

# Manitoba elicensing



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## How to create a Customer Account?

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**NOTE:** You may have a **Manitoba elicensing customer account** already and not know it. If you have previously entered the Big Game/Multilevel Draw, you may already have a Manitoba elicensing account that was created automatically and you will have to update. Call [1-877-880-1203](tel:1-877-880-1203) for assistance to find your Customer ID # OR FIND YOUR ACCOUNT through [www.manitobaelicensing.ca](http://www.manitobaelicensing.ca).

**DO NOT CREATE ANOTHER ACCOUNT. You need to find your Customer ID # and confirm the details of your account.**

Customers that **have not** previously purchased an item or applied for the big game draw through Manitoba elicensing will be required to set up an account and obtain a Customer ID # through the following steps:

1. Visit the <https://www.gov.mb.ca/elicensing/> to access important licensing information. You can access [Manitoba elicensing website](http://www.manitobaelicensing.ca) through the quick links area of the website.

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A new online service for the sale of hunting and fishing licences, park vehicle permits and other permits is available at [www.manitobaelicensing.ca](http://www.manitobaelicensing.ca)

This significant improvement to the way you access licences and park permits will be phased in - beginning with hunting and angling licences as well as provincial park vehicle permits.

Using the elicensing system, you will be able to create a customer profile, purchase and pay online for permits and licenses. There will also be the option to purchase licences and permits from Manitoba Conservation and Climate offices around the province.

A digital copy of the licence or permit will be available through your customer profile/account. All you have to do is print a copy of the licence you can carry while hunting or fishing. You will need to print your park vehicle permit and display it in your vehicle.

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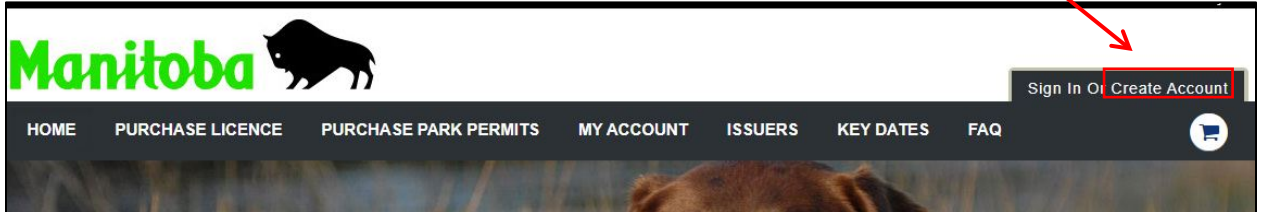


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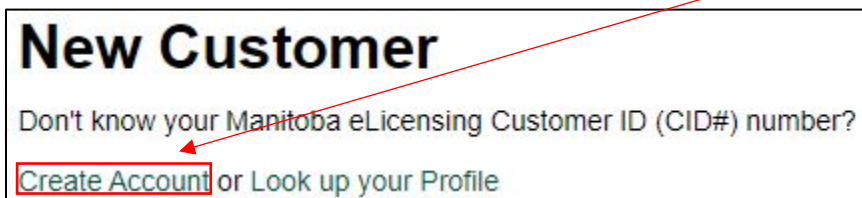


## How to create a Customer Account?

2. Once you have gone to the [Manitoba elicensing website](#). Select "Create Account". Do not click "Sign In" until you have successfully created your account and set your password.



3. Under the "New Customer" section, there will be an option to **Create Account**.



4. In order to Create an Account, you must enter all of the required information. All sections marked with an asterisk (\*) are required fields and must be filled in.

### Create an Account

\* Required

#### Personal Information

Salutation	First Name *	Middle Name	Last Name *	Suffix
No Salutation ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	No Suffix ▾

Date of Birth *		
Month ▾	DD	YYYY



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## How to create a Customer Account?

5. Select your Identification Type. Your options and information required will change depending upon the Identification Type selected. All sections marked with an asterisk (\*) are required fields and must be filled in.

**Identification**

Identification Type \*      Number # \*

MB Driver's License #

**Identification**

Identification Type \*      Number # \*      Province/State \*

Canadian Driver's Licence #            Alberta  
Alberta  
British Columbia  
New Brunswick

**Identification**

Identification Type \*

Please Select  
Please Select  
MB Driver's Licence #  
Canadian Driver's Licence #  
Non-Resident Driver's Licence #  
Passport #  
MB Health Card #  
Other

**Identification**

Identification Type \*      Number # \*      Country \*

Non-Resident Driver's Licence #            United States  
Afghanistan

**Identification**

Identification Type \*      Passport # \*      Country \*

Passport #            Canada  
United States  
Afghanistan

**Identification**

Identification Type \*      Number # \*

MB Health Card #



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## How to create a Customer Account?

