



Date: December 12, 2016

Subject: Your deposit account has been updated

Good Morning,

The Property Registry has made some changes to our deposit accounts. There is now just one deposit account to pay for **all** land titles office transactions—including online orders (copies of titles, documents and plans), survey plan submissions and land titles office registrations.

Because of this, you can also expect to receive fewer automated emails from us, and you'll only have to manage user access for one account.

What changes will you see?

- All land titles transactions will appear on one account statement—you'll no longer receive a separate statement for your online purchases.
- Account administrators can view a copy of your account statement at any time by logging in to [Documents Online](#).
- Your statements will be available in two different file types. The standard statements will open in any web browser (HTML file). Account administrators can also download a .TSV (Excel) file format if they prefer, which will specify which purchases were made by each user ID.
- You'll be able to deposit funds into your account at any of The Property Registry's six offices.

What isn't changing?

- Your account administrator will continue to control which users have access to your account. They can still check or modify the account access list by logging in to [Documents Online](#).
- If you previously received copies of your statements by email, you will continue to receive them now.

If you require assistance, please contact our Client Service Team at tprclient@tprmb.ca or 204-945-2042.

You've received this communication because our records list you as the accounting contact for your organization. We ask that you distribute this notice to anyone within your organization that may be impacted by this change.

Sincerely,

The Property Registry