



# Mining Cadastre Portal

## User Manual



**Papua New Guinea Mining Cadastre Portal**

**Tenement Maintenance**

- Tenement Portfolio
- Submit Payment
- Submit Report

**Payments**

- Payment History

**Profile**

- Edit My Profile
- Edit Company Details
- Sign Out

**External Links**

- Tenement Map
- MRA Website
- Share on Social Media

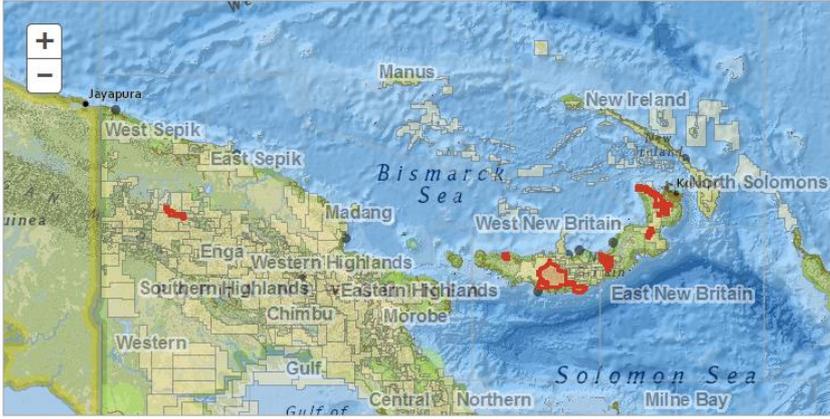
**Legal**

- Contact Details
- Terms of Use
- Privacy Policy

**List of Tenements - Bordero Resources**

Code	Type	Status	Application Date	Granted Date	Expiry Date
<a href="#">EL 1345</a>	EL	Pending Renewal - Registration Complete	07/01/2004	13/08/2004	11/08/2012
<a href="#">EL 1351</a>	EL	Active	07/01/2004	13/08/2004	12/08/2014
<a href="#">EL 1592</a>	EL	Active	06/08/2007	21/08/2011	20/08/2015
<a href="#">EL 1597</a>	EL	Active	10/08/2007	13/02/2009	12/02/2015
<a href="#">EL 1598</a>	EL	Active	14/08/2007	21/03/2011	20/03/2015
<a href="#">EL 2047</a>	EL	Active	21/07/2011	27/09/2012	26/09/2014
<a href="#">EL 2057</a>	EL	Active	05/08/2011	27/09/2012	26/09/2014

**Tenement Map**



August 2014

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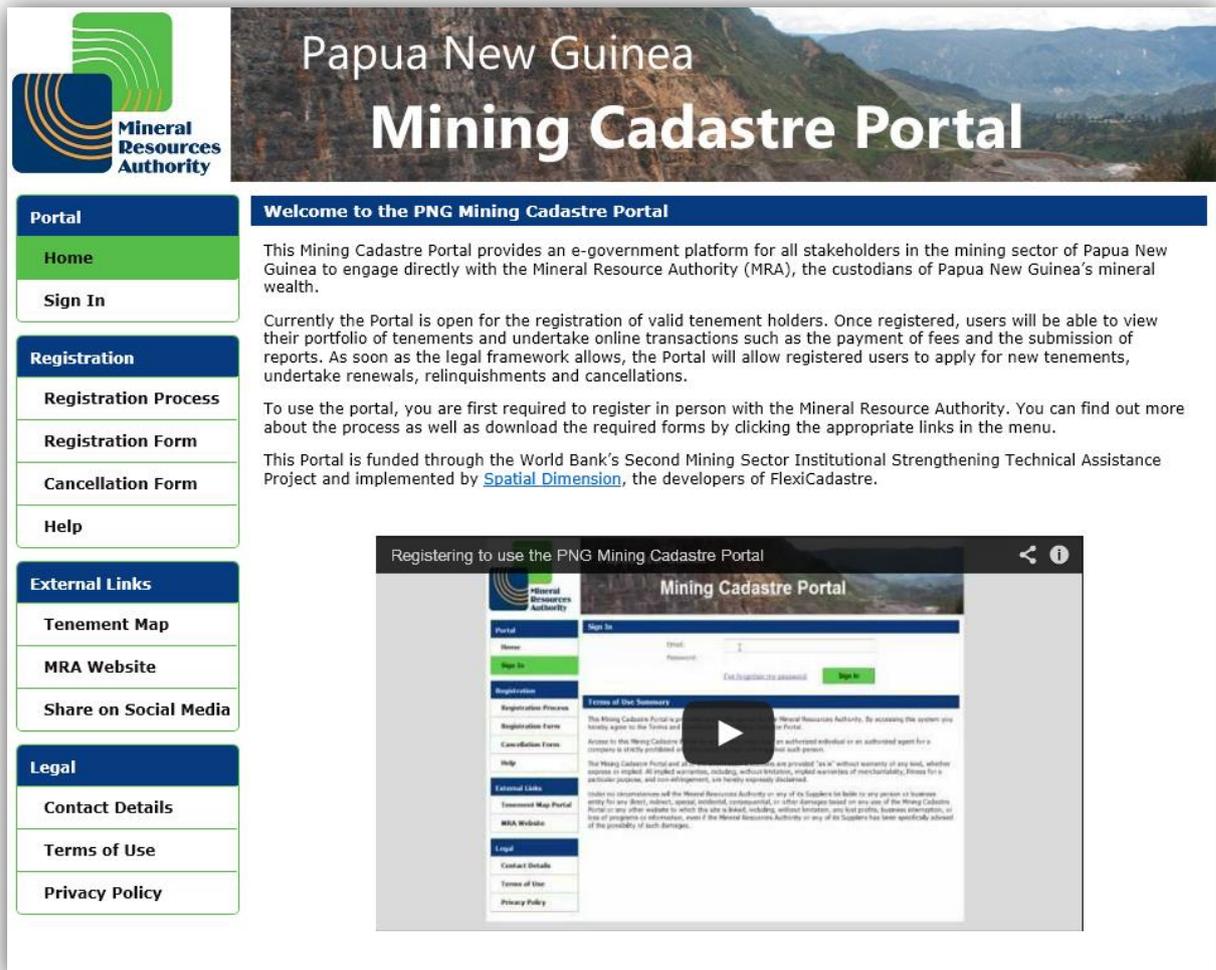
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## 1. Introduction

The Papua New Guinea **Mining Cadastre Portal** is a public-facing, secure Online Transactional Mining Cadastre System. This system allows the **registered companies and individuals** to administer their mineral rights online including applying for new licenses, submitting reports and making payments.

In order to be granted access to the Mining Cadastre Portal, users of the portal are required to download the application forms and take them **in person** to the MRA offices in Port Moresby, Papua New Guinea. Click the following link for the MRA's Contact details [www.mra.gov.pg](http://www.mra.gov.pg).



**Papua New Guinea Mining Cadastre Portal**

**Welcome to the PNG Mining Cadastre Portal**

This Mining Cadastre Portal provides an e-government platform for all stakeholders in the mining sector of Papua New Guinea to engage directly with the Mineral Resource Authority (MRA), the custodians of Papua New Guinea's mineral wealth.

Currently the Portal is open for the registration of valid tenement holders. Once registered, users will be able to view their portfolio of tenements and undertake online transactions such as the payment of fees and the submission of reports. As soon as the legal framework allows, the Portal will allow registered users to apply for new tenements, undertake renewals, relinquishments and cancellations.

To use the portal, you are first required to register in person with the Mineral Resource Authority. You can find out more about the process as well as download the required forms by clicking the appropriate links in the menu.

This Portal is funded through the World Bank's Second Mining Sector Institutional Strengthening Technical Assistance Project and implemented by [Spatial Dimension](#), the developers of FlexiCadastre.

**Portal**

- Home
- Sign In

**Registration**

- Registration Process
- Registration Form
- Cancellation Form
- Help

**External Links**

- Tenement Map
- MRA Website
- Share on Social Media

**Legal**

- Contact Details
- Terms of Use
- Privacy Policy

**Registering to use the PNG Mining Cadastre Portal**

The Mining Cadastre Portal provides an e-government platform for all stakeholders in the mining sector of Papua New Guinea to engage directly with the Mineral Resource Authority (MRA), the custodians of Papua New Guinea's mineral wealth.

Currently the Portal is open for the registration of valid tenement holders. Once registered, users will be able to view their portfolio of tenements and undertake online transactions such as the payment of fees and the submission of reports. As soon as the legal framework allows, the Portal will allow registered users to apply for new tenements, undertake renewals, relinquishments and cancellations.

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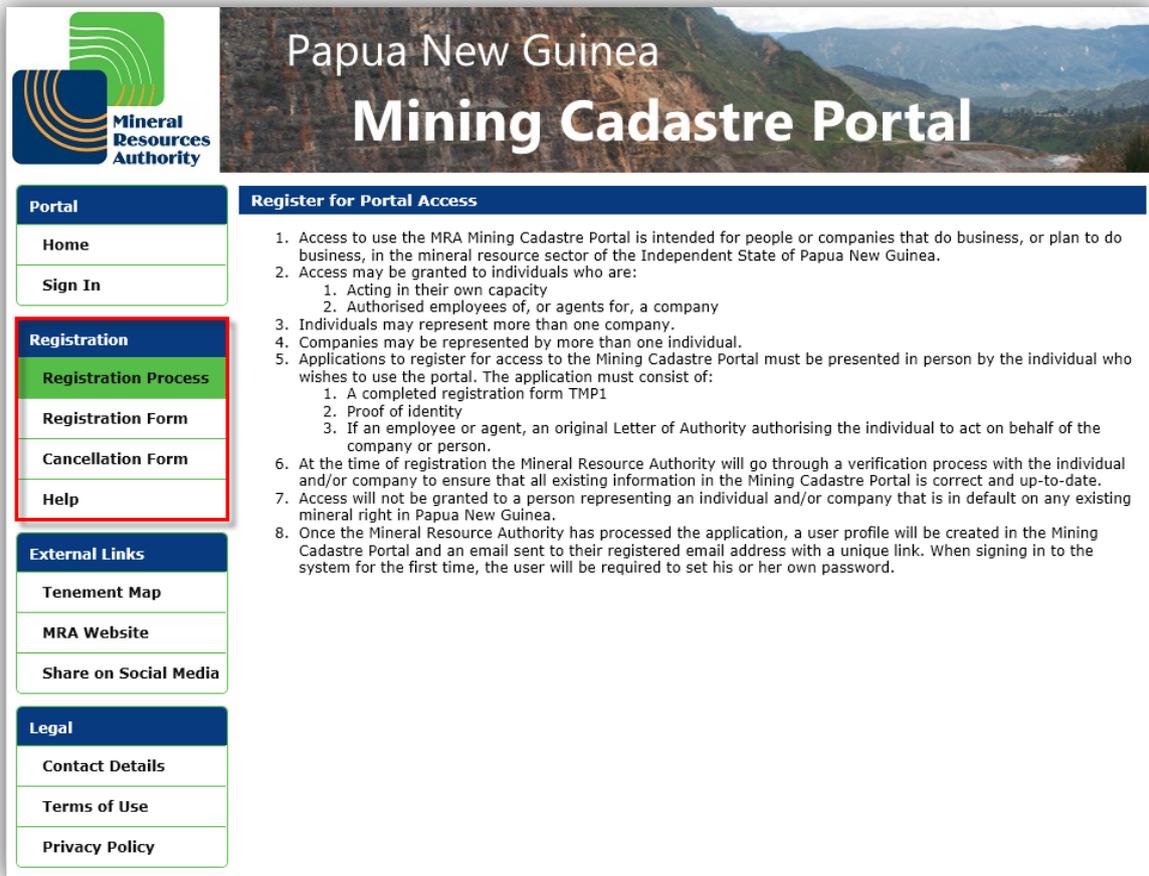
The Papua New Guinea Mining Cadastre Portal is available at the following **URL**: [portal.mra.gov.pg](http://portal.mra.gov.pg).

Registered **Portal Users** are able to:

- **Sign in** to view their tenement portfolio, or the portfolios of the legal entities that they represent.
- **View** the details of each of their tenements, including map, coordinates, history and upcoming obligations.
- Ensure compliance by **submitting reports online** and other required documentation, such as annual work commitment returns.
- Submit **credit card payments** for outstanding fees.
- Visit **External Links** including the PNG Tenement Map Portal and the MRA website.
- Read the **Privacy Policy** of the MRA, **Terms of Use** and of the PNG Mining Cadastre Portal in the **Legal** menu.
- View information on **Registering for Portal Access** and download **Registration Forms** and **Cancellation Forms**, as well as access **Help** documentation and videos for the PNG Mining Cadastre Portal under the **Registration** menu.

## 2. Registering for Portal Access

Any member of the public can consult options available in the **Registration** section of the Menu.



The screenshot shows the Papua New Guinea Mining Cadastre Portal interface. At the top left is the Mineral Resources Authority logo. The main header reads "Papua New Guinea Mining Cadastre Portal". A left-hand navigation menu includes sections for Portal, Registration, External Links, and Legal. The "Registration" section is expanded, showing "Registration Process", "Registration Form", "Cancellation Form", and "Help". The "Register for Portal Access" section contains a list of 8 numbered conditions for access.

**Portal**

- Home
- Sign In

**Registration**

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- Registration Form
- Cancellation Form
- Help

**External Links**

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**Register for Portal Access**

1. Access to use the MRA Mining Cadastre Portal is intended for people or companies that do business, or plan to do business, in the mineral resource sector of the Independent State of Papua New Guinea.
2. Access may be granted to individuals who are:
  1. Acting in their own capacity
  2. Authorised employees of, or agents for, a company
3. Individuals may represent more than one company.
4. Companies may be represented by more than one individual.
5. Applications to register for access to the Mining Cadastre Portal must be presented in person by the individual who wishes to use the portal. The application must consist of:
  1. A completed registration form TMP1
  2. Proof of identity
  3. If an employee or agent, an original Letter of Authority authorising the individual to act on behalf of the company or person.
6. At the time of registration the Mineral Resource Authority will go through a verification process with the individual and/or company to ensure that all existing information in the Mining Cadastre Portal is correct and up-to-date.
7. Access will not be granted to a person representing an individual and/or company that is in default on any existing mineral right in Papua New Guinea.
8. Once the Mineral Resource Authority has processed the application, a user profile will be created in the Mining Cadastre Portal and an email sent to their registered email address with a unique link. When signing in to the system for the first time, the user will be required to set his or her own password.

These options include:



- A description of the **Registration Process**.
- A **Registration Form** that is available for downloading.
- A **Cancellation Form** that is available for downloading.
- **Help** documentation including manuals and videos.

## 2.1 Registration Process

The following information is displayed under the **Registration Process** Menu option.

1. Access to use the MRA Mining Cadastre Portal is intended for people or companies that do business, or plan to do business, in the mineral resource sector of the Independent State of Papua New Guinea.
2. Access may be granted to individuals who are:
  - i. Acting in their own capacity.
  - ii. Authorised employees of, or agents for, a company.
3. Individuals may represent more than one company.
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5. Applications to register for access to the Mining Cadastre Portal must be presented in person by the individual who wishes to use the portal. The application must consist of:
  - i. A completed registration form TMP1.
  - ii. Proof of identity.
  - iii. If an employee or agent, an original Letter of Authority authorising the individual to act on behalf of the company or person.
6. At the time of registration the Mineral Resource Authority will go through a verification process with the individual and/or company to ensure that all existing information in the Mining Cadastre Portal is correct and up-to-date.
7. Access will not be granted to a person representing an individual and/or company that is in default on any existing mineral right in Papua New Guinea.
8. Once the Mineral Resource Authority has processed the application, a user profile will be created in the Mining Cadastre Portal and an email sent to their registered email address with a unique link. When signing in to the system for the first time, the user will be required to set his or her own password.

## 2.2 Registration Form

Potential Portal Users can download the Registration Form for the MRA Mining Cadastre Portal form by clicking the **Registration Form** button in the Menu.

