2019

Managed Forest Plan Approver (MFPA Stewardship Portal Guide

Ministry of Natural Resources and Forestry (MNRF)

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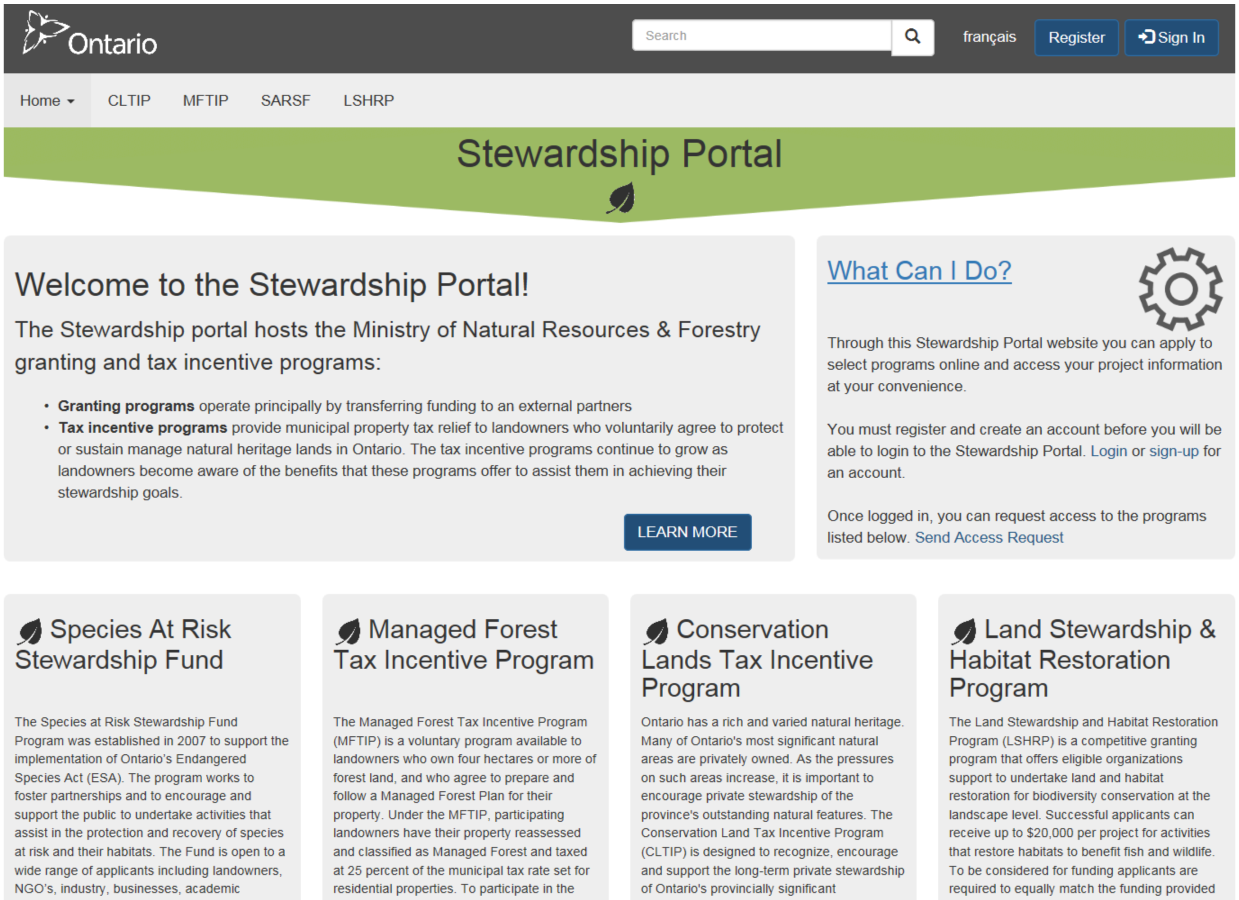
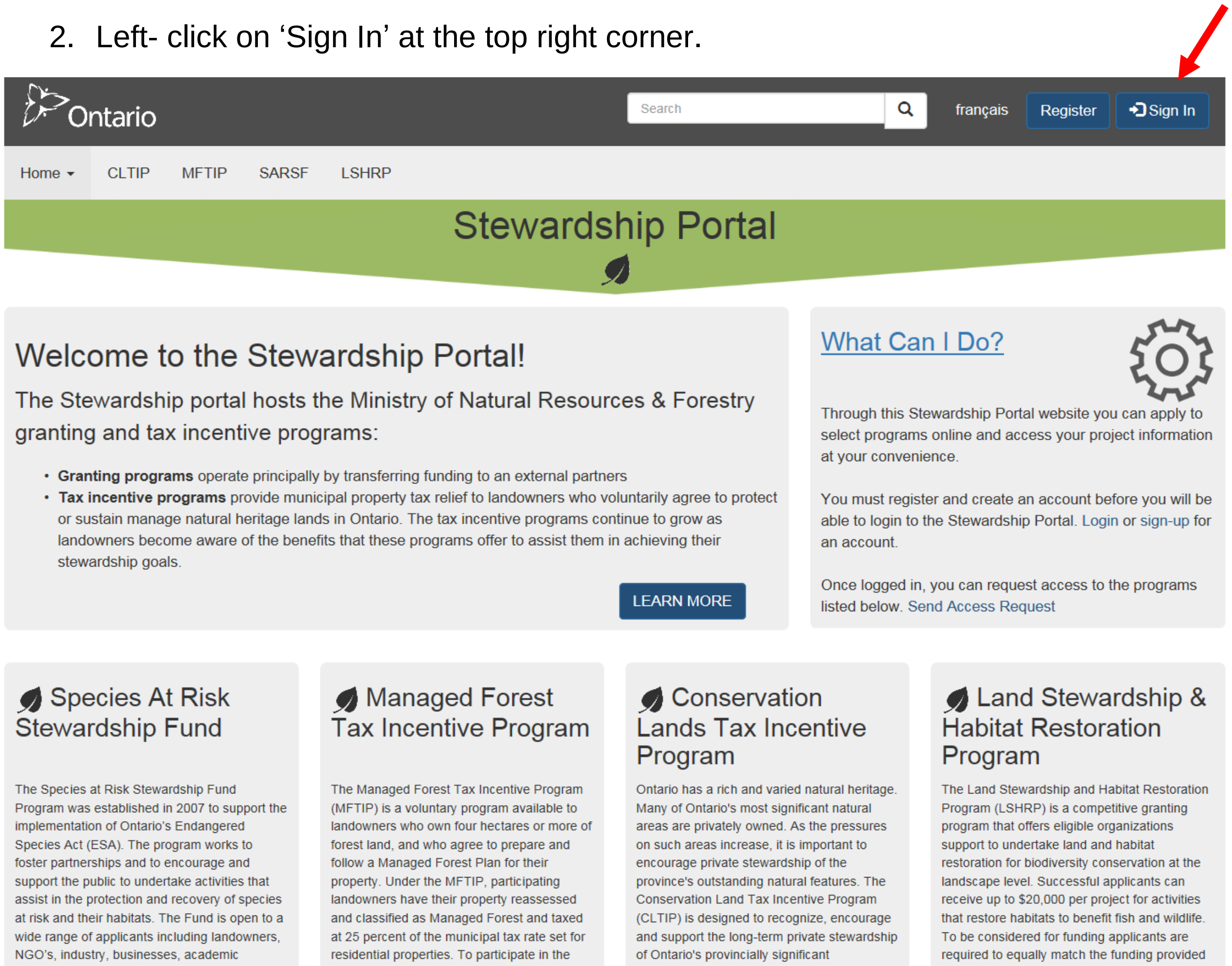
First Time Signing In

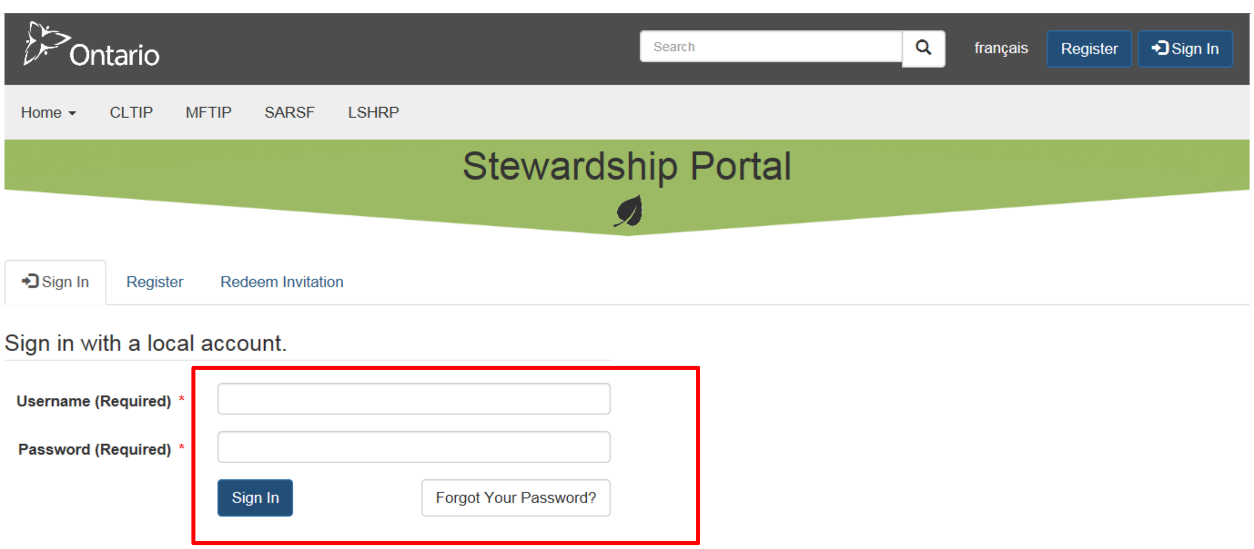
1. Follow the link - (https://www.sps.mnr.gov.on.ca/). This will take you to the following screen:



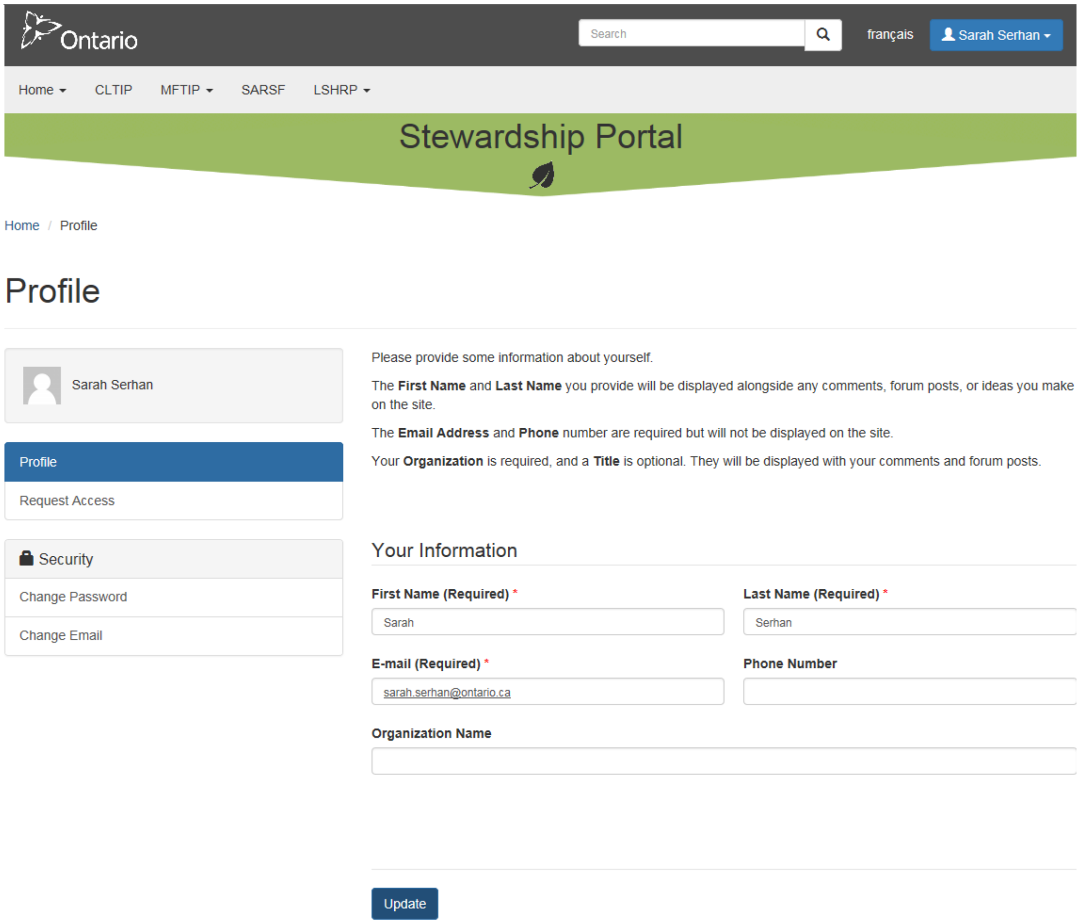
2. Left- click on ‘Sign In’ at the top right corner.



3. Enter the username and password credentials you were provided (if you do not remember your credentials, send a request to MFTIP@ontario.ca). Click Sign In.

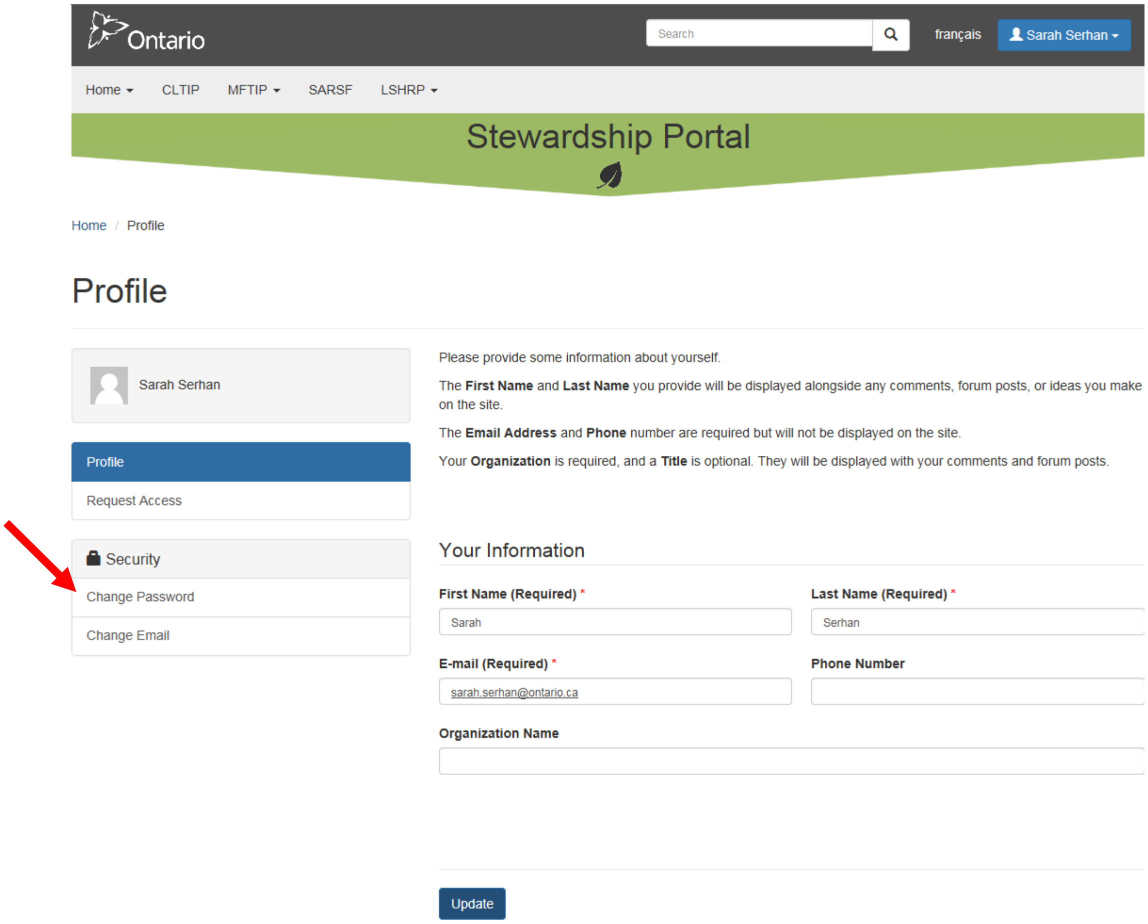


4. You are now on your Profile Page. This page can be edited and updated at any time. Simply fill in your information and click 'Update.'

