

Alberta Land Titles Online (ALTO)

RR Statuses, Registrations and Rejections
Training Module

Land Titles



Introduction

This Training Module provides information regarding Registration Request Statuses and viewing Customer Registration Notices and Rejection Notices.

It is recommended that you complete all of the other Training Modules prior to starting this Training Module.

In this module, you will learn about:

- My Registration Requests
- Registered Status
- Deficient Status
- Received Status
- Not Submitted Status
- Recall a Registration Request
- Recalled Status
- Expired Status
- Who to contact for questions

My Registration Requests

Home / Requests / My Registration Requests (RR)

Start a New Registration Request »

My Registration Requests My Office Registration Requests

SEARCH REGISTRATION REQUESTS

RR # Customer File Number: Account Number/Party Code: Status:

Search Registration Requests Clear

Registration Requests (RR)
New Request
Modify Existing Request
Re-print Request
My Registration Requests
Pending Registration Request Search

Select Status...
Select Status...
Expired
Registered
Deficient
Received
Not Submitted
Recalled


- My Registration Requests tab will have access to every RR you created up to 90 days from the last status update. For example, an RR registered 91 days ago will not appear in a search of Registered RRs.
- You can search by RR number, **Customer File Number**, **Account Number/Party Code**, or **Status**.
- Once a criteria has been selected, the **Search Registration Requests** and **Clear** button will be enabled.

Registered Status

My Registration Requests | My Office Registration Requests

SEARCH REGISTRATION REQUESTS

RR # Customer File Number: Account Number/Party Code: Status:

RR #	Status	Account # / Party Code	Customer File Number	Last Updated	Created	
A095D48 Version 1	Registered	A002100	Test #4 FOLA Aug 9, 2019	Aug 09, 2019 12:36:03 PM	Aug 09, 2019 12:34:29 PM	

Registration Request (RR)
Previously known as the Document Registration Request (DRR)

Please keep the RR # and Access Code below for your records (they are required for modifications of this RR)

RR #: A095D48
Version #: 1
Access code: 16241

Notice: This registration request is locked because it has been registered.

CUSTOMER REGISTRATION NOTICE

LAND TITLES OFFICE
BOX 2380
EDMONTON, AB
T5J 2T3


TO REGISTRATIONS (NORTH)
VIA CALL BOX

CUSTOMER FILE NBR: TEST #4 FOLA AUG 9, 2019

RE: D.R.R. NUMBER: A095D48 CALL BOX: E000
ACCOUNT NUMBER: REGISTRATION DATE: 2019/08/09

LAND AFFECTED

LINC SHORT LEGAL TITLE NUMBER

- A Search of Registered RRs will have access to every RR registered within the last 90 days.
- Click on the **PDF icon**  to open a copy of the Customer Registration Notice (CRN) .
- You can review the RR if you click anywhere within an RR row of the search results; however, you will receive a message that the RR is **locked**.
- You will notice E000 is showing as the Call Box on the Notice. This is an internal number that represents an e-Submission where a paper copy of the notice is not returned to the registrant.
- Proceed to SPIN2 to order any titles that you require after you have confirmed registration.

Deficient Status

My Registration Requests
My Office Registration Requests

SEARCH REGISTRATION REQUESTS

RR #

Customer File Number:

Account Number/Party Code:

Status:

Search Registration Requests Clear

RR #	Status	Account # / Party Code	Customer File Number	Last Updated	Created
A095D47 Version 1	Rejected				39 AM

Registration Request (RR)
Previously known as the Document Registration Request (DRR)

Please keep the RR # and Access Code below for your records (they are required for modifications of this RR).

RR #: A095D47
Version #: 2
Access code: 64175

Please make sure that the information provided is suitable for submission; incorrect data at the time of RR submission may result in rejection of the RR.

Cancel Clear All Fields Save RR Submit RR

REJECTION NOTICE

REGISTRATIONS (NORTH)
NORTH REGISTRATION DISTRICT
EDMONTON, AB T5J3W7

CUSTOMER FILE #: Testing Aug 8, 2019

R.R. NUMBER: A095D47

REGISTRATION REQUEST

REJECTION REASONS

1. CHANGE OF ADDRESS

- LAND ID OR INSTRUMENT NUMBER IS REQUIRED.

2. MORTGAGE

- LAND ID IS REQUIRED

RETURN BY: CALL BOX E000
REQUESTOR: TEL:
FAX:
ACCOUNT NUMBER:
REJECTION DATE: SEP 04 2019

CHAA.20190808.109

MORT.20190808.114

- A Search of Deficient RRs will have access to every RR made deficient within the last 90 days.
- Click on the **PDF icon** to open a copy of the Rejection Notice .
- You will notice E000 is showing as the Call Box on the Notice. This is an internal number that represents an e-Submission where a paper copy of the notice is not returned to the registrant.
- **Please note that if you click anywhere within an RR row of the search results, you will open the RR. This will change the status of the RR to “not submitted” and the deficiency PDF will no longer appear.** Therefore, be careful to review the Deficiency Notice prior to opening the RR.
- If you inadvertently open the RR prior to reviewing the Deficiency Notice, contact Land Titles for details of the deficiency.

