

MANITOBA E-licensing



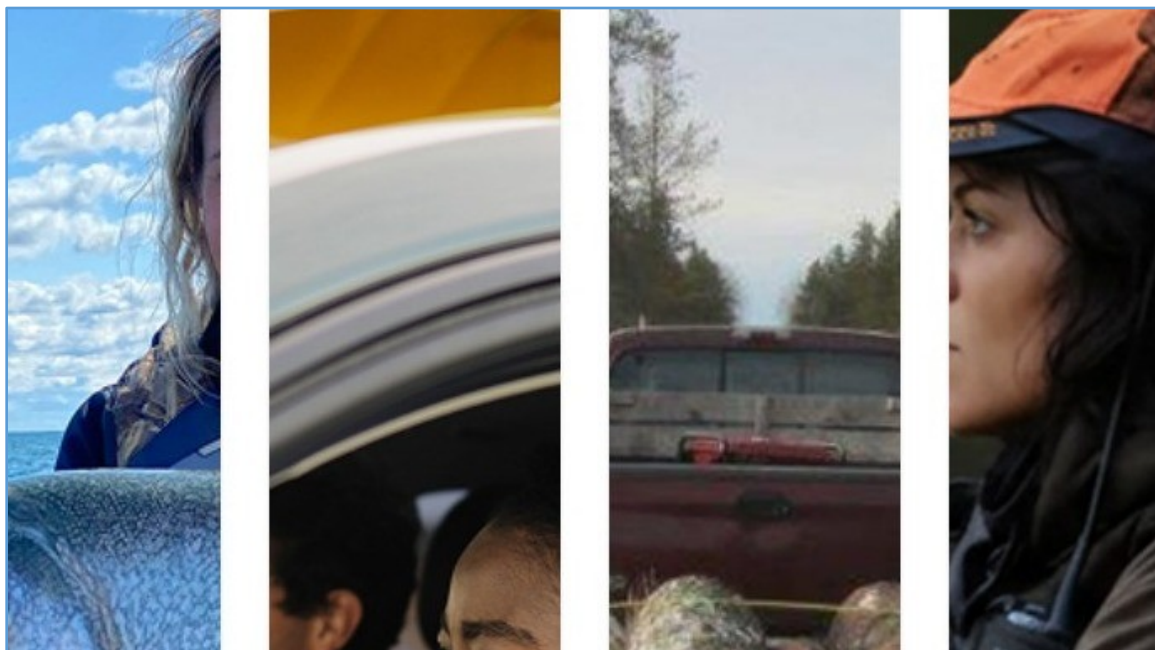
How to Access and Set up Your Issuer Licencing Account

This document describes how to log into the Issuer portal for the first time. You will not need to repeat these steps after first successful sign in.

Read the following instructions before you sign in to the Issuer portal:

- You will receive an email with the link to the Issuer portal and an initial password.
- Use the link in the welcome email to go to the Issuer portal sign in page.
- The sign in email has a special format which is a combination of your email and "@govmbext.onmicrosoft.com". For example, if your email is **vendor@vendor.com**, then you will need to enter **vendor_vendor.com*@govmbext.onmicrosoft.com*** as the sign in email. **Note that you cannot have two '@' signs in the sign in email, therefore, the @ sign in your original email must be replaced with an underscore (_) sign.**
- You will also need access to a smart phone/device during the sign in process and will need to install Microsoft Authenticator on this device.

