

Lease Rental Payment

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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 **Mining Lease** or **Placer Lease** tab.

Step 3

Click on the **Lease Rental Payment** option.

Select Input Method

Step 4

Select from the following two options to select the titles on which you wish to make a rental payment:

- **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

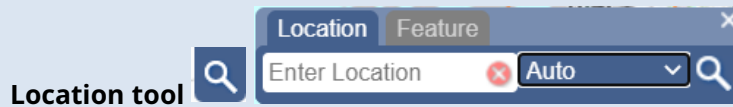
Depending how you wish to indicate your title numbers, follow the respective instructions below for [Online Map Selection](#) or [Input Title Numbers](#):



Online Map Selection

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

Select the title(s) for which you would like to make a lease rental payment by:

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**



- 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

515307

[Click here to continue](#)

Back

- review the selection, 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 which you are applying payment for a lease, 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

Title Number 1: 555000

Title Number 2: 555001

Title Number 3: 555002

[Generate Sequence](#)

[Generate Sequence](#)

1.

2.

3.

Review

Step 7

Information about the lease(s) will be displayed here.

- Title Number
- Area in Hectares
- Date Issued
- (Current) Good To Date
- New Good To Date
- Term Expiry Date

Below this information, the **total amount to be paid** is shown.

Click **Next** to continue or **Back** to update the input title number(s).

Payment

Step 8

[Make your payment.](#)

Confirmation

Step 9

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 10

Click **Back**

Step 11

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