

# 'HOW TO' GUIDE:

## Registering with the Environmental Registry of Ontario (ERO)

*To track project proposals and receive notifications about public  
comment opportunities*



# STEP ONE

Visit  
[ero.ontario.ca](https://ero.ontario.ca)



The screenshot shows the homepage of the Environmental Registry of Ontario (ero.ontario.ca). The browser address bar displays the URL. The page features a dark green header with the Ontario logo and navigation links for Home, Search, Map, and About. A 'Log in / Register' button and a 'Français' link are also present. The main content area has a large banner with a bee on a purple flower and the text 'Welcome to the Environmental Registry of Ontario'. Below the banner is a search bar. A section titled 'I am looking for:' offers three options: 'all new postings in the last 7 days', 'all instruments (permits, approvals, etc.) posted in the last 7 days', and 'View consultations on our map'. The page also includes sections for 'Recent policy, act, and regulation notices' and 'Featured consultation'.

# STEP TWO

Click “Log  
In/  
Register”

The screenshot shows the homepage of the Environmental Registry of Ontario (ero.ontario.ca). The browser's address bar displays the URL. The website header includes the Ontario logo and the text 'Environmental Registry of Ontario'. A green navigation bar contains links for 'Home', 'Search', 'Map', 'About', and 'Log in / Register', with the latter being circled in red. Below the navigation bar is a large banner image of a bee on a purple flower. The banner text reads: 'Welcome to the Environmental Registry of Ontario. The registry allows you to comment and share your thoughts on actions we take that could affect the environment.' A blue button labeled 'Search the registry' is positioned below the banner. The main content area features a section titled 'I am looking for:' with three icons and corresponding text: a calendar icon for 'all new postings in the last 7 days', a document icon for 'all instruments (permits, approvals, etc.) posted in the last 7 days', and a location pin icon for 'View consultations on our map'. Below this are two columns: 'Recent policy, act, and regulation notices' with a link to a 2016-2020 Cumulative Impact Assessment, and 'Featured consultation' with a photo of hands holding a device.

# STEP THREE

Click "Log in with My Ontario Account / Register"

The screenshot shows the Environmental Registry of Ontario website. The browser address bar displays 'ero.ontario.ca'. The page header includes the Ontario logo and the text 'Environmental Registry of Ontario'. A green navigation bar contains links for 'Home', 'Search', 'Map', 'About', and a 'Log in / Register' button. The main content area is titled 'Log in' and features two sections: 'Public' and 'OPS Employees'. The 'Public' section includes a description and a blue button labeled 'Log in with My Ontario Account / Register', which is circled in red. The 'OPS Employees' section includes a description and a blue button labeled 'Log in with Ontario Public Service Account'. The footer contains information about the registry, contact details, and copyright information.

**STEP FOUR**  
**Click**  
**“Create**  
**Account”**

The screenshot shows a web browser window with the URL `signin.ontario.ca`. The page features the Ontario logo and a navigation bar with the text "Ontario" and "Français". The main content area is a sign-in form. At the top of the form, it says "Don't have an account" followed by a blue link "Create Account" which is circled in red. Below this is a horizontal line with "OR" in the center. The next section is titled "Sign in to My Ontario Account" and contains two input fields: "Email" (with the subtext "The email address you registered with") and "Password". Below the password field is a blue "Sign in" button. Another horizontal line with "OR" follows, leading to a "Sign-In Partner" button. At the bottom of the form, there are three links: "Forgot password?", "Unlock account?", and "Expired activation link or code?".