1. Go to www.manitobaicensing.ca/vendor

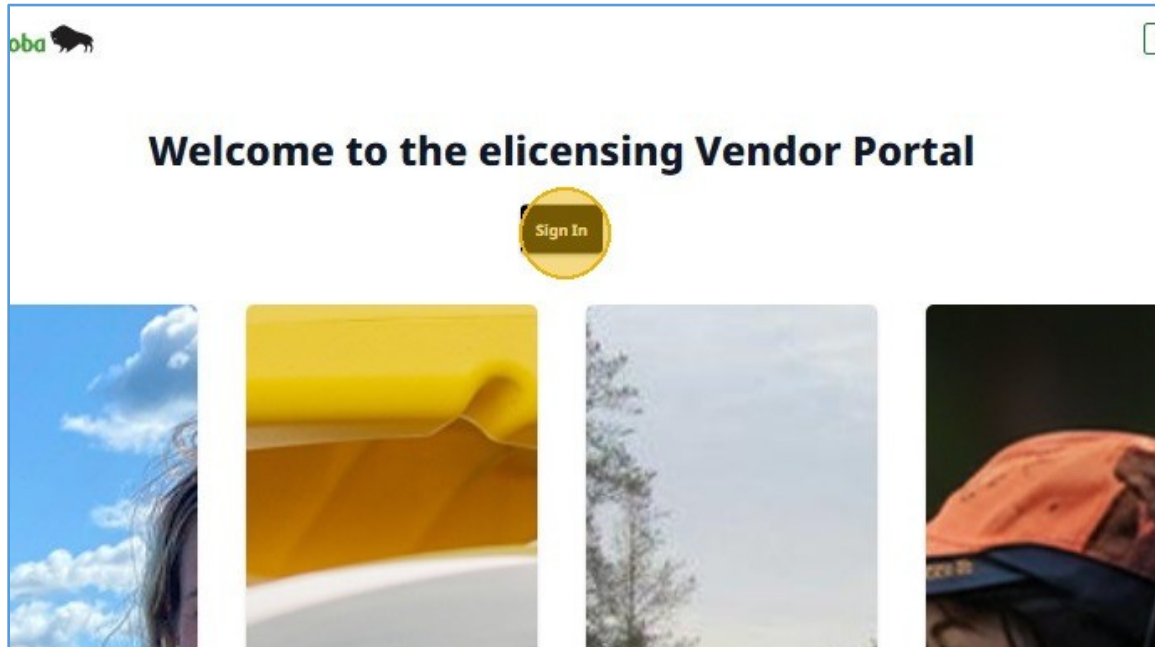


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2. Click "Sign In".



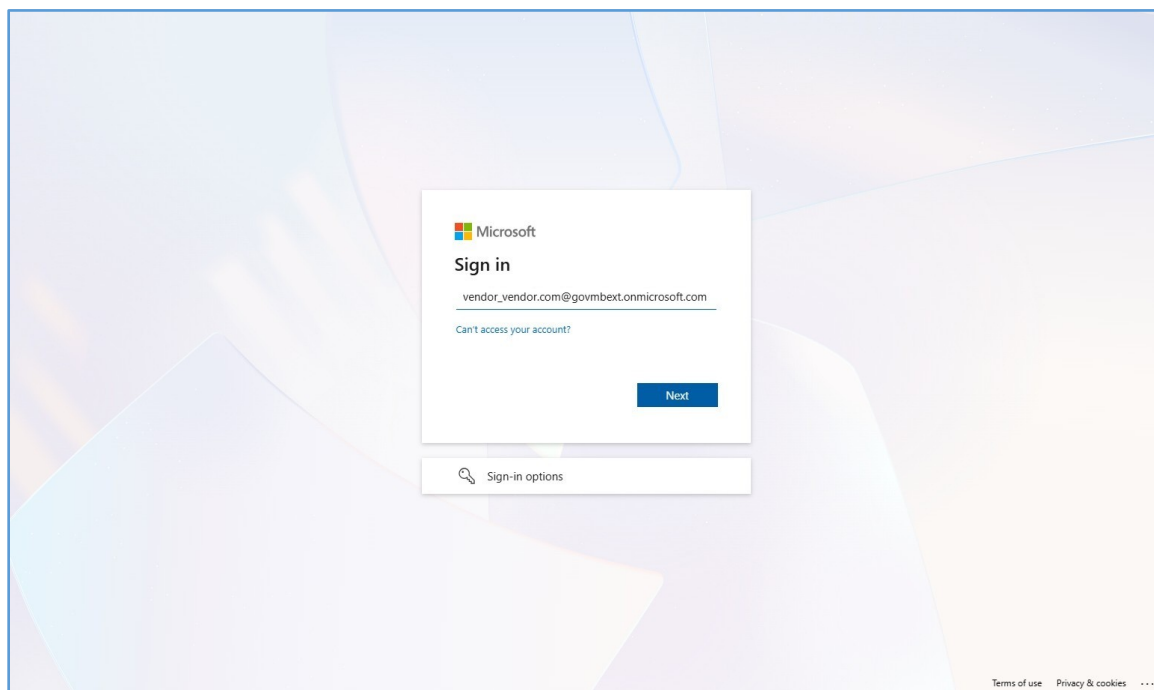
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3. Enter the sign in email provided in the welcome email message and click "Submit".
Note: Remember, your Sign in email is a combination of your email address and "@govmbext.onmicrosoft.com". If your email address is **vendor@vendor.com**, then enter **vendor_vendor.com@govmbext.onmicrosoft.com**.



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4. Click the "Password" field.

Screenshot of a Microsoft login page. The page shows the Microsoft logo, a back arrow, an email address field, and the text "Enter password". Below this is a password input field with the placeholder text "Password". A yellow circle highlights the password field. There is a "Forgot my password" link and a "Sign in" button. At the bottom right, there are links for "Terms of use", "Privacy & cookies", and a menu icon.

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5. Enter the initial password you received in the Welcome email and click "Submit".

