

# Authorized Subscribers

Obtaining a Digital Certificate following receipt of your Authorized Subscriber Membership number

Instructions:

Following the acceptance of your application to become an Authorized Subscriber you will have received an email with your membership number beginning with the prefix ASR#. The membership number is a requirement to successfully complete and print out the Juricert application form to obtain a digital certificate.

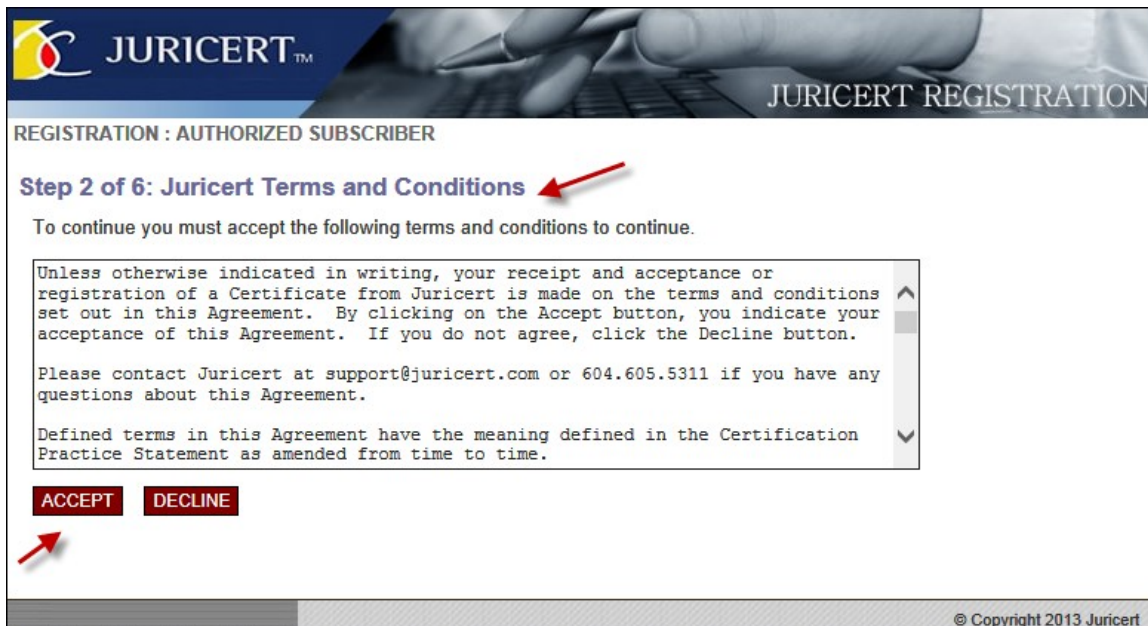
**Step 1.** The Authorized Subscriber clicks on the Juricert website using this link  
<https://www.juricert.com/>

**Select** the Authorized Subscriber option



The screenshot shows the Juricert website's registration page. At the top, there is a header with the Juricert logo and the text "JURICERT REGISTRATION". Below the header, the page title is "Step 1 of 6: Select Category". A link "[ Home ]" is visible in the top right corner. The main content area prompts the user to "Choose the Registrant Category you are applying under:" and lists several options with radio buttons: "British Columbia Lawyer", "British Columbia Notary", "British Columbia Land Surveyor", "Accountant (for Law Society Trust Reports Online)", "Financial Officer (of Land Title electronic payment authorization)", and "Authorized Subscriber". The "Authorized Subscriber" option is selected. Below the list are two buttons: "BACK" and "CONTINUE". Red arrows point to the "Authorized Subscriber" radio button and the "CONTINUE" button. The footer contains the text "© Copyright 2013 Juricert".

