





Teranet Manitoba Land Titles Online User Guide



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Purpose

The purpose of this user guide is to provide a basic overview of the main functions and features of Land Titles Online. The Land Titles Online application is your land titles database where you can search, order, view, print and download titles, plans and/or instruments.

Browser requirements

Please visit our website for the most recent browser requirements.

Navigation tips

Look for these icons as you navigate Land Titles Online:



These informational icons are located throughout the Land Titles Online website and may offer different information depending on which screen they are located. Hover over these icons at any time to learn more information about:

1. A Land Titles Online process
2. A tip for completing your order
3. A warning or an error message
4. Other additional information that is not currently displayed on the screen

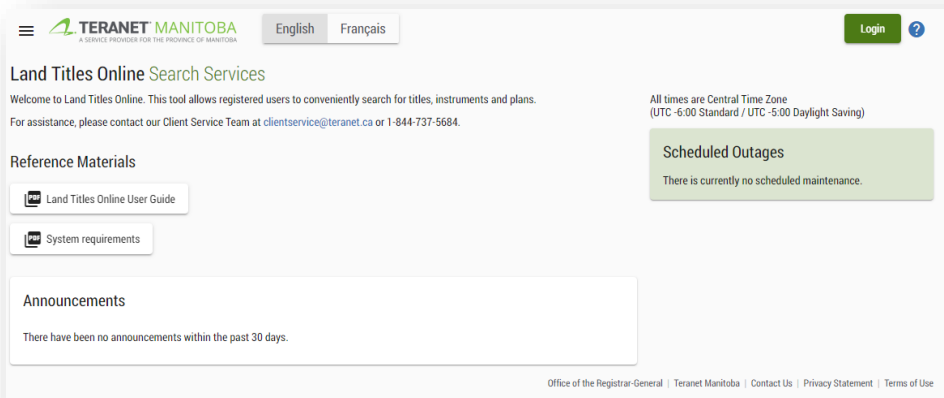
Landing page

1. The Land Titles Online landing page provides useful information such as:
 - Scheduled outages and outage notifications
 - Announcements
2. A link to several useful reference materials.
3. From the landing page you can navigate between:
 - English and French.
 - All of Teranet Manitoba's online applications.



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 of Use*

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



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 first screenshot shows the 'Welcome' screen of the Teranet Manitoba login process. It features the Teranet Manitoba logo at the top, followed by the text 'Welcome' and 'Log in to Teranet Manitoba Inc. to continue to All Applications.' Below this is a text input field labeled 'Email address' and a green 'Continue' button.

The second screenshot shows the 'Enter Your Password' screen. It features the Teranet Manitoba logo at the top, followed by the text 'Enter Your Password' and 'Enter your password for Teranet Manitoba Inc. to continue to All Applications.' Below this are two text input fields: one for the email address (pre-filled with 'Mark@lawfirm.ca') and one for the password. There is an 'Edit' link next to the email field and an eye icon next to the password field. Below the password field is a link for 'Forgot password?' and 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.

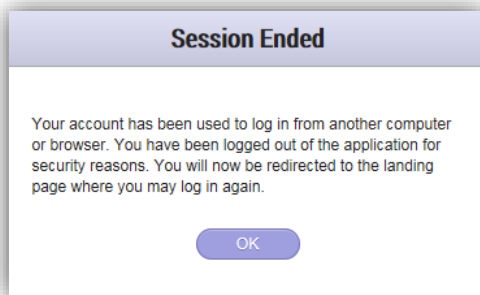
Who should have an online services user ID?

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.

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:

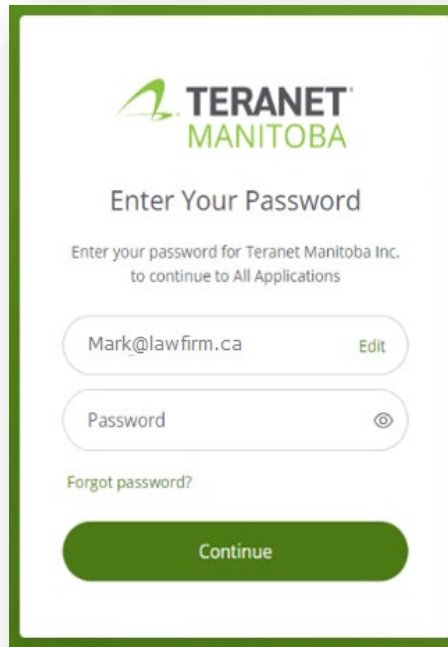


Remember that there is no cost for individual user IDs for our online services, so sharing user IDs is not necessary.

Password reset process

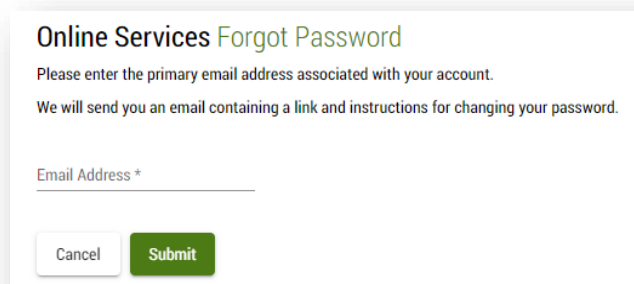
To reset your password, follow these steps:

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 is for the email address, containing "Mark@lawfirm.ca" with an "Edit" link; the second is for the password, with a toggle icon. Below the password field is a "Forgot password?" link. At the bottom is a large green "Continue" button.

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



The screenshot shows a "Forgot Password" form. The title is "Online Services Forgot Password". The instructions read: "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." There is a text input field labeled "Email Address *". At the bottom are two buttons: "Cancel" and "Submit".

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.
- 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.
 - The email address you entered is shared with another user.
 - 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 searches and documents into electronic folders.

Main features

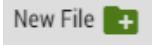
From the Workspace page you can complete multiple tasks such as:

- View all previously created files.
- Create new files.
- Filter your file list in order to find a certain file.
- View your shopping cart.
- View expiration date details ⚠ (See the [important restrictions](#) section for more information).
- View file sharing information 🔗 (See the [share a file](#) section for more information).
- Change ownership of a file 👤 (See [change file ownership](#) section for more information).

Land Titles Online Workspace		🔍 Filter file list	New File ➕	🛒 View Cart
File Number	Description			
123456-TMB	ABC 2020			
123456-TMB	ABC 2020			👤
2015-04-18	TOL LIVE testing			👤
Bob Loblaw	Correction Request			
Derecho - 8-2020				


Create a file

Follow these steps to create a new file:

1. Click on the  button.
2. Enter a **file number** (mandatory) and **file description** (optional).

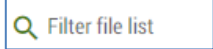


A light green rectangular form with a thin border. It contains two input fields: 'File Number *' and 'Description'. To the right of the form are two buttons: 'Cancel' and 'Save New File'.

3. Click on the  icon to save your file.
4. Once saved your new file will appear in your Workspace in your files list.


Search for a file

To search for a file:

1. Navigate to the  field and enter any part of the **file number** or **description** of the file you are looking for.
2. As you enter your search criteria the folder list will automatically filter to show any file names or descriptions that match or partially match your search criteria.
3. Select the file you are looking for once it becomes visible in the file list.

Important restrictions

Please keep the following restrictions in mind when managing your files:

1. You are permitted a maximum of 160 file folders at a time however files that have been shared with you do not count towards this maximum.
2. Each folder can be kept for a maximum of 120 days (4 months) starting from the date of the first purchase in the file.
 - This means that if you open a file and order an item on day 1 and then add another item to that file on day 119, all of the items in that file will be deleted on day 120.
 - When a file is close to its expiration date, a warning () will appear on the file.
 - Hover over this warning for more details on the date of expiration.
 - This expiration warning will start to appear 30 days prior to file expiration date.
 - See the [manage your files](#) section for more information on how to download your files at any time before the 120 day time limit.

File details

Access the file details page by selecting any file from your workspace. Hover over the file you wish to access until it is highlighted and then click to select it.

Main features

There are many actions that can be performed while in the file details page. From this page you can build and manage your file by:

- Search and order a title
- Search and order an instrument
- Search and order a plan
- Search the Condominium Index
- Viewing and ordering from the Unaccepted Builders' Lien List

You can also perform the following tasks from your file details page. A discussion of the items list below can be found in the [manage your files](#) section of this user guide.

- Viewing a Status or Record of Title you have ordered
- Viewing a Status or Record of Instrument you have ordered
- Viewing a copy of a document you have ordered
- View a copy of a plan you have ordered
- Share, change ownership, download or delete a file

The screenshot displays the 'Land Titles Online File Details' interface. The top navigation bar includes a 'Workspace' button and a 'View Cart' button. The sidebar on the left shows a file list with the following items:

- Watson-2022-GH (Fillion-Watson)
- 2345678/1 Caveat
- 1234567/1 Title
- 1234568/1 Title
- 1234569/1 Title

The main content area displays details for the selected file, '2345678/1 Caveat'. The details include:

- From/By To:** CENTRA GAS MANITOBA INC.
- Description:** GRANT OF RIGHT OF USER
- Registration Date:** 1999-01-28
- Amount:** 1999-01-28

On the right side of the main content area, there are buttons for 'Status of Instrument' (PDF and XML), 'Update Status of Instrument', and 'Order Document'.


