Edit Client Information

CONTENTS

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RELATED LINKS

- [Information Update #1](#)
  Free Miner Certificate
- [Frequently Asked Questions](#)

Getting Started

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

Step 5
Review and update your mailing 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 telephone numbers, etc.

Step 8
Click **Next** to proceed or click **Back** to make further changes or corrections.

Confirmation

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.