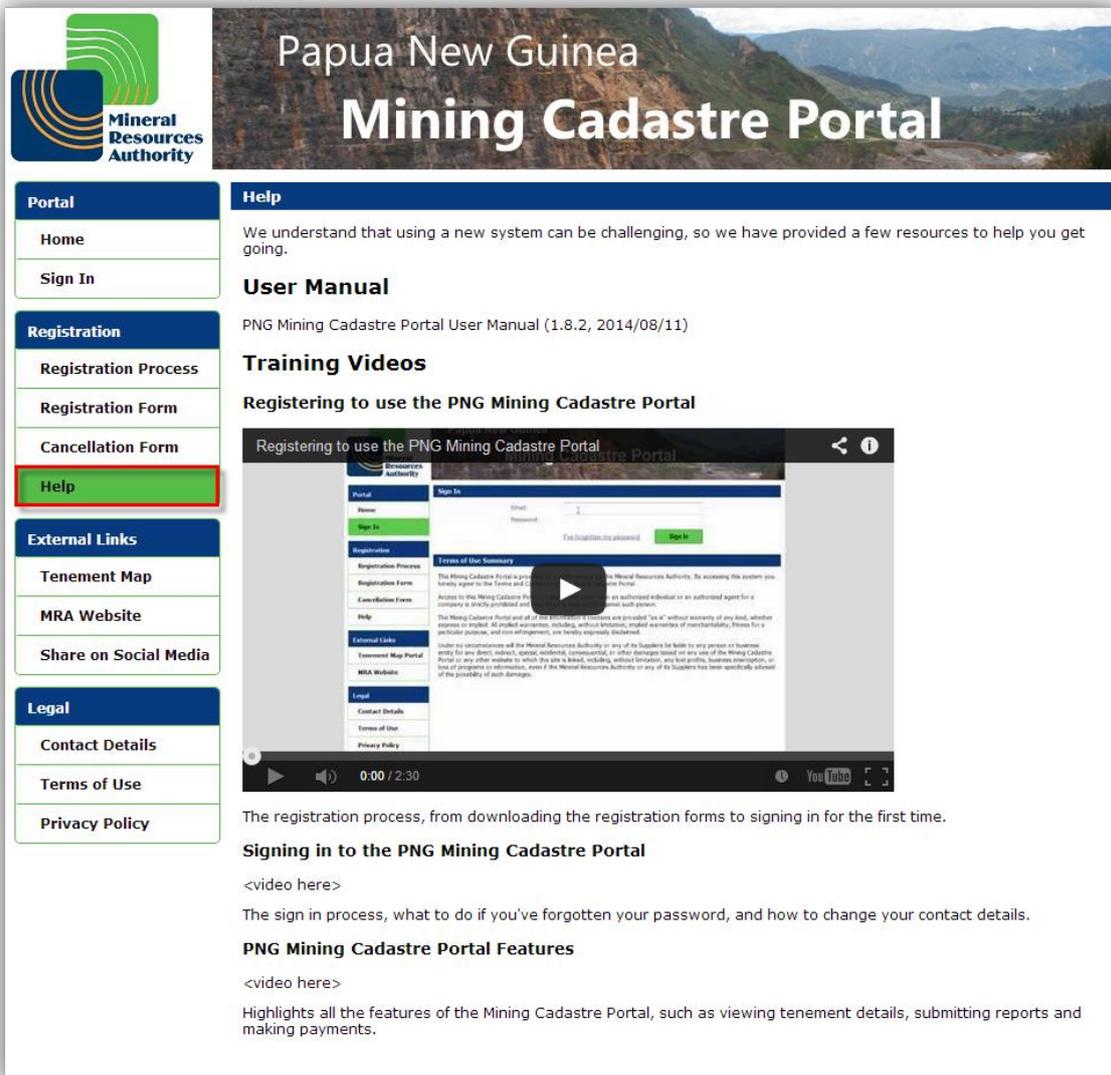
## 2.3 Cancellation Form

Registered Users of the Papua New Guinea Mining Cadastre Portal who no longer wish to use the portal can **download** the Cancellation Form by clicking the **Cancellation Form** button in the Menu.

## 2.4 Help

A number of resources including a **User Manual** and **Training Videos** are available to explain how to use the Mining Cadastre Portal.

*Help page showing links to resources available to Portal Users*



**Papua New Guinea Mining Cadastre Portal**

**Help**

We understand that using a new system can be challenging, so we have provided a few resources to help you get going.

**User Manual**

PNG Mining Cadastre Portal User Manual (1.8.2, 2014/08/11)

**Training Videos**

**Registering to use the PNG Mining Cadastre Portal**

Registering to use the PNG Mining Cadastre Portal

The registration process, from downloading the registration forms to signing in for the first time.

**Signing in to the PNG Mining Cadastre Portal**

<video here>

The sign in process, what to do if you've forgotten your password, and how to change your contact details.

**PNG Mining Cadastre Portal Features**

<video here>

Highlights all the features of the Mining Cadastre Portal, such as viewing tenement details, submitting reports and making payments.

### 3. Accessing a User profile

A **Profile** is a user account for the PNG Mining Cadastre Portal. A single profile can represent one or several **Legal Entities** that can be **Companies** or **People**.

A profile can be one of the following:

- The person signing in can use the system as an **individual**.
- The person signing in can represent **one or several companies**.

Once a **Registration Form** for the PNG Mining Cadastre Portal has been submitted in person to the MRA offices, it is processed and an account is created for the new Portal User. The **User's Email address** is key to this process as he/she will be notified by Email once the account has been created.



The newly Registered Portal User then clicks the **link** provided in the verification Email to **set a password** for the first time.

#### 3.1 Setting a Password for the first time

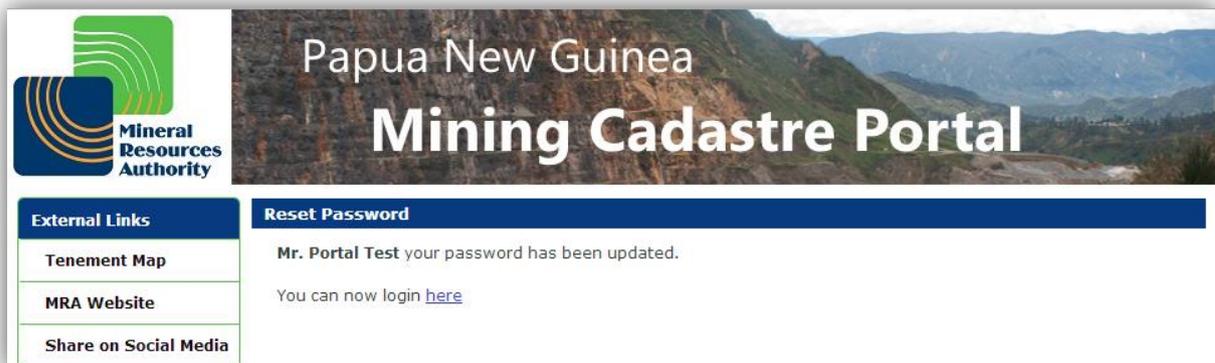
Once the user has clicked the set a password **link** in the verification Email, the user will be redirected to a **Reset Password** option on the Mining Cadastre Portal.

- Enter a **Password** and **Confirm Password** in the field below.
- Click the **Update** button.
- **Note** that passwords should contain at least at least 7 characters, at least on upper and one lower case, at least one special character: ~!@#%&\*( )\_+=[ ]| \?/, . and at least one number.



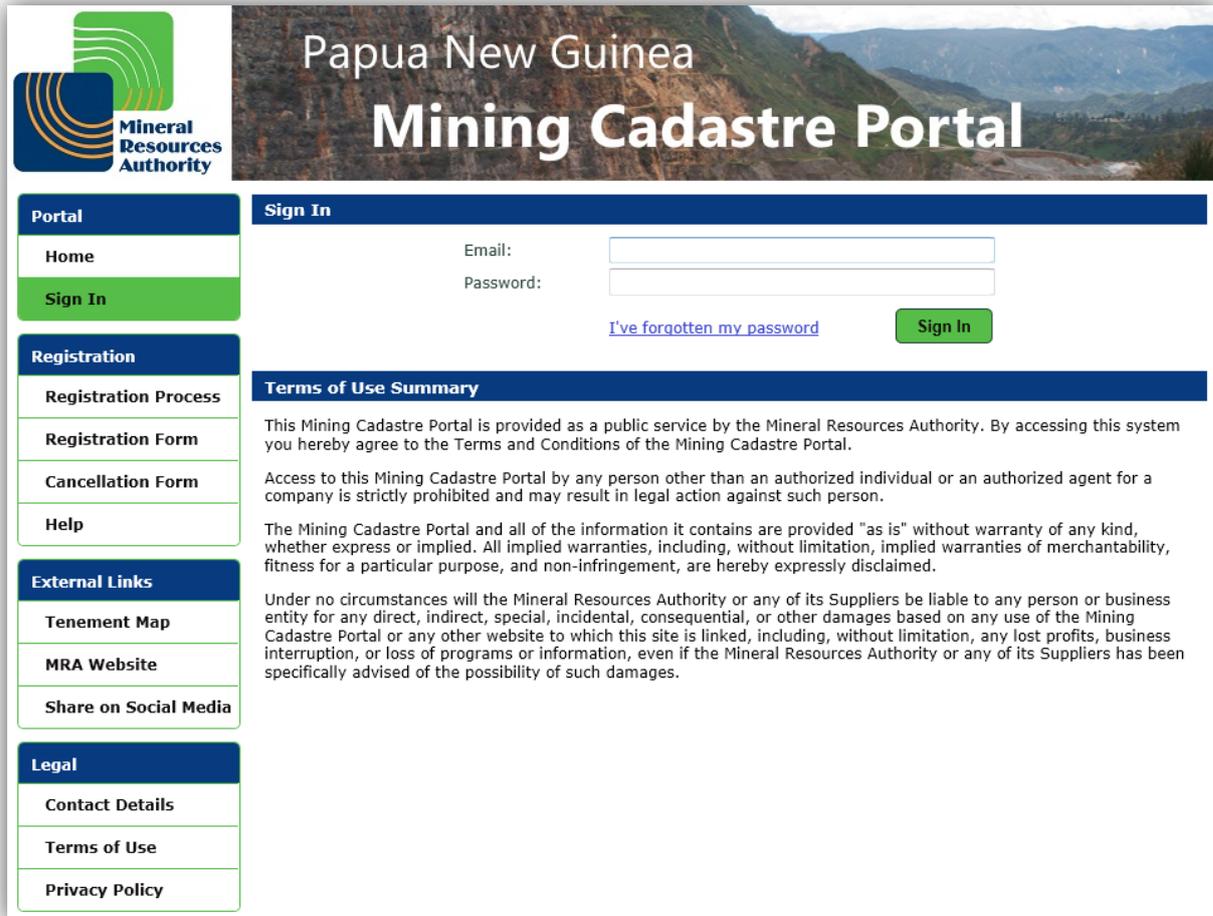
Once the password has been updated, the user is prompted to Sign In to the Mining Cadastre Portal.

- On the Reset Password option, click the **You can now login** [here](#) link.



The user is then redirected to the **Sign In** page of the PNG Mining Cadastre Portal.

- Type in your **Email address** and **Password**, and then click **Sign In**.



The screenshot shows the Papua New Guinea Mining Cadastre Portal. At the top left is the Mineral Resources Authority logo. The main header features a landscape image with the text "Papua New Guinea Mining Cadastre Portal". Below the header is a navigation menu with sections: Portal (Home, Sign In), Registration (Registration Process, Registration Form, Cancellation Form, Help), External Links (Tenement Map, MRA Website, Share on Social Media), and Legal (Contact Details, Terms of Use, Privacy Policy). The "Sign In" section is highlighted, showing a form with "Email:" and "Password:" fields, a "Sign In" button, and a link for "I've forgotten my password". Below the sign-in form is a "Terms of Use Summary" section with the following text:

**Terms of Use Summary**

This Mining Cadastre Portal is provided as a public service by the Mineral Resources Authority. By accessing this system you hereby agree to the Terms and Conditions of the Mining Cadastre Portal.

Access to this Mining Cadastre Portal by any person other than an authorized individual or an authorized agent for a company is strictly prohibited and may result in legal action against such person.

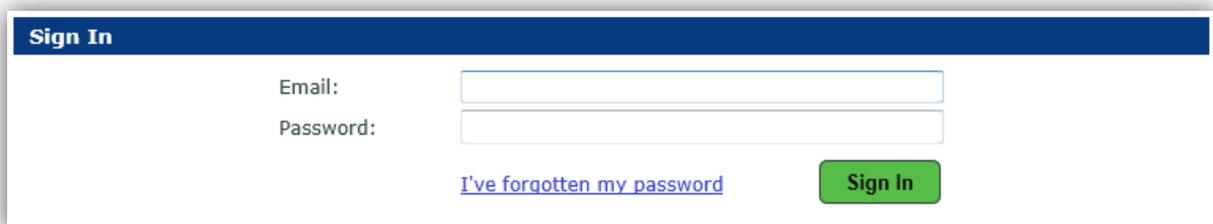
The Mining Cadastre Portal and all of the information it contains are provided "as is" without warranty of any kind, whether express or implied. All implied warranties, including, without limitation, implied warranties of merchantability, fitness for a particular purpose, and non-infringement, are hereby expressly disclaimed.

Under no circumstances will the Mineral Resources Authority or any of its Suppliers be liable to any person or business entity for any direct, indirect, special, incidental, consequential, or other damages based on any use of the Mining Cadastre Portal or any other website to which this site is linked, including, without limitation, any lost profits, business interruption, or loss of programs or information, even if the Mineral Resources Authority or any of its Suppliers has been specifically advised of the possibility of such damages.

### 3.2 Signing in to the Mining Cadastre Portal

To Sign In to the Mining Cadastre Portal and access your portfolio:

- Enter your **Email address** into the Email field.
- Enter your **Password** (Note that passwords are case sensitive).
- Click the **Sign In** button.



This is a close-up of the "Sign In" form. It features a blue header with the text "Sign In". Below the header are two input fields: "Email:" and "Password:". To the right of the "Password:" field is a green "Sign In" button. Below the input fields is a blue link that says "I've forgotten my password".

- **Note** that once a Portal User has signed into the portal, the session will **timeout** after a period of inactivity greater than 2 minutes.

*Timeout warning and Connection Timed Out messages presented after a set period of inactivity*

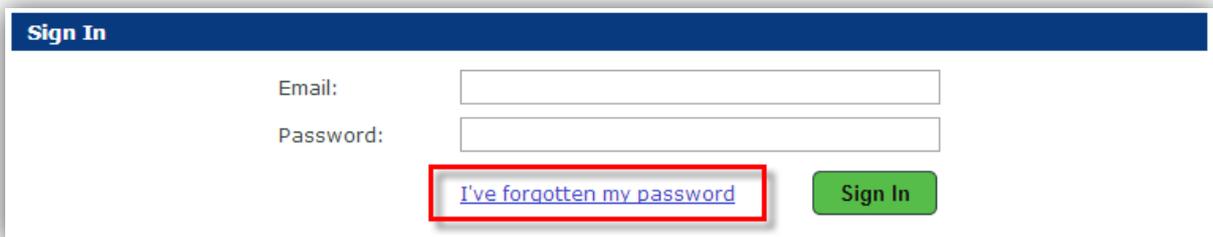


- **Note** that the portal will automatically detect a loss of the internet connectivity and advise the user of this, likewise, the Portal User will be advised once internet connectivity has been re-established.

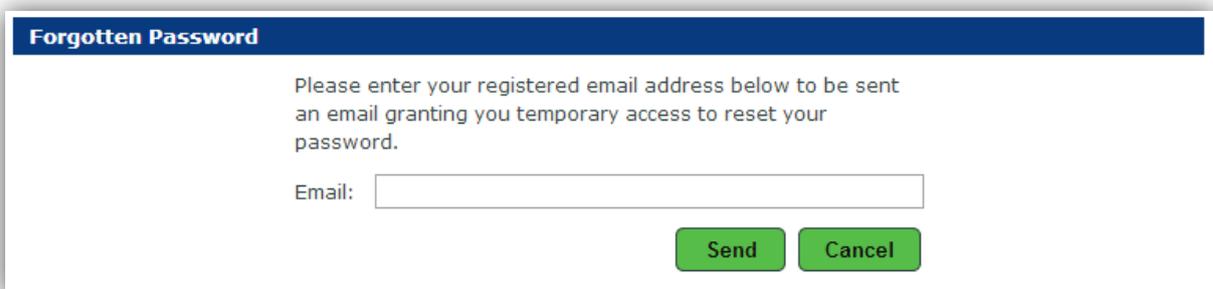
### 3.3 Retrieving a new password

If a Portal User has forgotten their password they can reset their password using a link sent to their Email address.