Below the details, there is a section titled 'Titles Affected' with a checkbox for 'Exclude Cancelled Titles'. The table below lists the affected titles:

Order	Number	Status	Effect
<input type="checkbox"/>	2813936/1	Accepted	Active
<input type="checkbox"/>	2814134/1	Accepted	Active

At the bottom of the page, there is a footer with the following text: 'Office of the Registrar-General | Teranet Manitoba | Contact Us | Privacy Statement | Terms of Use'.

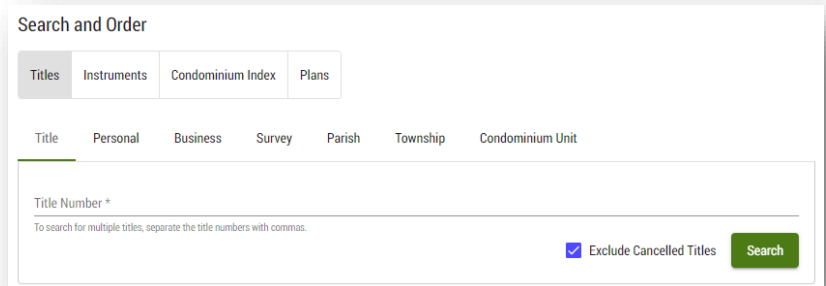
Searching for a title

To search for a title:

1. Select the file you would like to work in from your workspace.
 - The file you select should be the file you want the title to be stored in once you have completed the order as you cannot move an item from one file to another in your Land Titles Online workspace.
2. Select the  icon located on the upper left hand side of the screen

You can choose to search by:

- Title number
- personal name (when approved)
- Business name
- Survey (lot, block, and plan)
- Parish
- Township
- Condominium unit



The search results will include titles that are in the following status:

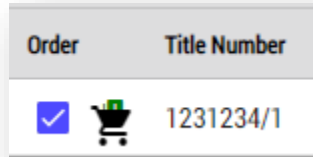
- Active
- In error
- Cancelled (if you enable this function)

You will only be able to order cancelled and active titles.

Please note: At the searching stage there is no charge to your account. You will only be charged for an item once you have added it to your cart and completed the order. You can add items to your cart at any time and will have the option to remove them from your cart before completing your order.

Add a title to your cart

Once you locate the appropriate title you add it to your cart by selecting it. If the item is successfully added to your cart a shopping cart icon will appear next to the order selection:




If the shopping cart icon is located beside an item this indicates that you have already added that item to your shopping cart but have not yet paid for it. Land Titles Online will not notify you have already purchased an item during a previous transaction.

There is no preview option of a title before purchasing.

Title search limitations

There are some items that you will not currently be able to search using Land Titles Online. The limitations are as follows:

1. Paper titles

- Titles that are still in paper form and have not been converted to an electronic title will not show up in your search results.
- You will be able to see paper titles in a title summary however the  icon will prevent you from ordering a paper title through Land Titles Online.
 - As a result you may still want to preform historical searches by contacting our office.

2. Subdivisions

- If you are searching a particular legal description and you cannot find the title you are looking for it may be because a subdivision has occurred and the land in question has a new legal land description.

3. Cancelled titles

- Every title search tab provides the option to exclude or include cancelled titles in your search results. By default, cancelled titles are excluded but you can remove this by deselecting the check box.

In the examples mentioned above you might be able to search for the title using different parameters or contact our Client Service Team for assistance.

Search by title number

Use this option if you already know the title number you wish to search.

1. You can search at least thirteen title numbers at once by separating each title number with a comma in the **title number** field.
2. The Land Titles District Number is optional. If you do not include the District Number, your search will show results from all districts.
 - The District Numbers are as follows: /1 for Winnipeg, /2 for Brandon, /3 for Portage La Prairie, /4 for Morden, /5 for Neepawa, and /6 for Dauphin
3. There is also an option to exclude cancelled titles.

Titles	Instruments	Condominium Index	Plans
--------	-------------	-------------------	-------

Title	Personal	Business	Survey	Parish	Township	Condominium Unit
-------	----------	----------	--------	--------	----------	------------------

Title Number *

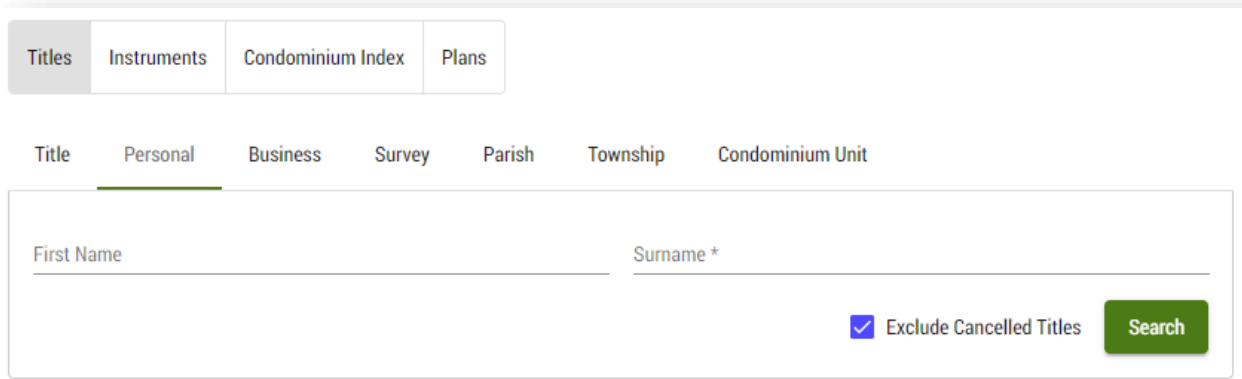
To search for multiple titles, separate the title numbers with commas.

☒ Exclude Cancelled Titles

Search by personal name

Use this search to find a title using a personal name. Teranet Manitoba approves access to this search method following the guidelines provided by the [Registrar-General](#).

1. **First name** and **surname** fields are provided (surname is mandatory).
2. Search results will show any middle names that are on title to help narrow down your search.
3. There is also an option to exclude cancelled titles after performing the initial search.



The screenshot shows a web interface for searching titles. At the top, there are four tabs: 'Titles' (selected), 'Instruments', 'Condominium Index', and 'Plans'. Below these, there are seven sub-tabs: 'Title', 'Personal' (selected), 'Business', 'Survey', 'Parish', 'Township', and 'Condominium Unit'. The main search area contains two input fields: 'First Name' and 'Surname *'. To the right of these fields is a checkbox labeled 'Exclude Cancelled Titles' which is checked. A green 'Search' button is located at the bottom right of the search area.

Title	Personal	Business	Survey	Parish	Township	Condominium Unit
<div>First Name <input type="text"/></div> <div>Surname * <input type="text"/></div> <div><input checked="" type="checkbox"/> Exclude Cancelled Titles <input type="button" value="Search"/></div>						

Search by business name

Use this search to find a title using a business name.

1. There is also an option to exclude cancelled titles after performing the initial search.

The screenshot shows the 'Titles' tab selected in the top navigation bar. Below it, the 'Business' sub-tab is active. The search form contains a single input field labeled 'Business Name *'. To the right of the input field is a checkbox labeled 'Exclude Cancelled Titles' which is checked, and a green 'Search' button.

Search by survey (lot, block and plan)

Use this search to find a title using survey information.

1. The search fields include **lot**, **block** (if applicable) and **plan**.
2. For the purposes of a survey search, Land Titles Online will recognize a parcel as a lot.
3. Indexing notes (if applicable) are included in your search results.
 - This may aid in narrowing down the search results.
4. There is an option to exclude cancelled titles.

The screenshot shows the 'Titles' tab selected in the top navigation bar. Below it, the 'Survey' sub-tab is active. The search form contains three input fields: 'Lot/Parcel', 'Block', and 'Plan *'. To the right of the input fields is a checkbox labeled 'Exclude Cancelled Titles' which is checked, and a green 'Search' button.

Search by parish

Use this search to find a title using **parish** information.

1. The **lot** number field is entered manually.
2. The lot **type** is selected from a dropdown list.
3. The **parish** name is selected from a dropdown list.
4. Indexing notes (if applicable) will be included in your search results.
 - This may aid in narrowing down the search results.
5. There is an option to exclude cancelled titles.

The screenshot shows a web application interface for searching titles. At the top, there are four tabs: 'Titles' (selected), 'Instruments', 'Condominium Index', and 'Plans'. Below these tabs is a horizontal menu with options: 'Title', 'Personal', 'Business', 'Survey', 'Parish' (selected and underlined), 'Township', and 'Condominium Unit'. The main search area contains a text input field labeled 'Lot *' with a light blue border. To its right is a dropdown menu labeled 'Type *' with 'RL - River Lot' selected. Further right is another dropdown menu labeled 'Parish *' with 'BP - Baie Saint Paul' selected. At the bottom right of the search area, there is a checked checkbox labeled 'Exclude Cancelled Titles' and a green 'Search' button.

Titles	Instruments	Condominium Index	Plans
<div><div>TitlePersonalBusinessSurveyParishTownshipCondominium Unit</div><div><div>Lot *</div><div>Type * RL - River Lot</div><div>Parish * BP - Baie Saint Paul</div><div><input checked="" type="checkbox"/> Exclude Cancelled Titles</div><div>Search</div></div></div>			

Search by township

Use this search to find a title using **township** information.

