





Firm and User Quick Sheet

This chart outlines the basic terms used in normal Land Titles and Personal Property Registry transactions.

For more information visit our website at www.tprmb.ca or email us at tprclient@tpmb.ca.

<p>Firm</p> 	<p>Anyone who regularly conducts business with TPR (can be an individual or a business).</p>	<p>My firm name is _____</p> <p>My firm number is _____</p>
<p>User</p> 	<p>An individual who operates under a firm.</p>	<p>My user ID is _____</p>
<p>Access</p>  <p>(online)</p>	<p>The TPR online services your firm uses</p>	<p>Our firm uses the following online services (check all that apply):</p> <p> <input type="checkbox"/> Titles Online <input type="checkbox"/> Documents Online <input type="checkbox"/> Survey Plans Online <input type="checkbox"/> eRegistration <input type="checkbox"/> Personal Property Registry <input type="checkbox"/> Plan Deposit Submission </p>
<p>Account</p> 	<p>There are two types of accounts:</p> <ol style="list-style-type: none"> 1. Land Titles Office (LTO) deposit account, top-up and electronic funds transfers (EFT)* 2. Personal Property Registry (PPR) deposit account 	<p>My LTO deposit account number(s) are _____</p> <p>My PPR deposit account number(s) are _____</p>

Contact summary

This chart summarizes who manages your firm's TPR activities and who receives specific communications.

	<u>The can:</u>	<u>They receive these TPR communications:</u>
My firm contact is: _____	<ul style="list-style-type: none">✓ Use TPR's online services	<ul style="list-style-type: none">✓ General communications to distribute throughout your firm
My firm administrator is: _____	<ul style="list-style-type: none">✓ Add an account number✓ Add new services to the firm✓ Add/remove users from the firm✓ Use TPR's online services	<ul style="list-style-type: none">✓ General communications
My LTO deposit account administrator(s) is/are: _____	<ul style="list-style-type: none">✓ Add/remove users from the LTO deposit account✓ Use TPR's online services	<ul style="list-style-type: none">✓ eReceipts✓ Access and receive account reports
My PPR deposit account administrator(s) is/are: _____	<ul style="list-style-type: none">✓ Add/remove users from the PPR account✓ Use TPR's online services	<ul style="list-style-type: none">✓ Account statements
My user ID is: _____		<ul style="list-style-type: none">✓ Status of title/instrument upon acceptance
My notification email is: _____	<ul style="list-style-type: none">✓ Use TPR's online services	<ul style="list-style-type: none">✓ Online services confirmations and notices