## STEP FIVE

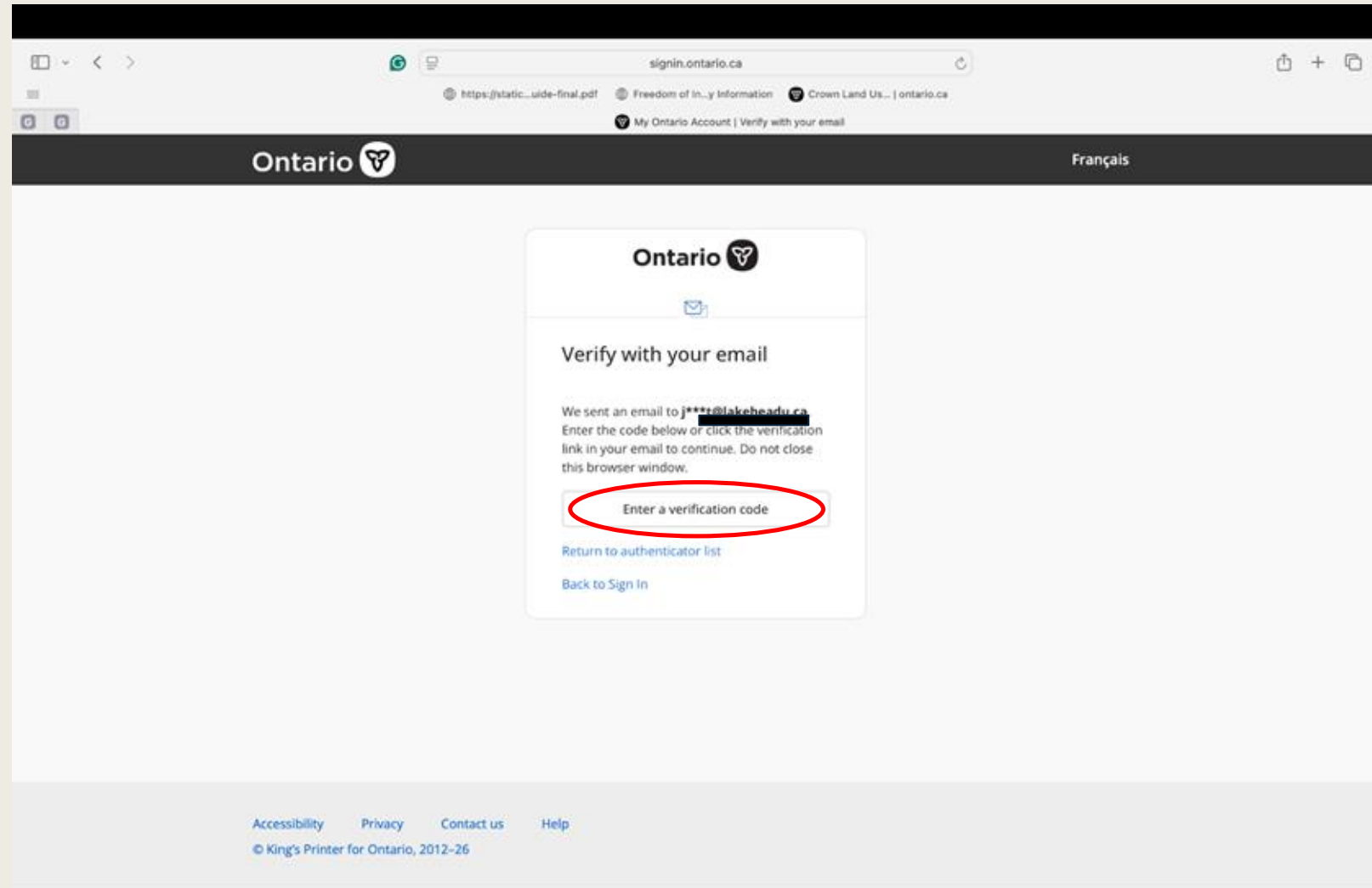
Enter your email and password. Check the box that says "I agree to the Terms of Service." Then, click "Create Account."

The screenshot shows the 'Create Account' form on the Ontario website. The form includes the following elements:

- Email \***: A text input field with a red arrow pointing to it from the right.
- Password requirements:**
  - At least 8 characters (marked with a red 'x')
  - At least 1 lowercase letter (marked with a red 'x')
  - At least 1 uppercase letter (marked with a red 'x')
  - At least 1 number (marked with a red 'x')
  - At least 1 symbol (marked with a red 'x')
  - Does not contain part of username (marked with a green checkmark)
- Password \***: A text input field with a red arrow pointing to it from the right.
- I agree to the Terms of Service
- Create Account**: A blue button with a red circle around it.
- Already have an account? [Sign In](#)

# STEP SIX

Check your  
email and  
input the  
verification  
code!



The screenshot shows a web browser window at the URL `signin.ontario.ca`. The page header includes the Ontario logo and a language selector for "Français". The main content area features the Ontario logo and an envelope icon, followed by the heading "Verify with your email". Below this, a message states: "We sent an email to `j***@lakeheadu.ca`. Enter the code below or click the verification link in your email to continue. Do not close this browser window." A red circle highlights the text "Enter a verification code" which is positioned above a text input field. At the bottom of the content area, there are two blue links: "Return to authenticator list" and "Back to Sign In". The footer contains links for "Accessibility", "Privacy", "Contact us", and "Help", along with the copyright notice "© King's Printer for Ontario, 2012-26".

# STEP SEVEN

## Review and Update your profile information

The screenshot shows the 'My account' page on the Environmental Registry of Ontario website. The page is titled 'My account' and includes a sub-header 'Review and update your profile information, password and email notification preferences.' The page is divided into three main sections: 'Profile information', 'Keyword alerts', and 'Notification preferences'. Each section has an 'Edit' link circled in red. The 'Profile information' section shows the first name 'jehunt' and an 'Edit profile information' link. The 'Keyword alerts' section has an 'Edit keyword alerts' link. The 'Notification preferences' section has three radio button options: 'I want to receive email notifications on consultations I follow.' (Yes), 'I want to receive email notifications on keywords I'm interested in.' (Yes), and 'I want to receive emails about Environmental Registry of Ontario news.' (No). The 'Edit notification preferences' link is circled in red. The footer contains links for 'About the registry', 'Contact', 'Home page photo credit: Maria Lagarde', and 'Ontario.ca | Contact | Site map | Privacy | Terms of use'. The copyright notice is '© King's Printer for Ontario, 1996-2016'.