1. The search fields include **lot** (if applicable), **quarter section (optional)**, **section**, **township**, **range** and **meridian**.
2. Land Titles Online has some ability to recognize invalid searches and provide hints to resolve them.
3. Indexing notes (if applicable) are included in your search results.
 - This may aid in narrowing down the search results.
4. There is an option to exclude cancelled titles.

The screenshot displays the Land Titles Online search interface. At the top, there are four tabs: 'Titles' (selected), 'Instruments', 'Condominium Index', and 'Plans'. Below these, there are six sub-tabs: 'Title', 'Personal', 'Business', 'Survey', 'Parish', 'Township' (selected), and 'Condominium Unit'. The search form includes fields for 'Lot', 'QS' (Quarter Section), 'Section', 'Township *', 'Range *', and 'Meridian *' (with 'WPM' selected). A checkbox labeled 'Exclude Cancelled Titles' is checked. A green 'Search' button is located at the bottom right of the form.

Search by condominium unit

Use this search to find a title using condominium information. There is an option to exclude cancelled titles.

Leave the unit number blank and just search for a condo plan if you want the search results to include all units in a condo.

Titles

Instruments

Condominium Index

Plans

Title

Personal

Business

Survey

Parish

Township

Condominium Unit

Unit

Plan *

☒ Exclude Cancelled Titles

Search

Condominium index search

Search the condominium index by number or site name for a variety of information pertaining to all condominium corporations in Manitoba including:

1. Condominium holding titles.
2. Condominium name.
3. Condominium address for service.
4. Condominium site name.
5. Condominium plan (this information is also available on a unit title).
6. A list of instruments related to the Condominium (Declaration, By-Laws, etc.).

As with all other searches in Land Titles Online, searching the Condominium Index is free of charge.

Search and Order

Titles	Instruments	Condominium Index	Plans
--------	-------------	-------------------	-------

Condominium Number	Site Name
--------------------	-----------

<input type="text" value="Condominium Number *"/>	<div>Registering Office ▼</div>
<div>Search</div>	

Search by condominium number

In order to search by **condominium number** you are required to provide the condominium number.

1. You have the option to provide the **registering office** as well to narrow down your search results.
 - If you omit the registering office in your search parameter the search results may show multiple condominiums from multiple offices.

Titles

Instruments

Condominium Index

Plans

Condominium Number

Site Name

Condominium Number *

1

Registering Office

Search

Select a condominium to display the particulars and registered instruments

Registering Office	Condominium Number	Site Name	Registration Date	
Winnipeg	1	LAKEWOOD	1970-09-17	>
Portage	1	WOODLANDS WALK	1978-11-24	>
Morden	1	RAMPTON GARDENS	1983-05-02	>

2. Once you find your target condominium you can select it with the > icon to display the particulars, and order registered instruments and holding titles for that condominium.

Condominium Particulars

Registering Office: Portage

Condominium Number: 1

Plan Number: 1

Site Name: WOODLANDS WALK

Site Address: 717 CRESCENT RD E, PORTAGE

Address for Service: 300-301 CARLTON STREET WINNIPEG MB

Holding Title

Order	Title Number	Registration Date	Status
<input type="checkbox"/>	2141224/3	2006-02-17	Accepted

Condominium Instruments

Order	Registration Number	Type	Registration Date	Status
<input type="checkbox"/>	137395/3	Condominium Declaration	1978-11-24	Accepted

Search by condominium site name

In order to search by **site name** you are required to provide the condominium site name.

1. You have the option to provide the **registering office** as well to narrow down your search results.
 - If you omit the registering office in your search parameter the search results may show multiple condominiums from multiple offices.

TitlesInstrumentsCondominium IndexPlans

Condominium NumberSite Name

Site Name *
woodland

Registering Office

Search

Select a condominium to display the particulars and registered instruments

Registering Office	Condominium Number	Site Name	Registration Date	
Winnipeg	782	WOODLAND PARK	2012-03-05	>
Brandon	59	WOODLANDS ESTATES	2005-05-10	>
Portage	1	WOODLANDS WALK	1978-11-24	>

2. Once you find your target condominium you can select it with the > icon to display the particulars, and order registered instruments and holding titles for that condominium.

Condominium Particulars

Registering Office: Portage

Condominium Number: 1

Plan Number: 1

Site Name: WOODLANDS WALK

Site Address: 717 CRESCENT RD E, PORTAGE

Address for Service: 300-301 CARLTON STREET WINNIPEG MB

Holding Title			
Order	Title Number	Registration Date	Status
<input type="checkbox"/>	2141224/3	2006-02-17	Accepted

Condominium Instruments				
Order	Registration Number	Type	Registration Date	Status
<input type="checkbox"/>	137395/3	Condominium Declaration	1978-11-24	Accepted

Other title search methods

You can also order a title directly from a plan or other instrument.

- When looking at a plan or instrument summary in your file details page a list of affected titles will be displayed.
- You can order a title directly from these pages.
 - This would be beneficial for example, when you would like to order all titles affected by a mortgage or plan.

2345678/1

Caveat

as of 2022-03-24 at 08:54

ACCEPTED

From/By To

Description

Registration Date

Amount

CENTRA GAS MANITOBA INC.

GRANT OF RIGHT OF USER

1999-01-28

Status of Instrument PDF

Status of Instrument XML

Update Status of Instrument

Order Document

^ Titles Affected

☒ Exclude Cancelled Titles

Order	Number	Status	Effect
<input type="checkbox"/>	2813936/1	Accepted	Active
<input type="checkbox"/>	2814134/1	Accepted	Active

Add a title to your cart

Once you locate the appropriate title, add it to your cart by selecting it. If the item is successfully added to your cart a shopping cart icon will appear next to the order selection:

Order	Number
<input checked="" type="checkbox"/>	2813936/1

If the shopping cart icon is located beside an item this indicates that you have already added that item to your shopping cart but have not yet paid for it. Land Titles Online will not notify you that you have already purchased an item during a previous transaction.


Search for an instrument

Use this option to search for an instrument.

Search by instrument number

Search by an instrument number is one way you will find an instrument in Land Titles Online.

To search for an instrument:

1. Select the file you would like to work in from your workspace.
 - The file you select should be the file you want the instrument to be stored in once you have completed the order as you cannot move an item from one file to another in your Land Titles Online workspace.
2. Select the  icon located on the left hand side of the screen.
3. Navigate to the **instruments** tab located in the **search and order** section.
4. Select the **registration** tab.
5. Enter the instrument you would like to search in the **registration number** field.
 - You can search at least thirteen instrument numbers at once by separating each title number with a comma.
 - The land titles district number is optional (/1 for Winnipeg, /2 for Portage La Prairie, etc.) however keep in mind that if you do not include the district number, your search results may include the same instrument number found in multiple districts.

Search and Order

Titles

Instruments

Condominium Index

Plans

Registration

Builders' Liens List

Registration Number *

1234567/1


To search for multiple instruments, separate the registration numbers with commas.

Search

Please note: At the searching stage there is no charge to your account. You will only be charged for an item once you have added it to your cart and completed the order. You can add items to your cart at any time and will have the option to remove them from your cart before completing your order.

Other instrument search methods

You can also order an instrument number directly from a title or another instrument.

- When looking at a title or instrument summary in your file details page a list of affecting instruments will be displayed.
- You can order an instrument directly from this page.
 - This would be beneficial for example, when you would like to order all caveats affecting a title in question or an amending agreement registered on a mortgage.
- Hover over the  icon located next to a registration number to view the basic registration information.

as of 2022-03-24 at 08:54

ACCEPTED

Lot 22 Plan 21804

Status of Title PDF

Status of Title XML


Update Status of Title



Update Record of Title

Affecting Instruments		Registration Detail		Instruments Only
Order	Registration Number	Instrument Type	From/By	Status
<input type="checkbox"/>	205783/1	Caveat	MANITOBA HYDRO & MANITOBA TELEPHONE SYSTEM	Accepted
<input type="checkbox"/>	3890820/1	Mortgage		Accepted

Add an instrument to your cart

Once you locate the appropriate instrument, add it to your cart by selecting it. If the item is successfully added to your cart a shopping cart icon will appear next to the order selection:


Order	Registration Number
<input checked="" type="checkbox"/> 	205783/1

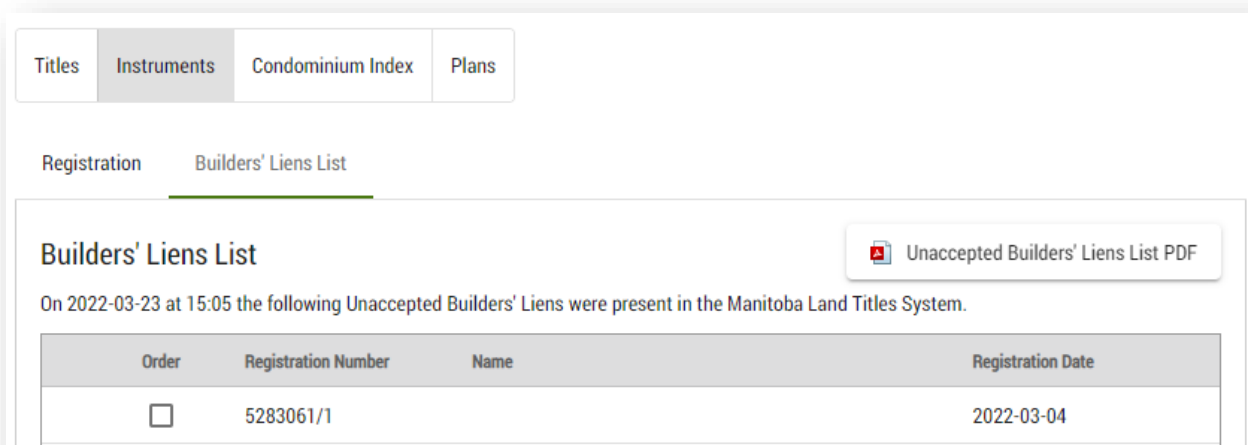
If the shopping cart icon   is located beside an item this indicates that you have already added that item to your shopping cart but have not yet paid for it. Land Titles Online will not notify you that you have already purchased an item during a previous transaction. There is no preview option of an instrument before purchasing.

