

Alberta Land Titles Online (ALTO)

Registration Request and eSubmission
Training Module

Land Titles



Introduction

This Training Module provides information on how to create and submit a Registration Request (RR) within the Alberta Land Titles Online (ALTO) application.


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

In this module, you will learn about:

- Registration Requests
- My Registration Requests
- Create New Registration Requests
- Add Document
 - Adding Title Number(s)
 - Upload Digitally Signed documents
 - Managing Documents
 - Errors within an eForm
 - Linked eForms
- Electronic Submission
- Print a Registration Request
- Modify a Registration Request
- Recall a Registration Request
- Pending Registration Request Search
- Who to contact for questions

Registration Request (RR)

RR:




Do not write or staple in the above barcoded area
 DRR #: A0C889A Version #: 1 Access Code: 32959

Document Registration Request

Box 7575 Calgary
 Alberta T2P 2P4
 Telephone (403) 297-6511

Box 2380 Edmonton
 Alberta T5J 2T3
 Telephone (780) 427-2742

Name: _____ Create Date: 2019-08-09

Address: _____ Account or Party Code: _____

Return By Call Box Call Box Number: E000 Customer File Number: _____
 Fax Confirmation Name of Requester: _____
 Telephone Number: _____
 Last Registration Number: _____ Email Address: _____
 Customer's Special Instructions: _____
 No instructions specified.

Registration Priority	eForm Identifier	Document Type	Comments	Other Services
1	TFLA.20190809.470	TRANSFER OF LAND		

The printed copy of your RR is for your records only.

This information is being collected for the purposes of land titles records in accordance with the Land Titles Act. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Co-ordinator for Service Alberta, Box 3140, Edmonton, Alberta T5J 2S7, (780) 427-2742.

Refunds of overpayments will not be issued if less than \$5.00

A0C889A

DRR:




Do not write or staple in the above barcoded area
 DRR #: A0C6979 Version #: 1 Access Code: 66790

Document Registration Request

Box 7575 Calgary
 Alberta T2P 2P4
 Telephone (403) 297-6511

Box 2380 Edmonton
 Alberta T5J 2T3
 Telephone (780) 427-2742

Name: _____ Create Date: 2019-08-01

Address: _____ Account or Party Code: _____

Return By Courier Customer File Number: _____
 Fax Confirmation Name of Requester: _____
 Telephone Number: _____
 Last Registration Number: _____ Email Address: _____
 Customer's Special Instructions: _____
 No instructions specified.

Registration Priority	eForm Identifier	Document Type	Comments	Other Services
1		MORTGAGE		- Certified Copy of Title (1)

The printed copy of your RR is for your records only.

This information is being collected for the purposes of land titles records in accordance with the Land Titles Act. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Co-ordinator for Service Alberta, Box 3140, Edmonton, Alberta T5J 2S7, (780) 427-2742.

Refunds of overpayments will not be issued if less than \$5.00

A0C6979

- The RR created in ALTO is similar to the Document Registration Request DRR created in SPIN2.
- The RR is only to be used for eSubmission where eForms are digitally signed, attached, and submitted through ALTO.
- If a paper document is being submitted, the entire original package must be submitted manually using a SPIN2 DRR.

Please Note: SPIN2 DRRs cannot be printed or managed in ALTO and ALTO RRs cannot be printed or managed in SPIN2.

Registration Request (RR) continued

The screenshot shows the Alberta Government website interface for Registration Requests. At the top left is the Alberta Government logo. The breadcrumb trail reads "Home / Requests / My Registration Requests (RR)". A dark blue button labeled "Start a New Registration Request »" is visible. Below this are two tabs: "My Registration Requests" (active) and "My Office Registration Requests". A search section titled "SEARCH REGISTRATION REQUESTS" contains four input fields: "RR #" (with placeholder "Registration Request Number"), "Customer File Number:" (with placeholder "Customer File Number"), "Account Number/Party Code:" (with a dropdown menu showing "Select Account Number/Party C..."), and "Status:" (with a dropdown menu showing "Select Status..."). Below the search fields are two buttons: "Search Registration Requests" and "Clear". A "Requests" dropdown menu is open, showing options: "Registration Requests (RR)", "New Request", "Modify Existing Request", "Re-print Request", "My Registration Requests", and "Pending Registration Request Search".