**Step 2.** You must read, agree and **Accept** the Juricert Terms and Conditions



The screenshot shows the Juricert website's registration page for the "AUTHORIZED SUBSCRIBER" category. The header includes the Juricert logo and "JURICERT REGISTRATION". The page title is "Step 2 of 6: Juricert Terms and Conditions". A red arrow points to the title. Below the title, the text reads: "To continue you must accept the following terms and conditions to continue." A scrollable text box contains the following text: "Unless otherwise indicated in writing, your receipt and acceptance or registration of a Certificate from Juricert is made on the terms and conditions set out in this Agreement. By clicking on the Accept button, you indicate your acceptance of this Agreement. If you do not agree, click the Decline button. Please contact Juricert at support@juricert.com or 604.605.5311 if you have any questions about this Agreement. Defined terms in this Agreement have the meaning defined in the Certification Practice Statement as amended from time to time." Below the text box are two buttons: "ACCEPT" and "DECLINE". A red arrow points to the "ACCEPT" button. The footer contains the text "© Copyright 2013 Juricert".

## **Juricert Terms and Conditions**

Unless otherwise indicated in writing, your receipt and acceptance or registration of a Certificate from Juricert is made on the terms and conditions set out in this Agreement. By clicking on the Accept button, you indicate your acceptance of this Agreement. If you do not agree, click the Decline button.

Please contact Juricert at support@juricert.com or 604.605.5311 if you have any questions about this Agreement.

Defined terms in this Agreement have the meaning defined in the Certification Practice Statement as amended from time to time.

### **Your Obligations**

#### **You warrant:**

1. that any information provided by you on any application forms within the Juricert website is complete and accurate;
2. that you are eligible to electronically sign land title documents and any other document permitted or required to be filed via the electronic filing system ("EFS") under all applicable legislation and rules of law; and
3. that you have read and understood the Certification Practice Statement.

#### **You consent:**

1. to the disclosure of any information you provide to us, including the contents of any Certificate issued to you or registered with Juricert, to the Law Society of British Columbia, to the Land Title and Survey Authority of BC ("LTSA") and to any other third party for the purposes of participation in the electronic filing system established under the Land Title Act as amended; and
2. to our using and storing any information you provide to us, including some or all the contents of any Certificate issued to you or registered with Juricert, as required to fulfill the purposes of this Agreement.

#### **You agree:**

1. that you and the organization on whose behalf your certificate will be used are responsible for compliance with applicable legislation in respect of your use of any Certificate registered with or issued to you by Juricert, including compliance with any requirements or regulations governing the use of such Certificate;
2. that the legislation and requirements regarding the use of any Certificate issued to you may change from time to time and that it is your responsibility to be aware of any such changes and to ensure continued compliance with any such changes in your use of any Certificate issued to you or registered with Juricert;
3. that Juricert may refuse to issue a Certificate to you or register your Certificate, if in its sole discretion, it determines it would be inappropriate to do so;
4. that Juricert has the right and obligation to revoke any Certificate upon receiving any information (whether from you or some other source) that would reasonably lead Juricert to conclude that you are no longer eligible to electronically sign documents;
5. that there are restrictions on the export of encryption software, and that you will not advise or enable any third person to acquire such software outside of Canada without first ensuring that it is not illegal to do so and that they have obtained any necessary permit for any software shipped out of Canada; and

6. that you will immediately notify Juricert of any change in circumstance that would affect your eligibility to electronically sign documents.

**You covenant:**

1. to take all reasonable steps to prevent third party access to any software application that relies on your Certificate to establish your identity. Such reasonable steps shall include at a minimum, maintaining in strict confidence any password that limits access to the software application, turning off or disabling any such software application when you are not in attendance or making use of it and maintaining the physical security of any computer on which your Certificate is installed such as locked offices and/or the use of desktop security facilities such as userid and logon passwords;
2. to maintain in strict confidence your Juricert password and the challenge question and response used to establish your identity in communications with Juricert;
3. to comply with the specific restrictions established by the LTSA on use of any Certificate issued to you by Juricert;
4. to immediately notify Juricert if your Certificate is lost or compromised or if the private key contained in the Certificate becomes known to any party other than yourself;
5. not to permit anyone other than you to have access to your Certificate or to sign a document using your Certificate; and
6. not to repudiate any document signed with your Certificate.

