Government of Canada / Gouvernement du Canada

NRCan Kimberley Process Portal:
User Guide

Version 1

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Canada

Government Gouvernement
of Canada du Canada

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1 - Accessing the NRCan Kimberley Process Portal with a GCKey

The 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.

If you have a GCKey, sign in by entering your username and password in the appropriate fields. Please select 'Continue' to proceed to the two-factor authentication.

The two-factor authentication is a code that is sent to the email address associated with your GCKey. Please enter the code received in the One-Time Passcode (required field) and press 'Continue'.

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MENU ⌄

Kimberley Process Portal

Citizen facing portal for services offered by the Kimberley Process Office

Login or Register

Terms and conditions

Register or Login to the Kimberley Process Portal by logging in to your GCKey or Sign in Partner account.

If you forgot your password or are having trouble signing in, DO NOT create a new GCKEY. Use the help services available for GCKey or Sign-In Partner to recover your user name or password. If you can't retrieve your existing GCKey or Sign-In Partner log in associated with your Kimberley Process Portal user profile, follow these instructions instead Sign-In Help.

▼ Keep your personal information secure

Safety Tips

- Be aware of your surroundings when you enter passwords and PINs in public.
- Don't give out or share passwords or PINs online or over the phone, even with family.
- Log off or sign out of accounts and websites when you are finished; don't just close your browser.
- Clear your browser's cache and close your browser after your online session.

Sign in to Natural Resources Canada Kimberley Process Portal

Choose your preferred sign-in option:

Sign in with your bank

Sign in with your online Canadian banking information if you have an account with one of our partners.

Sign in with your bank

▶ Available sign-in partners

GCKey

Sign in with your GCKey user ID and password. You can create one if you do not have one.

Sign in or create an account with GCKey

▶ More about GCKey

If you do not have a GCKey yet, or if you wish to create a new one for the sole purpose of reporting under the NRCan Kimberley Process Portal, follow the process below. Begin by clicking 'Sign Up'.

Create or sign in with a GCKey

1. Click on this link to access the 'Welcome to GCKey' webpage.

2. Read and accept the Terms and Conditions of Use. Click 'I accept' to continue.

3. Create a username using the username checklist criteria.

4. Create a password that aligns with the password checklist. Once you have entered and confirmed your password, select 'Continue'.

5. Create your recovery questions, answers and hints in case you lose your password.

6. Read the 'Welcome' page and click 'Continue' to proceed to the two-factor authentication.

7. Select one (1) type of two-factor authentication you wish to use (smartphone / tablet or desktop device or email address).
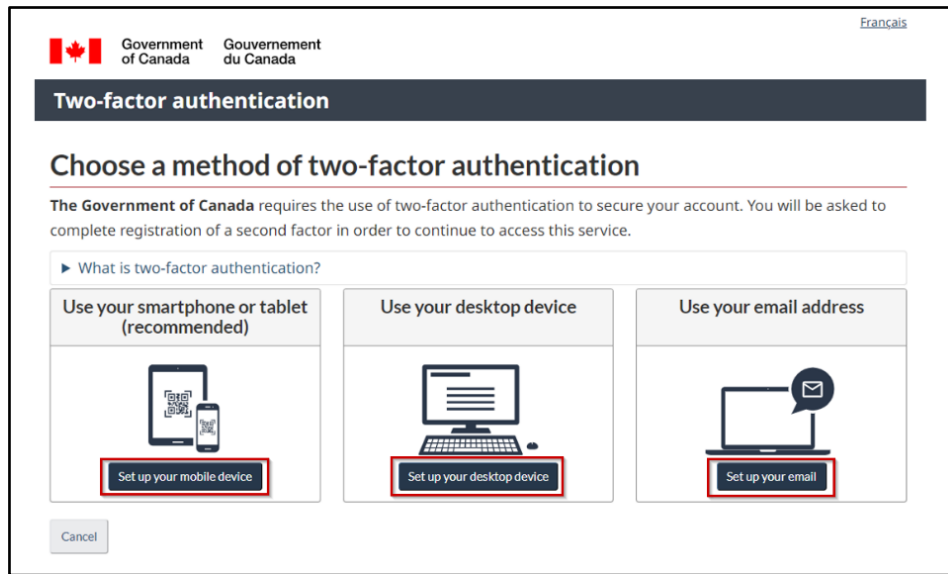
8. For the two-factor authentication method you have selected, read and accept the two-factor authentication Terms and Conditions of Use. Click 'I accept' to continue.

