

Agent Profile Management

Note: *It is strongly suggested that you review and update your agent profiles on a routine basis.*

Warning: *Authorization of an agent cannot be restricted based on mining property or regional area. Once you have set up an agent, the authorization covers all valid title you own.*

Before you start:

You will need to know the **Client Number** of the person you wish to add as your agent. If you do not know your agents client number, you will want to do a search in MTO and find that number before starting.

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Getting Started

Step 1

Log onto Mineral Titles Online (MTO).

Step 2

Click on the **FMC Client** tab.

Step 3

Click on the **Agent Profile Management** link

Agent List

Step 4

This list will display all free miners who you have already set up to act as your agent.

- To add a new agent, click **Next** and proceed to Step 5.
- To change the authorizations of an existing agent, proceed to Step 12.
- To remove an existing agent, proceed to Step 18.
- To see who you are agent for and what authorizations you have been granted, proceed to Step 22.

New Agent Profile

Step 5

Input the client number for your Agent.

Step 6

Review the two main lists: List of Title Events and Lis of Other Events.

You have the ability to issue different grants to your agents for Mineral and Placer titles. See below for the [Description of Authorizations](#)

Click each box for the corresponding event that you wish to grant authorization to your agent to perform on your behalf. At the top of each tenure type column and at the top of the Grant column is a **Select All** box, click this if you wish your agent to have authorization to perform all event transactions on your behalf.

NOTE: Be careful and understand what the authorization means that you are granting. For example, **Claim Abandonment** means your agent can abandon any valid title you own.

Description of Authorizations

Claim Acquisition

Agent can acquire a new claim on your behalf.

Claim Statement of Work

Agent can register exploration and development on any valid claim you own.

Claim Cash in Lieu

Agent can register payment instead of exploration and development on any valid claim you own.

Claim Abandonment

Agent can abandon any valid claim that you own. This results in the loss of title (ground).

Claim Reduction

Agent can reduce the size of any valid cell title you own. This may result in the loss of ground.

Claim Conversion

Agent can convert your legacy claim(s) to a new cell title. This may result in a loss of ground, an increase in ground being held, and/or a change in the number of hectares of ground held previously under the legacy title.

Claim Amalgamation

Agent can amalgamate (merge) multiple adjoining cell titles into a single new cell title. This may result in a change of your anniversary date(s) and the loss of some work credit.

Claim Subdivision

Agent can subdivide cell claims into a two or more new cell claims.

Bill of Sale Initiation

Agent can initiate the process for the transfer of any of your valid titles to another Free Miner. Once a Bill of Sale has been initiated, it cannot be recalled. This may result in the loss of title(s).

Bill of Sale Completion

Agent can complete the purchase process of a Bill of Sale that was initiated by another Free Miner. This results in you acquiring new title.

Lease Application

Agent can apply to convert any valid claim(s) that you own to a mining lease or placer lease.

Lease Maintenance (Rental Payment)

Agent can register rental on any valid lease you own.

Lease Term Extension Application

Agent can apply for a term extension on a valid lease that your own. If requested, you may be required to supply documentation on the usage of the lease and the need for the extension.

Lease Surrender

Agent can apply to surrender a valid lease you own. This will result in the loss of your lease.

FMC Renewal

Agent can renew your Free Miner Certificate.

Payment Receipts

Agent can view and print any receipt for a payment that has been made using MTO.

Payment Receipts (refund)

Agent can view and print any receipt related to a refund that has been processed for an existing payment transaction.

Step 7

Click **Next** to finish the process and add an agent or click **Back** to make further changes or corrections.

Step 8

New Agent Profile. You have successfully added your agent. The confirmation event number, Agent client number and name of your agent is displayed.

Review Agent Profile List

Step 9

Click **Back** to go back to the agent list.

Step 10

The agent that you have just set up should now be listed.

Step 11

If you wish to return to the Main Menu, click **Back**. If you wish to add another agent, click **Next**.

Edit Agent Authorization

Step 12

Find the name in the list and click on the yellow **Edit** button beside their name.

Step 13:

Add or remove authorizations by clicking the relevant boxes for each corresponding event Refer to Step 6 for a [description of the authorizations](#).

Step 14:

Click **Next** to complete the editing of authorizations for your agent or click **Back** to return to the agent list.

Step 15:

Edit Agent Profile. The event number, agent client number and name of your agent is displayed. You have successfully amended the authorizations allowed for your agent.

Step 16:

Click **Back** to go back to your agent list. Click **here** to return to the Main Menu.

Remove Agent

Step 18:

Find the name in the list and click on the yellow **Delete** button beside their name.

Step 19:

To confirm removal of this agent, click **YES**. Click **NO** to go back to your list of agents.

Step 20:

If you clicked Yes, the event number, agent client number and name of your agent is displayed. You have successfully removed your agent.

Step 21:

Click **Back** to go back to your agent list. Click **here** to return to the Main Menu.

Are you an Agent?

Step 22:

To see a list of free miners for whom you have been set up to be their agent, Click **here** to see client list if you are an agent. This link is available near the top of the screen above the agent list and below your Client Number and Client Name.

Step 23:

If a free miner has set you up to be their agent, you will see a list of those free miners and the authorizations that you have been granted to perform on their behalf. Refer to Step 6 for a [description of the authorizations](#).

Step 24:

Click **Back** to go back to your agent list. Click **here** to return to the Main Menu.
