

Manager Approved: Simon

Date: April 7, 2010

## **LAND TITLES CHANGES PROCEDURE**

### **BACKGROUND:**

Land Titles Change information is available for download from the Alberta Registries Common Web Interface (CWI) site at <https://registries.gov.ab.ca/cwi>.

The digital LTC report will be available in two formats (a "plain text file" and a "tagged" file). The Town of Redcliff will download the plain text file. The filename includes a number that represents the date the file was loaded onto the website (i/e REDCRPT02162004 – February 16, 2004).

**Note:** The LTC report does not contain all the information on a duplicate certificate of title.

### **PROCEDURE:**

1. The attached Land Titles Change Operators Manual outlines the process for obtaining the Land Titles Changes.
2. All downloads are to be done by the Confidential Secretary at his/her workstation, which will be the official download station for Land Title Change information. Downloads should commence on the 2<sup>nd</sup> and 17<sup>th</sup> of every month.

Municipality: Town of Redcliff

User ID: LTCSREDC

Password: Persons with authority to access this program may obtain the password from the Municipal Manager or the Municipal Treasurer.

3. The password is required to be changed every 90 days. Password updates can be made by contacting SPIN2 Phone (780) 422-7874. The Confidential Secretary shall advise the Municipal Manager and Municipal Treasurer of the updated Password.
4. The files are to be saved in the folder labeled "Land Titles" located in the "My Documents" folder on the C drive. A backup of the folder shall be created and updated after every download. The backup folder is located under the Confidential Secretary's directory on the network location "User Directory on Townhall".
5. Once saved the report is to be printed out. Make one copy for the Taxation Clerk and file the original in the Property File.

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**Alberta Government Services**

# **Land Titles Change Operators Manual**

## **Documentation**

**Create Date:** 08/08/2003  
**Version:** 1.00

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## **Overview**

A new Alberta Registries Application has been developed for clients to obtain Land Title Changes (LTC) information from the Registries File Transfer System. This new application is known as the Common Web Interface (CWI).

This document briefly outlines the requirements and processes required to connect to the system and retrieve data.

### **CLIENT ACCESS REQUIREMENTS**

Internet Access (either dialup or dedicated)

