

Teranet Manitoba Account Management User Guide



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Introduction

We offer two types of deposit accounts for you to manage your firm's funds:

1. A **land titles deposit account** – managed by your account administrator through the Land Titles Online application.
2. A **Personal Property Registry (PPR) deposit account** – managed by your account administrator through the PPR application.

This guide will look at these two types of accounts and how to manage the user access and funds associated with each account. Which accounts you need access to (one, or the other, or both) will depend on the type of business you conduct with Teranet Manitoba.

Common acronyms

There are a few common acronyms that you will see in this guide:

PDS	Plan Deposit Submission
PPR	Personal Property Registry
EFT	Electronic funds transfer

Browser requirements

Please visit our website for the most recent browser requirements.

Access your deposit accounts online

There are multiple ways to access your deposit accounts. Land titles deposit accounts are managed through Land Titles Online while PPR deposits accounts are managed through the PPR application. All of these can be found on our website at www.teranetmanitoba.ca.

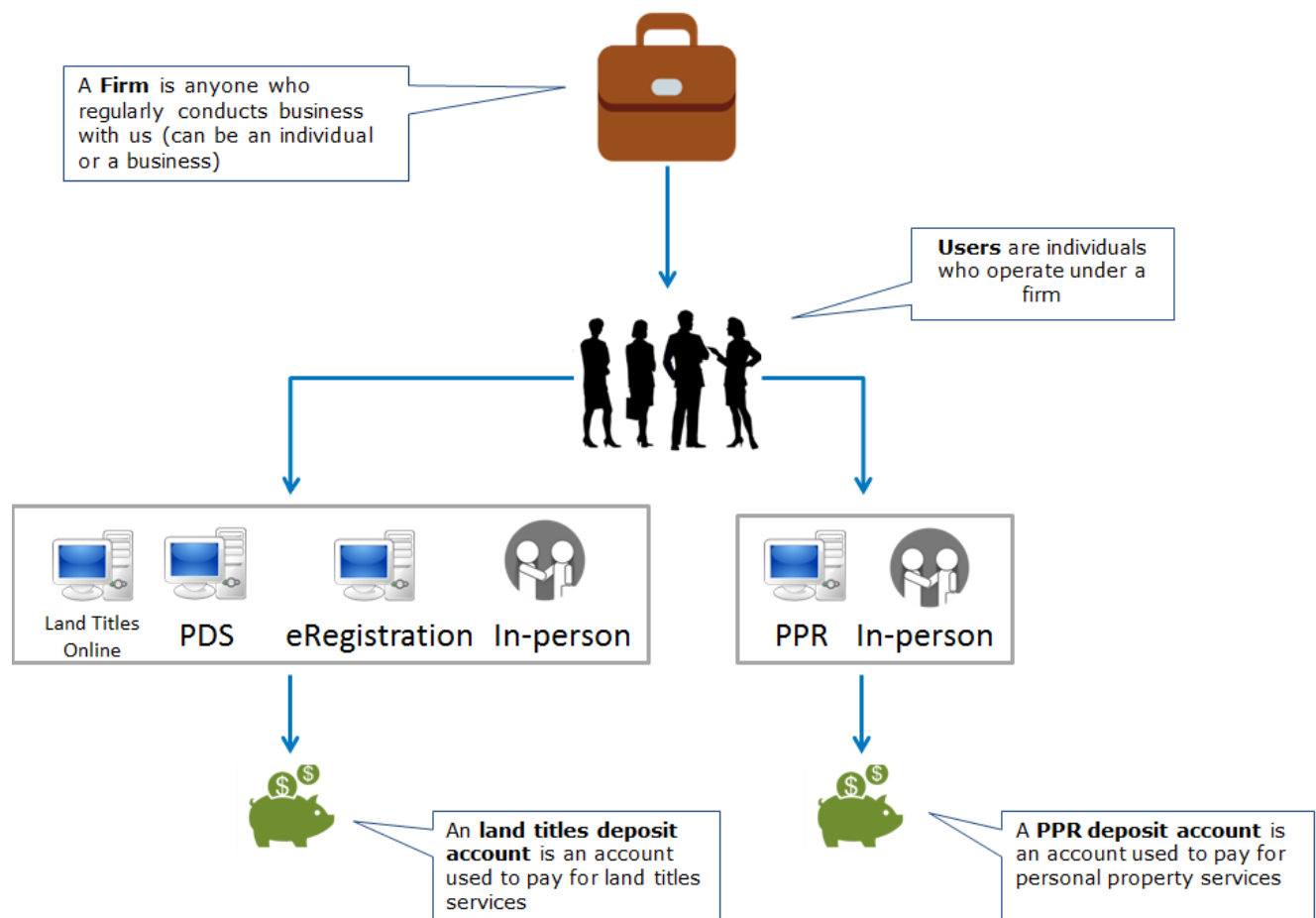
Firm and account administration

Firm and account administrators are initially defined when you apply for access. Your firm and account administrators can be the same.

User type	Max # per firm	Permissions	Communications received
Firm contact	One	<ul style="list-style-type: none"> ✓ Use our online services (A user ID must be requested). 	<ul style="list-style-type: none"> ✓ General communications to distribute throughout the office.
Firm administrator	Two	<ul style="list-style-type: none"> ✓ Use our online services. ✓ Use the online services maintenance application to: <ul style="list-style-type: none"> ✓ Update user email addresses. ✓ Activate/inactivate user access to the firm. View directions here. ✓ Use our client application form to: <ul style="list-style-type: none"> ✓ Add/remove deposit accounts. ✓ Add/remove online services. ✓ Add new users to the firm. 	<ul style="list-style-type: none"> ✓ General communications to distribute throughout the office.
Land titles deposit account administrator	Two	<ul style="list-style-type: none"> ✓ Use our online services. ✓ Use the online services maintenance application to: <ul style="list-style-type: none"> ✓ Add/remove users from the land titles deposit account. View directions here. 	<ul style="list-style-type: none"> ✓ eReceipts. ✓ Account statements (emailed and/or accessed via maintenance online).

