

## myLTSA Enterprise Getting Started Guide

myLTSA Enterprise provides access to the Land Title and Survey Authority of British Columbia's (LTSA) Electronic Services, allowing professionals, and government and business customers to:

- ✓ Search for land titles and all types of documents and plans
- ✓ E-file applications to the Land Title Office and Surveyor General Division
- ✓ Pay using a pre-paid deposit account with a \$250 initial deposit with \$1.50 service charge per transaction
- ✓ Transact daily or weekly with the LTSA using one or multiple deposit accounts
- ✓ Configure for use by many users

### Are you ready to request a myLTSA Enterprise account?

Here's what you will need to register and set-up your account.

- Review the myLTSA [system requirements](#)
- Identify someone to request your account, and administrators to set up the financial details and users
- Review the myLTSA Enterprise [Customer Agreement](#) and [Preauthorized Debit Agreement](#)
- For the [online registration form](#), you will need your organization's precise legal name, exactly as shown on your legal records, and your nine-digit Business Number (commonly called a GST/HST number)
- To set up your deposit account to fund myLTSA transactions, you will need your organization's financial information (institution, transit, and bank account numbers) and your company's banking signing authority to transfer funds



## 1 Request your myLTSA Enterprise Customer Account and Login

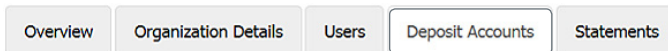
1. Request your account at <https://myltsa.ltsa.ca/enterprise>
2. In a few minutes, you will receive an email with your customer account information followed by a second email about 10 minutes later with your password
3. Login at <https://myltsa.ltsa.ca/myltsalogin>
4. Set a permanent password and enter a security question and answer

**Important:** As the account requester, you have been granted all administrator roles. You are also assigned as the primary contact for your account. [Learn about myLTSA permissions.](#)

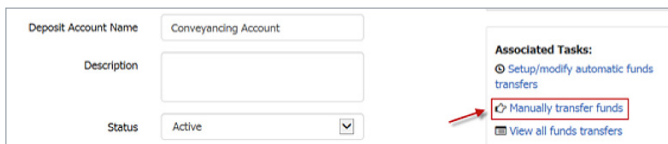
## 2 Set up and Activate your Deposit Account

You must transfer at least \$250 to your deposit account to start transacting. Until that initial transfer is processed by your financial institution you cannot transact. This takes 3 to 5 days. All subsequent funds transfers are immediately available.

1. Navigate to the Deposit Accounts tab and click the Add Deposit Account button



2. Enter the deposit account details, including the financial information, and click the Add This Deposit Account button
3. On the Deposit Account page, click the name of your newly created deposit account
4. Click the Manually transfer funds link

A screenshot of a web form for adding a deposit account. It includes fields for 'Deposit Account Name' (containing 'Conveyancing Account'), 'Description', and 'Status' (set to 'Active'). To the right, under 'Associated Tasks', there are three options: 'Setup/modify automatic funds transfers', 'Manually transfer funds' (highlighted with a red box and a red arrow), and 'View all funds transfers'.

5. Enter at least \$250 and approve the transfer

## 3 Create Users

1. Navigate to the Users tab and click Add User to create other users



2. Enter the user details and assign one or more permissions
3. Click the Add This User button to send an email to the new user with login instructions
4. If you search and file, click your name in the user list to modify your user account by adding the Search and Filing User permission

**If you e-file Property Transfer Tax Forms or are a land surveyor,** please complete these additional steps. Search and Filing User permission is needed to access to applicable pages. [Download the forms.](#)

- If you are an e-filing customer, you may need to authorize a **Property Transfer Tax (PTT) account** by filing a PTT Payment Authorization form and submitting it on the PTT Account Setup page
- **BC land surveyors** must submit a Surveyor Registration form in order to obtain pre-assigned plan numbers and set Surveyor Plan Registration Options

### LEARN MORE

About myLTSA at <https://ltsa.ca/online-services/myltsa-enterprise>

### NEED HELP?

Call myLTSA Technical Support at 1 877-577-LTSA (5872) and select menu option 2.