9. Follow the instructions for the two-factor authentication method you have selected.

10. If you have selected one method for the two-factor authentication but wish to choose another, click 'Back' and it will bring you back to Step 7.

For example:
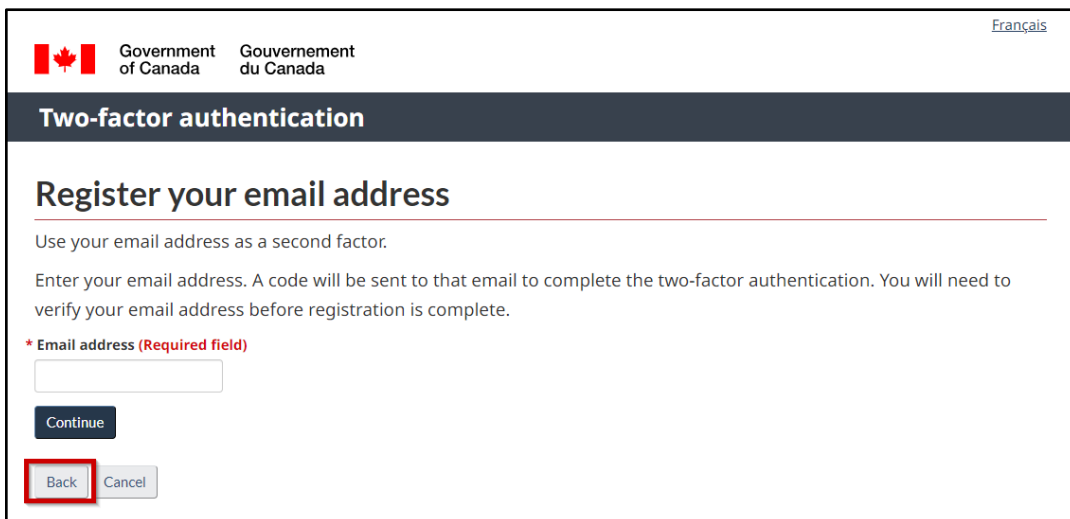
11. Read and accept the information about the recovery codes for your two-factor account by clicking the box with the text: 'Yes, I have securely recorded and stored these codes' and then click 'Continue' to proceed to the Terms and Conditions.

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Two-factor authentication

Recovery codes

You must record these recovery codes to protect your two-factor account. Keep them somewhere safe and accessible only to you.

Your recovery codes are:

Recovery codes for The Government of Canada issued on: Tuesday, January 9, 2024 at 14:20:38 EST

```
Jiy9-eHtQ-3sre
QP6U-ddRD-EQU3
kT33-E5gP-7TvE
JmAu-3LwD-cK24
i7kz-fmr8-duuX
```

Note: Recovery codes are **case sensitive**.

Write these codes down, or print this page using the button below, then store them in a secure location!

Print this page   Copy recovery codes

▶ Why do I need recovery codes?

▶ Have you just used an old recovery code?

⚠ **Do not share or lose your recovery codes!**

Without a recovery code, you could permanently lose access to your two-factor account.

In the wrong hands, codes could be misused to compromise your account. You are responsible for their safekeeping

Have you securely recorded these codes?

☑ **Yes, I have securely recorded and stored these codes.**

Continue

12. When the setup is complete, click 'Continue' to proceed to the webpage with your recovery codes.

13. Read and accept the Terms and Conditions of Use. Click 'I accept these Terms and Conditions' and then click 'Next' to continue.

14. Register your external account by entering your email address and click 'Register.'

15. You are required to agree to the Terms and Conditions before proceeding.

16. You will then be directed to the NRCan Kimberley Process Portal, where you will be able to create a profile.

2 - Profile

1. Enter your First Name and Last Name.
2. Optional: Enter the name of your organization, your title and business phone number.
3. Choose an answer for each recovery question; and then click 'Save'.

