Quick

Reference

Guide

Version 3.0

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ProSuite™ v9.7

LTSA Web Forms

User Guide

ProSuite™ v9.7 and LTSA Web Forms

User Guide

Web Filing is the next generation of the LTSA's secure and reliable electronic filing system and the introduction of Web Filing Forms is one of several steps towards streamlining land title submissions. The first phase of Web Filing **was introduced in mid-February 2020** with the release of a selection of Web Filing Forms.

This Guide addresses only the features and functionalities available in ProSuite in relation to creating Web Filing Forms. It is strongly recommended that you familiarize yourself with the LTSA Web Filing service.

Contents

Glossary of Terms 6
Overview 6
The Web Forms Tab 7
The Package Details Section 7
File Reference 7
Package Description 7
myLTSA Package Created 7
Send Package Details Only 7
The Applications Section 8
Application Types 8
Date Sent to myLTSA 8
Send Package Details and Applications 9
Creating Packages and Applications 9
The Web Filing Form 13
Populating the Web Filing Forms 13
Form A (Freehold Transfer) 13
Applicant 13
Description of Land 13
Transferor 13
Transferee 13
Transfer Details 13
Execution 13
Form B (Mortgage) 14
Applicant 14
Description of Land 14
Borrower (Mortgagor) 14
Lender (Mortgagee) 14
Payment Provisions 14
Interest Mortgaged and Floating/Security Details 14
Mortgage Terms 14
Execution 14
Part 2 or Informational Document 14

PTT Return 15
±Transferees 15
±Contact Info 15
Transferors 15
Property Description 16
±Terms 16
±Allocation of Gross Purchase Price 16
±Additional Info 16
±Property Value Info 16
Tax Calculation 17
Funds Transfer Info 17
First Time Home Buyers 17
±Certification 17
Form C (Release) 17
Applicant 17
Charge, Lien or Interest 17
Description of Land 17
Transferor 17
Execution 17
Form C (Charge) 18
Applicant 18
Description of Land 18
Transferor 18
Execution 18
Form 17 (Cancellation of Charge, Notation or Filing) 18
Applicant 18
Description of Land 18
Form 17 (Charge, Notation or Filing) 18
Applicant 18
Description of Land 18
Form 17 (Fee Simple) 19
Applicant 19
Description of Land 19
Transferee 19
Fee Simple Details 19

Completing the Web Filing Form 19
Working with Packages and Applications 20
Update or Change 20
Delete 21
The myLTSA Icon 21
FAQs 22
Support 22

Glossary of Terms

"Package" – LTSA requires that a Package be created before any Web Filing Forms can be created. The Web Filing Forms are then held within the Package.

"Application" – The generic term used to describe the Web Filing Forms.

"Web Filing Form" – The document created at myLTSA that replaces the EFS PDF Forms previously used for electronic filing.

Overview

The Web Forms tab in ProSuite makes it quick and easy to create Packages and Applications and submit them to myLTSA in order to create the Web Filing Forms, saving you time by eliminating the need to rekey data.

This guide will show you how you can do the following using the Web Forms tab in ProSuite and our integration with myLTSA Web Filing:

- Create Packages and Applications at myLTSA in a single step
- Add Applications to existing Packages created through ProSuite at myLTSA
- Update an existing Package created through ProSuite at myLTSA
- Delete an existing Package and all associated Applications in ProSuite and at myLTSA in a single step
- Quickly jump to myLTSA to finalize, print, true up, and digitally sign Web Filing Forms

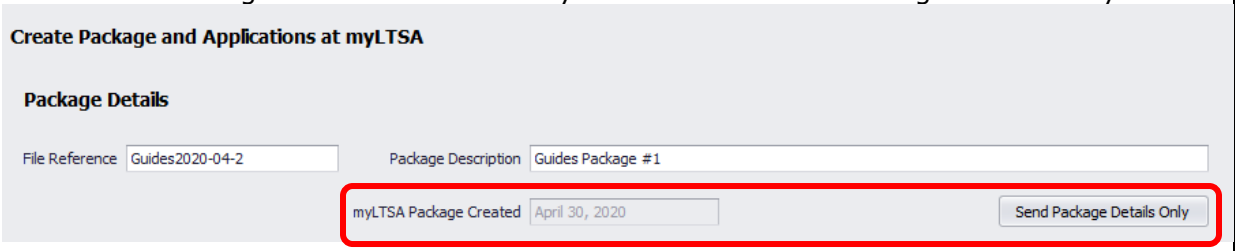
The Web Forms Tab

On the **Web Forms** tab you will see a section labelled **Package Details** and a section labelled **Applications**.

