





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 or contact us at clientservice@teranet.ca.

<p>Firm</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>User</p> 	<p>An individual who operates under a firm.</p>	<p>My user ID is _____</p>
<p>Access</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>Land Titles Online Plan Deposit Submission</p> <p>eRegistration Personal Property Registry</p>
<p>Account</p> 	<p>There are two types of accounts:</p> <ol style="list-style-type: none"> 1. Land titles deposit account, top-up and electronic funds transfers (EFT)* 2. Personal Property Registry (PPR) deposit account 	<p>My land titles 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">✓ Use our online services	<ul style="list-style-type: none">✓ General communications to distribute throughout your firm
My firm administrator is: _____	<ul style="list-style-type: none">✓ Add an account number✓ Add new services to the firm✓ Add/remove users from the firm✓ Use our online services	<ul style="list-style-type: none">✓ General communications
My LTO deposit account administrator(s) is/are: _____	<ul style="list-style-type: none">✓ Add/remove users from the land titles deposit account✓ Use our online services	<ul style="list-style-type: none">✓ eReceipts✓ Access and receive account reports
My PPR deposit account administrator(s) is/are: _____	<ul style="list-style-type: none">✓ Add/remove users from the PPR account✓ Use our online services	<ul style="list-style-type: none">✓ Account statements
My user ID is: _____		<ul style="list-style-type: none">✓ Status of title/instrument upon acceptance
My notification email is: _____	<ul style="list-style-type: none">✓ Use our online services	<ul style="list-style-type: none">✓ Online services confirmations and notices