



Harvester Application Guide

Taansi and welcome to the MNBC Hub!

You can now submit a New Harvester Card application and Harvester Card renewals directly on the Hub. You'll also be able to track the stages of the application from the homepage. The guide below walks you through the process of applying for a Harvester Card for the first time. There may be variations in this process if you apply for a card without hunting, applying on behalf of a minor or if you are completing a renewal application.

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Applying for a Harvester Card for the first time:

1. Log onto https://metishub.ca/ using your username and password. You must sign up for an account beforehand.

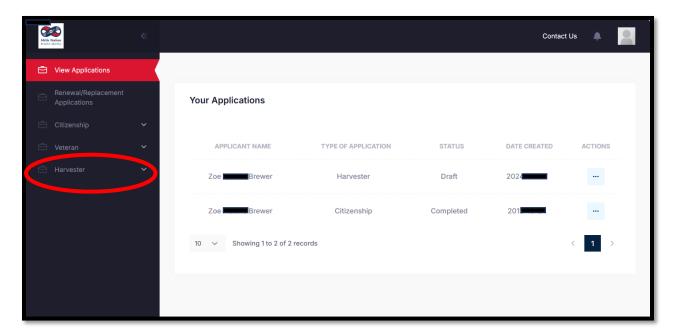
(For guidance on signing up for a new account, visit https://www.mnbc.ca/media/2609)



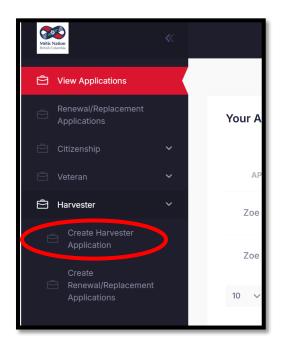




2. Click Harvester.



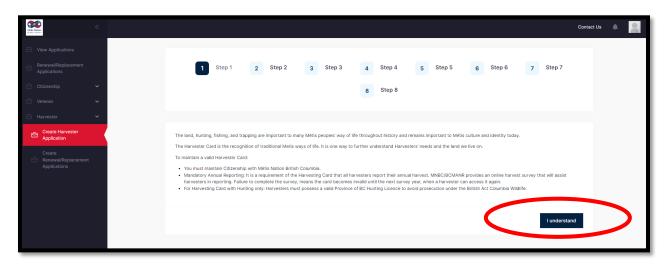
3. Click Create Harvester Application.



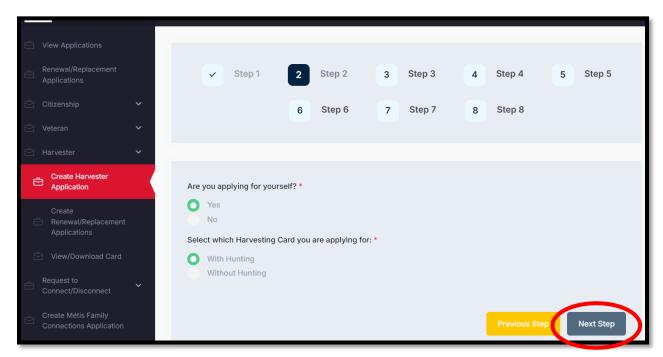




4. Follow the steps through the application. Read the requirements and click **I understand** to proceed to the next step.



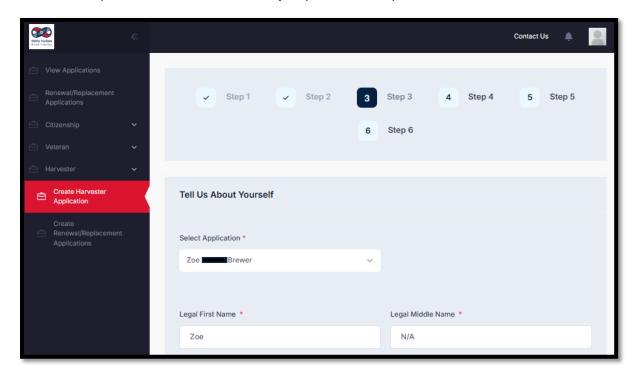
5. Select the options that apply to you and click **Next Step.**







