

## A LOT FROM THE DOT

### REGISTERING “PAPER DOCUMENTS” IN TERAVIEW

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Ontario can justifiably say that it now has an entirely paperless system for document registration! Over 99% of registrations are Land Titles documents submitted digitally in Teraview®. That leaves approximately 1% of the documents being registered in respect of Registry non-convert properties. These Registry documents used to be prepared on paper and submitted to the Land Registry Office in hardcopy but can now be scanned and submitted for registration digitally through Teraview®. You still have to print and sign a paper

Polaris form, but the “paper documents” functionality in Teraview® allows you to submit a scanned version of that “paper document” directly into the Land Registry Office from the comfort of your own computer and using your familiar Teraview® interface.

Although we are quick to think of such “paper documents” as just being Registry documents, it is important to remember that some Land Titles documents also come into the Land Registry Office as paper documents (for instance, documents where the affected property is under the Land Titles Act but the data in the document is over the electronic registration system limits (e.g. number of PINs) and therefore cannot be registered electronically). These Land Titles documents should also be registered using the “paper document” functionality in Teraview®.

You should also know that the “paper document” functionality in Teraview® is the only way for Teraview® licensees to submit “paper documents” to the Land Registry Office. Although Ontario has also built its OnLand system with similar functionality to accept “paper documents” for registration, Teraview® licensees may not use the OnLand system for such purposes -- Teraview® licensees may only use the “paper documents” functionality in Teraview®. Another benefit of submitting such “paper documents” through Teraview® is that you automatically get to pay applicable fees and land transfer tax using your Electronic Registration Bank Account (the ERBA) just like you would in a Land Titles Teraview® transaction. This functionality in OnLand was designed for users who are not Teraview® licensees, and OnLand cannot accept monies through or otherwise interact with your ERBA.

To further assist you to find and use this “paper documents” functionality in Teraview®, Teranet has created a new user’s guide. This Teranet Paper Registration Quick Guide can be found at:

<https://www.teraview.ca/en/newsletters/>

I want to remind you that there is also a very helpful “Requirements, Tips and Best Practices” supplement to the Electronic Registration Procedures Guide, available at:

<https://www.teraview.ca/wp-content/uploads/2021/03/TV-Paper-Documents-Requirements-Tips-and-Best-Practices-FINAL.pdf>