Exploration and Development Work - Upload Report

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

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- Frequently Asked Questions

Getting Started

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

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. 456789**0**, 456789**1**, 456789**2**, 456789**3**), 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).

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 in completed.

Step 8
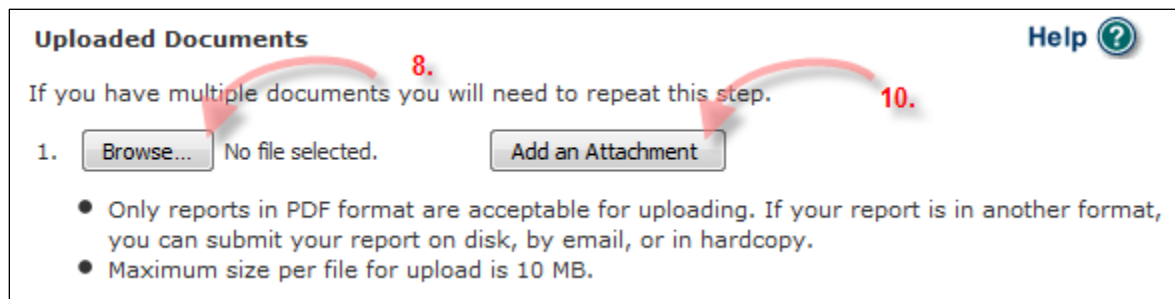Click the **Browse** or **Choose File** button.

Step 9
A pop-up window showing your computer files will appear. Select the assessment report for this registration event.
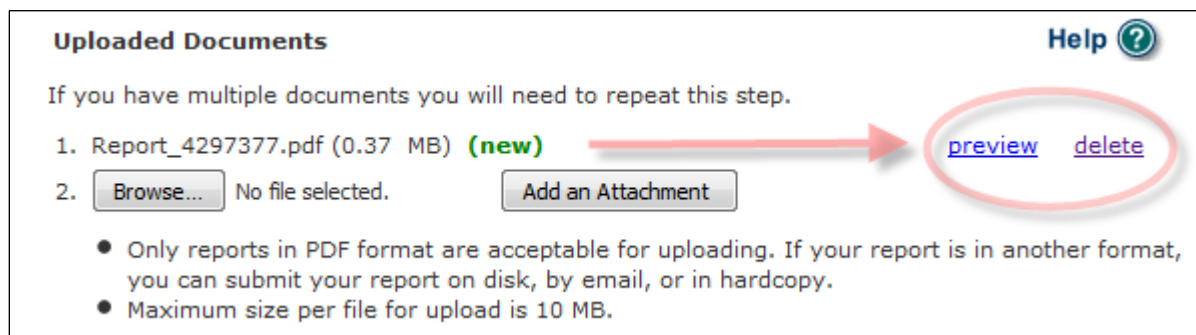Reports must be in **PDF** format to be uploaded.

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.

Click on the **Next** button.

Review Form Data

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

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.

Step 11
Click **here** to return to the Main Menu.