

Alberta Land Titles Online (ALTO)

Electronic Caveat Training Module

Land Titles

Date - TBD



Introduction

The Electronic Caveat Training Module provides information on how to create an Electronic Caveat within the Alberta Land Titles Online (ALTO) application.

It is recommended that you complete the **Getting Started Module** prior to reviewing this training module.

In this module, you will learn about:

- Selecting a Caveat eForm
- Electronic Caveat vs Universal Form
- Title validation
- Navigating the eForm
- Entering the Caveat details
- File Attachment
- Summary
- Downloading the eForm
- Who to contact for questions

Selecting a Caveat eForm

The screenshot shows the Alberta Government eForms interface. At the top left is the Alberta Government logo. On the right, there are navigation links for 'Requests', 'eForms', and 'Help'. Below these is a search bar for 'eForm Identifier' and a 'New eForm' button. A 'Start a New eForm' button is highlighted with a red box and a red arrow pointing to a dropdown menu. The dropdown menu is titled 'SELECT DOCUMENT TYPE' and lists various document types, with 'CAVEAT' selected and highlighted in blue. Below the dropdown is a table with columns: 'eForm Identifier', 'Your File Number', 'Titles / Instruments', 'Linked to RR', 'Last Updated', and 'Created'. The table contains several rows of data, including 'BUIL.20190731.379', 'TFPL.20190731.378', 'CAVE.20190730.374', 'POST.20190730.373', and 'AMEL.20190730.372'. A pagination bar at the bottom shows '1 - 5 of 5 items'.

ALL EFORMS		MY EFORMS	OTHER EFORMS			
eForm Identifier	Your File Number	Titles / Instruments	Linked to RR	Last Updated	Created	
	<input type="text"/>					
BUIL.20190731.379	Testing July 31	Universal Form - Not Applicable	A0C49F9 Version 1	Jul 31, 2019 07:27:31 AM	Jul 31, 2019 07:27:31 AM	
TFPL.20190731.378	Testing July 31	Universal Form - Not Applicable	A0C49F9 Version 1	Jul 31, 2019 07:26:15 AM	Jul 31, 2019 07:26:15 AM	
CAVE.20190730.374	Test July 30, 2019	Universal Form - Not Applicable	A0C49F7 Version 1	Jul 30, 2019 12:32:16 PM	Jul 30, 2019 12:32:16 PM	
POST.20190730.373	Testing July 30, 2019	Universal Form - Not Applicable	A0C49F7 Version 1	Jul 30, 2019 12:31:02 PM	Jul 30, 2019 12:31:02 PM	
AMEL.20190730.372	Testing July 30	Universal Form - Not Applicable	A0C49F7 Version 1	Jul 30, 2019 09:21:12 AM	Jul 30, 2019 09:21:12 AM	

- To create an electronic caveat start by selecting **New eForm** in the eForms drop down menu, or click on the **Start a New eForm** button.
- Select **Caveat** as the document type, then click on **Next**.

Electronic Caveat vs Universal Form

SELECT TYPE OF CAVEAT

Start Electronic Caveat

Start Universal Form

For information on the electronic caveat/universal form please refer to your help information.

Cancel Next

- An Electronic Caveat will have title and field validation as shown throughout the rest of this module.
- An Electronic Caveat must be printed and used for execution.
- If you have a fully prepared and executed Caveat to submit select **Start Universal Form** - refer to the Universal Form Training Module for further instructions.
- Select **Next** to continue.

Title Validation

PLEASE ENTER THE EFORM DETAILS

Start eForm Cancel

eForm: ELECTRONIC CAVEAT

Your File Number (optional): Training #1234

Profile (optional): No Default Profile...

Title Number: | + Add Title

Show details Hide details

Title Number: 782 085 224
Rights: Surface
Estate: Fee Simple
Legal Land Description: PLAN 4373TR
BLOCK 53
LOT 9
EXCEPTING THEREOUT ALL MINES AND MINERALS
Remove

John Doe

Start eForm Cancel

- Enter the current **Title Number** from your previously purchased Certificate of Title up to a **maximum of 10 titles**.
- After the title number has been searched and added, the system will validate that the title is current in the Land Titles Registry and show the title details on the screen.
- Click on **Show Details** to display details of the title. The title details can be hidden by clicking on **Hide Details**.
- Click on **Remove** to delete the title.
- Once all of the titles have been added, click on the **Start eForm** button to continue.

