

Exploration and Development Work - Upload Report

Clients have the option of submitting their assessment reports for exploration and development work via MTO by uploading PDF files of their reports.

Before you start:

- Know the [Event Number](#) of the Statement of Work (SOW) events for which you wish to submit a report
- Ensure that your assessment report is saved as **PDF document** and is ready to be uploaded

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Submitting Exploration and Development Work Reports
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Getting Started

Step 1

Log onto Mineral Titles Online (MTO).

Step 2

From the **Main Menu**, depending on the type of tenure, click on the **Mineral Claim** or **Placer Claim** tab.

Step 3

Click on the **Exploration and Development Work – Upload Report** link.

Link Event Numbers

Here you need to specify for which [event number\(s\)](#) you would like to upload an assessment report. These events are "Statement of Work" Events that are a result of "Exploration and Development Work - Expiry Date Change" process.

Step 4

Select the number of Events, using the designated field.

To associate more than one event with an assessment report, you will need to have linked them during the **Exploration and Development Work - Expiry Date Change** event registration process

Step 5

Click the **refresh** button, if you select more than 1 event number.

Step 6

Enter the [Event Number](#) in the designated fields.

Step 7

If you are entering multiple events that are in sequential order (i.e. 4567890, 4567891, 4567892, 4567893), you can use the **Generate Sequence** link to the right of the field in which you entered the [Event Number](#) to populate the remaining Event Number fields (this link will only appear if you've selected to enter more than one Event Number).

The screenshot shows a web form titled "Link Event Numbers" with a help icon in the top right. The instructions read: "Please list the MTO Event Numbers for the Exploration and Development work. To add more event number fields: Click drop-down arrow, select the number of Events, click the **refresh** button." Below this, there is a "Select Number of Events" field with a dropdown menu set to "3" and a "refresh" button. To the right of the dropdown and refresh button are red arrows labeled "1." and "2." pointing to the dropdown and refresh button respectively. Below the "Select Number of Events" field are three "Event Number" input fields. The first field contains "1234567" and has a "Generate Sequence" link to its right. The second and third fields are empty and also have "Generate Sequence" links to their right. Red arrows labeled "3." and "4." point to the "Generate Sequence" links for the first and second event number fields respectively. At the bottom of the form, it says "To continue, click 'Next'." and there is a dotted line indicating a continuation of the page.

Click **Next**, and you will be taken to the **Upload Assessment Report** page

Upload Assessment Report

You will be asked to indicate the files (PDF format) that you are submitting for your assessment report.

Note: this page will list the file name(s) of any previously uploaded reports associated with

a given exploration and development work event. If you previously submitted a report for a given event, you may preview this report by clicking on the **preview** link. You cannot, however, delete an item once the submission process is completed.

Step 8

Click the **Browse** button.

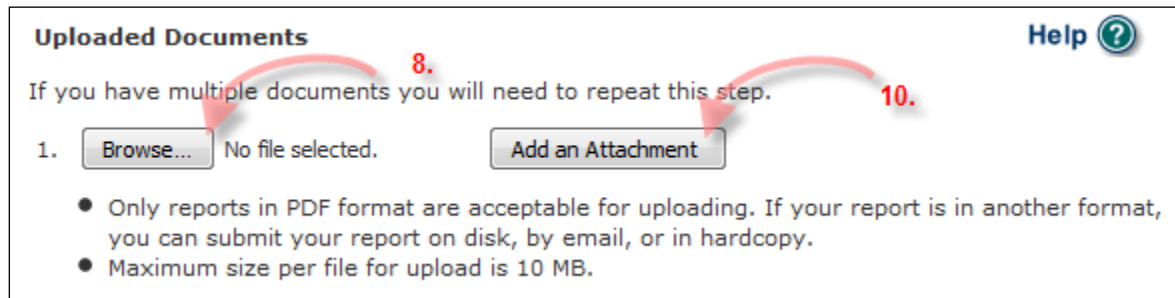
Step 9

A pop-up window showing your computer files will appear. Select the assessment report for this registration event.

Reports must be in **PDF** format to be uploaded.

Step 10

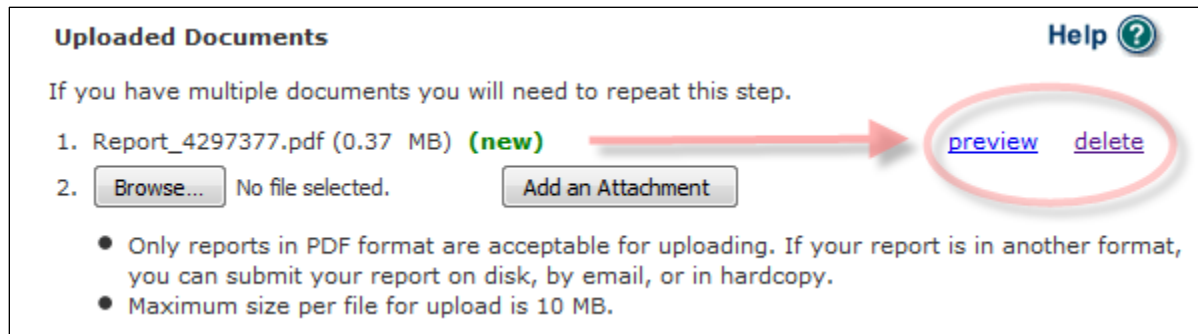
Click the **Add an Attachment** button. This will save the report and give you the option to add another PDF report.



Step 11

The page will be refreshed and the uploaded document will be listed along with options to **preview** or **delete** the document.

Continue Steps 8 to 10 to upload another document.



Step 12

Click on the **Next** button.

Review Form Data

This page allows you to review the information related to your assessment report:

- Lists the date your assessment report is due
- Lists related [Event Number\(s\)](#) and their respective Recording Dates
- Lists the filenames of the uploaded assessment report files


Step 10

Click **Back** if you wish to make changes to your report submission.
Click **Next** to complete the submission of the report.

Confirmation

The confirmation page gives you an overview of information related to the report submission. A new [Event Number](#) is provided here as a confirmation for the report submission.

Confirmation

Event number: 4275239  **Event Number for the report submission**

Report Due November 10, 2009

Existing Work Program Event Numbers

| Event Number | Recording Date |
|--------------|----------------|
| 4274369 | 2009/08/12 |
| 4274370 | 2009/08/12 |

Uploaded Documents

1. report_4274369-70.pdf (0.08 MB)
2. report_4274369-70b.pdf (0.08 MB) **(new)**

Please print this page for your records.

The event was successfully saved.

Click [here](#) to return to the Main Menu.