for the Primary and Alternate contact persons, you will be prompted to review the information.

6. Select 'Submit' to continue, or select 'Back' to edit the provided details.
7. Once you have submitted the Entity's details for enrolment, you will receive a notification that NRCan will review your submission. Once approved, you will receive by email a confirmation of enrolment as well as your ESTMA ID number. Note that ESTMA ID numbers will normally be processed within 3-5 business days. If your request is urgent, please let NRCan know at NRCan.ESMA_Reports-Rapports_LMTSE.RNCan@canada.ca.
8. Once your submission has been reviewed and accepted, the Entity (or Entities) you have enrolled will appear on the ESTMA Home Page.



9. Choose an Entity and click 'Select' to access the Entity's Home Page. From the Entity Home Page, you can:
 - Update or amend the Entity's contact information
 - Manage eServices Portal Users (i.e. add, edit or remove)
 - Submit an ESTMA report
 - Update your eServices Portal User profile



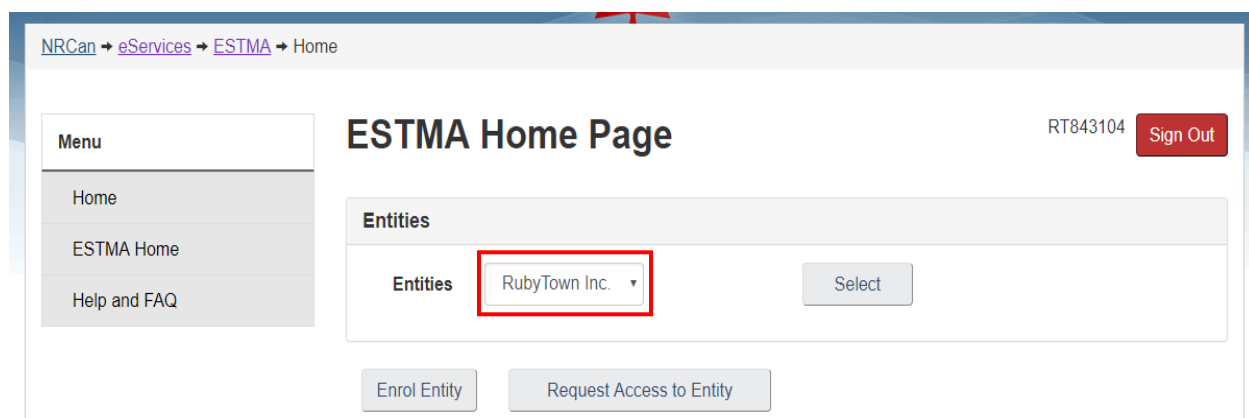
Requesting Access to a Previously Enrolled Entity

If you have previously enrolled one or several Entities with NRCan and have their ESTMA ID numbers, you can request access to those Entities through the eServices Portal.



The screenshot shows the 'ESTMA Home Page' of the NRCan eServices Portal. The page has a header with the Government of Canada logo and navigation links. A sidebar menu on the left includes 'Home', 'ESTMA Home', and 'Help and FAQ'. The main content area features the title 'ESTMA Home Page' and two buttons: 'Enrol Entity' and 'Request Access to Entity'. The 'Request Access to Entity' button is highlighted with a red rectangular box. In the top right corner, the user ID 'NB817289' and a 'Sign Out' button are visible. The footer contains 'Terms and Conditions', 'Transparency', and a small Canadian flag logo.

1. For each Entity, fill out the required fields, including the ESTMA ID number of the Entity you are accessing, and click 'Submit.'
2. Once you submit a request to success, it will be reviewed by NRCan. Users are typically given access to an Entity within 3-5 business days. If your request is urgent, please let NRCan know at NRCan.ESTMA_Reports-Rapports_LMTSE.RNCan@canada.ca.
3. Once you have enrolled or gained access to one or several Entities, they will be listed on the ESTMA Home Page below.



