

Claim Conversion

Warning: Upon completion of a Conversion event transaction the legacy claim(s) will be terminated and the expiry date of the resulting new cell claim is the earliest expiry date of the claims that are converted. This transaction is irreversible.

Before you start:

- You will need to know the title number(s) of the legacy title(s) for conversion.
- If you are acting as an agent, you must have been granted conversion authorization from each recorded holder.

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Getting Started

Step 1

Log onto Mineral Titles Online (MTO).

Step 2

Depending on type of title, click on the **Mineral Claim** or **Placer Claim** tab.

Step 3

Click on the **Claim Conversion** link.

Input Title Numbers

Step 4

Select the number of titles for conversion.

Input Title Number

1. **Select number of titles** using the drop-down menu identify the number of titles to

- which you are converting claims and click on the **refresh** button.
2. Enter the title numbers in the appropriate text fields.
 3. **Generate Sequence:** If you are converting multiple titles that are in numeric order, enter the first title number, and then click on **Generate Sequence**; this will automatically fill in the remaining title numbers.
 4. Click **Next**.

Input Titles

To add more titles: Click drop-down arrow, select the number of titles, click the **refresh** button.

Select Number of Titles: **1.**

Title Number 1: [Generate Sequence](#) **2.**

Title Number 2: [Generate Sequence](#) **3.**

Title Number 3:

Step 5


MTO will bring up the Map of the input titles and highlight the cells in blue that intersect your legacy claim. On the right-hand side of the map you will notice the **Selection Set** menu will display how many cells or 'features' are selected.

Step 6

Review the highlighted cells. Cells already acquired by another valid tenure are not eligible for conversion. Unselect any highlighted cells that you do not wish to include in the conversion.

Online Map Selection

To remove cells(s) from the selection:

1. Use the **Unselect tool**  to click on, or draw a box over, the cells(s)
 - o for multiple selections, use the **Unselect tool** to click on, or draw a box over, the cells(s)
2. Review the Cell Key ID's listed under the **Selection Set** on the right-hand side of the screen.
 - o Hover over a cell key id. The text will highlight in yellow with a red X to the right and the cell on the map will be outlined in yellow, as well.
 - o Click the red X to remove this cell from the selection.

Step 7

After reviewing the selection/deselection features, click on the **Click here to continue** link that appears at the bottom of the selection set window. The converted title will maintain the ground of the blue highlight.

Step 8

Click **Next**

Review Form Data

Step 9

Review the information on the screen for the conversion. Verify the input title number in the table and the resulting new cell key id's that will make up the new cell claim are correct. You have 30 minutes to complete this transaction. **This transaction is irreversible!**

Step 10

Warning: Once you go beyond this step, you cannot back up, cancel, or recall the conversion!

Click **Next**.

Confirmation

Step 11

This is the event confirmation screen. An [event number](#) along with the ownership details, converted titles and resulting new title with cell key ids will be listed. You may wish to print this confirmation page for your records.

Step 12

The conversion transaction is complete. Click the **here** link at the bottom of the confirmation screen to return to the main menu.