- Click the **I've forgotten my password** link on the **Sign In** page.



- **Type** in your **Email address** into the Email field on the **Forgotten Password** page and then click the **Send** button.



A message will inform the Portal User that an Email has been sent to their Email address providing instructions on how to reset the password. Once the message is retrieved from the Email address

and the new password has been set, the Portal User will be able to sign in by clicking the [Click here to sign in](#) link.

**Forgotten Password**

An email with instructions on how to reset your password has been sent to your registered email address.  
Click [here](#) to sign in

*Sample Email providing link to reset the password when the password has been forgotten*

PNG Mining Cadastre Portal - Password Reset Inbox x

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**Mineral Resources Authority - Papua New Guinea** <flexicadastre@spatialdimensionio> 11:48 AM (0 minutes ago) ☆

to me ▾

Due to a request made through the Mining Cadastre Portal, the previous password for the profile of Mr. Portal Test has been reset and you will need to provide a new password to log in.

Please go to the link below and provides a new password:  
[//portal.mra.gov.pg/test/ResetPassword.aspx?USER\\_ID=5b14961d-f1e5-4534-b727-13cd70948c8b&AUTHCODE=975590](http://portal.mra.gov.pg/test/ResetPassword.aspx?USER_ID=5b14961d-f1e5-4534-b727-13cd70948c8b&AUTHCODE=975590)

If you believe you received this email incorrectly, please contact the Mineral Resource Authority.

Please do not reply to this email. Responses to this email account are not monitored.

- Click the **link** provided in the Password Reset Email message.
- You will be **redirected** to the **Reset Password** page of the Mining Cadastre Portal.



## Papua New Guinea

# Mining Cadastre Portal

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**External Links**

- Tenement Map
- MRA Website
- Share on Social Media

**Legal**

- Contact Details
- Terms of Use
- Privacy Policy

**Reset Password**

Welcome **Mr. Portal Test**

Please provide your new Password:

Password:

Confirm Password:

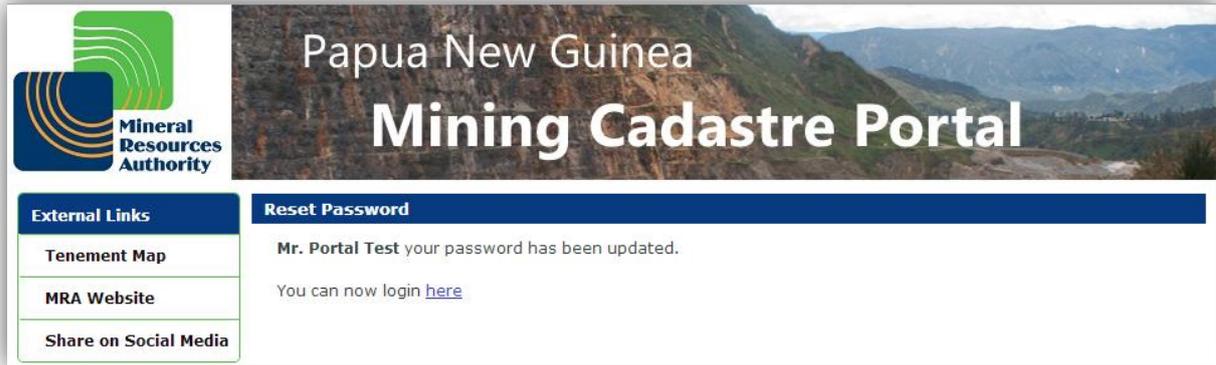
Update

Your password must have at least 7 characters, contain both upper case and lower case characters, at least one digit 0-9, as well as at least one of the following special characters  
 ~!@#%&^&\*( )\_+=[ ]{}|?/.

- Type in the new **Password** and confirm the new Password, and then click the **Update** button.
- You will get a messaging informing you that your password has been updated.
- You are then invited to **login here** by clicking the link.

Papua New Guinea  
Mining Cadastre Portal - User Manual – Portal Version 1.8.2

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- Type in your **Email address** and your new **Password**, and then click the **Sign In** button to access your portfolio.



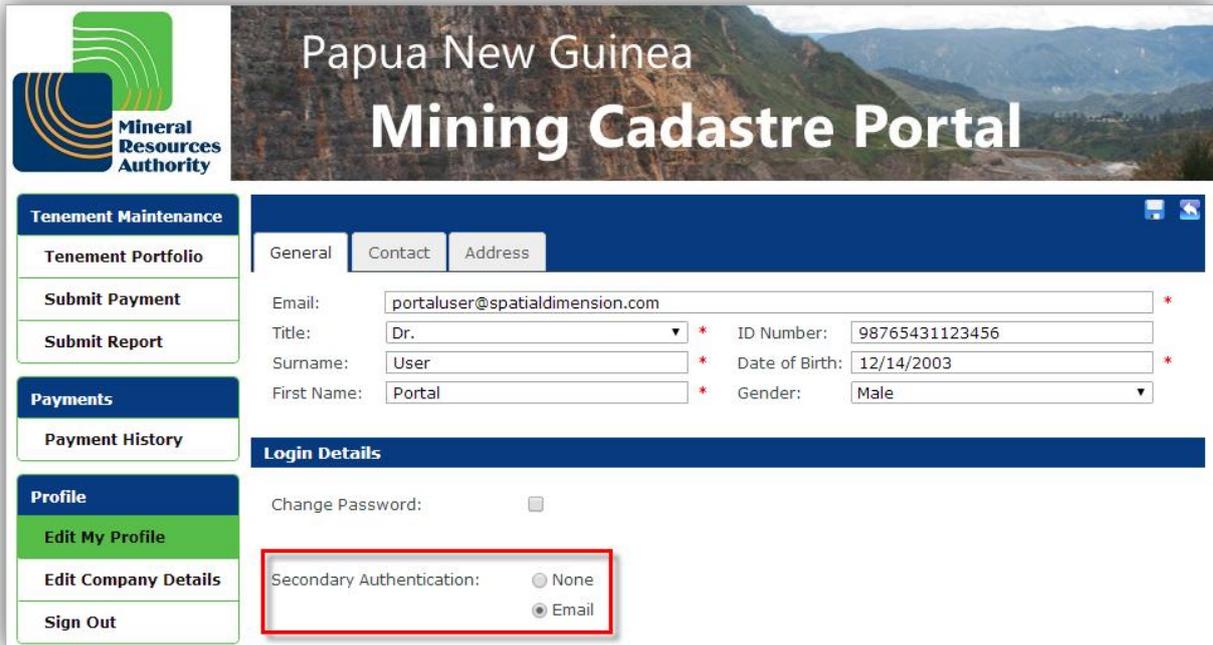
### 3.4 Secondary Authentication

Secondary Email **Authentication** provides an additional layer of protection for a profile. This option is set in the **Edit My Profile** section as shown in the following image.

#### Setting secondary authentication:

- Sign in to the Mining Cadastre Portal and navigate to the **Edit My Profile** Menu item.
- Click the **Edit**  button at the top of the page.
- In the **Secondary Authentication** section, select the **Email** option, and then click the **Save** button.
- **Note** that selecting the **None** option under **Secondary Authentication** section of the Login Details will remove the secondary authentication step from the Sign in process.

*Edit My Profile option showing Secondary Authentication settings*



**Papua New Guinea Mining Cadastre Portal**

Mineral Resources Authority

Tenement Maintenance

- Tenement Portfolio
- Submit Payment
- Submit Report

Payments

- Payment History

Profile

- Edit My Profile**
- Edit Company Details
- Sign Out

General | Contact | Address

Email: portaluser@spatialdimension.com \*

Title: Dr. \* ID Number: 98765431123456

Surname: User \* Date of Birth: 12/14/2003 \*

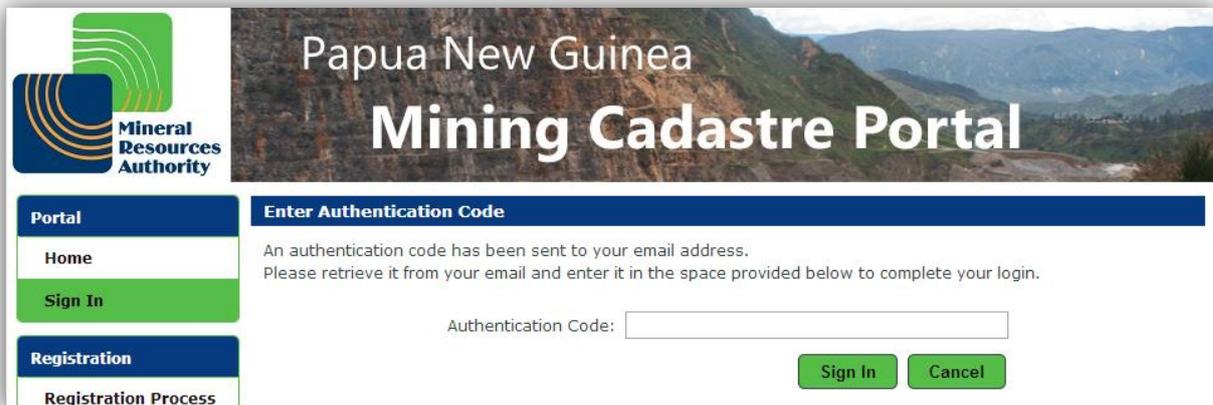
First Name: Portal \* Gender: Male

**Login Details**

Change Password:

Secondary Authentication:  None  Email

Once Secondary Authentication via Email has been set up by the Portal User, upon **Sign in**, the Portal User is presented with an **Enter Authentication Code** page. This is where the one time Authentication Code is pasted from the **Authentication Code Email** sent to the Email Address.



**Papua New Guinea Mining Cadastre Portal**

Mineral Resources Authority

Portal

- Home
- Sign In**

Registration

- Registration Process

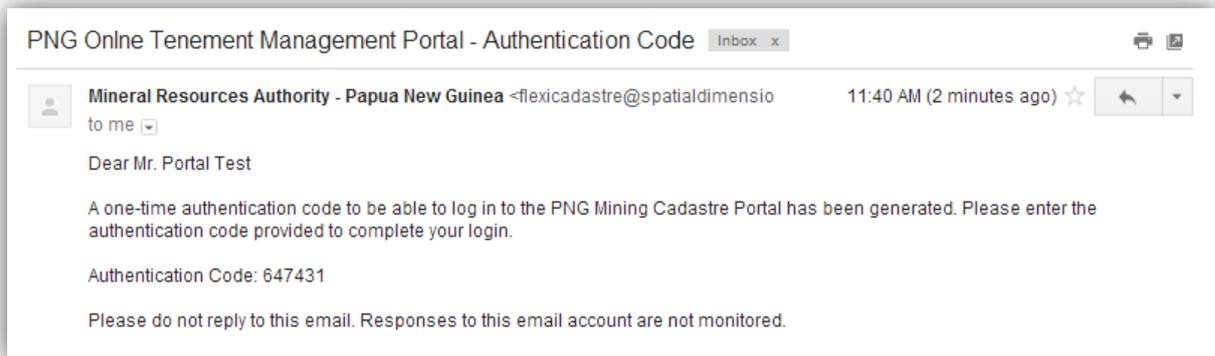
**Enter Authentication Code**

An authentication code has been sent to your email address.  
Please retrieve it from your email and enter it in the space provided below to complete your login.

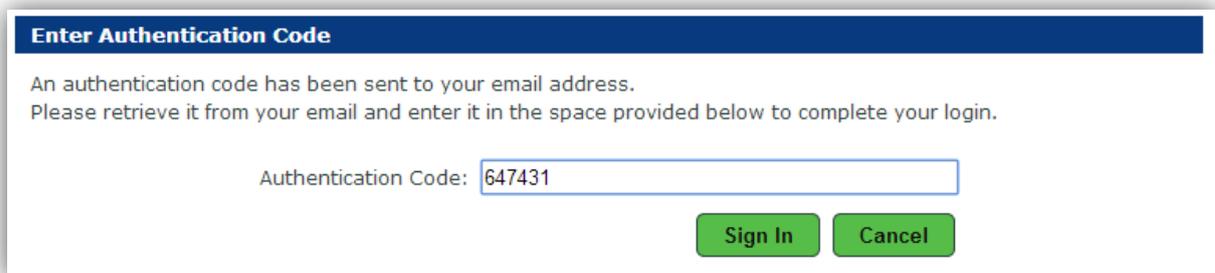
Authentication Code:

- Login to the **Email mail account** used for signing in to the Mining Cadastre Portal.
- Open the **Authentication Code Email** sent to this address and **copy** the **Authentication Code** provided in the mail.

*Email sent by the Mining Cadastre Portal providing a one-time Authentication Code*



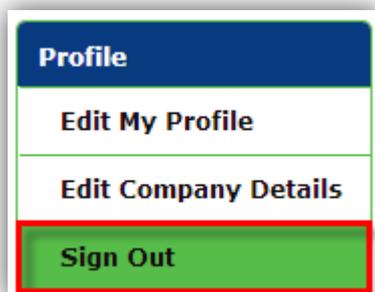
- **Paste** the Authentication Code in the **Enter Authentication Code** page of the portal and then click the **Sign In** button.



### 3.5 Signing out of the Portal

It is important that the user Sign Out of the system once activities are completed on the portal.

- Click the **Sign Out** option under the **Profile** Menu item.



## 4. Viewing Tenement Portfolios

A Portal User can be registered as an individual, representing themselves and managing their own portfolio or a Portal User can represent one or several companies.

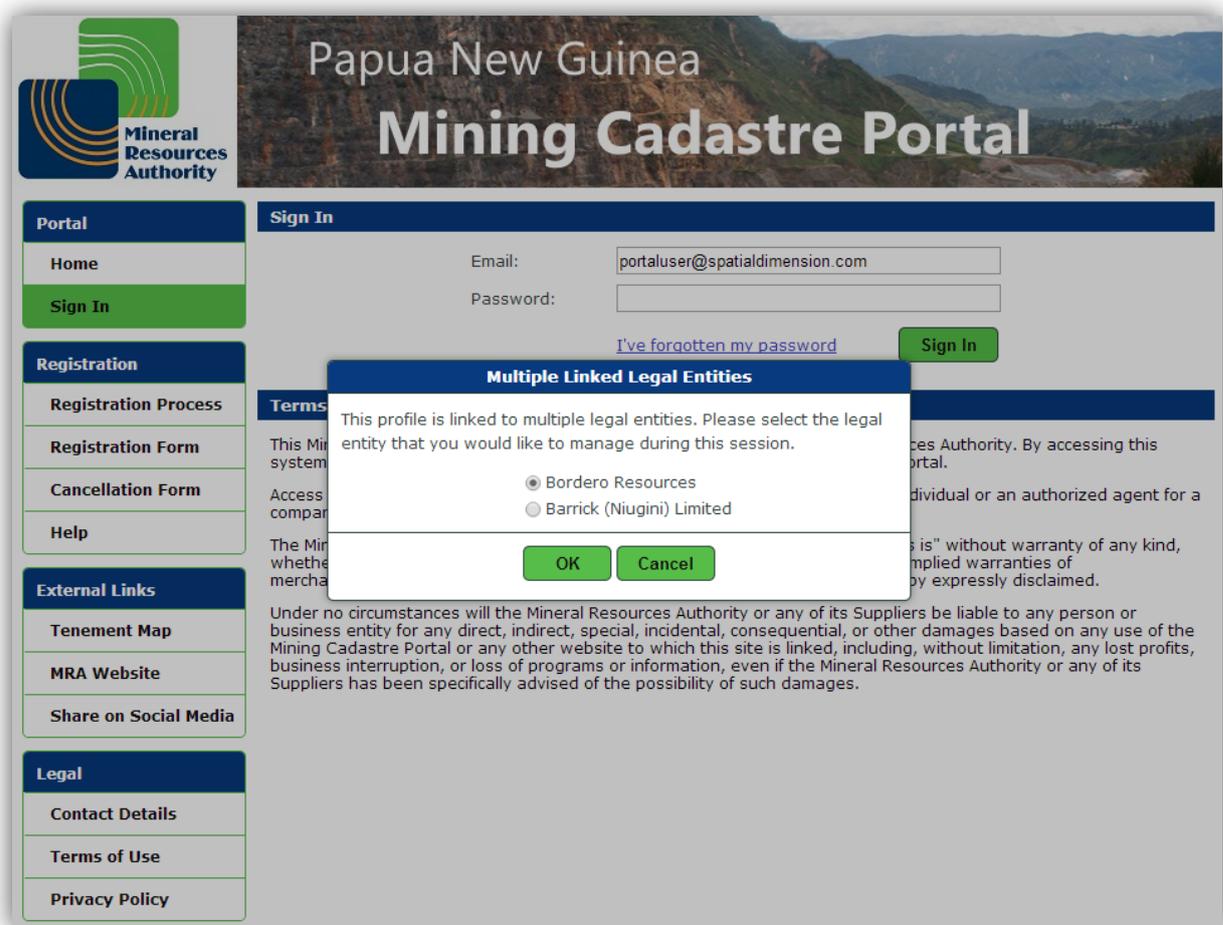
### 4.1 Single Portfolio

When a profile is set up for an individual, or for a representative of a **single legal entity**, the user will not be prompted to select a legal entity but will be directed straight to the tenement portfolio page.