Navigating the eForm

Left Navigation Panel

CAVE.20190806.380
[ADD YOUR FILE NUMBER]

Titles

Caveator Details

Claim & Grounds

Signing Details

Affidavit in Support of Caveat

File Attachment

Summary

Activity

CLICK HERE
to Download the eForm PDF
for digital signing

Close Discard Save Progress Check for Problems

Caveator Details →

TITLE DETAILS Show details Hide details

Change Titles

Title Number: 782 085 224 Legal Land Description: PLAN 4373TR

Rights: Surface BLOCK 53

Estate: Fee Simple LOT 9

EXCEPTING THEREOUT ALL MINES AND MINERALS

REGISTERED OWNERS NAMES

- The eForm identifier number is automatically assigned and displayed at the top of the Left Navigation Panel.
- To change or add a file number click on the link below the eForm Identifier number.
- The Left Navigation Panel displays the sections that need to be completed. The section that is being worked on is highlighted in blue.
- Navigation to another screen can be done by using the Navigation Panel or by clicking on the navigation button, **Caveator Details** in this screenshot. The names of the navigation buttons will change as you progress through each screen.
- At any time the **Check for Problems** and **Save Progress** buttons may be used. The information is automatically saved when another selection is made.
- ALTO will close the eForm and change to display the My eForms page if **Close** is selected.
- The eForm will be deleted if **Discard** is selected.

Caveator Details

- Click on **+Add Caveator** to display the pop-up screen to add the Caveator and the Address for Service.
- The Caveator name is set to default to individual, use the Individual/Corporation button at the top to change it.
- After completing the details click on the **Add Caveator** button in the pop-up screen to save the information.
- To add another Caveator, click on **+Add Caveator** and repeat the process.
- Click on **Claim & Grounds** to continue to the next section.

Claim & Grounds

CAVE.20190807.381
[TRAINING 4587]

Titles
Caveator Details
Claim & Grounds
Signing Details
Affidavit in Support of Caveat
File Attachment
Summary
Activity

CLICK HERE
to Download the eForm PDF
for digital signing

Close Discard Save Progress Check for Problems

← Caveator Details Signing Details →

CLAIM

Specify Nature of Estate or Interest Claimed

Claim an interest as

GROUNDS

Specify Grounds on which the Claim is Founded

Pursuant to

← Caveator Details Signing Details →

- The Claim and Grounds are open text boxes for entry of the information as it would appear in a paper Caveat.
- Up to a maximum of 1000 characters can be inputted in each field.
- The information may be copied and pasted into the text boxes to save time.
- Click on **Signing Details** to continue.

Signing Details

CAVE.20190807.381
[TRAINING 4567]

Titles
Caveator Details
Claim & Grounds
Signing Details
Affidavit in Support of Caveat
File Attachment
Summary
Activity

CLICK HERE
to Download the eForm PDF
for digital signing

Close Discard Save Progress Check for Problems

← Claim & Grounds Affidavit in Support of Caveat →

SIGNING DETAILS

Who is executing the Caveat? An Agent The Caveator(s)

Individual Corporation Add Execution Date...

Given Name(s): Surname:

Given Name(s) Surname

Individual Corporation

Corporation Name:

Sign with Corporate Seal

- Identify who is signing the caveat by choosing either **An Agent** or **The Caveator(s)** at the top.
- Choose if they are an **Individual** or a **Corporation**.
- If Corporation is chosen there is a check box to indicate if the caveat will be signed under Corporate Seal.
- Enter the execution date for the caveat by clicking on the **Add Execution Date** button.
- Click on **Affidavit in Support of Caveat** to continue.

Affidavit in Support of Caveat

CAVE.20190807.381
[TRAINING 4567]

Titles
Caveator Details
Claim & Grounds
Signing Details
Affidavit in Support of Caveat
File Attachment
Summary
Activity

CLICK HERE
to Download the eForm PDF
for digital signing

← Close Discard Save Progress Check for Problems

← Signing Details **File Attachment** →

AFFIDAVIT IN SUPPORT OF CAVEAT **Load Section from Profile** ▾

Signing Details

Given Name(s): Surname:

Municipality: Province:

Country:

Jurat Details

The Affidavit will be:
 Sworn Affirmed

Date:

Municipality: Province:

- The Affidavit in Support of Caveat screen may be completed by using information from a previously saved eForm Profile to complete the Commissioner and Jurat details by clicking on the Load Section from Profile button and selecting a profile.
- Click on **File Attachment** to continue to add an attachment.

Attach Supporting Documents

CAVE.20190807.381
[TRAINING 4567]

Titles
Caveator Details
Claim & Grounds
Signing Details
Affidavit in Support of Caveat
File Attachment
Summary
Activity

CLICK HERE
to Download the eForm PDF
for digital signing

← Close Discard Save Progress Check for Problems

← Affidavit in Support of Caveat Summary →

FILE ATTACHMENT

If you have a scanned document that needs to be attached to the E-Form, upload the file here as PDF file. Do not upload your signed PDF. That one must be uploaded with the RR.