Windows 98/NT/2000 Operating System

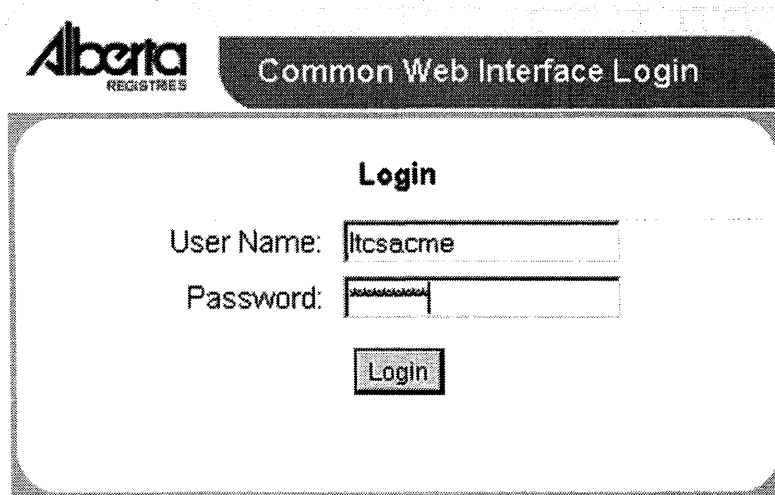
User name and password assigned

Internet Explorer 5.5 or 6.x

## Using Common Web Interface (CWI) for LTC Users

### Logging Into CWI

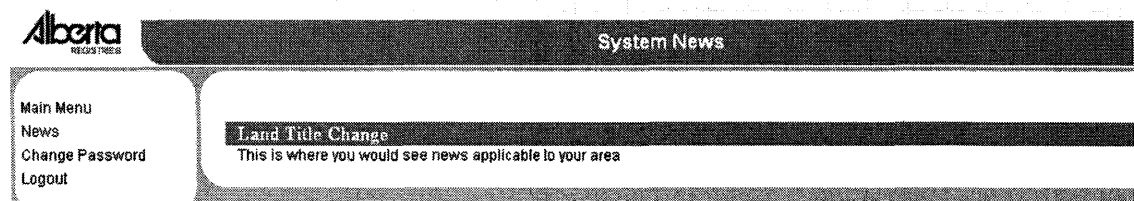
Log into CWI at <https://registries.gov.ab.ca/cwi> using your assigned user name and password. Click login.



The screenshot shows the login page for the Alberta Registries Common Web Interface. At the top left is the Alberta Registries logo. To its right is a dark header bar with the text "Common Web Interface Login" in white. Below this is a white box with a rounded border containing the "Login" section. The "Login" section has the title "Login" in bold. Below the title are two input fields: "User Name:" with the text "ltcsacme" and "Password:" with masked characters. Below the password field is a "Login" button.

- Users should change the default password they have been initially assigned when they first logon to the CWI site.
- The password is case sensitive
- The password should be changed on a regular basis for your own protection, however the system will prompt you for a new password after 90 days. (Refer to password section of this guide)

You will be directed to the following page:

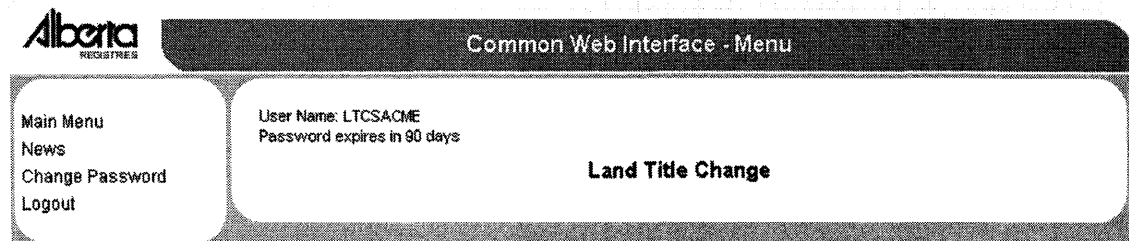


The screenshot shows the "System News" page of the Alberta Registries. At the top left is the Alberta Registries logo. To its right is a dark header bar with the text "System News" in white. Below this is a white box with a rounded border. On the left side of this box is a "Main Menu" section with links: "Main Menu", "News", "Change Password", and "Logout". To the right of the menu is a "Land Title Change" section with the text "This is where you would see news applicable to your area".

This is the news page. All users should read the news in case of user updates.

Click on "main menu"

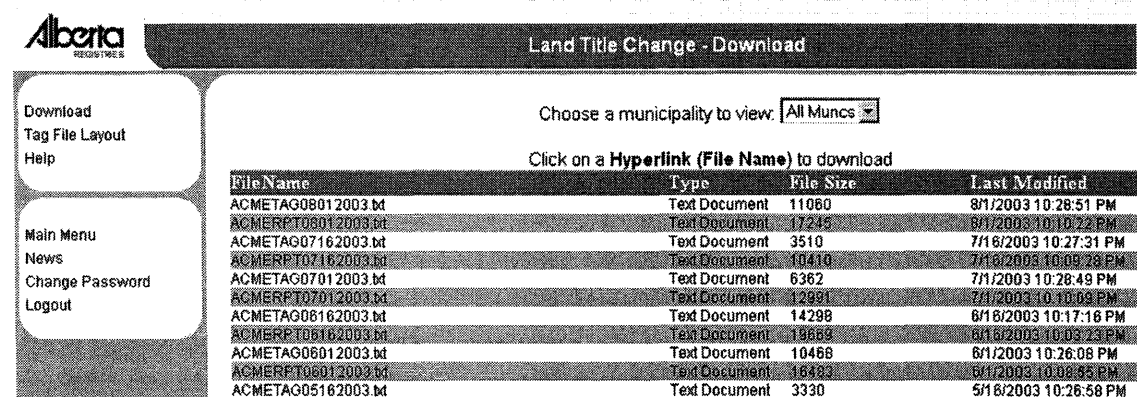
The following page is the main menu page:



Users can see one or several menu options on this page depending on whether they are configured to see other CWI applications. Click on “Land Title Change” to go to the download page where you will be able to choose your municipality folder.

Note: Certain municipalities may have additional folders pertaining to dual municipality codes (e.g., CBVI = Beaver County / Town of Viking).

You will be directed to the following screen:

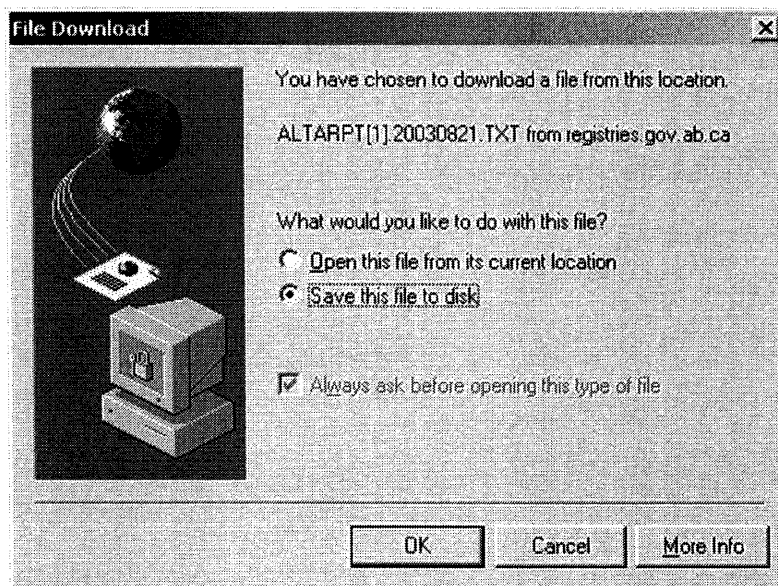
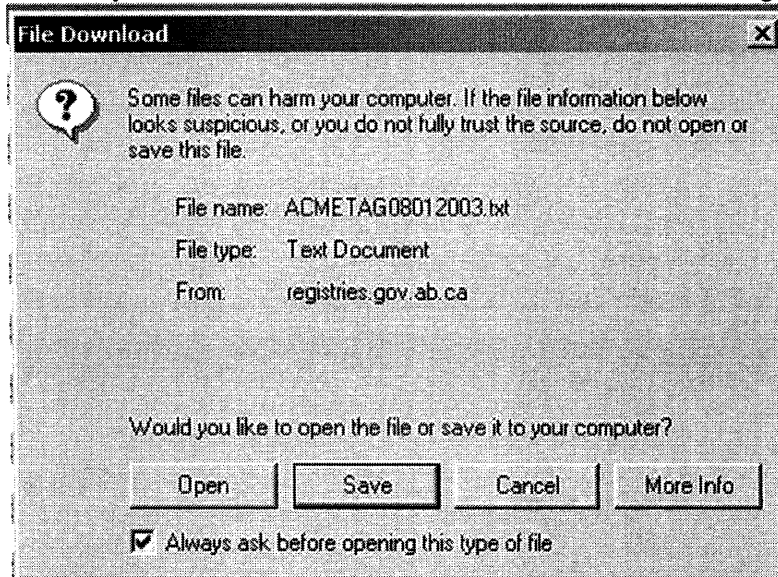


The default “All Muncs” will show a list of files within the municipalities that you have been configured for. You can choose to look at an individual municipality folder needed by choosing it in the drop down list. The screen will refresh and show all the files within the folder chosen.