Builders' Liens (after 3 PM search)

You can search the unaccepted **Builder's Liens List** on Land Titles Online.

To search the Unaccepted Builders' Liens List:

1. Select the file you would like to work in from your Workspace.
2. Select the  icon located on the left hand side of the screen.
3. Select the **instruments** tab located on the **search and order** section.
4. Select the **Builders' Liens List** tab.



The screenshot shows the Land Titles Online interface. At the top, there are four tabs: 'Titles', 'Instruments' (which is selected), 'Condominium Index', and 'Plans'. Below these, there are two sub-tabs: 'Registration' and 'Builders' Liens List' (which is selected). The main content area is titled 'Builders' Liens List'. To the right of the title is a button labeled 'Unaccepted Builders' Liens List PDF'. Below the title, a message states: 'On 2022-03-23 at 15:05 the following Unaccepted Builders' Liens were present in the Manitoba Land Titles System.' Below this message is a table with the following data:

Order	Registration Number	Name	Registration Date
<input type="checkbox"/>	5283061/1		2022-03-04

There are many benefits to accessing the Unaccepted Builders' Liens List Land Titles Online:

1. The list is summarized and there is no fee to access it.
2. The list is also available in a PDF version which can be downloaded at no cost.
3. You can order a Status of Instrument for any unaccepted Builder's Lien from this page

If there are no unaccepted Builder's Liens to report on any given day the notification on this screen will be stated as this and you will be able to print a PDF copy that states this.


Limitations of the Unaccepted Builder's Liens List

1. A copy of the actual Builder's Lien document **cannot** be ordered until it has been accepted.
 - Only a status of instrument can be ordered from this list.
2. Once a Builder's Lien has been accepted it will no longer be listed on the unaccepted List.
 - If there is a Builders' Lien on the unaccepted list that you would like to order once it has been accepted we suggest that you make note of the registration number.
 - Once the instrument has been accepted you will be able to order it by searching the registration number using a normal instrument search or by searching the affected title.

Search for a plan

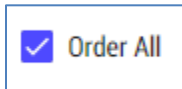
Search by a plan number is one way you will find a plan in Land Titles Online.

To search for a plan:

1. Select the file you would like to work in from your workspace.
 - The file you select should be the file you want the plan to be stored in once you have completed the order as you cannot move an item from one file to another in your Land Titles Online workspace.
2. Select the  icon located on the left hand side of the screen.
3. Navigate to the **plans** tab located in the **search and order** section.

You can choose to search by:

- Plan number
 - Parish and settlement lot
 - Lot, section, township and range
 - Indian Reserve
 - Comment
4. For your convenience, you also have the option to export your search results to an Excel file and order all plans in your search results with only one click.



Please note: At the searching stage there is no charge to your account. You will only be charged for an item once you have added it to your cart and completed the order. You can add items to your cart at any time and will have the option to remove them from your cart before completing your order.

Plan preview: We offer a low-resolution plan preview for all users who have access to Plan Deposit Submission. If plan preview is enabled, click on any plan number in your search results [highlighted in blue](#) to view the preview.

Search by plan number

Use this option if you already know the plan number you wish to search.

You can search for several plan numbers at once by separating each plan number with a comma in the **plan number** field.

- Use this section to also search by deposit number, planning file number, Director of Surveys number or Canadian Land Survey Records number.

Titles	Instruments	Condominium Index	Plans	
Plan Number	Parish and Settlement Lot	Lot / Section Township and Range	Indian Reserve	Comment
<div>Plan Number 1</div> <div>Enter a plan number or a list separated by commas.</div> <div>Deposit Number</div> <div>Planning File Number</div> <div>Director of Surveys Number</div> <div>Canada Land Survey Records Number</div> <div>Search</div>				

Search by parish and settlement lot

Use this option to search for a plan by parish or settlement lot.

1. The minimum information required to search by parish or settlement lot is lot number, lot type and parish or settlement name.
 - You are able to search multiple lots at once by separating each lot with a comma in the **lot number** field.
2. To narrow down your search results you have the option to specify the district the plan was registered in, the type of plan and the type of condominium plan (when applicable).

Titles	Instruments	Condominium Index	Plans	
Plan Number	Parish and Settlement Lot	Lot / Section Township and Range	Indian Reserve	Comment

Lot Number *

To search by multiple lots, separate the lot numbers by commas or dash for a range

Lot Type *

Parish or Settlement *

District

Limit Search to

When Condominium is specified

Search

Search by lot, section, township and range

Use this option to search for plans in the township system.

1. The minimum information required to search by township is section, township and range.
 - By default your search results will include plans that don't specify a section.
2. To narrow down your search results you have the option to specify lots, a quarter section, the district the plan was registered in, the type of plan and the type of condominium plan (when applicable).
 - You are able to search multiple lots at once by separating each lot with a comma in the **lot number** field.

The screenshot shows a web application interface for searching plans. At the top, there are four tabs: 'Titles', 'Instruments', 'Condominium Index', and 'Plans', with 'Plans' being the active tab. Below the tabs, there are five search criteria: 'Plan Number', 'Parish and Settlement Lot', 'Lot / Section Township and Range' (which is selected and underlined), 'Indian Reserve', and 'Comment'. The 'Lot / Section Township and Range' section contains several input fields: a 'Lot' field with a note 'To search by multiple lots, separate the lot numbers by commas or dash for a range' and a dropdown menu currently showing 'Quarter Section'; a 'Section' field with a note 'Perform a search by Section, to search for all sections leave sections blank. To search by multiple sections, separate the section numbers by commas or a dash for a range' and two radio buttons, 'Include all plans that do not specify a Section' (which is selected) and 'Exclude plans that do not specify a Section'; a 'Township *' field; a 'Range *' field; a 'Meridian *' dropdown menu showing 'WPM'; a 'District' dropdown menu; a 'Limit Search To' dropdown menu; and a 'When Condominium is specified' dropdown menu. A green 'Search' button is located at the bottom right of the form.

Search by Indian Reserve

Use this option to search for plans located within an Indian Reserve.

1. The minimum information required to search by Indian Reserve is the reserve name.
2. To narrow down your search results you have the option to specify the district the plan was registered in, the type of plan and the type of condominium plan (when applicable).

Titles	Instruments	Condominium Index	Plans	
Plan Number	Parish and Settlement Lot	Lot / Section Township and Range	Indian Reserve	Comment

Indian Reserve *

District

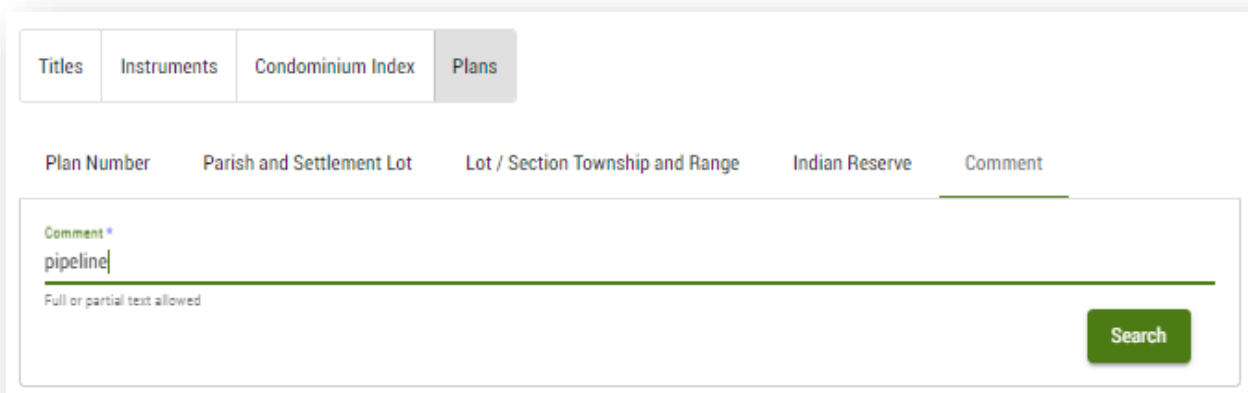
Limit Search to

When Condominium is specified

Search

Search by comment


Use this option to search for plans by the comments entered by Teranet Manitoba survey department employees.