### 4.2 Multiple Portfolios

When a portal profile represents **several legal entities**, the user must select the portfolio of a single Legal Entity to interact with during the session.

- In the **Multiple Linked Legal Entities** popup, select the **legal entity** to be managed during the session and then click the **OK** button.



Once the legal entity is selected, the user is redirected to the selected tenement portfolio page.

### 4.3 Viewing the Tenement Portfolio

The Tenement Portfolio page consists of:

- A **List of Tenements** showing column details that include **Code, Type, Status, Application Date, Granted Date** and **Expiry Date**.
- A **Tenement Map**, with locations of listed tenements highlighted in red.
- A **Menu** on the left hand side showing options for **Tenement Maintenance, Payments, Profile, External Links** and **legal**.



**Papua New Guinea Mining Cadastre Portal**

**Mineral Resources Authority**

**Tenement Maintenance**

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**List of Tenements - Bordero Resources**

Code	Type	Status	Application Date	Granted Date	Expiry Date
<a href="#">EL_1345</a>	EL	Pending Renewal - Registration Complete	07/01/2004	13/08/2004	11/08/2012
<a href="#">EL_1351</a>	EL	Active	07/01/2004	13/08/2004	12/08/2014
<a href="#">EL_1592</a>	EL	Active	06/08/2007	21/08/2011	20/08/2015
<a href="#">EL_1597</a>	EL	Active	10/08/2007	13/02/2009	12/02/2015
<a href="#">EL_1598</a>	EL	Active	14/08/2007	21/03/2011	20/03/2015
<a href="#">EL_2047</a>	EL	Active	21/07/2011	27/09/2012	26/09/2014

**Tenement Map**

The map shows the geographical distribution of tenements across Papua New Guinea, with several locations highlighted in red. Key regions labeled include West Sepik, East Sepik, Madang, Enga, Western Highlands, Southern Highlands, Chimbu, Morobe, Western, Northern, Port Moresby, National Capital District, Milne Bay, Central, and the Louisiade Archipelago. Major bodies of water like the Bismarck Sea and Solomon Sea are also visible.

The map can be panned and zoomed using the mouse as follows:

- Click and drag to pan.
- Use mouse wheel up and down to zoom in and out.
- Click the + and – buttons on the map to zoom in and out.

## 4.4 Viewing Tenement Details

The Portal User can view each tenement of the portfolio individually.



# Papua New Guinea

## Mining Cadastre Portal

**Tenement**

Tenement Portfolio

Submit Payment

Submit Report

**Payments**

Payment History

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Edit My Profile

Edit Company

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**External Links**

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**Tenement Details**

<b>Code:</b>	EL 1592
<b>Type:</b>	Exploration License
<b>Status:</b>	Active
<b>Owner:</b>	Bordero Resources
<b>Application Date:</b>	06/08/2007
<b>Granting Date:</b>	21/08/2011
<b>Expiry Date:</b>	20/08/2015
<b>Commodities:</b>	East New Britain, Gazelle, Inland Baining Rural, Lassul Baining Rural; Pomio, Sinivit Rural
<b>Official Area:</b>	504.68 km <sup>2</sup> ▾

[View License Coordinates](#)



**Upcoming Renewals**

Due 20/08/2015 Upcoming Renewal

**Outstanding Payments**

Due 23/08/2013	Annual Rent	PGK 13320.00	<a href="#">(Pay)</a>
Due 22/08/2014	Annual Rent	PGK 13320.00	<a href="#">(Pay)</a>
Due 23/08/2014	Annual Rent	PGK 13320.00	<a href="#">(Pay)</a>

**Tenement History**

19/08/2014	Paid: Annual Rent (PGK 13320.00 Period Ending [Payment Period To])
19/08/2014	Paid: Annual Rent (PGK 13320.00 Period Ending [Payment Period To])
19/08/2014	Paid: Annual Rent (PGK 13320.00 Period Ending [Payment Period To])
19/08/2014	Submitted: Annual Report (Period Ending 08/20/2014 00:00:00)
19/08/2014	Paid: Annual Rent (PGK 13320.00 Period Ending [Payment Period To])
14/08/2014	Paid: Annual Rent (PGK 13320.00 Period Ending 20 Aug 2015)
12/08/2014	Paid: Annual Rent (PGK 13320.00 Period Ending 20 Aug 2014)
06/08/2013	Submitted: Annual Report (Period Ending 03/20/2013 00:00:00)
12/06/2013	Submitted: Annual Report (Period Ending 03/20/2013 00:00:00)
23/04/2013	Paid: Annual Rent (PGK 27090.00 Period Ending 20 Mar 2013)
09/01/2013	Paid: Renewal Fee (PGK 5000.00)
27/06/2012	Submitted: Annual Report (Period Ending 03/20/2012 00:00:00)

- **Note** that in general the following information is displayed for each tenement: **Tenement Details**, **Upcoming Renewals**, **Outstanding Payments**, **Outstanding Documents** and **Tenement History**. However, as in the above example, if there are no Outstanding Documents then this heading will not be displayed.

Tenement Details include the following information:

- Code
- Type
- Status
- Owner
- Application date
- Granting date
- Expiry Date
- Commodities
- Location
- Official Area

**Tenement Details**

<b>Code:</b>	EL 1592
<b>Type:</b>	Exploration License
<b>Status:</b>	Active
<b>Owner:</b>	Bordero Resources
<b>Application Date:</b>	06/08/2007
<b>Granting Date:</b>	21/08/2011
<b>Expiry Date:</b>	20/08/2015
<b>Commodities:</b>	
<b>Location:</b>	East New Britain, Gazelle, Inland Baining Rural, Lassul Baining Rural; Pomio, Sinivit Rural
<b>Official Area:</b>	504.68 km <sup>2</sup> ▾
	<a href="#">View License Coordinates</a>



### License Coordinates

- Click the **View License Coordinates** link to display the coordinates of the selected tenement.

**License Coordinates (WGS84)**

Latitude	Longitude
1. 06° 09' 0.00" S	150° 30' 0.00" E
2. 06° 10' 0.00" S	150° 30' 0.00" E
3. 06° 11' 0.00" S	150° 30' 0.00" E
4. 06° 12' 0.00" S	150° 30' 0.00" E
5. 06° 13' 0.00" S	150° 30' 0.00" E
6. 06° 13' 0.00" S	150° 29' 0.00" E
7. 06° 13' 0.00" S	150° 28' 0.00" E

Close

### Outstanding Payments

A list of upcoming payment obligations is displayed with a link to **Pay**.

**Outstanding Payments**

<b>Due 22/08/2013</b>	Annual Rent	PGK 13320.00	<a href="#">(Pay)</a>	
<b>Due 21/08/2014</b>	Annual Rent	PGK 13320.00	<a href="#">(Pay)</a>	!
<b>Due 22/08/2014</b>	Annual Rent	PGK 13320.00	<a href="#">(Pay)</a>	

### Outstanding Documents

Users can maintain compliance on the tenements that they manage by **uploading documents**, including **reports**, into the system.

**Outstanding Documents**

<b>Due 19/11/2014</b>	Annual Report	<a href="#">(Upload)</a>	!
-----------------------	---------------	--------------------------	---

A **Due date** is provided for each outstanding item.

Clicking the **Upload** link enables the user to upload a document

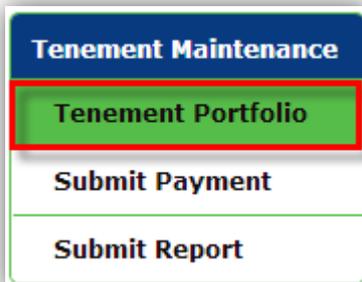
### Tenement History

A chronological list of payments and documents submitted for the tenement is displayed in the Tenement History.

Tenement History	
19/08/2014	Paid: Annual Rent (PGK 13320.00 Period Ending [Payment Period To])
19/08/2014	Paid: Annual Rent (PGK 13320.00 Period Ending [Payment Period To])
14/08/2014	Paid: Annual Rent (PGK 13320.00 Period Ending 20 Aug 2015)
12/08/2014	Paid: Annual Rent (PGK 13320.00 Period Ending 20 Aug 2014)
12/08/2014	Submitted: Annual Report (Period Ending 08/20/2014 00:00:00)
06/08/2013	Submitted: Annual Report (Period Ending 03/20/2013 00:00:00)
12/06/2013	Submitted: Annual Report (Period Ending 03/20/2013 00:00:00)
23/04/2013	Paid: Annual Rent (PGK 27090.00 Period Ending 20 Mar 2013)
09/01/2013	Paid: Renewal Fee (PGK 5000.00)
27/06/2012	Submitted: Annual Report (Period Ending 03/20/2012 00:00:00)
21/08/2011	License Granted
10/06/2011	Paid: Annual Rent (PGK 27090.00 Period Ending 20 Mar 2012)
10/06/2011	Paid: Security Deposit (PGK 6000.00)
07/08/2009	Paid: Application Fee (PGK 5000.00)

### To navigate between tenements in a portfolio:

- In the **Tenement List**, click the linked tenement **Code** to view details of the selected tenement.
- Click the **Tenement Portfolio** option in the **Menu** to return to the portfolio after viewing a single tenement.



## 5. REPORTS

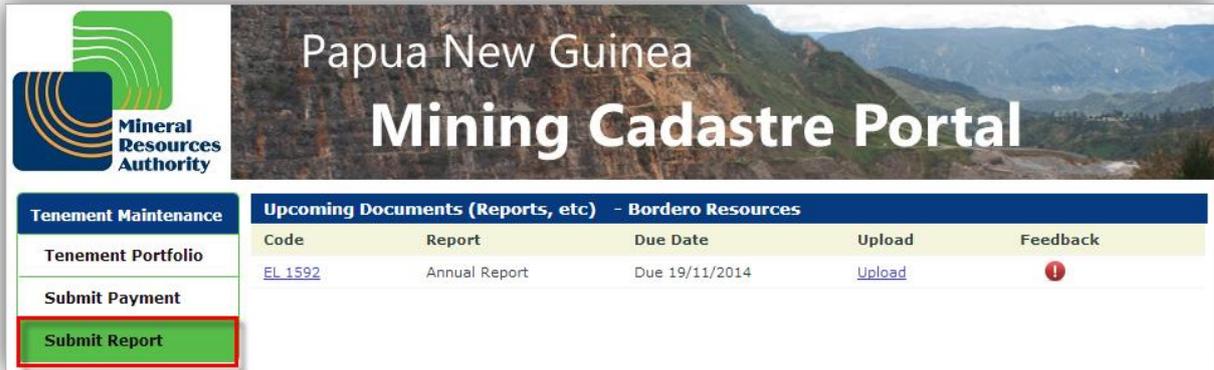
### 5.1 Viewing Report Obligations

Portal Users can easily meet the reporting obligations of their tenement portfolio.

- Under the **Tenement Maintenance** section of the Menu, click the **Submit Report** button.

A list of **Upcoming Documents (Reports etc.)** for the portfolio is displayed in the main window.

The tenement **Code**, the **Report** name and the **Due date** are shown in columns, with an option to **Upload** the document.



## 5.2 Submitting Reports

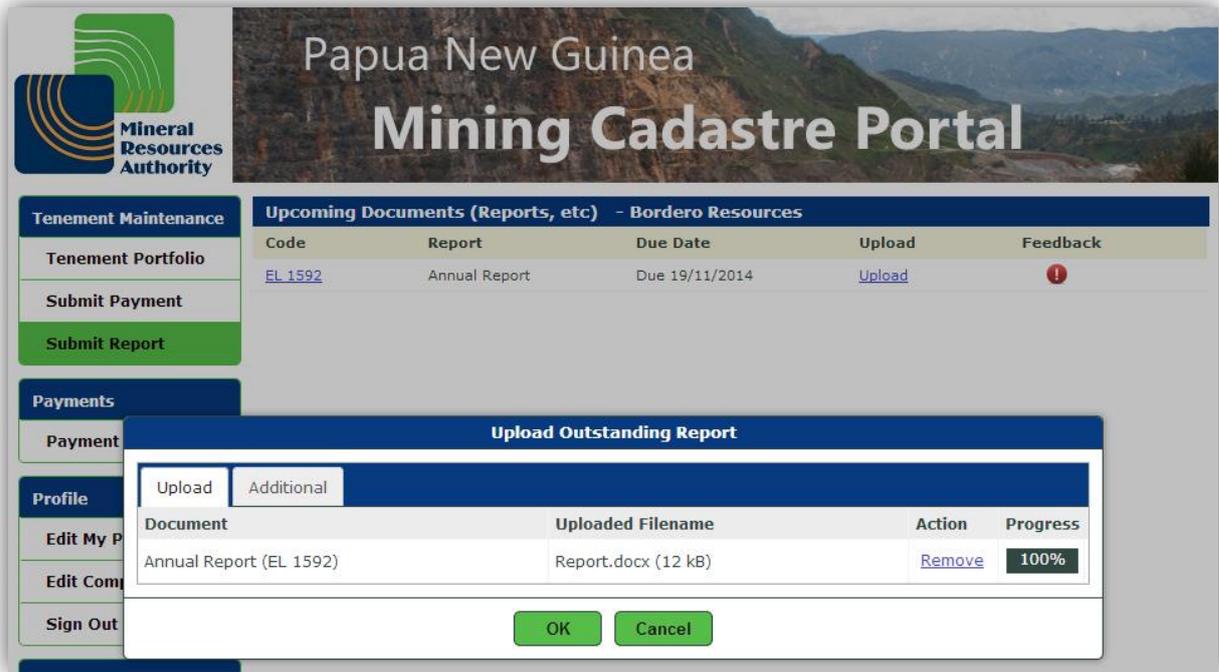
**Documents** and **Reports** are readily submitted online for each tenement of a portfolio.

