



## Mining Rehabilitation Fund

# Verification Code Registration Step-by-Step Guide

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## 1 MRF Registration

### 1.1 Before you start

Please ensure that you have the following before you start:

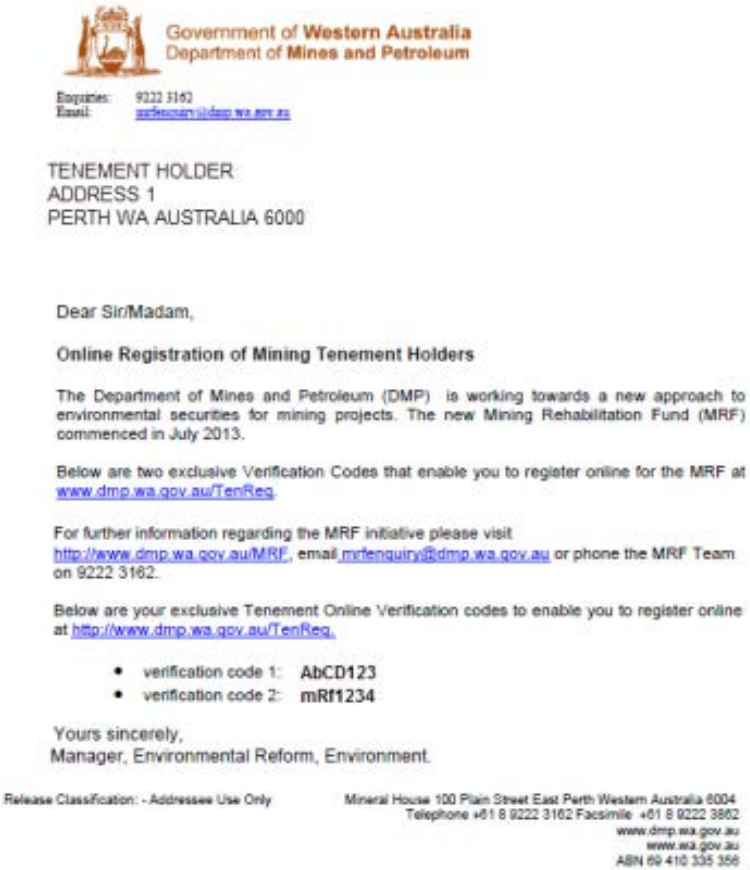
- your MRF registration letter
- your tenement number(s)
- a valid email address that you are able to access
- your DMP ex account number and password (if you already have one)

### 1.2 Access to EARS2 for External Users – MRF

The person that has primary responsibility for managing access to a tenement holder’s on-line MRF details is identified on the EARS 2 system as a ‘Company Administrator’. The Company Administrator registers for access to the tenement holder’s details using the ‘**verification codes**’ that are sent to the tenement holder(s). Once access has been granted, the Company Administrator can provide access to other users of the system on behalf of the tenement holder. If the Company Administrator does not already have a username for access to DMP’s on-line systems (the ‘ex’ number), the account number can be applied for at the same time as MRF access. See section 2 for instructions on setting up the MRF Company Administrator.

### 1.3 Verification codes

\*Note: Verification Codes can only be used once.