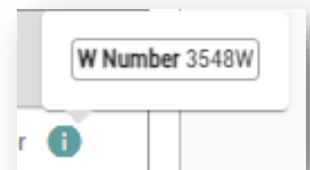


Plan Number	Parish and Settlement Lot	Lot / Section Township and Range	Indian Reserve	Comment
<div>Comment *</div> <div>pipeline</div> <div>Full or partial text allowed</div> <div>Search</div>				

Other plan search methods



You can also order a plan number directly from a title.

- When looking at a title summary in your file details page a list associated plans will be displayed.
- You can order a plan directly from this page.
 - This would be beneficial for example, when you would like to order all plans on a title.
 - Hover over the  icon located next to a plan to view the plan deposit number.




Add a plan to your cart


Once you locate the appropriate plan, add it to your cart by selecting it. If the item is successfully added to your cart a shopping cart icon will appear next to the order selection:

Order	Deposit Number	Plan Number	District	Plan Type
 	T050316	Y000677	Director of Surveys	Director of Surveys


If the shopping cart icon is located beside an item this indicates that you have already added that item to your shopping cart but have not yet paid for it. Land Titles Online will not notify you that you have already purchased an item during a previous transaction.

Pay for your order (view cart)

When you are ready to pay for your order select the  icon located in the upper right hand corner of the page.

Select the  icon next to the items you have placed in your cart will also direct you to the shopping cart.

Main features

1. All items you have selected but have not been paid for will be located in your shopping cart.
 - You will not lose the items in your cart if you leave the **view cart** screen or if you log out of Land Titles Online however we do not recommend leaving unpurchased items in your shopping cart for an extended period of time
2. The shopping cart items will be sorted by client file number and description.
3. Selecting the  icon next to the item you want to delete to remove items from your cart.
4. You also have the option to clear the whole cart or all of the items in just one file.
5. You will see a subtotal for each item ordered as well as a total for the entire order.
6. A drop down menu located on the right hand side of the screen displays all accounts associated with your user ID and the balance of each account.
7. If you have multiple accounts associated to your user ID you have the option to select a default account to use by checking off the **Use this account for future purchases** option.
8. Accept the **Terms of Use** to complete the order.

Review Cart

Watson-2022-GH Fillion-Watson

Remove all items

Titles					
Number	Type	Status of Title	Record of Title	Fee	
2813936/1	Title	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Instruments						
Number	Type	Status of Instrument	Document	Paper Copies	Rush	Fee
205783/1	Caveat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	

Plans					
Number	Type	District	Plan	Paper Copies	Fee
78386	Plan	Director of Surveys	<input type="checkbox"/>	1	

Clear Cart

Checkout Now
\$.00 for 3 items

Charge to Account *
717 (\$9,517,505.00)

☒ Use this account for future purchases

Paper Copy Delivery Method

☐ Pickup

Office

☐ Mail

Organization

Name *

Address Line 1 *

Address Line 2

City *

Province *

Country *

Postal Code *

☐ I have read and agree to the terms and non-distribution clauses in the [Terms of Use](#)

Pay Now

Order a title

For each title in your shopping cart you'll have the option to:

1. Order a Status of Title.
 - a. If you order a Status of Title you'll be provided with a PDF and an XML version of the title in the land titles system. A Status of Title will display all active information regarding the title.
2. Order a Record of Title.
 - a. If you order a Record of Title you'll be provided with a PDF and an XML version of the title record in the land titles system. A Record of Title will display both active and inactive information, such as instruments that have been discharged or inactive addresses for service. However, it provides less detail about each instrument than the Status of Title.
3. Order both of the above.

Watson-2022-GH Fillion-Watson

Remove all items


Titles				
Number	Type	Status of Title	Record of Title	Fee
2813936/1	Title	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Order an instrument

For each instrument in your shopping cart you have the option to:

1. Order a Status of Instrument.
 - a. If you order a Status of Instrument you will be provided with a PDF and an XML version of the information regarding the instrument status in the land titles system.
2. Order a copy of the registered document.
 - a. Documents ordered are a PDF image of the actual document as it was registered.
 - b. The document along with any attachments/schedules will be included with your order.
 - c. If you order a paper copy of an instrument you'll receive a printed copy of the registered document to your preferred delivery method.
3. Order both of the above.

You will not be able to complete your order until you have selected at least one option. For paper copies you'll need to provide your preferred delivery method (land titles box or mail).


Instruments						
Number	Type	Status of Instrument	Document	Paper Copies	Rush	Fee
205783/1	Caveat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0 ▾	<input type="checkbox"/>	

Order a plan

For each plan in your shopping cart you have the option to:

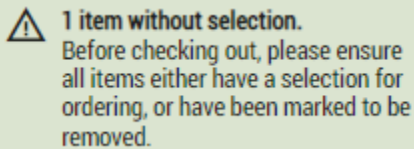
1. Order a digital copy of the plan.
 - If you select “plan”, a digital copy of the plan you’ll be provided with a .TIFF image file of the plan which you are able to enlarge to see detail.
2. Order a paper copy of a plan.
 - If you select one or more Paper Copies, they will be sent to you in the size in the size it was originally registered using your preferred delivery method.
3. Order both of the above.

You will not be able to complete your order until you have selected at least one option. For paper copies you’ll need to provide your preferred delivery method (land titles box or mail).

Plans					
Number	Type	District	Plan	Paper Copies	Fee
78386	Plan	Director of Surveys	<input type="checkbox"/>	1 ▾	

Important warnings

Warning symbols have been built into the ordering system. These warnings will notify you if a problem needs to be resolved before an order can be completed.



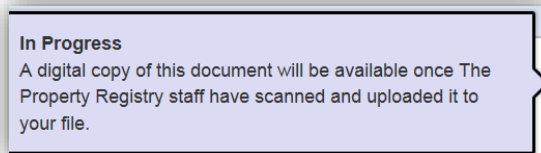
This warning indicates that one or more items in your shopping cart do not have a valid option for ordering selected. You will need to review your cart and make sure you have selected ☒ a Status of Title, Status of Instrument and/or a copy of a document for each item in your cart.



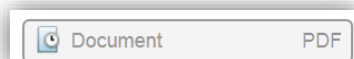
This warning indicates that you have requested an item to which a digital copy is not currently available. You may choose to delete the item and not order it at this time if this error occurs.

If you choose to proceed with the order, the following process will occur automatically:

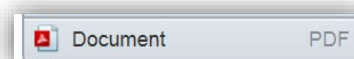
1. Your order will be placed in a queue based on time it was ordered and our employees will be notified of the request in turn
 - If you attempt to open a copy of the document before the item has been uploaded, the document link will be greyed out and you will receive the following warning:



2. The ordered item will be scanned and uploaded.
3. The next time you access the file in which the document was ordered you will be able to view the PDF copy of the document
 - You will know the item is now available because the document link will no longer be greyed out

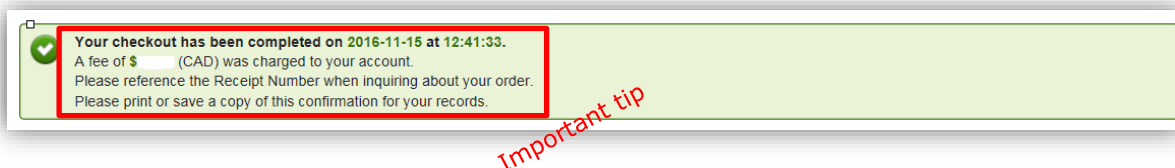


VS.



Order confirmation

Once you complete an order, a confirmation message will verify your order:



You have the option to print or save a copy of the order confirmation right from this screen. An eReceipt is also sent to your firm's account administrator within 24 hours.

If you would like to view your new purchases immediately, you can do so by selecting the item directly from the order confirmation screen. You have the choice of going directly to the File Details page by clicking onto the [link in blue](#). You can also go immediately to the PDF, TIFF or XML file of that item.

Land Titles Online **Order Complete** [Workspace](#) [View Cart](#)

Order Confirmation [Print](#)

✓ Your checkout has been partially completed on 2022-03-24 at 10:12:33.
A fee of (CAD) was charged to your account.
Please reference the Receipt Number when inquiring about your order.
Please print or save a copy of this confirmation for your records.

The following items have been ordered and added to your files in the Workspace.
Receipt Number: 2303051

File Number	Number	Type	Item	Fee		
Watson-2022-GH	2813936/1	Title	Status of Title		PDF	XML
Watson-2022-GH	205783/1	Caveat	Digital Document		PDF	
Watson-2022-GH	205783/1	Caveat	Status of Instrument		PDF	XML

Order failure notice



The following items have failed the order checkout process.
These items have not been ordered and you were not charged for these items.

This warning will appear on an item in your cart fails to process. When this occurs, you will not be charged for the item that failed and the unordered item will remain in your cart.



Your checkout has been partially completed on 2015-03-13 at 09:14:29.
A fee of \$124.00 (CAD) was charged to your account.
Please reference transaction 940026416071 when inquiring about your order.


The order confirmation for a transaction that includes a failed order will show a partially completed transaction, and the amount charged will automatically be adjusted to reflect the error.

