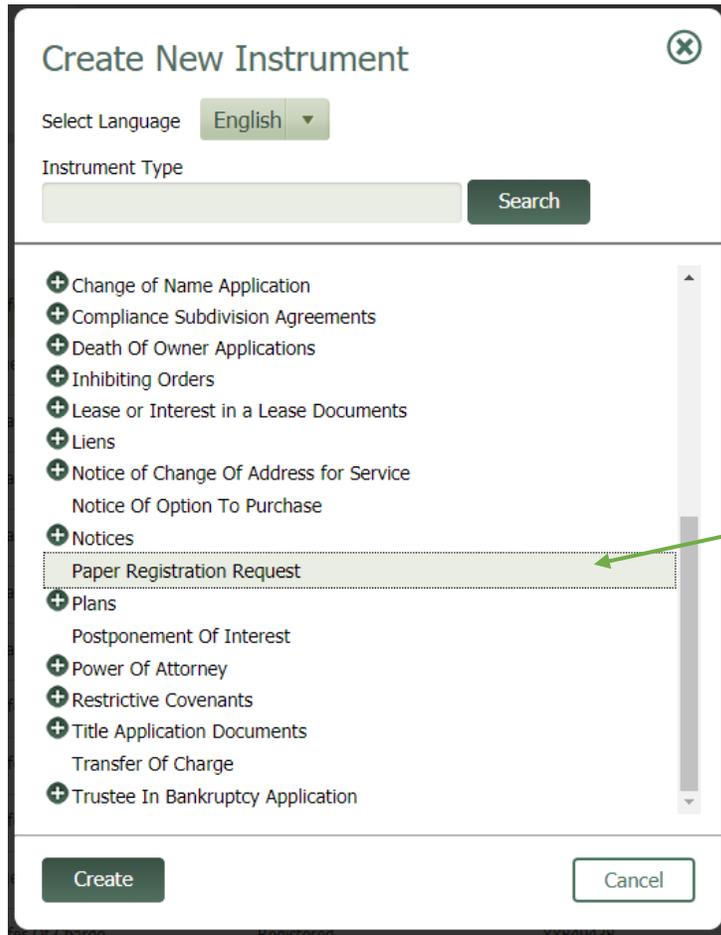


# Teraview® Paper Registration

## Quick User Guide

# How to Create a Paper Registration



The screenshot shows a web interface titled "Create New Instrument". At the top left, there is a "Select Language" dropdown menu currently set to "English". Below this is an "Instrument Type" search bar with a "Search" button. A scrollable list of instrument types is displayed below the search bar. The "Paper Registration Request" option is highlighted with a green background and a green arrow points to it from the text on the right. At the bottom of the form, there are two buttons: "Create" and "Cancel".

Create New Instrument

Select Language English

Instrument Type Search

- + Change of Name Application
- + Compliance Subdivision Agreements
- + Death Of Owner Applications
- + Inhibiting Orders
- + Lease or Interest in a Lease Documents
- + Liens
- + Notice of Change Of Address for Service
- Notice Of Option To Purchase
- + Notices
  - Paper Registration Request
- + Plans
- Postponement Of Interest
- + Power Of Attorney
- + Restrictive Covenants
- + Title Application Documents
- Transfer Of Charge
- + Trustee In Bankruptcy Application

Create Cancel

**Note:** if you have multiple paper documents you wish to submit, a separate **Paper Registration Request** must be created for each paper document.

- Ensure you are in the correct Land Registry Office (LRO)
- Select **Create New**
- Select **Paper Registration Request** from the drop-down menu.
- Select **Create**

# Preparing the Paper Registration

# Step 1: Select Property Type and Document Type

[Instrument List](#) > PAPER REG REQ 2  
**Work in Progress** - Paper Registration Request

**Paper Submission**

Property Type  
 Registry  Land Titles

Document Type  
-Select Option-  
-Select Option-  
Acknowledgement  
Agreement  
Agreement Of Purchase And Sale  
Agreement Re Right Of Way  
Agreement To Lease  
Amalgamation Of Corporation  
Application Delete Housing Development Lien  
Application First Registration  
Application To Register Bylaw  
Articles Of Dissolution (GR)  
Assignment For General Benefit Of Creditors  
Assignment Of Lease  
Assignment-General  
Bylaw (No Pin)  
Bylaw To Exempt From Part Lot Control  
Cancellation Of Designation Of Matrimonial Home  
Caution-Land (Estates Administration Act)  
Certificate  
Certificate (GR)

Select the **Property Type**

Select the **Document Type** from the drop-down menu  
NOTE: The document will not appear in the same format as a document for electronic registration

# Step 2: Complete Instrument Details

[Instrument List](#) > PAPER REG REQ 2  
Work in Progress - Paper Registration Request

Save

Paper Submission

Statement(s)  
Message(s)  
Signatories  
Document Identification  
Schedules

**Paper Submission**

Property Type  
 Registry  Land Titles

Document Type  
Transfer

Consideration  
\$0.00

Provincial Land Transfer Tax  
\$0.00

Confirmation of Last Registered Instrument Required  
 Yes  No

Last Registered Instrument

Additional Information

If the document type you have selected requires Provincial land transfer tax to be paid for consideration, enter the information here

Enter any Additional Information the LRO may require here. e.g. – a pre-approval number

# Step 3: Add Attachments

In this branch you will import the document you wish to be registered, together with any supporting evidence (if required).

