

User Guide: Client Application Form for Existing Firms

This guide outlines the details of our client application form for **existing firms**.

Client Application Form	<input type="radio"/> New Firm	<input checked="" type="radio"/> Existing Firm
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What sections of the form do I need to complete?

Use the following chart to determine which sections of the form you'll need to complete. The list is based on the most common reasons to complete an application form.

Keep in mind that you can accomplish several different tasks on one form. For example: You can add top-up to an existing account **and** add new services **and** add new users all on one form.

I want to:	Firm Details	Services	Account Information		User information		Terms and Conditions	Authorization
			Create new account	Add to existing account	Add user access	Remove access to users		
			Select: <input checked="" type="checkbox"/> Land Titles Office (LTO)					
Add top-up and/or EFT to an existing account	✓			✓			✓	✓
Add top-up and/or EFT to a new account	✓		✓				✓	✓
Add new services to an existing firm	✓	✓		✓			✓	✓
Add new services to a new account	✓	✓	✓				✓	✓
Add a new account number	✓		✓				✓	✓
Add user access	✓				✓		✓	✓
Remove access to users	✓					✓	✓	✓

Firm details

Firm Number	<input type="text"/>	Firm Name	<input type="text"/>
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Firm number: A five-digit number assigned to your firm after the initial application. You can find this number on your eReceipt, client file report or your firm's account statement.

Firm name: The name of your company or organization.

Services

Select all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Titles Online | - Search and order copies of land titles and instruments |
| <input type="checkbox"/> eRegistration | - Submit land titles documents for registration |
| <input type="checkbox"/> Documents Online | - Search and order copies of instruments |
| <input type="checkbox"/> Personal Property Registry | - Search, order and register personal property documents |
| <input type="checkbox"/> Survey Plans Online | - Search and order copies of land titles plans |
| <input type="checkbox"/> Plan Deposit Submission | - Submit land titles plans for registration
(must have a Manitoba Land Surveyor in your firm) |

Account information

There are two options in this section: **create new account** and **add to existing account**.

Option one: Create new account

All firms need at least one account. If you apply for Personal Property Registry access you will need at least one personal property account. For all other services you require at least one land titles office (LTO) account.

<input checked="" type="checkbox"/> Create New Account	Account Statement	Email Frequency	+ -
<input type="checkbox"/> Personal Property Registry	<input type="checkbox"/> View Online		
<input checked="" type="checkbox"/> Land Titles Office (LTO)	<input checked="" type="checkbox"/> View Online	<input checked="" type="radio"/> None <input type="radio"/> Weekly <input type="radio"/> Monthly	
<input type="checkbox"/> Deposit Account Top-up			
<input type="checkbox"/> Electronic Funds Transfer			

Use the  button to add additional new accounts

Personal Property Registry account: Statements are online only.

Land title office (LTO) account: Your account administrator will automatically be granted access to view the account statements online, at any time. If you select the weekly or monthly frequency options statements will also be emailed to the same account administrator.

Deposit account top-up: Allows us to top up your LTO account by pulling funds from the bank account of your choosing once the balance in your LTO account reaches a pre-defined minimum level. The first top-up will be withdrawn after your application is processed (5 – 10 business days).

- (1) Financial institution information:** Complete the name, transit number, institution number and bank account number fields. Once printed, have your financial institution complete the rest of the fields on the application form, sign and stamp in the areas provided. Alternatively your financial institution may opt to provide you a separate printed copy of this information.

Name	<input type="text"/>		
Address	<input type="text"/>		
City	Province	Postal Code	<input type="text"/>
Financial Institution Official's Name	<input type="text"/>		
Financial Institution Official's Position	<input type="text"/>		
Financial Institution Official's Signature	Date	Place Bank Stamp Here	
<input type="text"/>	<input type="text"/>		
Transit Number	Institution Number		
<input type="text"/>	<input type="text"/>	<input type="text"/>	

(2) Minimum balance amount: When your deposit account balance hits your designated minimum, we'll top up your LTO account to the maximum balance amount you select.

Minimum Balance	<input type="text"/>	Maximum Balance	<input type="text"/>
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Electronic funds transfer (EFT): Allows us to automatically withdraw the fees for registrations and tax submitted through eRegistration directly from the bank account of your choosing.

(1) Financial institute information: Please have your financial institution complete, sign and stamp in the areas provided (same fields as deposit account top-up above). Alternatively your financial institution may opt to provide you a separate printed copy of this information.