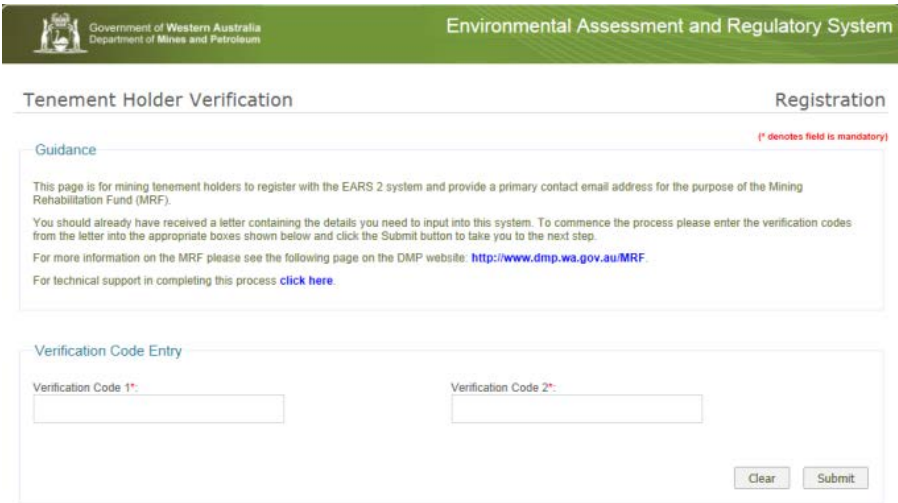
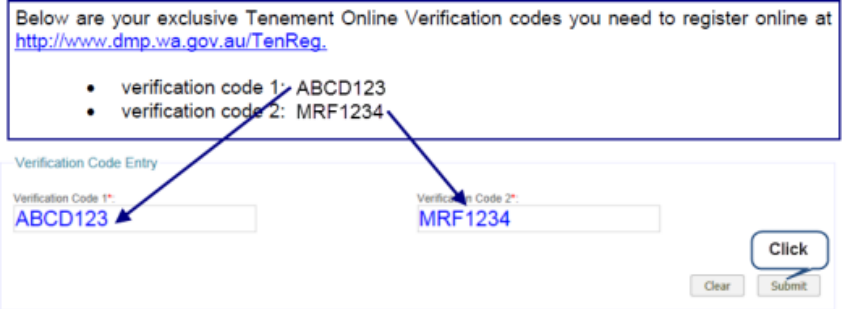
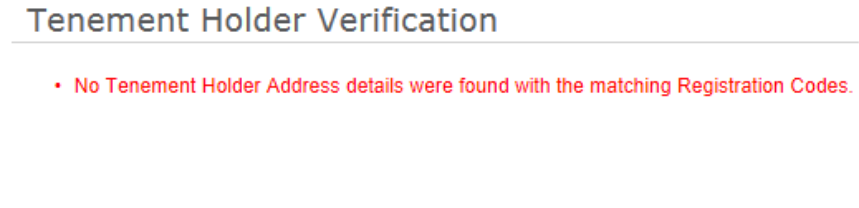
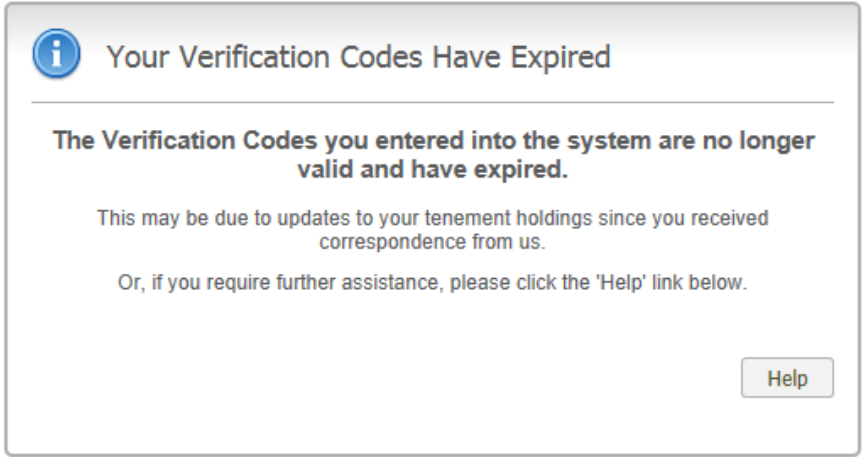
Instructions	Screens
<p>The verification codes are the two codes contained in the MRF registration letter that is sent to each tenement holder after a tenement is granted, or transferred, or the mailing address of the tenement is changed.</p> <p>As tenements are grouped by mailing address (as well as by holder), a tenement holder that has tenements with different addresses will receive more than one registration letter, each with different verification codes. In these circumstances, the registration process will need to be repeated for each letter.</p> <p>Multiple MRF groups can, however, be accessed using a single 'ex' account.</p>	 <p>Government of Western Australia Department of Mines and Petroleum</p> <p>Enquiries: 9222 3162 Email: <a href="mailto:mrtenquiry@dmp.wa.gov.au">mrtenquiry@dmp.wa.gov.au</a></p> <p>TENEMENT HOLDER ADDRESS 1 PERTH WA AUSTRALIA 6000</p> <p>Dear Sir/Madam,</p> <p><b>Online Registration of Mining Tenement Holders</b></p> <p>The Department of Mines and Petroleum (DMP) is working towards a new approach to environmental securities for mining projects. The new Mining Rehabilitation Fund (MRF) commenced in July 2013.</p> <p>Below are two exclusive Verification Codes that enable you to register online for the MRF at <a href="http://www.dmp.wa.gov.au/TenReg">www.dmp.wa.gov.au/TenReg</a>.</p> <p>For further information regarding the MRF initiative please visit <a href="http://www.dmp.wa.gov.au/MRF">http://www.dmp.wa.gov.au/MRF</a>, email <a href="mailto:mrtenquiry@dmp.wa.gov.au">mrtenquiry@dmp.wa.gov.au</a> or phone the MRF Team on 9222 3162.</p> <p>Below are your exclusive Tenement Online Verification codes to enable you to register online at <a href="http://www.dmp.wa.gov.au/TenReg">http://www.dmp.wa.gov.au/TenReg</a>.</p> <ul style="list-style-type: none"> <li>• verification code 1: AbCD123</li> <li>• verification code 2: mRf1234</li> </ul> <p>Yours sincerely, Manager, Environmental Reform, Environment.</p> <p>Release Classification: - Addressee Use Only      Mineral House 100 Plain Street East Perth Western Australia 6004 Telephone +61 8 9222 3162 Facsimile +61 8 9222 3862 <a href="http://www.dmp.wa.gov.au">www.dmp.wa.gov.au</a> <a href="http://www.wa.gov.au">www.wa.gov.au</a> ABN 69 410 335 358</p>