To upload a document:

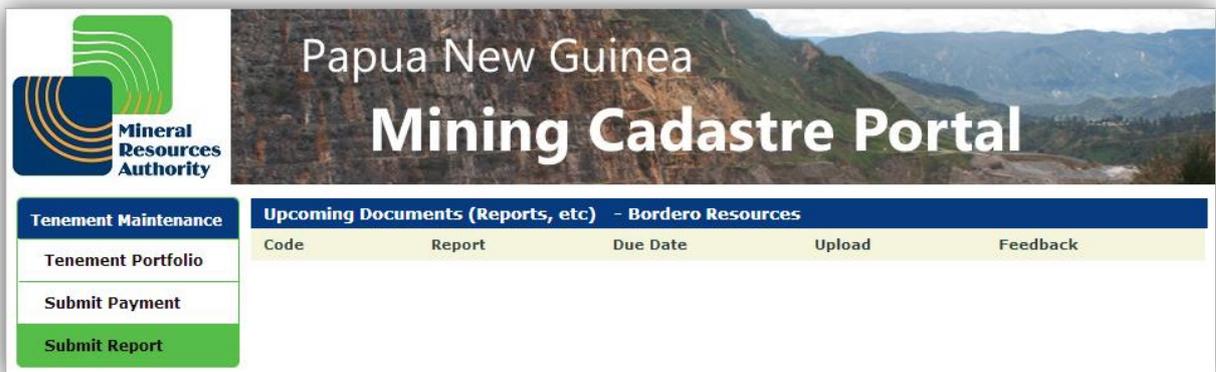
- Click the corresponding **Upload** link on the **Upcoming Documents** list, an **Upload Outstanding Report** popup will be displayed.
- Click the **Upload** link in the Upload Outstanding Report popup.



- **Browse** to the file that you want to upload, select the file and click **Open**.
- **Note** that **Progress** of the file upload will be displayed as a percentage in the **Progress** column.



- Click **OK** once all files are uploaded.
- **Note** that once you have fulfilled all reporting obligations and attained compliance, there will be no more **Upcoming Documents** displayed on the page, as shown in the following image.



## 6. PAYMENTS

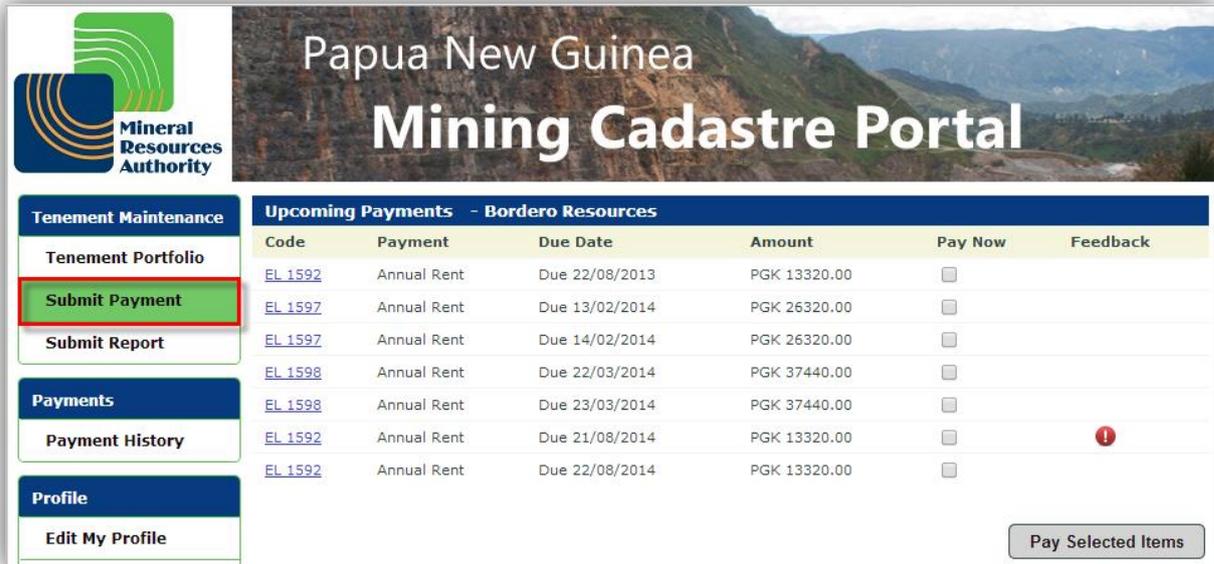
### 6.1 Viewing Payment Obligations

A list of **Upcoming Payments** for each tenement of a selected portfolio displays all future scheduled payments in a table with the following columns: **Code**, **Payment**, **Due Date**, **Amount**, a **Pay Now** checkbox and a **Feedback** column.

- The **Pay Now** column allows the Portal User to select the payment item.

### To make a Payment:

- Under the **Tenement Maintenance** section of the Menu, click the **Submit Payment** button.



**Papua New Guinea Mining Cadastre Portal**

**Tenement Maintenance**

- Tenement Portfolio
- Submit Payment**
- Submit Report

**Payments**

- Payment History

**Profile**

- Edit My Profile

Upcoming Payments - Bordero Resources					
Code	Payment	Due Date	Amount	Pay Now	Feedback
<a href="#">EL 1592</a>	Annual Rent	Due 22/08/2013	PGK 13320.00	<input type="checkbox"/>	
<a href="#">EL 1597</a>	Annual Rent	Due 13/02/2014	PGK 26320.00	<input type="checkbox"/>	
<a href="#">EL 1597</a>	Annual Rent	Due 14/02/2014	PGK 26320.00	<input type="checkbox"/>	
<a href="#">EL 1598</a>	Annual Rent	Due 22/03/2014	PGK 37440.00	<input type="checkbox"/>	
<a href="#">EL 1598</a>	Annual Rent	Due 23/03/2014	PGK 37440.00	<input type="checkbox"/>	
<a href="#">EL 1592</a>	Annual Rent	Due 21/08/2014	PGK 13320.00	<input type="checkbox"/>	!
<a href="#">EL 1592</a>	Annual Rent	Due 22/08/2014	PGK 13320.00	<input type="checkbox"/>	

Pay Selected Items

- Select the **Pay Now** checkbox for the payment that you want to make and click the **Pay Selected Items** button.
- **Note** that once you have selected an item to pay, the **Total Due** amount is displayed as shown in the following image.



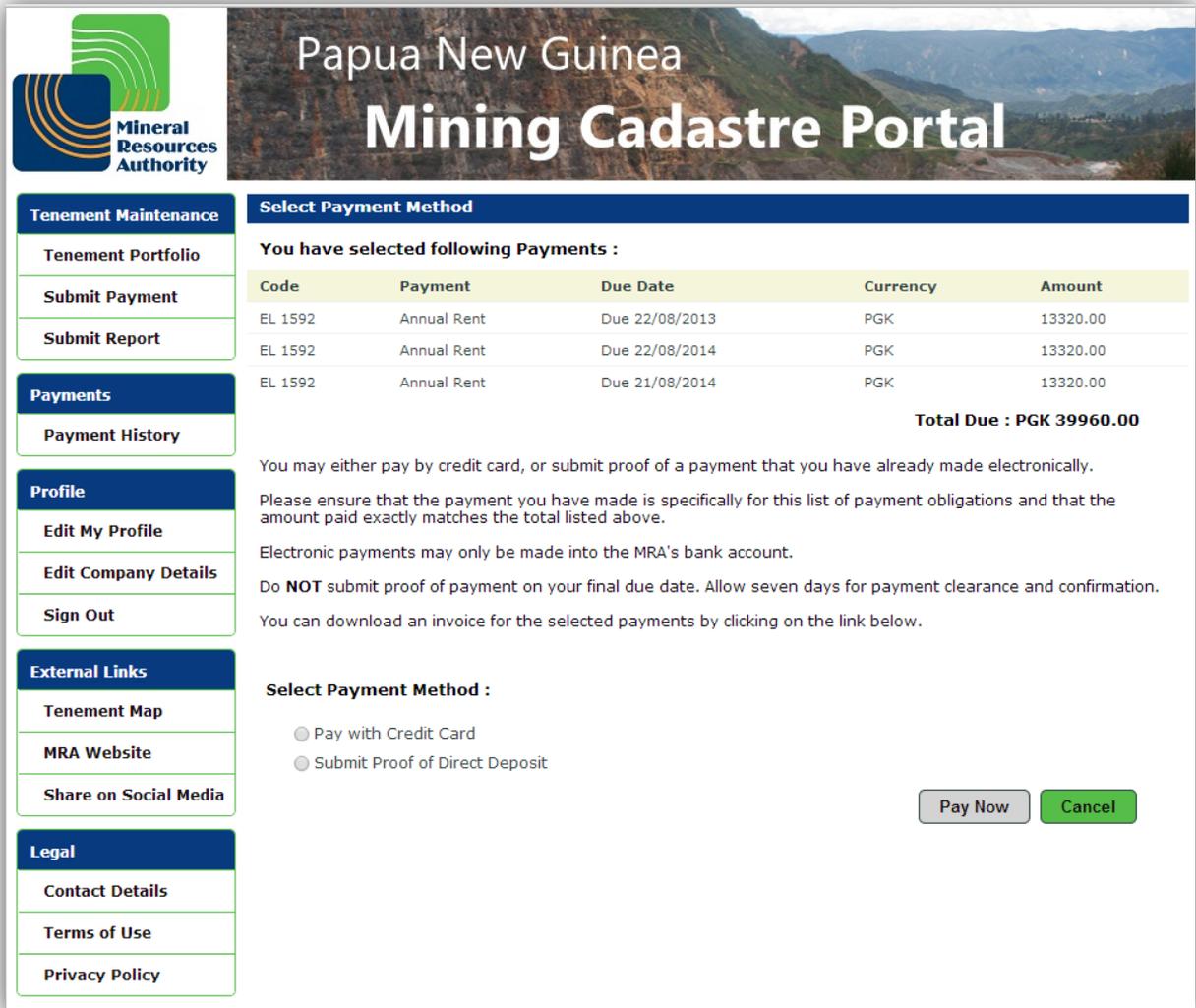
Upcoming Payments - Bordero Resources					
Code	Payment	Due Date	Amount	Pay Now	Feedback
<a href="#">EL 1592</a>	Annual Rent	Due 22/08/2013	PGK 13320.00	<input checked="" type="checkbox"/>	
<a href="#">EL 1597</a>	Annual Rent	Due 13/02/2014	PGK 26320.00	<input type="checkbox"/>	
<a href="#">EL 1597</a>	Annual Rent	Due 14/02/2014	PGK 26320.00	<input type="checkbox"/>	
<a href="#">EL 1598</a>	Annual Rent	Due 22/03/2014	PGK 37440.00	<input type="checkbox"/>	
<a href="#">EL 1598</a>	Annual Rent	Due 23/03/2014	PGK 37440.00	<input type="checkbox"/>	
<a href="#">EL 1592</a>	Annual Rent	Due 21/08/2014	PGK 13320.00	<input checked="" type="checkbox"/>	!
<a href="#">EL 1592</a>	Annual Rent	Due 22/08/2014	PGK 13320.00	<input checked="" type="checkbox"/>	

Total Due : PGK 39960

Pay Selected Items

Once a Portal User has selected, from the list of **Upcoming Payments**, one or several items to pay, and has clicked the **Pay Selected Items** button, the Portal User will be redirected to a **Pre-payment**

page as shown in the following image. The portal User may then either **Pay with Credit Card** or **Submit Proof of Direct Deposit** electronically if the payment has already been made.



**Mineral Resources Authority**

**Tenement Maintenance**

- Tenement Portfolio
- Submit Payment
- Submit Report

**Payments**

- Payment History

**Profile**

- Edit My Profile
- Edit Company Details
- Sign Out

**External Links**

- Tenement Map
- MRA Website
- Share on Social Media

**Legal**

- Contact Details
- Terms of Use
- Privacy Policy

## Papua New Guinea Mining Cadastre Portal

**Select Payment Method**

You have selected following Payments :

Code	Payment	Due Date	Currency	Amount
EL 1592	Annual Rent	Due 22/08/2013	PGK	13320.00
EL 1592	Annual Rent	Due 22/08/2014	PGK	13320.00
EL 1592	Annual Rent	Due 21/08/2014	PGK	13320.00

**Total Due : PGK 39960.00**

You may either pay by credit card, or submit proof of a payment that you have already made electronically.  
Please ensure that the payment you have made is specifically for this list of payment obligations and that the amount paid exactly matches the total listed above.  
Electronic payments may only be made into the MRA's bank account.  
Do **NOT** submit proof of payment on your final due date. Allow seven days for payment clearance and confirmation.  
You can download an invoice for the selected payments by clicking on the link below.

**Select Payment Method :**

Pay with Credit Card  
 Submit Proof of Direct Deposit

- **Select the Payment Method** from one of the following options:

- **Pay with Credit Card**
- **Submit Proof of Direct Deposit**

- **Note** that it is important to ensure that the payment made is specifically for this list of payment obligations and that the amount paid matches the total due exactly.
- **Note** that electronic payments may only be made into the MRA's bank account.

- **Note:** Do NOT submit proof of payment on your final due date. **Allow seven days for payment clearance and confirmation.**

## 6.2 Submit Proof of Direct Deposit

When a Portal user has made an electronic payment to the MRA, **Proof of Direct Deposit** can be uploaded onto the Mining Cadastre Portal website.

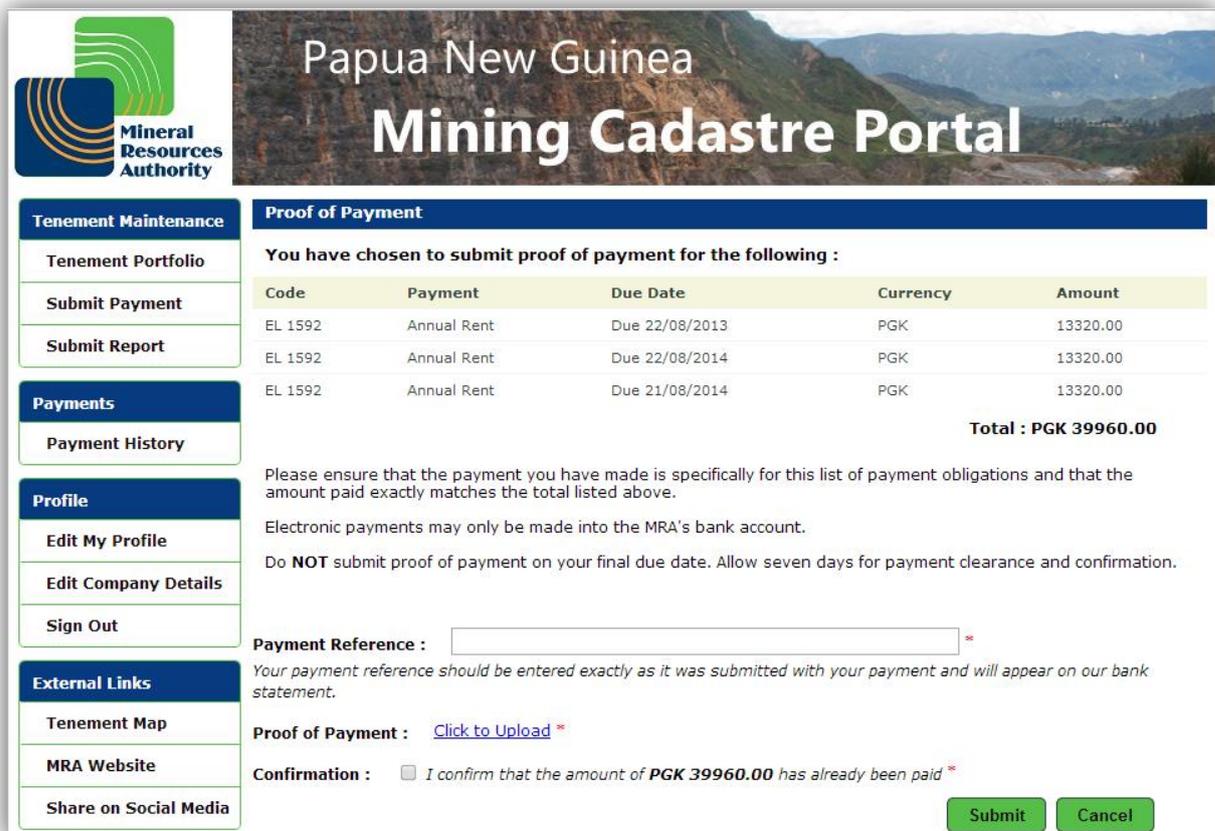
- On the Select Payment Method page, select the **Submit Proof of Direct Deposit** option.

