

Alberta Land Titles Online (ALTO)

Universal Form Training Module

Land Titles

Date - TBD



Introduction

This training module identifies the differences between Universal Forms (uForms) and Electronic Forms (eForms). Universal Forms are used for the electronic submission of all executed documents and describes the process of creating a commonly used uForm, a Transfer of Land.

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

In this module, you will learn about:

- uForm vs eForm
- Select a uForm
- Start a uForm
- Navigating the uForm
- Attaching the Executed Document
- Summary
- Downloading the uForm
- Who to contact for questions

Universal Forms (uForms) vs Electronic Forms (eForms)

- All documents have the ability to create a Universal Form (uForm). They do not have any validations. The scanned and saved image of the signed document must be uploaded prior to downloading it from ALTO.
- For Caveats and Transfers of Land, ALTO provides the ability to create Electronic Caveats and Electronic transfers of Land. These must be downloaded and printed for execution. The ALTO generated e-Form is then digitally signed and submitted to Land Titles for registration.
 - If you have a fully executed Transfer of Land or Caveat to submit for registration you will choose the uForm option.
- Electronic Mortgages and Electronic Discharges have validations and must have the uploaded image of the signed document uploaded to the eForm prior to downloading it from ALTO.
 - If you choose the eForm option for Mortgages you must enter details of the mortgage including the legal description, principal amount etc. This entered information will be validated and transferred to Land Titles upon receipt of the RR.

Select a uForm

Alberta Government

Requests eForms Help

Start a New eForm »

eForm Identifier New eForm Open

My eForms

ALL EFORMS		MY EFORMS		OTHER EFORMS	
eForm Identifier	Your File Number	Titles / Instruments	Linked to RR	Last Updated	Created
MORT.20190904.707	Training 101	972.025.472		Sep 04, 2019 09:09:05 AM	Sep 04, 2019 09:09:05 AM

1 - 1 of 1 items

SELECT DOCUMENT TYPE

TRANSFER OF LAND

Cancel Next

SELECT TYPE OF TRANSFER OF LAND

Start Electronic Transfer of Land

Start Universal Form

For information on the electronic transfer of land/universal form please refer to your help information.

Cancel Next

- To create a Universal Form (uForm) start by clicking on the **eForms** tab and select **New eForm** from the drop down menu or select the **Start a New eForm** button.
- Select the document type from the drop down list of available forms.
- If you select Transfer of Land, Mortgage, or Caveat a dialogue box will appear giving you the option of Electronic or Universal. Choose the **Start Universal Form** option.
- Click on **Next** to start the uForm.

Start uForm

PLEASE ENTER THE EFORM DETAILS

eForm:

Your File Number:
(optional)

- The only field available to be completed in a uForm is **Your File Number**.
- Click **Start eForm** to create the uForm.

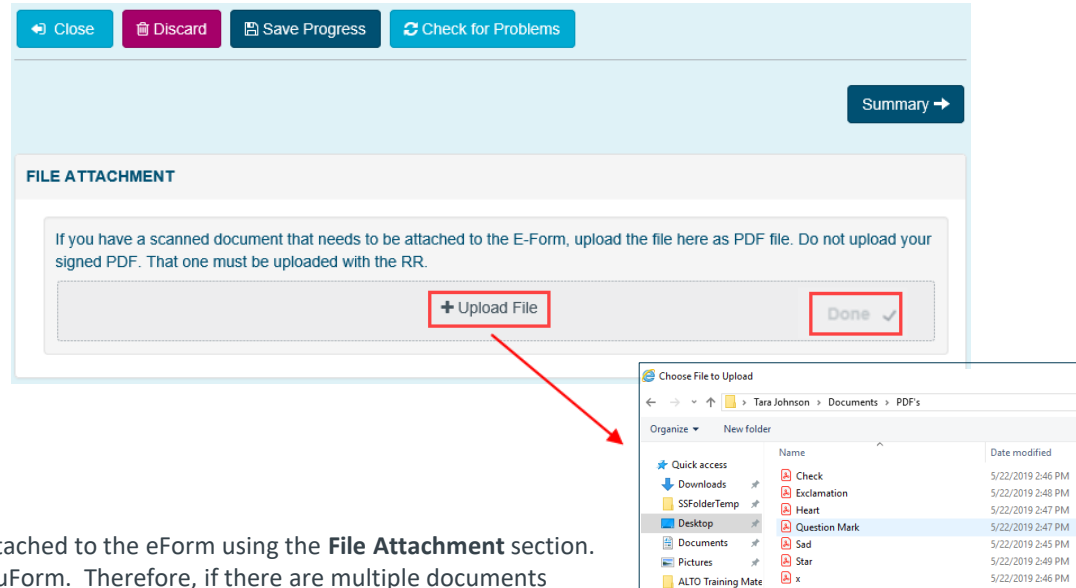
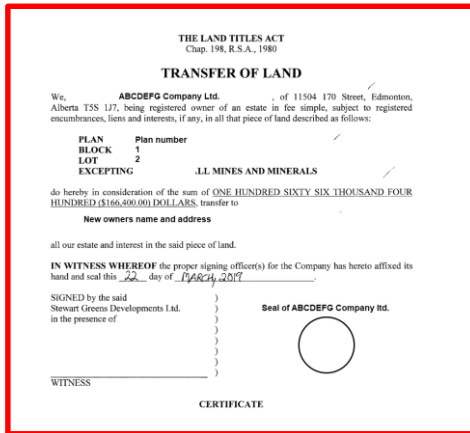
Navigating the uForm