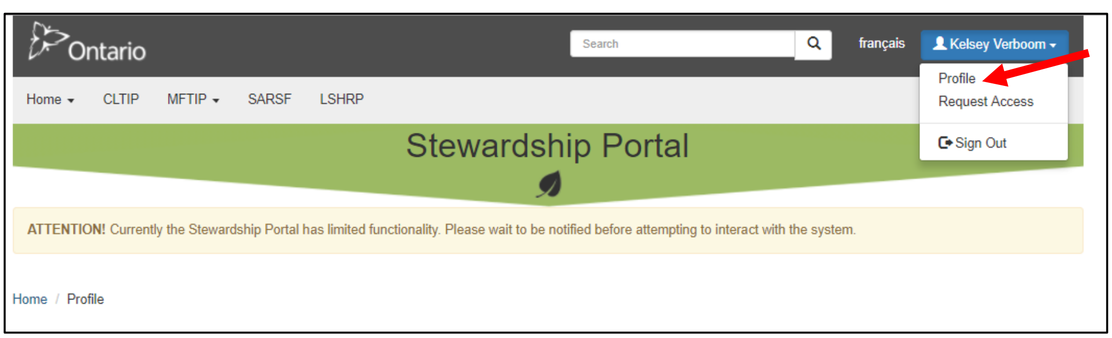


Resetting Your Password

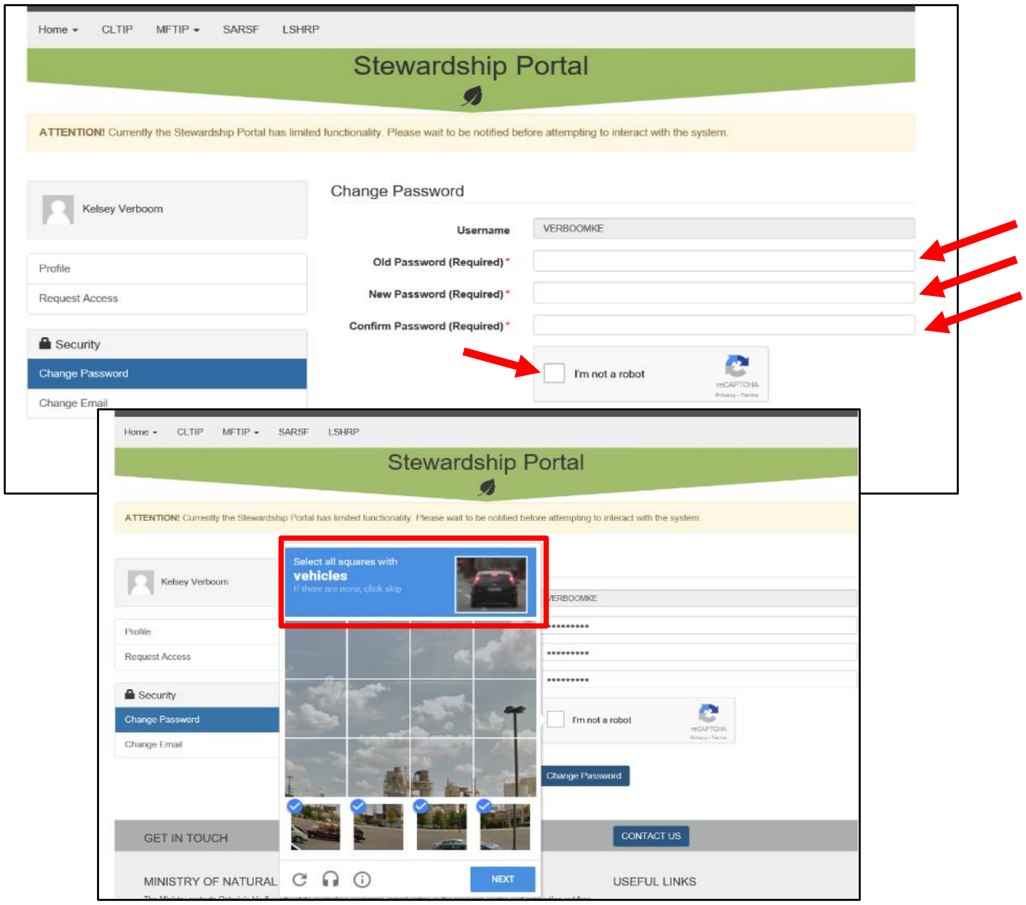
1. For MFPAs new to the portal, the password given to you to access the portal for the **first time** was a temporary password and **must be changed**. Once you have logged in, click on 'change password'.



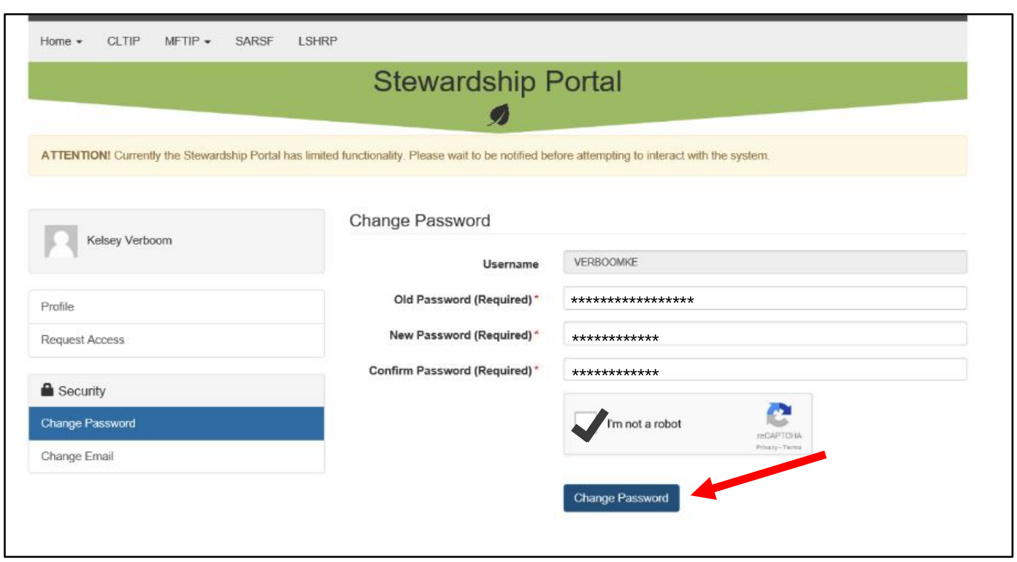
*If you need to change your password at a later date, click on your name at the top right of the page and select 'Profile' which will take you to the same page as above where you can click 'Change Password'.



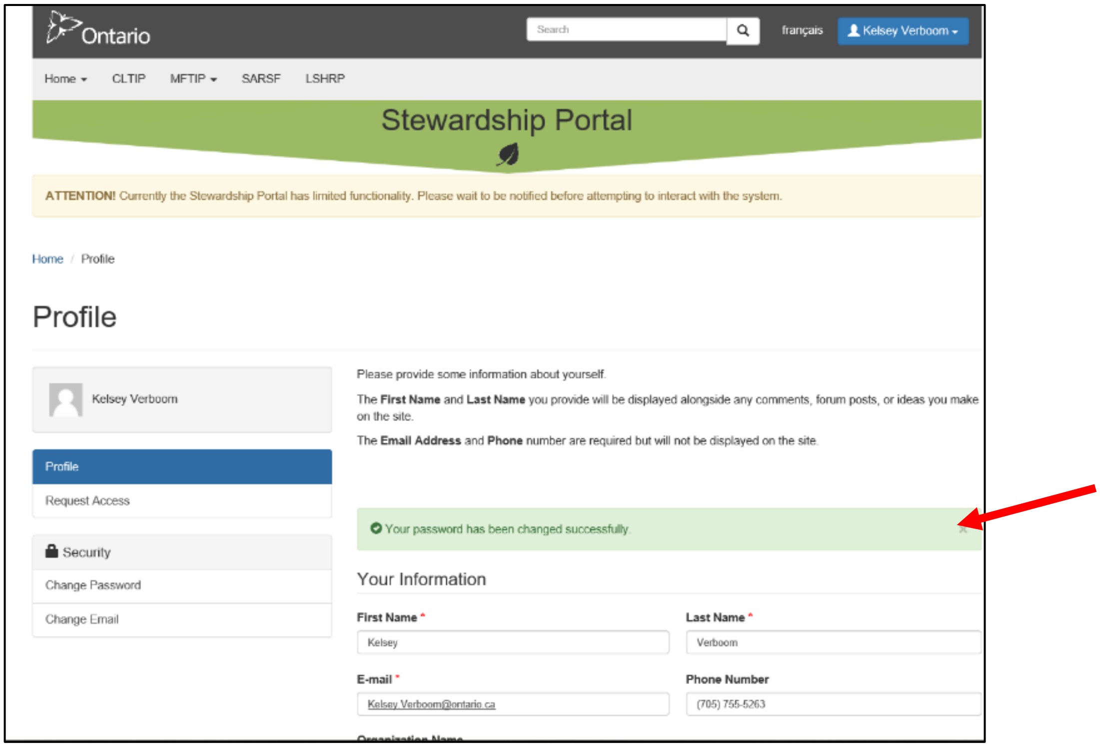
2. Enter in the temporary password you were provided in the ‘Old Password’ box. Type in a new password under ‘New Password’ and ‘Confirm Password’. Click the box next to ‘I’m not a robot’. Complete the little picture quiz to prove you are not a robot (not all quizzes are the same).



3. Once the quiz is completed, a green checkmark will appear next to ‘I’m not a robot’. Click ‘Change Password’.



4. A green bar will appear above your profile information stating that your password has been successfully changed.



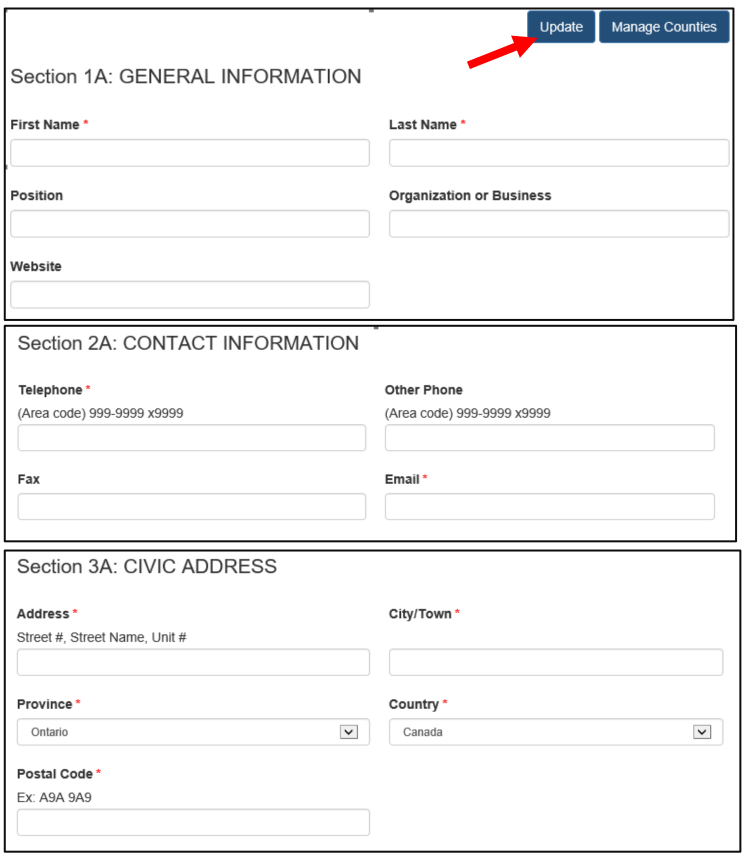
Regular Sign In

Forgot Your Password?

Contact MFTIP@ontario.ca to have someone reset your password for you.

Changing Information Available to the Public

1. Under your Profile, complete/update all sections (1A, 2A, 3A). Information in these fields will appear on the MFPA website listing. In step 2 below, you will be asked to check off information that you wish to appear on the MFPA website listing. Select ‘Update’ once all information is correct.



Update | Manage Counties

Section 1A: GENERAL INFORMATION

First Name *
Last Name *
Position
Organization or Business
Website

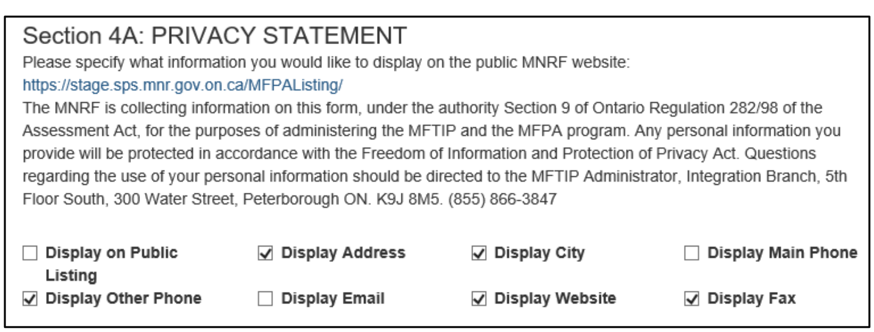
Section 2A: CONTACT INFORMATION

Telephone *
(Area code) 999-9999 x9999
Other Phone
(Area code) 999-9999 x9999
Fax
Email *

Section 3A: CIVIC ADDRESS

Address *
Street #, Street Name, Unit #
City/Town *
Province *
Ontario
Country *
Canada
Postal Code *
Ex: A9A 9A9

2. In Section 4A: Privacy Statement, you can check off the information that you want present on the MFPA website listing. Once you have decided, scroll to the top of the page to select ‘Update’.