### 1.4 Registering for MRF Access

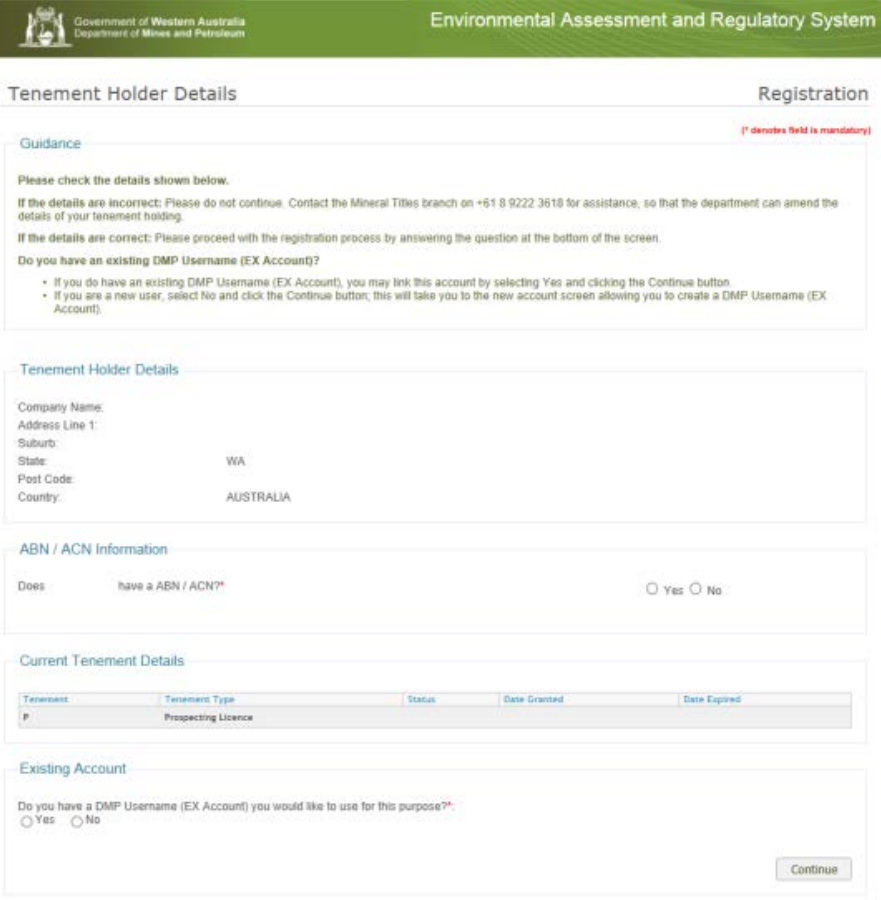
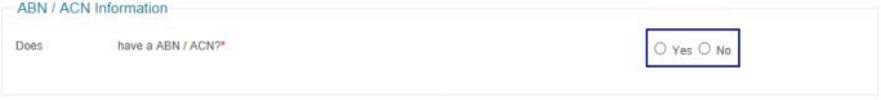


\* denotes field is mandatory, you must provide details.

