



# Mineral & Land Records System

## Getting Started with MLRS for Mining Claimants

### Contents

<b>Getting Started with MLRS for Mining Claimants</b> .....	1
<b>How to Use this Document</b> .....	1
<b>1. Account Creation</b> .....	2
1.1. Determining What MLRS Account Type to Create.....	2
1.2. How to Create a Personal Account .....	2
1.3. How to Create a Business Account .....	3
<b>2. Paying Maintenance Fees</b> .....	4
2.1. How to Pay Maintenance Fees for Yourself/ Your Own Business .....	4
2.2. How to Pay Maintenance Fees on Behalf of Your Client .....	4

### How to Use this Document

The instructions in this document can help get you started using MLRS – specifically to create an account and to pay maintenance fees. If you’d like to see more detailed instructions, including screenshots, please navigate to the MLRS Help Center (<https://mlrs.blm.gov/s/help-center>) and search for the applicable topic (e.g., “account type” or “pay maintenance fees”) in the search box at the top right of your screen.

## 1. Account Creation

### 1.1. Determining What MLRS Account Type to Create

MLRS offers two account type options when first creating your account. Your account type is determined by your needs:

- Create a **personal account** if you own your claims as an individual and will be the only user within the account, or if you are a land or minerals consultant with multiple clients.
- Create a **business account** if your claims are owned by a business, you plan to add employees to the account, and/or you will be using a business email address.

### 1.2. How to Create a Personal Account

Please note it is important to follow these steps in the order outlined below.

1. Open an internet browser and navigate to <https://mlrs.blm.gov>. To register for an account, click **Login or Register**.
2. Click **Create a New Account** to sign up. Click **Start Personal Account**.
3. If you have previously filed a mining claim with the BLM or currently hold active claims, look up your information in the search bar.
  - If you see multiple accounts that you identify as yours, select one and complete the registration process. Afterwards, log a help request using <https://phd.blm.gov> to request your accounts get merged into one.
4. After you select your account, click **Next** at the bottom right of the page.
5. **Skip this step if you found your account in the previous step:** If you have never been a claimant click **Create a New Account**.
6. Fill in the required fields on this page.
  - Review your information then click **YES, I verify this is my account**.
7. Check your personal email that you entered in the previous page.
8. Enter the verification code sent to your email. Click **Next**.
9. Click **Create and Link to a LOGIN.gov account** to link your account to Pay.gov.
  - If you already have a login.gov account, then enter your email address and password.
  - If you do not have a login.gov account, click **Create an account**.
    - Enter your email address, then click **Submit**.
10. A confirmation link has been sent to your email. Go to your email and follow the link to finish creating your account. The link will redirect you back to MLRS.

### 1.3. How to Create a Business Account

Please note it is important to follow these steps in the order outlined below.

1. Before starting this process, make sure you have your MLRS customer ID handy. If you never received or lost your MLRS customer ID, log a help request using <https://phd.blm.gov>.
2. Open an internet browser and navigate to <https://mlrs.blm.gov>. Click **Login** at the top right of the window.
3. Click **Create a New Account** to sign up. Click **Start Business Account**.
4. If you have active claims, look up the business information in the search bar.
  - When searching, pay special attention to the address, the masked customer ID (e.g. \*\*\*\*\*18), and/or the number of claims. These are all good ways to double check you are selecting the right business.
  - If you see multiple accounts that you identify as yours, select one and complete the registration process.
    - i. *Note: If you see multiple accounts that you identify as yours and/or you have more than one customer ID received through different letters from the U.S. Department of the Interior - Bureau of Land Management, select one and complete the registration process. Afterwards, log a help request using <https://phd.blm.gov> to request your accounts get merged into one.*
5. After you select your account, click **Next** at the bottom right.
6. **Skip this step if you found your account in the previous step:** If your business does not have any claims yet, click **Create a New Account**.
7. Fill in the required fields on the Business Information step.
8. Review your information then click **Next**.
9. Fill in the required fields on the Business Administrator step.
  - **Note:** The delegated business administrator manages the MLRS account for their company and is responsible for adding and removing colleagues from their company's account.
10. Review your information then click **Next**.
11. Navigate to your email and follow the directions in the email to verify your account.
12. Enter the verification code sent to your email. Click **Next**.
13. Click **Create and Link to a LOGIN.gov account** to link your account to pay.gov.
  - If you already have a login.gov account, then enter your email address and password. If you do not have a login.gov account, click **Create an Account**.
  - Enter your email address, then click **Submit**. A confirmation link has been sent to you email. Go to your email and follow the link to finish creating your account. The link will redirect you back to MLRS.

## 2. Paying Maintenance Fees

### 2.1. How to Pay Maintenance Fees for Yourself/ Your Own Business

1. Once logged into MLRS, click **View Additional Claim Options** under the Take Action section.
2. Select **Pay Maintenance Fees** from the Take Action menu.
3. Select one or more claims that require maintenance fees (excludes claims under Small Miner's Waiver, Military Status Waiver, or any claims where fees were already paid). Click **Next** to proceed.
4. The system has calculated the total amount due for the claim(s) selected.
5. Click **Next** to proceed with payment.
6. You will be directed to the secure site Pay.gov to complete the transaction.
7. Follow the on-screen instructions within Pay.gov. You can use a credit card, debit card, or ACH as methods of payment.
8. Once a successful payment has been processed, you will be brought back to MLRS and receive a confirmation message on screen. A confirmation email will also be sent to you.
9. To return to the MLRS homepage, click **Close**.

### 2.2. How to Pay Maintenance Fees on Behalf of Your Client

1. Once logged into MLRS, click **View Additional Claim Options** under the Take Action section.
2. Select **Pay Maintenance Fees for Clients** from the Take Action menu.
3. Search for the account for which you wish to pay fees. You can search by name or mailing address.
4. Select the correct account from the search box. Click **Next** to proceed.
5. Select one or multiple claims that require maintenance fees (excludes claims under Small Miner's Waiver, Military Status Waiver, or any claims where fees were already paid). Click **Next** to proceed.
6. The system has calculated the total amount due for the claim(s) selected. Click **Next** to proceed with payment.
7. You will be directed to the secure site Pay.gov to complete the transaction.
8. Follow the on-screen instructions within Pay.gov. You can use a credit card, debit card, or ACH as methods of payment.
9. Once a successful payment has been processed, you will be brought back to MLRS and will receive a confirmation message on screen. a confirmation email will be sent to you.
10. To return to the MLRS homepage, click **Close**.