This screenshot shows the 'ESTMA Home Page' after a user has been granted access to entities. The page layout is similar to the previous one, but it includes an 'Entities' section. This section contains a table with one row: 'Entities' | 'RubyTown Inc.' | 'Select'. The 'RubyTown Inc.' cell is highlighted with a red rectangular box. Below this table are two buttons: 'Enrol Entity' and 'Request Access to Entity'. The user ID in the top right corner is now 'RT843104'.

4. Choose an Entity and click 'Select' to access the Entity's Home Page. From the Entity Home Page, you can:
- Update or amend the Entity's contact information
 - Manage eServices Portal Users (i.e., add, edit or remove)
 - Submit an ESTMA report
 - Update your eServices Portal User profile

The screenshot displays the 'Entity Home Page' of the eServices Portal. The page header includes the Government of Canada logo and navigation links. The main content area is divided into sections: 'Entity Info' showing contact details (SUITE 250 - 1075 WEST GEORGIA STREET Vancouver, British Columbia, Entity ID: E000001), 'Eportal User' showing user details (Name: Nickolas boucher, Email: nibouc@canada.ca, Phone:), and a list of action buttons. A red box highlights the buttons for 'Amend Entity Contact Information', 'Manage ePortal Users', 'Submit ESTMA Report', and 'Update Profile'. A 'Back to ESTMA Home Page' button is located at the bottom left. The footer contains 'Terms and Conditions' and 'Transparency' links, along with a date modified (2018-01-26) and a version number (DEBUG1 R3 DEV-TEST).

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

Natural Resources Canada | Canada

NRCan → eServices → ESTMA → Home

Menu

- Home
- ESTMA Home
- Help and FAQ

Entity Home Page NB617834 [Sign Out](#)

Entity Info

SUITE 250 - 1075 WEST GEORGIA STREET Vancouver, British Columbia, Entity ID: E000001

Eportal User

Name: Nickolas boucher
Email: nibouc@canada.ca
Phone:

[Amend Entity Contact Information](#)
[Manage ePortal Users](#)
[Submit ESTMA Report](#)
[Update Profile](#)

[Back to ESTMA Home Page](#)

Date modified: 2018-01-26
DEBUG1 R3 DEV-TEST

[Terms and Conditions](#) | [Transparency](#)

Submitting an ESTMA Report

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

Natural Resources Canada

NRCan → eServices → ESTMA → Home

Entity Home Page NB617834 [Sign Out](#)

Menu

- Home
- ESTMA Home
- Help and FAQ

Entity Info

SUITE 250 - 1075 WEST GEORGIA
STREET Vancouver, British Columbia,
Entity ID: E000001

[Amend Entity Contact Information](#)

[Manage ePortal Users](#)

[Submit ESTMA Report](#)

Eportal User

Name: Nickolas boucher
Email: nibouc@canada.ca
Phone:

[Update Profile](#)

[Back to ESTMA Home Page](#)

Date modified: 2018-01-26
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To submit an ESTMA Report, click on 'Submit ESTMA Report' from the menu located on the right.

Menu

Home

ESTMA Home

Help and FAQ

Submit ESTMA Report

MG874465 Sign Out

Please refer to the ESTMA Validation Checklist prior to submitting your report in order to ensure that it meets the minimum standard for acceptance by NRCan.

Report Info

Notes

Use this box to provide the link(s) to the ESTMA report. For a substituted ESTMA report, you must also provide a link to its stand-alone ESTMA cover page. Additional details on the ESTMA report must also be provided in this box (E.g., the jurisdiction and jurisdiction's deadline in situations of substituted reports; details on amendments that were made to an amended report; reasoning and key dates for reports covering a shortened financial year, etc.).

* ESTMA Report (required)

Browse...

Supporting Files

File

Browse...

Remove File

Add File

Back

Submit ESTMA Report

1. First, use the 'Notes' box to provide the link(s) to the ESTMA report.

For a substituted ESTMA report, you must also provide a link to its stand-alone ESTMA cover page. Additional details on the ESTMA report must also be provided in this box (e.g., the jurisdiction and jurisdiction's deadline in situations of substituted reports; details on amendments that were made to an amended report; reasoning and key dates for reports covering a shortened financial year, etc.)

