Teranet Manitoba
eRegistration
User Guide

Updated: November 19, 2019
Version 2.00

Contents

Introduction

The purpose of this user guide is to provide a basic overview of the main functions and features of eRegistration.

Common acronyms and terminology

We use a few common acronyms that you will see in this guide:

DOL   Documents Online
LTO   Land titles office
PDS   Plan Deposit Submission
PPR   Personal Property Registry
SPO   Survey Plans Online
TOL   Titles Online

Browser requirements

Please visit our website for the most recent browser requirements.

Scanning requirements

Please visit our website for the most recent scanning requirements.

Smart form requirements

Please visit our website for the most recent smart form requirements.

What is the difference between a smart form, a scanned paper form and an eForm?

eForms	All forms uploaded into eRegistration (smart forms and scanned paper forms are all electronic forms, or eForms for short).
Smart forms	One of four electronically fillable forms: eTransfer eCaveat eMortgage eDischarge eRegistration can automatically read registration details right from the form. When uploading smart forms into eRegistration you should always upload the original PDF of the form and not a scanned copy. Only signature pages and additional evidence should be scanned to make a digital copy.
Scanned paper forms	Any other land titles form that has been completed manually (typed or printed) and then scanned to make a digital image (PDF). eRegistration cannot read any registration details from the scanned paper forms so some extra information must be provided when uploading.

eForms
├── Smart forms
└── Scanned paper forms
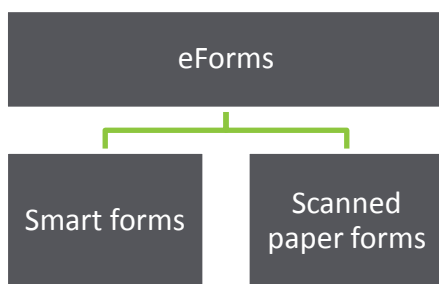
Navigation tips

Look for these icons as you navigate eRegistration:

Hover over these icons at any time to learn more information about:

- A registration process
- A tip for completing your submission
- A warning or an error message
- Other additional information that is not currently displayed on the screen

Other helpful features in this guide:

Ⓣ Look for this symbol for details on how a particular feature will benefit the Transfer smart form, which is unique in that it's a two-party eForm.

Tip	Look for this for an important tip.

Landing page

1. The eRegistration landing page provides useful information such as:
    - eRegistration hours of operation*
        - eRegistration maintains regular hours of operations during Statutory Holidays
    - Scheduled outages and outage notifications
    - Announcements

2. A link to several useful reference materials can be found on the landing page including:
    - The eRegistration user guide
    - User guides for all four smart forms
    - A link to the eRegistration video tutorials

3. From the landing page you can navigate between:
    - English and French
    - Land titles (TOL, Documents Online), surveys (Plan Deposit Submission and Survey Plans Online), and Personal Property Registry Online

4. The bottom of this page provides other useful links including:
    - The homepage of the Office of the Registrar-General
    - Our main website
    - Contact information
    - Privacy statement
    - *Terms and Conditions of Use*

You can view our contact page by selecting the icon, which is located next to the login button.

*A note about eRegistration's hour of operation: The hours of operation listed on the landing page represent the hours in which you are able to access eRegistration, including submitting a series for registration. The regulations to *The Real Property Act* specify land titles registration hours. If you submit a series for registration outside of the registration hours, but within eRegistration's hours of operation:

1. As with every submission, you will be provided a confirmation number.
2. Your registration will be placed in queue prioritized on the time it was received.
3. The series will be registered in priority order as soon as registration hours resume.

Here is what the landing page looks like:

Login

The [Login] button is located in the upper right hand corner on the landing page. Click this button to log in to eRegistration.

From the login page here you can enter your **user ID** and **password** to gain access to your workspace. You can also change your password, which expires every 90 days. There is no cost to access eRegistration.

You will use the same user ID and password that you currently use for our other online services. Visit our website to complete a Client Application Form to apply for access.

Who should have an online services user ID?
Anyone in your firm who:

- ✓ Searches our online services
- ✓ Registers using our online services
- ✓ Is a Manitoba Land Surveyor
- ✓ Is the firm administrator
- ✓ Is the account administrator
- ✓ Is a supervising lawyer to land titles transactions

Basically anyone in your firm who is expected to use, oversee, or manage Teranet Manitoba's online services and/or accounts needs a user ID.

> **Tip**   eRegistration, TOL and PDS have a single log in. This means that once you are logged into one, you can work in all three without having to log in separately (PDS has different permission levels than eRegistration and TOL).

A note about sharing user IDs: If the same user ID is used to log in to multiple sessions, the first session will be terminated and the following notification will appear:
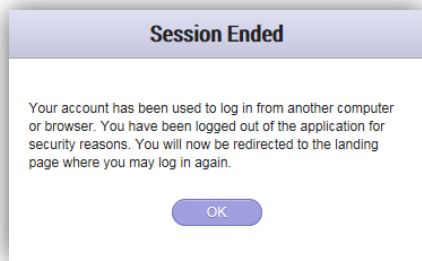
Remember that there is no cost for individual user IDs for our online services, so sharing user IDs is not necessary.
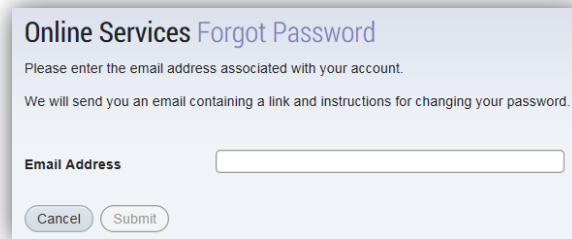
Reset a password

If you get locked out of your account or forget your password, select the **forgot password** option from the login page to reset your password:

Enter your email address in the box provided and our system will email you a link to reset your password.

You should receive an email with a link to reset your password within five minutes. You won't receive the email if:

- The email address you provided contained a typo.
- The email address you provided does not match the email associated to your profile.
  - For security reasons, we can only send a reset link to the email address you used when you registered your profile.
- The email address you entered is shared with another user.
  - For security reasons, we can only send a reset link to an email address that is unique to your profile.
- The email with the link to reset your password was sent to your junk folder.

Workspace

Once logged on you will arrive at your **workspace**. The workspace will help you organize your files into electronic folders.

Main features

From the workspace page you can complete multiple tasks:

1. Navigate to other online services such as TOL.
2. View all previously created files including those already submitted for registration.
3. Create new files
4. Manage existing files.
5. Filter your file list in order to find a certain file.
6. View file sharing 🔗 and file submission ☁ information.

Closing Date	File Number	Description	Registration Office	First Registration Number	
	test		1-Winnipeg	7001212/1	
2018-03-14	45555	63 River Road	1-Winnipeg	7000078/1	
2019-04-30	Mortgage		1-Winnipeg	7001215/1	
2019-10-31	Smith-123	Smith-Watson transfer	1-Winnipeg	7001461/1	

☐ Exclude files already submitted for registration   ⓘ One or more files have been interrupted during the submission process

All times are Central Time Zone (UTC -6:00 Standard / UTC -5:00 Daylight Saving)

Search for a file

By default all of your files will be listed chronologically by closing date (if you have entered one). Select any of the available headings to re-order the list by that value.