Instructions	Screens
<p>1. The registration letter provides a link for online registration and two verification codes.</p>	<p>Below are your exclusive Tenement Online Verification codes you need to register online at <a href="http://www.dmp.wa.gov.au/TenReg">http://www.dmp.wa.gov.au/TenReg</a>.</p> <ul style="list-style-type: none"> <li>• verification code 1: ABCD123</li> <li>• verification code 2: MRF1234</li> </ul>

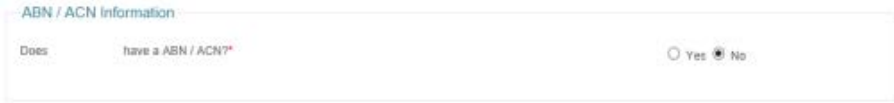
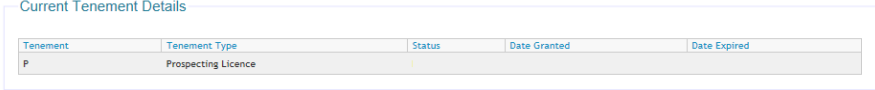

\* denotes field is mandatory, you must provide details.

Instructions	Screens
<p>2. Go to-&gt;  <a href="http://www.dmp.wa.gov.au/TenReg">www.dmp.wa.gov.au/TenReg</a>            (Click the link)</p>	
<p>3. Enter the verification codes into each box and click the "Submit" button</p>	
<p>4. If an error message is received, check that the codes are correct</p> <p><u>Note:</u> Your Codes may contain;</p> <ul style="list-style-type: none"> <li>• Capital "O" or number "0"</li> <li>• Capital "l" or lowercase "L"</li> <li>• Capital "I" or number "1"</li> </ul>	
<p>5. If the codes have expired, please contact the MRF team.</p> <p>Email:  <a href="mailto:mrfenquiry@dmp.wa.gov.au">mrfenquiry@dmp.wa.gov.au</a></p> <p>Phone: (08) 9222 3162</p>	

\* denotes field is mandatory, you must provide details.

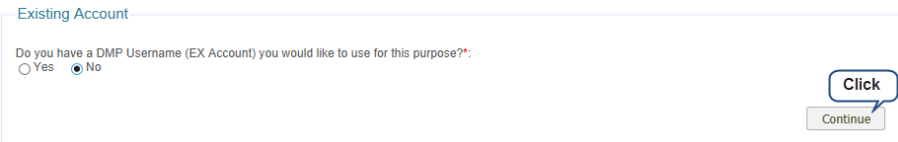
Instructions	Screens
<p>6. Check the Tenement Holder Details. If the details are not correct (e.g. different holder or some tenements are missing), please contact the MRF team.</p>	
<p>7. Indicate whether the holder has an ABN/ACN.</p>	
<p>8. If you select “Yes”, enter the ABN or ACN and click the “Verify” button.</p>	
<p>9. Once the company or individual's name displays on the screen, go to step 10.</p>	

