

Bulletin 2025-01

Land Titles Act

Date: January 28, 2025

Teraview Changes

Replacing Fax Number with Email Address on Instruments

Effective February 14th, 2025, a Teraview enhancement will be introduced to replace the Fax Number with an Email Address on electronic instruments. It was designed to streamline the communication process between Land Registry Office staff and Teraview customers.

To ensure accurate communication, Teraview users must have a current email address in the Teraview system prior to the release on February 14, 2025. For instructions on how to update your email address in Teraview please see:

<https://www.teraview.ca/en/important-instrument-updates-verify-your-email-now/>

This change does not impact the email address entered in Notification Preferences or Plan type instruments where the field "Delivery Email Address" is applicable.

Instrument Details

When an instrument is signed and/or registered in Teraview, the email address will replace fax number in the section of 'Signed By' and/or 'Submitted By' for Work In Progress and/or registered instruments. The email address displayed in the 'Signed By' section of an electronic instrument, will now become the contact email for Land Registry Office staff.

If the instrument is a two-party instrument, the system will capture two separate email addresses, one for each user acting on behalf of each party.

If a document is resubmitted multiple times, only the First Signed and Last Signed email address will be captured.

For instruments registered before February 14, 2025, and returned for correction, the system will auto-populate First Signed with the fax number and Last Signed with the

user's current email from their profile upon signing and resubmission.

Original signed by

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Director of Titles

CC Dan Petoran, Director, Land Registry Services Branch