To search for a file navigate to the [🔍 |] field and enter any part of the closing date, file number, description or registration office of the file you are looking for.
- As you enter your search criteria the folder list will automatically filter to show any files that match or partially match your search criteria.
- Select the file you are looking for once it becomes visible in the file list.

To reduce clutter you can hide files that have already been submitted for registration from your list by selecting the exclude files checkbox:
☑ Exclude files already submitted for registration . This is selected by default.

Registration number

The registration number column will remain blank until a series is registered. Once the series is registered, the first registration number in the series will be auto-populated into your workspace.

Closing Date	File Number	Description	Registration Office	First Registration Number	
	test		1-Winnipeg	7001212/1	
2018-03-14	45555	63 River Road	1-Winnipeg	7000078/1	
2019-04-30	Mortgage		1-Winnipeg	7001215/1	
2019-10-31	Smith-123	Smith-Watson transfer	1-Winnipeg	7001461/1	

☐ Exclude files already submitted for registration   ⓘ One or more files have been interrupted during the submission process

All times are Central Time Zone (UTC -6:00 Standard / UTC -5:00 Daylight Saving)

In order to view files that have been submitted for registration, you need to **deselect** the box that hides them from the default view.

☐ Exclude files already submitted for registration

Important restrictions

Files will be deleted no earlier than seven calendar days after registration is completed and the documents have been accepted. Files will also be deleted no earlier than 60 calendar days after documents that are unacceptable have been rejected.

Create and submit a file for registration

This section will describe how to create a new file and submit it for registration. The main steps included in this section are:
- [Create a file](#)
- [Upload forms](#)
- [Add documents](#) (signature pages and supporting documents)
- [Edit file contents](#)
- [Submit a file for registration](#)

Create a file

Follow these steps to create a new file:

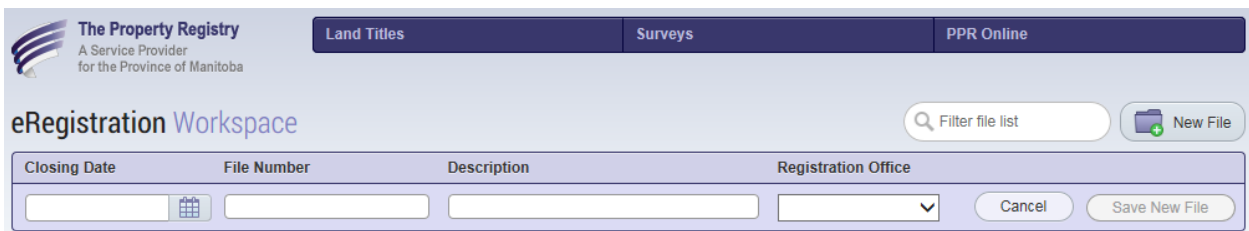|	
1	Click on **New File**
2	Identify your file using the fields provided including **closing date, file number** (mandatory), **description** and **registration office** (mandatory) • **Registration office** is the land titles district in which the lands are located. • You can only select one office per file. If you are submitting a form that needs to be registered in more than one office, you'll create a separate file for each office and submit the form multiple times.
3	Click on **Save New File** to save your file • You may also **cancel** the entry
4	Once saved the new file will appear in your workspace in your files list

| Tip | All of the file creation fields are searchable. Enter details into these fields that will make your files easy to find and filter. |

Upload forms

You can now add all your eForms to the file. There is no limit to the total number of eForms you can upload per file. You can upload any combination of smart forms and/or scanned paper forms.
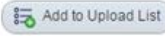
Upload scanned paper forms

To upload scanned paper forms:

1	Click [Add eForm] .
2	Select **scanned paper forms.**

Add eForms

Locked Smart Forms and scanned paper forms in PDF format can be added to the Upload List.

| Smart Forms | Scanned Paper Forms |
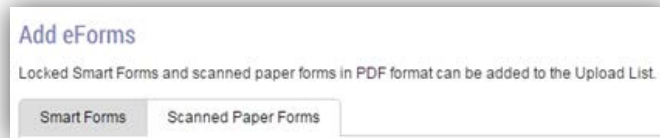
3	Start the upload process by selecting [Add to Upload List] , or drag and drop your form into the list. • Smart forms shouldn't be uploaded as scanned paper forms. • This action does not upload the form to the file, it only adds it to the upload list.
4	Select the instrument type for each scanned paper form from the drop-down menu. You may add a description if you want. It will be of particular assistance if you upload several instruments of the same type and need a way to differentiate them. • eRegistration isn't able to check to make sure you have labelled your form correctly. Please take care to ensure forms have the correct instrument type as what you call it here is what it will be registered as. Incorrectly labelling a form may result in fee changes and/or delay during the examination stage.
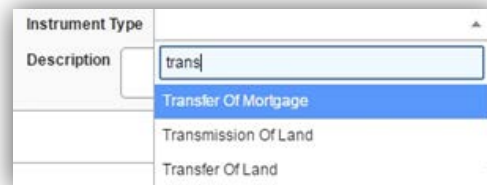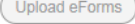
Instrument Type

Description | trans

Transfer Of Mortgage

Transmission Of Land

Transfer Of Land

5	Click on [Upload eForms] to upload your forms from the list.	
	• At this point eRegistration will scan each for viruses.	
	• Your list of uploaded forms will build on the left side of the screen.	
	• The forms will be listed in the order in which they are successfully uploaded and not necessarily the order in which you've added them.	
	• You can change the order any time before submitting.	
	• You can also remove or add additional forms at a later date.	
	• Not uploaded	
	• Uploading	
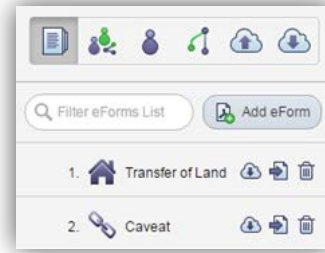
6	Your scanned paper forms are now uploaded.	
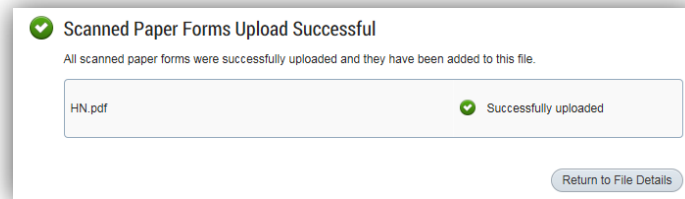
7	Click on one of the scanned paper forms from the list on the left side of the screen.	
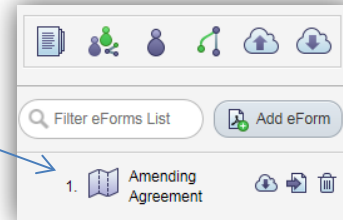
8	Click on [Edit Details] to provide some basic details about each scanned paper (see Appendix A for examples of the fields required for our most common scanned paper forms).	