Received Status

My Registration Requests | **My Office Registration Requests**

SEARCH REGISTRATION REQUESTS

RR # Customer File Number: Account Number/Party Code: Status:

RR #	Status	Account # / Party Code	Customer File Number	Last Updated	Created	
A095D59 Version 1	Received	A002100		Aug 27, 2019 09:27:14 AM	Aug 23, 2019 10:57:41 AM	<input type="button" value="Recall"/>
A095D47 Version 1	Received	A002100	Testing Aug 8, 2019	Aug 08, 2019 10:38:26 AM	Aug 08, 2019 07:54:39 AM	
A095D46 Version 1	Received	A002100	Testing Aug 8, 2019			
A095D45 Version 1	Received	A002100	Testing Aug 8			
A095D44 Version 1	Received	A002100	Testing Aug 8, 2019			

« 1 »

Registration Request (RR)
Previously known as the Document Registration Request (DRR)

Please keep the RR # and Access Code below for your records (they are required for modifications of this RR).

RR #: A095D59
Version #: 1
Access code: 50781

Notice: This registration request is locked because it has been received at Land Titles.

- A Search of Received RR's will have access to every RR received at Land Titles that has not been "registered" or "rejected".
- You can review the RR if you click anywhere within an RR row of the search results; however, you will receive a message that the RR is **locked**.

Not Submitted Status

My Registration Requests | **My Office Registration Requests**

SEARCH REGISTRATION REQUESTS

RR # Customer File Number: Account Number/Party Code: Status:

RR #	Status	Account # / Party Code	Customer File Number	Last Updated	Created	
A095D30 Version 1	Not Submitted	A002100		Jul 24, 2019 11:36:43 AM	Jul 24, 2019 11:36:43 AM	
A095CF5 Version 1	Not Submitted	A002100		Jul 09, 2019 10:17:47 AM	Jul 09, 2019 10:17:47 AM	
A095CE4 Version 1	Not Submitted	A002100		Jul 08, 2019 12:46:00 PM	Jul 08, 2019 12:46:00 PM	
A095CDD Version 1	Not Submitted	A002100		Jun 25, 2019 03:13:01 PM	Jun 25, 2019 03:13:01 PM	
A095CD4 Version 1	Not Submitted	A002100		Jun 10, 2019 11:32:07 AM	Jun 10, 2019 11:32:07 AM	

11 - 15 of 15 items

- A Search of Not Submitted RRs will have access to every RR created within the last 90 days that has not been submitted to Land Titles for registration.
- If you click anywhere within an RR row of the search results, the RR will open for completing, editing, and/or submitting.

Recall Registration Request

The screenshot shows the 'My Registration Requests' section of a web application. At the top, there are two tabs: 'My Registration Requests' (active) and 'My Office Registration Requests'. Below the tabs is a search area with the heading 'SEARCH REGISTRATION REQUESTS'. It contains four input fields: 'RR #' (with 'a095d59' entered), 'Customer File Number' (with 'Customer File Number' as a placeholder), 'Account Number/Party Code' (with a dropdown menu), and 'Status' (with a dropdown menu). Below these fields are two buttons: 'Search Registration Requests' and 'Clear'. Below the search area is a table with the following columns: 'RR #', 'Status', 'Account # / Party Code', 'Customer File Number', 'Last Updated', 'Created', and 'Recall'. The table has one row with the following data: 'A095D59 Version 1', 'Received', 'A002100', (empty), 'Aug 27, 2019 09:27:14 AM', 'Aug 23, 2019 10:57:41 AM', and a 'Recall' button. Below the table are navigation controls (back, first, 1, next, forward) and a page indicator '1 - 1 of 1 items'. A modal dialog box is overlaid on the table, titled 'Confirm Recall of RR', with the text 'If you continue, then the RR will lose its priority in the submission queue...' and two buttons: 'Continue' and 'Cancel'.

RR #	Status	Account # / Party Code	Customer File Number	Last Updated	Created	Recall
A095D59 Version 1	Received	A002100		Aug 27, 2019 09:27:14 AM	Aug 23, 2019 10:57:41 AM	Recall

- To recall an RR once it has been submitted to Land Titles, use the Recall function.
 - Search for the RR in the My Registration Page (either by RR number or “Received” Status).
 - If the RR has been Received but *not yet examined*, the Recall button will be available on the right-hand side.
 - A pop-up message will appear to confirm the Recall as it will result in a loss of priority.
 - Once recalled, the RR status will be “Not Submitted” and the RR will be available to be modified.

Please note that a resubmitted rejection cannot be recalled.

Recalled Status

My Registration Requests | **My Office Registration Requests**

SEARCH REGISTRATION REQUESTS

RR #

Customer File Number:

Account Number/Party Code:

Status:

Search Registration Requests **Clear**

RR #	Status	Account # / Party Code	Customer File Number	Last Updated	Created	
A0C49F6 Version 1	Recalled	A002100	Test July 30	Jul 30, 2019 09:24:14 AM	Jul 30, 2019 09:22:10 AM	

1 - 1 of 1 items

- A Search of Recalled RRs will have access to every RR recalled within the last 90 days that has not been opened for editing. Once it has been opened, the status will change to Not Submitted.
- If you click anywhere within an RR row of the search results, the RR will open for completing, editing, and/or resubmitting.
- As described in the previous screen, a recalled RR will lose its original priority upon resubmission.

Expired Status

- A rejected RR that has not been resubmitted within 30 days will be expired.
- A new RR must be submitted with your documents, and your files will lose their previous priority.
- If you require an extension, please contact LTOS@gov.ab.ca. Please also see the information on the [Pending Registration Queue](#) for the required processes and submission requirements.

Contact Us

For information regarding ALTO and the electronic submission process, please contact the 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.