A screenshot of a Microsoft login page. The page has a light blue and white background with abstract shapes. In the center, there is a white login box. At the top left of the box is the Microsoft logo. Below it is a back arrow and a partially obscured email address: "_hotmail.com@govmbext.onmicroso...". The text "Enter password" is displayed above a password input field containing several dots. Below the input field is a link that says "Forgot my password". To the right of the input field is a yellow circular button with a dark green "Sign in" label. At the bottom right of the page, there are links for "Terms of use", "Privacy & cookies", and a three-dot menu icon.

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6. The Update your password screen is displayed.

To update the password, you will need to enter the initial password (the password you received in the email) and a new password that follows your organisation's security policy. Finally, confirm the new password by entering it again.

Microsoft

hotmail.com@govmbext.onmicrosoft.co...

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

Terms of use Privacy & cookies ...



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7. Click "Sign in".

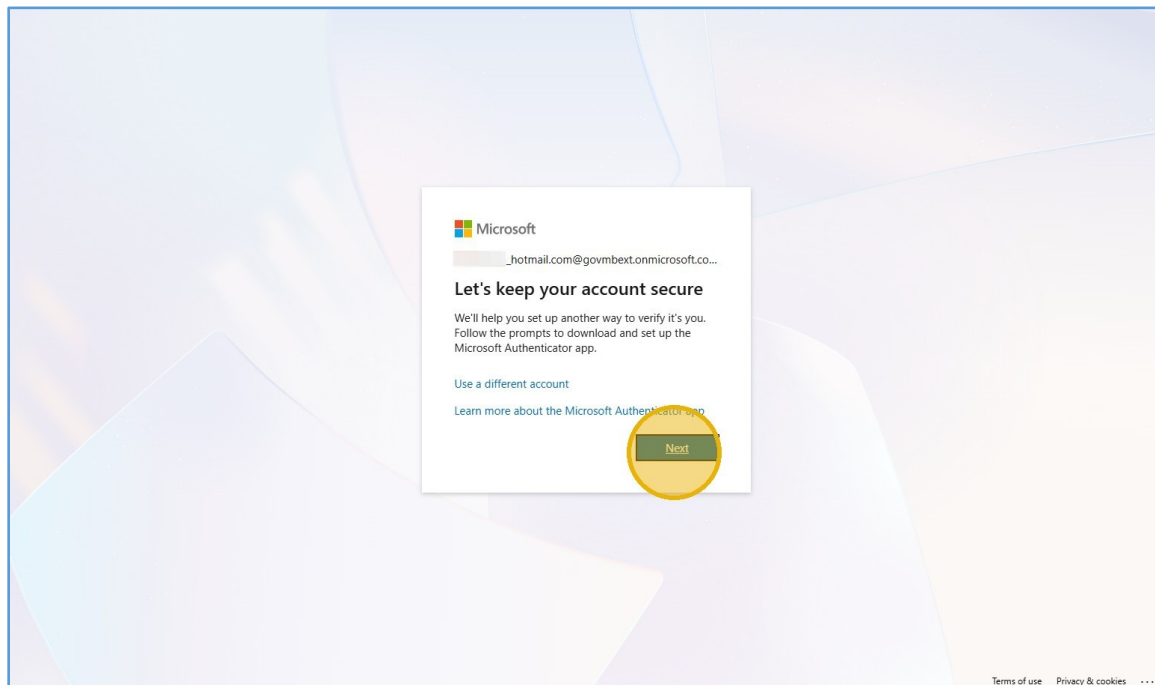
A screenshot of a Microsoft sign-in page. The page features the Microsoft logo at the top left. Below it, a text input field contains the email address "hotmail.com@govmbext.onmicrosoft.co...". The main heading is "Update your password". Below the heading, there is a short paragraph explaining the password update requirement. Three password input fields are shown, each with a masked password of seven asterisks. A "Sign in" button is located at the bottom right of the form. In the bottom right corner of the page, there are links for "Terms of use", "Privacy & cookies", and a three-dot menu icon.

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8. At this point, you will require a smart phone/device to complete the next set of steps. Click "Next".

