





# Firm and User Quick Sheet

This chart outlines the basic terms used in normal Land Titles and Personal Property Registry transactions. For more information visit our website at [www.teranetmanitoba.ca](http://www.teranetmanitoba.ca) or contact us at [clientservice@teranet.ca](mailto:clientservice@teranet.ca).

<p><b>Firm</b></p> 	<p>Anyone who regularly conducts business with us (can be an individual or a business).</p>	<p>My firm name is _____</p> <p>My firm number is _____</p>
<p><b>User</b></p> 	<p>An individual who operates under a firm.</p>	<p>My user ID is _____</p>
<p><b>Access</b></p>  <p>(online)</p>	<p>The online services your firm uses</p>	<p>Our firm uses the following online services (check all that apply):</p> <p> <input type="checkbox"/> Titles Online            <input type="checkbox"/> Documents Online            <input type="checkbox"/> Survey Plans Online  <input type="checkbox"/> eRegistration            <input type="checkbox"/> Personal Property Registry            <input type="checkbox"/> Plan Deposit Submission       </p>
<p><b>Account</b></p> 	<p>There are two types of accounts:</p> <ol style="list-style-type: none"> <li>1. Land Titles Office (LTO) deposit account, top-up and electronic funds transfers (EFT)*</li> <li>2. Personal Property Registry (PPR) deposit account</li> </ol>	<p>My LTO deposit account number(s) are _____</p> <p>My PPR deposit account number(s) are _____</p>

## Contact summary

This chart summarizes who manages your firm's activities and who receives specific communications.

	<u>They can:</u>	<u>They receive these communications:</u>
My firm contact is: _____	<ul style="list-style-type: none"><li>✓ Use our online services</li></ul>	<ul style="list-style-type: none"><li>✓ General communications to distribute throughout your firm</li></ul>
My firm administrator is: _____	<ul style="list-style-type: none"><li>✓ Add an account number</li><li>✓ Add new services to the firm</li><li>✓ Add/remove users from the firm</li><li>✓ Use our online services</li></ul>	<ul style="list-style-type: none"><li>✓ General communications</li></ul>
My LTO deposit account administrator(s) is/are: _____	<ul style="list-style-type: none"><li>✓ Add/remove users from the LTO deposit account</li><li>✓ Use our online services</li></ul>	<ul style="list-style-type: none"><li>✓ eReceipts</li><li>✓ Access and receive account reports</li></ul>
My PPR deposit account administrator(s) is/are: _____	<ul style="list-style-type: none"><li>✓ Add/remove users from the PPR account</li><li>✓ Use our online services</li></ul>	<ul style="list-style-type: none"><li>✓ Account statements</li></ul>
My user ID is: _____		<ul style="list-style-type: none"><li>✓ Status of title/instrument upon acceptance</li></ul>
My notification email is: _____	<ul style="list-style-type: none"><li>✓ Use our online services</li></ul>	<ul style="list-style-type: none"><li>✓ Online services confirmations and notices</li></ul>