User type	Max # per firm	Permissions	Communications received
PPR deposit account administrator	Two	<ul style="list-style-type: none"> ✓ Use our online services. ✓ Use our client application form to: <ul style="list-style-type: none"> ✓ Add/remove users from the PPR account. 	<ul style="list-style-type: none"> ✓ Account statements (accessed via PPR online).
User	Unlimited	<ul style="list-style-type: none"> ✓ Use our online services. 	<ul style="list-style-type: none"> ✓ Status of title/instrument upon acceptance. ✓ Online services confirmations and notices.

Firm structure

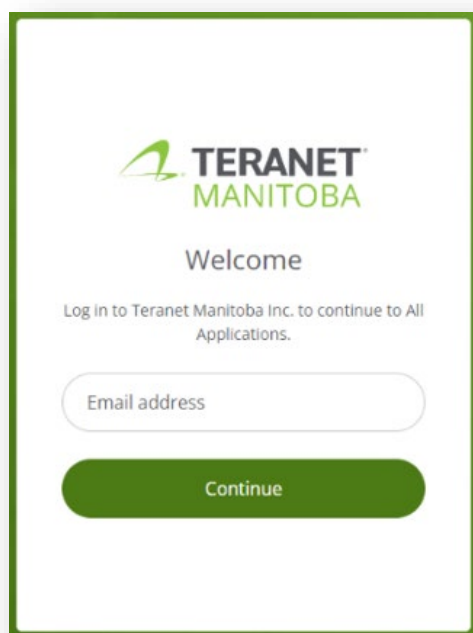


NEW Login process

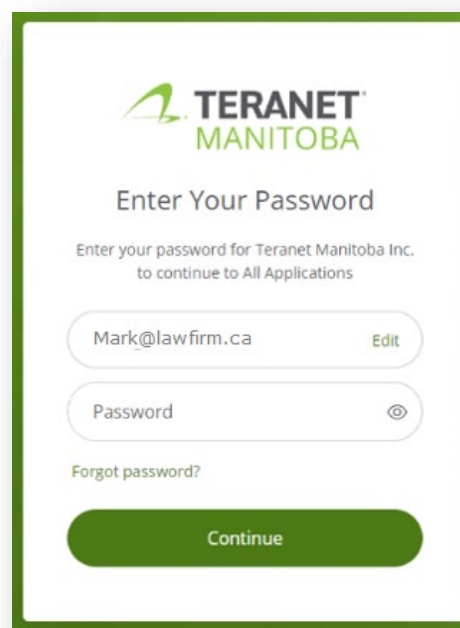
Log in using the same email address and password across all our online services.

To log in, follow these steps:

1. Click the **Login** icon.
2. Enter your **email address** and click **continue**.
3. Enter your **password** and click **continue**.



The screenshot shows the Teranet Manitoba login interface. At the top is the Teranet Manitoba logo. Below it is the word "Welcome". A message says "Log in to Teranet Manitoba Inc. to continue to All Applications." There is a text input field labeled "Email address" and a green "Continue" button at the bottom.



The screenshot shows the Teranet Manitoba login interface. At the top is the Teranet Manitoba logo. Below it is the heading "Enter Your Password". A message says "Enter your password for Teranet Manitoba Inc. to continue to All Applications". There is a text input field containing "Mark@lawfirm.ca" with an "Edit" link to its right. Below that is a "Password" input field with a toggle icon. A link "Forgot password?" is visible. At the bottom is a green "Continue" button.

Password requirements

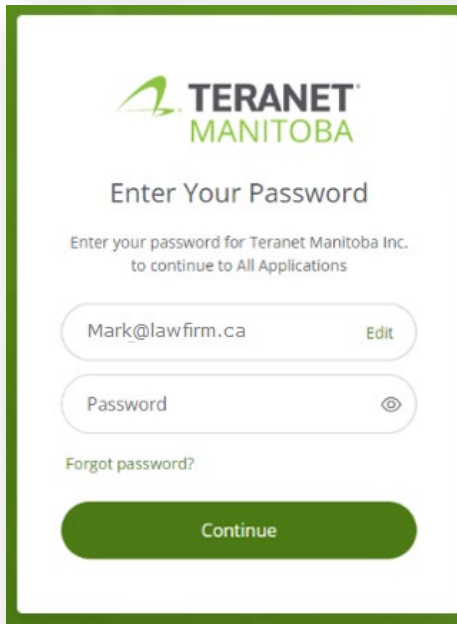
To help ensure a secure log in process, our application passwords must meet the requirements defined on the password reset screen.

In addition, commonly used passwords such as Password1 or passwords that contain your name are also not acceptable. If you get a notification that your password does not meet requirements, you may need to increase the difficulty.

Password reset process

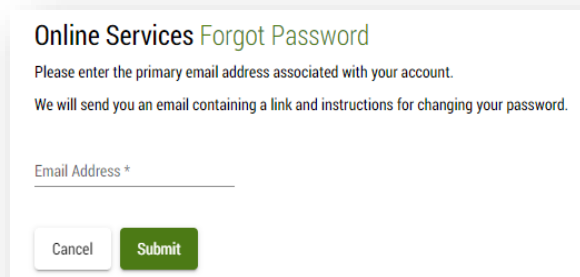
To reset your password, follow these steps:

1. Navigate to the login menu for our online services.
2. Click the 'Forgot Password?' label.



The screenshot shows the Teranet Manitoba login interface. At the top is the Teranet Manitoba logo. Below it is the heading "Enter Your Password" followed by the instruction "Enter your password for Teranet Manitoba Inc. to continue to All Applications". There are two input fields: the first contains the email "Mark@lawfirm.ca" with an "Edit" link to its right; the second is labeled "Password" with a toggle icon to its right. Below the password field is a link that says "Forgot password?". At the bottom is a large green button labeled "Continue".