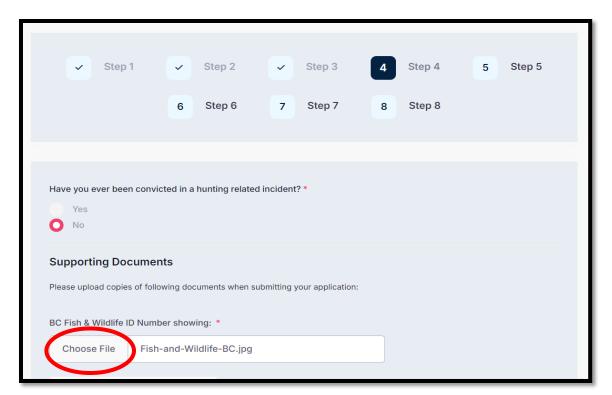
6. Enter your details and click **Next Step** to proceed to Step 4.



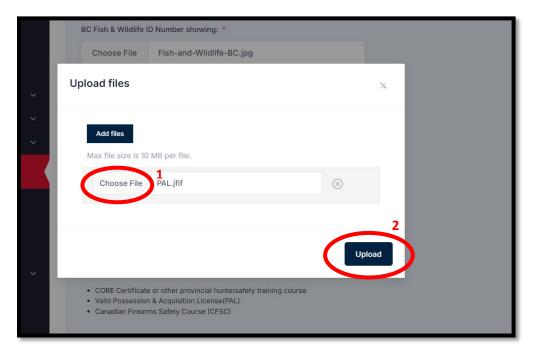
7. Upload supporting documents if necessary (card with hunting only).







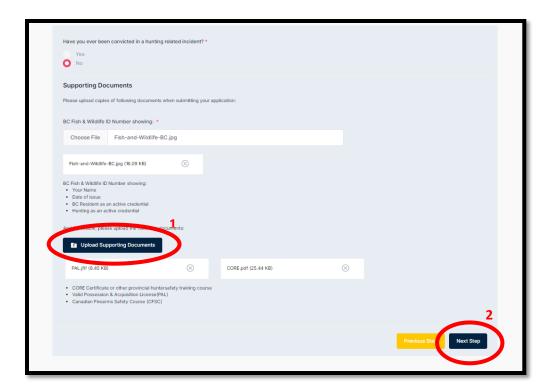
8. Click the **Choose File** button to upload a relevant document and after you've selected it from your computer, click **Upload.**



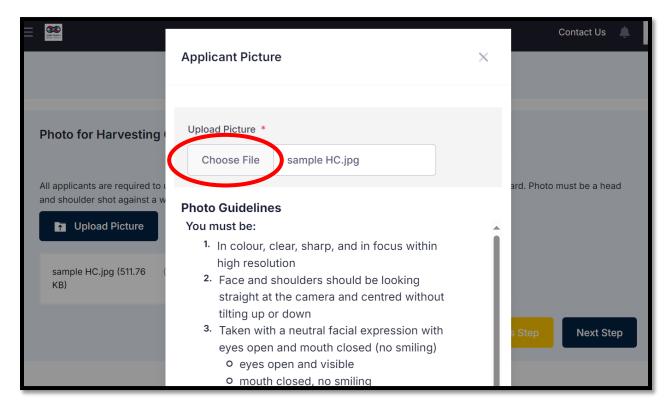
9. If more documents need to be uploaded, click on **Upload Supporting Documents** and repeat step 8 above. Once all supporting documents have been uploaded, click **Next Step.**







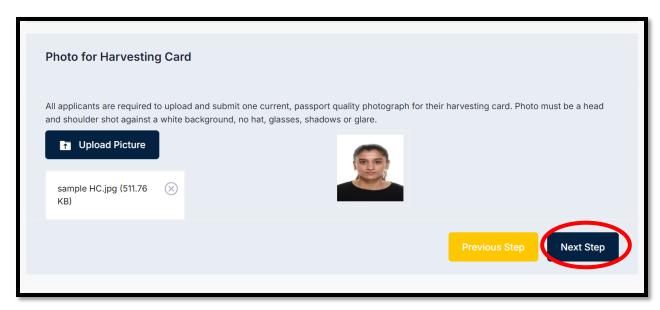
10. Click **Choose File** to upload a photo as per the requested requirements.