The Package Details Section

FIELDS & BUTTONS	FUNCTIONS
File Reference	Auto-populates with maximum 15 characters Mandatory and editable Data will be sent to myLTSA
Package Description	Population is optional Maximum 120 characters Describes Package for ease of reference Data will be sent to myLTSA
myLTSA Package Created	Auto-populates Read-only reference Date Package originally created at myLTSA
Send Package Details Only	Creates Package at myLTSA Sends data from *File Reference* and *Package Description* Auto-populates *myLTSA Package Created*

To create a Package in ProSuite and at myLTSA use the Send Package Details Only button

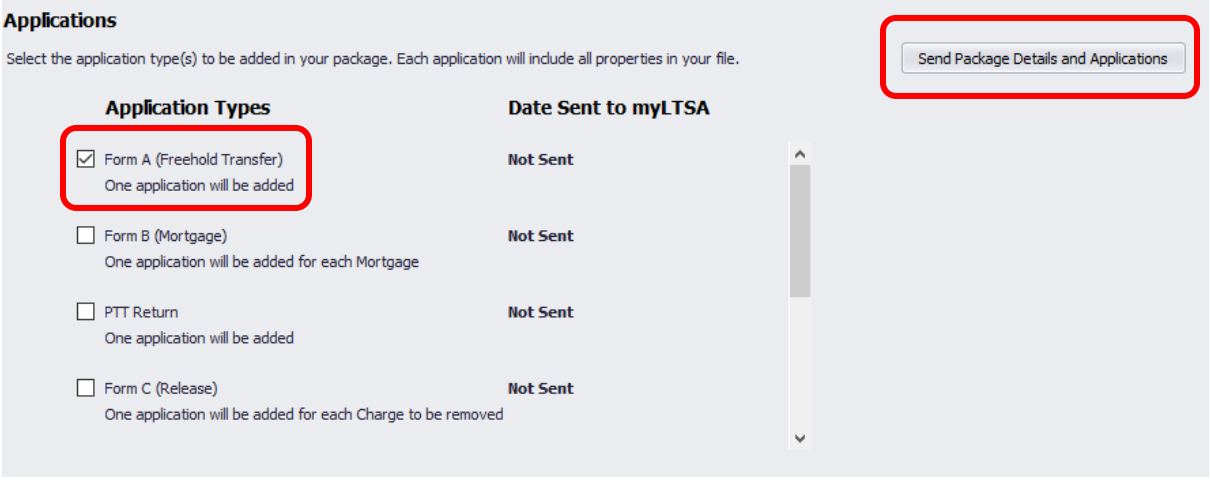


The Applications Section

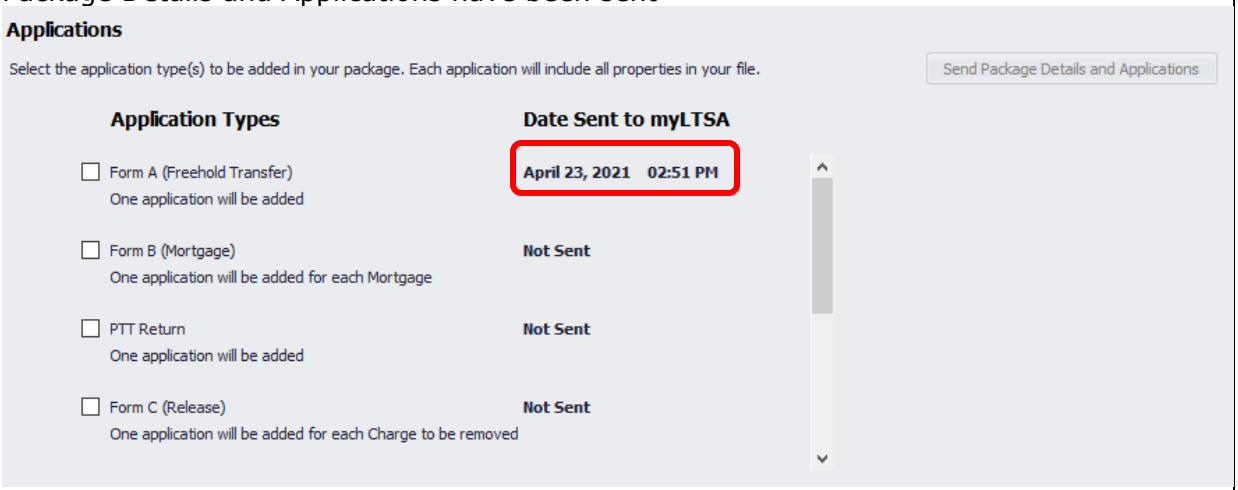
FIELDS & BUTTONS	FUNCTIONS
Application Types	List of available Applications to send to myLTSA dependent on the file type: Purchase Files – Form A (Freehold Transfer); Form B (Mortgage); PTT Return; Form C (Release); Form C (Charge); Form 17 (Cancellation of Charge, Notation or Filing); Form 17 (Charge, Notation or Filing); Form 17 (Fee Simple) Family Transfer Files - Form A (Freehold Transfer); Form B (Mortgage); PTT Return; Form C (Release); Form C (Charge); Form 17 (Cancellation of Charge, Notation or Filing); Form 17 (Charge, Notation or Filing); Form 17 (Fee Simple) Mortgage Files – Form B (Mortgage); Form C (Release); Form C (Charge); Form 17 (Cancellation of Charge, Notation or Filing); Form 17 (Charge, Notation or Filing); Form 17 (Fee Simple) Sale Files – Form C (Release); Form C (Charge); Form 17 (Cancellation of Charge, Notation or Filing); Form 17 (Charge, Notation or Filing); Form 17 (Fee Simple)
