



# Top tips and tricks for using eRegistration

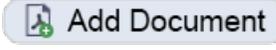
eRegistration has been available for two months now, and we're happy to say that thousands of documents have already been submitted through the new application.

Based on the feedback from our clients and our own staff so far, we've put together some of the top tips and tricks for using eRegistration.

## 1. Keep the smart forms smart

Smart forms are enhanced forms that contain a lot of data. They talk to eRegistration and provide the system with a lot of information about your completed form.

Here are the top tips for uploading the discharge, caveat, mortgage and transfer smart forms:

DO...	DON'T...
Click the  button to upload the form	Click the  button to upload them
Submit the original, locked form PDF file	Submit a printed and scanned smart form—this flattens it and removes all of the “smarts”
Submit the signed and scanned signature pages as a separate PDF file using the  button	Submit the form content pages and signature pages as one scanned file

**Need help adding forms and supporting documents to eRegistration?**

Check out our training videos on [www.ereginfo.ca/videos](http://www.ereginfo.ca/videos).

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## 2. No RDAs in eRegistration

The Registration Details Application form is not required at all in eRegistration. The system already gets that information from you when you upload your land titles forms.

- When you submit a smart form, eRegistration will automatically extract the relevant data that would have gone in to the RDA form.
- When you submit a scanned paper form, you select the correct instrument type and then click the form's  button and add the affected title information.

### Want more information about the details required for the scanned paper forms?

Check out Appendix A of the [eRegistration User Guide](#).

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## 3. Scan with care

Here are the top tips for making sure your scanned documents are legible and useable:

- Scan all pages upright, not sideways or upside-down
  - Remember to scan both sides of the paper if you've printed double-sided
  - Check your scans before you submit them (if you can't read it, we can't read it)
  - Include all of the signature pages when you submit your scan
  - Scans should be in colour, 300 dpi and in PDF file format
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## 4. Double-check the registration details for scanned paper forms

Scanned paper forms don't speak to eRegistration, and there's no RDA form, so you have to enter the correct registration details. Before you click submit remember to check the following:

- Have you picked the correct registration office?
  - Have you selected the correct instrument type?  
(Example: Amending Agreement versus Amending Agreement with land)
  - Is your supporting evidence attached to the correct form?
  - Is the supporting evidence labeled as the correct document type?  
(Example: Affidavit, certificate, order, etc.)
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## GET READY FOR APRIL 3

For most of our clients, use of eRegistration will become mandatory on April 3, 2018. Are you ready? Review the [Get Ready Checklist](#) to make sure your team is fully prepared.

If you need assistance getting started with eRegistration, you can contact our Client Service Team directly at [tprclient@tprmb.ca](mailto:tprclient@tprmb.ca) or by toll-free at 1-844-737-5684.

### How has your experience with eRegistration been so far?

We'd love to hear from you! Submit your questions, comments and recommendations at [www.ereginform.ca/contact-us](http://www.ereginform.ca/contact-us).



For more information on eRegistration, visit [eReginfo.ca](http://eReginfo.ca)