2. Upload your report by browsing and selecting the proper file from your computer. Click 'Add File' once you have selected the correct file.
3. If applicable, browse and upload supporting files such as auditor's reports. Click 'Add File' once you have selected the correct file.
4. Finally, click on 'Submit ESTMA Report' once your report and supporting files have been selected. NRCan will review the report against the [Report Validation Checklist](#) and contact the Entity if changes or clarifications are required.

Updating an Entity's Contact Information

You can amend or update an Entity's contact information (e.g., legal name, business address, primary and/or alternate contact) from the Entity's Home Page.

If an Entity's legal name changes at any point in time, you must provide to NRCan by email a Certificate of Name Change or any legal document supporting the name change. The documents must be sent at this address: NRCan.ESMA_Reports-Rapports_LMTSE.RNCan@canada.ca.

The screenshot displays the 'Entity Home Page' for a user with ID NB617834. The page header includes the Government of Canada logo and navigation links. The main content area is divided into two sections: 'Entity Info' and 'Eportal User'. In the 'Entity Info' section, the address 'SUITE 250 - 1075 WEST GEORGIA STREET Vancouver, British Columbia, Entity ID: E000001' is listed. To the right of this information are three buttons: 'Amend Entity Contact Information' (highlighted with a red box), 'Manage ePortal Users', and 'Submit ESTMA Report'. The 'Eportal User' section shows the user's name 'Nickolas boucher', email 'nibouc@canada.ca', and a phone field, with an 'Update Profile' button. A 'Back to ESTMA Home Page' button is located at the bottom left. The footer contains 'Terms and Conditions', 'Transparency', and a small Canadian flag logo. The date '2018-01-26' and version 'DEBUG1 R3 DEV-TEST' are noted in the bottom right.

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

Natural Resources Canada | Canada

NRCan → eServices → ESTMA → Home

Entity Home Page NB617834 [Sign Out](#)

Menu

- Home
- ESTMA Home
- Help and FAQ

Entity Info

SUITE 250 - 1075 WEST GEORGIA STREET Vancouver, British Columbia, Entity ID: E000001

[Amend Entity Contact Information](#)

[Manage ePortal Users](#)

[Submit ESTMA Report](#)

Eportal User

Name: Nickolas boucher
Email: nibouc@canada.ca
Phone:

[Update Profile](#)

[Back to ESTMA Home Page](#)

Date modified: 2018-01-26
DEBUG1 R3 DEV-TEST

[Terms and Conditions](#) | [Transparency](#)

Managing eServices Portal Users

Only authorized users may access the eServices Portal and make changes to Entity and contact information, and submit ESTMA reports. From the Entity Home Page, you can manage eServices Portal Users by adding, updating or removing authorized users.

All new eServices Portal Users must have their own GCKey account number (see [Registering for a GCKey](#)). There are two types of users with different levels of authority. While all users may access and amend Entity information and submit reports, only “Principal Users” are authorized to add, update or remove other users for an Entity.

The screenshot shows the 'Entity Home Page' of the eServices Portal. The header includes the Government of Canada logo and navigation links. The breadcrumb trail is 'NRCan > eServices > ESTMA > Home'. A left menu contains 'Home', 'ESTMA Home', and 'Help and FAQ'. The main content area displays 'Entity Info' for 'SUITE 250 - 1075 WEST GEORGIA STREET Vancouver, British Columbia, Entity ID: E000001'. Three buttons are visible: 'Amend Entity Contact Information', 'Manage ePortal Users' (highlighted with a red box), and 'Submit ESTMA Report'. The user ID 'NB617834' and a 'Sign Out' button are in the top right.

