

# Edit Client Information

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## Getting Started

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### Step 1

Log onto Mineral Titles Online (MTO).

### Step 2

Click on the **FMC Client** tab.

### Step 3

Click on the **Edit Client Information** link.

### Step 4

Your Client Number will be displayed here. Click **Next**.

## Edit Client Information

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### Step 5

Review and update your address, telephone and email information.

- MTO automatically generates and sends you an email every time you successfully complete an event. MTO uses the email that appears in the email field in the **Confidential Information** section first, unless no address is listed then it used the public email address.
- Phone numbers, fax numbers, and emails entered in the **Public Information** section are published on the MTO website. If you do not want your numbers or emails made public, then leave the fields in the public section empty.

### Step 6

Click **Next**.

### Step 7

This is the Final review. Check for spelling errors, wrong numbers, etc.

### Step 8

Click **Next** to proceed, or click **Back** to make further changes or corrections.

## Confirmation

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### Step 9

Confirmation. You have successfully updated your information in MTO.

### Step 10

You're Done. Click on the **Main Menu** link to go back to the Main Menu.

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