Reason
Network Error (WS)
Registration Not Completed

The reason for the failure will be documented on the bottom right-hand side of the screen.

Number	Type
3004636/1	Transfer Of Mortgage



The failed item will return to your shopping cart and will be **highlighted in red**. Hover over the  icon located next to the failed item to see details of the failure.

Any items that were unable to be checked out will be identified. Reasons why an item may fail during the checkout process include:

1. The account had insufficient funds.
2. The shopping cart feature will catch most of this however if you have multiple users on the same account, it may be that someone else will be ordering from the same account at the same time.
 - There may have been a Network Error that occurred during the order process.
 - A file folder is limited to 120 days and it may expire during the checkout process.
 - There could be a data conversion error, where the data was unable to convert to XML.
 - A document has been put into an "In Error Status".
3. This would be very unusual and is often only for a short period of time while something is being corrected in the database.

If one of these errors occurs and you are not able to resolve the issue please contact our Client Service Team.

Manage your files

There are many ways to manage your files in Land Titles Online and there is no limit to the number of items you can have in a file. You are able to:



Edit a file name or description



View a list of the file's contents



Search feature used to add contents to a file



Share a file with other users in your firm



Change Ownership of a file



Download an entire file



Delete an entire file



Delete an individual item in your file

View a Status or Record of Title in a file

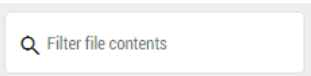
Locate a Status or Record of Title that you would like to view (once it has been purchased) by selecting it from the list of items in your file folder located on the left hand side of the **file details** page.

The file details list has been formatted so that it is easy to find your orders:

- The list of ordered items will be sorted in descending order based on the date ordered or updated starting with the most recently ordered/updated item.
- Any item in the list that has not been viewed will be **bolded** and un-bolded once viewed by you or anyone you are sharing your file with.

If you have a large number of items in a file you are able to search for the title you

want by using the filter

A rectangular search box with a magnifying glass icon on the left and the text "Filter file contents" inside.

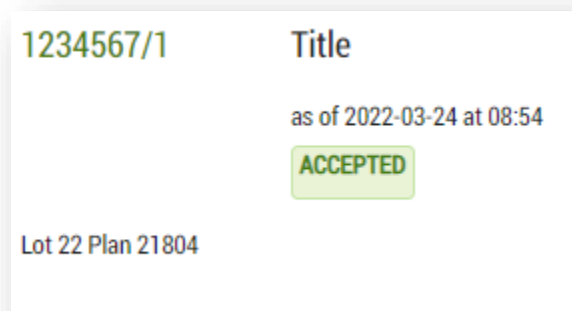
Filter file contents

located at the top of the list. There

are two ways to filter your list:

- Enter part of the title number you are looking for and all of the titles that match your search criteria will be displayed.
- Enter the word title to see only the titles that are located in that file.

Once you select the title you would like to view several options will be available to you:






The centre of the page will display a summary of the title including:

- The title number
- The title status
- The time stamp (the day and time that the information displayed was current as of)
- A brief legal description




A summary of the affecting instruments and other additional useful items that you may want to order pertaining to this title. Keep in mind that you can order more items directly from this summary.


^ Affecting Instruments

☒ Show Active Instruments Only


Order	Registration Number	Effect on Title	Affecting Instrument	Instrument Type	Status
 	1823318/1	 Active		Transfer Of Land	Accepted

^ Additional Information


Order	Type	Number
	From Title - All	B37759/1
	Plan 	2354

 Status of Title


PDF

 Status of Title

XML



Update Status of Title



Update Record of Title

- A link to open a copy of the Status or Record of Title in PDF format
- A link to open a copy of the Status or Record of Title in XML format
- (You are able to copy and paste from both the PDF and XML versions of the Status of Title)
- A link to order an updated copy (Please note that statuses and records do not update automatically and you will have to select View Cart, and complete your order for the new Status)

1234568/1

Title

2022-03-24 at 10:25

2022-03-24 at 08:54

If you have updated the title, resulting in multiple versions, then you will be able to select the version you wish to view from the drop down list. The default view will be the most recent version.

See **Appendix A** for an example of a PDF Status of Title.

View a Status of Instrument in a file

Locate a Status of Instrument that you would like to view (once it has been purchased) by selecting it from the list of items in your file folder located on the left hand side of the **file details** page.

The file details list has been formatted so that it is easy to find your orders:

- The list of viewable items will be sorted in descending order based on the date ordered or updated starting with the most recently ordered/updated item.
- Any item in the list that has not been viewed will be **bolded** and will be unbolded once viewed by you or anyone you are sharing your file with.

If you have a large number of items in your file you are able to search for the

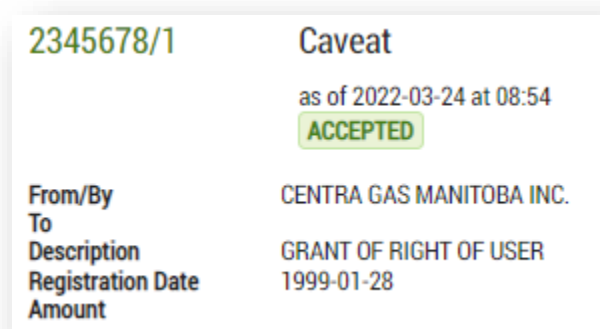
instrument you want by using the filter

A rectangular search box with a magnifying glass icon on the left and the text "Filter file contents" inside.

located at the top of the list. There are two ways to filter your list:

- Enter part of the instrument number you are looking for and all of the instruments that match your search criteria will be displayed.
- Enter the instrument type (e.g.: caveat) to see only specific types of instruments located in that file.

Once you select the instrument you would like to view several options will be available to you:

A white rectangular card with a subtle drop shadow, displaying instrument details. It includes a large instrument number, a title, a timestamp, a status badge, and a table of details.

2345678/1		Caveat	
		as of 2022-03-24 at 08:54	
		ACCEPTED	
From/By		CENTRA GAS MANITOBA INC.	
To			
Description		GRANT OF RIGHT OF USER	
Registration Date		1999-01-28	
Amount			

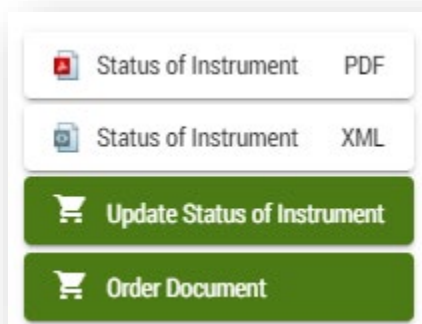
The centre of the page will display a summary of the instrument including:

- The instrument number
- The instrument type
- The instrument status
- The time stamp (the day and time that the information displayed was current as of)
- A brief description of the instrument

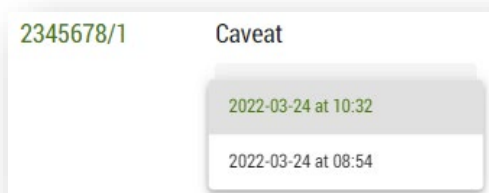
^ Titles Affected ☒ Exclude Cancelled Titles

Order	Number	Status	Effect
<input type="checkbox"/>	2813936/1	Accepted	Active
<input type="checkbox"/>	2814134/1	Accepted	Active

A summary of the affected titles associated to the instrument. Keep in mind that you can order more items directly from this summary.



- A link to open a copy of the Status of Instrument in PDF format (if ordered)
- A link to open a copy of the Status of Instrument in XML format (if ordered)
(You are able to copy and paste from both the PDF and XML versions of the Status of Instrument)
- A link to open a copy of the document in PDF format (if ordered)
- A link to order an updated Status of Instrument (there will be a charge associated with this action)
- A link to order a copy of the document if not previously ordered (Please note that statuses do not update automatically and you will have to select **view cart**, and complete your order for the new status.)



If you have updated the Status of Instrument, resulting in multiple versions, then you will be able to select the version you wish to view from the drop down list. The default view will be the most recent.

See **Appendix B** for an example of a PDF Status of Instrument.

View a plan in a file


Locate a plan that you would like to view (once it has been purchased) by selecting it from the list of items in your file folder located on the left hand side of the **file details** page.

The file details list has been formatted so that it is easy to find your orders:

- The list of ordered items will be sorted in descending order based on the date ordered or updated starting with the most recently ordered/updated item.
- Any item in the list that has not been viewed will be **bolded** and un-bolded once viewed by you or anyone you are sharing your file with.

If you have a large number of items in a file you are able to search for the title you

want by using the filter

 Filter file contents

located at the top of the list. There

are two ways to filter your list:

- Enter part of the plan number you are looking for and all of the titles that match your search criteria will be displayed.
- Enter the word plan to see only the plans that are located in that file.

Once you select the title you would like to view several options will be available to you:



7207	Plan
	as of 2020-08-12 at 12:05
Deposit Number	T043834
District	Winnipeg
Plan Type	Subdivision
Comment	n/a
W Number	n/a
DoS Number	n/a
CLSR Number	n/a

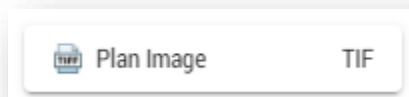
The centre of the page will display a summary of the plan including:

- The plan number
- The time stamp (the day and time that the information displayed was current as of)
- Several other details where applicable including deposit number, and plan type.