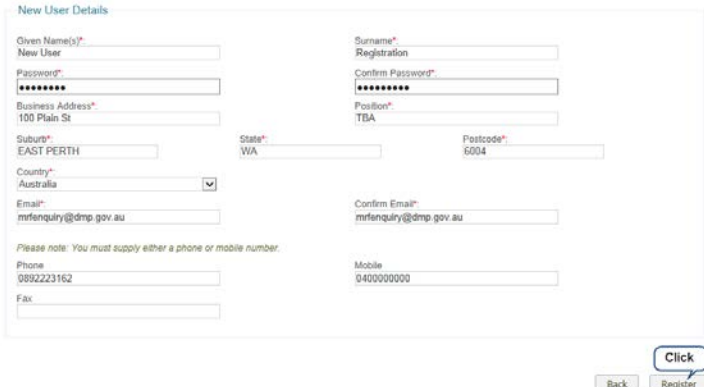
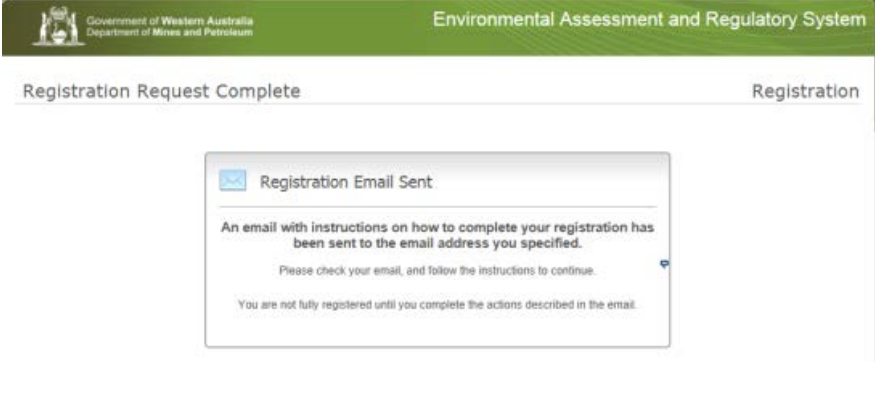
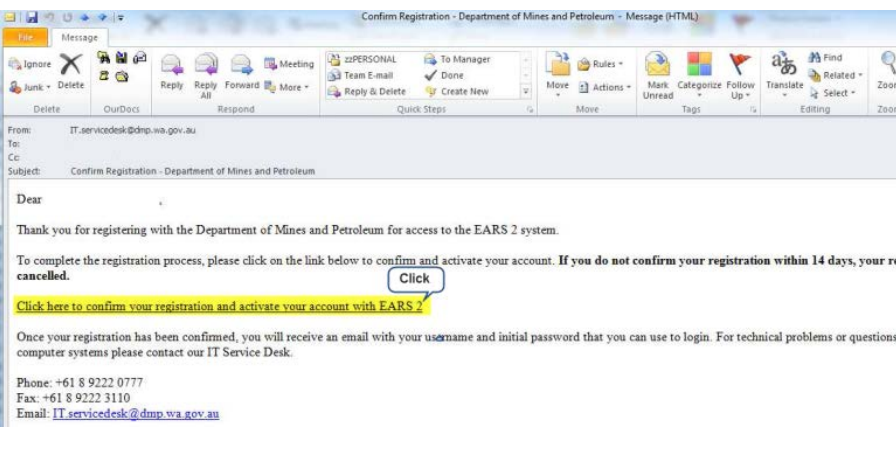
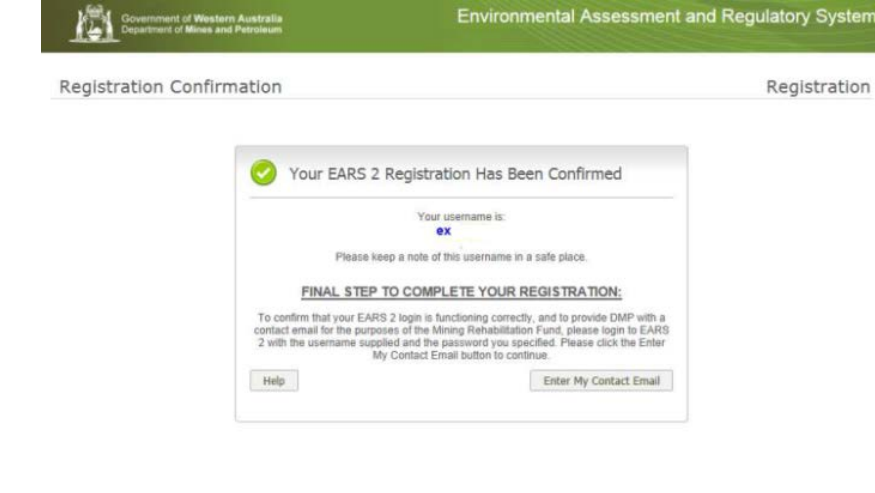
\* denotes filed is mandatory, you must provide details.

Instructions	Screens
<p><b>10.</b> If you selected “No”, go to step 11.</p>	
<p><b>11.</b> Current Tenement Details displays the list of tenements held in the holder’s name (and at the same address). If any tenement is missing from the list, check the tenement in Mineral Titles Online to verify the address and contact the MRF team.</p>	
<p><b>12.</b> Indicate whether you have an existing DMP user ID (ex#####) by selecting either ‘Yes’ or ‘No’.</p> <p>New user -&gt; <a href="#">Go to A</a> Existing user -&gt; <a href="#">Go to B</a></p>	