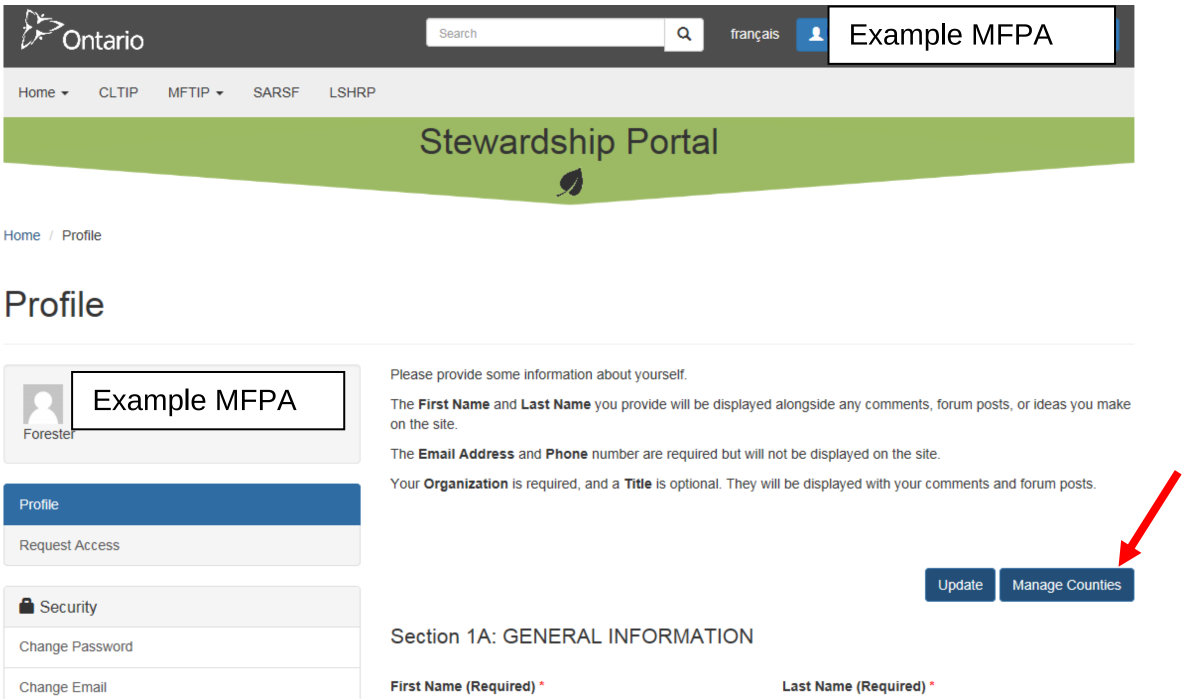


Section 4A: PRIVACY STATEMENT

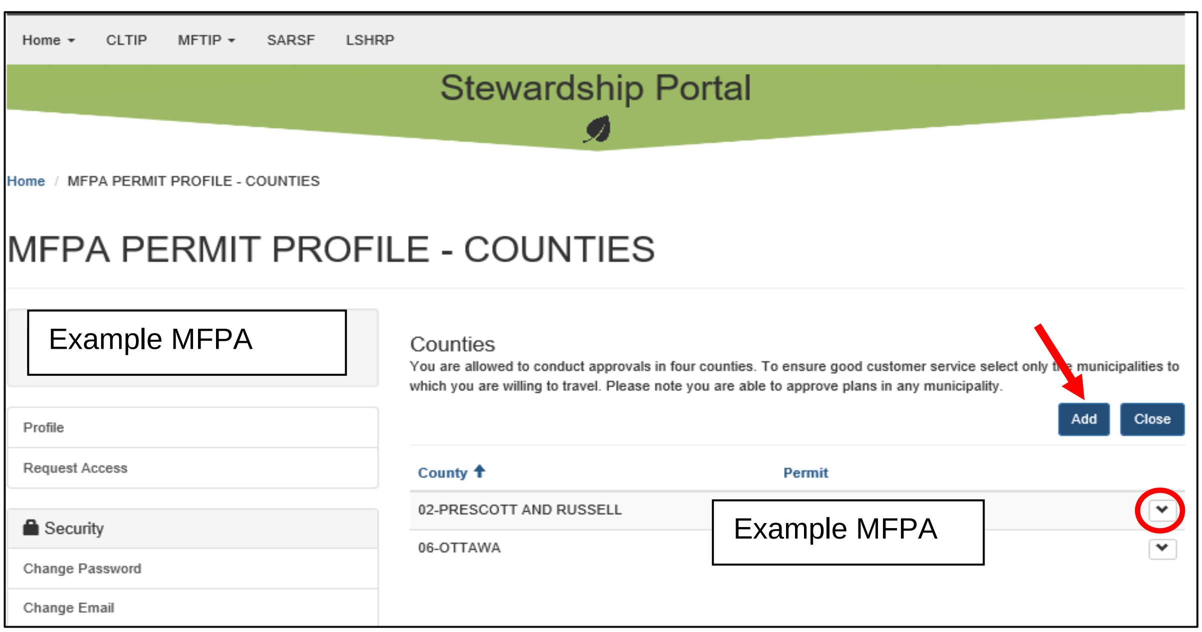
Please specify what information you would like to display on the public MNRF website:
https://stage.sps.mnr.gov.on.ca/MFPAListing/
The MNRF is collecting information on this form, under the authority Section 9 of Ontario Regulation 282/98 of the Assessment Act, for the purposes of administering the MFTIP and the MFPA program. Any personal information you provide will be protected in accordance with the Freedom of Information and Protection of Privacy Act. Questions regarding the use of your personal information should be directed to the MFTIP Administrator, Integration Branch, 5th Floor South, 300 Water Street, Peterborough ON. K9J 8M5. (855) 866-3847

☐ Display on Public Listing
☑ Display Address
☑ Display City
☐ Display Main Phone
☑ Display Other Phone
☐ Display Email
☑ Display Website
☑ Display Fax

3. Click on ‘Manage Counties’ above Section 1A to see which counties you are currently advertising in and make any necessary changes.



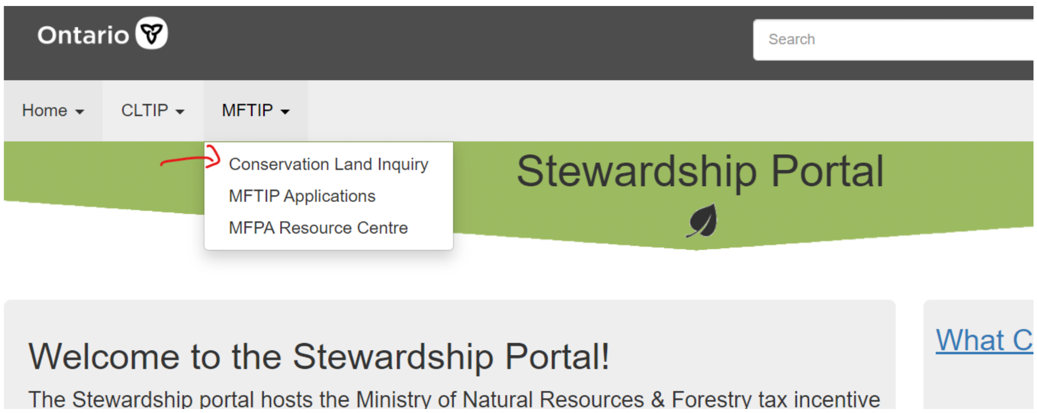
4. Click ‘Add’ to add any counties to your listing. To remove counties, click on the downward arrow at the right of every line item to select delete. Once complete, click ‘Close’.



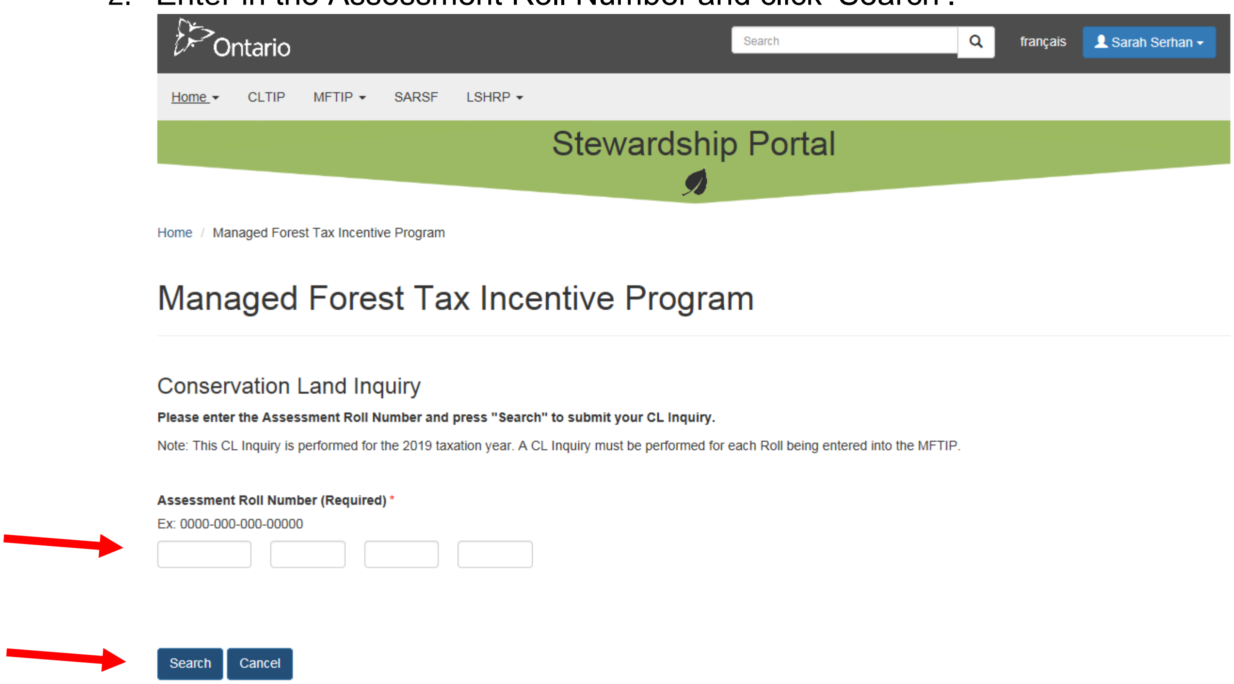
5. You will be returned back to your original Profile Page. Select ‘Update’ to keep all the changes made. You can now leave your Profile by clicking ‘MFTIP’. You can select either ‘Create MFTIP External Application’ or ‘Conservation Land Inquiry.’ Alternatively, click ‘Home’ to return to the main page or click on your name to select ‘Sign Out’ if you wish to sign out of the portal.

Conservation Land Inquiries

1. Click on ‘MFTIP’ and select ‘Conservation Land Inquiry’.

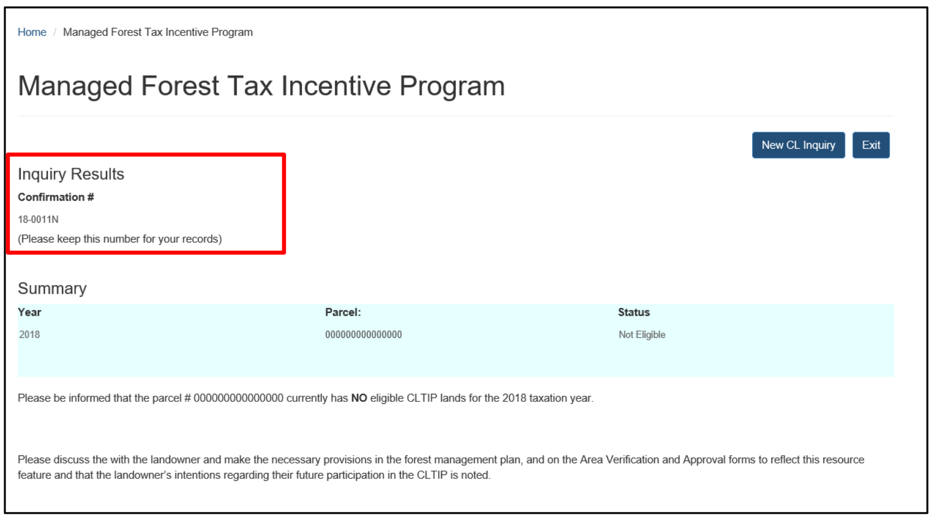


2. Enter in the Assessment Roll Number and click ‘Search’.



3. You will be taken to the results page of the CL Inquiry and provided with a CL Confirmation Number. Record the Confirmation # and include it in the Managed Forest Plan for that property. If there is CL on the property, be sure to check where it is using the online Make a Natural Heritage Map tool (see Mapping Guide) or CLTIP Eligible Feature Viewer: https://www.lioapplications.lrc.gov.on.ca/CLTIP/index.html?viewer=CLTIP.CLTIP&locale=en-CA

   Make sure you discuss any CLTIP eligible area with the landowner, and record in the plan the landowner's decision about CLTIP participation during the term of their plan.



4. Note: If a property is listed as "Not eligible" but shows an eligible area, this means applications for that property have been suspended. Contact CLTIP@ontario.ca to find out the reason for the suspension and to have applications reinstated if the landowner wants to participate in CLTIP again.

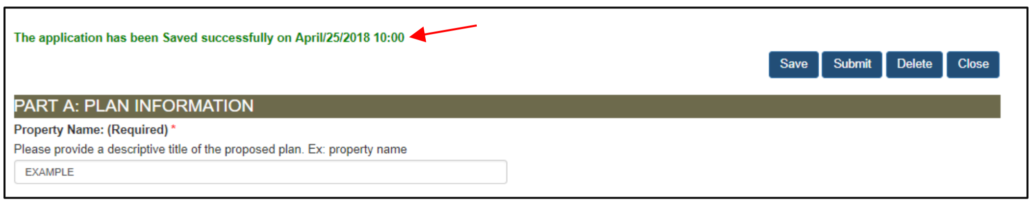
Preparing a MFTIP Plan Application

Before you start a plan application

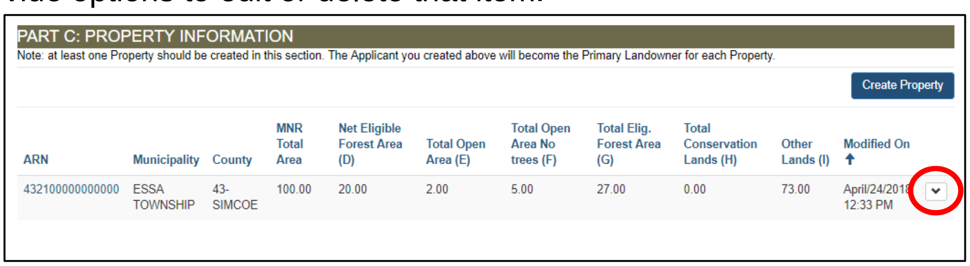
- ➢ Read the instructions at the top of the application page
- ➢ Have your CL Confirmation Numbers
- ➢ Have your attachments scanned and ready to attach
- ➢ Save the form on a regular basis to avoid losing work
- ➢ Complete all required (*) fields

Tips

- ➢ 'Save' after completing each part (Part A, Part B, Part C, etc.) of the application.
    - o Every time you click Save, green text will appear beside the Save button confirming a successful save, providing the date and time.