Date Sent to myLTSA	Auto-populates Read-only reference Date Application(s) sent to myLTSA Updates each time Application(s) are sent

FIELDS & BUTTONS	FUNCTIONS
Send Package Details and Applications	Inactive by default Activated by selecting Application from Application Types list Creates or updates Package at myLTSA Adds Application(s) to Package at myLTSA

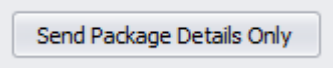
Selecting an Application and Sending Package Details and Applications

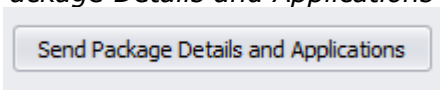
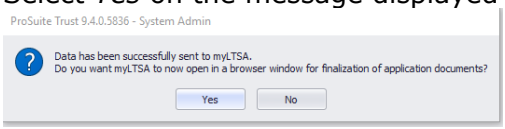
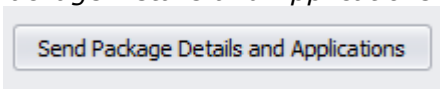
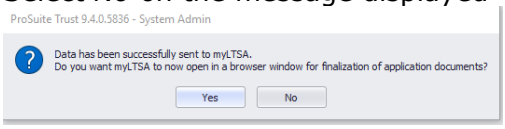
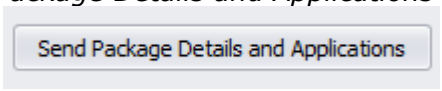
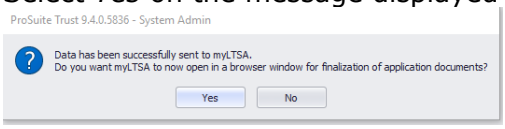


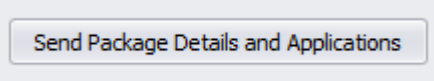
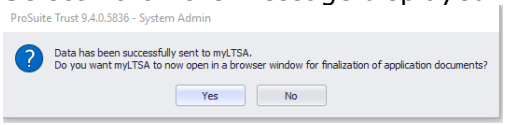
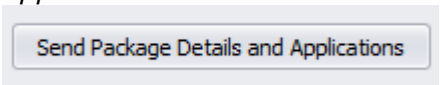
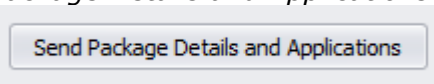
Package Details and Applications have been sent

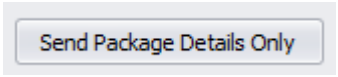
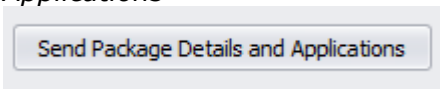


Creating Packages and Applications

HOW DO I	AT THE WEB FORMS TAB	AND THEN WHAT?
Create a Package only at myLTSA	Select Send Package Details Only 	The Package is created in ProSuite and at myLTSA. The Package will appear on the myLTSA View All Packages page.