A summary of the titles associated to the plan. Keep in mind that you can order more items directly from this summary.

Associated Titles ☒ Exclude Cancelled Titles

Order	Type	Number	Status
<input checked="" type="checkbox"/> 	Title	1028745/1	Accepted
<input checked="" type="checkbox"/> 	Title	1035244/1	Accepted
<input type="checkbox"/>	Title	1068620/1	Accepted





- A link to open a copy of the plan in TIFF format

Share a file

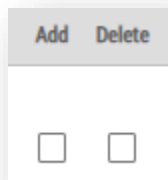
Sharing a file is a useful feature when more than one person in your firm will need to have access to the contents of a file. Please note that files that have been shared with you do not count towards the 160 file limit in your workspace.

To share a file:

1. Navigate to the file you would like to share from your workspace.
2. Select the **manage file share settings**  icon.
3. Select the user name of the person/people from your firm's dropdown list.

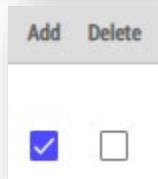
(note that you are able to share the file with up to five users by selecting the  Add User icon).

4. You can limit the access of the user you are sharing the file with, if you do not want the person sharing you will to have the ability to add and delete items.



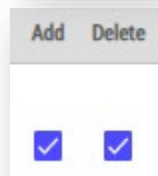
Add	Delete
<input type="checkbox"/>	<input type="checkbox"/>

Indicates that the additional user has a view only level of access.



Add	Delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>

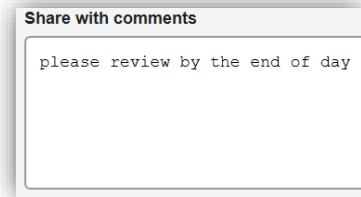
Indicates that the additional user has the ability to order new items for the file.



Add	Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

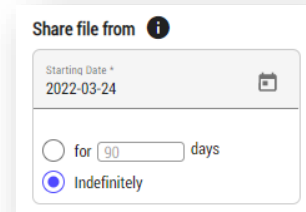
Indicates that the additional user has the ability to order new items for the file as well as delete items from the file.

5. You have the option to include comments with the file you are sharing
- Any comments entered while in the file sharing feature will also appear in the file details view located within your folder



A dialog box titled "Share with comments" with a text input field containing the text "please review by the end of day".

6. You also have the option to delay the sharing start date or define how long you would like to share the file which applies to all people you are sharing the file with

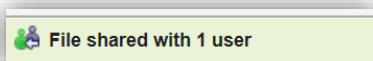


A dialog box titled "Share file from" with a "Starting Date" field set to "2022-03-24". Below this, there are two radio button options: "for 90 days" (unselected) and "Indefinitely" (selected).

7. Confirm that the information that you entered is correct

☒ I have reviewed all entered users. They are the persons I intend to share the file with.

8. Once the file has been shared successfully the following notifications will be visible:



Will be placed on the **file details** page





Will be placed on the file in your workspace



The image will also be visible in the Workspace of the person you have shared your file with to notify them that a file has been shared with them.


For your convenience, you can manage the users you share with.

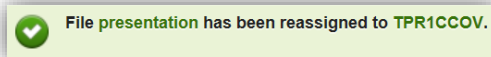
- Save a list of users you commonly share files with by selecting the  Use this share list for new file shares  option.
- Delete any user by selecting the trash bin located beside the user information before sharing the file.
 - This will stop sharing the file with that user.
 - You have the option to re-share with them at a later date.
- Stop sharing the file at any time by using the same trash can icon to remove one or all users and selecting the share file icon again to update this information.

Change file ownership

This option is similar to sharing a file. The key difference is that you would change the file ownership if you no longer want to be the person in charge of the file. The person you change ownership to will take it over as if they were the one who originally created the file. Please note that changing a file's owner does not reset the date which the file is set to expire (120 from the date the first item is ordered).

To change the file ownership:


1. Navigate to the file you would like to share from your workspace.
2. Select the **change file ownership**  icon.
3. Select the name of the user in your firm that you want to change the ownership to from the dropdown list.
(note that you can only reassign your file to one user)
4. While reassigning the file you can decide what level of access you want to retain:
 - ☒ Retain access as a share user with full permissions
 - The option below indicates that you want to retain full access to the file once reassigned as a secondary user.
 - If you do not select this option you will no longer have any access to the file once reassigned.
 - Once a file is reassigned you will not be able to cancel the reassignment even if you retain access.
 - To reverse the reassignment you must have the person you assigned a file to reassign it back to you.
5. Confirm that the information that you entered is correct.
6. Once the file has been reassigned successfully the following notifications will be displayed:



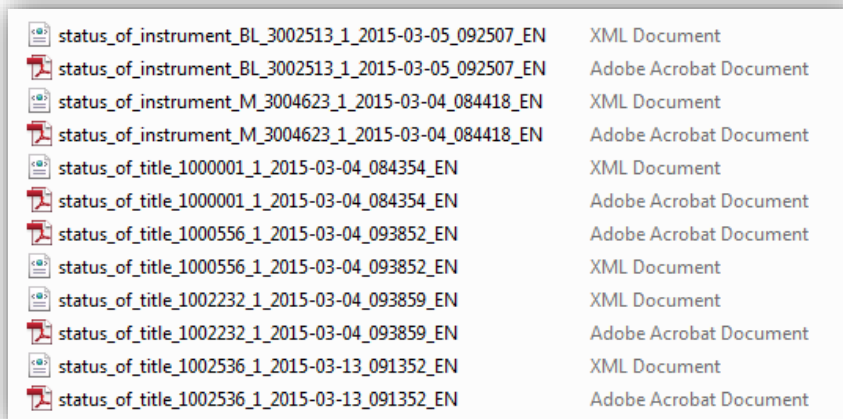
Download a file













You can download your entire file at any time. You will especially want to consider this option if the file is getting close to the 120-day expiry limit.

To download a file:

1. Navigate to the file you want to download from your workspace.
2. Select the  icon found on the left side menu.
3. Save the downloaded items to your computer.
 - The file will be downloaded as a zip file and 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 saved to your computer.

Here is an example of a how the items will look in a downloaded file:




 status_of_instrument_BL_3002513_1_2015-03-05_092507_EN	XML Document
 status_of_instrument_BL_3002513_1_2015-03-05_092507_EN	Adobe Acrobat Document
 status_of_instrument_M_3004623_1_2015-03-04_084418_EN	XML Document
 status_of_instrument_M_3004623_1_2015-03-04_084418_EN	Adobe Acrobat Document
 status_of_title_1000001_1_2015-03-04_084354_EN	XML Document
 status_of_title_1000001_1_2015-03-04_084354_EN	Adobe Acrobat Document
 status_of_title_1000556_1_2015-03-04_093852_EN	Adobe Acrobat Document
 status_of_title_1000556_1_2015-03-04_093852_EN	XML Document
 status_of_title_1002232_1_2015-03-04_093859_EN	XML Document
 status_of_title_1002232_1_2015-03-04_093859_EN	Adobe Acrobat Document
 status_of_title_1002536_1_2015-03-13_091352_EN	XML Document
 status_of_title_1002536_1_2015-03-13_091352_EN	Adobe Acrobat Document

Download items individually by saving the PDF, TIFF and/or XML version of the item from the title/instrument summary page as opposed to downloading the entire file as described above.

Delete your file

If you are completely finished with a file you may want to delete it in order to free up space for new files in your workspace (remember that you can only have 160 files in your workspace at any given time).


To permanently delete a file:

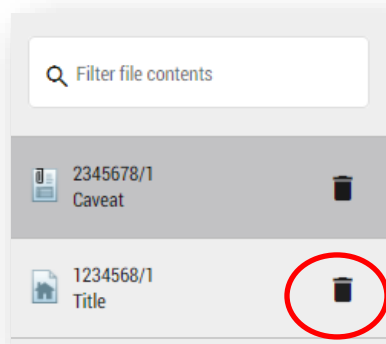
1. Navigate to the file you would like to delete from your workspace.
2. Select the  icon.
3. Confirm that you want to delete the file.
This is an important step because there is **no** option to un-delete the file once it has been removed from your workspace

Delete an individual item in your file

You have the ability to delete individual items from your file by selecting the delete icon from the summary screen of the item you wish to delete.

To permanently delete an individual item from your file:

1. Navigate to the item that you would like to delete from your **file details**.
2. Select the  icon beside the title, instrument or plan you want to delete.
3. Confirm that you want to delete the item.
This is an important step because there is **no** option to un-delete the item once it has been removed from your file. In addition, if you have ordered multiple versions of a title or instrument, deleting one version will result in the deletion of all versions of that item.



Questions

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.

Notes

Appendix A: Sample PDF Status of Title

STATUS OF TITLE

Title Number **1196840/1**
Title Status **Accepted**
Client File screen shots

1. REGISTERED OWNERS, TENANCY AND LAND DESCRIPTION

HER MAJESTY OF THE QUEEN IN RIGHT OF THE PROVINCE OF MANITOBA

IS REGISTERED OWNER, SUBJECT TO SUCH ENTRIES RECORDED
HEREON, IN THE FOLLOWING DESCRIBED LAND:

NE 1/4 14-1-12 EPM

The land in this title is, unless the contrary is expressly declared, deemed to be subject to the reservations and restrictions set out in section 58 of *The Real Property Act*.