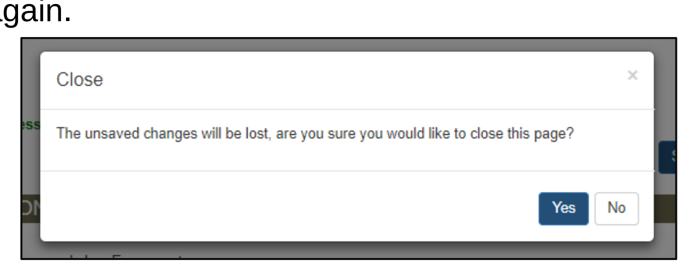


- ➢ Clicking on the downward arrow available at the far right of any line item will provide options to edit or delete that item.



ARN	Municipality	County	MNR Total Area	Net Eligible Forest Area (D)	Total Open Area (E)	Total Open Area No trees (F)	Total Elig. Forest Area (G)	Total Conservation Lands (H)	Other Lands (I)	Modified On
432100000000000	ESSA TOWNSHIP	43-SIMCOE	100.00	20.00	2.00	5.00	27.00	0.00	73.00	April/24/2018 12:33 PM

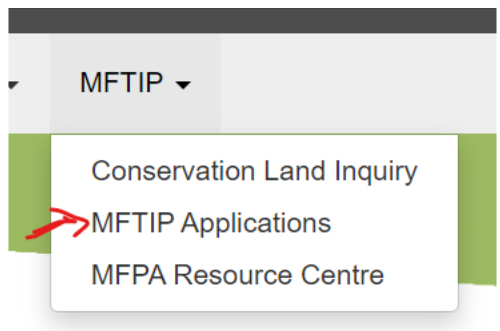
- ➢ If you leave an application or page by clicking 'Close' and the following pop-up appears, something on the page is not saved. Click 'No', then Save and try closing again.

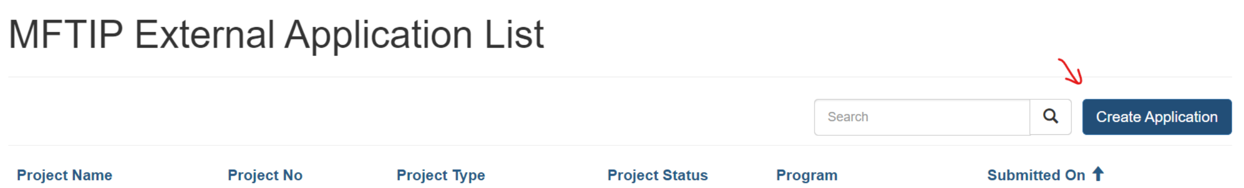


➢ Do not use special characters (~ # % & * { } \ : < > ? / | ") in the Project Title/Property Name of an application, in any of the compartment names, or in the file name of attachments.

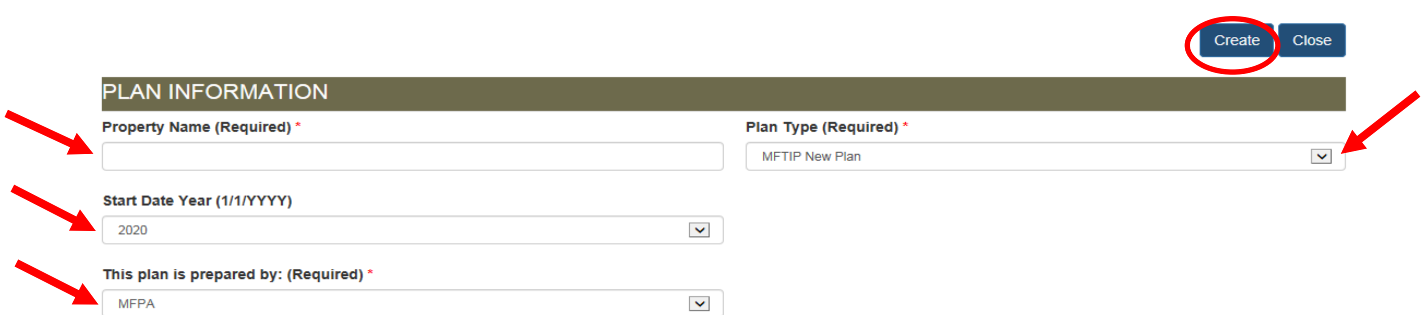
Start a MFTIP Application

1. Click on MFTIP at the top left of the screen and go to the "MFTIP Applications". There, select 'Create Application'.





2. This is the starting point for data entry. Fill out the 4 fields under 'Plan Information'. This information can be changed later if necessary. Once all information is completed, click 'Create'.



Property Name: This is what you want the plan to be called to help you identify each client's plan that you are working on (Example: Jones Property, Smith Plan)

Plan Type: Choose the appropriate category from the drop-down menu.

➢ Select "MFTIP New Plan"- if you are submitting a plan that is new to MFTIP.

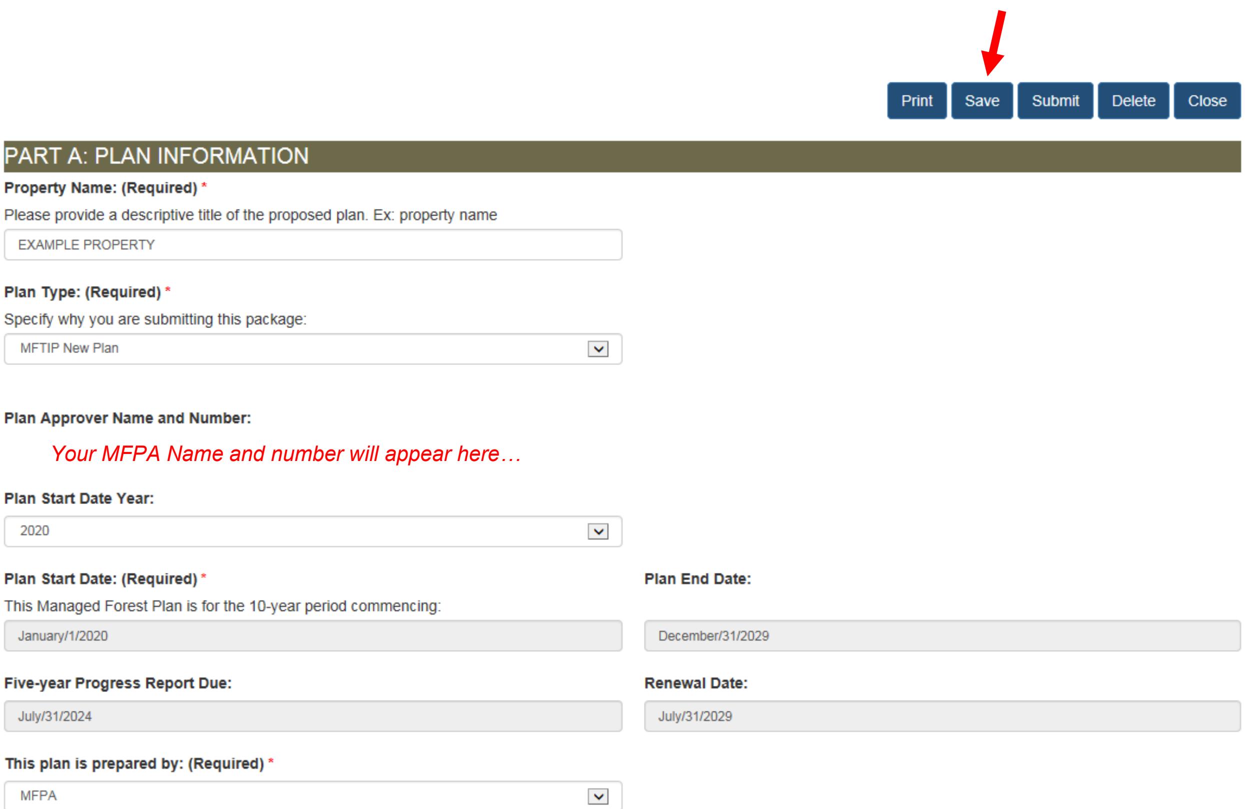
- ➢ Select “MFTIP New Plan- Ownership Change 90 days” if it is an ownership change within 90 days. You will need to include transfer documents as proof that the plan was submitted within the 90-day period. If it is after the 90-day period, the plan must be submitted as a “New Plan”.
- ➢ Select “MFTIP Plan Renewal” if the plan is being renewed at the 10-year mark.

***Start Date Year*:** As stated in your plan.

***This plan is prepared by*:** There is an option of landowner or MFPA. Select the one that reflects who the plan was prepared by.

Part A: Plan Information

3. Part A: Plan Information will load with information containing further details based on what you entered under the ‘Plan Information’. Confirm all the information is correct. Change any information as required. Once complete, click ‘Save.’


Print Save Submit Delete Close

PART A: PLAN INFORMATION

Property Name: (Required) *

Please provide a descriptive title of the proposed plan. Ex: property name

EXAMPLE PROPERTY

Plan Type: (Required) *

Specify why you are submitting this package:

MFTIP New Plan

Plan Approver Name and Number:

Your MFPA Name and number will appear here…

Plan Start Date Year:

2020

Plan Start Date: (Required) *

This Managed Forest Plan is for the 10-year period commencing:

January/1/2020

Plan End Date:

December/31/2029

Five-year Progress Report Due:

July/31/2024

Renewal Date:

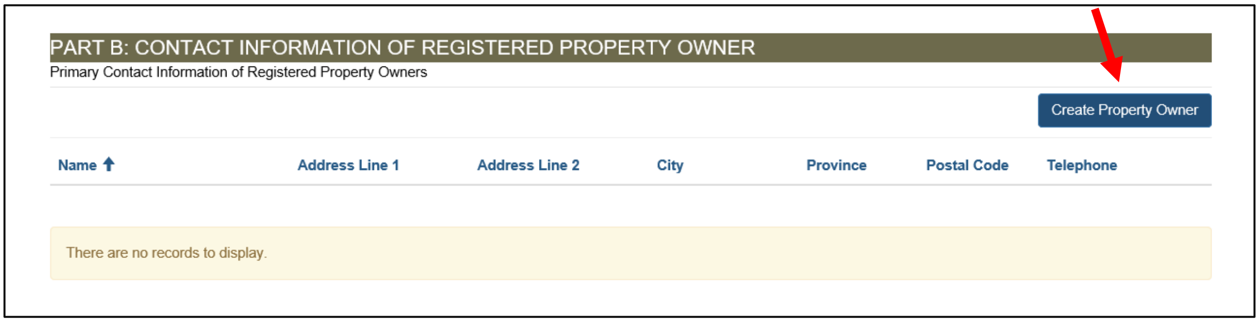
July/31/2029

This plan is prepared by: (Required) *

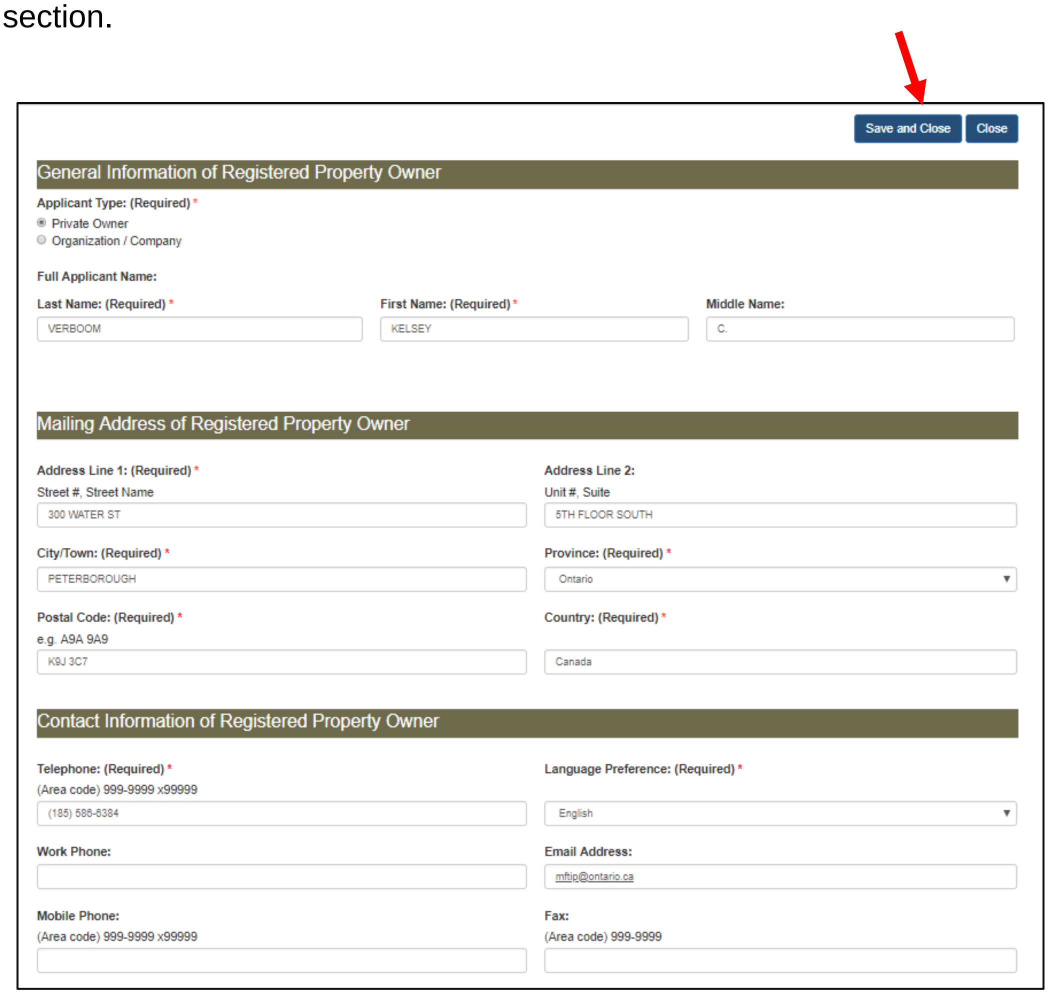
MFPA

Part B: Contact Information of Registered Property Owner

4. Scroll to Part B. Click on ‘Create Property Owner.’



5. Complete the General Information, Mailing Address and Contact Information of the Registered Property Owner. Once all information has been completed, select ‘Save & Close’. See below for some more information to assist in completing this section.



***Applicant Type*:** Private owner (i.e. John Doe) OR Organization/ Company (i.e. 123456 Ontario Inc.)

***Full Applicant Name*:** The name that appears on the Municipal Property Assessment from MPAC. The name of the registered owner, business or Conservation Area that is on the MPAC statement is the name of the applicant.

- More than one registered owner for the properties in the plan? Choose the primary contact that is also a registered owner of the property(ies).

***Mailing Address of Registered Property Owner*:** The current mailing address of the property owner as it appears on the MPAC statement.