## A. New User Registration


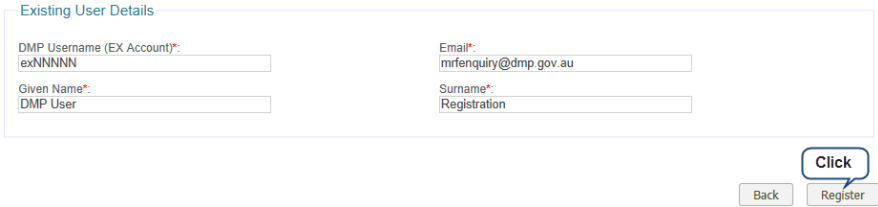
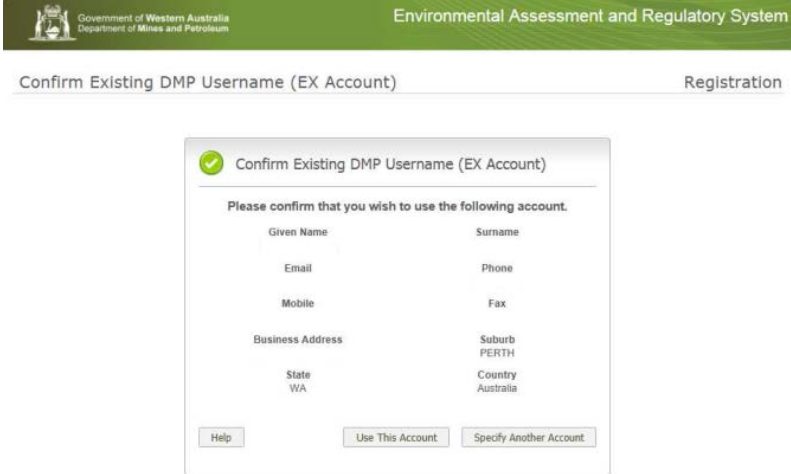
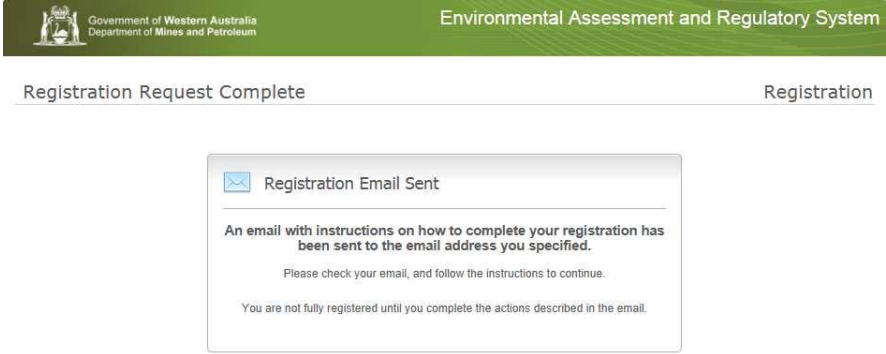
\* denotes filed is mandatory, you must provide details.

Instructions	Screens
<p><b>1.</b> Select “No” and click “Continue”</p>	

Instructions	Screens
<p>2. Enter all requested details and nominate a user password (which must be a minimum of six characters). Click 'Register'.</p>	
<p>3. After clicking the 'Register' button, you will be notified that an email has been sent to the address provided. This email will contain an embedded link which must be activated to complete the registration process.</p>	
<p>4. Please click the activation link in the email to obtain your 'ex' number.</p>	
<p>5. Once the link has been activated, EARS2 will allocate a username ('ex' number) for future use. The final step is to enter a contact email address for the MRF (and to confirm that EARS 2 is functioning correctly).</p>	

