

Are you ready for eRegistration?

Manitoba's new electronic land titles submission system, eRegistration, will be launching on December 17, 2017. The new system is a web-based application that will allow you to electronically submit your land titles documents for registration.

Are you ready to use it?

System requirements

eRegistration is a web-based application with certain browser requirements. It's designed to work with the land titles smart forms, and also relies on clients submitting legible, high-quality scans of completed paper forms. The detailed eRegistration browser, scanning and smart form access requirements are available at

www.tprmb.ca/tpr/land_titles/ito_offices/docs/system_requirements_eRegistration_en.pdf.

Login information

If you already use Titles Online, you'll automatically have access to eRegistration on December 17. Log in at <https://ereg.tprmb.ca> using your existing user ID and password.

If you don't currently have access to Titles Online, and would like to use eRegistration, you'll need to request a user ID and password:

- Complete the Client Application Form available on our website at www.tprmb.ca/tpr/securityforms.html, and submit it to our office. Please allow up to 10 business days for processing and set-up.
- A note for law firms: All lawyers should have their own user ID in eRegistration. This will allow you to be designated as a supervising lawyer on your files.
- There is no cost for a user ID or to access eRegistration—you'll just pay the document registration fee and land transfer tax (where applicable).

Payment information

You'll have two payment options in eRegistration:

Pay using your land titles office deposit account	Pay using an electronic funds transfer (EFT) from your bank account
<p>Your existing deposit account(s) will automatically appear in eRegistration when you go to submit a document.</p> <p>To add a new deposit account, or to sign up for the deposit account top-up feature, complete the Client Application Form (available on our website at www.tprmb.ca/tpr/securityforms.html), and mail it to our office. Forms containing banking information should not be emailed.</p> <p>Please allow up to 10 business days for processing and set-up.</p>	<p>EFT payment is a new feature for land titles, and is only available in eRegistration.</p> <p>To sign up for the EFT feature you'll have to complete the Client Application Form (available on our website at www.tprmb.ca/tpr/securityforms.html), and mail it to our office. Forms containing banking information should not be emailed.</p> <p>Please allow up to 10 business days for processing and set-up.</p>

□ **Smart forms**

Use of the discharge, caveat, mortgage and transfer smart forms will become mandatory on December 17, 2017. If you aren't familiar with the smart forms yet, please visit the smart forms page on our website at www.tprmb.ca/tpr/land_titles/ltl_offices/eforms.html to access the forms and training materials.

□ **Training resources**

There are several training materials to help you learn to use eRegistration. Please visit our dedicated eRegistration information site at www.eReginfo.ca to access written training materials, a series of training videos and frequently-asked questions.

□ **Anything else?**

For general information about eRegistration, please visit eReginfo.ca. You can also contact our Client Service Team at tpclient@tprmb.ca.

Don't forget the 2018 fee changes

Land titles fee changes come into effect on January 7, 2018. The revised fee table is available at www.tprmb.ca/tpr/rq_directives/directiveindex.html.

In 2018, the registration fee for most land titles documents will be \$101.00, an increase of \$12.00 over the 2017 fee. The fee increase to register a document will help pay for the benefits that eRegistration will bring, including:

- Decreased courier costs
- Increased submission hours
- Faster registration times
- Fewer deficiencies upon submission
- No access or licensing fees
- Option to pay by electronic funds transfer