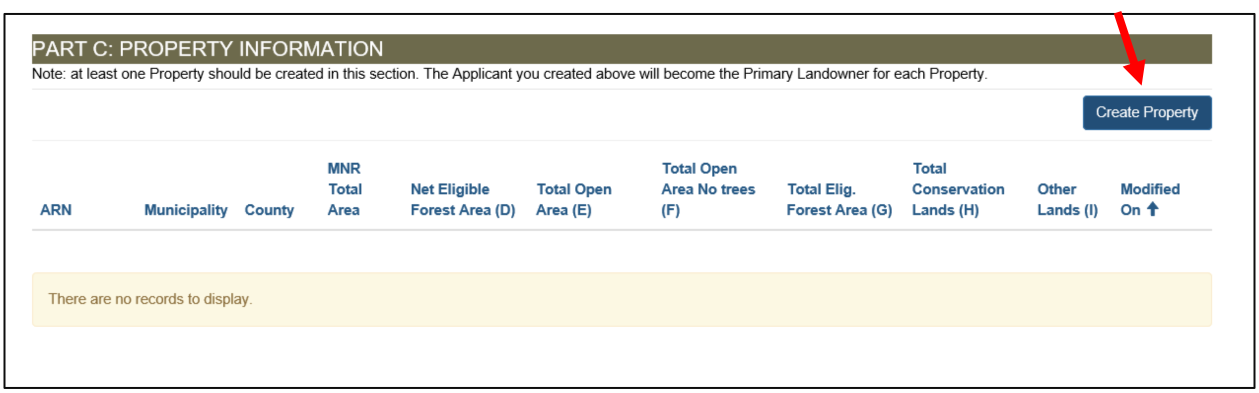
Clients need to inform MFTIP staff of any address changes throughout the term of their plan.

***Contact Information of Registered Property Owner*:** Use the current telephone number of the property owner. This would be on the MFTIP Application Form that the landowner filled out and signed.

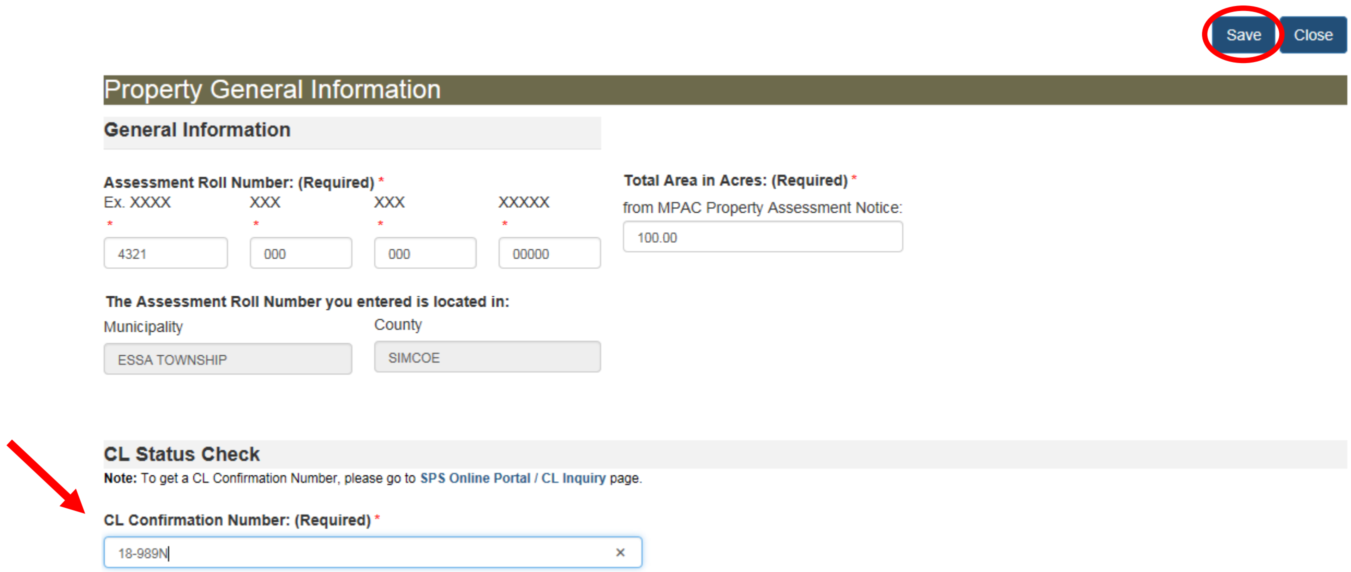
6. Once you have clicked 'Save and Close', it will return you to the main application page. A summary of the information you entered will show in Part B. Scroll to the top and click 'Save.'

Part C: Property Information

7. Scroll to Part C. Click on 'Create Property.'



8. Complete the required information under ‘Property General Information.’ Fill in the first 15 digits of the assessment roll number as it appears on the MPAC notice of assessment, total acres on the property & enter your CL Confirmation Number from your CL Inquiry. Once completed, click ‘Save’.

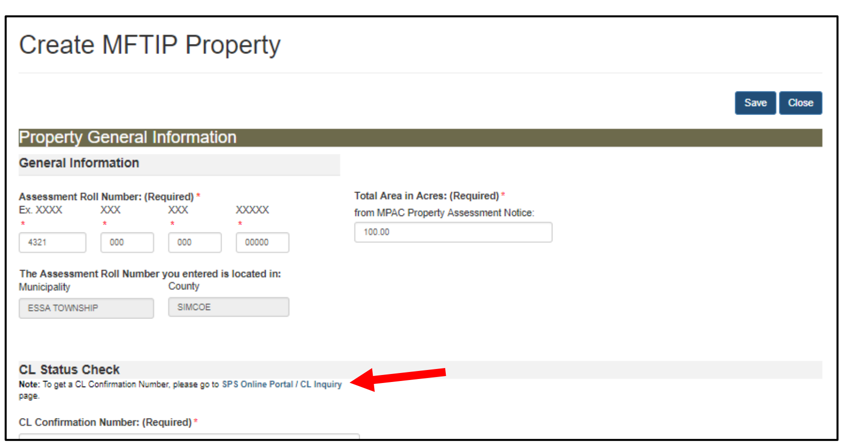


Assessment Roll Number: From the Notice of Property Assessment from MPAC. The first two numbers are for the County and the second two numbers are for the Municipality. Entering these numbers will auto-generate the county name and municipality under the heading “The Assessment Roll Number you entered is located in”

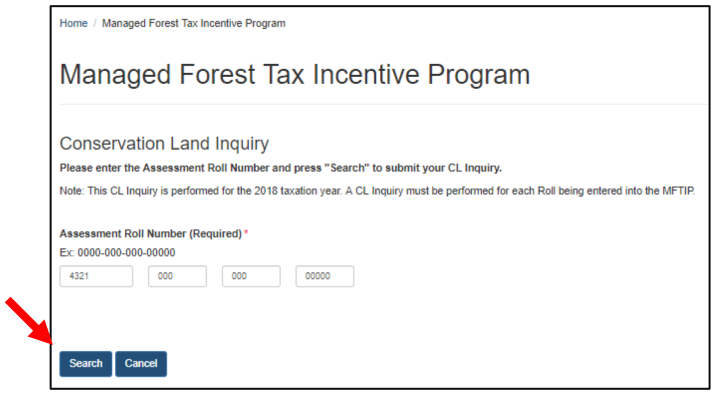
Total Area in Acres:
From the Notice of Property Assessment (sometimes located on page 2 of the assessment).

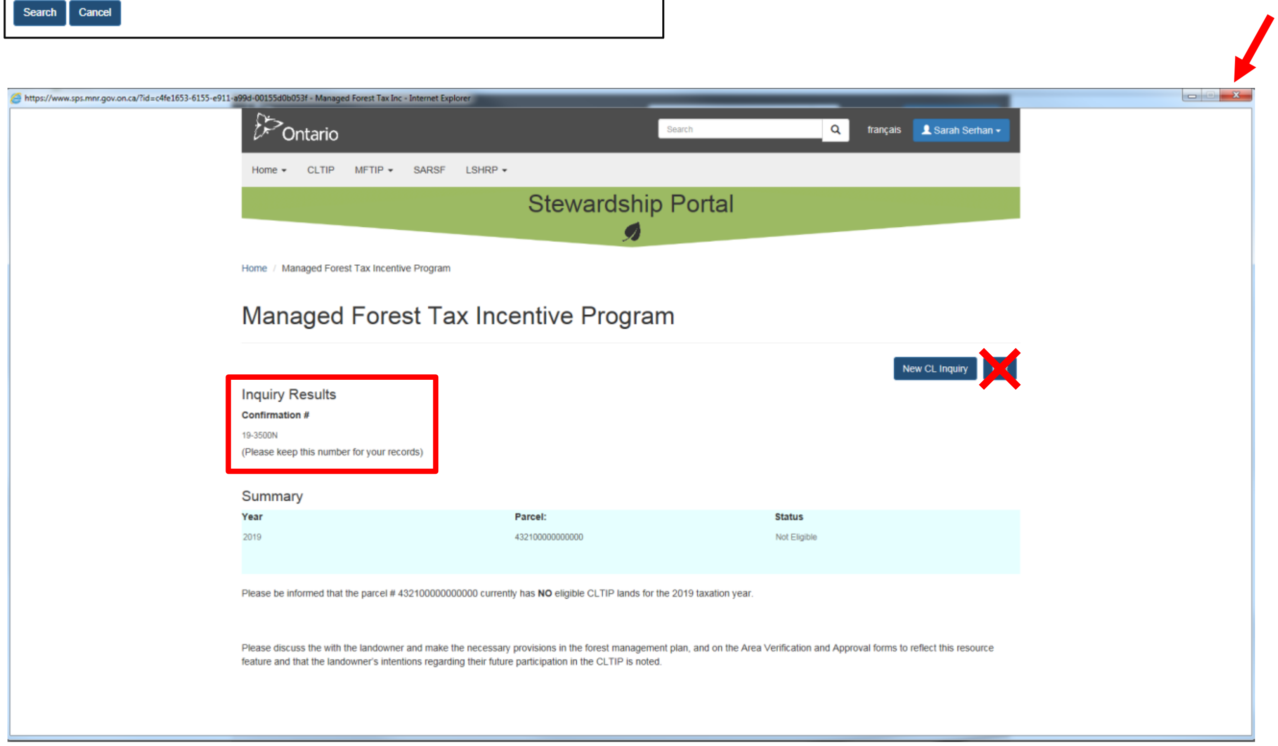
Remembered to do the CL Inquiry before starting the application? Great! Skip step 9. If you forgot, continue reading.

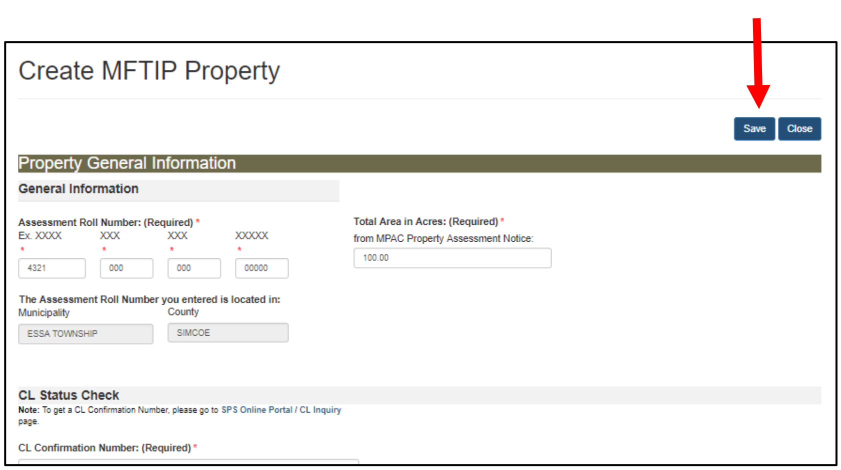
9. If you forgot to do the CL Inquiry before starting the application, click on ‘SPS Online Portal/ CL Inquiry’.



A pop-up will appear with the roll number already filled in. Click on ‘Search’ to receive the CL Inquiry result and copy/paste the Confirmation Number into the MFTIP Property page. Do not click the word ‘Exit’ from the CL Inquiry page- this will take you out of the application and will not keep unsaved changes. Simply select the ‘X’ in the top right corner of the pop-up to close the window. Once you have entered the CL Confirmation # under the ‘Property General Information’ section, click ‘Save’.

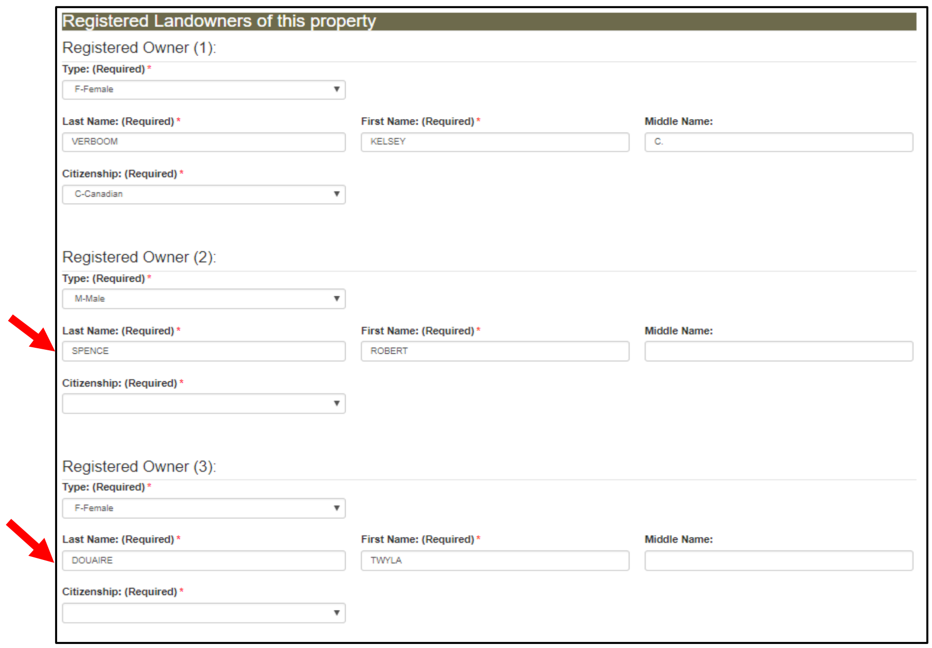






10. After clicking ‘Save’ the MFTIP Property form extends with more fields to complete for the property.
Registered Owner 1 will be auto-populated with the name that was provided under the plan’s Registered Property Owner section. If necessary, you can add registered landowners 2 and 3 to the property. Complete all required fields.

    If there are more than 3 registered landowners on the property, only include the first 3 names. MNRF will see from the Property Assessment that you attach to the application who all of the other registered owners are for the property. All owners will also need to sign an application form. You may attach multiple 10-year Application Forms to capture all the signatures of the owners.



Registered Landowners of this property

Registered Owner (1):

Type: (Required) * F-Female

Last Name: (Required) * VERBOOM | First Name: (Required) * KELSEY | Middle Name: C.