3. Enter the email address associated with your account, and a secure link will be delivered to your inbox.



The screenshot shows a form titled "Online Services Forgot Password". The text reads: "Please enter the primary email address associated with your account. We will send you an email containing a link and instructions for changing your password." Below this is a text input field labeled "Email Address *". At the bottom are two buttons: a "Cancel" button and a green "Submit" button.

4. Click the link in this email to create a new password.

Notes:

- The link to create a new password expires after two hours. If the link has expired, you'll need to submit a new request.
- Contact our Client Service Team if you are locked out of any of our applications due to too many password attempts.

Manage your Land Titles Online deposit account

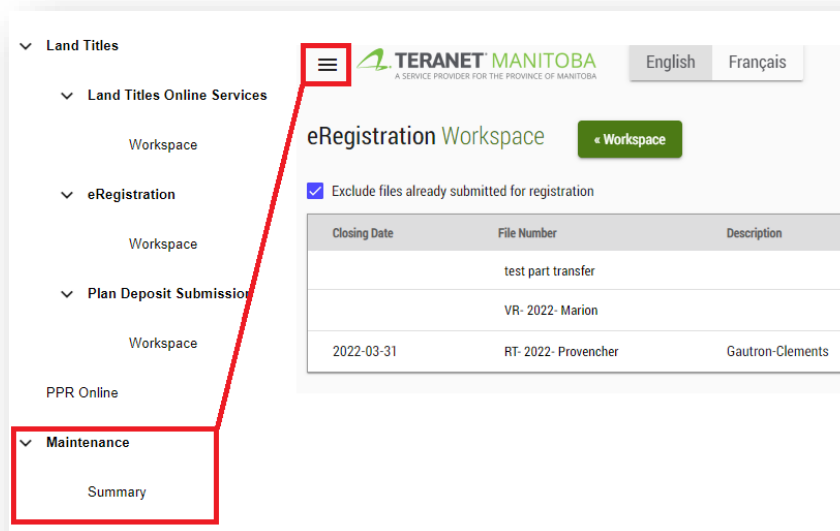
You must meet the following requirements to be able to manage your Land Titles Online deposit account:

1. Have a valid user ID and password for our online services.
2. Be registered as a **deposit account administrator** which will give you the security permissions needed to manage your account (you may identify two account administrators on the client application form).

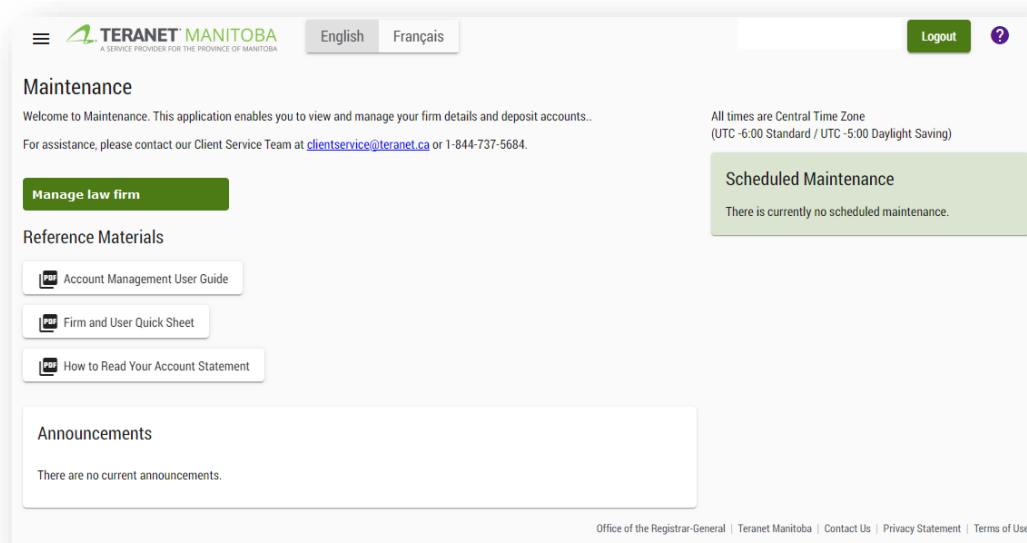
☒ Deposit Account Administrator (accesses and receives accounting reports and maintains the list of authorized deposit account users)

Navigation

This section of the guide provides steps for managing accounts in the maintenance application. Locate the account maintenance application menu by clicking on the three lines located on the top lefthand side of the application:




You may also want to bookmark the [maintenance landing page](#):




For your convenience, there are also helpful shortcuts in the maintenance portion of the application:

 [Summary](#)


Click here for a summary of your entire firm including name, address, a list of firm, account and statement administrators, as well as a list of accounts. Click on any user or account for more details.

 [Firm Details](#)


Click here to view your firm details including your name, address and firm number.

 [Firm Users](#)

Click here to [view/edit](#) your firm's users. This includes updating email addresses and activating/inactivating firm users.

 [Deposit Accounts](#)

Click here to [grant access](#) to your deposit account to existing active users.

 [Account Statement](#)

Click here to [produce an account statement](#).

View firm summary

Once logged in, open the maintenance application menu (three lines on the top lefthand side) and select **summary** from the maintenance menu.

You'll be able to view your firm's details including name, address, firm roles (account administrators, firm administrators, and account statement administrators), as well as a list of accounts. View the [firm administration summary](#) to learn how to make changes to your firm, accounts and/or users.