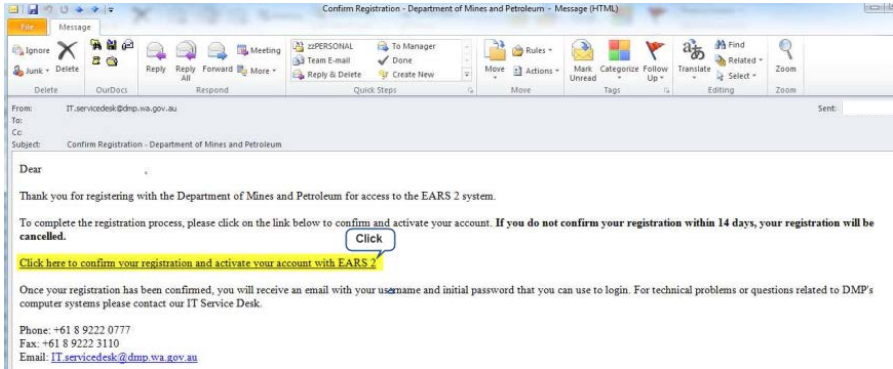
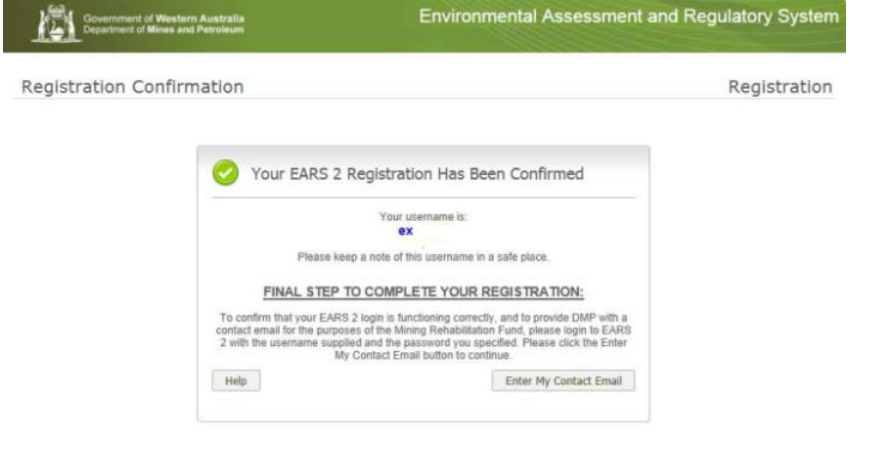
## B. Existing User Registration

\* denotes field is mandatory, you must provide details.

Instructions	Screens
<p>1. If you have an existing DMP user ID, please select "Yes" and click "Continue"</p>	
<p>2. Enter username (ex number) and details as required.</p> <p><i>Note: The system is 'case-sensitive'.</i></p>	
<p>3. Confirm the username. If the account is correct, click "Use This Account" If not, click "Specify Another Account".</p>	
<p>4. After clicking the 'Register' button, you will be notified that an email has been sent to the address provided. This email will contain an embedded link which must be activated to complete the registration process.</p>	



\* denotes filed is mandatory, you must provide details.

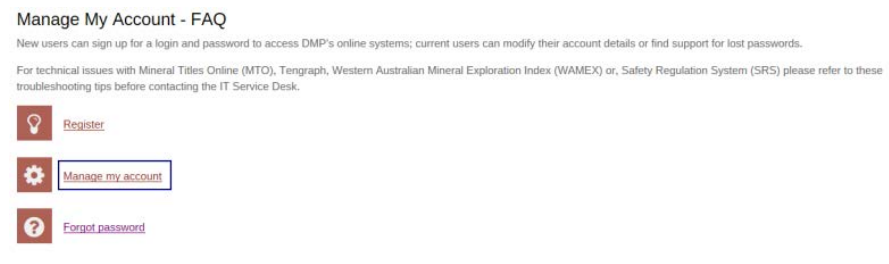
Instructions	Screens
<p>5. Click the activation link in the email to complete the registration process.</p>	
<p>6. Once the link has been activated, EARS2 will confirm that registration has been completed. The final step is to enter a contact email address for the MRF (and to confirm that EARS 2 is functioning correctly).</p>	