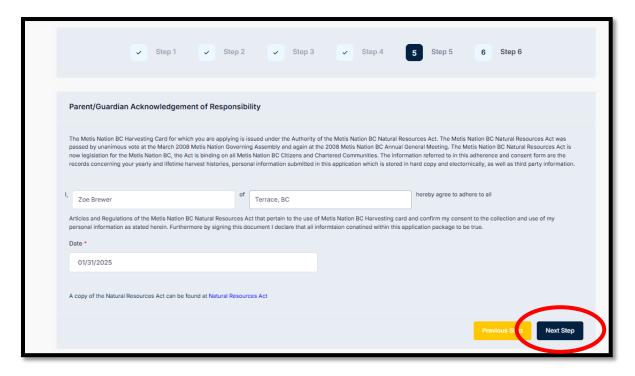




11. You'll see a preview of your photo. If it is correct, click **Next Step** to continue.



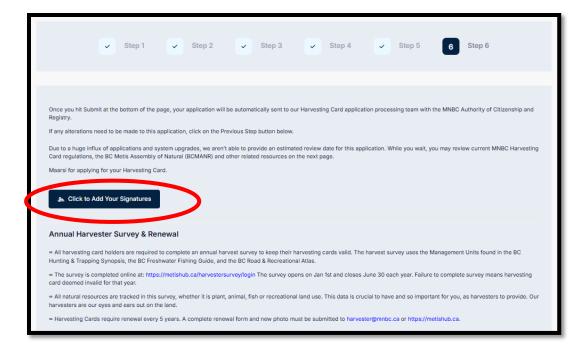
12. Sign the Acknowledgement of Responsibility.



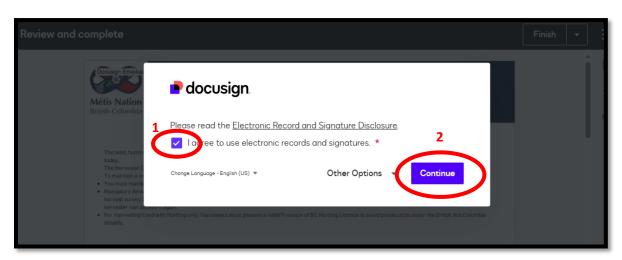
13. Select the **Click to Add Your Signatures** button. You will be redirected to Docusign to sign your application and provide a signature for the Harvester Card.







14. Tick the checkbox first and then click Continue.



15. Select the **Sign** button to provide your signature.







16. Click **Next** to go to the next signature submission.



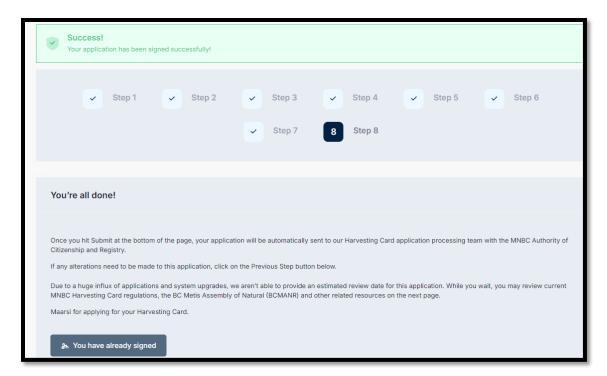
17. Click **Finish** to back to the application on the MNBC Hub.



18. A banner will appear to let you know it has been signed, as seen below.







19. Click **Submit Application** to complete your submission.