HOW DO I	AT THE WEB FORMS TAB	AND THEN WHAT?
Add Application(s) to the Package I just created and view my Package and Application(s) at myLTSA	Select the Application(s) from the Applications Types list and select *Send Package Details and Applications*  Select *Yes* on the message displayed 	**If you are logged into your myLTSA account outside of Prosuite:** myLTSA will open on the Applications page in the Package created through ProSuite **If you are not logged in to myLTSA:** myLTSA will open at the login page. Enter your login credentials to be moved to the Applications page in the Package created through ProSuite
Add Application(s) to the Package I just created without myLTSA opening	Select the Application(s) from the Applications Type list and select *Send Package Details and Applications*  Select *No* on the message displayed 	The Applications(s) have been added to the Package at myLTSA
Create a Package and add Applications to it at myLTSA and then view them at myLTSA	Add a Package Description if you wish; select the Application(s) from the Applications Type list and select *Send Package Details and Applications*  Select *Yes* on the message displayed 	**If you are logged into your myLTSA account outside of Prosuite:** myLTSA will open on the Applications page in the Package created through ProSuite **If you are not logged in to myLTSA:** myLTSA will open at the login page. Enter your login credentials to be moved to the Applications page in the Package created through ProSuite

HOW DO I	AT THE WEB FORMS TAB	AND THEN WHAT?
Create and add Applications to a Package at myLTSA without myLTSA opening	Add a Package Description if you wish; select the Application(s) from the Applications Type list and select *Send Package Details and Applications*  Select *No* on the message displayed 	The Package has been created and the Applications(s) added to it at myLTSA
Create a single Form A (Freehold Transfer) when I have multiple properties in my ProSuite file	Select the Form A (Freehold Transfer) from the Applications Type list and select *Send Package Details and Applications* 	A single Form A (Freehold Transfer) will be created at myLTSA and will include all properties
Create multiple Form C (Release) Applications when I have multiple charges to remove in my Prosuite file	Select the Form C (Release) from the Applications Type list and select *Send Package Details and Applications* 	A Form C (Release) will be created at myLTSA for **each** charge on the Charges Removed tab in your ProSuite file If you have charges grouped together, one Form C (Release) will be created for each grouped set of charges If you have multiple properties with the same charge on each of them, only one Form C (Release) will be created for that charge and will include all properties

HOW DO I	AT THE WEB FORMS TAB	AND THEN WHAT?
Create additional Packages	Select the green *Add* icon, enter a Package Description (optional) and: ❖ To create a new Package in your file and at myLTSA click the *Send Package Details Only* button  ❖ To create a new Package **and** Applications at myLTSA, select the Application from the Application Types list and select *Send Package Details and Applications* 	The result will be one of those set out above dependent on which of the methods described to the left you select for creation of the additional package

The Web Filing Form

Once your Package with included Applications, and you, arrive at myLTSA, you can proceed with completing the Web Filing Form.

Populating the Web Filing Forms

The majority of the data required for completion of each Web Filing Form will be entered into your ProSuite file and, in most instances, manual entry of data after the Web Filing Form has been produced will be very minimal. The exception to this rule is the PTT Form, which will require careful review and entry of data that is not in ProSuite. The tables below set out the sections of each Web Filing Form that are populated with data from your ProSuite file, and the data that populates them. The PTT Form table also contains additional important information on the functions of the form.

Form A (Freehold Transfer)

Section of Web Filing Form	Data from ProSuite File
Applicant	Your firm particulars
Description of Land	Parcel ID and Legal Description of ***all*** properties in your file
Transferor	Names of individual Sellers Names and Incorporation numbers of corporate Sellers
Transferee	Name(s), occupation(s), address(es) Tenancy, Fractional Interest of individual Buyers Name(s), incorporation number(s), address(es) Tenancy, Fractional Interest of corporate Buyers
Transfer Details	Transaction Type, Net Land Value, Define Consideration $ and Other from the Land Value tab
Execution	Name(s) of Individual/Corporate Vendors

Note: If your file has multiple properties in it, only one Form A (Freehold Transfer) will be created at myLTSA and will contain ***all*** PIDs and Legal Descriptions. However, only data entered on the Land Value tab for the ***first*** property will be used to populate the relevant sections of the Form A (Freehold Transfer.