The screenshot shows the Teranet Manitoba Maintenance application interface. At the top, there is a header with the Teranet Manitoba logo, a language selector (English/Français), and a Logout button. Below the header, the main title is "Maintenance 100 - Winnipeg Land Titles Office". On the left, there is a sidebar menu with options: Summary (selected), Firm Details, Firm Users, Deposit Accounts, 11111, and Account Statement. The main content area displays the "Summary" page for the firm "100 - Winnipeg Land Titles Office". It includes sections for "Firm Details" (Address: 500-200 Graham Ave Winnipeg Manitoba R3C 4L5), "Firm Roles" (Deposit Account Administrator: Derrick, Firm Administrator: Daniel, Account Statements: Derrick), and "Active Deposit Accounts". A table at the bottom shows the account number "11111" with a balance of "\$0.00".

Account Number	Balance
11111	\$0.00

View firm users

Once logged in, open the maintenance application menu (three lines on the top lefthand side) and select **firm users** from the maintenance menu. From here you'll be able to review all of your firm's users (active users only by default). For each user you'll see their name, status, email address and roles.

Maintenance 48054 - Couch Associates Inc


Summary

Firm Details

Firm Users

Deposit Accounts


Account Statement

 Firm Users

☒ Show active firm users only Action

<input type="checkbox"/>	Name	Status	Email	Roles
<input type="checkbox"/>	Chris Berdych	Active	cberdych@couch.com	Deposit Account Administrator
<input type="checkbox"/>	David Smith	Active	dsmith@couch.com	Firm Administrator
<input type="checkbox"/>	Marvin Jones	Active	mjones@couch.com	
<input type="checkbox"/>	Michael Williams	Active	mwilliams@couch.com	

Click to remove the **show active firm users only** filter to view all active and inactive users:

 Firm Users

☒ Show active firm users only

<input type="checkbox"/>	Name	Status	Email	Roles
<input type="checkbox"/>	Chris Berdych	Active	cberdych@couch.com	Deposit Account Administrator

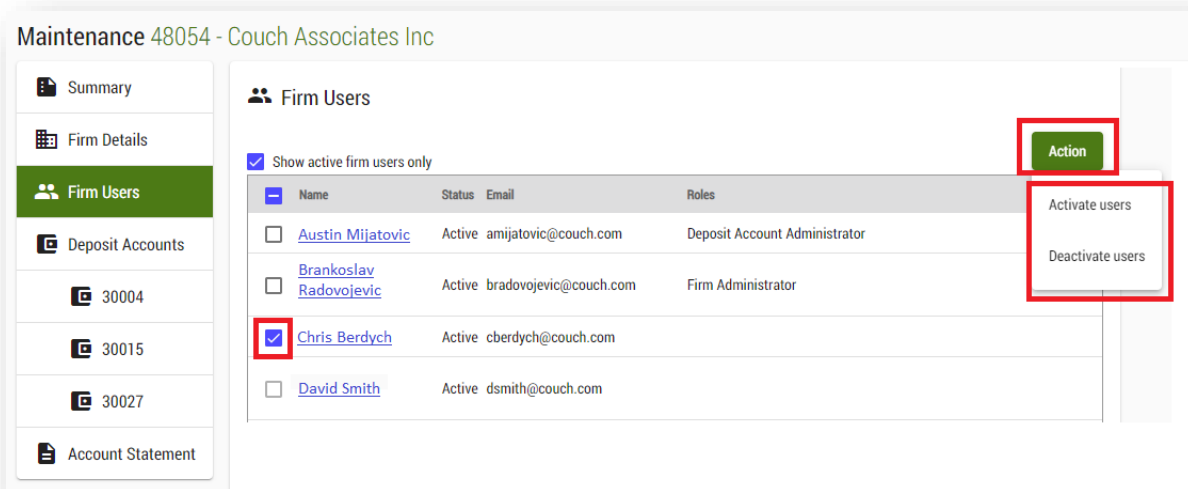
Update firm users

Use our [client application form](#) to add or remove users from your firm.

You can active/inactive firm users and/or update their email addresses from the **firm users tab** of the maintenance menu.

NEW Deactivate firm users

1. Select the users you want to deactivate by checking off their name on the firm user list.
2. Click the **action** button in the top right corner of the firm user list and then choose to deactivate users.



Maintenance 48054 - Couch Associates Inc

Summary
Firm Details
Firm Users
Deposit Accounts
30004
30015
30027
Account Statement

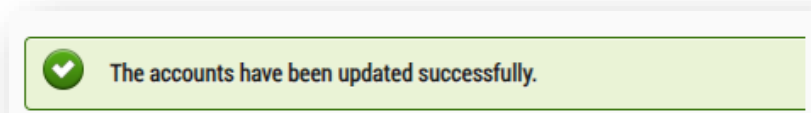
Firm Users

☒ Show active firm users only


<input type="checkbox"/>	Name	Status	Email	Roles
<input type="checkbox"/>	Austin Mijatovic	Active	amijatovic@couch.com	Deposit Account Administrator
<input type="checkbox"/>	Brankoslav Radovojevic	Active	bradovojevic@couch.com	Firm Administrator
<input checked="" type="checkbox"/>	Chris Berdych	Active	cberdych@couch.com	
<input type="checkbox"/>	David Smith	Active	dsmith@couch.com	

Action
Activate users
Deactivate users

3. You'll see a confirmation message reflecting that the changes were successful.



4. Click to remove the **show active firm users only** filter to view all active and inactive users, including those you just deactivated:

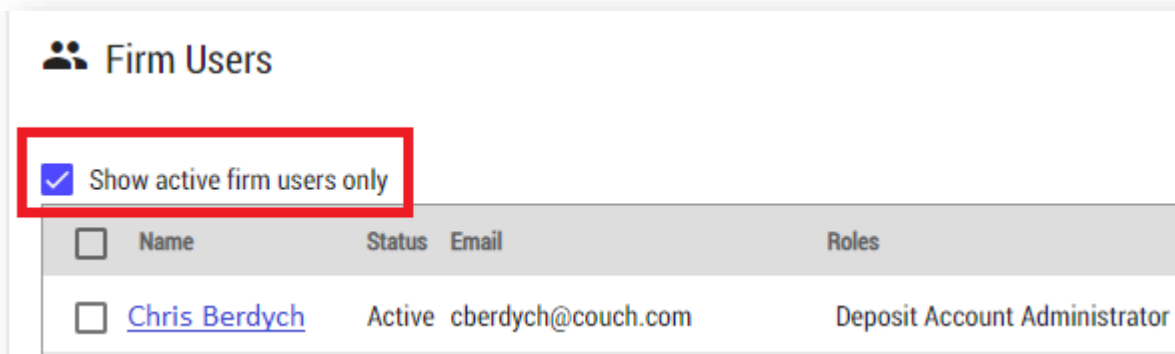
 Firm Users

☒ Show active firm users only

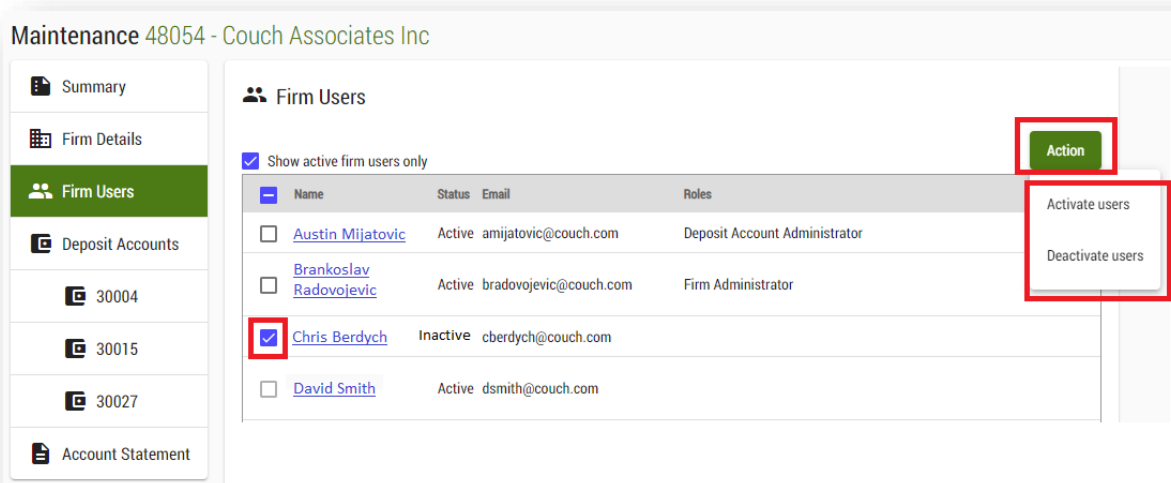
<input type="checkbox"/>	Name	Status	Email	Roles
<input type="checkbox"/>	Chris Berdych	Active	cberdych@couch.com	Deposit Account Administrator

NEW Activate firm users

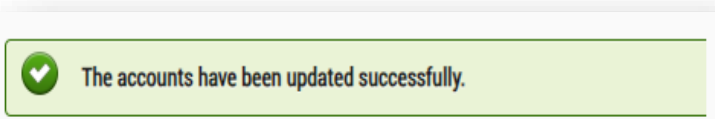
1. Remove the **show active firm users only** filter to see inactive users.



2. Select the users you want to activate by checking off their name on the firm user list.
3. Click the **action** button in the top right corner of the firm user list and then choose to activate users.



4. You'll see a confirmation message reflecting that the changes were successful.



NEW Update a firm user's email address

1. Click on the name of the user whose email needs to be updated.

Maintenance 48054 - Couch Associates Inc

Summary

Firm Details

Firm Users

Deposit Accounts

Account Statement

Firm Users

☒ Show active firm users only Action

<input type="checkbox"/>	Name	Status	Email	Roles
<input type="checkbox"/>	Chris Berdych	Active	cberdych@couch.com	Deposit Account Administrator
<input type="checkbox"/>	David Smith	Active	dsmith@couch.com	Firm Administrator
<input type="checkbox"/>	Marvin Jones	Active	mjones@couch.com	
<input type="checkbox"/>	Michael Williams	Active	mwlliams@couch.com	

2. Click the edit button.

Firm User: Chris Berdych

Deactivate user **Edit**

Name Chris Berdych

Status Active

Email cberdych@couch.com

Roles None

3. Edit email address and click the save button.

Maintenance 48054 - Couch Associates Inc

- Summary
- Firm Details
- Firm Users**
- Deposit Accounts
- Account Statement

Edit: Chris Berdych

Name
Chris Berdych

Status *
Active

Email *
cberdych@couch.com

Roles

- ☐ Account Statement
- ☐ Deposit Account Administrator
- ☐ Firm Administrator
- ☐ Account Statements

Cancel Save

Office of the Registrar-General | Teranet Manitoba | Contact Us | Privacy Statement | Terms of Use

Note:

- All firm users must have a **unique email address** to help ensure a secure login process. Any email addresses which aren't unique will be highlighted in red and display a warning on the firm user list:

Email address is already in use

info@lawfirm.ca

- The application looks for non-unique email addresses among your entire firm user list, including **both active and inactive users**. If you're getting a non-unique email warning for an active user, you may need to review and update an inactive user's email. Remove the **active firm users only** filter to see inactive users:

Firm Users

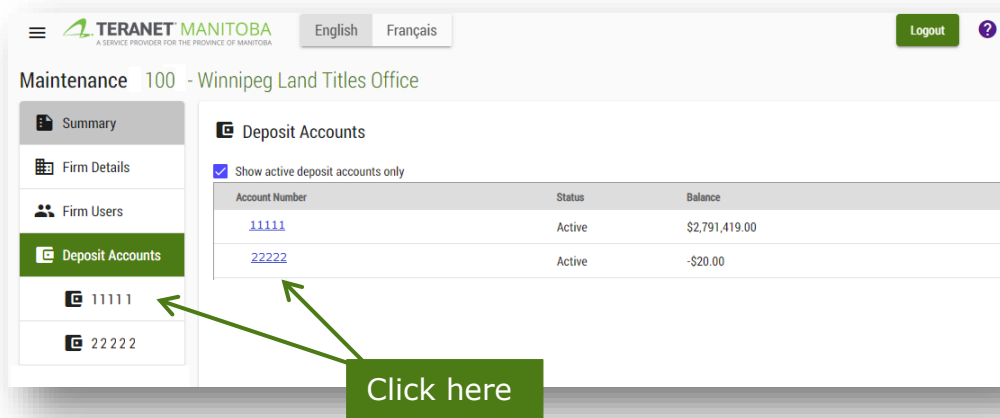
☒ Show active firm users only

<input type="checkbox"/>	Name	Status	Email	Roles
<input type="checkbox"/>	Chris Berdych	Active	cberdych@couch.com	Deposit Account Administrator

Update user access to deposit accounts

You can add or remove user access to the land titles deposit account from the **maintenance application menu**. Account administrators (or backup account administrators) can grant/revoke user access to a land titles deposit account under the **deposit accounts** tab.

If you have multiple accounts, you'll be shown the first one by default. Click on the link to the account you want to manage under the deposit account section of the page. Each deposit account is managed separately.



Add or remove deposit account users

Add or remove users from a deposit account is as easy as:

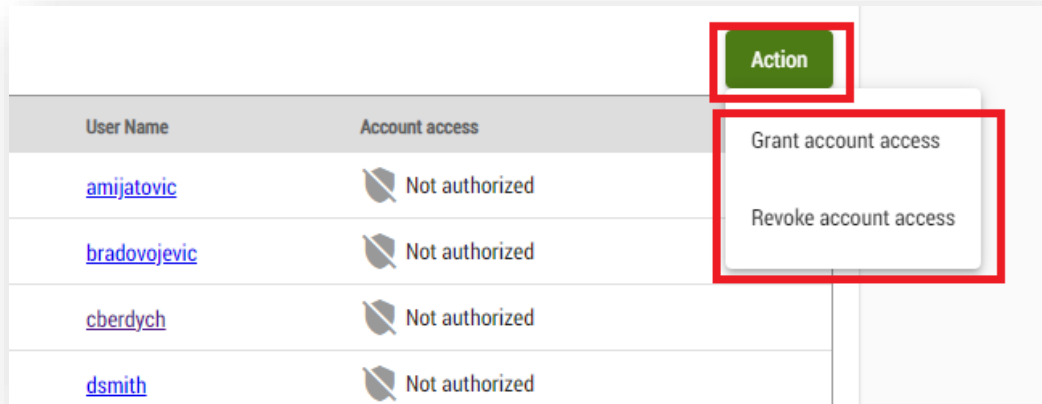
1. Click the edit deposit account users button.

Edit Deposit Account Users

2. Add or remove a checkmark ☒ in the authorized column to update the authorized users for the account.

Deposit Account Users			Action
<input checked="" type="checkbox"/>	Name	Account access	
<input type="checkbox"/>	Austin Mijatovic	Not authorized	
<input checked="" type="checkbox"/>	Brankoslav Radovojevic	Not authorized	
<input checked="" type="checkbox"/>	Chris Berdych	Not authorized	
<input type="checkbox"/>	David Smith	Not authorized	

3. Click action in the top right corner and choose to either grant or revoke access.



The screenshot shows a user management interface. At the top right, there is a green button labeled 'Action'. Below it, a dropdown menu is open, showing two options: 'Grant account access' and 'Revoke account access'. The table below has two columns: 'User Name' and 'Account access'. It lists four users: amijatovic, bradovojevic, cberdych, and dsmith, all of whom are 'Not authorized'.

User Name	Account access
amijatovic	Not authorized
bradovojevic	Not authorized
cberdych	Not authorized
dsmith	Not authorized

4. Save your changes at the bottom of the page.

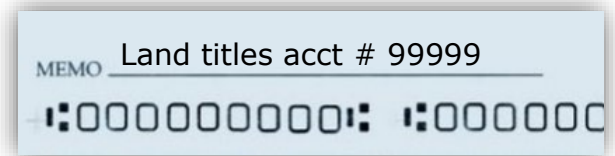


Remember that users need to be [part of the firm](#) before you can add them to the account.

Add funds to the account

There are several ways you can add funds to your land titles deposit account:

1. Our top-up service will automatically replenish your land titles deposit account using an electronic transfer of funds when your land titles deposit account reaches your designated minimum balance. Funds will be pulled from your bank account and transferred to your land titles deposit account at regular intervals. It is recommended that clients consider setting their minimum balance high enough to accommodate peak volumes.
2. Deposit **cash** in person at one of our six land titles offices (do not send cash in the mail).
3. Mail or drop off a **cheque** to one of our offices.
 - Don't forget to include the account number in the memo section of the cheque.
4. Use **debit** in person at one of our six land titles offices.



Pay for services

When it comes time to use one of our services, there are many options for paying:

Service	Land titles deposit account	PPR deposit account	Credit card	Debit	Cash	Cheque	EFT
eRegistration	✓						✓
Land Titles Online	✓						
Land registrations	✓			✓	✓	✓	
Land searches (in-person)	✓		✓	✓	✓	✓	
PDS	✓						
PPR (in person)		✓	✓	✓	✓	✓	
PPR (online)		✓	✓				

The benefit of having a deposit account is that your payment will be recorded in the account no matter which method you use to pay. This will ensure your account statements contain a complete record of all transactions. In addition, if the payment provided is short funds, we will use your account to cover the shortfall. A Client File Report is also sent to your account administrator once the series is accepted, discharged or rejected.