NRCan Kimberley Process Portal

⚙Profile   ⏻Logout

| My Exporter Profile | New Application | My Applications | My Messages |

Exporter Profile: Crumbl Ltd (Manager) - 123 Cookie Rd, Bakery, Alberta, N1S 3B2

Profile

Clementine Orange

Please provide some information about yourself.

* First Name (required)

Clementine

* Last Name (required)

Orange

E-mail

Clementine.orange@crumbl.com

Business Phone

Provide a telephone number

Organization Name

Crumbl Ltd

Title

CFO

* Recovery Question 1 (required)

What city were you born in?

* Recovery Question 1 Answer (required)

* Recovery Question 2 (required)

What is your favorite movie?

* Recovery Question 2 Answer (required)

* Recovery Question 3 (required)

What is your favorite animal?

* Recovery Question 3 Answer (required)

4. When your profile is created, you will receive an email to the address associated with your GCKey. To confirm your registration, click on the email to confirm (**Note**: You have 60 minutes to confirm your email address otherwise you have to re-register).
5. The registration is now complete.

Now that the registration is complete, you can access the NRCan Kimberley Process Portal.

3 - My Exporter Profile

Under "My Exporter Profile", you can view and edit your exporter profile and manage the representatives.

Manage Representatives: You can view all representatives that belong to this Exporter Profile. Please note that all users authorized to submit a completed Kimberley Process application must first register as users and create ONLY a profile (i.e. First name, last name and email address. Refer to Section 2- Profile on p.9).

The exporter will add the user as a representative under "Manage Representative". To add a representative, click on the 'Add representative' button. To remove a representative, select 'Delete Representative' in the action list of the selected row.

Note: Every individual who is authorized and eligible to submit an application is required to use their own GCkey credentials to access the NRCan Kimberley Process Portal. Each GCKey user can view and/or edit any application submitted under the exporter profile.

Create Exporter Profile

Enter the applicant's name and Canadian address. Please note that the applicant must be a resident of Canada. All sections must be completed. After the applicable information has been entered, click 'Submit.'

After saving the Exporter Profile, move on to the next section: 'New Application.'

4 -New Application

Applicant Field: In this section, your information is automatically generated in either the 'Applicant' field or the 'Exporter' field. If not applicable, the 'Exporter' field can remain blank.

Create Canadian Certificate Application

1. Request Details	**Application ID**
2. Category	
3. Exploration	☐ **Applicant is different than Exporter**

* Applicant Name (required)   **Exporter Name**
Crumbl Ltd

* Applicant Address (required)   **Exporter Address**
123 Cookie Rd

* Applicant City (required)   **Exporter City**
Bakery

* Applicant Province/Territory (required)   **Exporter Province/Territory**
Alberta

* Applicant Postal Code (required)   **Exporter Postal Code**
N1S 3B2

* Send Canadian Certificate to (required)
Select

If the Applicant is different from the Exporter, check the box next to 'Applicant is different than Exporter'. In this case, both the 'Applicant' and 'Exporter' fields must be completed.

Create Canadian Certificate Application

1. Request Details	**Application ID**
2. Category	
3. Exploration	☑ **Applicant is different than Exporter**

* Applicant Name (required)   *** Exporter Name (required)**
Crumbl Ltd

* Applicant Address (required)   *** Exporter Address (required)**
123 Cookie Rd

* Applicant City (required)   *** Exporter City (required)**
Bakery

* Applicant Province/Territory (required)   *** Exporter Province/Territory (required)**
Alberta

* Applicant Postal Code (required)   *** Exporter Postal Code (required)**
N1S 3B2

* Send Canadian Certificate to (required)
Select

Send a Canadian Certificate

Choose where you want the Canadian Kimberley Process Certificate to be sent. It can be mailed to either (**Note**: You may only choose one option):

1. **Applicant:** This indicates that the certificate will be sent by mail to the applicant (i.e., applicant address).
2. **Exporter:** This indicates that the certificate will be sent by mail to the exporter (i.e., exporter address).