2. ACTIVE INSTRUMENTS

No active instruments

3. ADDRESSES FOR SERVICE

DEPT. NATURAL RES/LANDS BRANCH
BOX 18
1495 ST. JAMES ST.
WPG., MAN.
R3H 0W9

4. TITLE NOTES

INCLUDES ABANDONED RLY RIGHT OF WAY PLAN 1400 WLTO -- CARRY FORWARD

5. LAND TITLES DISTRICT

Winnipeg

6. DUPLICATE TITLE INFORMATION

Duplicate not produced

7. FROM TITLE NUMBERS

1192271/1 All

8. REAL PROPERTY APPLICATION / CROWN GRANT NUMBERS

1388230
48454
CG 30073

9. ORIGINATING INSTRUMENTS

Instrument Type: Real Property Application
Registration Number: 1388230/1

Registration Date: 1991-02-07
From/By: H.M. THE QUEEN (MAN)
To:
Amount:

10. LAND INDEX

NE 14-1-12E

CERTIFIED TRUE EXTRACT PRODUCED FROM THE LAND TITLES DATA STORAGE
SYSTEM OF TITLE NUMBER 1196840/1

Appendix B: Sample PDF Status of Instrument

New to the Status of Instrument: Boxes 8 and 9 will now show you information on the deficiency status as well as the series details.

STATUS OF INSTRUMENT

Instrument Number **177122/1** **CAV**
Instrument Status **Accepted**
Client File **screen shots**

1. INSTRUMENT SUMMARY

Instrument Type: **Caveat**
Registration Number: **177122/1**
Instrument Status: **Accepted**

Registration Date: **1960-05-03**
Completion Date: **1989-07-10**

From/By: **MAN. POWER COMMISSION**
To:

Amount:
Description: **No description**

2. TITLES AFFECTED

<u>Title Number</u>	<u>Title Status</u>	<u>Effect</u>	<u>Notes</u>
1111991/1	Cancelled	Active	AFFECTS ELY 7 FEET
	Land Index:	Lot 2 Block 3 Plan 7207 RL 80, 82, 83 AND 84	NO
1113791/1	Cancelled	Active	
	Land Index:	Lot 8 Block 6 Plan 7207 RL 80 AND 82 TO 84	NO
1068620/1	Accepted	Active	
	Land Index:	Lot 3 Block 3 Plan 7207 RL 80 AND 82 TO 84	NO
1189412/1	Cancelled	Active	
	Land Index:	Lot 11 Block 6 Plan 7207 RL 80 & 82 TO 84	NO
1284975/1	Cancelled	Active	AFF: W 7 FT
	Land Index:	Lot 10 Block 6 Plan 7207 RL 80 & 82 TO 84	NO

1312455/1	Cancelled	Active
	Land Index:	Lot 12 Block 6 Plan 7207 RL 80 & 82 TO 84 NO
1333553/1	Cancelled	Active AFF: W 7 FT
	Land Index:	Lot 10 Block 6 Plan 7207 RL 80 & 82 TO 84 NO
1415367/1	Cancelled	Active
	Land Index:	Lot 11 Block 6 Plan 7207 RL 80 & 82 TO 84 NO
1417286/1	Cancelled	Active
	Land Index:	Lot 11 Block 6 Plan 7207 RL 80 & 82 TO 84 NO
1447784/1	Accepted	Active AFF: WLY 5 FT
	Land Index:	Lot 8 Plan 19763 SP
1450489/1	Cancelled	Active ELY 5 FEET
	Land Index:	Lot 13 Block 6 Plan 7207 80, 82-84 NO
1685395/1	Cancelled	Active ELY 5 FEET
	Land Index:	Lot 13 Block 6 Plan 7207 80, 82-84 NO
1728559/1	Accepted	Active WLY 5 FT
	Land Index:	Lot 26 Block 3 Plan 7207 RL 80 & 82 TO 84 NO
1741478/1	Accepted	Active AFF: W 7'
	Land Index:	Lot 9 Block 6 Plan 7207 RL 80 & 82 TO 84 NO
1881560/1	Cancelled	Active ELY 5 FEET
	Land Index:	Lot 13 Block 6 Plan 7207 80, 82-84 NO
1907540/1	Cancelled	Active EAST 7 FEET
	Land Index:	Lot 1 Block 3 Plan 7207 RL 80 & 82 TO 84 NO
1917317/1	Accepted	Active AFF: W 7 FT

	Land Index:	Lot 10 Block 6 Plan 7207 RL 80 & 82 TO 84 NO
1960142/1	Accepted	Active
	Land Index:	Lot 8 Block 6 Plan 7207 RL 80 AND 82 TO 84 NO
2019666/1	Cancelled	Active AFF: ELY 7 FEET
	Land Index:	Lot 1 Block 3 Plan 7207 RL 80 AND 82 TO 84 NO
2049887/1	Accepted	Active AFF: ELY 7 FEET
	Land Index:	Lot 1 Block 3 Plan 7207 RL 80 AND 82 TO 84 NO
2153455/1	Accepted	Active AFFECTS ELY 7 FEET
	Land Index:	Lot 2 Block 3 Plan 7207 RL 80, 82, 83 AND 84 NO
2259297/1	Accepted	Active
	Land Index:	Lot 11 Block 6 Plan 7207 RL 80 & 82 TO 84 NO
2286891/1	Cancelled	Active ELY 5 FEET
	Land Index:	Lot 13 Block 6 Plan 7207 80, 82-84 NO
2318316/1	Accepted	Active ELY 5 FEET
	Land Index:	Lot 13 Block 6 Plan 7207 80, 82-84 NO
2328273/1	Accepted	Active
	Land Index:	Lot 12 Block 6 Plan 7207 RL 80 & 82 TO 84 NO
2387644/1	Cancelled	Active AFF: W 5'
	Land Index:	Lot 7 Plan 19763
2474545/1	Accepted	Active AFF: W 5'
	Land Index:	Lot 7 Plan 19763
3. TITLES CREATED		
No titles created		

4. AFFECTS THE FOLLOWING INSTRUMENTS			
No affected instruments			
5. AFFECTED BY THE FOLLOWING INSTRUMENTS			
No affecting instruments			
6. ADDRESSES FOR SERVICE			
No address for service			
7. LAND TITLES DISTRICT			
Winnipeg			
8. DEFICIENCY INFORMATION			
This instrument is not deficient			
9. SERIES DETAILS			
First Instrument Number in Series:		177122/1	
Number of Instruments in Series:		1	
Presented By:		N/A	
<u>Instrument Type</u>	<u>Registration Number</u>	<u>Instrument Status</u>	<u>Deficient</u>
Caveat	177122/1	Accepted	No

CERTIFIED TRUE EXTRACT PRODUCED FROM THE LAND TITLES DATA
STORAGE SYSTEM OF INSTRUMENT NUMBER 177122/1

Appendix D: Abbreviations list

General Terms	Abbreviation
Division	(DIV)
Easterly	ELY
Excepting	EXC
Land titles Office	LTO
Northeasterly	NELY
Northerly	NLY
Northwesterly	NWLY
Perpendicular	PERP
Southeasterly	SELY
Southerly	SLY
Southwesterly	SWLY
Special Plot	SP
Special Survey	SS
Westerly	WLY

Township Terms	Abbreviation
East half	E ½
East of the Principal Meridian	EPM
East of the Second Meridian	E2E
Fractional	FRAC
North half	N ½
Northeast Quarter	NE ¼
Northwest Quarter	NW ¼
South half	S ½
Southeast Quarter	SE ¼
Southwest Quarter	SW ¼
West half	W ½
West of the Principal Meridian	WPM

Parish Terms	Abbreviation
Group Lot	GL
Indian Reserve	IR
Lake Lot	LL
Outer Two Mile	OTM
Park Lot	PL
River Lot	RL
Roman Catholic Mission Property	RCMP
Rural Municipality	RM
Saint	ST
Sainte	STE
Settlement Lot	SL
Wood Lot	WL

Parish Name Index	Abbreviation
Baie St. Paul	BP
Big Eddy	BE
Brokenhead	BH
Cross Lake	CR
Duck Bay North	DN
Duck Bay South	DS
Fairford	FF
Fairford Mission	FM
Fisher Bay	FB
Fort Alexander	FA
Grand Rapids	GR
Grande Point	GP
Headingly	HE
High Bluff	HB
Kildonan	KI
Lorette	LO
Manigotagan River	MR
Manitoba House	MH
Norway House	NH
Oak Island	OI
Oak Point	OP
Pasquia	PQ
Pine Creek	PC
Poplar Point	PO

Parish Name Index	Abbreviation
Portage La Prairie	PP
Rat River	RR
RCMP	RC
RMNP	RM
St. Andrews	AD
St. Boniface	BO
St. Charles	CH
St. Francois Xavier	FX
St. James	JA
St. John	JO
St. Laurent	LA
St. Malo	MA
St. Norbert	NO
St. Paul	PA
St. Peter	PE
St. Vital	VI
Ste. Anne	AN
Ste. Agathe	AG
The Pas	PS
Umfreville	UV
Westbourne	WE