MINERAL REFERENCE GUIDE TO HOW TOS

ALBERTA

Alberta Land Titles Tutorials

Use the following weblink

https://alta.registries.gov.ab.ca/spinii/news/View.aspx?ID=8dfa95c4-5be1-4c3a-b0bf-710b031adcff

If link does not work you can access the information by going to the Service Alberta website, under the Land Titles Tab, select Spin 2 and click on Spin 2 news. Go to Spin 2 User Manual and Samples.

Login is only required to perform actual searches as payment is required.
Alberta Energy Tutorials

Go to the following link to see how to perform various Alberta Energy functions in ETS

http://training.energy.gov.ab.ca/

If the link does not work go to Alberta Energy’s website and go to ETS, look under Listing of Manuals for the Online Learning.

No company log in is required.

In this format there are powerpoint presentations with print screens of how to perform certain functions. Select from the menu on the left for the type of learning you want. Examples include Transfers, postings, searches.
**BRITISH COLUMBIA**

**E-Payments Tutorial**

No login required. The site can be slow to load and if it asks to load credentials simply click on the x and it should continue to load the presentation for you.

There is no hands-on training unless you attend an e-payments course as this requires logins and passwords provided by instructors. It is simply a Powerpoint presentation showing the various functions in e-payments.

http://www.empr.gov.bc.ca/Titles/OGTitles/ePayments/Pages/default.aspx

You will need to click on the e-payments “Training Presentation” to access the powerpoint.

**Title Agreement Search**

To search for a crown agreement in BC. The service is free and there is no sign in required.

http://earth.gov.bc.ca/ptlp-bin/phcgi.exe?PH_QKC=WPTS0000&PH_APP=PTLprodAPP&PH_HTML=WPTS0000.htm

You can search by title number or client name.

**MANITOBA**

Use the following link to access Land Titles Forms for Manitoba.


**SASKATCHEWAN**

Tutorials for ISC – Saskatchewan’s Land Titles website can be accessed using the following link.

https://www.isc.ca/SignedInHome/Help/Training/eLearning/Pages/default.aspx

If the link does not work go to the ISC website and click on Sign-in, Click on the Help Tab, Click on Customer Training on the left hand side under Training, click on eLearning, choose Online Submission e-Learning. No sign-in is required to access this information through Help. These tutorials are interactive you will need to actually click and enter data as instructed by the dialog boxes.
eLearning

ISC eLearning tutorials are fully interactive and provide step-by-step instructions illustrating how to engage in Web searches and form completion. These tutorials replicate the experience of the ISC Web site and our forms.

A Flash Player is required to view these tutorials. To obtain a flash player visit the Adobe website.

- Online Submission (OLS) eLearning Tutorials
  Online Submission (OLS) is an alternative to the forms-based method for packet creation and submission. OLS currently provides the ability to submit Title Transfer, Transform, Interest Registration, and Interest Discharge applications and will be expanded to include virtually all Land Registry Transactions in April 2008.

- Saskatchewan Personal Property Registry (SPPR) Tutorials
  These tutorials will show you how the Saskatchewan Personal Property Registry (SPPR) application works. A series of tutorials will walk you through both Search and Registration scenarios.

- Map Search eLearning Tutorial
  This tutorial is aimed at enhancing your skills using Map Search to search the online Land Registry system.

Online Submission

These web-based eLearning modules are a component of our larger learning package. The eLearning modules will show you how Online Submission (OLS) works. We've also provided you with numerous easy to understand, step-by-step learning manuals. You can access them in the OLS User Manuals area. These manuals are in Adobe pdf format so you can view, print and even save them to your hard drive if you choose.

You may find it helpful to print off the corresponding User Manual as a resource before beginning your eLearning tutorial.

These eLearning tutorials are intended to be interactive, modelling the OLS user experience. Please note, when the tutorial asks you to enter information into a field, please press the Enter key after you've entered your data. In the live application you will use your Tab key or mouse.

Enjoy!

- Common Elements Tutorial
- Interest Amendments Tutorial
- Interest Assignments Tutorial
- Interest Discharge Tutorial
- Interest Registration Tutorial
- Managing Authorization & Attachments Tutorial
- Multiple Title Transfer Tutorial
- Packet Management Tutorial
- Single Title Transfer and Mortgage Registration Tutorial
- Templates Tutorial
- Transfer to Surviving Joint Tenant Tutorial
- Transforms Tutorial
- Transmission Tutorial

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