9	Click [Save Details] to save your changes.	
	1. Repeat steps seven, eight and nine for each scanned paper form	

You are ready to add supporting documents!

Upload smart forms

To upload smart forms:

1	Click ⬛ Add eForm .

| 2 | Select **smart forms.**

Add eForms

Locked Smart Forms and scanned paper forms in PDF format can be added to the Upload List.

Smart Forms   Scanned Paper Forms |
|---|---|

| 3 | Start the upload process by selecting ⬛ Add to Upload List , or by dragging and dropping forms into the list.

    2. You should always upload the <u>original locked PDF version</u> of the smart forms and not a scanned copy. The locked PDF version of the smart forms will include blank signature pages which will be ignored by our employees. The completed signature pages are the only part of the smart form that will be scanned after signing (see add documents for more information).

- This action does not upload the forms to the file, it only adds them to the upload list |
|---|---|

| 4 | Click on ⬛ Upload eForms to upload your forms from the list.

- At this point eRegistration will scan each for viruses.
- Your list of uploaded forms will build on the left side of the screen (in the same place as any scanned paper forms).
- The forms will be listed in the order in which they are successfully uploaded and not necessarily the order in which you've added them.
- You can rearrange the order at any time before submitting.
- You can also remove or add additional forms at a later date.


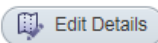- Not uploaded

- Uploading |
|---|---|

Smart Forms Upload Successful

All Smart Forms were successfully uploaded and they have been added to this file.

eMortgage 1-Locked.pdf	✓ Successfully uploaded

Return to File Details
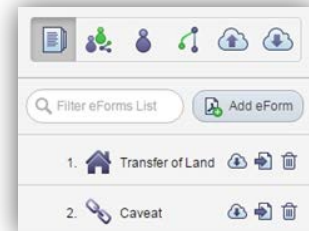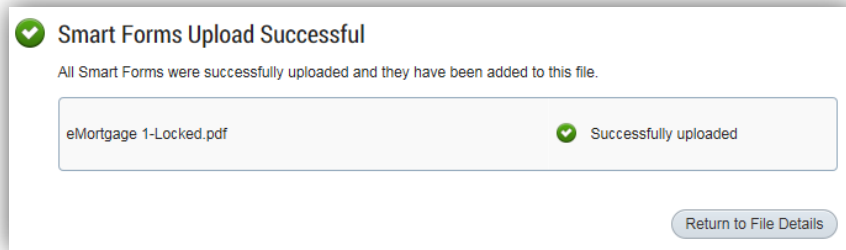
Your smart forms are now uploaded and you are ready to add signature pages and supporting documents!

Having trouble uploading a smart form?
There are two reasons you may get this error message:

Error: Not a Smart Form
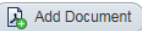
1. You are uploading a printed then scanned PDF of a smart form. In order for eRegistration to recognize the smart forms, always upload the <u>original locked PDF version</u> of the smart forms and not a scanned copy. The locked PDF version of the smart forms will include blank signature pages which will be ignored by employees. The completed signature pages are the only part of the smart form that will be scanned after signing (see add documents for more information).

2. Old versions of smart forms may not function like smart forms in eRegistration, even though they look virtually the same as the current version. You should always use the most current version of our forms which are available on our website.

Add documents (evidence, signature pages, etc.)

Now that you've uploaded your eForms, you'll need to go through each eForm one at a time to add supporting documents and/or signature pages.

To add documents:

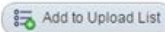|	
1	Go to each eForm in the list that requires supporting documents. • All smart forms require at least one scanned signature page to be uploaded • Supporting documents that may be required include additional evidence (such as death certificates) or correction letters • eRegistration doesn't check to make sure the correct additional documents have been added to each form
2	Use for each eForm that you need to add documents to. All smart forms will require at least one signature page.
3	Select the **upload** option for new documents. You can also **copy** a document (other than signature pages) over from another eForm if it needs to be attached multiple times. For example, a correction letter affecting more than one eForm. • Documents must be in PDF format New document → Upload Copy ← Copy a document
4	Add documents to the upload list by selecting , or by dragging and dropping the documents into the list. • This action does not upload the documents to the file, it only adds them to the upload list
5	Select the **document type** from the drop-down list for each document. • You can also use the ⊖ to remove a document
6	Click on to upload your documents from the list. • You may also **cancel** the upload • Not uploaded

- Uploading

You have now uploaded eForms, signature pages and supporting documents to your file.

Documents Upload Successful

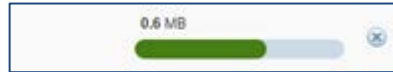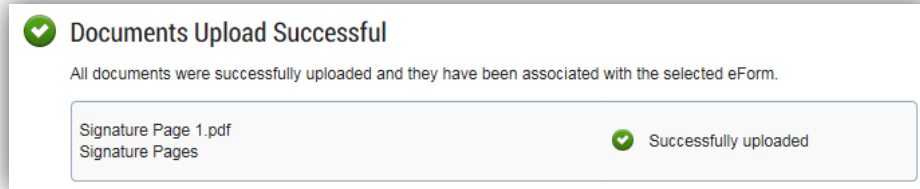All documents were successfully uploaded and they have been associated with the selected eForm.

Signature Page 1.pdf
Signature Pages   ✓ Successfully uploaded

You have the option to submit the file now. In some cases, you may still want to edit the contents or manage the file in other ways.

Ⓣ Transfer scenario (for two party transfers):

1. The transferor's agent completes the transferor's portion of the eTransfer and locks it. The signature pages are printed, signed and scanned.
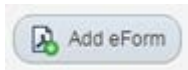
2. The transferor's agent uploads the partially-completed eTransfer (with the transferor portion locked) into a file in eRegistration, along with any supporting documents, including the signed and scanned signatures pages.

3. The transferor's agent changes ownership of the file to the transferee's agent.

4. The transferee's agent downloads the partially completed eTransfer from the file details page.

5. The transferee's agent completes the transferee portion of the eTransfer and locks it a second time. Any necessary transferee signature pages are printed, signed and scanned.
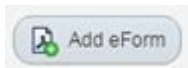
6. The transferee's agent uploads the completed and double locked eTransfer to the same file they downloaded it from, along with any supporting documents and scanned signatures pages.

This will replace the current partially-completed version of the eTransfer with the completed and double locked version. None of the additional documents added by the transferor will be replaced or deleted.

7. The transferee's agent then uploads any other related eForms, such as an eMortgage together with associated signature pages and supporting documents.

Edit file contents

All eForms, signature pages and supporting documents have now been uploaded to your file. You still have the option to edit the file contents. Three general edit options are described in this section.