A **Client File Report** summarizes all transactions associated to the same file number of a registered series

Refunds

The method we use to issue refunds will depend on the method of payment originally provided and whether you have a deposit account:

Original payment and refund method						
	Land titles deposit account	Credit card	Debit	Cash	Cheque	EFT
✓ Deposit account	Deposit account	Credit card	Deposit account			
✗ Deposit account	N/A	Credit card	Cheque			N/A

Check the account balance

There are three ways you can check your land titles deposit account balance:

1. Check balance online – Select the account number from the maintenance application menu at anytime to view a current balance.
2. Online statements – The last 31 days can be generated anytime by the account administrator.
3. Weekly or monthly statements – These are emailed to the deposit account administrator if the option was selected when you firm completed the client application form.

Deposit Account Information

☒ Create a Deposit Account

Statement Frequency

☐ Land Titles Office ☐ Online Only ☐ Monthly ☐ Weekly

Keep in mind that these options are time sensitive. No matter which method you choose, the information is only current as of the time it is reported.

View an account statement

Account administrators can view an account statement at any time through the maintenance application using these steps:

1. Once logged in, open the maintenance application menu (three lines on the top lefthand side) and select **account statement** from the maintenance menu.
2. Select the **account number** you want a statement produced for.
3. Choose the **month** you want from the dropdown list or enter a **date range** (cannot span more than 31 days) and choose the output **file format** (HTML or TSV).
4. Click **download file** to generate the statement.

The screenshot shows the Teranet Manitoba web application interface. At the top, there is a header with the Teranet Manitoba logo, a language selector (English/Français), and a Logout button. Below the header, the main navigation menu on the left includes Summary, Firm Details, Firm Users, Deposit Accounts, and a list of account numbers (11111) with the 'Account Statement' option highlighted in green. The main content area is titled '100 - Winnipeg Land Titles Office' and 'Account Statement'. It contains three dropdown menus: 'Account Number *' (set to 11111), 'Date Range *' (set to September), and 'File Format *' (set to HTML). There are radio buttons for 'Month *' (selected) and 'Custom' (with a calendar icon). A green 'Download File' button is located at the bottom right of the form.

View a transaction

There are three ways to view a transaction:

1. eReceipts for every transaction processed through your land titles deposit account are emailed to the account administrator daily.
2. A Client File Report is also sent to the account administrator when a registered series is accepted, rejected or discharged.
 - A Client File Report chronicles all transactions completed by land titles for files with the same client file number, including document registration, requested services and payment.
3. Online transaction history is available through the following online services:
 - **eRegistration**: File remains in your workspace for 7 days after acceptance and 60 days after rejection.
 - **Land Titles Online**: Orders remain in your file details until the file expires (120 days after the file creation).
 - **PDS**: Memos remain in your file details until the associated plan is registered and a plan number is assigned or for five years from the last modified date (whichever occurs first).

Manage your PPR deposit account

Update your account or user list

Complete the client application form on our website to apply an account or to add and remove users.

<https://teranetmanitoba.ca/personal-property/online-service-and-payment-options/>.

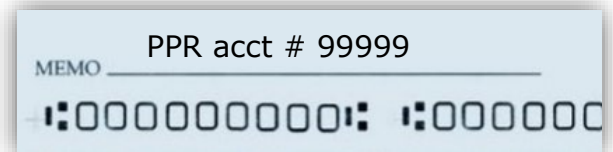
Update your contact information

Provide a letter on letterhead with your account information and the changes you need updated to email it to clientservice@teranet.ca

Add funds to the account

There are several ways you can add funds to your PPR deposit account:

1. Deposit **cash** in person at one of our six offices (do not send cash in the mail).
2. Mail or drop off a **cheque** to one of our six offices.
 - Don't forget to include the account number in the memo section of the cheque.
3. Use **debit** in person at one of our six offices.



Pay for services

When it comes time to use one of our services, there are many options for paying:

Service	Land titles deposit account	PPR deposit account	Credit card	Debit	Cash	Cheque	EFT
eRegistration	✓						✓
Land Titles Online	✓						
Land registrations	✓			✓	✓	✓	
Land searches (in person)	✓		✓	✓	✓	✓	
PDS	✓						
PPR (online)		✓	✓				
PPR (in person)		✓	✓	✓	✓	✓	

Refunds

The method we use to issue refunds will depend on the method of payment originally provided and whether you have a deposit account:

	Original payment and refund method				
	PPR deposit account	Credit card	Debit	Cash	Cheque
✓ Deposit account	Deposit account	Credit card	Deposit account		
✗ Deposit account	N/A	Credit card	Cheque		

Check the account balance

Your account administrator can check the account balance at any time by generating an online statement. Keep in mind that this statement is time sensitive, and the information is only current as of the time it is reported.

Generating an account statement

The account administrator can follow these steps to generate an account statement:

- a. Log on to PPR.
- b. Select **account statements** from the menu bar.
- c. Enter your **account number**.
- d. Select **transaction history** and enter the **date range** you want to search.
- e. Select **continue** to generate the statement.

Contact us

You can find more information and training materials on our website at www.teranetmanitoba.ca.

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

Please note: Teranet Manitoba employees cannot answer certain questions due to their legal nature. Where necessary, users should seek independent legal advice or consult with legal staff within their organization as the case may be. Users are advised to ensure that they meet all legal requirements for proper registration. Teranet Manitoba cannot provide legal advice.

Appendix A: Client application form

Our clients use Teranet Manitoba's client application form to create and update firms, users and accounts for all of our applications and services.

New clients can complete the form to:

- ✓ Create your firm.
- ✓ Create accounts for your firm.
- ✓ Add top-up and electronic funds transfer to your account.
- ✓ Indicate primary contacts.
- ✓ Create users for your firm.
- ✓ Request access to our applications.
- ✓ Agree to our Terms and Conditions.

[Appendix B](#) explains how to complete the client application form for a new firm.