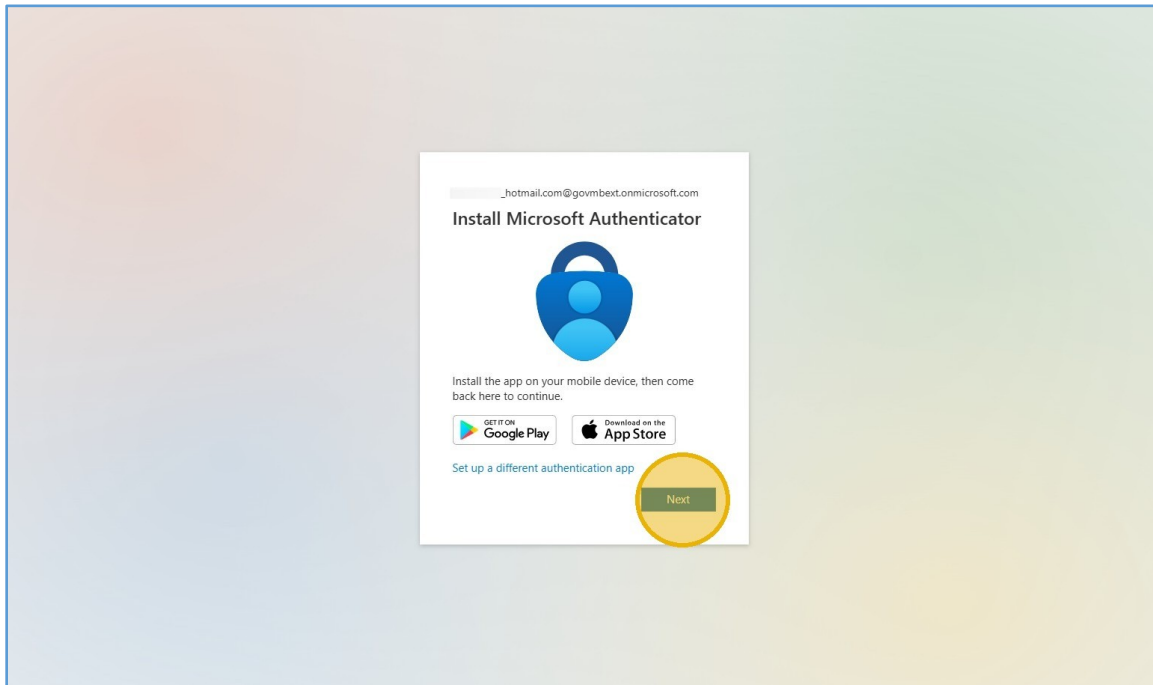


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9. If you do not have the Microsoft Authenticator app already set up on your phone/device download it now from your app store.

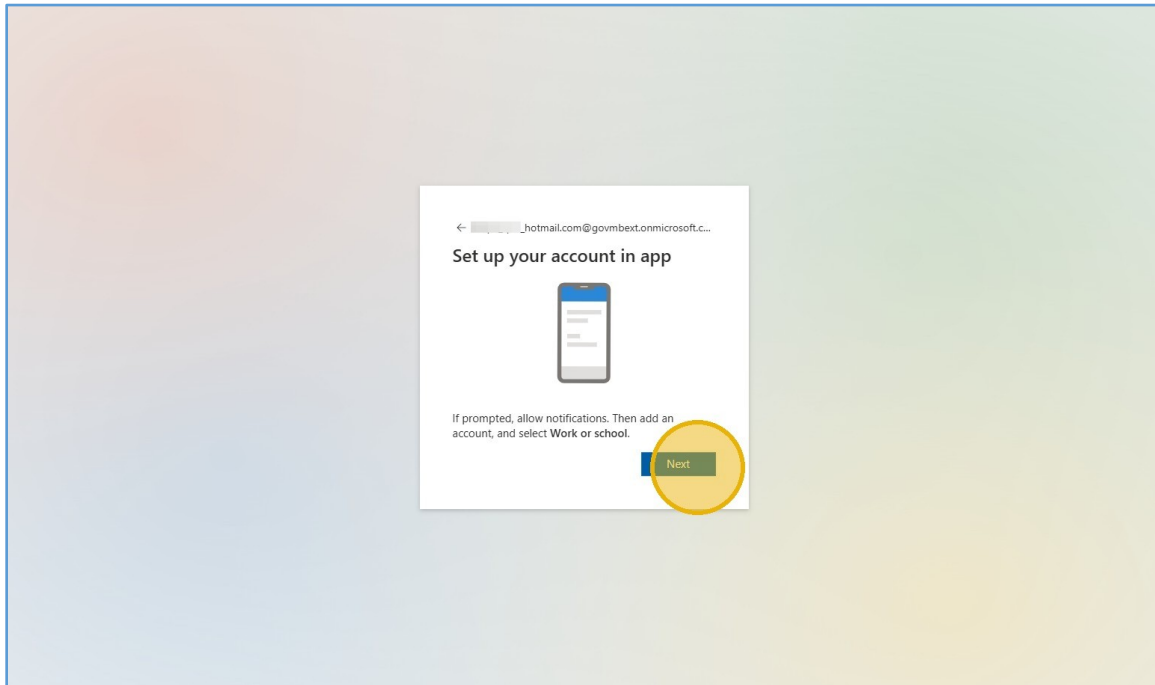


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10. After installing Microsoft Authenticator on your smart phone/device, click "Next".