Form B (Mortgage)	
Section of Web Filing Form	**Data from ProSuite File**
Applicant	Your firm particulars
Description of Land	Parcel ID and Legal Description of ***all*** properties in your file
Borrower (Mortgagor)	Name(s), occupation(s), address(es), Tenancy, Fractional Interest of individual Buyers/Borrowers Name(s), incorporation number(s), address(es), Tenancy, Fractional Interest of corporate Buyers/Borrowers
Lender (Mortgagee)	Name(s), occupation(s), address(es), Tenancy, Fractional Interest of individual Lenders Name(s), incorporation number(s), address(es), Tenancy, Fractional Interest of corporate Lenders
Payment Provisions	All relevant data entered on the Form B tab will populate the related sections of the Web Filing Form, with the exception of the Guarantor name(s), which populates from data entered on the Guarantors tab
Interest Mortgaged and Floating/Security Details	
Mortgage Terms	
Execution	Lawyer/Notary name, professional capacity, firm address details Individual or Corporate Buyers/Borrowers names
Part 2 or Informational Document	Use the **Preview/Print Schedule** button located on the Lenders tab to generate the schedule identified in the Define Schedule field on the Lenders tab. The schedule will be produced in an editable Word format and can be saved to your local system. Once saved, the schedule can be added to this section of the Form B (Mortgage) by dragging and dropping it from your file or by using the Choose PDF Files function.
Note: If your file has multiple mortgages in it, individual Form B (Mortgage) applications are created at myLTSA populated with the data relative to that mortgage.	

PTT Return

± indicates that this section of the application at myLTSA contains additional important information or direction.

Section of Web Filing Form	Data from ProSuite File
±Transferees *Each Transferee, whether created through ProSuite or manually on the PTT Form itself, becomes a subtopic under the Transferees topic. The information initially displayed is dependent on whether the Transferee is an individual or a corporation. Only the Transferee name can be changed. If additional information requires changing, the Transferee must be deleted and recreated. Selecting a transferee subtopic displays the fields where additional information has been populated from ProSuite or can be entered manually.*	Contact Type - Individual or Company Name and address details, Citizenship, Birth Date, Social Insurance Number, Exemption Claimed, % Interest Acquired, and Address for the past 2 years for each individual Buyer Name and address details, Exemption Claimed, % Interest Acquired for each corporate Buyer The fields for the Address for past two years are only visible on the application at myLTSA if a first time home buyer exemption is being claimed. There is additional information required by the Minister of Finance for each Transferee that must be manually completed in this section as the data is not in ProSuite.
±Contact Info	The fields in this section must be completed manually, if applicable, as the data is not in ProSuite
Transferors	Contact Type - Individual or Company Name, address details and residency for each individual Seller Name, address details and residency for each corporate Seller There is additional information required by the Minister of Finance for each Transferor that must be manually completed in this section as the data is not in ProSuite.

PTT Return ± indicates that this section of the application at myLTSA contains additional important information or direction.	
Property Description *Use the Edit function in the Description of Land field in this section to select the appropriate Municipality and Regional District from the list provided. This is required information.*	Information from the File, Legal, Land Value & General tabs as follows: Completion Date Contract of Purchase and Sale Date Transfer of i.e. Land with Improvements or Vacant Land Property Type Transaction Type, i.e. Fee Simple Civic address PID and Legal Description There is additional information required by the Minister of Finance which must be manually completed in this section as the data is not in ProSuite.
±Terms **ProSuite subtracts the data in the Advanced field from the Net Land Value field and populates the Funds (Cash) field in this section with the result*	*Data in the Net Land Value on the Land Value tab *less* the value of the data in the Advanced on the Mortgage tab Data from the Define Consideration $ and Other fields from the Land Value tab Data from the Advanced field on the Mortgage tab There is additional information required by the Minister of Finance which must be manually completed in this section as the data is not in ProSuite.
±Allocation of Gross Purchase Price	This section is only visible under specific circumstances and must be completed manually as the data is not in ProSuite
±Additional Info	The fields visible in this section are dependent on whether or not an exemption is being claimed and must be completed manually, if applicable, as the data is not in ProSuite
±Property Value Info	Net Land Value from the Land Value tab There is additional information required by the Minister of Finance which must be manually completed in this section as the data is not in ProSuite.

