

## INSTRUCTIONS TO ACTIVATE YOUR ONLINE SUBSCRIPTION

### Individual Members:

1. Go to [www.canmin.org](http://www.canmin.org)
2. Click on 'Subscriptions' located on the left side of the screen
3. Under 'How to Activate Your Subscription' click on 'Activate' your subscription (individual members). You will get to the following screen:

Please enter your Customer Number (included with your payment confirmation letter) and then click the **Submit** button.

**Activate Your Online Subscription:**

Enter your Customer Number (included with your payment confirmation letter):

4. Enter your customer number and click the **Submit** button. Your customer number is MAC (in upper case) followed by your membership id indicated on your receipt.  
Example:  
MAC4568 (Your customer number is case sensitive and should be typed in **upper case** and without space or dash between MAC and your id number)
5. When you get to the next screen, if the information found doesn't match your coordinates, you may have entered the wrong Id number; please do not update the file and contact us to obtain the proper ID.
6. Complete parts A and B, THEN click **Send Form**.
7. You will receive confirmation and any other necessary information via email.

### Institutional Members:

1. Go to [www.canmin.org](http://www.canmin.org)
2. Click on 'Subscriptions' located on the left side of the screen
3. Under 'How to Activate Your Subscription' click on 'Activate' your Institutional Subscription.  
You will get to the following screen:

Please enter your Customer Number (included with your payment confirmation letter) and then click the **Submit** button.

**Activate Your Online Subscription:**

Enter your Customer Number (included with your payment confirmation letter):

4. Enter your customer number and click the **Submit** button. Your customer number is MAC (in upper case) followed by your membership id indicated on your receipt.  
Example:  
MAC4568 (Your customer number is case sensitive and should be typed in **upper case** and without space or dash between MAC and your id number)
5. When you get to the next screen, if the information found doesn't match your coordinates, you may have entered the wrong Id number; please do not update the file and contact us to obtain the proper ID.
6. **BEFORE completing this form**, make sure that you know the IP Address(es) for your institution. If you need assistance, contact your computer services department and show them our [Help with IP Addresses](#) page. This page contains **CRITICAL INFORMATION ABOUT IP ADDRESSES**. You will have to enter your institution's IP Addresses in Part II of the activation process.
7. Complete parts A, B, and C THEN click **Send Form**.
8. The administrator contact person you specify will receive confirmation and any other necessary information via email.

**Please be advised, if you receive the following message 'The Customer Number that you have given has already expired' this means you have not renewed your subscription for the current year and you will need to contact the Mineralogical Association of Canada to renew your membership.**

Should you have any difficulties please don't hesitate to contact us at:

E-mail: [eaccess@mineralogicalassociation.ca](mailto:eaccess@mineralogicalassociation.ca)  
Phone: (418) 653-0333