Citizenship: (Required) * C-Canadian

Registered Owner (2):

Type: (Required) * M-Male

Last Name: (Required) * SPENCE | First Name: (Required) * ROBERT | Middle Name:

Citizenship: (Required) *

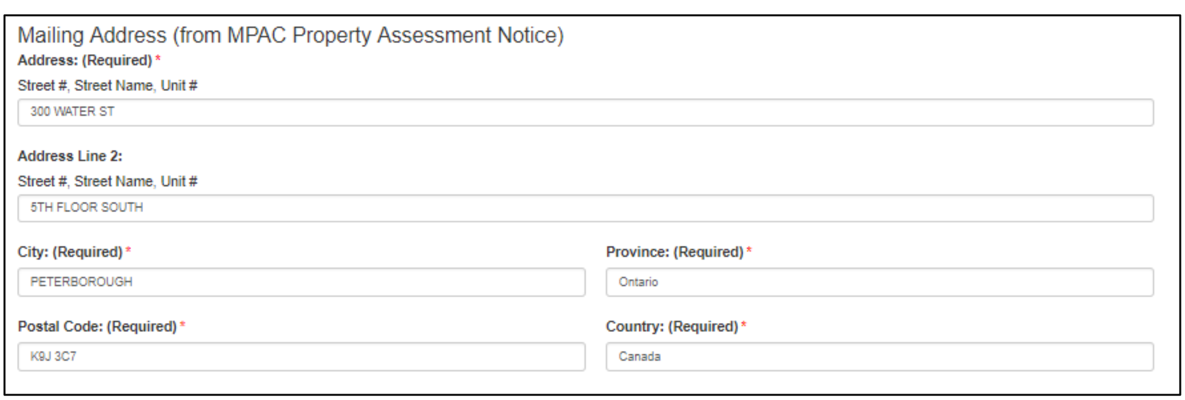
Registered Owner (3):

Type: (Required) * F-Female

Last Name: (Required) * DOUAIRE | First Name: (Required) * TWYLA | Middle Name:

Citizenship: (Required) *

11. The Mailing Address for the property will have auto-populated from the mailing address of the Registered Property owner from the main application in Part B. You can change it if required for the property- this will not change the information in Part B.



Mailing Address (from MPAC Property Assessment Notice)

Address: (Required) *
Street #, Street Name, Unit #
300 WATER ST

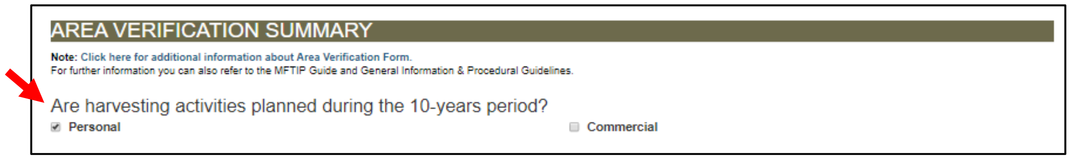
Address Line 2:
Street #, Street Name, Unit #
5TH FLOOR SOUTH

City: (Required) * PETERBOROUGH | Province: (Required) * Ontario

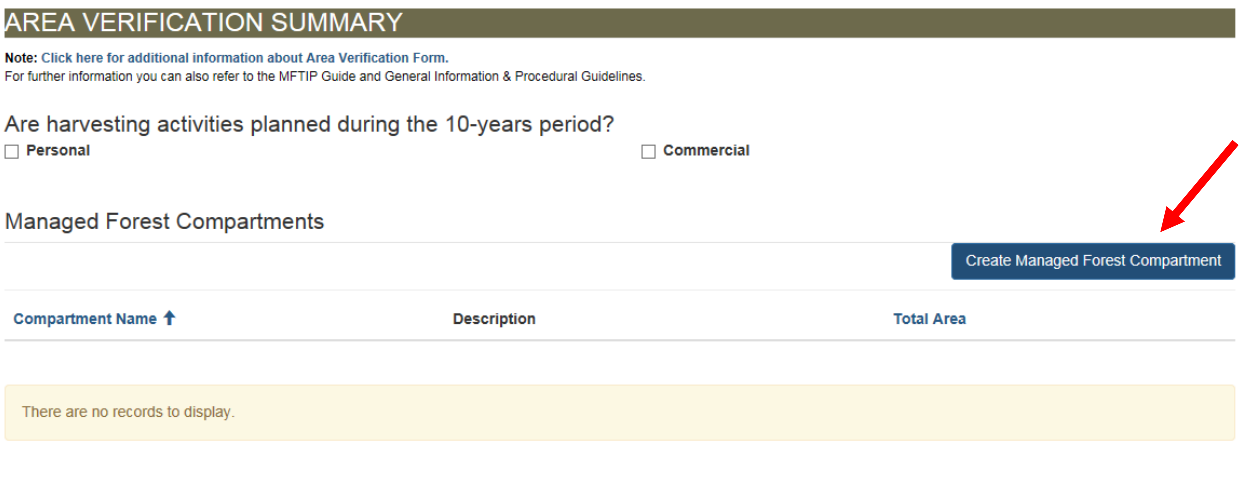
Postal Code: (Required) * K9J 3C7 | Country: (Required) * Canada

Area Verification Summary

12. Answer the first question under this section. You can click both boxes if the landowners are planning for personal and commercial harvesting or leave unchecked if they are not planning any harvesting.



13. Scroll to the top of the MFTIP Property page and click ‘Save.’ If you do not save all information that was previously filled out, it will not be saved when you move on to ‘Create Managed Forest Compartments’.

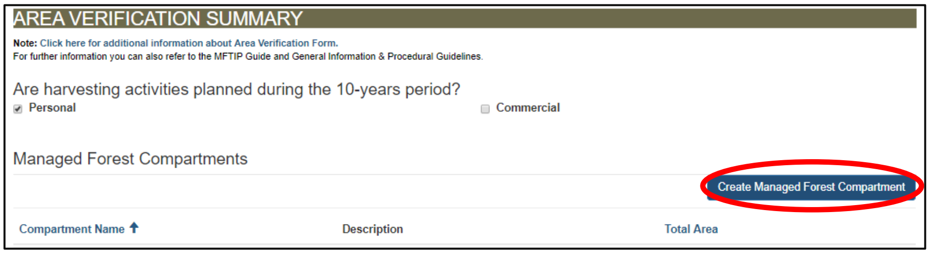


14. Each section of the Area Verification Summary (Managed Forest Compartment, Open area that can support trees, open area that cannot support trees) is consistent with the hard copy green Area Verification Form which was previously used for hard copy applications. Equations automatically calculate the eligible Managed Forest acres and Other Land Classes once all compartments have been created.

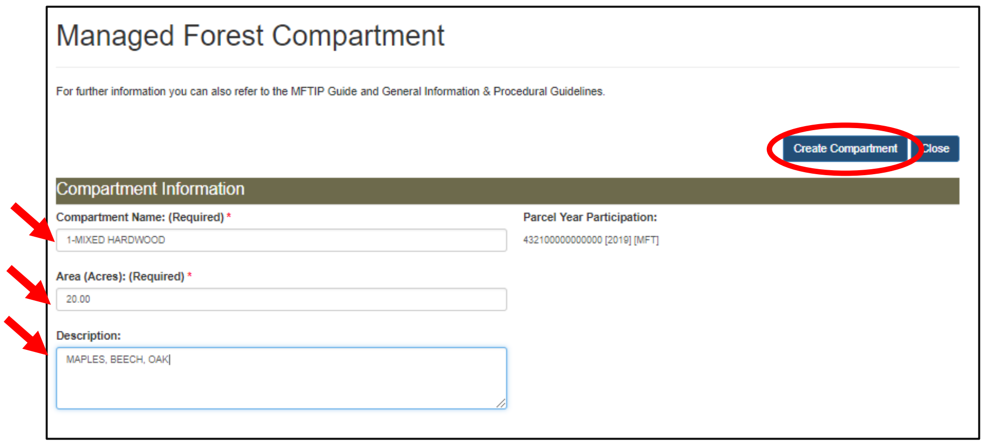
    To create a compartment for a section, click on the dark blue ‘Create…” button for that section. Once clicked, a new page will appear to fill out information about that compartment. Click ‘Create Compartment’ to save and add the information to the property. It will return you to the Area Verification Summary and display a summary of the information that you have just added. You can add multiple compartments for each section. See below for examples.

Create Managed Forest Compartments

15. Click 'Create Managed Forest Compartment.'



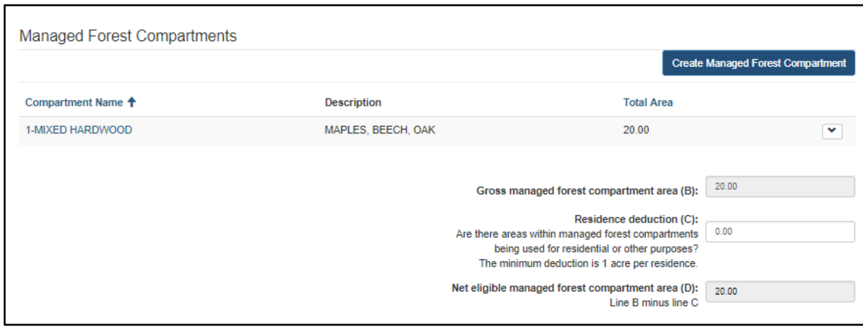
16. Enter information about the compartment and click 'Create Compartment.'



17. Information is summarized under the Area Verification Summary section. If required, you can add another Managed Forest Compartment by clicking 'Create Managed Forest Compartment.'

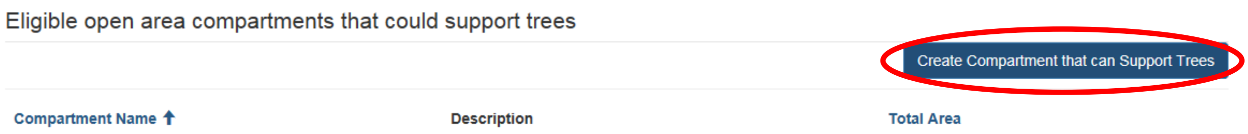
Total area for the Managed Forest Compartments is auto-calculated in the Net eligible managed forest compartment area (D).

18. You can enter any residential acreage deduction in Box C (Residence deduction) or it will automatically be included in the Other Land Classes in Box I if all of the acres on the property are not accounted for in the other compartments. Make sure that the residence deduction is a true representation of the actual residential area.

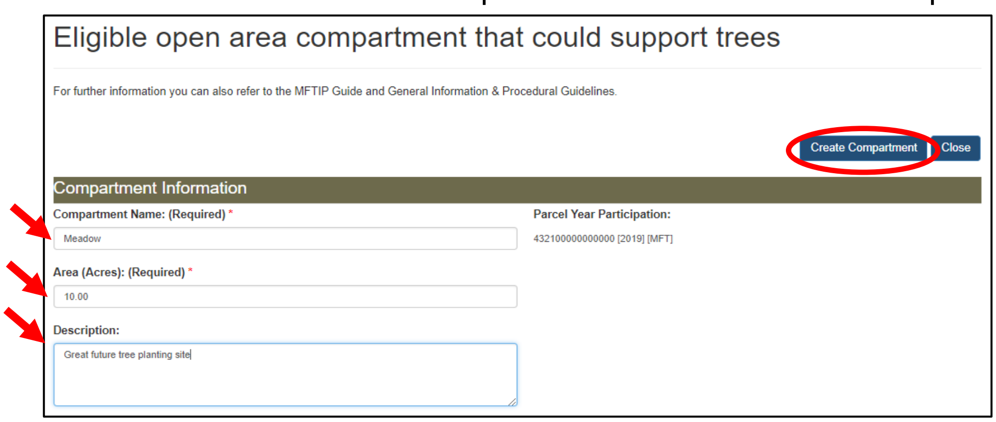


Create Compartment that can Support Trees

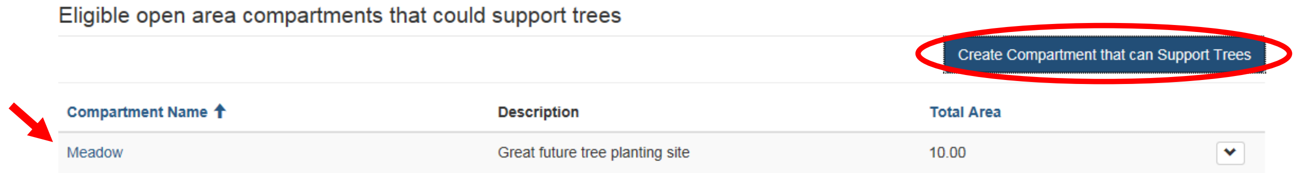
19. Click 'Create Compartment than can Support Trees.'



20. Enter information about the Compartment and click 'Create Compartment.'

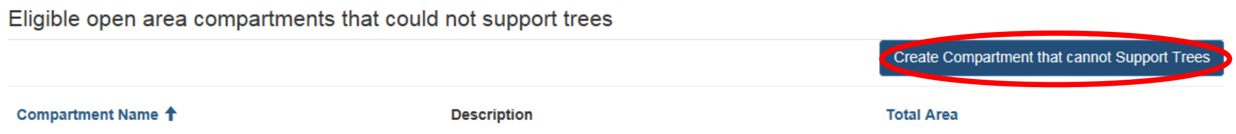


21. Information will be summarized in the Area Verification Summary section. If required, you can create another compartment that can support trees by clicking ‘Create Compartment that can Support Trees.’

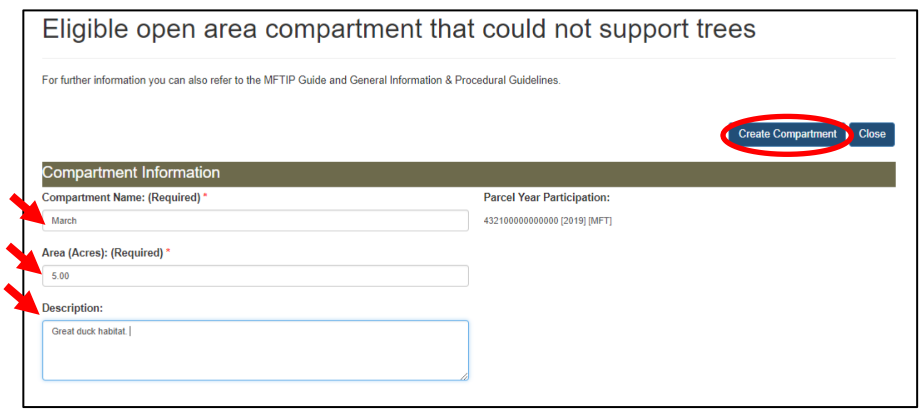


Create Compartments that cannot Support Trees

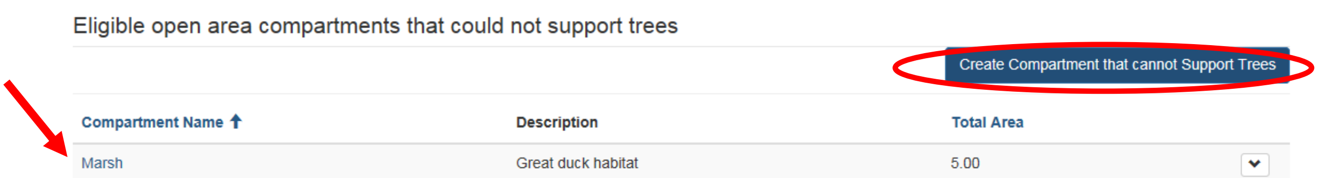
22. Click ‘Create Compartment that cannot Support Trees.’