## Download Files

You will be automatically taken to the download screen from the main menu (Land Titles Change).

Click on the most current file or any of the previous files within the directory to download. You will see one of the following screens:



You can choose to open and look at the file from where it is (by choosing open) or else save the file to your machine. You will be asked to browse to the location where you would like to save the file.

## Tag File Layout

This will take you to a page that explains how to read the tag files. It is a reference page for use when reading tag files.

**Alberta**  
REGISTRIES

Land Title Change - Tag File Layout

[Click here for a print friendly version](#)

**This document describes the layout of the tagged file and is to be used as a reference when using the tagged file only. It does not relate to the report file in any way. If you have any questions or concerns regarding either the tagged file or this description document, please contact the Alberta Registries/EDS Helpdesk at 1-800-318-1434.**

**Hint:** For best printing results of this help page, set orientation to Landscape.

**Legend for Size Column**

X = Field may contain numbers or letters or both. Example, X(120) may contain up to 120 letter and/or number characters

9 = Field must contain only numbers. Example, 9(02) may contain up to 9 numeric characters

V99 = Field may be a decimal number where the number of nines represent the number of spaces after the decimal allowed. Example, V99 allows two numbers after the decimal point.

**Legend for Frequency (Freq) Column**

M = Mandatory, O = Optional

1 = One and Only One per Title

+ = One or More per Title

## Help

Clicking on the help menu option will take you to the help page. This page will address some of the questions you may have regarding the first time log on and password resets.

## News

Clicking on the news menu option will bring up the news page that you saw at log on. See log on section for picture.



Alberta Registries File Transfer System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites History Print Mail News RSS Feeds

Address <https://fits.reg.gov.ab.ca/application/> Go Links

## File Transfer System


User:  
**LTCSTEST**

[Download](#)

[LTCS Tag Format](#)

[Help](#)

[Change Password](#)



## Tag File Information

This document describes the layout of the tagged file and is to be used as a reference when using the tagged file only. I report file in any way. If you have any questions or concerns regarding either the tagged file or this description document, Alberta Registries/EDS Helpdesk at 1-800-318-1434.

Hint: For Best Printing results, set Orientation to Landscape.

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X = Field may contain numbers or letters or both. Example, X(120) may contain up to 120 letter and/or number characters

9 = Field must contain only numbers. Example, 9(02) may contain up to 9 numeric characters

V99 = Field may be a decimal number where the number of nines represent the number of spaces after the decimal allowed. Example, V99 allows two numbers after the decimal point.

Code	Name	Description
01	TITLE NUMBER	A unique number assigned by Land Titles to each certification of title.
02	CONSIDERATION AMOUNT	The actual amount paid in connection with the creation of the title document (not necessarily the same as its value).
03	CONSIDERATION TEXT	A statement of explanation of the amount actually paid or the benefit received with the creation of the title document (not necessarily the same as its value).
04	VALUE	The transferee's opinion of the estimated or assessed monetary worth of land as shown in the title created document.
05	TENANCY TYPE CODE	Identifies the type of tenancy of an owner. Valid values are: J - joint C - common
06	TENANCY UNDIVIDED INTEREST TEXT	The amount of interest an owner has in the title.
07	TENANCY GROUP	A three digit number used to group owners who share the same interest.
08	OWNER NAME	The person or persons shown to own the estate or to have an interest in land described in the Certificate of Title.
09	OWNER ADDRESS	Text describing the address of an owner.
10	OWNER PROVINCE CODE	Valid values are: AB - Alberta BC - British Columbia MB - Manitoba NB - New Brunswick NS - Nova Scotia NT - Northwest Territories ON - Ontario PE - Prince Edward Island QC - Quebec SK - Saskatchewan YT - Yukon

Done Internet

## Change Password Page

Alberta Registries File Transfer System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address <https://fts.reg.gov.ab.ca/application/> Go Links