To Add / Update an eServices Portal User:

The screenshot shows the 'Manage Members' page. The breadcrumb trail is 'NRCan > eServices > ESTMA > Home'. The left menu is the same as the previous page. The main content area has a table with columns: 'GCKey Account Number', 'First Name', 'Last Name', and 'Principal User'. The first row contains 'JD315911', 'John', 'Diamond', and a radio button selected for 'Yes'. The 'Update' button (highlighted with a red box) is to the right of the 'Principal User' column. Below the table are 'Add' and 'Back to Reporting Entity Page' buttons (both highlighted with red boxes). The user ID 'BL272168' and a 'Sign Out' button are in the top right. The footer includes 'Terms and Conditions', 'Transparency', and a date 'Date modified: 2018-05-07'.

1. From the “Manage Members” page, select “Update” or “Add”.

2. Add or update the user's information as required (GCKey account number, name, email address & phone number).

The screenshot shows the 'Add Eportal User' form within the NRCan eServices portal. The breadcrumb trail at the top reads 'NRCan > eServices > ESTMA > Home'. On the left is a 'Menu' with links to 'Home', 'ESTMA Home', and 'Help and FAQ'. The form itself contains several required fields: 'GCKey Account Number (required)', 'First Name (required)', 'Last Name (required)', 'Email (required)', and 'Phone (required)'. There is also an 'Ext.' field. At the bottom of the form are radio buttons for 'Principal User' with options 'Yes' and 'No'. A 'Sign Out' button is located in the top right corner of the form area. Below the form are 'Back' and 'Submit' buttons.

3. Once you submit the request, you will be notified that NRCan will review your eServices Portal User request. The change will take effect once NRCan has approved the request.

To Remove an eServices Portal User:

The screenshot shows the 'Manage Members' page in the NRCan eServices portal. The breadcrumb trail is 'NRCan > eServices > ESTMA > Home'. The page header includes the Government of Canada logo and the text 'Canada.ca | Services | Departments | Français'. The main content area features a table with the following columns: 'GCKey Account Number', 'First Name', 'Last Name', and 'Principal User'. A single row is displayed with the values 'JD315911', 'John', 'Diamond', and 'Yes' (selected). To the right of the row are 'Update' and 'Remove' buttons. The 'Remove' button is highlighted with a red rectangle. Below the table are 'Add' and 'Back to Reporting Entity Page' buttons. A 'Sign Out' button is in the top right corner. The footer includes 'Terms and Conditions | Transparency' and a date modified: '2018-05-07'.

1. From the "Manage Members" page, select "Remove". A pop-up window asking you to confirm will appear, click "OK".
2. Once you submit the request, you will be notified that NRCan will review your eServices Portal User request. The change will take effect once NRCan has approved the request.

Managing My Account

NRCan eServices Portal Users can modify their account information by selecting “Manage My Account”. A Principal User can also modify their account information on their behalf. See [Managing eServices Portal Users](#) for more information.

NRCan eServices Portal Users can also cancel their eServices Portal Account; however, their GCKey login credentials will remain valid.

The screenshot displays the 'Manage My Account' interface of the NRCan eServices Portal. At the top, the header includes the Government of Canada logo and navigation links for 'Canada.ca', 'Services', 'Departments', and 'Français'. The main header features the 'Natural Resources Canada' logo and the 'Canada' wordmark. Below the header, a breadcrumb trail indicates the path: 'NRCan > eServices > Manage My Account'. The page is divided into a left sidebar and a main content area. The sidebar, titled 'My Account', contains links for 'Home', 'Manage My Account', 'Explosives Services', 'INTEGRO', 'ESTMA', and 'Help Desk & FAQs'. The main content area, titled 'Manage My Account', displays the user's account information and provides fields for updates. The user's account ID is 'NB617834', and there is a 'Sign Out' button. The form fields include: 'First Name (required)' with the value 'Nickolas', 'Last Name (required)' with the value 'Boucher', 'Email (required)' with the value 'Nibouc@canada.ca', and an 'Email Confirmation' field. Below these are dropdown menus for 'Time Zone (required)' (set to '[-05:00] Eastern Standard Time') and 'Preferred Language (required)' (set to 'English'). At the bottom of the form are three buttons: 'Update', 'Cancel', and 'Cancel My Account'.