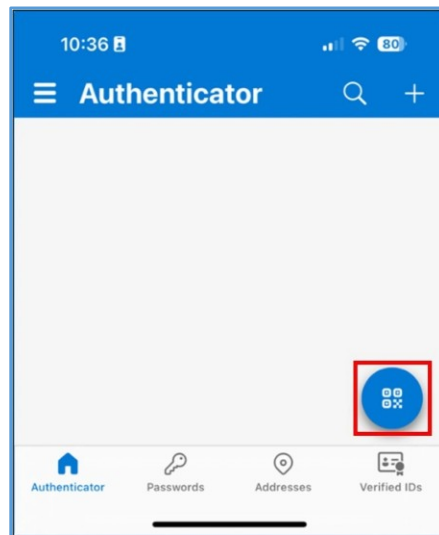


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11. In the Microsoft Authenticator app on your smart phone/device (shown below), click the QR code reader button.

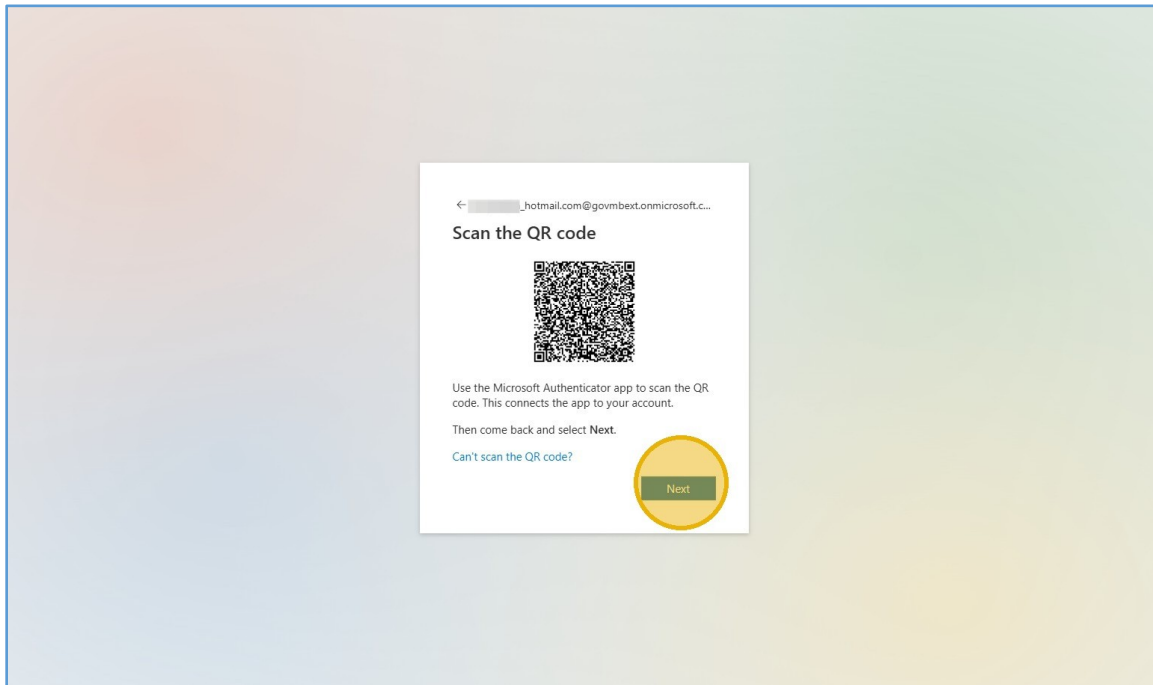


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12. Using the Microsoft Authenticator app QR code reader, scan the QR code that appears on your computer screen.



