

A LOT FROM THE DOT

Digital Submission of “Paper” Documents to Become Permanent.

November 26, 2021



The pilot project of digital submission of scanned “paper” documents into Teraview (for Teraview® licensees) or into OnLand (for non-Teraview® licensees) that we introduced last year right around this time has been an overwhelming success, with over 95% of all “paper” documents now being submitted through one or the other of these electronic portals. That said, a small percentage of “paper” documents still get couriered to the Land Registry Office.

The electronic portals are now permanent, and, effective January 1, 2022, we will no longer be accepting “paper” documents via courier to the Land Registry Offices.

There are only a few limited exemptions to this requirement to submit “paper” documents electronically through Teraview® and OnLand. If a document exceeds the file size of 23.5 MB, we ask that you please contact ServiceOntario at (519) 971-9980 to arrange for registration of your document. As well, all Plans, Applications for Absolute Title, Applications for First Registration, Condominium Declarations and Descriptions, as well as related amendments and ancillary documents (regardless of file size) remain excluded from the electronic portals process for the time being.

If you haven’t submitted your “paper” registrations through either the Teraview® or OnLand portals yet, as the case may be, I encourage you to do so for your next transaction, and in any event before the end of the year. Remember, Teraview® licensees must use the Teraview® portal -- the OnLand portal is to be used only by users without a Teraview® license. A [Paper Registrations Submission Procedures Guide](#) with detailed instructions and a [Requirements, Tips and Best Practices Guide](#) are both available on [Teraview.ca](#) and [OnLand.ca](#) to assist you.