

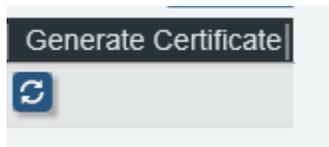
## Generating your Certificate of Registration through the Ask OMAFRA Bees Portal.

The instructions below will guide you through the steps to generate your certificate of registration through the Ask OMAFRA Bees Portal. Please refer to the “Ask OMAFRA Bees Portal User Guide” for instructions on logging into the portal and navigating the website.

This guide assumes your registration renewal application has been reviewed and processed by Ministry staff for the current year. This guide also assumes you have a PDF reader installed on your computer.

### To generate your certificate;

1. Log into the Ask OMAFRA Bees Portal through ONE-key (Link to ONE-key: [www.one-key.gov.on.ca](http://www.one-key.gov.on.ca) ).
2. Once logged into the Ask OMAFRA Portal, click the “Regulatory Programs” link, then click on the “Bees” icon.
3. Click on the “Renew my Registration” link on the left-hand navigation or by using the quick link in the center of your screen.
4. If your registration is at a status of “Active”, you will be able to generate your certificate.
  - a. Note: if it is not and you believe it should be, please email: [apiary@ontario.ca](mailto:apiary@ontario.ca)
5. To generate your certificate, click the “Generate Certificate” icon.



6. A pop up will appear, click “OK” to acknowledge that you will be navigated to a new screen.
  7. To open your certificate, click on the “Certificate of Registration #XXXX” link on your screen.
  8. Press the Save button. Your certificate will open in a PDF reader where you can save or print your certificate.
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