Feature one: For each existing file you have the option to:

Edit file details such as closing date, registration office or file number/description

Delete the entire file and all of its contents

Feature two: For each eForm already uploaded you have the option to:

Download a copy of the eForm

Move the eForm to a different file (removes it from the current file) ——————→

Delete the eForm from the file

You can also add more eForms to the file using [Add eForm]

Feature three: For each supporting document already added to an eForm you have the option to:

Edit supporting document details such as document type

Delete the entire supporting document from the eForm it is attached to (will remain attached to any documents it was copied to)

You can also add more signature pages and supporting documents to the file using [Add Document]

Here is an example of where to find these options in eRegistration:

Feature one

Feature two

Feature three
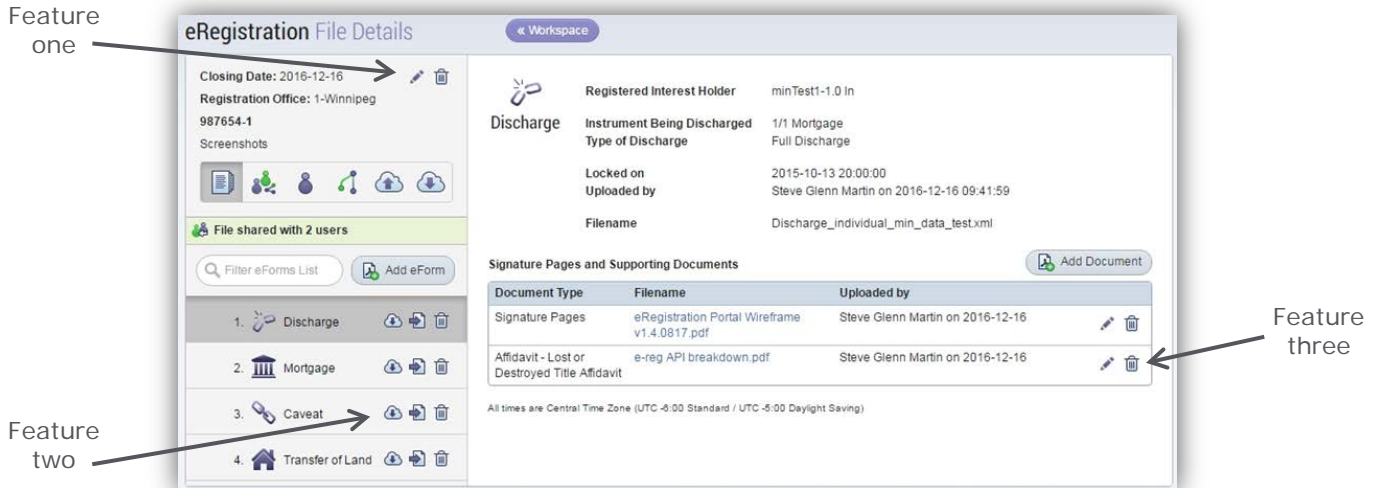
At what stage can you edit a file?

New file (not submitted)	Yes
File you have shared (but not submitted)	Yes
File that has been shared with you (but not submitted)	Yes, if you have been given permission (however option one can only be edited by the file owner); see share a file for more details
Submitted file	No

Submit a file for registration

Follow these steps when you are ready to submit a file for registration.

| 1	Select ☁ from the **file details** screen.
	• The file will be locked to edits for all other shared users during this process; meaning that no one will be able to change the file while you are submitting it

*You will be re-directed to the **registration order** screen*

2	Use ⬚ to re-order your eForms into the order you want them registered in (whatever order you select here is the order your eForms will be registered in).
	• Select an eForm to see the basic details
	• You will not see this screen if you are only submitting one eForm for registration
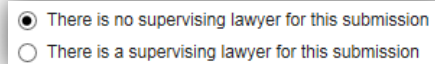
3	Once you are satisfied with the registration order click (Proceed) to continue.
	• You can also **cancel** or **save** your changes **and return** to the file details screen

*You will be redirected to the **submission details** screen.*

4	Identify if there is a supervising lawyer for the submission.
	◉ There is no supervising lawyer for this submission
	○ There is a supervising lawyer for this submission
	• This option defaults to "no"
	• You must share your file with the lawyer before you can name them as the supervising lawyer

5	Review fees and land transfer tax.
	• This is the amount you will be charged

6	Indicate if any of the eForms are fee exempt.
	• This is not to be used for claiming land transfer tax exemptions

7	Select either **deposit account** or **electronic funds transfer** as the method of payment. If you have more than one account number available to you, select the appropriate account number from the drop-down list.
	• Only accounts your deposit account administrator has granted you access to will show in the drop-down list.
	• The available balance will be displayed for each deposit account (only updated during prescribed registration hours).
	• Only one payment type can be used per submission.

| 8 | Read and agree to the *Terms and Conditions*. |
| | ☐ I have read and agreed to the Terms and Conditions of eRegistration |

| 9 | When you're ready, click (Submit for Registration). |
| | • You can also choose (Do Not Submit) and you'll go back to the file details |

Your file has now been submitted for registration.

Submission confirmation

Once your file is successfully submitted (there are no submission errors or warnings), you will see a confirmation screen showing the details of your submission:

1. A confirmation number for the submission (you will also receive an email confirmation within a few minutes).
2. A summary of the submission.
3. A summary of the document submitted and the fees and taxes to be charged.

> **Closing Date:** 2017-01-30
>
> **Registration Office:** Neepawa
>
> 9069555406
>
> Dolor ea aliquid ut facere consequatur eos ut unde.
>
> ---
>
> **File Submitted** Confirmation Number 575 **1**   🖨 Print
>
> ✓ File 9069555406 was submitted to the Neepawa Land Titles Office by **Pierre One Krahn** of **The Property Registry (TPR)** on **2017-06-22 10:59:19**.
>
> The confirmation number is not a registration number.
>
> Registration is a separate process that occurs during prescribed registration hours. Files submitted through this portal will be registered in the order received. **2**
>
> The total amount of **$1,181.00** will be withdrawn from your deposit account **4068** at the time of registration.
>
> A confirmation will be sent to the email address you have on file with us.
>
> The following has been submitted for registration:
>
> | eForm | Type | Amount to be Charged |
> |---|---|---|
> | 1. Discharge | Registration Fee | $89.00 |
> | 2. Mortgage | Registration Fee | $89.00 |
> | 3. Transfer of Land | Registration Fee
Land Transfer Tax | $89.00
$825.00 |
> | 4. Caveat | Registration Fee | $89.00 |
>
> **3**
>
> **Registration Fees:** $356.00
> **Land Transfer Tax:** $825.00
> **Total:** $1,181.00
>
> Return to File Details

> **Tip** **A confirmation number is not a registration number.**
>
> You will always receive a confirmation number upon submission of a file, however registration is a separate process that occurs only during established registration hours.
>
> Once a file has been submitted for registration:
>
> 1. You will receive a confirmation number.
> 2. Your registration will be placed in queue, prioritized by the time it was received.
> 3. The series will be registered in priority order during regular registration hours. Once registered first registration number in the series will be auto-populated into your workspace.