- From any screen, you can click on the **Requests** drop-down arrow to:
 - Create a new Registration Request
 - Modify an existing Registration Request
 - Re-print a Registration Request
 - View your Registration Requests

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

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 one criteria has been selected the **Search Registration Requests** and **Clear** button will be enabled.
- Once the results have been displayed, you can open or edit an RR by clicking anywhere within the row.

Create a New Registration Request

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 #: A095D52
Version #: 1
Access code: 21580

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](#)

REGISTRATION REQUEST INFORMATION

Land Titles Office

Account or Party Code:

Requester Details

Name of Requester:

Customer File Number:

Telephone Number:

Email Address:

- When a **New Request** is selected from the Request drop-down menu ALTO immediately assigns an RR number and Access code.
- The RR does not need to be completed at the same time it is created like the old DRR. Save the RR at any time using the **Save RR** button. Otherwise, when navigating away, the system will automatically save the information to be retrieved through the My Registration Requests menu.
- Any default information from your RR Profile will automatically be entered.
- The list of available billing account numbers are shown in the **Account or Party Code** drop-down list. Changes to the list must be submitted through a request to Land Titles System Support at LTSYSTEMSUPPORT@gov.ab.ca.
- The Name and Address associated to the billing account will automatically populate and cannot be changed.

Add Document

REGISTRATION REQUEST INFORMATION

Land Titles Office
Account or Party Code:

Requester Details
Name of Requester: Customer File Number:
Telephone Number Email Address:

Processing Details
Last Registration Number Customer special instructions:

DOCUMENT INFORMATION
Please add all the documents you wish to register. Ensure the documents are in order of registration priority. Documents submitted on this RR will be posted to SPIN2 in their entirety. There will be no redaction by Land Titles of any information contained therein.

NEW DOCUMENT

Available eForms:

Filter by Customer File Number: by Document Type:

Sort by: Last updated Descending 5 items per page

DISC.20190820.135	Instrument(s): 122 223 145
MORT.20190806.104	Test June 13, 2019 Title(s): 162 055 369
TFLA.20190613.781	Test June 13, 2019 Title(s): 162 055 369
BUIL.20190423.345	

Selected eForm: **DISC.20190820.135**

Signed eForm Document:
The file will not be uploaded until the "Add Document" button is selected

Titles:

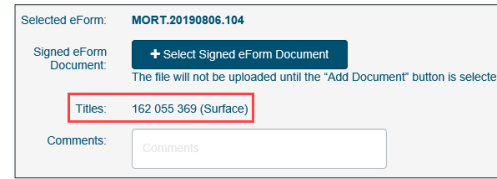
Comments:

- To add a document, click on the **Add New Document** button and the New Document Window will appear.
- An eForm can be found by the filter and sort options at the top.
- An eForm will only be available in this list if it has not been attached to another RR.
- Click on the applicable eForm to select it from the list of available eForms.
- Comments which will appear on the RR for this document can be added on this screen.

Adding Title Number(s)

1. eForm

The title numbers associated to the eForm have automatically been entered.



Selected eForm: **MORT.20190806.104**

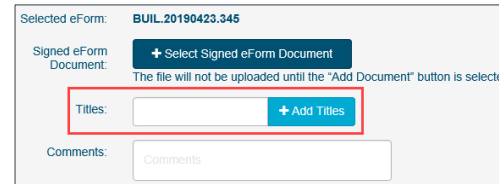
Signed eForm Document: **+ Select Signed eForm Document**
The file will not be uploaded until the "Add Document" button is selected

Titles: 162 055 369 (Surface)

Comments:

2. uForm

Enter title number and click on **+Add Titles** to add the current title number.