13. A two-digit code is displayed on your screen.

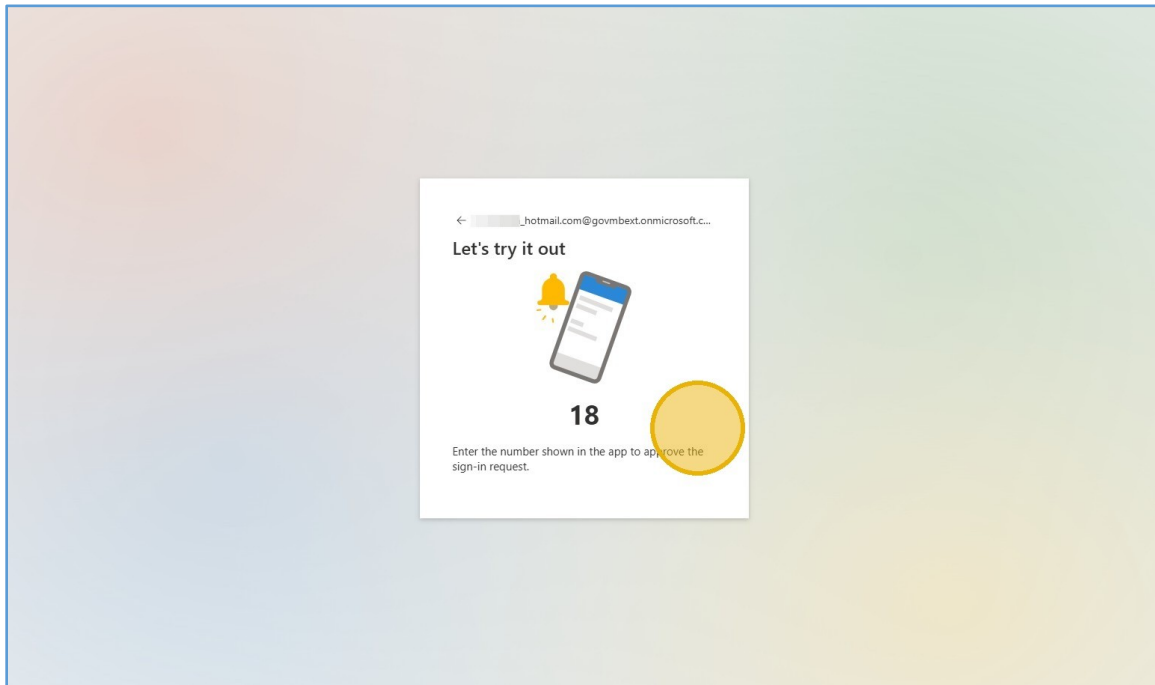


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To confirm that you are the authorised user who has generated this code, enter the two-digit code in the Microsoft Authenticator app on your smart phone/device and click "Yes".



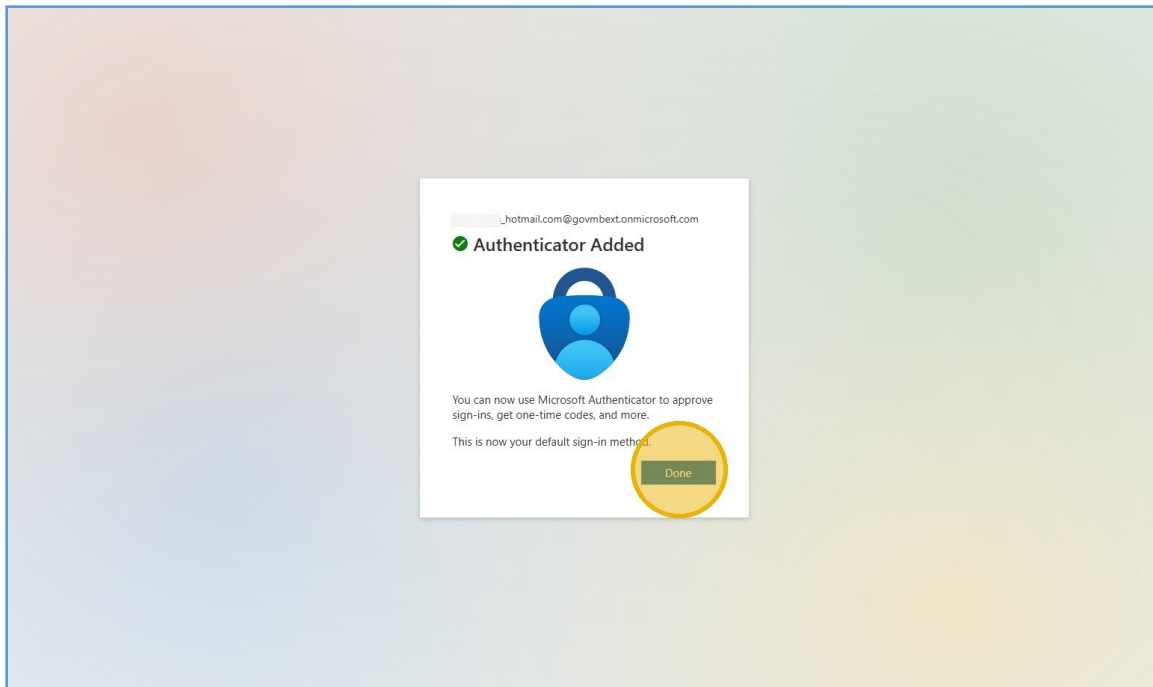
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14. Microsoft Authenticator has now been successfully added.

On your computer screen, click "Done".