Submission errors ✖ and warnings ⚠

Before a file can be submitted, eRegistration does a check for some basic errors. If a potential problem is flagged, a summary screen will list the errors and/or warnings.

There are two types of issues that may be flagged:

1. **Submission errors** ✖
   - These errors stop a file from being submitted
   - The file will not be accepted for registration until submission errors are addressed

2. **Submission warnings** ⚠
   - eRegistration checks and flags possible warnings, based on the content of the smart forms, such as missing supporting evidence
   - These warnings do not stop the file from being registered, they only act as a double-check

Possible submission errors:	Possible submission warning:
The transferee section is not locked	<Document Type Name> may be missing
There is more than one copy of this eForm in this file	
The signature pages are missing	
Title and fair market value information have not been entered (for scanned paper forms)	
Title information has not been entered	

How to handle the warnings and errors:
- If you **only have submission warnings** you should address the warnings and resolve them where that is appropriate. Otherwise, you can acknowledge them and submit your file as is. Keep in mind that there may be a problem with the submission. The warning will be flagged for our employees.

- If you **have even one submission error** (in conjunction with warnings or not), you must go back to the file details to correct it before you will be able to submit the series successfully.

Use to go back to the file details to view the errors and warnings. Any eForm that has been flagged will also be marked in the file details. Select any eForm to view more detailed information. These flags won't be removed until the registration process is initiated again. Upon re-submitting the file will be re-checked for outstanding or new errors and warnings.

These flags won't be removed until the registration process is initiated again. Upon re-submitting the file will be re-checked for outstanding or new errors and warnings.
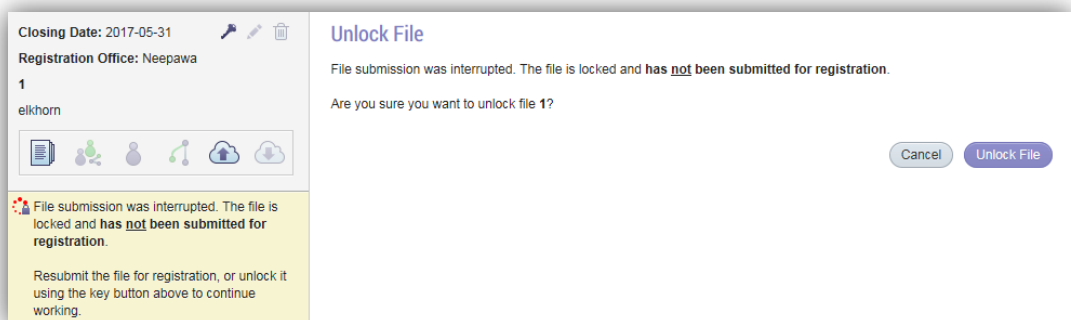
Submission interruptions

If an interruption occurs during the file submission process (for example a loss of internet connection), your file will lock and the file submission error image will appear on both your file details and your workspace.

> File submission was interrupted. The file is locked and **has not been submitted for registration**.
>
> Resubmit the file for registration, or unlock it using the key button above to continue working.

> File submission was interrupted. The file is locked and **has not been submitted for registration**.
>
> You can either resubmit the file for registration, or unlock it to continue working.

The file locks for the user submitting the file and for all other shared users. This means that no one will be able to edit that file until the user who was submitting the file addresses the submission interruption error. This is to ensure the file does not change before the submitter has the chance to finish the submission.

There are two ways the submitter can proceed once a submission interruption error occurs:

1. Go to the file details and resume the submission process .

2. Unlock the file so that regular editing can resume for all users who have access to the file (including the submitter).

   - Select the key from the file details page to unlock the file and confirm this choice

Closing Date: 2017-05-31
Registration Office: Neepawa
1
elkhorn

Unlock File

File submission was interrupted. The file is locked and **has not been submitted for registration**.

Are you sure you want to unlock file **1**?

Cancel   Unlock File

File submission was interrupted. The file is locked and **has not been submitted for registration**.

Resubmit the file for registration, or unlock it using the key button above to continue working.

Manage your files

There are several icons that will help you manage your files:

 [View the file details](#)

 [Share a file](#)

 [Change ownership](#)

 [Merge file content](#)

 [Submit a file for registration](#)

 [Download an entire file](#)

 [Delete a file, an eForm or a supporting document](#)

 [Edit a file, an eForm or a supporting document](#)

 [Move an eForm to a different file](#)

View file details

Think of this as your file's home page. This is the default view of all files and is your starting point for any further action. You can view a summary of everything you have uploaded to your file from the file details.

Share a file

Sharing a file is a useful feature when more than one person in your firm will need to have access to the content of a file. eRegistration won't share your file with any other user automatically.

You must share the file with a lawyer in your firm if you want to identify them as a supervising lawyer during the submission process:

Once the file is submitted for registration, existing users and their share settings cannot be changed. However, you may add additional users to view or download the file after submission.

To share a file:

1   Navigate to the file you would like to share from your Workspace.

2   Click on 🔗 .

3   Select the firm name of the user you want to share with from
    the drop-down list.

Firm
eReg Firm 1 ▾

    - Start typing the name you are looking for and
      eRegistration will search the firm list for matching firms
    - Only firms who have been approved for access to eRegistration will be
      available in this list
    - You can share with any firm approved to use eRegistration
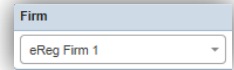
4   Select the user associated to the firm that you want to share with.
    - Start typing the name you are looking for and
      eRegistration will search the user list for matching
      users
    - Only users who have access to eRegistration under
      the firm you selected will show in the drop-down list
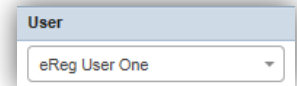
User
eReg User One ▾

    Tip ▷ Need to share with more than one person? Add more users by clicking .

    👤 Add User

5   Select each user's permission level.
   - Select all, none or any combination to build a personalized permission level:

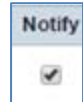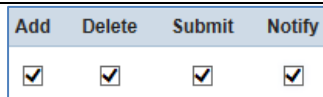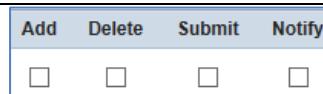|	
Add ☐	Allows the user to add eForms, signature pages and supporting documents to the file
Delete ☐	Allows the user to delete eForms, signature pages and supporting documents from the file
Submit ☐	Allows the user to submit the file for registration
Notify ☑	The user will be notified based on the notice option identified in step six
Add ☑ Delete ☑ Submit ☑ Notify ☑	Gives the user all permissions
Add ☐ Delete ☐ Submit ☐ Notify ☐	Gives the user read only permission

6   Choose the type of notification(s) you want the shared users to receive.

   - These selections will apply to all shared users with have been granted [Notify ☑] permission (meaning if no one has been granted notify permission then these options are obsolete).
   - Just like with user permissions you can choose one, all or even none.