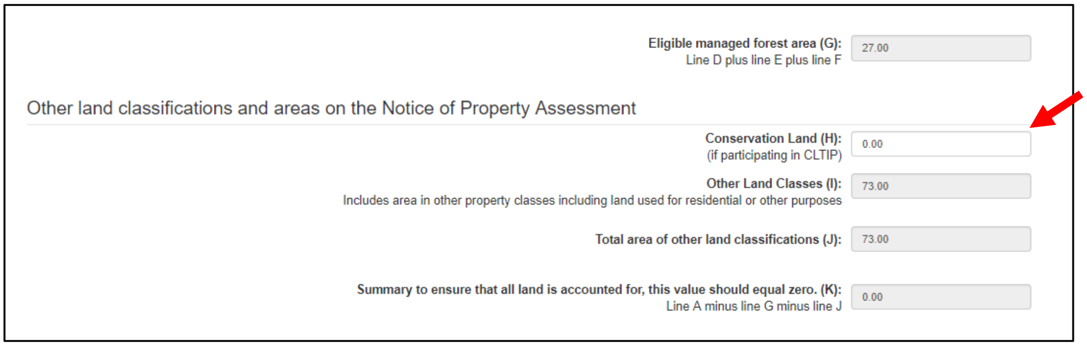
23. Enter information about the Compartment and click ‘Create Compartment.’



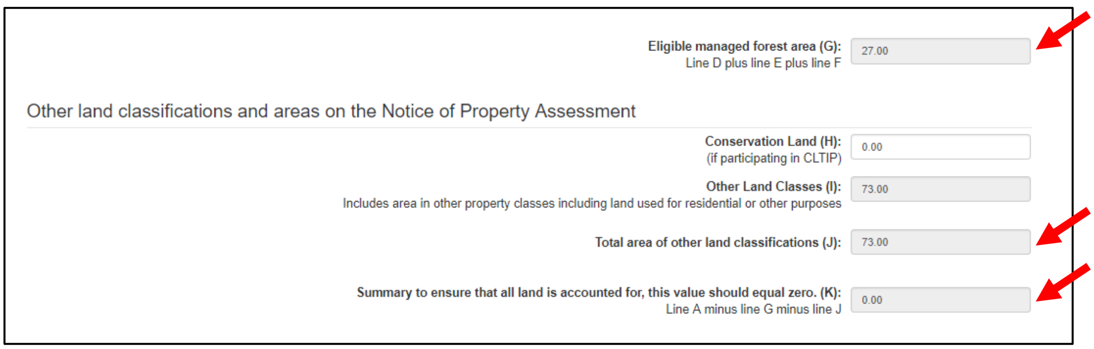
24. Information is summarized on the Area Verification Summary section. If required, you can create another compartment that cannot support trees by clicking ‘Create Compartment that cannot Support Trees.’



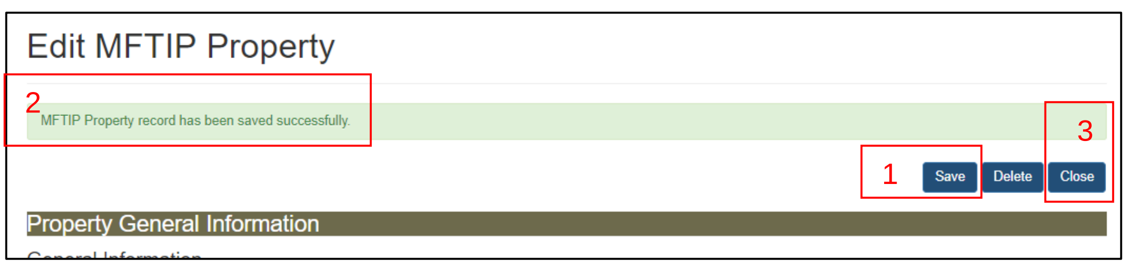
25. Once all compartments are added to the Area Verification Summary, enter how many acres (if any) are participating in the Conservation Land Tax Incentive Program (CLTIP).



26. A summary of the eligible managed forest area (Box G) and total area of other land classifications (Box J) will be automatically calculated at the bottom of the section. Ensure these numbers are accurate with your calculations and that Box K equals zero. These numbers will update as changes are made to the property.



27. When you are done entering all information about the property, scroll to the Top of the MFTIP Property page and click ‘Save.’ Wait for the successful save notification to show. Then click ‘Close.’



28. You will be returned to the main application page. A summary of the property information will be available for you to review under Part C: Property Information. If there is another property to add into the application, select ‘Create Property’ and repeat steps 8-13. Once you are done Part C, scroll to the top of the application and click ‘Save.’
You can click on the roll number or the arrow to open the property and review that data to ensure everything is correct and make any necessary changes.

PART C: PROPERTY INFORMATION

Note: at least one Property should be created in this section. The Applicant you created above will become the Primary Landowner for each Property.

Create Property

ARN	Municipality	County	MNR Total Area	Net Eligible Forest Area (D)	Total Open Area (E)	Total Open Area No trees (F)	Total Elig. Forest Area (G)	Total Conservation Lands (H)	Other Lands (I)	Modified On
432100000000000	ESSA TOWNSHIP	43-SIMCOE	100.00	20.00	2.00	5.00	27.00	0.00	73.00	April/24/2018 12:33 PM

Part D: Managed Forest Plan Approval Form

29. All property(ies) information will be summarized in Part D which resembles the blue Managed Forest Plan Approval Form formerly provided in hard copy. Confirm all information in this section is correct. If there are any necessary changes, return to Part C to correct the information about the specific property.

Part D: MANAGED FOREST PLAN APPROVAL FORM

Before proceeding, please review the summarized information below:

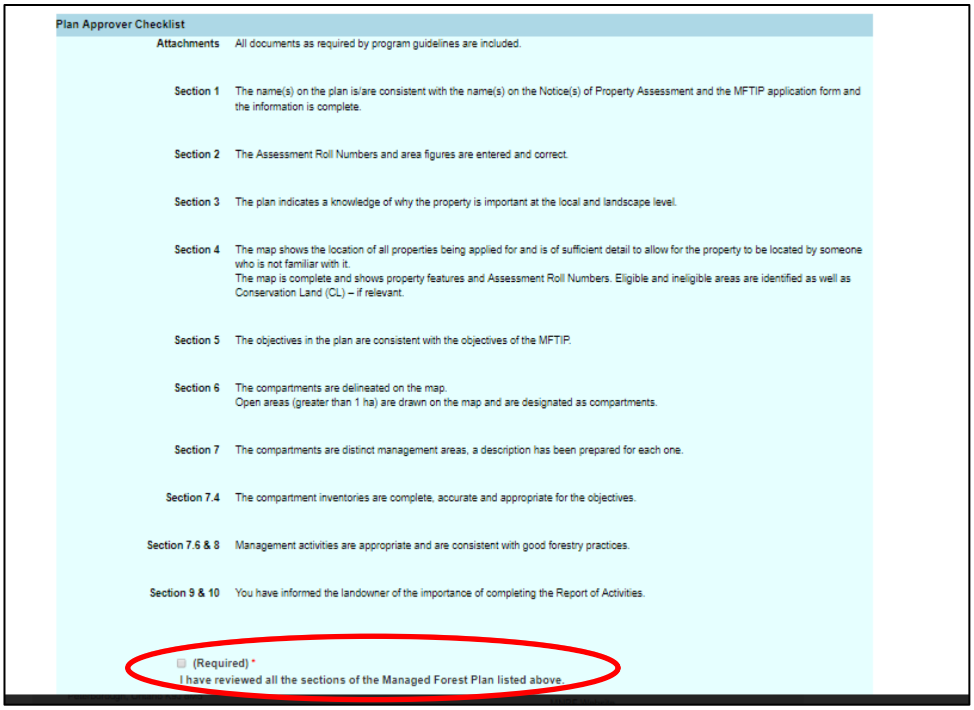
Assessment Roll Number: 432100000000000

County: 43-SIMCOE **Municipality: ESSA TOWNSHIP**

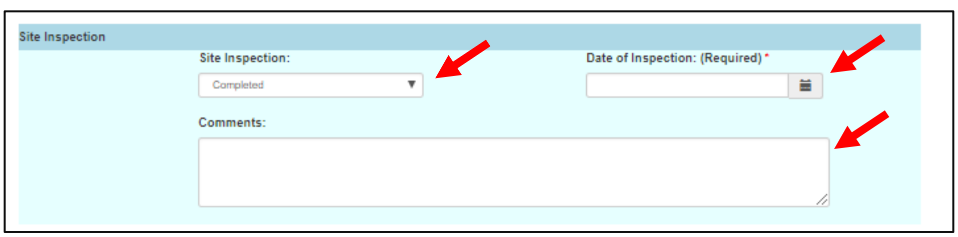
Summary Information(from Area Verification form):

Total Area on Notice of Property Assessment (Line A):	Net Forested Compartments (Line D):	Open Area Compartments (Line E):	Open Area that could not support trees (Line F):	Eligible Managed Forest Area (Line G):	Conservation Land - Participating (Line H):	Other Land Classes (Line I):
100.00	**20.00**	**2.00**	**5.00**	**27.00**	**0.00**	**73.00**

30. A checklist is present to ensure you have met all of the requirements for a MFTIP application. Check off the box indicating that you have reviewed the entire Managed Forest Plan.



31. Complete the site inspection information. Clicking on the icon next to the Date of Inspection box will open a Calendar to easily select the date. Once completed, scroll to the top of the application and click ‘Save.’



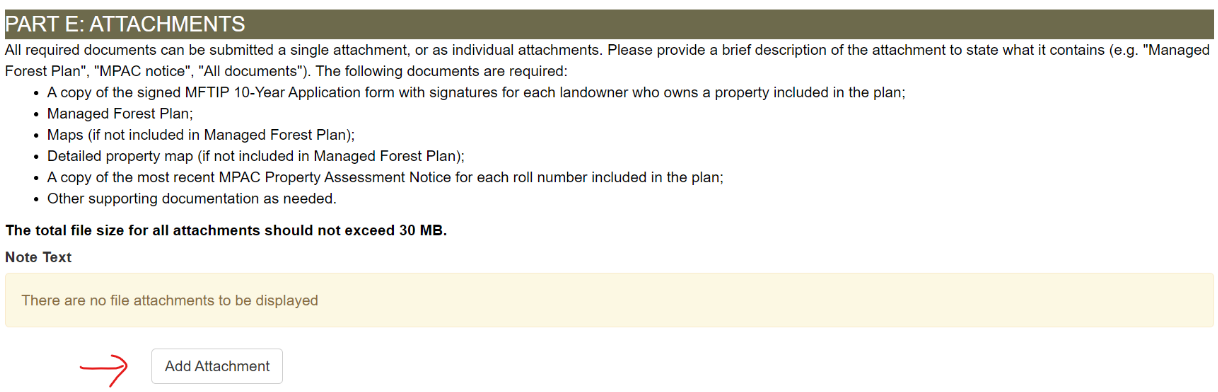
Part E: Attachments

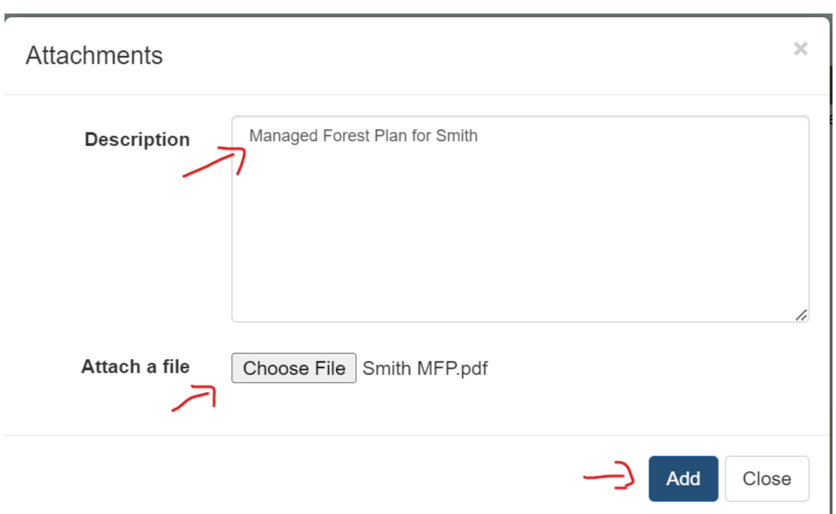
32. Scroll to Part E: Attachments. Click ‘Add Files’ to attach .pdf or .jpeg documents required for the plan.

Ensure all information listed as required is included as an attachment. This includes:

- ✓ A copy of your complete Managed Forest Plan
- ✓ MPAC Property assessment notice or other combination of supporting documents that show the MPAC Total Area, roll number and ownership
- ✓ Application form(s) signed by all landowners
- ✓ Maps, if not included in the Managed Forest Plan
- ✓ Self-assessment form, if this is one of the first 5 plans you have submitted.

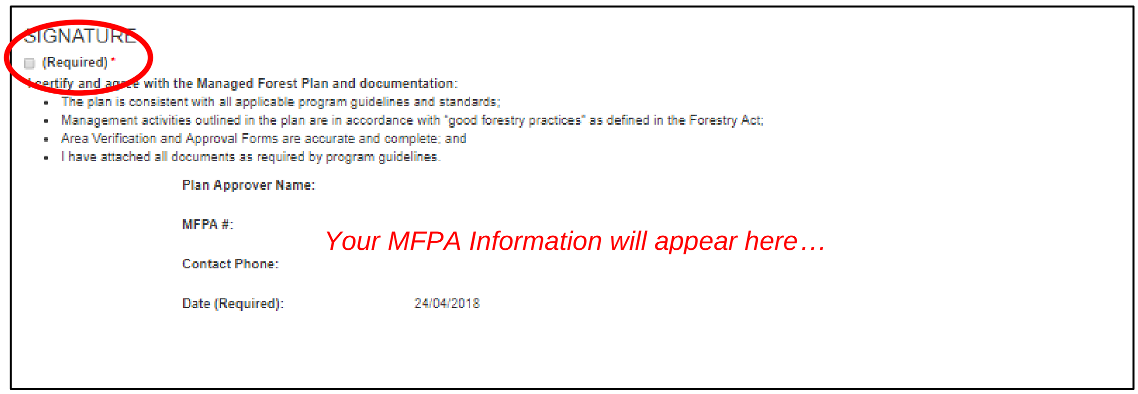
Each file you attach needs a description. Please list what the document is (e.g. “Managed Forest Plan for E.D. Smith”, “MPAC Property Assessment Notice for 010100100100001”, “Signed application form”, etc.



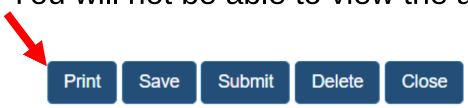


Be sure to include a description. If there is no description, you won’t be able to add the attachment.