+ Upload File

← Affidavit in Support of Caveat Summary →

- Use the File Attachment option if there is supporting documentation to be attached to the Caveat.
- The attachment must be scanned and saved in a PDF format before you can upload it here to form part of the eForm.
- If required, click on the **+Upload File** button to select the saved file on your computer.
- Continue to the **Summary** section.

Handling Errors

CAVE.20190807.381
[TRAINING 4567]

Titles
Caveator Details 1
Claim & Grounds 1
Signing Details
Affidavit in Support of Caveat 1
File Attachment
Summary
Activity

CLICK HERE
to Download the eForm PDF
for digital signing

Close Discard Save Progress Check for Problems

File Attachment Activity

ERRORS 3

Show All Hide All

- ▼ Caveator Details 1
 - A Caveat must have at least 1 Caveator specified.
- ▼ Claim & Grounds 1
 - Specify the grounds on which the claim is founded.
- ▼ Affidavit in Support of Caveat 1
 - The name of the individual completing the Affidavit is required.

- Use the Summary Screen to check for any error messages.
- Messages are clickable and take users directly to the problem area in the eForm to correct the issue.
- The number of error messages displays in the Left Navigation Panel.
- If you hover over the number in the Navigation Panel the Error message will display.
- This number is also clickable to take users directly to the problem area in the eForm to correct the issue.
- The system will automatically check for errors when saving or navigating to another page.
- Alternatively, at any time use the **Check for Problems** button to check for errors.
- An eForm must have all errors resolved prior to downloading and attaching the eForm to the Registration Request (RR).

Activity

CAVE.20190807.381
[TRAINING 4567]

Titles
Caveator Details **1**
Claim & Grounds **1**
Signing Details
Affidavit in Support of Caveat **1**
File Attachment
Summary
Activity

CLICK HERE
to Download the eForm PDF
for digital signing

Close Discard Save Progress Check for Problems

← Summary

ACTIVITY

User.ID		
	Save	Aug 07, 2019 9:43:37 AM
	Save	Aug 07, 2019 9:42:50 AM
	Save	Aug 07, 2019 9:42:43 AM
	Save	Aug 07, 2019 9:37:36 AM
	Save	Aug 07, 2019 9:37:00 AM
	Save	Aug 07, 2019 9:24:53 AM
	Save	Aug 07, 2019 9:24:30 AM
	Save	Aug 07, 2019 8:52:27 AM
	Save	Aug 07, 2019 8:45:16 AM
	Open	Aug 07, 2019 8:41:16 AM
	Create	Aug 07, 2019 8:41:03 AM

← Summary

- The Activity section is used to review when the eForm was created, opened, or saved and by which ALTO user ID.

Downloading the eForm

The screenshot displays the ALTO eForm interface on the left and the Adobe Acrobat Reader on the right. The ALTO interface shows a sidebar with a menu where 'Summary' is highlighted. A red box highlights a button that says 'CLICK HERE to Download the eForm PDF for digital signing'. To the right of the sidebar are buttons for 'Close', 'Discard', and 'Save Progress'. Below these are 'File Attachment' buttons. A green 'ERRORS' section states 'No errors have been found.' and a green 'WARNINGS' section states 'No problems have been found.' At the bottom of the ALTO interface is another 'File Attachment' button. The Adobe Acrobat Reader window shows the 'eSubmission Cover Page' for 'CAVEAT CAVE.20190807.381'. A dialog box at the bottom asks 'Do you want to open or save DISC_20190820_135.pdf (139 KB) from spin.uat.alt.alberta.ca?' with 'Open', 'Save', and 'Cancel' buttons.

- To complete the eForm, click on the **CLICK HERE to Download the eForm PDF for digital signing** button.
- A standard internet download window will appear at the bottom of the screen, click on **Save** to save the eForm to the computer.
- Print this eForm and use it for execution.
- Refer to the *Digital Signature Training Module* to learn how to sign the eForm using Consigno.

Contact Us

For information regarding ALTO and the electronic submission process please contact: ALTO Client Team (ACT Team) at:

Email: ACT@gov.ab.ca

For immediate assistance please contact one of the numbers below and ask to speak with an ACT Team member.

Edmonton 780.427.2742

Calgary 403.297.6511

For ALTO technical support (resetting passwords, system outage, etc.) please contact Land Titles System Support Team at:

Email: LTSysSupport@gov.ab.ca

780.422.7874

To contact us toll-free within Alberta, dial 310.0000 then any of the phone numbers listed above.