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**File Transfer System**


User:  
**LTCSTEST**

[Download](#)

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[Help](#)

[Change Password](#)



### Change Password

Please use the fields below to change your password

User name:

Old password:

New password:

Confirm new password:

## Help Page

Alberta Registries File Transfer System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address <https://fts.reg.gov.ab.ca/application/> Go Links

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**File Transfer System**


User:  
**LTCSTEST**

[Download](#)

[LTCS Tag Format](#)

[Help](#)

[Change Password](#)



### Help

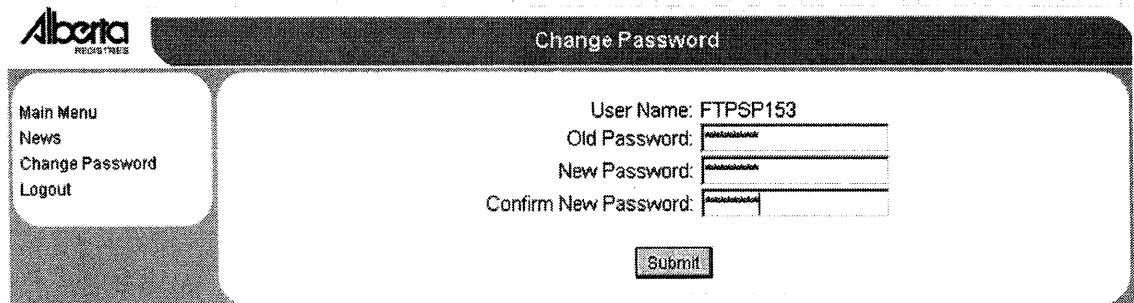
For File Transfer System support, phone the  
Alberta Registries/EDS Help Desk at:

**1-800-318-1434**

## LTC Tag Format Page

## Change Password

The change password screen will come up asking you to enter your old password. You will then have to enter a new password twice for confirmation. Click “submit” to save the new changes.



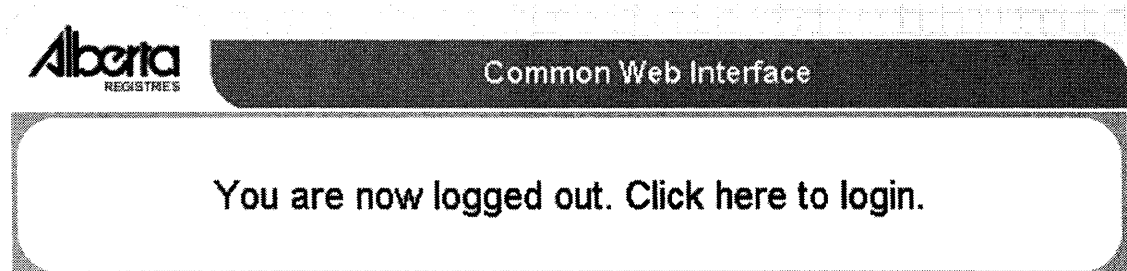
The screenshot shows the 'Change Password' interface. On the left is a sidebar with the 'Alberta REGISTRIES' logo and a menu containing 'Main Menu', 'News', 'Change Password', and 'Logout'. The main content area has a dark header with the title 'Change Password'. Below the header, it displays 'User Name: FTPSP153'. There are three input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. A 'Submit' button is located at the bottom right of the form area.

## Main Menu

The main menu option will take you back to the screen that allows you to choose which application to go into. A picture of this screen can be found in the log on section of the manual.

## LogOut

When you are done working in the LTC application you can log out of the system by clicking on the log out menu option to the bottom left of the screen.



The screenshot shows the 'Common Web Interface' page. It features the 'Alberta REGISTRIES' logo on the left and a dark header with the title 'Common Web Interface'. The main content area is a large white box with the text: 'You are now logged out. Click here to login.'

You can now close your Internet browser.