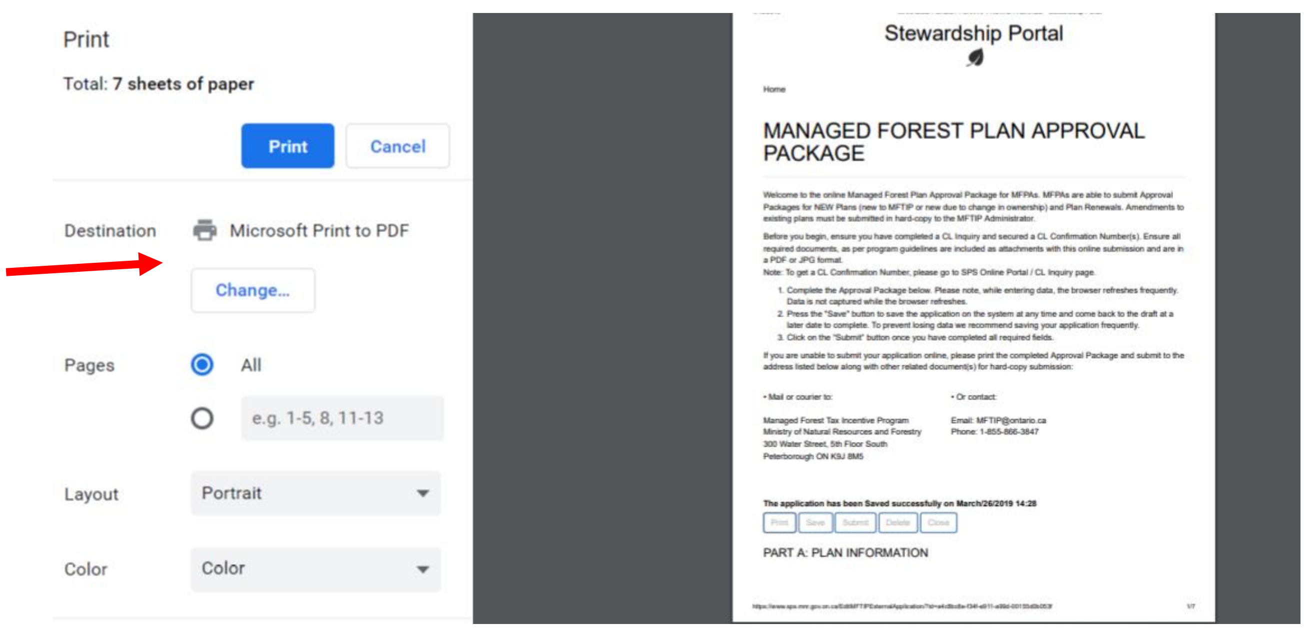
33. Once all attachments are added, check off that you certify and agree with the Managed Forest Plan and documentation provided meets all listed requirements.



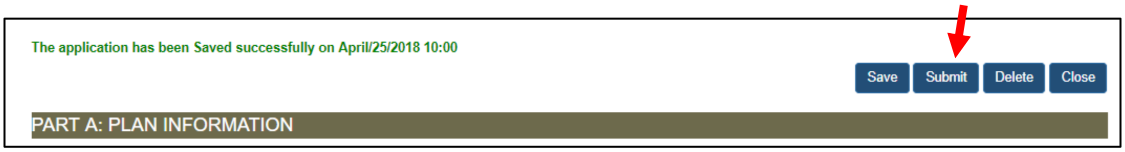
34. If you want to print or save a copy of the application for your records, click 'Print'. You will not be able to view the application again once it has been submitted.



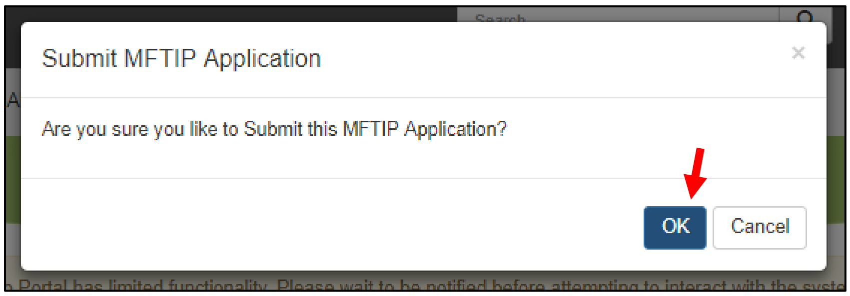
To save a PDF of the application, click 'Print' and, in the print dialog box that comes up, select 'Print to PDF' or similar as the printer or destination. This option will vary depending on your browser and operating system.



35. If you are ready to Submit, click ‘Submit.’ If you are <u>not</u> ready to Submit, click ‘Save’ and then ‘Close’ to exit the application after saving.



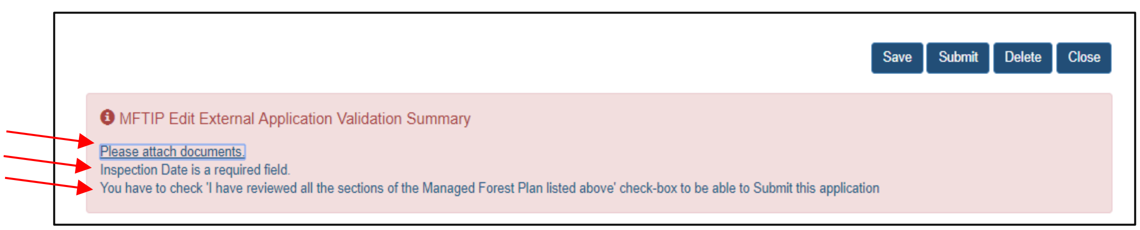
36. If you are ready to Submit and there are no errors, the following box will appear. Clicking ‘OK’ will submit the application.



37. Once submitted, the following will appear. Click ‘Close.’

➢ What if errors appear when I try to submit?

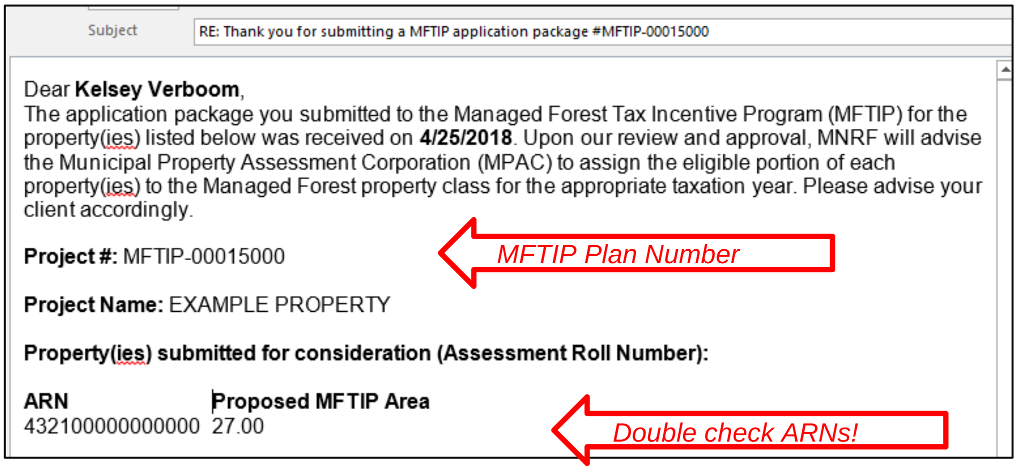
If there are errors anywhere in the form, they will appear when you try to submit the application. You can click on each line item in the error box and it will take you to the area of the form that needs correction.



Correct the problems, and try submitting again.

38. If your plan is successfully submitted, you will receive an auto-generated e-mail confirming submission of the application plan to MFTIP. Double check that the assessment roll numbers and MFTIP areas are correct. If there is a mistake, please contact MFTIP staff and reference the assessment roll number.

a. In this example, 15000 is the new plan number assigned to the plan that was submitted.
b. This e-mail can be forwarded to your clients. Please let your clients know what their plan number is.


Subject RE: Thank you for submitting a MFTIP application package #MFTIP-00015000

Dear **Kelsey Verboom**,
The application package you submitted to the Managed Forest Tax Incentive Program (MFTIP) for the property(ies) listed below was received on **4/25/2018**. Upon our review and approval, MNRF will advise the Municipal Property Assessment Corporation (MPAC) to assign the eligible portion of each property(ies) to the Managed Forest property class for the appropriate taxation year. Please advise your client accordingly.

Project #: MFTIP-00015000

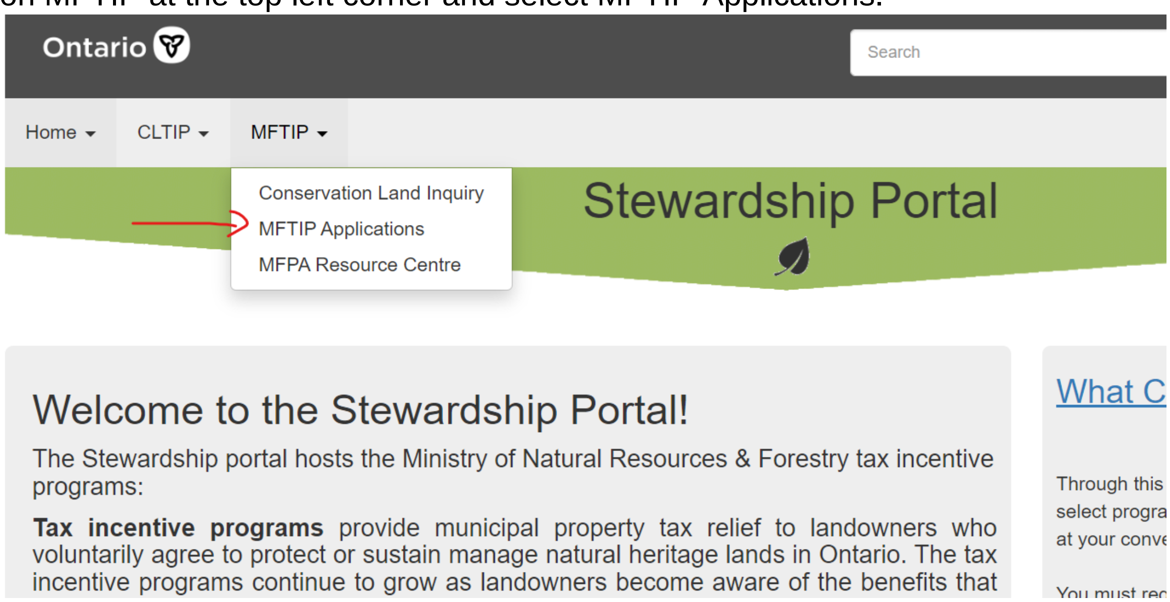
Project Name: EXAMPLE PROPERTY

Property(ies) submitted for consideration (Assessment Roll Number):

ARN	Proposed MFTIP Area
432100000000000	27.00

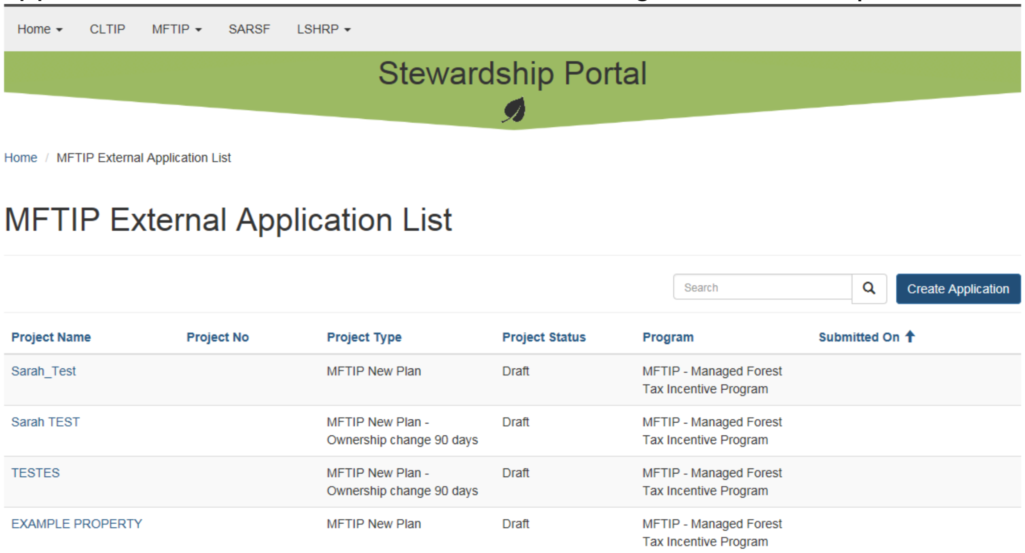
How to See a List of Applications in Progress or Submitted

39. To see a list of applications you have submitted or are currently working on, click on MFTIP at the top left corner and select MFTIP Applications.

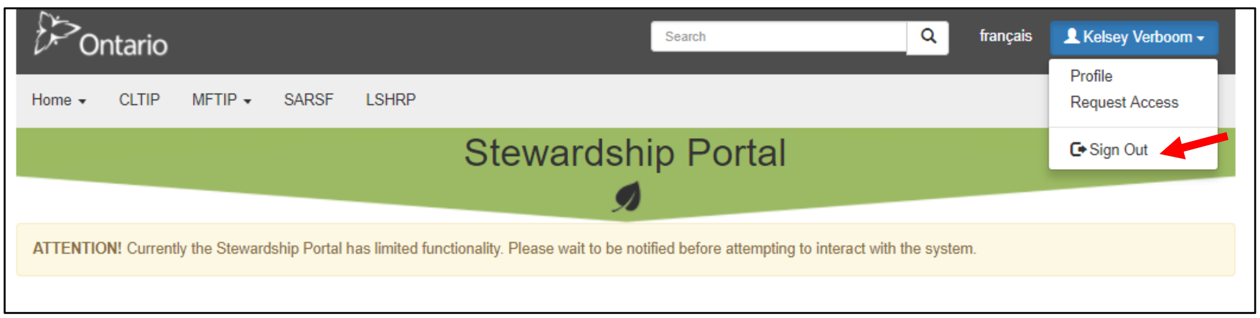


40. You can see the status of your applications in the ‘Project Status’ column. If they are Drafts, you can click on the Project Name of the Application to open and edit it. Once they are submitted, the Project Status will change to Submitted, the new plan number will appear under ‘Project No’, and the date it was submitted will

appear under ‘Submitted On.’ You will no longer be able to open them.



41. If you have no further plans to submit, you can click on your name in the top right corner and select ‘Sign Out.’



Frequently asked questions

Q: What if I forgot to attach a document, or need to make a correction?

- Contact MFTIP@ontario.ca. Staff there can set the plan back to ‘draft’ so you can edit it and re-submit it, or can attach a document or make a minor correction for you.

Q: I didn’t get a confirmation email. What do I do?

- Check in the MFTIP Applications list to see whether the application says ‘submitted’, or still says ‘draft’.
  - If it says ‘submitted’, give it some time – it can sometimes take a day to send a confirmation email. If you still haven’t received one after 24 hours contact MFTIP@ontario to have it re-sent.

- If it says ‘draft’, then the application has run into an error that is preventing it from submitting. Correct any errors and try again. Possible errors are:
  - You added an attachment note, but didn’t attach any files to it
  - You have a special character in the project name, compartment name or compartment descriptions. Check for these characters: ~ # % & * { } \ : < > ? / | "
  - You have a compartment description that exceeds 2000 characters.
  - You created the application before the deadline, with correct start date for submission before the deadline, but the deadline has now passed and the start date needs to be adjusted 1 year later.

If you have any questions, please e-mail MFTIP at mftip@ontario.ca.