**Juricert Obligations**

**Juricert agrees:**

1. to register your Certificate or issue a Certificate to you if Juricert is satisfied with your application;
2. to protect any information that you provide to us in a manner consistent with the Juricert Protection of Privacy policies as amended from time to time and posted on the Juricert website; and
3. to maintain the Managed Certificate Repository and deliver the information provided and confirmed by you therein to the LTSA as required in the Interface Control Document.

**Juricert reserves the right to:**

1. revoke any Certificate registered with Juricert or issued to you if:
  - a. Juricert is made aware that you cease to be eligible to electronically sign documents under the enabling legislation and any requirements established by the Director from time to time;
  - b. Juricert is made aware that you cease to meet the criteria to obtain a Certificate;
  - c. Juricert is made aware of any circumstance where you have repudiated your electronic signature;
  - d. Juricert is made aware that the witness to the application to obtain a Certificate repudiates his or her statement in support of that application;
  - e. you indicate to Juricert that you do not wish the Certificate information to be made available to the LTSA;
  - f. you fail to retrieve your Certificate or fail to complete the Certificate registration process within seven days after notification;
  - g. the term of the Certificate has expired without action by you to renew it;
  - h. Juricert determines there is a reasonable basis for concern that:
    - i. you have made any material misstatement in your application to obtain or register a certificate;
    - ii. the security, integrity or privacy of your Certificate has been compromised;
    - iii. your Certificate has been lost;
    - iv. your Certificate has been used by someone other than you;
    - v. your Certificate has been used fraudulently; or

- vi. you used a Certificate issued by Juricert for purposes other than electronically signing documents for registration in a land title office;
- i. The LTSA indicates to Juricert that you should not retain your Certificate;
- j. You indicate to Juricert that you do not accept any published modifications to the subscription agreement or any amendments to the business practices and policies of Juricert;
- k. Juricert determines that you have breached this Agreement; or
- l. You request revocation of your Certificate by delivering notice of your decision to Juricert at least three business days prior to the requested date of revocation.

### **Warranty Exclusion and Limitation on Liability**

JURICERT SERVICES ARE PROVIDED "AS IS" AND THERE ARE NO REPRESENTATIONS, WARRANTIES OR CONDITIONS OF ANY KIND, EITHER EXPRESS OR IMPLIED WITH RESPECT TO THE JURICERT SERVICES OR THEIR AVAILABILITY. TO THE MAXIMUM EXTENT PERMITTED BY LAW, IN NO EVENT SHALL JURICERT OR THE LAW SOCIETY OF BRITISH COLUMBIA BE LIABLE TO YOU FOR ANY DIRECT, INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL OR PUNITIVE DAMAGES WHATSOEVER, INCLUDING WITHOUT LIMITATION ANY DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, MISUSE OF YOUR CERTIFICATE, LOSS OF DATA OR BUSINESS DATA, OR ANY PECUNIARY LOSS REGARDLESS OF WHETHER SUCH LIABILITY IS BASED ON BREACH OF CONTRACT OR TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, BREACH OF WARRANTIES, FAILURE OF ESSENTIAL PURPOSE OR OTHERWISE EVEN IF JURICERT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

### **Indemnity**

You agree to indemnify and hold Juricert, the Law Society of British Columbia, and their respective directors, officers, employees, and members (the "Indemnified Parties") harmless for any costs (including settlement and legal fees), damages, expenses, losses, and liability that they incur as a result of any claim, suit, action or other proceeding brought against an Indemnified Party, that is based on or arises from (i) your intentional misuse of your Certificate, or from (ii) your negligent acts, errors, or omissions that enable a third party to misuse, or to continue to misuse, your Certificate.