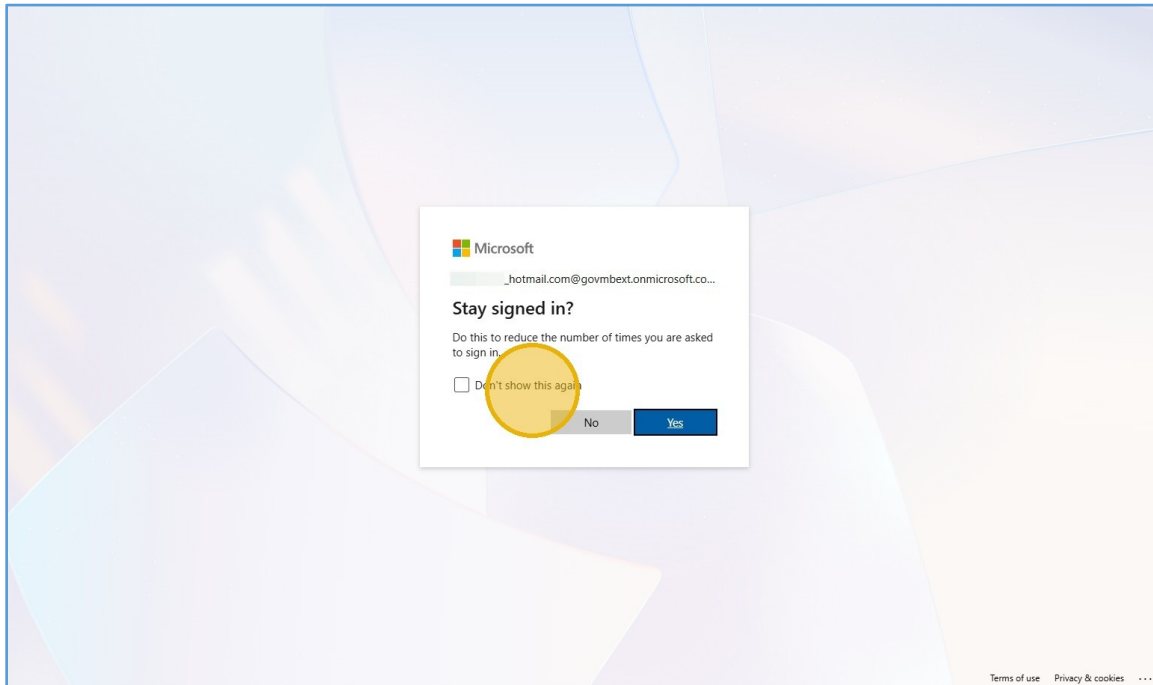


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15. If you wish to stay signed into the Issuer portal, click "Don't show this again".

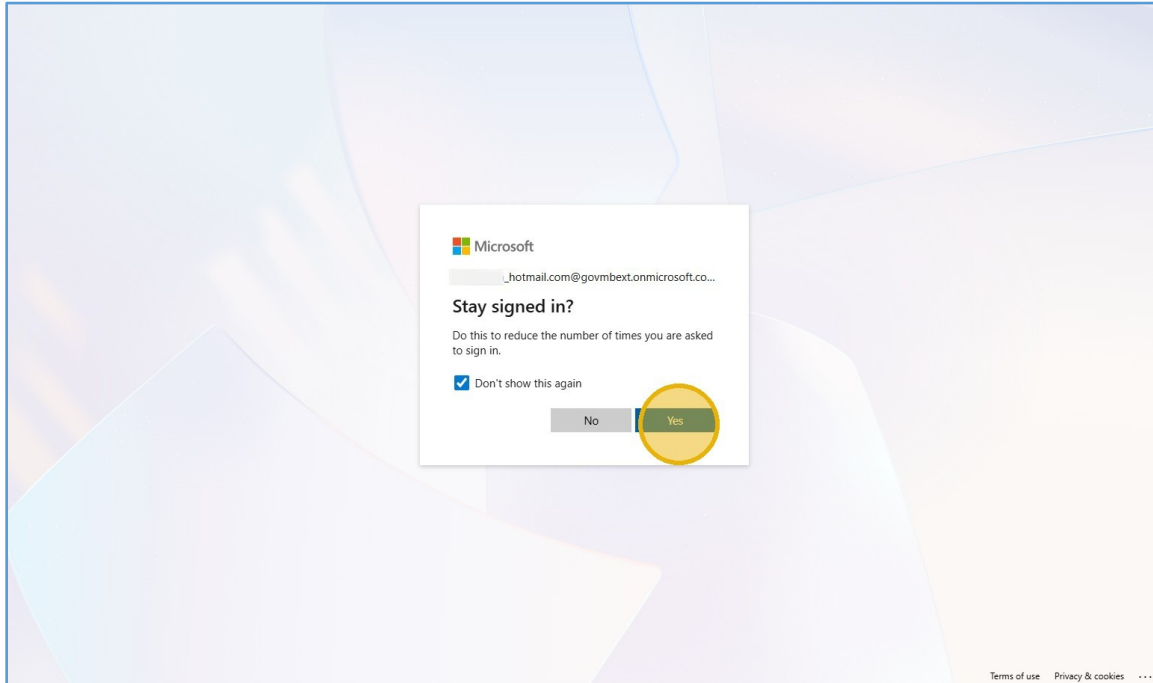


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16. Click "Yes"



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17. The "Terms of Use: Manitoba Licencing Vendor Portal" are displayed.