PTT Return

± indicates that this section of the application at myLTSA contains additional important information or direction.

Tax Calculation	The fields visible in this section are dependent on whether or not an exemption is being claimed and must be completed manually as the data is not in ProSuite All dollar amounts in this section are auto-calculated by the form and no calculated amounts from ProSuite populate this section
Funds Transfer Info	LTO Client No and Default PTT Bank from the Settings tab accessed from the My Firm icon
First Time Home Buyers	This section is only visible on the form for each Transferee when the *First Time Home Buyers' Program* has been selected on the Land Value tab AND *Are you applying for the first time home buyers' or newly built home exemption?* has been selected on the buyer. It must be completed manually as the data is not found in ProSuite
±Certification	Names of each Buyer in the file

Note: If your file has multiple properties in it, only one PTT Form will be created at myLTSA. The civic address, land value and PTT details from the ***first*** property entered in the file and ***all*** PIDs and Legal Descriptions will populate the form.

Form C (Release)

Section of Web Filing Form	Data from ProSuite File
Applicant	Your firm particulars
Charge, Lien or Interest	Registered charge number and type of charge (ie. Mortgage AC99476)
Description of Land	Parcel ID and Legal Description of ***all*** properties in your file
Transferor	Name and incorporation number, if applicable of the Registered Owner of the encumbrance
Execution	Name of the Registered Owner of the encumbrance

Note: A Form C (Release) will be created at myLTSA for **each** charge on the Charges Removed tab in your ProSuite file. If you have charges grouped together, one Form C (Release) will be created for each grouped set of charges. If you have multiple properties with the same charge on each of them, one Form C (Release) will be created for each charge and will include ***all*** properties.

Form C (Charge)

Section of Web Filing Form	Data from ProSuite File
Applicant	Your firm particulars
Description of Land	Parcel ID and Legal Description of ***all*** properties in your file
Transferor	Name and incorporation number, if applicable, of your client(s)
Execution	Name of your client(s)
Note: If your file has multiple properties in it, only one Form C (Charge) will be created at myLTSA and will contain ***all*** PIDs and Legal Descriptions.	

Form 17 (Cancellation of Charge, Notation or Filing)

Section of Web Filing Form	Data from ProSuite File
Applicant	Your firm particulars
Description of Land	Parcel ID and Legal Description of ***all*** properties in your file
Note: If your file has multiple properties in it, only one Form C (Cancellation of Charge, Notation or Filing) will be created at myLTSA and will contain ***all*** PIDs and Legal Descriptions.	

Form 17 (Charge, Notation or Filing)

Section of Web Filing Form	Data from ProSuite File
Applicant	Your firm particulars
Description of Land	Parcel ID and Legal Description of ***all*** properties in your file
Note: If your file has multiple properties in it, only one Form C (Charge, Notation or Filing) will be created at myLTSA and will contain ***all*** PIDs and Legal Descriptions	

Form 17 (Fee Simple)

Section of Web Filing Form	Data from ProSuite File
Applicant	Your firm particulars
Description of Land	Parcel ID and Legal Description of ***all*** properties in your file
Transferee	Name(s), occupation(s), address(es) Tenancy, Fractional Interest of individual Buyers Name(s), incorporation number(s), address(es) Tenancy, Fractional Interest of corporate Buyers
Fee Simple Details	Net Land Value

Note: If your file has multiple properties in it, only one Form 17 (Fee Simple) will be created at myLTSA and will contain ***all*** PIDs and Legal Descriptions. However, only data entered on the Land Value tab for the ***first*** property will be used to populate the relevant section of the Form 17 (Fee Simple).