Existing clients can complete the form to:

- ✓ Update firm details.
- ✓ Add, update or remove accounts from your firm.
- ✓ Add, update, or remove top-up and electronic funds transfer.
- ✓ Update primary contacts.
- ✓ Add or remove users (updates can be done by email).
- ✓ Request access to or remove access from our applications.
- ✓ Agree to our Terms and Conditions.

[Appendix C](#) explains how to complete the client application form for an existing firm.

Client application form 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:

By Mail:	In Person:
Teranet Manitoba PO Box 70 Winnipeg Main Winnipeg, MB R3C 2G1 Attn: Client Services Manager	Teranet Manitoba 500-200 Graham Avenue Winnipeg, MB R3C 4L5
3. Anyone in your firm who is expected to use, oversee or manage access to your online services and/or accounts needs a user ID.
This includes anyone who:
 - ✓ Searches our online services.
 - ✓ Registers using our online services.
 - ✓ Is the firm administrator.
 - ✓ Is a 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.

Appendix B: Client application form for new firms

This appendix outlines the details of our client application form for **new firms**.

Client Application Form

☒ New Firm

☐ Existing Firm

Firm details

Firm Name

Select the option that best describes your business

- | | | |
|--|--|---|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Federal Government | <input type="checkbox"/> Research |
| <input type="checkbox"/> Appraisal (Real Estate) | <input type="checkbox"/> Municipal Government | <input type="checkbox"/> Resource Company |
| <input type="checkbox"/> Crown Corporation (MB) | <input type="checkbox"/> Provincial Government | <input type="checkbox"/> Software Development |
| <input type="checkbox"/> Crown Corporation (Fed) | <input type="checkbox"/> Land Registry | <input type="checkbox"/> Surveyors |
| <input type="checkbox"/> Developer | <input type="checkbox"/> Legal | <input type="checkbox"/> Title Insurance |
| <input type="checkbox"/> Education/School | <input type="checkbox"/> Real Estate | <input type="checkbox"/> Title Search |
| <input type="checkbox"/> Environmental Services | <input type="checkbox"/> Railway | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Retail, Sales and Rentals | |

Firm Contact

Given Name

Middle

Surname

Address

City

Province

Country

Postal Code

Primary Phone and Email Address

Phone +

1

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Extension

E-Mail

Firm name: The name of your company or organization.

Business type: Select the option that best describes your business.

Firm contact: Your firm's primary contact person.

Address: Your firm's mailing address including city, province, country and postal code.

Primary phone: Your firm contact's main phone number.

Primary email address: Your firm contact's main email address.


Services

Select all that apply:

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

Account information

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

Use the  button to add additional new accounts

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 account.

Personal Property Registry account: Statements are online only.

Land titles office 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 land titles account by pulling funds from the bank account of your choosing once the balance in your land titles 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 style="width: 90%;" type="text"/>			
Address <input style="width: 90%;" type="text"/>			
City <input style="width: 20%;" type="text"/>	Province <input style="width: 20%;" type="text"/>	Postal Code <input style="width: 20%;" type="text"/>	
Financial Institution Official's Name <input style="width: 90%;" type="text"/>			<div style="border: 1px solid black; height: 150px; margin: 10px auto; width: 150px;">Place Bank Stamp Here</div>
Financial Institution Official's Position <input style="width: 90%;" type="text"/>			
Financial Institution Official's Signature <input style="width: 80%;" type="text"/>		Date <input style="width: 20%;" type="text"/>	
Transit Number <input style="width: 20%;" type="text"/>	Institution Number <input style="width: 20%;" type="text"/>	Bank Account Number <input style="width: 40%;" type="text"/>	

- (2) Minimum balance amount:** When your deposit account balance hits your designated minimum, we'll top up your land titles 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) (coming in December 2017): 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"/>

User information

☒ Add user access

Given Name

Middle

Surname

Phone +

1

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Extension

E-Mail

Notification E-Mail

Surveyor Licence No. (if applicable)

+ -

Use the

+

 button to add additional users

Select a secret question

Secret Answer

Designate this user as:

☐ Firm Administrator (adds and removes users on behalf of your firm)

☐ Deposit Account Administrator (accesses and receives accounting reports and maintains the list of authorized deposit account users)

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

Email: User's individual email address. This is the email address you'll use to log in to our applications.

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.

Designate user as options: Indicate which user is the firm administrator and/or the deposit account administrator.


Terms of use

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

You must read and agreed to the terms of use 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="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
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"/>

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.

Appendix C: Client application form for existing firms

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

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"/> Land Titles Online | - | Search and order copies of land titles and instruments. |
| <hr/> | | |
| <input type="checkbox"/> eRegistration | - | Submit land titles documents for registration. |
| <hr/> | | |
| <input type="checkbox"/> Personal Property Registry | - | Search, order and register personal property documents. |
| <hr/> | | |
| <input type="checkbox"/> Survey Plans Online | - | 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 account.

Use the  button to add additional new accounts

<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			

Personal Property Registry account: Statements are online only.

Land title office 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 land titles account by pulling funds from the bank account of your choosing once the balance in your land titles account reaches a pre-defined minimum level. The first top-up will be withdrawn after your application is processed (5 – 10 business days).

(3) 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	<input type="text"/>	Province	<input type="text"/>
		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	<input type="text"/>		Place Bank Stamp Here
Date	<input type="text"/>		
Transit Number	Institution Number	Bank Account Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

- (4) Minimum balance amount:** When your deposit account balance hits your designated minimum, we'll top up your land titles 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.


- (3) 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.
- (4) 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"/>

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="-"/>
	Account Statement	Email Frequency		
<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				

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

Middle

Surname

Phone +

1

204

Extension

E-Mail


Notification E-Mail

Surveyor Licence No. (if applicable)

Select a secret question

Secret Answer

+ -

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

Log in to the maintenance application to [deactivate users](#). This will remove their access to the firm and deposit accounts.


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 of use 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="text"/>	<input type="text"/>	<input type="checkbox"/> Electronic Funds Transfer
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"/>

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.