**Select Payment Method :**

Pay with Credit Card

Submit Proof of Direct Deposit

- Click the **Pay Now** button to open the **Proof of Payment** page, shown in the following image.





# Papua New Guinea Mining Cadastre Portal

**Tenement Maintenance**

Tenement Portfolio

Submit Payment

Submit Report

**Payments**

Payment History

**Profile**

Edit My Profile

Edit Company Details

Sign Out

**External Links**

Tenement Map

MRA Website

Share on Social Media

**Proof of Payment**

You have chosen to submit proof of payment for the following :

Code	Payment	Due Date	Currency	Amount
EL 1592	Annual Rent	Due 22/08/2013	PGK	13320.00
EL 1592	Annual Rent	Due 22/08/2014	PGK	13320.00
EL 1592	Annual Rent	Due 21/08/2014	PGK	13320.00
<b>Total :</b>				<b>PGK 39960.00</b>

Please ensure that the payment you have made is specifically for this list of payment obligations and that the amount paid exactly matches the total listed above.

Electronic payments may only be made into the MRA's bank account.

Do **NOT** submit proof of payment on your final due date. Allow seven days for payment clearance and confirmation.

Payment Reference :

Your payment reference should be entered exactly as it was submitted with your payment and will appear on our bank statement.

Proof of Payment : [Click to Upload](#) \*

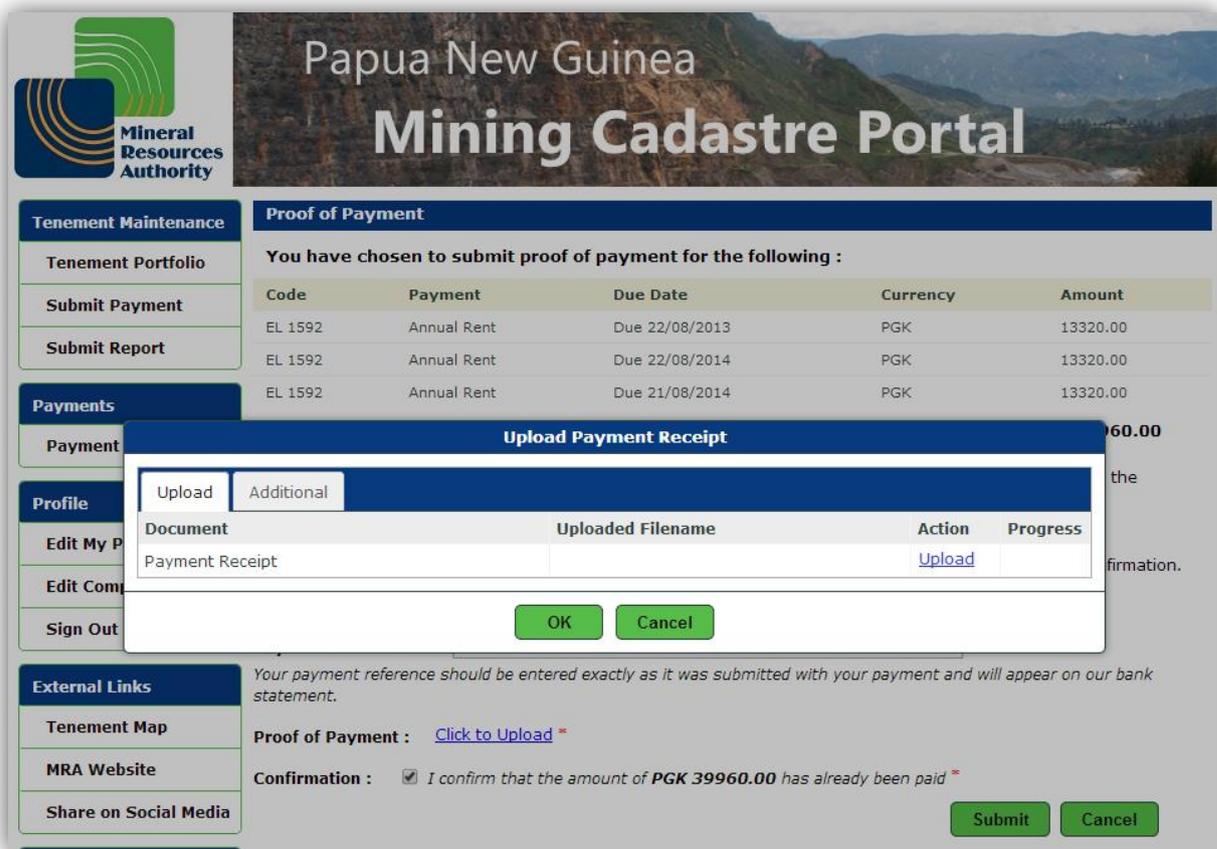
Confirmation :  I confirm that the amount of **PGK 39960.00** has already been paid \*\*

- Type in a **Payment Reference**, please note that this field is obligatory \*.

- **Note** that the **Payment Reference** should be entered exactly as it was submitted with the payment and that it will appear on the corresponding bank statement.

The Portal User is then required to upload the Proof of Payment as follows:

- Under the **Proof of Payment** option, click the **Click to Upload** link, which is obligatory as indicated by the red asterisk\*.
- An **Upload Payment Receipt** popup will be deployed, click the **Upload** link on the Upload tab.



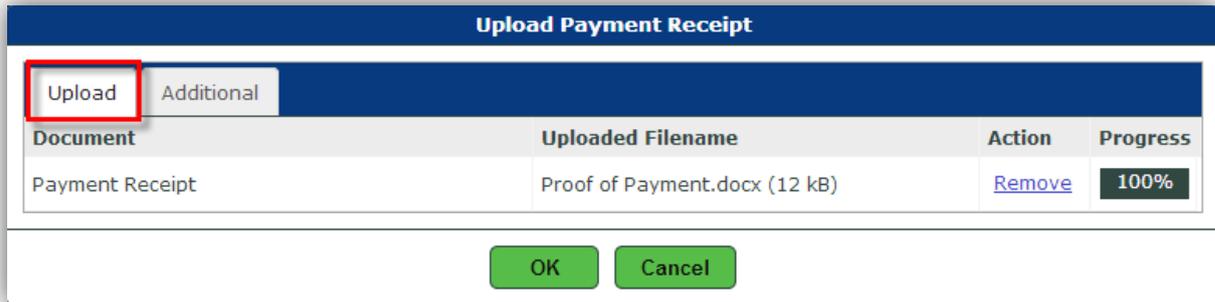
The screenshot shows the Papua New Guinea Mining Cadastre Portal interface. The main header includes the Mineral Resources Authority logo and the text 'Papua New Guinea Mining Cadastre Portal'. The 'Proof of Payment' section displays a table of payment details:

Code	Payment	Due Date	Currency	Amount
EL 1592	Annual Rent	Due 22/08/2013	PGK	13320,00
EL 1592	Annual Rent	Due 22/08/2014	PGK	13320,00
EL 1592	Annual Rent	Due 21/08/2014	PGK	13320,00

An 'Upload Payment Receipt' popup is overlaid on the screen. It has two tabs: 'Upload' (selected) and 'Additional'. The 'Upload' tab contains a table with the following columns: Document, Uploaded Filename, Action, and Progress. A row is shown with 'Payment Receipt' in the Document column, an empty field in the Uploaded Filename column, an 'Upload' link in the Action column, and a progress indicator in the Progress column. Below the table are 'OK' and 'Cancel' buttons.

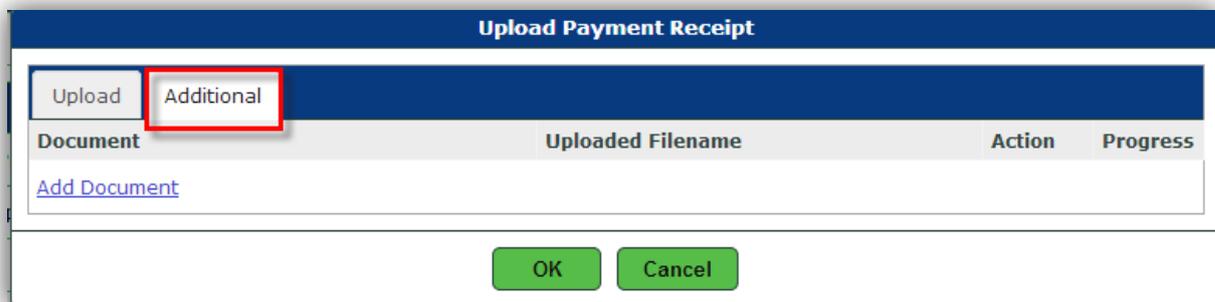
At the bottom of the main page, there is a confirmation section with the text: 'Your payment reference should be entered exactly as it was submitted with your payment and will appear on our bank statement.' Below this, it says 'Proof of Payment : [Click to Upload](#) \*' and 'Confirmation :  I confirm that the amount of **PGK 39960.00** has already been paid \*'. There are 'Submit' and 'Cancel' buttons at the bottom right.

- **Browse** to the emplacement of the file that you need to upload following standard procedures, and then click **Open**.
- **Note** that the **Uploaded Filename** will be displayed as well as **Progress** with the Upload action.
- **Note** that in case of error, the user has the option to **Remove** the uploaded file.
- Once the correct file is uploaded at (100%) **Progress**, click the **OK** button.



Document	Uploaded Filename	Action	Progress
Payment Receipt	Proof of Payment.docx (12 kB)	<a href="#">Remove</a>	100%

- An **Additional** tab is available to add supporting documents by clicking the [Add Document](#) link, Click **OK** when finished uploading all documents.



Document	Uploaded Filename	Action	Progress
<a href="#">Add Document</a>			

Once the Payment Reference has been entered and the proof of Payment uploaded, the Portal User must confirm that the amount has already been paid.

- Select the **Confirmation** checkbox that states that **I confirm that the amount of PGK xxx has already been paid**, note that this step is obligatory **\***.
- Click **Submit** (or **Cancel** should you wish to cancel the uploading of Proof of Payment).



# Papua New Guinea Mining Cadastre Portal

**Tenement Maintenance**

Tenement Portfolio

Submit Payment

Submit Report

---

**Payments**

Payment History

---

**Profile**

Edit My Profile

Edit Company Details

Sign Out

---

**External Links**

Tenement Map

MRA Website

Share on Social Media

**Proof of Payment**

You have chosen to submit proof of payment for the following :

Code	Payment	Due Date	Currency	Amount
EL 1592	Annual Rent	Due 22/08/2013	PGK	13320.00
EL 1592	Annual Rent	Due 22/08/2014	PGK	13320.00
EL 1592	Annual Rent	Due 21/08/2014	PGK	13320.00
<b>Total : PGK 39960.00</b>				

Please ensure that the payment you have made is specifically for this list of payment obligations and that the amount paid exactly matches the total listed above.

Electronic payments may only be made into the MRA's bank account.

Do **NOT** submit proof of payment on your final due date. Allow seven days for payment clearance and confirmation.

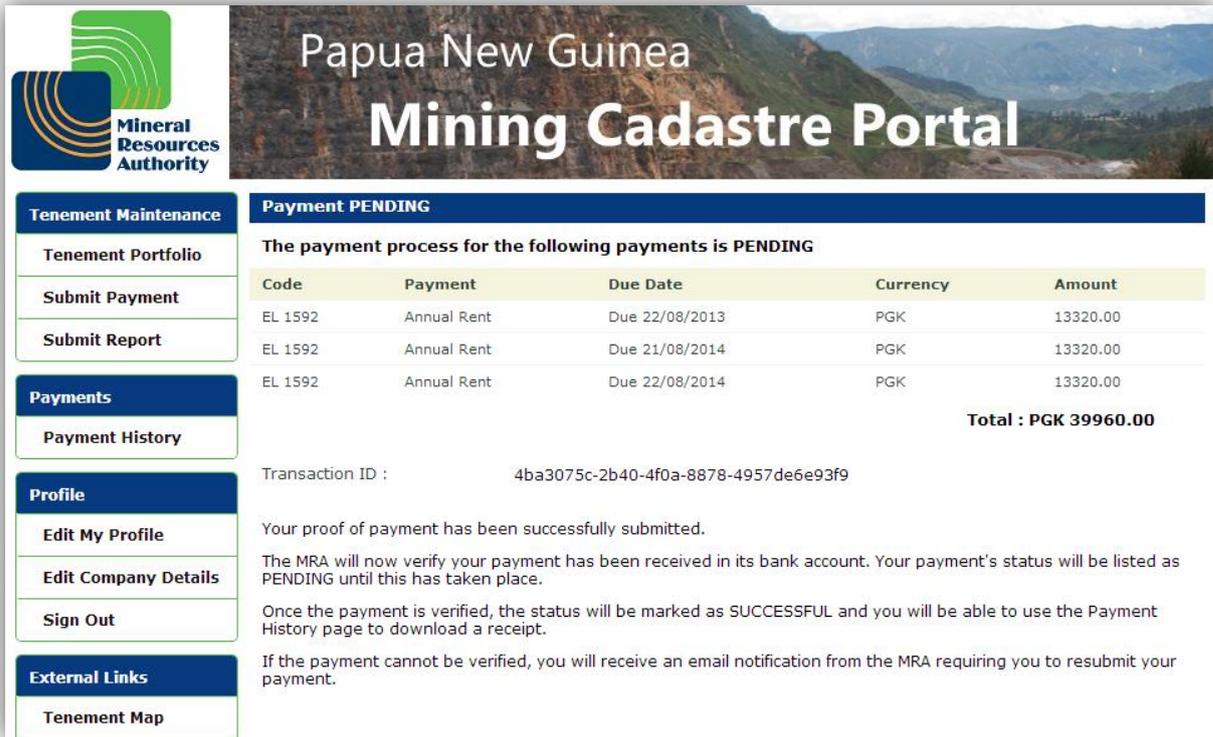
**Payment Reference :**  \*

Your payment reference should be entered exactly as it was submitted with your payment and will appear on our bank statement.

**Proof of Payment :** [Click to Upload](#) ( 1 Document Uploaded ) \*

**Confirmation :**  I confirm that the amount of **PGK 39960.00** has already been paid \*

Following Confirmation of the submission of Proof of Payment documents the Portal User is redirected to a **Payment Pending** page where a **Transaction ID** is provided as shown in the following image.



**Papua New Guinea Mining Cadastre Portal**

**Payment PENDING**

The payment process for the following payments is PENDING

Code	Payment	Due Date	Currency	Amount
EL 1592	Annual Rent	Due 22/08/2013	PGK	13320.00
EL 1592	Annual Rent	Due 21/08/2014	PGK	13320.00
EL 1592	Annual Rent	Due 22/08/2014	PGK	13320.00
				<b>Total : PGK 39960.00</b>

Transaction ID : 4ba3075c-2b40-4f0a-8878-4957de6e93f9

Your proof of payment has been successfully submitted.

The MRA will now verify your payment has been received in its bank account. Your payment's status will be listed as PENDING until this has taken place.

Once the payment is verified, the status will be marked as SUCCESSFUL and you will be able to use the Payment History page to download a receipt.

If the payment cannot be verified, you will receive an email notification from the MRA requiring you to resubmit your payment.

### 6.3 Submitting payments using a Credit Card

A Portal User can submit payments directly through the Mining Cadastre Portal using a credit card.



