



Winnipeg Land Titles Office - Titres fonciers Winnipeg

276 avenue Portage Avenue

Winnipeg, Manitoba R3C 0B6

Date: March 6, 2015

To: All Clients of The Property Registry

Re: **Titles Online – Immediate Action Required**

On April 26, 2015, The Property Registry will launch a new and enhanced online search service for titles and related instruments called Titles Online. Titles Online will replace the existing Manitoba Land Titles System (MLTS). Access to MLTS will be discontinued upon the release of Titles Online.

There are very important steps that users will need to follow to make sure they have access to Titles Online. These steps relate to:

1. User and firm IDs
2. Deposit account information for payment purposes.

The attached checklist will help to ensure that you have taken the necessary steps to be able to use Titles Online. Please ensure that you, and all of the people in your organization, are aware of this information and that those who need to have completed and submitted the necessary forms. The key people in your organization include everyone who currently uses the Manitoba Land Titles System to search for titles or documents, your IT staff and your accounting staff.

Titles Online has been designed to be very user friendly. Step-by-step user guides and online training videos will be available to help ensure you have all the information and support you need to use Titles Online.

Please regularly visit our Online Service Reference page for up-to-date information:

[http://www.tprmb.ca/tpr/land\\_titles/ito\\_offices/reference\\_material.html](http://www.tprmb.ca/tpr/land_titles/ito_offices/reference_material.html)

## **USER ID AND FIRM ID – ACTION REQUIRED**

In order to use Titles Online you will need a Firm ID, a User ID for each individual user and an Online Deposit Account. Your User ID and password will be the same for all The Property Registry Online Services: Documents Online, Survey Plans Online and Titles Online.

You **must** apply for a Firm ID and/or User IDs with one easy form:

[http://www.tprmb.ca/tpr/forms/onlineaccessapplication\\_en.pdf](http://www.tprmb.ca/tpr/forms/onlineaccessapplication_en.pdf)

This form must be submitted to The Property Registry no later than **March 23, 2015**. Submissions received after that date may not be processed in time for the April 26<sup>th</sup> implementation date.

The completed form can be emailed to [tprclient@tprmb.ca](mailto:tprclient@tprmb.ca) or mailed to:

The Property Registry  
276 Portage Avenue  
Winnipeg MB, R3C 0B6  
Attn: Derrick Dubell



You will receive a confirmation email after your application has been processed. Your User ID and password will be the same for all The Property Registry Online Services: Documents Online, Survey Plans Online and Titles Online.

## DEPOSIT ACCOUNT INFORMATION – ACTION REQUIRED

The Property Registry currently has three different types of deposit accounts available to our clients\*:

1. A Land Titles Office (LTO) Deposit Account for registering documents and ordering over-the-counter searches. These account numbers are four digits long. (eg. 1000).
2. A Personal Property Deposit Account for Personal Property Registry Online Services. These account numbers are six-digits long and begin with a 2 (eg. 299999).
3. An Online Deposit Account is for all our Online Services (Document Online, Survey Plans Online and Titles Online). These account numbers are six-digits long and begin with a 4 (eg. 400017).

*\*Please note that in a future phase of our payment system we will consolidate all deposit accounts so that clients will only need one account to register documents, perform over-the-counter searches and use any of our online services, including the Personal Property Registry.*

If you **currently have** a Documents Online and Survey Plans Online Deposit Account you **do not need** to apply for a Titles Online Deposit Account. Your existing account will be used for Titles Online purchases.

If you **do not have** a Documents Online and Survey Plans Online Deposit Account you **will need to** apply for an Online Account. Please complete and submit the Online Deposit Account Application:  
[http://www.tprmb.ca/tpr/agency/deposit\\_acct\\_appl\\_lto.pdf](http://www.tprmb.ca/tpr/agency/deposit_acct_appl_lto.pdf)

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You will receive a confirmation email after your application has been processed.

We are looking forward to the exciting launch of Titles Online! If you have questions or feedback regarding Titles Online, or any of our Online Services, please email us at [tprclient@tprmb.ca](mailto:tprclient@tprmb.ca).

Sincerely,



Maureen Terra  
Executive Sponsor, Client Service Improvement Initiative