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

Natural Resources Canada | Canada

NRCan > eServices > Manage My Account

My Account

- Home
- Manage My Account
- Explosives Services
- INTEGRO
- ESTMA
- Help Desk & FAQs

Manage My Account NB617834 [Sign Out](#)

* First Name (required) Nickolas

* Last Name (required) Boucher

* Email (required) Nibouc@canada.ca

Email Confirmation

* Time Zone (required) [-05:00] Eastern Standard Time

* Preferred Language (required) English

[Update](#) [Cancel](#) [Cancel My Account](#)

Help and Frequently Asked Questions

What is the purpose of the NRCan eServices Portal?

[NRCan's Electronic Portal for eServices](#) (NRCan eServices Portal) has been created to provide Entities with a secure web environment to undertake ESTMA-related activities, including enrolling a business, submitting annual ESTMA reports and updating business contact information.

Is use of the NRCan eServices Portal mandatory to enrol and submit ESTMA reports?

Yes. The [Technical Reporting Specifications](#) provide the required form and manner of reporting under the ESTMA, including how to enrol with NRCan, how to complete the reporting template, and other reporting requirements. The revised Specifications, which come into effect **November 1, 2018**, reflect the mandatory use of the NRCan eServices Portal.

Is my information secure?

Yes. The information entered into the NRCan eServices Portal is stored in accordance with the requirements of the Government of Canada for the security of personal information. The eServices Portal requires the use of secure login credentials. Only individuals with the proper credentials and authorized NRCan personnel can access the information. The information you provide is collected under the authority of the *Extractive Sector Transparency Measures Act* and is protected under the *Federal Privacy Act*.

Who can create an account?

Any individual can be associated with an Entity. Each individual user must create a personal NRCan eServices Portal account and, once access is granted, will be able to conduct activities such as enrolments, submission of reports/other documents and updates to business contact information.

Can users who are not an Entity's Primary or Alternate Contact still access the eServices Portal?

Yes. An Entity can authorize Users to use the eServices Portal even if they are not an Entity's Primary or Alternate Contact.

How many eServices Portal Users can be associated with an Entity?

There is no limit to the number of eServices Portal Users that an Entity can authorize.

What if an eServices Portal User is no longer employed by an Entity, can they still access the Entity's account?

Yes. For this reason, NRCan encourages Entities to have more than one Principal User and to revoke access of eServices Portal Users no longer authorized to act on their behalf for the purposes of the ESTMA. Please see [Managing eServices Portal Users](#) for information on the roles of a Principal User and instructions on how to revoke access of an eServices Portal User.

What is a CRA Business Number?

A CRA business number is a unique nine-digit number that the Canada Revenue Agency has assigned to a business or an organization for tax matters related to business in Canada.

What type of documents and formats can be uploaded to the portal?

Entities can submit their ESTMA reports, substituted report ESTMA cover pages, top-up or add-on reports, Certificate of Name Change or any other supporting documentation via the ESTMA eServices portal. Commonly supported document formats such as Word, Excel, PDF, etc. can be uploaded for supporting documentation. However, while Entities may convert and publish their ESTMA reports online in machine-readable PDF format, only ESTMA reports in Excel format will be accepted via the ESTMA eServices Portal for in accordance with the Technical Reporting Specifications.

What if I can't complete the enrolment process in one session?

The enrolment process can be completed quickly. In the event that you need to close your session early, the information will not be saved until you hit the "Submit" button.

What if an entity made no reportable payments in a given reporting period?

Reporting Entities that do not make any reportable payments within a financial year should not publish a report via the eServices Portal. Instead, Reporting Entities should notify NRCan by e-mail within 150 days following the end of their financial year that no report will be submitted for that year.

What if I am experiencing technical problems with the system?

Please contact the Help Desk at 1-877-842-5604 for help with technical problems.

What if I have questions on the enrolment or reporting process?

If you have questions on enrolment and/or the reporting process and requirements, please send an email to NRCan.ESTMA_Reports-Rapports_LMTSE.RNCan@canada.ca. If you wish to communicate with an agent by phone, please state so in your email and you will be contacted in a timely manner.