**Papua New Guinea Mining Cadastre Portal**

**Upcoming Payments - Bordero Resources**

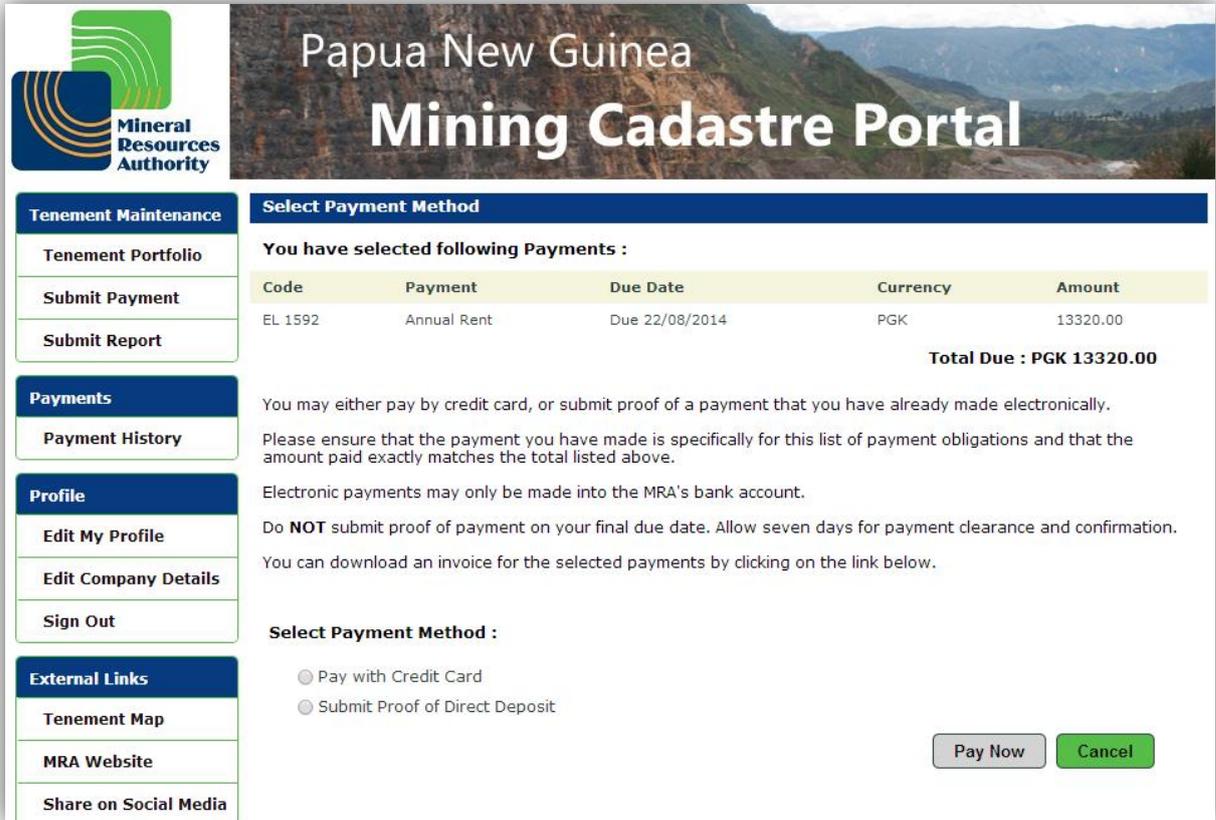
Code	Payment	Due Date	Amount	Pay Now	Feedback
<a href="#">EL 1592</a>	Annual Rent	Due 23/08/2013	PGK 13320.00	<input type="checkbox"/>	
<a href="#">EL 1597</a>	Annual Rent	Due 13/02/2014	PGK 26320.00	<input type="checkbox"/>	
<a href="#">EL 1597</a>	Annual Rent	Due 14/02/2014	PGK 26320.00	<input type="checkbox"/>	
<a href="#">EL 1598</a>	Annual Rent	Due 22/03/2014	PGK 37440.00	<input type="checkbox"/>	
<a href="#">EL 1598</a>	Annual Rent	Due 23/03/2014	PGK 37440.00	<input type="checkbox"/>	
<a href="#">EL 1592</a>	Annual Rent	Due 22/08/2014	PGK 13320.00	<input checked="" type="checkbox"/>	
<a href="#">EL 1592</a>	Annual Rent	Due 23/08/2014	PGK 13320.00	<input type="checkbox"/>	

Total Due : PGK 13320

**Pay Selected Items**

- Click the **Submit Payment** option in the Menu to be redirected to the **Upcoming Payments** page of the selected Portfolio.

- Select the **Pay Now** checkboxes corresponding to the payments that you want to make, and then click the **Pay Selected Items** button.
- **Note** that the **Total Due** is displayed for the selected payment items.



**Papua New Guinea Mining Cadastre Portal**

**Select Payment Method**

You have selected following Payments :

Code	Payment	Due Date	Currency	Amount
EL 1592	Annual Rent	Due 22/08/2014	PGK	13320.00

**Total Due : PGK 13320.00**

You may either pay by credit card, or submit proof of a payment that you have already made electronically.

Please ensure that the payment you have made is specifically for this list of payment obligations and that the amount paid exactly matches the total listed above.

Electronic payments may only be made into the MRA's bank account.

Do **NOT** submit proof of payment on your final due date. Allow seven days for payment clearance and confirmation.

You can download an invoice for the selected payments by clicking on the link below.

**Select Payment Method :**

Pay with Credit Card  
 Submit Proof of Direct Deposit

**Pay Now** **Cancel**

- On the **Select Payment Method** page, select the **Pay via Credit card (using ANZ eGate)** option and then click the **Pay Now** button, as shown in the following image



**Select Payment Method :**

Pay with Credit Card  
 Submit Proof of Direct Deposit

**Pay Now** **Cancel**

- Once you have selected to **Pay with Credit Card** and clicked the **Pay Now** button, the ANZ eGate will be displayed.
- Fill in the required payment information , noting that **Card Number**, **Expiry Date** and **CSC** are obligatory \* fields.
- Select the **Customer Preferred Currency** from the drop-down list and then click the **Pay** button.

- **Note** that the **Amount Due** will be displayed in the selected **currency**.



Accepted Cards



**Disclaimer**  
 The entity providing this product or service (Provider) may be a subsidiary of or related to Australia and New Zealand Banking Group Limited (ANZBGL). Unless the Provider is a Branch of ANZBGL, the Provider is not guaranteed by ANZBGL and is not an authorised deposit taking institution within the meaning of the laws of Australia. Where the Provider is incorporated and licensed in the country of establishment with limited liability, deposits with it and its other liabilities are not liabilities of ANZBGL.

Card Number\*

Expiry Date\*  MM  YY

CSC\*  [What is CSC?](#)

Customer Preferred Currency [What is Customer Preferred Currency?](#)

AUD - Australian Dollars  
 CAD - Canadian Dollars  
 EUR - Euros  
 GBP - Pound sterling  
 NZD - New Zealand Dollars

**Amount Due**    **13,320.00**    **PGK**

Cancel
Pay

*When using this form please do not use the back button in your web browser*

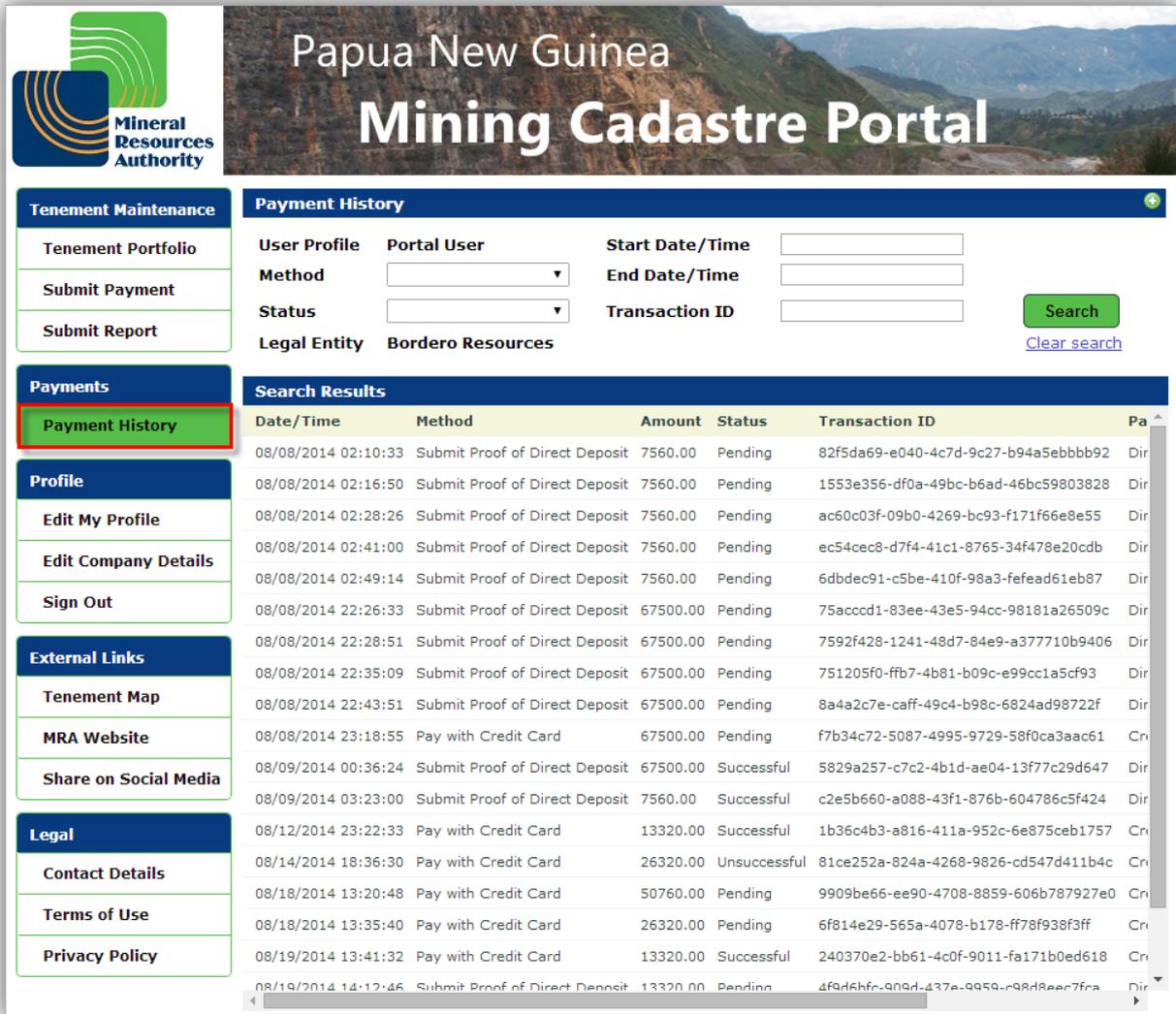
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Powered by MasterCard

## 6.4 Payment History

A **Payment History** option is available in the Menu under the Payments section. This page displays all Payments made for a particular **Portfolio**. This page is used to search through past payments made for the Portfolio and provides information on the **Status** of the payment.



**Papua New Guinea Mining Cadastre Portal**

**Payment History**

**User Profile** Portal User    **Start Date/Time**

**Method**     **End Date/Time**

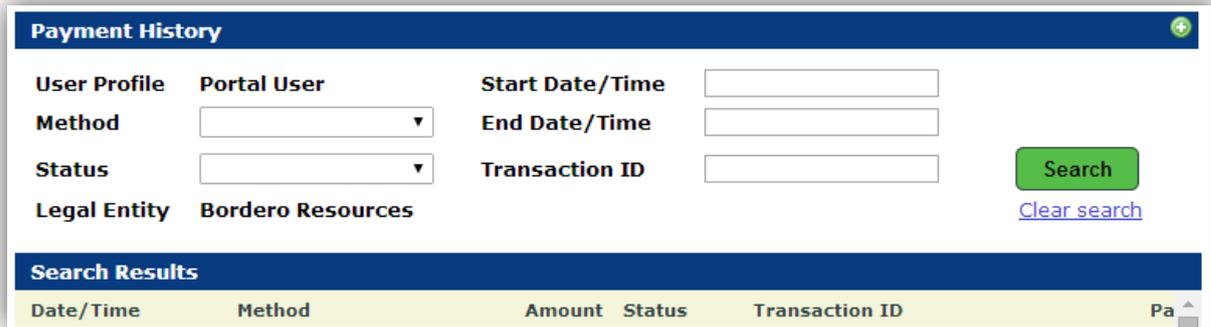
**Status**     **Transaction ID**    

**Legal Entity** Bordero Resources    [Clear search](#)

**Search Results**

Date/Time	Method	Amount	Status	Transaction ID	Pa
08/08/2014 02:10:33	Submit Proof of Direct Deposit	7560.00	Pending	82f5da69-e040-4c7d-9c27-b94a5ebbbb92	Dir
08/08/2014 02:16:50	Submit Proof of Direct Deposit	7560.00	Pending	1553e356-df0a-49bc-b6ad-46bc59803828	Dir
08/08/2014 02:28:26	Submit Proof of Direct Deposit	7560.00	Pending	ac60c03f-09b0-4269-bc93-f171f66e8e55	Dir
08/08/2014 02:41:00	Submit Proof of Direct Deposit	7560.00	Pending	ec54cec8-d7f4-41c1-8765-34f478e20cdb	Dir
08/08/2014 02:49:14	Submit Proof of Direct Deposit	7560.00	Pending	6dbdec91-c5be-410f-98a3-fefeade61eb87	Dir
08/08/2014 22:26:33	Submit Proof of Direct Deposit	67500.00	Pending	75accdd1-83ee-43e5-94cc-98181a26509c	Dir
08/08/2014 22:28:51	Submit Proof of Direct Deposit	67500.00	Pending	7592f428-1241-48d7-84e9-a377710b9406	Dir
08/08/2014 22:35:09	Submit Proof of Direct Deposit	67500.00	Pending	751205f0-ffb7-4b81-b09c-e99cc1a5cf93	Dir
08/08/2014 22:43:51	Submit Proof of Direct Deposit	67500.00	Pending	8a4a2c7e-caff-49c4-b98c-6824ad98722f	Dir
08/08/2014 23:18:55	Pay with Credit Card	67500.00	Pending	f7b34c72-5087-4995-9729-58f0ca3aac61	Cr
08/09/2014 00:36:24	Submit Proof of Direct Deposit	67500.00	Successful	5829a257-c7c2-4b1d-ae04-13f77c29d647	Dir
08/09/2014 03:23:00	Submit Proof of Direct Deposit	7560.00	Successful	c2e5b660-a088-43f1-876b-604786c5f424	Dir
08/12/2014 23:22:33	Pay with Credit Card	13320.00	Successful	1b36c4b3-a816-411a-952c-6e875ceb1757	Cr
08/14/2014 18:36:30	Pay with Credit Card	26320.00	Unsuccessful	81ce252a-824a-4268-9826-cd547d411b4c	Cr
08/18/2014 13:20:48	Pay with Credit Card	50760.00	Pending	9909be66-ee90-4708-8859-606b787927e0	Cr
08/18/2014 13:35:40	Pay with Credit Card	26320.00	Pending	6f814e29-565a-4078-b178-ff78f938f3ff	Cr
08/19/2014 13:41:32	Pay with Credit Card	13320.00	Successful	240370e2-bb61-4c0f-9011-fa171b0ed618	Cr
08/19/2014 14:12:46	Submit Proof of Direct Deposit	13320.00	Pending	4f9d6bfc-909d-437a-9859-c8d8ee7fca	Dir

For easy **retrieval of payment information**, search parameters are available on the Payment History page, as shown in the following image.



Search Parameters on the Payment History page include:

- **Method**
    - Pay via Credit Card (using ANZ eGate)
    - Submit Proof of Direct Deposit
  - **Status**
    - Successful
    - Unsuccessful
    - Pending
    - Invalid
  - **Start Date / Time** – used to specify start of a Date Range
  - **End Date / Time** – used to specify end of a Date Range
  - **Transaction ID**
- **Note** that the **Date Range** options allows the Portal User to search for payments within a Date range such as all payments for a day, or a month, etc.
- **Note** that a **clear search** link clears search parameters allowing for a new search using a different set of search parameters.

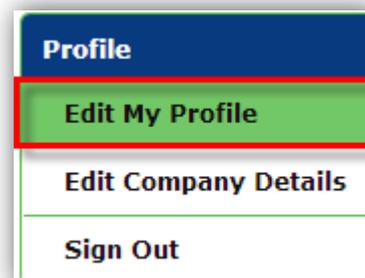
## 7. Changing Contact Details

At any time, a Portal User can change the contact details of their own profile or those of the Company or Companies that they represent.