Completing the Web Filing Form

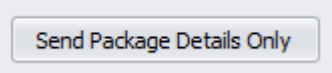
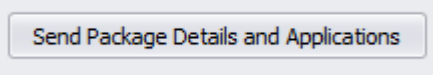
QUESTION	ANSWER
How do I complete the Web Filing Form?	Move through the menu items on the left side of the page to ensure all necessary data is completed and accurate. **Note:** Any changes made here will not be sent back to your ProSuite file.
Once I've completed the Web Filing Form, what can I do with it?	The completed Web Filing Form can be downloaded from myLTSA as an uneditable PDF file and: ❖ printed for signature by the appropriate party/parties; and/or ❖ saved to a local folder **Note:** Depending on your browser settings and version of Adobe or other PDF reader, you may be required to save the PDF file locally before you are able to print it.
If the Web Filing Form downloads as a non-editable PDF, how do I true it up and affix a digital signature in preparation for submitting it for registration?	Truing up the document and affixing a digital signature in preparation for registration must be done on the Application itself at myLTSA. Try using our new myLTSA icon for quick access to myLTSA.

QUESTION	ANSWER
Can I submit Web Filing Forms for registration through ProSuite's e-filing feature?	Yes, you can. Once the form has been digitally signed at myLTSA, it can be downloaded and saved to the appropriate local folder in preparation for submitting it for registration.

Working with Packages and Applications

After creating your Package(s) and Application(s) in ProSuite, you are able to work with them as set out below.

Update or Change

I WANT TO	AT THE WEB FORMS TAB	AND THEN WHAT?
Make a change to an existing Package	Make your changes to the data in the *File Reference* and/or *Package Description* fields and update the Package by clicking the *Send Package Details Only* button to update the Package in your ProSuite file and at myLTSA 	The Package will be updated in your ProSuite file and at myLTSA
Make a change to an existing Application	If data relevant to an existing Application changes in your ProSuite file, select the relevant Application from the Application Types list and use the *Send Package Details and Applications* button to create new Application(s) at myLTSA 	The result will be creation of a new Application in the existing Package at myLTSA incorporating the changes from your ProSuite file Applications that are no longer required can be deleted at myLTSA Once an Application has been sent to myLTSA, it cannot be modified through ProSuite

Delete

I WANT TO	AT THE WEB FORMS TAB	AND THEN WHAT?
Delete a Package from my ProSuite file	Select the Package you wish to delete and click the *Delete* icon	The Package and all its Applications will be removed from your ProSuite file and from myLTSA
Delete an Application from ProSuite that I sent to myLTSA	Deleting an Application without deleting the Package cannot be done in ProSuite, it must be done at myLTSA	N/A

The myLTSA Icon

From ProSuite, you can easily navigate to myLTSA using the myLTSA icon located at the top of the ProSuite file matter window.

If you are currently logged in to myLTSA and your ProSuite file contains	
One Package	You will land on the myLTSA Applications page in the Package
Multiple Packages	You will land on the myLTSA Applications page in the Package that is displayed first in the list of packages on the Web Forms tab
No Packages	You will land on the myLTSA Home Page

If you are not currently logged in to myLTSA and your ProSuite file contains	
One Package	You will land on the myLTSA login page. Enter your login credentials to be taken to the myLTSA Applications page in the Package
Multiple Packages	You will land on the myLTSA login page. Enter your login credentials to be taken to the myLTSA Applications page in the Package that is displayed first in the list of packages on the Web Forms tab
No Packages	You will land on the myLTSA login page

FAQs

QUESTIONS	ANSWERS
Why would I want to go to myLTSA after I choose to Send Package Details and Applications through my file in ProSuite?	Package management and completion of any additional data in the Web Filing Form is done at myLTSA When using the Web Filing Forms feature, no documents are created on your local system. Instead, a Web Filing Form is created for each Application at myLTSA The Web Filing Form at myLTSA can be downloaded and printed for signing, as well as saved to a local folder
Why is my Package still in my ProSuite file after I deleted it at myLTSA?	Deleting a Package at myLTSA that was created through ProSuite will not delete the package from ProSuite
If I change data in an Application at myLTSA that was created through ProSuite, will it change the related data in my ProSuite file?	No, data does not flow from myLTSA back to ProSuite. If you require the same change to the data in your ProSuite file, you will have to make the change in ProSuite

Support

For support with using the Web Forms features in ProSuite, please contact DoProcess Customer Support at 1.866.367.7648 or inquiries@doprocess.com.

For support with using the LTSA Web Filing features, please contact LTSA Customer Service at 604.630.9630 or 1.877.577.5872 or customerservice@ltsa.ca.

For additional information about LTSA Web Filing, click https://help.ltsa.ca/myltsa-enterprise/electronic-filing/web-filing.