(2) Account name: Choose a name that will help users identify your EFT account when paying for fees and land transfer tax in eRegistration (for example: trust account or general fees).

Account Name Choose a name that will help you identify your EFT account when paying for fees and land transfer tax. <input type="text"/>
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Option two: Add to existing account

Use this option to add new land titles services to an existing firm. For example: Your firm already uses Titles Online and you want to add eRegistration access. Once you select this option you'll be asked to enter your existing deposit account number. From there you will follow the same steps as listed in [create new account](#) section above.

<input type="checkbox"/> Create New Account	<input checked="" type="checkbox"/> Add to Existing Account	Deposit Account Number	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	
<input checked="" type="checkbox"/> Land Titles Office (LTO)	<input checked="" type="checkbox"/> View Online	Account Statement	Email Frequency	<input checked="" type="radio"/> None	<input type="radio"/> Weekly	<input type="radio"/> Monthly
<input type="checkbox"/> Deposit Account Top-up	<input type="checkbox"/> Electronic Funds Transfer					

Deposit account number: Enter the existing account number to which you want to add the selected services. Your account number can be found in multiple places including on your account statement and eReceipt.

User information

There are two options in this section: **add user access** and **remove user access**.

Option one: Add user access

Use this option to add new users to your firm.

Add user access

Given Name	<input type="text"/>	Middle	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	
Surname	<input type="text"/>					
Phone +	<input type="text" value="1"/>	<input type="text" value="204"/>	<input type="text"/>	Extension	<input type="text"/>	
E-Mail	<input type="text"/>					
Notification E-Mail	<input type="text"/>				Surveyor Licence No. (if applicable)	<input type="text"/>
Select a secret question	<input type="text"/>					
Secret Answer	<input type="text"/>					

Use the button to add additional users

Full name and phone number: For each user provide contact information including full name and phone number.

Email: User's individual email address.

Notification email: Email address the user wants notification emails to go to (such as emailed status of titles). The notification email may not be relevant to your firm (such as a general email inbox) or may be the same as the user's individual email address.

Surveyor licence number: At least one user is required to have a surveyor licence number for a firm to access Plan Deposit Submission.

Secret question and answer: Each user needs to select a question from the dropdown list and provide the corresponding answer for secure identification.

Option two: Remove user access

Use this option to remove access for any current users in your firm. This will remove access from all of our online services for each user listed in the form. You will need to provide the user ID, given name and surname for each user you want removed.

Remove access to users (Removes from all TPR Service)

User ID	Given Name	Surname	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Use the button to remove more than one user

Terms of Use

[* I agree to the User Terms and Conditions in the Terms of Use agreement.](#)

You must read and agree to the terms and conditions in order to print and submit the client application form.

Authorization

Signing Officers		
Name (Print)	Signature	<input type="checkbox"/> Deposit Account Top-up <input type="checkbox"/> Electronic Funds Transfer <input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	
Administrator is the individual authorized to add and remove users on behalf of the firm.		
Firm Administrator (Print)	Signature of Firm Administrator	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mail to/ Drop at: The Property Registry, 276 Portage Avenue, Winnipeg MB, R3C-0B6/Attn: Client Services Manager. DO NOT EMAIL OR FAX		

Use the button to add additional signing officers

Signing officers: If you select electronic funds transfer (EFT) and/or top-up, **all** of the people who have signing authority for the bank account provided must sign the Client application form. Use the check boxes beside each signing officer's name to indicate if they are the signing officer for top-up, EFT or both.

Firm administrator: The firm administrator must sign the Client application form.

Additional tips

1. Application forms that don't contain banking information can be emailed to clientservice@teranet.ca.
2. If you are applying for top-up and/or EFT, forms must be mailed or dropped off at:
Teranet Manitoba, 276 Portage Avenue, Winnipeg MB R3C 0B6
Attention: Client Services Manager
3. Anyone in your firm who is expected to use, oversee or manage access to your firm's online services and/or accounts needs a user ID.
This includes anyone who:
 - ✓ Searches our online services
 - ✓ Registers using our online services
 - ✓ Manitoba Land Surveyors
 - ✓ Is the firm administrator
 - ✓ Is an deposit account administrator
 - ✓ Is a supervising lawyer to land titles transactions
4. Some fields in the application form are mandatory. Any field that is mandatory must be completed before the form will validate and print.
5. Need more help? Email us at clientservice@teranet.ca.