Selected eForm: **BUIL.20190423.345**

Signed eForm Document: **+ Select Signed eForm Document**
The file will not be uploaded until the "Add Document" button is selected

Titles: **+ Add Titles**

Comments:

3. eDischarge

Discharge is an example of a document that does not require a title number.



Selected eForm: **DISC.20190820.135**

Signed eForm Document: **+ Select Signed eForm Document**
The file will not be uploaded until the "Add Document" button is selected

Titles:

Comments:

- Once an eForm has been selected, the title number must be entered for the accuracy of the Pending Queue.
- If the document attached is an eForm, the title number will automatically populate and cannot be changed.
- If the document selected is a uForm, the current title number will have to be added.
- Some documents do not require a title number (e.g. eDischarge)

Upload Digitally Signed PDF

The screenshot displays the 'NEW DOCUMENT' interface on the left and a 'Choose File to Upload' dialog box on the right. In the interface, the 'Available eForms' table lists several forms, with 'DISC.20190820.135' highlighted. Below the table, the 'Selected eForm' is 'DISC.20190820.135', and the 'Signed eForm Document' section has a '+ Select Signed eForm Document' button highlighted with a red box. A red arrow points from this button to the 'Choose File to Upload' dialog. The dialog shows the 'Downloads' folder with a table of files. The file 'DISC_20190820_135' is selected and highlighted in blue. The 'File name' field at the bottom of the dialog contains 'DISC_20190820_135', and the 'Open' button is highlighted with a red box.

Name	Date modified	Type	Size
DISC_20190530_601	5/30/2019 10:09 AM	Adobe Acrobat D...	278 KB
DISC_20190820_135	8/20/2019 9:02 AM	Adobe Acrobat D...	140 KB
FOLA_20190809_116	8/9/2019 12:34 PM	Adobe Acrobat D...	217 KB
FOLA_20190809_386	8/9/2019 9:42 AM	Adobe Acrobat D...	221 KB

- To upload the Digitally Signed eForm, click the **+ Select Signed eForm Document** button.
- In the pop-up window, select the Digitally Signed eForm from your computer files.
- The eForm identifier for the selected eForm and the uploaded Digitally Signed document must match.
- Click on **Open** or double-click to upload the document.

Upload Digitally Signed PDF continued

NEW DOCUMENT

Available eForms:

Filter by Customer File Number: by Document Type:

Sort by: Items per page

DISC.20190820.135	Instrument(s): 122 223 145	
MORT.20190806.104	Test June 13, 2019	Title(s): 162 055 369
TFLA.20190613.781	Test June 13, 2019	Title(s): 162 055 369
BUIL.20190423.345		

Page 1 of 1

Selected eForm: **DISC.20190820.135**

Signed eForm Document:

The file will not be uploaded until the "Add Document" button is selected

Titles:

Comments:

- Once the Digitally Signed eForm has been successfully uploaded to the RR, the attachment will appear.
- To remove this attachment, click on the "x".
- Click on **Add Documents** to complete the process.









Managing Documents

DOCUMENT INFORMATION

Please add all the documents you wish to register. Ensure the documents are in order of registration priority.
Documents submitted on this RR will be posted to SPIN2 in their entirety. There will be no redaction by Land Titles of any information contained therein.

+ Add New Document

- Remove All Documents

DOCUMENT LIST 2			
	Document Type	Land IDs	
 	TRANSFER OF LAND	Title: 062 403 666	  
 	ELECTRONIC MORTGAGE (MORT.20190822.147)	Title: 062 403 666 (Surface)	  

- When a Digitally Signed document is added successfully, a check mark appears in the Document List.
- To add another document to the RR package, repeat the process and click on **+Add New Document** again.
- Documents must be displayed in the order in which they are to be registered.
- To change the priority of multiple documents, use the up and down arrows
- Use the **Edit** and **Delete** buttons to manage the added document.
- To use a document on another RR, you must delete it from its current RR first.