# STEP EIGHT

Fill out your  
information  
(marked with a \*)  
and click "Save  
Changes"

The screenshot shows a web browser window with the URL [ero.ontario.ca](https://ero.ontario.ca). The page title is "Edit my account | Environmental Registry of Ontario". The navigation bar includes "Home", "Search", "Map", and "About". The main content area is titled "Edit my account" and includes a sub-header "Edit your profile information, keywords and notification settings." Below this, there is a list of links: "1. Edit profile information", "2. Add keyword alerts", "3. Change notification settings", and "4. Delete your account". The "Email" section has a red asterisk and a text input field. Below the input field is a blue "Save changes" button, which is circled in red. The "Edit profile information" section has a red asterisk and a text input field for "First name". Below this is a "Postal code" section with a text input field. At the bottom, there is a "Site language" section with a dropdown menu set to "English" and a blue "Save changes" button.

## STEP NINE

**OPTIONAL: Scroll down and input keywords to receive weekly updates!**

**Key Word examples:** Climate Change, Ring of Fire, Eagle's Nest, Critical Minerals, Mineral Exploration

ero.ontario.ca

https://static...uide-final.pdf Freedom of In...y Information Crown Land Us... | ontario.ca

Edit my account | Environmental Registry of Ontario

### Add keyword alerts

Get weekly emails of notices that contain the keywords you specify below. We'll send the first email alerting you of your keywords in a few weeks.

#### My keywords

A keyword may be a single word, like "cycling," or a phrase, like "climate change" or "provincial park."  
Enter only one keyword on each line. Click "add another keyword" to enter more.  
Please do not use Boolean search terms (e.g., AND, OR, NOT).

Climate change Remove

Ring of fire Remove

Eagle's Nest Mine Remove

Remove

**Add another keyword**

**Save changes**

#### Change notification settings

I want to receive email notifications on consultations I follow.

I want to receive email notifications on keywords I'm interested in.

I want to receive emails about Environmental Registry of Ontario news.

**Save changes**

# STEP TEN

Check the three boxes to receive notifications and click "Save Changes"

The screenshot shows a web browser window with the URL `ero.ontario.ca`. The page content includes:

- Add keyword alerts**: A section for setting up email alerts. It includes a description: "Get weekly emails of notices that contain the keywords you specify below. We'll send the first email alerting you of your keywords in a few weeks." Below this is a "My keywords" section with instructions: "A keyword may be a single word, like 'cycling,' or a phrase, like 'climate change' or 'provincial park.' Enter only one keyword on each line. Click 'add another keyword' to enter more. Please do not use Boolean search terms (e.g., AND, OR, NOT)." There are four input fields with "Remove" buttons. The first three contain "Climate change", "Ring of Fire", and "Eagle's Nest Mine". The fourth is empty. A red circle highlights the "Add another keyword" button below the input fields.
- Change notification settings**: A section with three checkboxes, all of which are checked. The options are:
  - want to receive email notifications on consultations I follow.
  - want to receive email notifications on keywords I'm interested in.
  - want to receive emails about Environmental Registry of Ontario news.A red circle highlights the "Save changes" button below these checkboxes.
- Delete your account**: A section partially visible at the bottom of the page.

# STEP ELEVEN

You have  
successfully  
registered  
with the ERO!

The screenshot shows a web browser window displaying the Environmental Registry of Ontario (ERO) website. The browser's address bar shows the URL `ero.ontario.ca`. The page features a dark green header with the Ontario logo and the text "Environmental Registry of Ontario". Below the header is a navigation menu with links for "Home", "Search", "Map", and "About". A user is logged in, indicated by "Hi, Jenna" and a dropdown arrow, along with a "Français" language option. A light green notification banner at the top of the main content area displays a checkmark icon and the message "The changes have been saved." Below this, the main heading reads "Thanks for registering!" followed by the instruction "Take some time to explore your account and dashboard." A section titled "You can:" lists three actions: "view consultations you follow", "keep track of the comments you make", and "set up keyword notifications". A link "Go to the Environmental Registry homepage" is provided. The footer area contains two columns: "About the registry" with a brief description and a "Learn more" link, and "Contact" with a "Contact us" link. The bottom of the page features a dark green footer with links for "Ontario.ca", "Contact", "Site map", "Privacy", and "Terms of use", and a copyright notice: "© King's Printer for Ontario, 1994-2026".

# JOIN US!

**Take part** in protecting nature and Indigenous rights!

**Reach out** if there you have a resource in mind that would be helpful!

**Learn more** about our work on our website

**Follow us** on social media

**Subscribe** to our mailing list for updates and take action alerts



[info@naturesdefence.ca](mailto:info@naturesdefence.ca)



[naturesdefence.ca](https://naturesdefence.ca)



[@naturesdefence](https://www.instagram.com/naturesdefence)

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