Payment Instead of Exploration and Development Work

Before you start:
- The recorded holder(s) of the title(s) must have a valid Free Miner Certificate.
- You will need to know the title numbers of the titles.
- If you are acting as an agent for the recorded holder, you will need to know the Client Number of the person who owns the titles. If you do not know the client number, you will want to do a search in MTO and find that number before starting.
- If a title(s) has multiple owners, the person entering the registration in MTO must be set up as an agent in MTO by each of the owners before the registration can be entered.

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Getting Started

Step 1
Log onto Mineral Titles Online (MTO).

Step 2
Depending on the type of title, click on the **Mineral Claim** or **Placer Claim** tab.

Step 3
Click on the **Payment Instead of Exploration and Development Work** link.

Select Input Method

Step 4

Select from the following two options to select the titles on which you wish to make payment instead of applying work:

- **Using Online Map Selection:** This option allows you to select titles from the online MTO Map Viewer. More information…
- **Input Title Number(s):** If you choose this option, you need to know the title numbers for your titles. More information…

Step 5

Click **Next**.

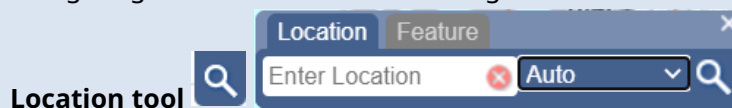## Step 6

Depending how you wish to indicate your title numbers, follow the respective instructions below for Online Map Selection or Input Title Numbers:

Online Map Selection

The Map Viewer will load after selecting **Using Online Map Selection** from the **Select Cell(s) Input Method** page.

Select the title(s) you would like to apply payment instead of work on by one of two methods:

1. Clicking on the **Find Mineral Titles** link on the right hand frame where the Map Viewer will take you to the geographic location of the found title

2. Navigating to the area of interest using the **Zoom tool** , **Pan tool** , or the **Find Location tool**

   - after locating the title(s) of interest, use the **Select by box tool** to click on, or draw a box over, the title(s) alternatively, you can use the **Select by polygon tool** to draw a shape on the map to select the title(s), double click to complete the shape.
   - for multiple selections, use the **Select by box or polygon tools** to click on, or draw a box or polygon over, the title(s)
   - after selecting the last title, click on the **Click here to continue** link that appears

after making a selection

Selection Set

Layer:
Title (current)

Selection:

1 features selected

515306

Click here to continue

Back

3. review the selection and click **Next** if you wish to continue or **Back** if you need to make a change.

Input Title Number

1. **Select number of titles** using the drop-down menu to indicate the number of titles to apply work, and click on the **refresh** button.
2. Enter the title numbers in the appropriate text fields.
3. **Generate Sequence:** If you are applying work to 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: 3 ▾ refresh   **1.**

2.

Title Number 1: 555000   Generate Sequence
Title Number 2: 555001   Generate Sequence   **3.**
Title Number 3: 555002

New Good To Dates

Step 7
A table will show the **Title number(s)** that you have entered, **Claim Name**, **Issue Date**, **Area in Ha**, **Good To Date**, and **New Good To Date**. By default, the New Good To Date column is filled by adding 1 year to the existing Good To Date.

- Notice that the New Good To Date field for each title is an open (changeable) field. You have the flexibility to decide how many days you wish to move each title forward, a minimum of 6 months to a maximum of 1 year from the current Good To Date.

Step 8
Click **Next**.

Review

Step 9
Review page. Ensure you have entered the correct **title number(s)** and the desired **New Good To Date(s)**. Total payment for this event is shown.

Step 10
Click **Next** button to proceed, or click **Back** button to make further changes or corrections.

Step 11
You are now at the shopping cart page. There are three options available in this page
- To add an item to the shopping cart, click **Add Item** button.
- To remove an item, check the **remove** box next to the item and click **Update** button
- Click **Next** to proceed to the payment method page

Payment

Step 12
[Make your payment](#).

Confirmation

Step 13

Confirmation Screen. An [event number](#) along with the event description is listed. Click **View Confirmation** to review the Title information, good to date and term expiry date.

Step 14
Click **Back**

Step 15
Click **here** to return to the Main Menu.