Notify selected users when:
☑ eForms are uploaded to or deleted from this file
☐ This file is submitted for registration
☐ The registration is accepted or rejected, or its status changes to deficient
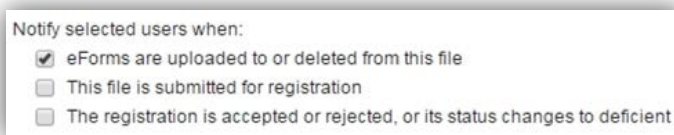
   - The user you share with will receive similar but not identical notifications as the file owner if you give them notify permissions. For example, once a registration is accepted, all users with the appropriate notify permission (owner and shared users) will receive an email notifying of the file acceptance but only the file owner will ever receive the electronic status of title attached.

7   As the file owner, you may also want to know when a shared user completes an action.
- These selections are also optional

Notify me when:
- ☑ eForms are uploaded to or deleted from this file by other users
- ☑ This file is submitted for registration by other users
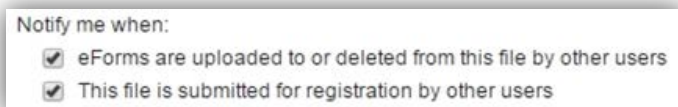
8   You have the option to include comments with the file you are sharing.

Share with comments

please review by the end of day

- Any comments you enter while in the file sharing feature will also appear in the file details view located within your folder
- An email is sent to the user you share with including any comments provided in this section
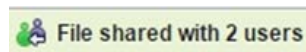- These comments are not submitted with the file and our staff won't see them.
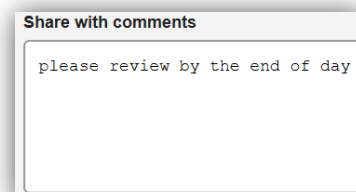
9   Click **Save Share Settings** when you are ready to share your file.
- You also have the option to **cancel** the request completely

You have now shared your file.

There are two notifications you will see once a file has been shared. All users you have shared with will also see these notifications. Hover over the icon found in one of these locations for more details:

- On the workspace near the registering office

Registration Office
1-Winnipeg

- On the file details of the shared file
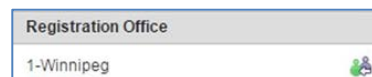
🧑‍🤝‍🧑 File shared with 2 users

Here is an example of the file sharing page:

Change ownership

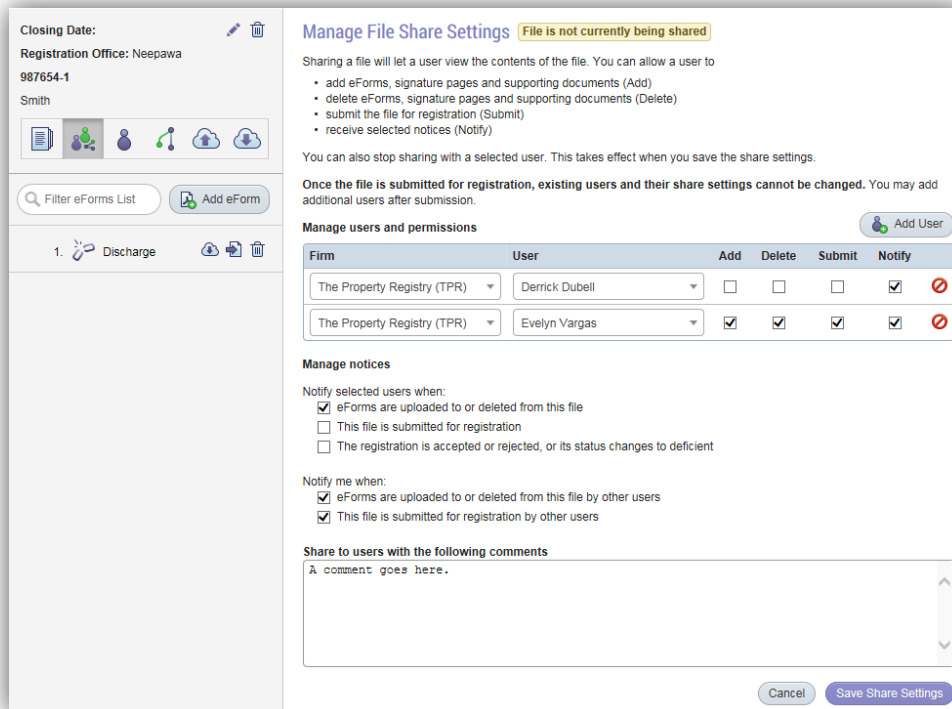This option is similar to sharing a file. The key difference is that when you change the ownership of a file you will no longer be the person in charge of the file. The person you reassign a file to will take it over as if they were the one who originally created the file.

Keep in mind that once a file's ownership is changed:
1. You will lose access to the file
2. The new owner will gain full control over the file
3. All existing shared users will lose access to the file, unless the new owner is of the same firm as you and you choose to allow existing users to continue using the file (see step six below)
4. The new owner will be notified by email of the change in ownership and you will receive of copy of this email
5. If you need to access or make changes to a file once you change the ownership, the new owner will either have to share the file with you or change the ownership back to you.

(T) Transfer scenario: The transferor's agent will need to change ownership of the file to the transferee's agent so they can both complete and upload their portion of a transfer transaction.

To change a file's ownership:

1 Navigate to the file you would like to share from your workspace.

2 Click on 👤.

3 Select the firm name of the user you want to change ownership to from the drop-down list.
   - Only firms who have been approved for access to eRegistration will be available in this list
   - You can change ownership with any firm approved to use eRegistration

   Firm

   eReg Firm 1

4 Select the user associated to the firm that you want to change ownership to.
   - Only users who have access to eRegistration under the firm you selected will show in the drop-down list
   - Note that you can change ownership to only one user

   User

   eReg User One
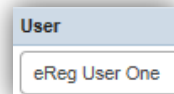
5 You have the option to include comments in the file before you change ownership.
   - These comments are not submitted with the file and our employees won't see them.
   - These comments will appear in the notification email sent to the new owner.