Export Destination Country

Click the drop-down arrow for the 'Export Destination Country.' Select the applicable country. Only Kimberley Process participants listed on the [Schedule of the Export and Import of Rough Diamonds Act](#) can be selected. **Note**: For European Union countries, select the European Union as the "Export Destination Country". The export country of destination should be listed in the "Consignee Country" field (E.g. Export Destination country: European Union, Consignee Country: Belgium).

Consignee Name and Details

Enter the consignee's complete street address (i.e., the name and address of the person or company to whom the exporter is exporting the rough diamonds). Once completed, click 'Next.'

* Export Destination Country (required)

European Union

* Consignee Name (required)

Yuzu Tea Ltd

* Consignee Country (required)

Belgium

* Consignee no. and street (required)

123 Cupcake Rd

Consignee Address 2

* Consignee City (required)

Antwerp

Consignee Province/State

Entering the Province/State is mandatory for countries where it is required.

Consignee Postal Code

Entering the postal code is mandatory for countries where it is required.

2456

Category

Choose one of the categories below to input information:

- Exploration
- Extraction
- New Production
- Imported Previously

NRCan Kimberley Process Portal

⚙Profile ⏻Logout

My Exporter Profile	New Application	My Applications	My Messages

Exporter Profile: Crumbl Ltd (Manager) - 123 Cookie Rd, Bakery, Alberta, N1S 3B2

Create Canadian Certificate Application

1. Request Details ✔
2. Category
3. Exploration
4. Tariffs, Containers, Declaration
5. Confirm and Submit

Category

Application ID

CCA-01089

Please select one of the categories to input information.

* Category (required)
- ◉ Exploration
- ○ Extraction
- ○ New Production
- ○ Imported Previously

Previous   Next

Exploration

Start by selecting 'Create'.

If the diamonds were recovered during exploration in Canada, enter the latitude and longitude of the exploration site in degrees and minutes, followed by the mass (carats) and the total value of rough diamonds (USD). Attach supporting documentation to confirm and support the information contained in your application. Supporting documentation can include the invoice, packing list, transportation documentation (e.g. waybill document), or other relevant document(s)."

When all fields are completed, click 'Next' to proceed.

Extraction

Start by selecting 'Create'.

If the diamonds were extracted from mineral concentrates within Canada, whether or not the mineral concentrate originated from Canada, enter the name and place of the facility where the diamonds were extracted, the mass (carats) and the total value of rough diamond (USD). Attach supporting documentation to confirm and support the information contained in your application. Supporting documentation can include the invoice, packing list, transportation documentation (e.g. waybill document), or other relevant document(s)."

When all fields are completed, click 'Next' to proceed.

New Production

Start by selecting 'Create'.

Complete only if the diamonds originate from and were mined in Canada and were never exported previously. Choose the diamond mine where the diamonds were produced from the drop-down menu and provide the total mass of the rough diamonds measured in carats. Enter the total value of the rough diamonds in US dollars.

You may include explanatory notes on how the total value was assessed. Attach supporting documentation to confirm and support the information contained in your application. Supporting documentation can include the invoice, packing list, transportation documentation (e.g. waybill document), or other relevant document (s)," then click 'Submit.'

Note: These optional explanatory notes will be included on the Kimberley Process Certificate (KPC).

Diamond Mine *

Mass (carats) *

Total Value of Rough Diamonds (USD) *

Value Per Carat (USD)

—

Attachments

Attach Document(s) and/or Invoice (pdf only) *

Choose Files | No file chosen

Additional Document(s) (pdf only)

Choose Files | No file chosen

After submitting the details, click on 'Next' to proceed to the following section.

Imported Previously

Start by selecting 'Create'.

Were any of the rough diamonds imported into Canada? If yes, before proceeding with a new Kimberley Process application request, you are required to send the official Kimberley Process import certificate by mail to the following address within seven (7) business days of import:

Kimberley Process Office Canada
Lands and Minerals Sector, Natural Resources Canada
580 Booth Street, 10th floor
Ottawa, Ontario, K1A 0E4

Additionally, we ask that a scanned uploaded copy of the import certificate be provided to the Kimberley Process Office of Canada through 'My Messages'.