[Instrument List](#) > PAPER REG REQ 2  
**Work in Progress** - Paper Registration Request

Paper Submission  
Statement(s)  
Message(s)  
Signatories  
Document Identification  
Schedules

### Statements

Show All  Show Selected

	NUMBER	STATEMENT
<input checked="" type="checkbox"/>	30000	The document to be registered is: <a href="#">IMPORT COMPLETE DOCUMENT</a>
<input type="checkbox"/>	30001	Supporting material 1, if any <a href="#">IMPORT, E.G WRIT CERTIFICATE</a>
<input type="checkbox"/>	30002	Supporting material 2, if any <a href="#">IMPORT</a>
<input type="checkbox"/>	30003	Supporting material 3, if any <a href="#">IMPORT</a>
<input type="checkbox"/>	30004	Supporting material 4, if any <a href="#">IMPORT</a>

Select Statement 30000 and import your completed document

If needed, select Statements 30001 to 30004 to import any required supporting materials

# Step 4: Validation and Signing

Select **Sign** and follow the prompts to validate and sign the document

[Instrument List](#) > PAPER REG REQ 2 Save  

**Work in Progress** - Paper Registration Request

Paper Submission	<h2>Signatories</h2> <p><b>Completeness Signatory</b> Name: Date/Time:</p>	<span>Sign</span> <span>Remove Signature</span>
Statement(s)		
Message(s)		
<b>Signatories</b>		
Document Identification		
Schedules 		

# Step 5: Document Identification (Optional)

Edit the Document Name and/or enter your file information.

[Instrument List](#) > PAPER REG REQ 2  
**Work in Progress** - Paper Registration Request

Paper Submission	<h2>Document Identification</h2> <p>Document Name PAPER REG REQ 2</p> <p>Submitter Client File Number <input type="text"/></p>
Statement(s)	
Message(s)	
Signatories	
<b>Document Identification</b>	
Schedules 	

# Registration

[Instrument List](#) > PAPER REG REQ 2  
**Work in Progress** - Paper Registration Request

**Paper Submission**

Property Type  
 Registry  Land Titles

Document Type  
Application (General)

Save

- Sign
- Remove Signature
- Register
- Share With Docket
- Document Preparation
- Abandon Changes
- Expand Tree
- Contract Tree

Select **Register** from the drop-down menu

**Register**

**Instrument(s) In Progress**

NAME	TYPE
PAPER REG REQ 4	Paper Registration Request
PAPER REG REQ 5	Paper Registration Request
PAPER REG REQ 6	Paper Registration Request

Add

Remove

Up

Down

**Instrument(s) For Registration**

NAME	TYPE
PAPER REG REQ 2	Paper Registration Request

Register

Cancel

If you have multiple Paper Registration Requests you can add them, to a maximum of five, to the registration folder.

**Note:** If you are submitting multiple documents, they should be submitted in the order they are to be registered.

Select **Register**

# Registration – cont'd

## Paper Submission ✕

Required fields are indicated with \*

Full Name \*  
Teraview User

Firm Name  
Teraview Account

Phone Number \*  
416-555-5555

Email \*  
youremail@email.com

I further understand that only document(s) that are governed by the Registry Act, exceed Teraview system limits or belong to a list of documents approved by the Director of Titles qualify for submission through this feature. I acknowledge that any attempt to submit documents through this feature that should be registered electronically in Teraview may be cancelled and may affect my future registration access.

Accept\*

The user information will automatically pre-populate.

You can edit the contents, if required, in all the fields.

Upon successful registration of your document(s), a scanned copy of the stamped document will be e-mailed to you at the Email entered in this window.

You must accept the Terms and Conditions.

Select **Submit**.

# Registration – cont'd

Upon a successful submission, you will receive 2 file numbers.

One with the prefix VV which is for the Paper Registration Request and one with the prefix UU which is for the individual paper documents included in the request.

**Note:** These numbers ARE NOT the registration numbers of the paper documents

**Registration Was Successful**  
Ensure you print or save all available options before closing this window.

The successfully registered Instrument Registration Number(s) and their type(s) are as follows:

VV6	REQUEST NUMBER
UU7	PAPER REG REQ

Registration Report PDF    Writ Certificate PDF    Close

**Registration Was Successful**  
Ensure you print or save all available options before closing this window.

The successfully registered Instrument Registration Number(s) and their type(s) are as follows:

VV7	REQUEST NUMBER
UU8	PAPER REG REQ
UU9	PAPER REG REQ

Registration Report PDF    Writ Certificate PDF    Close

The registration is now complete.

Select **Registration Report PDF** to view and save/print your submission.

# Registration – cont'd

Registration Report ✕

VV6 Paper Registration Request Summary

---

UU7 Paper Registration Request

---

UU7 Document for Registration, 30000

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**Paper Submission...** 1 / 1 | - 83% + |     

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**Paper Registration Request Summary** Requested on 2021 03 18 at 10:26  
yyyy mm dd Page 1 of 1

**Request Information**

*Request Number* VV6  
*Request Date* 2021 03 18  
*Total instruments in the request* 1

**Contact Information**

*Name* Teraview User  
*Firm Name* Teraview Account  
*Phone Number* 416-555-5555  
*Email Address* youremail@email.com

**Instruments in the Request**

*Registration Number* UU7  
*Document Name* PAPER REG REQ 3  
*Document Type* Application (General)  
*Total Attachments* 1

< Previous | Next >

Download AllClose

## Resources -

- [Electronic Registration Procedures Guide – Paper Documents in Teraview](#)
- [Provincial Land Transfer Tax Calculator](#)