   Message to new owner

6 You have the option to change the ownership of **all of your files** that have not been submitted to the user you have defined. This will move **every file** you have in your workspace to the new user.
   - You cannot change the ownership of files that have been submitted
   - You cannot change the ownership of files that you are not the owner of

   ☐ Change ownership of **all my files that have not been submitted** to Martin H Short of Martin, Chase and Short

7 Select this option if you want any current shared users to retain access to the file once the ownership has changed.

   ☐ Allow existing users to continue using the file

8 Click **Change Ownership** when you are ready to share your file.

- You also have the option to **cancel** the request completely
- To reverse the reassignment once it has been completed you must have the person you assigned a file to reassign it back to you

---

You have now changed the ownership of your file.
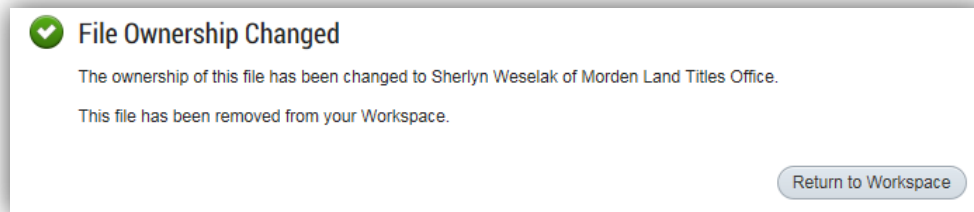
Here is an example of the change ownership page:
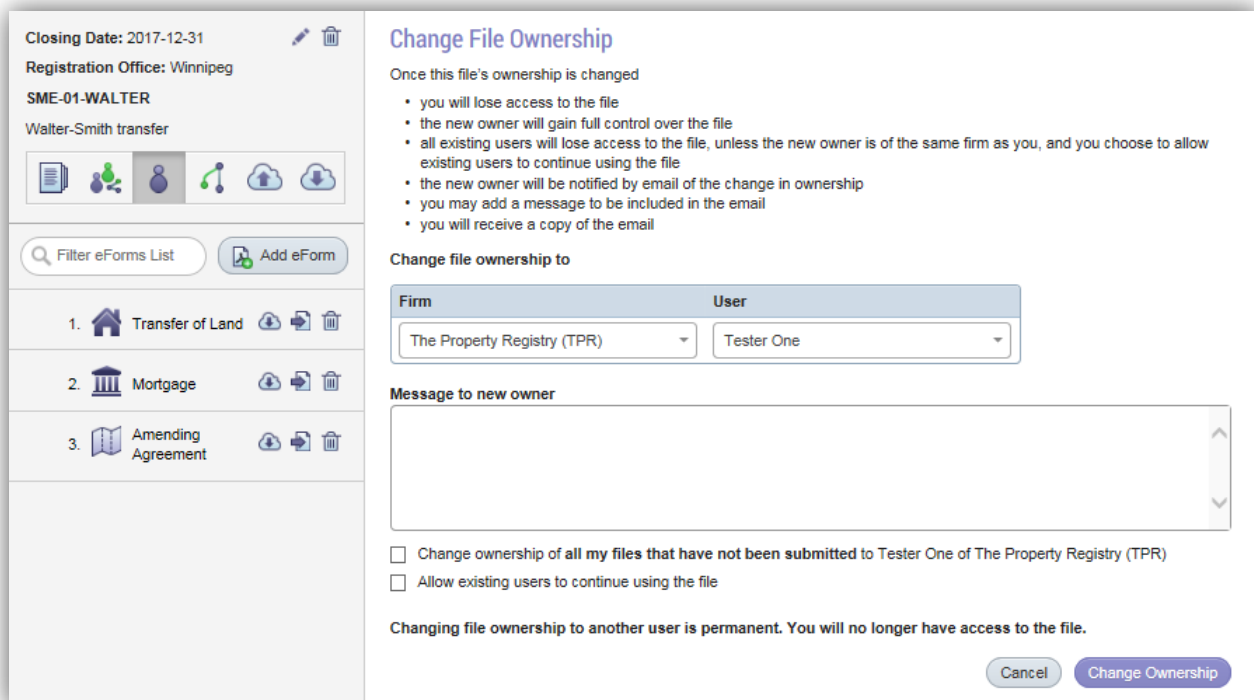
Merge file content

Use this feature to merge two files together. You may want to do this if you have forms in more than one file that you need to combine.

Transfer scenario: You are acting on behalf of the purchaser (transferee) and have created a file to upload the mortgage. In the meantime, the agent for the seller (transferor) has changed the ownership of the file containing the transfer to you. You now have a file with the mortgage (current file) and a separate file with the transfer (target file) that need to be merged into one file.

Keep in mind that once you merge a file:
- The eForms, signature pages and supporting documents in the current file will be moved into the target file
- The current file will be deleted
- Users of the current file will not gain access to the target file
- Users of the target file will have access to the new content
- All existing submission errors and warnings of the moved content will be removed

To merge two files:

1   Navigate from your workspace to the current file (the one you want to merge into the target file).
- You will not be able to merge a file if you do not have permission to do so
  - For example, if someone has shared a file with you and given you read only permissions, you cannot merge to that file
- You also cannot merge to a file that has already been submitted for registration
- You must be the owner of both files to be able to merge them together

2	Click on .

3	Select the target file you want to merge to from the drop-down list .
	• The list will display all of the files you have in your workspace that you have permission to merge to
	• For example, if someone has shared a file with you and given you read only permissions, you will not be able to merge to that target file
	• You also cannot merge to a file that has been submitted for registration

Target file

share with tpr5pkra   ▼

4	Confirm that you have entered the correct information.

Are you sure you want to merge the content of **987654-1** into 123456 - New File 3?
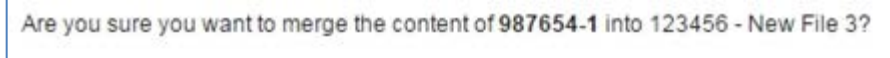
5	Click (Merge Content) when you are ready to merge your file.
	• You also have the option to **cancel** the request completely
	• There is no option to split a file
	• You would have to move each document one at a time to a new file using the icon next to the eForm you want to move

You have now merged two files into one.

✓ **File Content Merged**

The content of this file has been merged into the target file 1-12-34 - walter transfer 2.

File 1-12-34 has been deleted from your Workspace.

(Go to Target File)
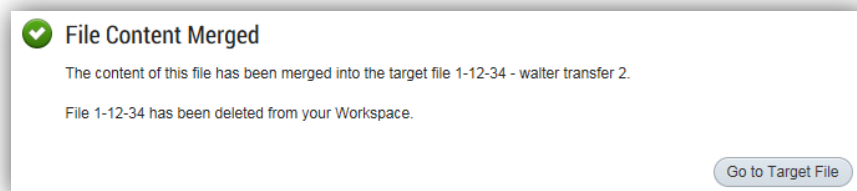
Download a file

You can download your entire file contents any time before or after submission.

Tip	Files will be deleted 7 calendar days after they have been accepted or 60 days after they have been rejected. If you want a copy of the submitted file you'll have to download the file before this time frame is up.

To download a file:

1	Navigate from your workspace to the file you want to download.
2	Click on .
3	Save the downloaded items to your computer. • The file will be downloaded as a .zip file, named using your original file name, and will contain every item from your file • If you do not want to keep all of these items you can edit the .zip file once it's been saved to your computer

You have now downloaded your file.

File status

There are several actions that will take place depending on the status of a file. Once submitted, the status of the file won't be updated within eRegistration so be sure to watch for the following notifications.

