

Payment

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Schedule B, *Mineral Tenure Act Regulation*

Shopping Cart Summary

Step 1

All your pending events for which you have not paid will be listed on the **Shopping Cart Summary** page:

- **Pay and Finish:** To pay for the item(s) in the shopping cart click **Next**.
- **Add Item:** If you wish to carry out another transaction event in MTO and pay for multiple events at once, you may add an item to the shopping cart by clicking **Add item**. This will take you back to the **Main Menu** where you can carry out another transaction in MTO.
- **Remove Item:** To remove an item from the shopping cart, check the remove box next to it and click **Update**.

Select Payment Method

Step 2

You have the following payment options available:

- The **Online Payment** option is defaulted for using Visa, MasterCard, or American Express. Go to Step 4.
- If you are paying by **cash** or **cheque**, choose **GARMS with Automatic Check**. Go to Step 11.

NOTE: All cheques and money orders for recording fees are made payable to the **Minister of Finance**

Step 3

Click **Next**.

Online Payment

Note: If a pop-up window appears advising you that you are being re-directed to a secure web site, click **Yes**.

Step 4

Select the type of credit card.

Step 5

Enter the credit card number. You do not need to enter spaces.

Step 6

Expiry Date. Using the drop down menus, select the expiry month and year of your credit card.

Step 7

Click **Pay Now**.

Step 8

Approved or Declined. This page will indicate if your payment has been approved or not.

If **Declined**, you have a couple of options,

- If you want to retry, please click **here** This will re-submit the existing payment information that you have already entered.
- To Select a different payment method, Click **here**. This will allow you to go back and try a different credit payment card or re-enter using the same card in case you made a typing mistake.
- Clicking on the **Continue** button will take you back to the Main Menu.

If **Approved** You have the option to print the receipt for your records.

- At the bottom of the approval page there is a Print section. Click on the word **here** to have a pop-up window open with a printable version of your receipt. Print this opened window. Close window when done.

Step 9

Click **Continue**.

Step 10

Return to the event instructions after the payment option.

Paying by cash or cheque in a Service BC, Front CounterBC or Mineral Titles Branch office

Step 11

Choose the middle option **GARMS with Automatic Check**.

Step 12

Click **Next**.

Step 13

Go to the counter and advise the Customer Service Representative (CSR) that you need to pay for your Mineral Titles event transaction.

Step 14

The CSR will enter your fees into the government financial system and provide you with a receipt. Take your receipt back to the computer you are using.

Step 15

Enter the **Authorization Number**. You will find this number printed on the receipt.

Step 16

Enter the **amount paid**.

Step 17

Click **Next**.

Step 18

Go to **Step 10** above. If you get an error message, advise CSR at the counter for further instructions

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