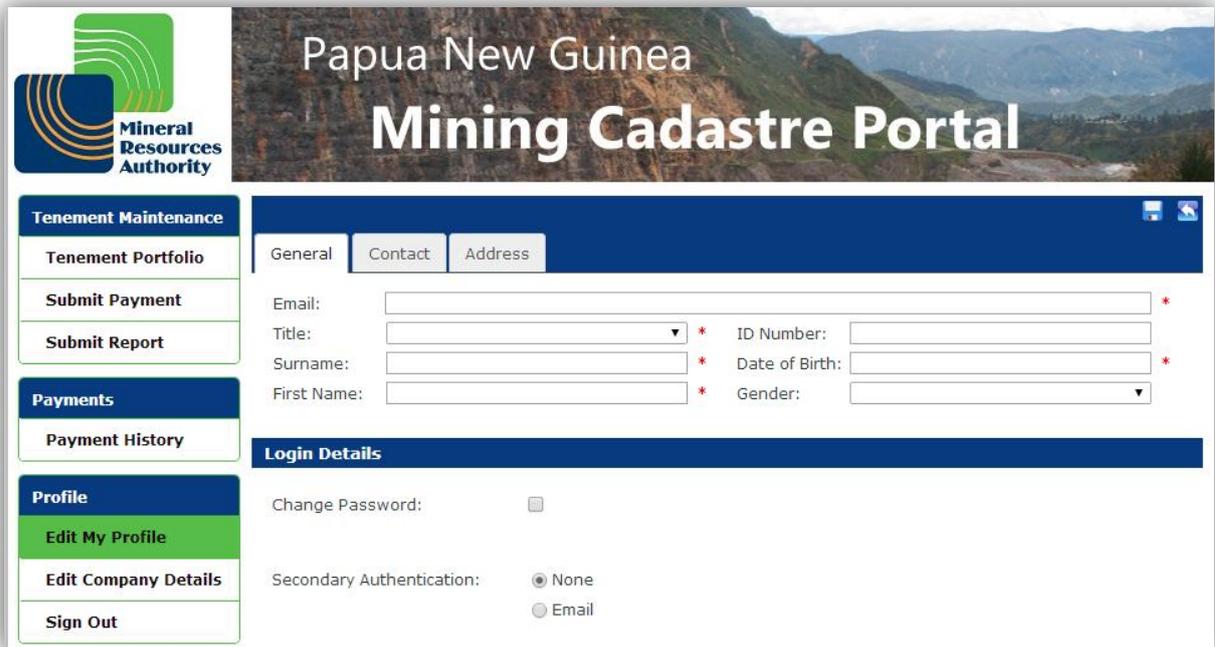
### 7.1 Editing My Profile

The menu item **Edit My Details** enables the Portal User to edit their own personal details.

- **Sign In** to the Mining Cadastre Portal.
- Click the **Edit My Profile** button under the Profile menu item.
- Click the **Edit**  button to change your details, **Undo**  to cancel changes, or **Save**  changes.



The Portal User details are presented under three tabs: **General**, **Contact** and **Address**.



### General Tab

The following fields are available under the **General** tab:

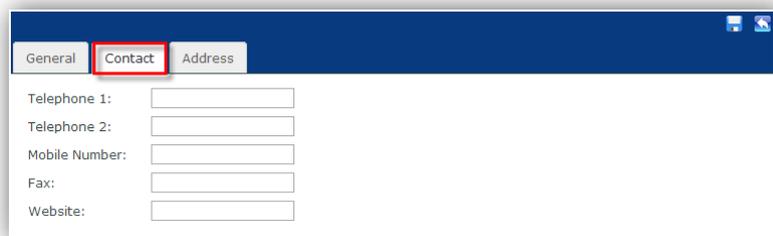
- Email
- Title \*
- Surname \*
- First name \*
- Comment
- ID Number
- Date of Birth \*
- Gender \*



### Contact Tab

The following fields are available under the **Contact** tab:

- Telephone 1 \*
- Telephone 2 \*
- Mobile Number \*
- Fax
- Website



\* at least one telephone number is required

### Address Tab

The following fields are available under the **Address** tab:

- Line 1 \*
- Line 2
- Line 3
- Province
- Postal Code \*
- Country \*



A checkbox allows the user to set the **Postal Address** to be the same as the Physical Address.

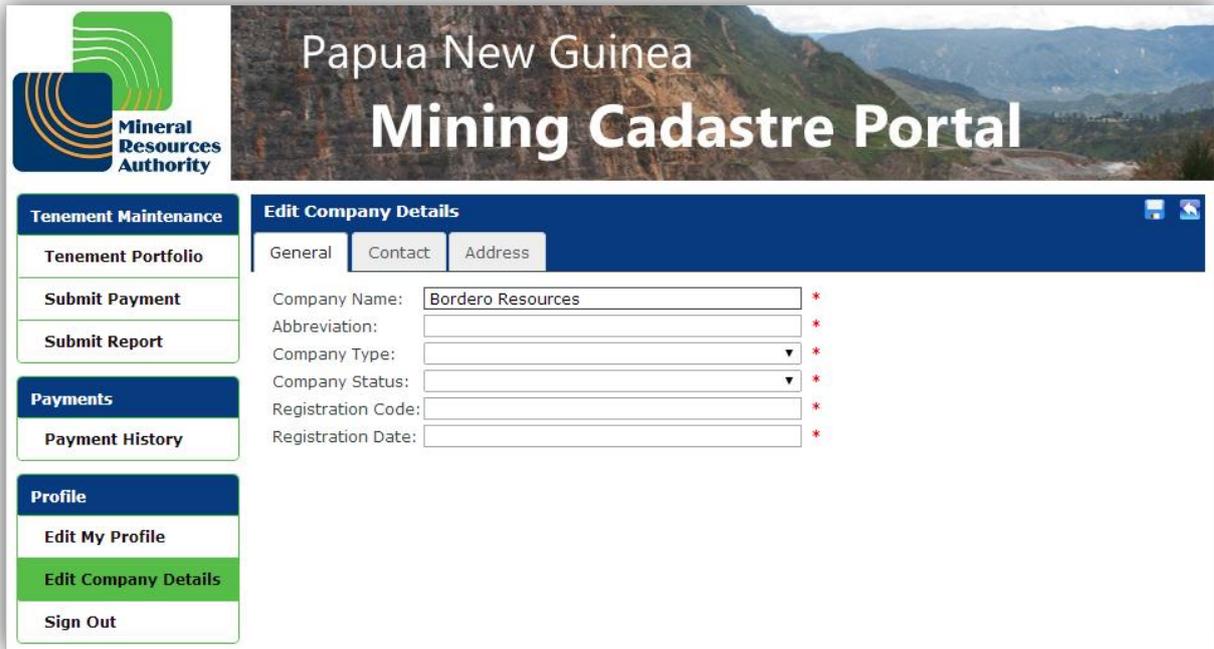
### 7.2 Editing Company Details

The menu item **Edit Company Details** enables the Portal User to edit the details of companies.

- **Sign In** to the Mining Cadastre Portal
- Click the **Edit Company Details** button under the Profile menu item
- Click the **Edit**  button to change the details, **Undo**  to cancel changes, or **Save**  changes



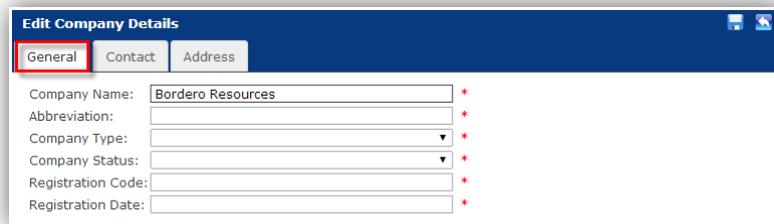
Company Details are presented under three tabs: **General**, **Contact** and **Address**.



### General Tab

The following fields are available under the **General** tab:

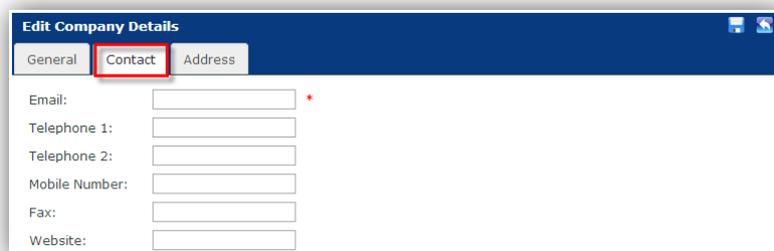
- Company Name \*
- Abbreviation \*
- Company Type \*
- Company Status \*
- Registration Code \*
- Registration Date \*



### Contact Tab

The following fields are available under the **Contact** tab:

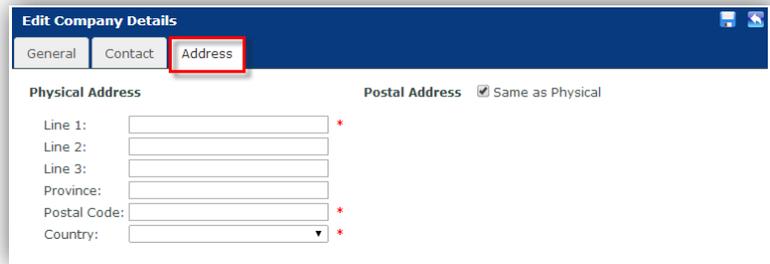
- Email \*
- Telephone 1
- Telephone 2
- Mobile Number
- Fax
- Website



### Address Tab

The following fields are available under the **Address** tab:

- Line 1 \*
- Line 2
- Line 3
- Province
- Postal Code \*
- Country \*



- **Note** checkbox to set the **Postal Address** to be the **Same as Physical**.
- **Note** that all fields indicated with an asterisk \* are obligatory.

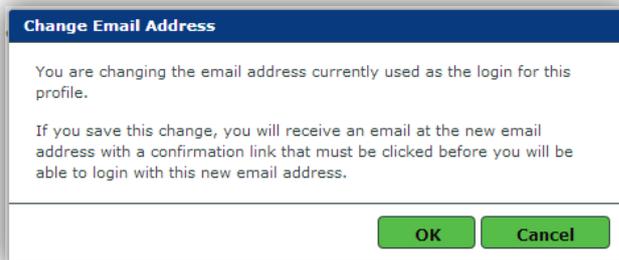
### 7.3 Changing your Email Address

The **Email address** of a Portal User is used to **Sign In** to the system. For this reason, when a Portal User changes their Email address, an Email confirming the new Email address is sent to the new address. The Portal User then needs to click the link provided in the validation Email to be able to Sign In with the new Email address.

- **Note** that a **Password** is not affected by a change of Email address.
- In the Menu, click the **Edit My Profile** option, and then click the **Edit**  button at the top of the page.
- Under the **General** tab, in the **Email** field, type the new Email address and then click **Save** 

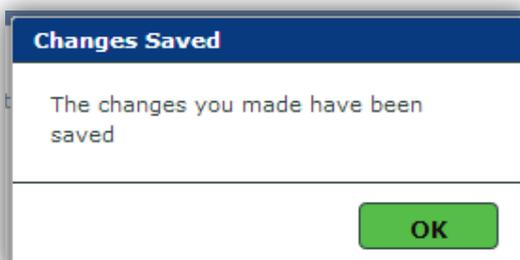


A **Change Email Address** popup will appear informing the Portal User that they are changing the Email Address they currently use to sign in to their profile. Upon saving the change, the Portal User receives an Email at the new address with a confirmation link.



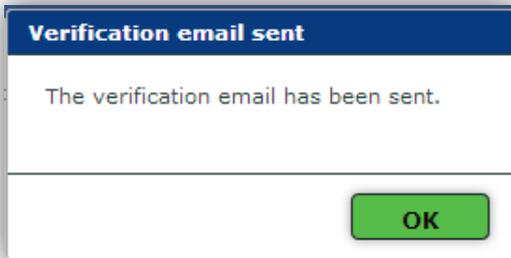
- In the **Change Email Address** popup, click the **OK** button to continue.

A popup will notify the Portal User that the changes have been saved.



- In the **Changes Saved** popup, click the **OK** button to continue.

A third popup will inform the Portal User that **The verification Email has been sent.**

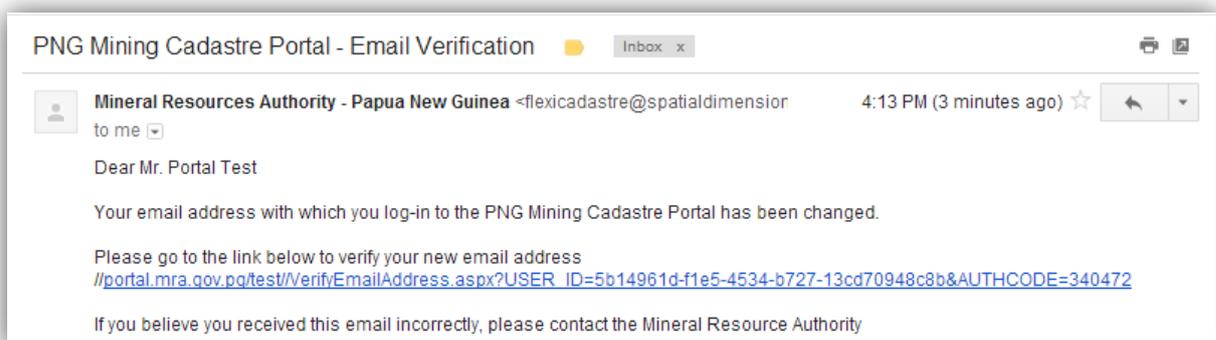


- In the **Verification email sent** popup, click the **OK** button to continue.

The Portal User is then advised that an **Email change verification is required.**

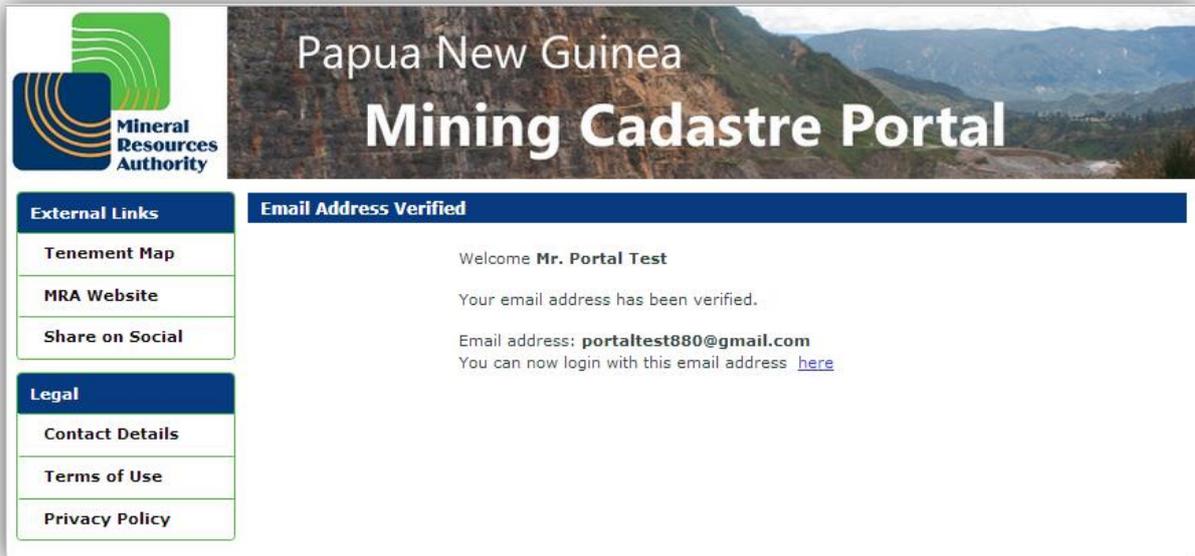


An Email message is sent to the **new Email address** provided by the Portal User.



- Click the **confirmation link** to ensure that your new Email address is registered in the system.

Clicking the confirmation link redirects the Portal User to the Mining Cadastre Portal where they are invited to sign in using the new Email address by clicking the link **You can now sign in with this Email address [here](#)**.



The link will take the Portal User to the **Sign In** Page where the new Email address is used to sign in.