The screenshot displays the uForm interface. On the left is a navigation panel with a dark blue header containing the identifier 'TFLA_20190905.709' and a link '[ADD YOUR FILE NUMBER]'. Below this, a blue bar highlights the 'File Attachment' section, which has a red notification bubble with the number '1'. Underneath are links for 'Summary', 'Activity', and a blue button that says 'CLICK HERE to Download the eForm PDF for digital signing'. The main content area at the top has buttons for 'Close', 'Discard', 'Save Progress', and 'Check for Problems', along with a 'Summary' button. A red-bordered error box contains the text: 'Error! Errors exist on the current Universal Form. The Universal Form cannot be linked to a RR until all errors are cleared.' Below this is a 'FILE ATTACHMENT' section with a red-bordered box containing the message: 'A Universal Form must have a 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.' Below the message is a dashed-line box with a '+ Upload File' button. At the bottom right of the main area is another 'Summary' button.

- The uForm 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 uForm Identifier number.
- The sections that need to be completed are displayed in the Left Navigation Panel. 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, **Summary**. The name of the navigation buttons will change as you navigate through the uForm.
- At any time the **Check for Problems** and **Save Progress** buttons may be used. Information is automatically saved when you move to another section.
- ALTO will close the uForm and change to display the My eForms page if **Close** is selected.
- The uForm will be deleted if **Discard** is selected.

Attaching the Executed Document

An image of the fully executed document must first be saved as a PDF



- An image of the executed document must be attached to the eForm using the **File Attachment** section.
- Only one PDF attachment can be uploaded to a uForm. Therefore, if there are multiple documents required for registration of this uForm they must be merged and saved as one PDF file on the computer.
- To upload the document click **+Upload File**.
- The standard file browser window will display. Chose the saved PDF file and click on **Open** or double-click on the PDF to complete the upload process.
- **Done** will appear beside +Upload File when the file has been successfully uploaded.
- Once completed continue to the **Summary** section.

Summary

TFLA.20190905.709
[ADD YOUR FILE NUMBER]

File Attachment **1**

Summary

Activity

CLICK HERE
to Download the eForm PDF
for digital signing

Close Discard Save Progress Check for Problems

← File Attachment Activity →

Error! Errors exist on the current Universal Form. **The Universal Form cannot be linked to a RR until all errors are cleared.**

ERRORS **1**

Show All Hide All

File Attachment **1**

- A Universal Form must have a File Attachment.

WARNINGS

No problems have been found.

← File Attachment

ACTIVITY

ALTO User ID		
	File Has Been Deleted	Aug 20, 2019 8:43:49 AM
	File Has Been Deleted	Aug 20, 2019 8:43:29 AM
	Open	Aug 20, 2019 8:43:14 AM
	File Has Been Uploaded and attached to eform	Aug 20, 2019 8:06:46 AM
	Save	Aug 20, 2019 8:00:08 AM
	Open	Aug 20, 2019 7:41:02 AM
	Create	Aug 20, 2019 7:40:59 AM

- Use the Summary Screen to check for any error messages.
- The messages are clickable and automatically navigate to the problem area in the uForm
- The Activity section is used to review when the uForm was created, opened or saved and by which ALTO User ID.

Downloading the uForm

The screenshot displays the ALTO (ALBERTA LAND TITLES ONLINE) interface. On the left, a sidebar shows the file ID 'TFLA.20190905.709' and navigation options: 'File Attachment', 'Summary', and 'Activity'. A prominent blue button with a red border and a red arrow pointing to a download window below it reads: 'CLICK HERE to Download the eForm PDF for digital signing'. The main interface includes navigation buttons ('Close', 'Discard', 'Save Progress', 'Check for Problems'), a 'File Attachment' button, and two status sections: 'ERRORS' (No errors have been found) and 'WARNINGS' (No problems have been found). Below these is another 'File Attachment' button. On the right, a preview of the 'eSubmission Cover Page' is shown, featuring the ALTO logo and the text: 'eSubmission Cover Page for TRANSFER OF LAND TFLA.20190905.709'. At the bottom of the cover page, a legal disclaimer states: 'Pursuant to s. 56.4 of the Land Titles Act, RSA 2000, c-L-4, this Electronic Version signed under a Digital Signature of the attached application, Instrument, plan, caveat or other document submitted to the Registrar electronically under this Certificate is conclusively deemed to be the original of the application, Instrument, plan, caveat or other document.'

Do you want to open or save TFLA_20190905_709.pdf (204 KB) from spin.sbx.alt.alberta.ca?

- To complete the eForm, click on the **CLICK HERE to Download the eForm PDF for digital signing** button.
- The system will merge the uploaded attachment with the eSubmission Cover Page to create a PDF/A document to be submitted for registration.
- A standard internet window will appear at the *bottom* of the screen. Click on the Save button to save the completed eForm to your computer.
- The document is now ready to be Digitally Signed.
- Refer to the *Digital Signature Training Module* to learn how to electronically 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.