Teranet Manitoba
eRegistration of Plans (Light)
User Guide

Updated: March 23, 2020

Version 1.00

Contents

Introduction

The purpose of this user guide is to provide a basic overview of how to register a Survey Plan series through eRegistration.

What is changing?

- All series that contain plans will be registered using eRegistration.
- The plan itself will not be submitted through eRegistration. In its place you will submit the plan checklist. You will also submit a scan of that portion of the plan showing the signatures as a supporting document.
- The physical plan will be requested once the series is ready for acceptance. You will receive an email from Teranet Manitoba with special mailing instructions.
- No Registration Details Application (RDA) is required.
- Our Winnipeg and Brandon mailing addresses have changed. They are at the end of this document.

What is not changing?

- All copies of the physical plan must still be signed.
- Digital signatures are **not acceptable**.
- The physical plan will still be submitted to Teranet Manitoba, but **only once we send you an email** asking for it.

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

Helpful links

For the most recent versions of the **Plan Registration Checklist** and the **Easement Plan Checklist**, please see the Forms page on our website: https://teranetmanitoba.ca/land-titles/land-titles-forms/

eRegistration User Guide:
https://teranetmanitoba.ca/wp-content/uploads/2019/11/eRegistration_user_guide_en-2.pdf

Plan Registration User Guide:
https://teranetmanitoba.ca/wp-content/uploads/2019/11/plan-reg-guide-en-2.pdf

System Requirements for eRegistration:
https://teranetmanitoba.ca/wp-content/uploads/2019/11/system_requirements_eRegistration_en-2.pdf

For new users of the client application form, the **Registration User Guide for New Firms** can be found on the Land Titles Account and Payment Options webpage:
https://teranetmanitoba.ca/land-titles/account-services/

Getting started

Log in to eRegistration and create a new file. These instructions can be found in the [eRegistration User Guide](#).

The following steps to upload your plan series will be detailed in the sections below:

1. Uploading the Plan Checklist
2. Adding Supporting Documents to the Plan Checklist
3. Adding All Documents to be Registered in Series with your Plan Checklist
4. Submitting your file for registration
5. Mailing the physical plan to Teranet Manitoba

What you will need to upload in place of the plan:

- Completed Plan Checklist
- PDF image of the part of the plan showing all of the necessary signatures and the deposit number
  - ➢ See the detailed instructions on [how to scan the plan](#)
- Certificate of Approval (if required)

Uploading the plan checklist
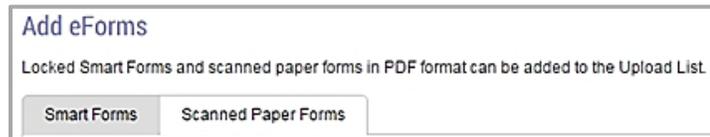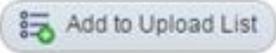
1. Click on   [Add eForm]
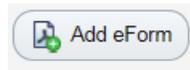
2. Select **scanned paper forms**

> ## 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 by dragging and dropping forms into the list
   - This action does not complete the upload of the form to land titles; it only adds it to the upload list

4. Select instrument type: **PLAN** from the drop-down menu

Instrument Type	
Description	Pla
	Plan

5. Upload the completed Plan Checklist. In the description field, enter "Plan Checklist for Deposit Number XX/XXXX"

> ## Upload List   [Add to Upload List]
>
> planchecklist-31e-1.pdf   0.6 MB
>
> | Instrument Type | Plan | | Waiting... |
> | Description | Completed Plan checklist for deposit #12345 | |
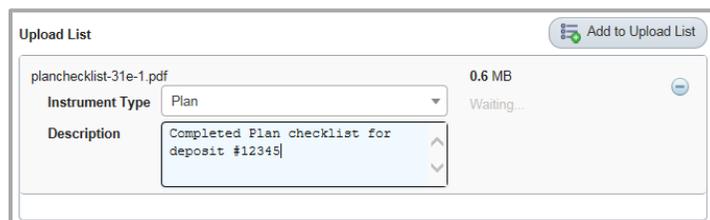
6. Click on the Plan on the left side of the screen
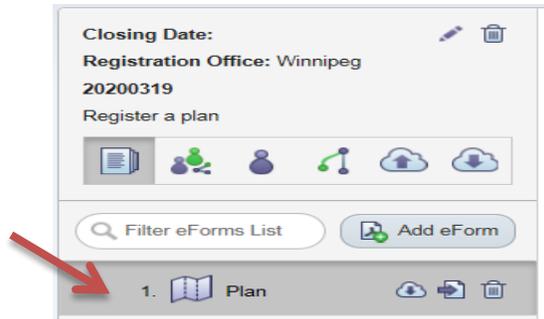
7. Click on **Edit Details** to add the title numbers to the plan