Once the KP Import Certificate has been received by the Kimberley Process Office of Canada (KPO), the details on the KP Import Certificate are entered in the system by the KPO allowing the applicant/exporter to see and select the certificate from the drop menu on the NRCan Kimberley Process Portal (see screenshot below). Complete this field by selecting the KP Import Certificate sequence number that was previously provided. Enter the total Mass Exported and the Total Value of Rough of Diamonds (USD) for the shipment.

Create ✕

Import Certificate Number *

Note: Import Certificate must FIRST be provided to the KP Office via the 'My Messages'

US123445566 - Zimbabwe ⌄

Remaining Export Mass (carats)

95,000,000

Mass Exported (carats) *

Total Value of Rough Diamonds (USD) *

Attach Invoice and Certificate (Both files are required, pdf only)*

You can upload a maximum of 5 files, each up to 3MB. Supported files include pdf.

⬆ Upload

Submit

Note: The remaining export mass (carats) in this section is automatically populated if a Kimberley Process import certificate was used for a previous application.

Attach a copy of the Kimberley Process import certificate and the invoice that accompanied the imported rough diamonds, and then click 'Submit.'

Tariffs, Containers, Declaration

1. Select the appropriate subheading from the three Customs Tariff Subheadings (i.e., Harmonized System [HS] number) applied to the diamond export. For more information refer to the *Customs Tariff*'s Schedule or the Canada Border Services Agency's Memorandum D10-17-41.
   a. Select **7102.10** if the diamonds are unsorted.
   b. Select **7102.21** if the diamonds are for industrial use: unworked or simply sawn, cleaved or bruted, including bort and black diamonds for borers (the reference to sawn, cleaved or bruted has led to the interpretation that gem and near-gem-quality diamonds would be included).
   c. Select **7102.31** if the diamonds are for non-industrial use: unworked or simply sawn, cleaved or bruted.
2. Enter the total number of containers in the shipment.
3. Provide the seal number for each container within the shipment. These numbers will appear on the Canadian certificate.
4. Enter the country of mining origin. (**Note**: if the option is "Mixed", list the countries where the rough diamonds were mined. Use a semicolon (;) to separate the countries (e.g: Canada; Australia). If unknown, leave blank).
5. Attach any additional documentation.

Once all the required sections are completed, click 'Next' to proceed.

Summary, Declaration of Rough Diamonds and Declaration of Certification

Review all the fields to confirm that all the details are correct. If all information is correct click on the "Declaration of Rough Diamonds" box to certify that the rough diamonds being exported are not conflict diamonds. Click on the "Declaration of Certification" box to certify that the information provided in the application is true and complete and then click 'Submit' to send in your application.

The Kimberley Process Office of Canada will receive a notification by email that an application has been submitted. Completed applications with supporting documentation are normally processed in one (1) business day (when all required information is accurate and complete).

Note: If any of the information entered needs to be changed, you can edit most of the details under 'Summary'. To edit the 'Category' section (see screenshot below), you will need to click on the 'Previous' button until you reach the 'Category' webpage. Once the changes have been made, click 'Next' until you reach the 'Summary' page where you can do your final review and confirm by clicking the 'Declaration of Certification' box.

5 - My Applications

Pending Action: In this section, view all pending and submitted applications (Received, Completed and Voided). An application that is pending means an application that is ready to be completed and to be submitted by the user. An application that is rejected is an application that requires edits. To amend or edit an application 'Click' on the drop menu and 'Select' "Edit" (see screenshot). Edit the section that was requested by the Kimberley Process Office and resubmit the application.

6 - My Messages

To communicate with the Kimberley Process Office of Canada, click on "Create" under 'My Messages'. Type your message, click 'Send.'

7 - Contact Us

If you have any general questions on the import or export of rough diamonds, experience issues accessing the NRCan Kimberley Process Portal, require assistance for a certificate application or for any other related matters, please contact the Kimberley Process Office and we will be pleased to assist you.

Email: kimberleyprocess-processuskimberley@nrcan-rncan.gc.ca
Phone: 1-855-525-9293
Mail:

> Kimberley Process Office Canada
> Lands and Minerals Sector
> Natural Resources Canada
> 580 Booth Street, 10th floor
> Ottawa, Ontario, K1A 0E4