

# Alberta Land Titles Online

## Enrollment Information

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### Alberta Land Titles Online (ALTO)

ALTO is a new system that will allow Lawyers and their staff to create documents and submit them electronically to the Land Titles Office.

### In order to begin you will need:

#### **Land Titles Charge Account**

Used for billing purposes to pay for Land Titles services.

If you do not have a Land Titles charge account please email [abreginvlto@gov.ab.ca](mailto:abreginvlto@gov.ab.ca) to request an application.

#### **SPIN2 Logon ID**

Each ALTO user will require their own SPIN2 Logon ID. If you do not have a SPIN2 Logon ID, please logon to SPIN2 as a Guest to create a Private Account. Your logon name must be generic in nature, please do not use individual names.

#### **Digital Signature – For Lawyers only**

Used by Lawyers to digitally sign documents. A digital signature is much like a passport, it contains information that identifies a person and confirms the authenticity of the signer. Once applied to a document, it secures and encrypts the file.

The documents you submit electronically will need to be signed with a digital signature. Any ALTO user can electronically submit documents, but a Lawyer must digitally sign them.

The digital signature is provided by the Law Society of Alberta via the Notarius Certificate of Authority.

Please go to [www.notarius.com/ALTO](http://www.notarius.com/ALTO) for more information. You may start the enrollment process for a digital signature independently of getting your ALTO ID.

### How to get your ALTO ID

The contact person listed on your Land Titles Charge Account must send an email to [LTsystemsupport@gov.ab.ca](mailto:LTsystemsupport@gov.ab.ca) with the following information:

1. Your Land Titles Charge Account Number;
2. A list of names that will require ALTO user IDs – each user requires their own ALTO ID and that ID may not be shared;
3. The SPIN2 login ID for each User

If you do not know who your Charge Account Contact is, check your SPIN2 Profile for your account Details.

You will be notified once the ALTO IDs for each user are ready for use.

Digital signatures will only be issued to active Members of the Law Society of Alberta who hold an annual certificate to practice and provide proof of Professional Liability Insurance.

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For further information visit <http://alto.alberta.ca>

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