The screenshot shows a web interface with a sidebar on the left containing a 'Consumables' button. The main content area displays the 'Terms of Use: Manitoba Licencing Vendor Portal' page. The page title is 'Terms of Use: Manitoba Licencing Vendor Portal' and it was last updated in March 2026. The content is organized into sections: '1. Acceptance of Terms' and '2. Authorized Use & Security'. The '1. Acceptance of Terms' section explains that by clicking 'I Accept,' the user agrees to be bound by the terms and applicable laws. The '2. Authorized Use & Security' section includes two bullet points: 'Account Integrity' and 'Prohibited Actions'.

Consumables

Terms of Use: Manitoba Licencing Vendor Portal

Last Updated: March 2026

1. Acceptance of Terms

By clicking "I Accept," you (the "Vendor") agree to be bound by these Terms of Use and all applicable provincial laws and regulations. Access to the Manitoba eLicencing Vendor Portal is granted solely for the purpose of issuing authorized licenses and permits.

2. Authorized Use & Security

- **Account Integrity:** You are responsible for maintaining the confidentiality of your login credentials. Any activity performed under your account is deemed to be authorized by the Vendor.
- **Prohibited Actions:** You shall not attempt to circumvent security features, reverse-engineer the portal, or use the system for any fraudulent licensing activities.

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18. Review the terms of use and at the bottom of the screen, click "Accept".

A screenshot of a terms of use agreement window. The window has a white background and a grey border. It contains the following text:

Wildlife Act and the Fisheries Act.

- Confidentiality: Vendor users must treat all applicant personal information as confidential and use it only for the purposes of issuing licenses within this portal.

4. Audit and Compliance

The Manitoba eLicensing Administration reserves the right to audit transactions and account logs at any time to ensure compliance with provincial standards. Failure to comply with these terms may result in immediate suspension or termination of portal access.

5. Limitation of Liability

The Province of Manitoba is not liable for any technical interruptions, lost data, or business loss resulting from the use or inability to use this portal.

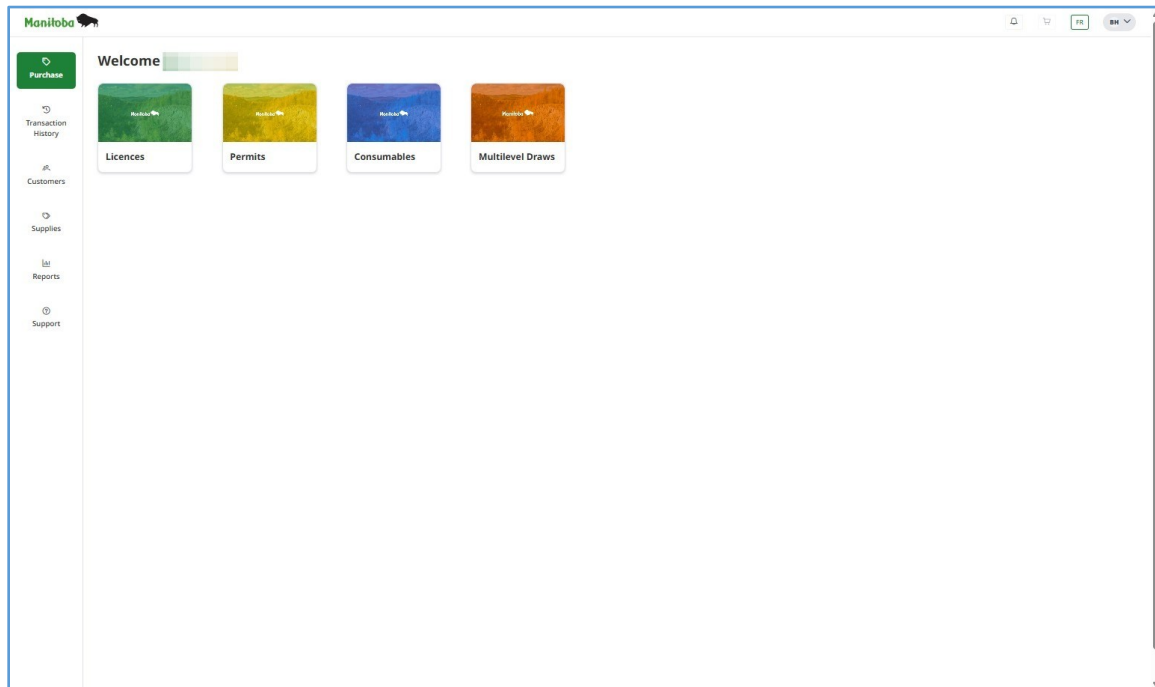
At the bottom of the window, there are two buttons: a blue "Sign Out" button and a yellow "Accept" button.

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19. You are now successfully signed into the Issuer portal.



If you have any further questions, please email <mailto:vendorinquiries@gov.mb.ca>