Errors Within an eForm

The screenshot shows the 'NEW DOCUMENT' interface. At the top, it says 'NEW DOCUMENT'. Below that, there's a section for 'Available eForms' with filters for 'Customer File Number' and 'Document Type'. The list of eForms includes CAVE.20190823.155, CAVE.20190822.148, MORT.20190822.147, TFLA.20190822.145, and DISC.20190820.135. An error message dialog box is overlaid on the CAVE.20190823.155 entry, stating: 'Please correct the errors on the eForm CAVE.20190823.155 before attaching to the Request.' Below the list, the 'Selected eForm' is CAVE.20190823.155. There is a '+ Select Signed eForm Document' button and a 'Done' button. At the bottom, it says 'The file will not be uploaded until the "Add Document" button is selected'.

The screenshot shows the 'NEW DOCUMENT' interface. At the top, it says 'NEW DOCUMENT'. Below that, there's a section for 'Available eForms' with filters for 'Customer File Number' and 'Document Type'. The list of eForms includes MORT.20190822.147, TFLA.20190822.146, TFLA.20190822.145, DISC.20190820.135, and MORT.20190806.104. An error message dialog box is overlaid on the MORT.20190822.147 entry, stating: 'The eForm data has changed since the file was downloaded from ALTO. - Please download the PDF from the ALTO eForm again for signature and upload.' Below the list, the 'Selected eForm' is MORT.20190822.147. There is a '+ Select Signed eForm Document' button and a 'Done' button. At the bottom, it says 'The file will not be uploaded until the "Add Document" button is selected'.

- An eForm cannot be added to an RR if there are any error messages within the eForm. The eForm must be corrected, then downloaded again and Digitally Signed.
- If changes are made to an eForm and the Digitally Signed pdf, has not been updated an error message will be presented.




Linked eForms

DOCUMENT INFORMATION

Please add all the documents you wish to register. Ensure the documents are in order of registration priority.
Documents submitted on this RR will be posted to SPIN2 in their entirety. There will be no redaction by Land Titles of any information contained therein.

[+ Add New Document](#) [- Remove All Documents](#)

DOCUMENT LIST 1

	Document Type	Land IDs		
 	ELECTRONIC TRANSFER OF LAND (TFLA.20190823.156)	Title: 172 323 583 (Surface)		Edit Delete

The eForm MORT.20190823.157 is linked to eForm TFLA.20190823.156. Would you like to attach it to this Request?

[← Cancel](#) [↻ Clear All Fields](#) [Save RR](#) [Submit RR](#) [Yes](#) [No](#)

- If the eForm you have added is linked to another eForm, you will get a message with the option to automatically add the linked eForm.
- Select **Yes** to attached the linked eForm. Then click on the **Edit** button to add the Digitally Signed document to that eForm.
- Select **No** and a warning message will appear to advise you than the eForms will be permanently unlinked.

Electronic Submission

DOCUMENT INFORMATION

Please add all the documents you wish to register. Ensure the documents are in order of registration priority.
Documents submitted on this RR will be posted to SPIN2 in their entirety. There will be no redaction by Land Titles of any information contained therein.

[+ Add New Document](#) [- Remove All Documents](#)

DOCUMENT LIST

Document Type	Land IDs		
ELECTRONIC TRANSFER OF LAND (TFLA.20190823.156)	Title: 172 323 583	✓	Edit Delete

[← Cancel](#) [Clear All Fields](#) [Save RR](#) [Submit RR](#)

Click 'Yes' to submit and add your RR to the Land Titles queue (or 'No' to continue editing the RR)

[Yes](#) [No](#)

REGISTRATION REQUEST (RR)

This RR and all attachments have now been received by Land Titles and placed in the queue.

RR #: A095D59
Version #: 1
Access code: 50781
Attached eforms: TFLA.20190823.156

Click here if you wish to print the RR. If you encounter issues with the printable RR popup window, please right click here to save a copy of this RR.