## 2 Managing your 'Ex' Account.

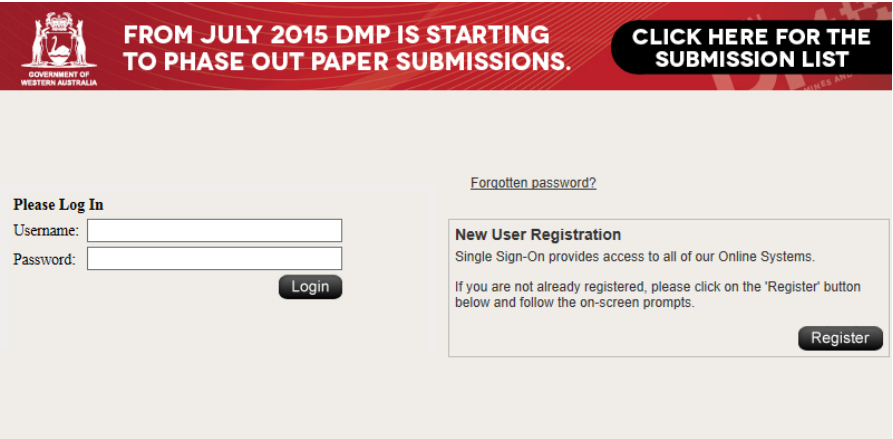
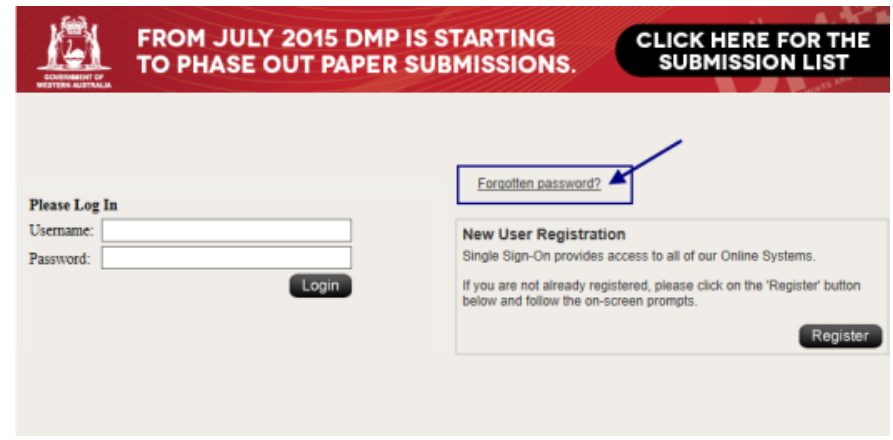
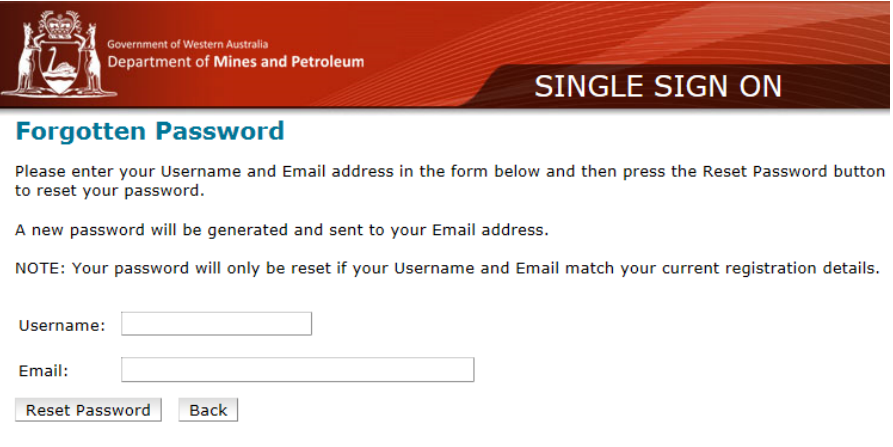

The 'ex' number is the DMP username (in the format 'ex12345') that is provided after registration for access to one or more of the Department's online systems (e.g. Tengraph, Mineral Titles Online or EARS 2).

*Note: To ensure DMP always has the most current information, users have the ability to change (update) their own details after usernames are assigned.*

### 2.1 Confirm your ex account details and manage account

Instructions	Screens
<p>1. To check or update your 'ex' account details, click on this link <a href="http://www.dmp.wa.gov.au/Utilities/Systems-and-service-desk-8325.aspx">http://www.dmp.wa.gov.au/Utilities/Systems-and-service-desk-8325.aspx</a> which will take you to the 'Manage My Account' page on the DMP website.</p>	



Instructions	Screens
<p>2. Click on 'Manage My Account', which will open the DMP 'Single Sign-on page'. Enter your 'ex' number and password then [login].</p> <p>Quick Link :  <a href="https://registration.dmp.wa.gov.au/Update">https://registration.dmp.wa.gov.au/Update</a></p>	
<p>3. If you have forgotten your password, click 'Forgotten password'.</p>	
<p>4. Enter your 'ex' number and email address then click 'Reset Password'. The system will send a new password to your email address.</p> <p><i>Note: Your email address must be registered with your 'ex' account.</i></p>	
<p>5. After you've successfully logged into the system, you will be presented with your current account details.</p>	

Instructions	Screens
<p>6. To change your contact details or email address, click 'Update Details'.</p> <p>To change your password, click 'Set Password'.</p>	