8. Select "This instrument affects the following titles" and add all titles numbers affected by the plan

9. Click **Save Details** to save.

Adding supporting documents to the plan checklist

Now that you have uploaded the Plan Checklist as the plan registration, you will need to add the following as supporting documents for that registration:

- PDF of the signed plan and deposit number
- Certificate of Approval (if applicable)

To Add Documents:

1. Click on the Plan on the left hand side of the screen in your list of documents

2. Click **Add Document**

3. Select **upload** to add your supporting documents.

4. Select **Add to Upload List** or drag and drop the supporting documents into the list.

5. Select the document type from the drop-down list for each supporting document

   o Add the PDF of the signed mylar memorial showing all signatures and the deposit number. You will select **Other- Supporting**

Documents for the document type. See the section on how to scan the mylar memorial.

o If a Certificate of Approval is required with the submission of your plan series, add a PDF of the Certificate of Approval. You will select **Certificate- Certificate of Approval** for the document type.
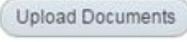
6. Click on [Upload Documents] to upload your documents from the list

Documents Upload Successful

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

certificateofapproval.pdf Certificate - Certificate of Approval	✔ Successfully uploaded

You have now uploaded the supporting documents to your plan.

How to scan the physical plan

Once you have obtained all the required signatures on the physical plan, you will scan the plan memorial (be sure to convert the photo to a PDF, if you take a photo). The scan will allow Teranet Manitoba to ensure all required signatures have been obtained before we get the physical plan. Make sure the deposit number is in the scan/image.

We do not require a scan of the entire plan. Teranet Manitoba will have an electronic copy of the plan.

The area highlighted in red is the plan memorial.

This area is not required

Ensure you include the Deposit number found at the top right-hand corner of the plan
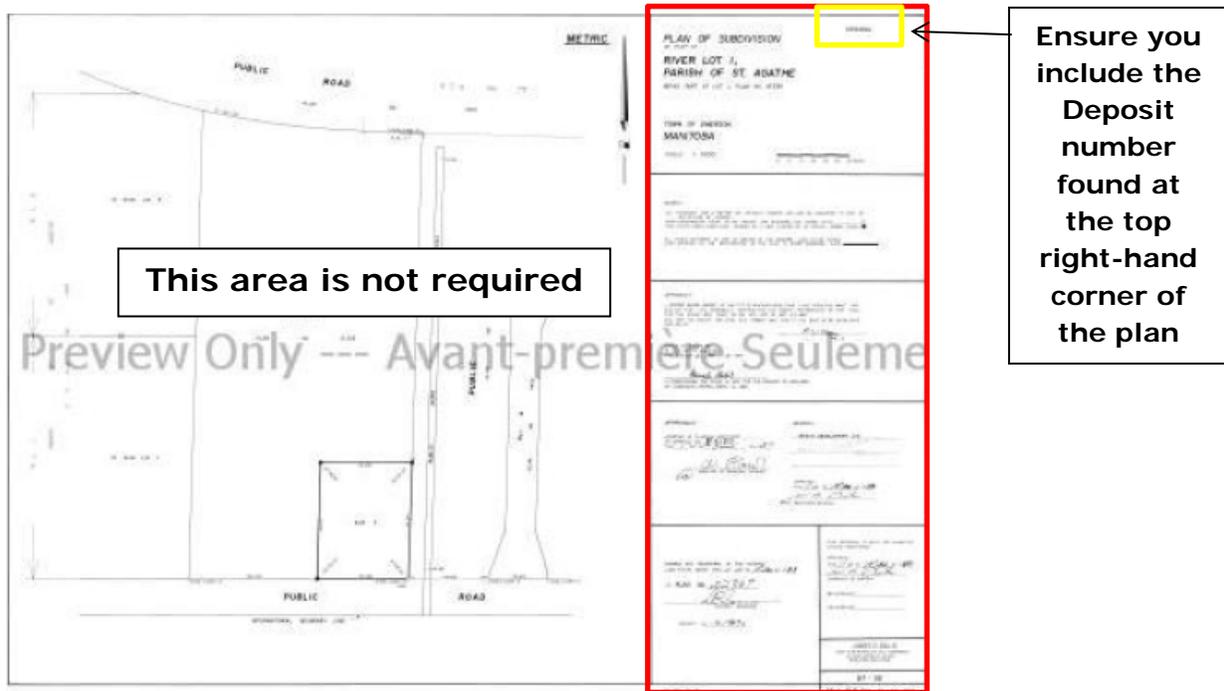
Upload this PDF as "*Other – Supporting Documents*".

