

# Exploration and Development Work - Upload Report

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Clients have the option of submitting their assessment reports for exploration and development work via MTO by uploading PDF files of their reports.

## Before you start:

- Know the [Event Number](#) of the Statement of Work (SOW) events for which you wish to submit a report
- Ensure that your assessment report is saved as **PDF document** and is ready to be uploaded

### CONTENTS

- [Getting Started](#)
- [Link Event Numbers](#)
- [Upload Assessment Report](#)
- [Review Form Data](#)
- [Confirmation](#)

### RELATED LINKS

- [Physical Work Report Form](#)
- [Information Update #8](#)  
Guide to the Submission of Physical Exploration and Development Work for Assessment Credit on Claims
- [Information Update #14](#)  
Submitting Exploration and Development Work Reports
- [Information Update #25](#)  
Physical Exploration and Development Work
- [Frequently Asked Questions](#)

## Getting Started

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### Step 1

Log onto Mineral Titles Online (MTO).

### Step 2

From the **Main Menu**, depending on the type of tenure, click on the **Mineral Claim** or **Placer Claim** tab.

### Step 3

Click on the **Exploration and Development Work – Upload Report** link.

## Link Event Numbers

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Here you need to specify for which [event number\(s\)](#) you would like to upload an assessment report. These events are "Statement of Work" Events that are a result of "Exploration and Development Work - Expiry Date Change" process.

### Step 4

Select the number of Events from the drop-down menu.

To associate more than one event with an assessment report, you will need to have linked them during the **Exploration and Development Work - Expiry Date Change** event registration process

### Step 5

Click the **refresh** button, if you select more than 1 event number.

### Step 6

Enter the [Event Number](#) in the designated fields.

### Step 7

If you are entering multiple events that are in sequential order (i.e. 4567890, 4567891, 4567892, 4567893), you can use the **Generate Sequence** link to the right of the field in which you entered the [Event Number](#) to populate the remaining Event Number fields (this link will only appear if you've selected to enter more than one Event Number).

The screenshot shows a web form titled "Link Event Numbers" with a help icon in the top right. The form contains the following elements:

- Instruction: "Please list the MTO Event Numbers for the Exploration and Development work."
- Instruction: "To add more event number fields: Click drop-down arrow, select the number of Events, click the **refresh** button."
- Form fields:
  - "Select Number of Events:" with a dropdown menu showing "3" and a "refresh" button.
  - "Event Number 1:" with a text input containing "1234567" and a "Generate Sequence" link to its right.
  - "Event Number 2:" with an empty text input and a "Generate Sequence" link to its right.
  - "Event Number 3:" with an empty text input.
- Instruction: "To continue, click 'Next'."

Four red arrows with numbers 1 through 4 point to the following elements:

1. The dropdown arrow of the "Select Number of Events" field.
2. The "refresh" button.
3. The "Generate Sequence" link next to the "Event Number 1" field.
4. The "Generate Sequence" link next to the "Event Number 2" field.

Click **Next**, and you will be taken to the **Upload Assessment Report** page

# Upload Assessment Report

You will be asked to indicate the files (PDF format) that you are submitting for your assessment report.

**Note:** this page will list the file name(s) of any previously uploaded reports associated with a given exploration and development work event. If you previously submitted a report for a given event, you may preview this report by clicking on the **preview** link. You cannot, however, delete an item once the submission process is completed.

## Step 8

Click the **Browse** or **Choose File** button.

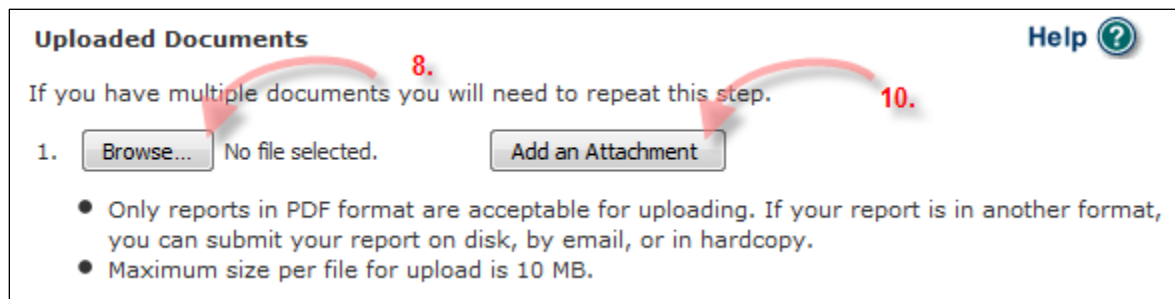
## Step 9

A pop-up window showing your computer files will appear. Select the assessment report for this registration event.

Reports must be in **PDF** format to be uploaded.

## Step 10

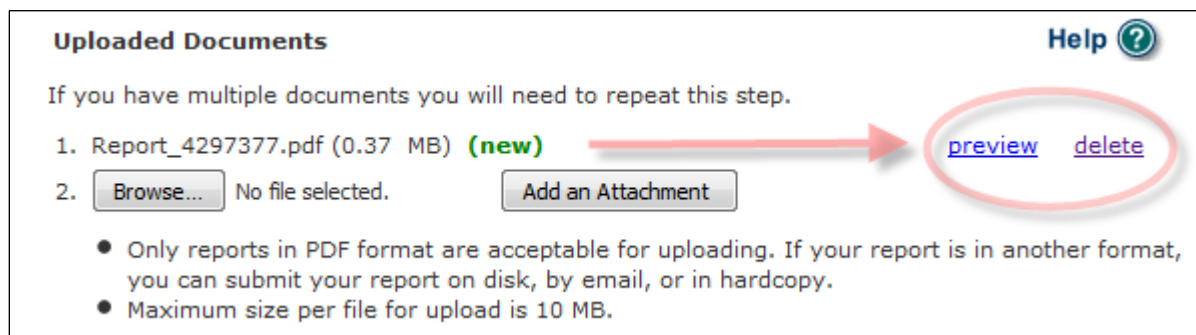
Click the **Add an Attachment** button. This will save the report and give you the option to add another PDF report.



## Step 11

The page will be refreshed and the uploaded document will be listed along with options to **preview** or **delete** the document.

Continue Steps 8 to 10 to upload another document.



## Step 12

Click on the **Next** button.

# Review Form Data

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This page allows you to review the information related to your assessment report:

- Lists the date your assessment report is due
- Lists related [Event Number\(s\)](#) and their respective Recording Dates
- Lists the filenames of the uploaded assessment report files

## Step 10

Click **Back** if you wish to make changes to your report submission.

Click **Next** to complete the submission of the report.

# Confirmation

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The confirmation page gives you an overview of information related to the report submission. A new [Event Number](#) is provided here as a confirmation for the report submission.

**Confirmation**

**Event number:** 4275239  **Event Number for the report submission**

Report Due November 10, 2009

**Existing Work Program Event Numbers**

Event Number	Recording Date
4274369	2009/08/12
4274370	2009/08/12

**Uploaded Documents**

1. report\_4274369-70.pdf (0.08 MB)
2. report\_4274369-70b.pdf (0.08 MB) **(new)**

*Please print this page for your records.*

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The event was successfully saved.

Click [here](#) to return to the Main Menu.

## Step 11

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

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