Accepted

The following will occur when a file is accepted:

1. An automated email confirming a file has been accepted will be sent to the user who submitted the file for registration.
   a. This will be sent to the user's notification email if they have one or their primary email if they don't.
   b. The electronic status of title/instrument will be attached as a PDF (one status) or ZIP file (multiple statuses).
   c. If there is no email address associated the notification will be sent to the firm admin email address

2. The same automated email (without an attached status) will also be sent to anyone the file owner shared the file with who has been given the following notification permissions:
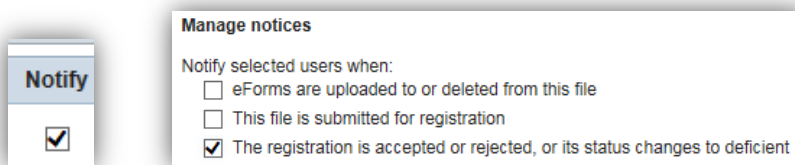
3. The Client File Report will be auto-emailed to the firm's account administrator.
   a. The Client File Report is not emailed at the same time as the status of title. You will receive this email after 5pm on the day after acceptance.

4. You'll have at least seven days to download the file from eRegistration after acceptance. After this time, the file may be automatically deleted from your workspace.

Deficient

The following will occur if a file is marked as deficient:

1. An automated email notifying that a file is deficient will be sent to the user who submitted the file for registration.
   a. This will be sent to the user's notification email if they have one or their primary email if they don't.

2. The same automated email will also be sent to anyone the file owner shared the file with who has been given the following notification permissions:
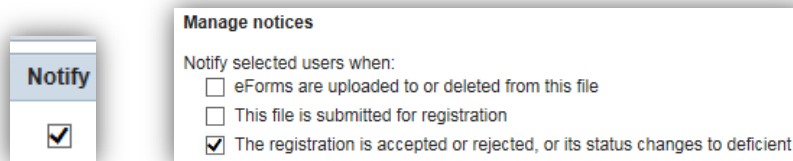
3. A follow-up email will be sent dealing directly with the file outlining the deficiency reasons in detail.

Rejected

The following will occur if a file is rejected:

1. An automated email confirming a file has been rejected will be sent to the user who submitted the file for registration.
   a. This will be sent to the user's notification email if they have one or their primary email if they don't.
   b. The electronic copy of the rejection reasons will be attached (PDF).

2. The same automated email (without an attached rejection reasons) will also be sent to anyone the file owner shared the file with who has been given the following notification permissions:
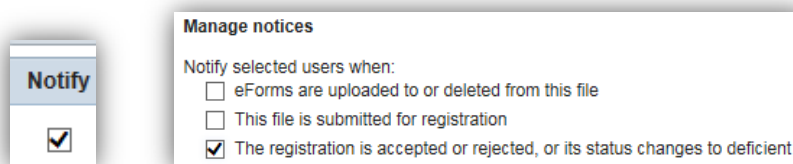
3. The Client File Report will be auto-emailed to the Account administrator.
   a. This will happen the day after rejection after 5pm

4. You'll have at least 60 days to download the file from eRegistration after acceptance. After this time, the file may be automatically deleted from your workspace.

5. To re-submit a rejected file, you must create a new file in your workspace. You cannot re-use the file that was rejected.

Contact information

Please direct any questions or concerns with regards to eRegistration to our Client Service Team at clientservice@teranet.ca.

For more information please visit our website at www.teranetmanitoba.ca.

Notes

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Appendix A: Scanned paper form examples

Here are the fields you may need to complete when editing the scanned paper form details (not all fields apply to all forms).

Edit Scanned Paper Form Details

The details below can be edited.

Instrument Type

Description   optional

Affects Title
- ○ This instrument does not affect any titles
- ● This instrument affects the following titles
  - ● Current title number   ○ Issuing from title number

Fair Market Value in Canadian Dollars
- ● Land transfer tax information is provided below
  - Value of all the within land as a whole is
  - Value of the interest in the land affected by this instrument is
  - Land Transfer Tax Exemption
    - ○ No land transfer tax exemption is claimed
    - ○ Value of the portion of the land that is exempt is
- ○ All transferees are the Government of Canada or a federal crown agency

Cancel   Save Details

> The instrument type dropdown list has a search feature

> Use the ⊕ sign to add multiple titles

> Claim an applicable land transfer tax exemption here

Tip ▸ You cannot save your edits if the fair market value of the interest in the land affected by the instrument is more than the value of the land as a whole.

Appendix B: Document types

Here is a full list of the documents available to select from in the document type drop-down list:

Signature Pages
Affidavit - Affidavit of Debts and Heirs
Affidavit - Affidavit of Witness
Affidavit - Lost or Destroyed Title Affidavit
Affidavit - Other
Agreement - Agreement or Document Supporting Claim in Caveat
Agreement - Amendment to Development Agreement
Agreement - Assignment of Lease Agreement
Agreement - Assignment of Rents and Leases Agreement
Agreement - Building and Development Scheme Agreement with Register Owners
Agreement - Conservation Agreement
Agreement - Development Agreement
Agreement - Easement (including Rights-of-Way) Agreement
Agreement - Lease
Agreement - Mortgage
Agreement - Party Wall Agreement
Agreement - Restrictive Covenant Agreement
Agreement - Statutory Easement Agreement
Agreement - Accepted Offer to Purchase
Agreement - Contract for Sale of Land
Agreement - Other
Appointment of Substitute Attorney
Corporation - Articles of Amalgamation
Corporation - Articles of Amendment
Corporation - Articles of Continuance
Corporation - Articles of Dissolution
Corporation - Articles of Incorporation
Corporation - Articles of Revival
Bankrupt - Assignment in Bankruptcy
Bankrupt - Certificate of Appointment of Trustee
By-law
Certificate - Certificate of Approval
Certificate - Certificate of Birth
Certificate - Certificate of Death
Certificate - Certificate of Divorce
Certificate - Certificate of Election of Surname
Certificate - Certificate of Marriage
Certificate - Certificate of Resumption of Surname

Certificate - Certificate of Status
Certificate - Change of Name Certificate
Certificate - Notary Certificate under Seal
Certificate - Report on Search
Certificate - Other
Condominium Statutory Declaration - Buyer
Condominium Statutory Declaration - Seller
Consent
Consumer Proposal
Canada Interest Act Equivalent Rate Table
Grant of Probate
Inspection Report
Letters of Administration
Letter of Approval by Public School Finance Board
Life Lease Assignment Evidence
Minister of Justice Countersign Authorization
Order - Committeeship Appointment Order
Order - Compliance Order
Order - Court Order
Order - Farm Lands Ownership Board Order
Order - Municipal Board Order
Order - Order Appointing Receiver
Order - Order in Council
Order - Preliminary Derelict Building Order
Order - Registrar-General Order
Order - Surface Rights Order
Order - Other
Physician's Letter
Power of Attorney
Resolution Adopted at Regular or Special Meeting by Religious Society
Resolution Appointing Trustees by Religious Society
Eligible Grantee Evidence for Statutory Easement
Statement of Witness for Remote Execution
Substitution Decision Maker Appointment
Trust Document
Will
Other - Evidences
Other - Supporting Documents