Scanning tips

- This document must be in PDF format and must be scanned in colour.
- Ensure that the deposit number and all signatures are visible and clear.
- The plan must be physically signed before scanning. **Digital signatures are not permitted**. You may not add a graphic image of a signature to the PDF of the plan memorial.
- You may take a photograph of the plan, and convert the image to a PDF.
- You may upload multiple PDFs of the highlighted area if you are unable to picture the entire area as one page.

Adding documents to be registered in series with your plan checklist

In addition to uploading the plan checklist (and supporting documents), you must upload all of the other documents to be registered in series with your plan. Please refer to the [Survey Plans Registration Guide](#) on our website as to what documents may be required in series with a plan. This **could** include:

- Title requests
- Transfers
- Caveats
- Mortgages
- Amending agreements
- Discharges
- Statutory easements

The process for uploading smart forms and paper forms has not changed. The only change is the new procedure for uploading the plan checklist. Upload all other documents for the series as in the [eRegistration User Guide](#).

Once you have uploaded all documents and their supporting evidence for the series, you are ready to submit the file for registration.

Submitting 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 that 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
   - This option defaults to "no"
   - You must share your file with the lawyer before you can name them as the supervising lawyer
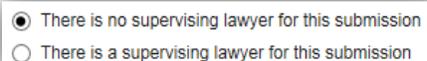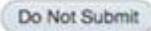
> ● There is no supervising lawyer for this submission
> ○ There is a supervising lawyer for this submission

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.

Mailing the physical plans

You will be contacted via email to mail the physical plans to our post office box once the series has been examined and is ready for acceptance. **Do not mail** the mylars to Teranet Manitoba **until** you have received this email.

This will reduce the amount of physical documents traveling between offices in the event your series is rejected, saving you mailing costs and time.

Mail all copies of the plan

As always, mail to us all three copies of your plan. All three copies must be properly signed.

Include the Deposit Number on the Mailing Label

You must include the Deposit Number on the address label. This will allow Teranet Manitoba to track your physical mylars once they have arrived with minimal handling of the package.

Mail to our Post Office Box

Mylars must be sent to our postal office box in Winnipeg or Brandon. This address is new and is different than our street address. You will be given the mailing address in the email requesting the mylars.

<div align="center">

Teranet Manitoba
DEPOSIT NO. >INSERT DEPOSIT NUMBER<
PO Box 70
Winnipeg MB R3C 2G1

Teranet Manitoba
DEPOSIT NO. >INSERT DEPOSIT NUMBER<
PO Box 50030
Brandon South East
Brandon MB R7A 7E4

</div>

Do Not Mail the Entire Plan Series

Only mailing the physical plans to Teranet Manitoba. Do not forward any supporting documents that have been registered in eRegistration.

Special instructions for condominiums

1. Upload the Plan Checklist as the Plan document and add the following supporting evidence (as set out above):

   o Certificate of Approval (if applicable)
   o PDF of the plan the deposit number and signatures. If your condominium plan contains multiple sheets, only scan the first sheet.

2. **Upload only the cover page** of the Condominium Declaration (CDEC) as a document. Attach the remainder of the document as supporting evidence. This will make corrections much easier!

3. **Upload only the cover page** of the Condominium Bylaw (CONBL) as a document. Attach the remainder of the document as supporting evidence. This will make corrections much easier.

Example of the order of registration:

Please note: All unit titles will issue from the condominium declaration. A title request is not required for the unit titles.

Special instructions for Party Wall Agreements, Party Wall Declarations, Easement Agreements, Easement Declarations

Upload only the cover page of the Agreement or declaration as a document. Attach the remainder of the document as supporting evidence. This will make corrections much easier.

Contact information

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

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