

# Alberta Land Titles Online (ALTO) eSubmission Quick Reference Guide

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## Please review this document for valuable information on Electronic Submission

### Electronic Transfer of Land and Electronic Caveat

- The Transfer of Land only allows Fee Simple estates and Surface rights titles.
- The Caveat allows for all estate and rights types.
- Both must be printed and used for execution.
- The executed copy is to be kept on file as the true copy.

### Electronic Mortgage

- The eForm allows for all estates and rights types.
- An image of the fully signed mortgage document must be uploaded as an attachment to the eForm.

### Electronic Discharge

- An image of the fully signed document must be uploaded as an attachment to the eForm.
- Up to 7 valid instrument numbers can be added.

### Universal Form (uForm)

- Includes Universal Transfer of Land, Caveat, Mortgage and all other document types.
- An image of the fully signed document must be uploaded as an attachment to the eForm.

### File Attachments

- File attachments must be in a PDF format.
- File attachments must be 10MB or less.
- Only **one** file attachment can be uploaded per document.

**Note: Documents that support an eForm, such as an Affidavit of Identity or an Affidavit for Reduced Fees must be merged with the signed document then uploaded as one file attachment to the eForm.**

### Registration Requests (RR)

- It is not necessary to print the Registration Request; however, you have the ability to print an RR for your records.
- A new version of the RR will automatically be created for resubmissions.

### Revisions to an Electronic Transfer of Land and Electronic Caveat

- Handwritten revisions can be made to the paper documents.
- The changes **MUST** also be made to the eForm in ALTO, including uploading the revised file attachment, if required.
- The revised eForm must be re-downloaded and digitally signed.
- The current eForm attached to the RR must be replaced with the revised digitally signed version.

### Do not use ALTO when:

- Document contain legal descriptions in both North and South Districts.
- Documents affect more than 20 titles.

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## Universal Form (uForm)

- Includes Universal Transfer of Land, Universal Caveat, Universal Mortgage and all other document types.
- An image of the fully signed document must be uploaded as a file attachment to the eForm.

## Steps to Submit Electronically

1. Create your eForm in ALTO, download it and save the document to the computer.
2. Use the ConsignO Software to affix a Digital Signature.
3. On the RR choose the corresponding eForm and upload the digitally signed document.
4. Once the RR is completed click on submit and it will be immediately be received at Land Titles.

Land Titles Office hours of operation are 8:15 a.m. – 4:00 p.m.

**Any RRs received after 4:00 p.m. will be considered to have been received the next business day.**

## Changes to current Land Titles Requirements

The electronic submission process will change how Land Titles deals with RRs. See important changes below:

### Certified Copies of Title (CCT)

- CCTs must be ordered through SPIN2 after confirmation of registration is received in ALTO.

### Seals

- Embossed seals affixed to documents must be legible and visible.
- Shade seals with a pencil; use a seal sticker or another method to ensure the seal is legible after scanning.

## Foreign Ownership Declarations

- The declaration cannot be submitted as an attachment to an eForm.
- Scan the signed Foreign Ownership of Land Declaration document and upload them to a uForm.
- Digitally sign the eForm and add it as a document type on the RR.
- It must be the last document listed on the RR.
- If multiple Declarations are required, you can scan all declarations as one document and upload them to one uForm.

## Supporting Documentation

Documentation used to support your transaction, but not required by Land Titles for examination **should** be retained by the professional firm and not included in the Form for eSubmission. This includes (but is not limited to):

Birth Certificates  
Death Certificates  
Marriage Certificates  
Funeral Director's Certificates,  
Driver's Licenses

## Redacting Personal Information

- Digitally signed documents cannot be altered.
- All personal information (such as SIN numbers, credit card information etc.) must be redacted by the user.
- If there is personal information that has not been redacted, Land Titles will reject the RR.

## Adding Interest Creating Documents

- You cannot add an interest-creating document to a rejected RR.
- You will need to create a new RR and submit.

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## Submitting Paper Documents

- If you are resubmitting a previously rejected eSubmission to Land Titles, you must create a brand new SPIN2 DRR.
- Do not submit the ALTO created RR.
- Contact an ACT Team member in order to maintain priority.

## Documents that are required to be registered multiple times

If a document needs to be registered multiple times, we will require that the document be uploaded to multiple eForms.

*For example*, if one order directs Land Titles to discharge an instrument from one title and transfer to a different title, two digitally signed forms will be required, each with a copy of the order. The RR should appear as follows:

1. Discharge by Order
2. Order – New Title

## The Pending Registration Queue

For more information on the pending registration queue, processes for deficiencies, extensions, consent and recalls, please see <https://www.alberta.ca/land-titles-overview.aspx>

**For more information, view the Training Modules.**

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