You can also access your RR under the My Registration Request menu.

[My Registration Request](#) [My eForms](#)

- Once the RR is reviewed, verified, and ready to be submitted, click on the **Submit RR** button.
- The Submit RR button will produce a pop-up message for you to confirm the RR is ready to be submitted to Land Titles.
- Once **“YES”** is selected, *you will no longer be able to access or modify the eForm or the RR.*
- The RR is now received in the Land Titles Queue.

Print Registration Request

Home / Requests / My Registration Requests (RR) / Created

REGISTRATION REQUEST (RR)

This RR and all attachments have now been received by Land Titles and placed in the queue.

RR #: A095D59
Version #: 1
Access code: 50781
Attached eforms: TFLA.20190823.156

Click [here](#) if you wish to print the RR. If you encounter issues with the printable RR popup window, [please right click here](#) to save a copy of this RR.

You can also access your RR under the My Registration Request menu.

[My Registration Request](#) [My eForms](#)

Alberta

Do not write or staple in the above barcoded area

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

Document Registration Request

Box 7575 Calgary
Alberta T2P 2R4
Telephone (403) 297-6511

Box 2380 Edmonton
Alberta T5J 2T3
Telephone (780) 427-2742

Name: REGISTRATIONS (NORTH) Create Date: 2019-08-23

Address: NORTH REGISTRATION DISTRICT EDMONTON, T5J3W7 Account or Party Code:

Return By Call Box Call Box Number: E000

Fax Confirmation

Name of Requester: TARA JOHNSON
Telephone Number: (780) 638-3466
Email Address: tara.johnson@gov.ab.ca

Last Registration Number:

Customer's Special Instructions:
No instructions specified.

Registration Priority | eForm Identifier | Document Type | Comments | Other Services

- You may print a copy of the RR for your records.
- Click on “[here](#)” to open a pop-up window with the printer option.
- If you encounter issues with the pop-up, right-click where indicated to save a copy of the RR.

Modify Registration Request

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

RR #	Status	Party Code	Custo
A095D57 Version 1	Not Submitted	A002100	

Click within the row to open

or

Requests ▾ | eForms ▾ | Help

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

Home / Requests / My Registration Requests (RR) / Modify Existing Request

Modify Registration Request (RR)

Previously known as the Document Registration Request (DRR)

RR #:

Access Code:

- The Modify RR screen can be accessed through the **My Registration Requests** by clicking the RR, or by choosing **Modify Existing Request** in the drop-down menu.
- An RR cannot be deleted after it is created.
- Documents can be removed from and fields can be cleared in the RR in order to reuse it for another transaction.
- An RR older than 90 days cannot be used.
- An RR cannot be modified when it has a status of “received”, “registered” or “expired”.

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 the search 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', and 'Created'. The table has one row with the following data: 'A095D59 Version 1', 'Received', 'A002100', (empty), 'Aug 27, 2019 09:27:14 AM', and 'Aug 23, 2019 10:57:41 AM'. A 'Recall' button is located on the right side of the table row, highlighted with a red box. Below the table is a pagination control showing '1' and '1 - 1 of 1 items'. A pop-up dialog box is overlaid on the table, titled 'Confirm Recall of RR'. The dialog contains the text: 'If you continue, then the RR will lose its priority in the submission queue...'. At the bottom of the dialog are two buttons: 'Continue' and 'Cancel'.

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	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 and resubmitted if required.
 - You do not need to contact Land Titles to recall an RR.

Pending Registration Request Search

Pending Registration Request (RR) Search

SEARCH

Search Type:

SEARCH RESULTS 1

RR #	Document	Land ID	Corporate / LLP / Tradename	Phone Number	Customer File Number	Received Date (YYYY/MM/DD)
A095D59	TRANSFER OF LAND	172323583	REGISTRATIONS (NORTH)	(780) 638-3466		2019/08/27

- Select **Pending Registration Request Search** from the Requests drop-down menu.
- Enter the Title number and press **Search**.

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.