**Identification**  

Identification Type *	Number # *	Country *
Other		Canada United States Afghanistan

6. Enter your email and select a password. Please note that all fields in this section are required fields (marked with an asterisk (\*)).

**Email and Password**  

Email \*

Passwords must be at least 6 characters long.

Password \*      Re-Enter Password \*

7. Enter your phone information. You can add a preferred contact number and time of day. Please note that at least one phone number is required.

**Contact Details**  

At least one phone is required \*

Home Phone #	Work Phone #	Mobile Phone #
Text (SMS) Phone #	<input type="checkbox"/> Use Mobile Phone	

<b>Preferred Phone Number:</b> No Preference No Preference Home Phone Work Phone Mobile Phone	<b>Preferred Time to Call:</b> No Preference No Preference Business Hours - Morning Business Hours - Afternoon Evening
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## How to create a Customer Account?

8. Enter your physical address information. Please note that fields marked with an asterisk (\*) are required fields and must be filled in.

Street Address \*    Street Address Line 2    Postal/ZIP \*    Country \*

City \*    Province/State \*    County

Alberta  
British Columbia  
Manitoba  
New Brunswick

Canada  
United States  
Afganistan  
Albania  
Algeria  
American Samoa

Auto Fill My Address

9. If your mailing address is the same as your physical address, ensure that you select "Mailing Address same as Home Address". If it is not the same, please enter mailing address information in the mailing address section.

Mailing Address same as Home Address

Street Address \*    Street Address Line 2    Postal/ZIP \*    Country \*

City \*    Province/State \*    County

Alberta  
British Columbia  
Manitoba  
New Brunswick

Canada  
United States  
Afganistan  
Albania  
Algeria  
American Samoa

Auto Fill My Address

10. If you wish to purchase a hunting or fishing licence (either now or in the future), ensure that you enter the required additional information for hunting and fishing.

Add required information for Hunting and Fishing

Gender

Eye Colour

Hair Colour

Height

ft    in    cm



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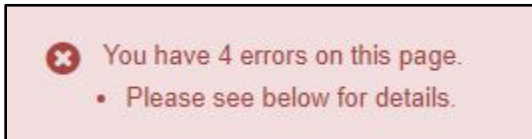
## How to create a Customer Account?

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11. After filling out all required information, click on the “Create Account” button.



12. If any errors are present during the account creation process, an error will occur and fields with errors will be highlighted in red text.



Upon creation of a Manitoba elicensing account, customers can purchase items, review and reprint already purchased items and apply for the big game draw (if eligible).

### **Important Information for your Customer Account**

Registration for a Manitoba elicensing Customer ID # number is a one-time requirement.

Customers who have an existing Manitoba elicensing customer account do not need to create a second account.

Customers may use their Customer ID number on any identification previously added to their account to purchase a hunting or angling licence (or other purchase).

If you do not remember your Customer ID number, or what identification you have on your account, you can call 1-877-880-1203 (8AM to 9 PM) for assistance. Additional identification information can be added to your account at any time.

If you have not had an account created in the new Manitoba elicensing system, there are three ways it can be created:

- Online at your convenience through creating a Manitoba elicensing web account, at: [www.manitobaelicensing.ca](http://www.manitobaelicensing.ca)
- At a participating retailer. A list of retailers is available on the elicensing website at: <https://www.manitobaelicensing.ca/issuerlist.page> ; or



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## How to create a Customer Account?

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- By phone at 1-877-880-1203
  - April 1 to December 31 – 8 AM to 9 PM (Central Time) excluding December 25; or
  - January 1 to March 31 - 8 AM to 5 PM (Central Time) excluding Holidays

To set up an account customers will be required to provide the following information:

- Residency status
- Name (Manitoba Residents must provide their name exactly as it appears on their Manitoba Health Card or Driver's Licence)
- Date of Birth
- Mailing Address
- Home Address
- Phone Number (home, business, and/or mobile)

To create an account, customers must also provide one identification number such as:

- Driver's Licence Number
- Manitoba Health Card Number
- Passport Number
- Other (e.g. Canadian Armed Forces number)

The identification provides an alternative way customers can access their account by referring to a piece of identification normally carried by individuals. This means customers will not have to memorize a new customer number or carry a separate identification card specifically for Manitoba elicensing.

Customers that wish to create a Customer Account and obtain their Customer ID number, please see the instructions on the following pages.