### **Ownership**

Juricert Services are proprietary to Juricert and its suppliers and nothing in this Agreement transfers any right, title or ownership in or to the software, hardware and business processes used to provide the Juricert Services (collectively the "Juricert Systems") or to any intellectual property rights therein. Juricert grants you a limited, non-exclusive, non-transferable, and revocable right to use and access the Juricert Systems solely to the extent necessary to enable you to fulfill your obligations under this Agreement. You shall not reproduce, decompile, disassemble, or reverse engineer any item of the Juricert Systems or attempt to do so.

### **Fees**

Juricert reserves the right to charge a fee for its services under this Agreement. Juricert will not charge any fee for Juricert Services unless it delivers notice of the fee payable to the e-mail address you provided, offering you the opportunity to cancel your Certificate. There are currently no fees payable for the issuance of a Certificate.

### **Future Amendments**

Juricert reserves the right to modify the terms and conditions of this Agreement in its sole discretion at any time by posting a revised version of the agreement on the Juricert web site or otherwise making the revisions available for your review together with reasonable notification to you.

**Governing Law**

This Agreement shall be governed by and interpreted in accordance with the laws of British Columbia and the courts of British Columbia shall have exclusive jurisdiction to hear any matter that arises under this Agreement.

**Notice**

Notice shall be effective upon its delivery to the e-mail address provided to the other party.

**Termination**

If either party is in material breach of this Agreement, the other party may terminate the Agreement upon delivering written notice to the other party indicating its intention to treat the Agreement as terminated provided that the notice provides a description of the nature of the breach.

Either party may terminate this Agreement for convenience by delivering written notice of its decision to do so no less than 30 days prior to the effective date of termination.

Unless Juricert indicates in writing otherwise, any termination of this Agreement shall also revoke any Certificate established under this Agreement and any right granted by Juricert to you to use the Certificate to establish a digital identity for any software application or service. Upon termination of the Agreement you shall cease to represent to any person that you have a Certificate.

**Survival**


The limitation on liability and indemnity sections of this Agreement shall survive termination of this Agreement.

**Severability**

If a court of competent jurisdiction concludes that any provision of this Agreement is illegal, invalid or unenforceable, then it shall be severed from this Agreement and the remaining provisions shall remain in full force and effect.

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**Step 3.** Complete the Juricert application. Required fields are shown with \*. The application will not print out until all required fields have been completed. The Authorized Subscriber membership number must be a valid one beginning with the prefix ASR#. Click on **Continue**.

 **JURICERT™**

JURICERT REGISTRATION

REGISTRATION : AUTHORIZED SUBSCRIBER

**Step 3 of 6: Personal & Professional Information**

**Personal Information**

Legal First Name:*	Middle Name:	Last Name:*
<input type="text" value="Sandra"/>	<input type="text"/>	<input type="text" value="King"/>
Common First Name:	Position	
<input type="text" value="Sandy"/>	<input type="text" value="Senior Program Analyst"/>	
Organization:*	<input type="text" value="Land Title and Survey Authority"/>	
Address:*	<input type="text" value="300-88 6th Street"/>	
City:*	Province:*	
<input type="text" value="New Westminster"/>	<input type="text" value="British Columbia"/>	
Postal Code:*	Country:*	
<input type="text" value="V3L 5B3"/>	<input type="text" value="Canada"/>	
Phone:*	Fax:*	
<input type="text" value="604-660-3418"/>	<input type="text" value="604-660-4064"/>	
Email:*	<input type="text" value="sandy.king@ltsa.ca"/>	
Date of Birth:*		
<input type="text" value="05/04/1954"/>	<input type="text" value="MM/DD/YYYY"/>	

**Personal Identification Question**


To confirm your identity, when we call, please provide us with a question and answer that is known only to you. (example: What is your mother's middle name?, What was your elementary school name?)

Question:\*

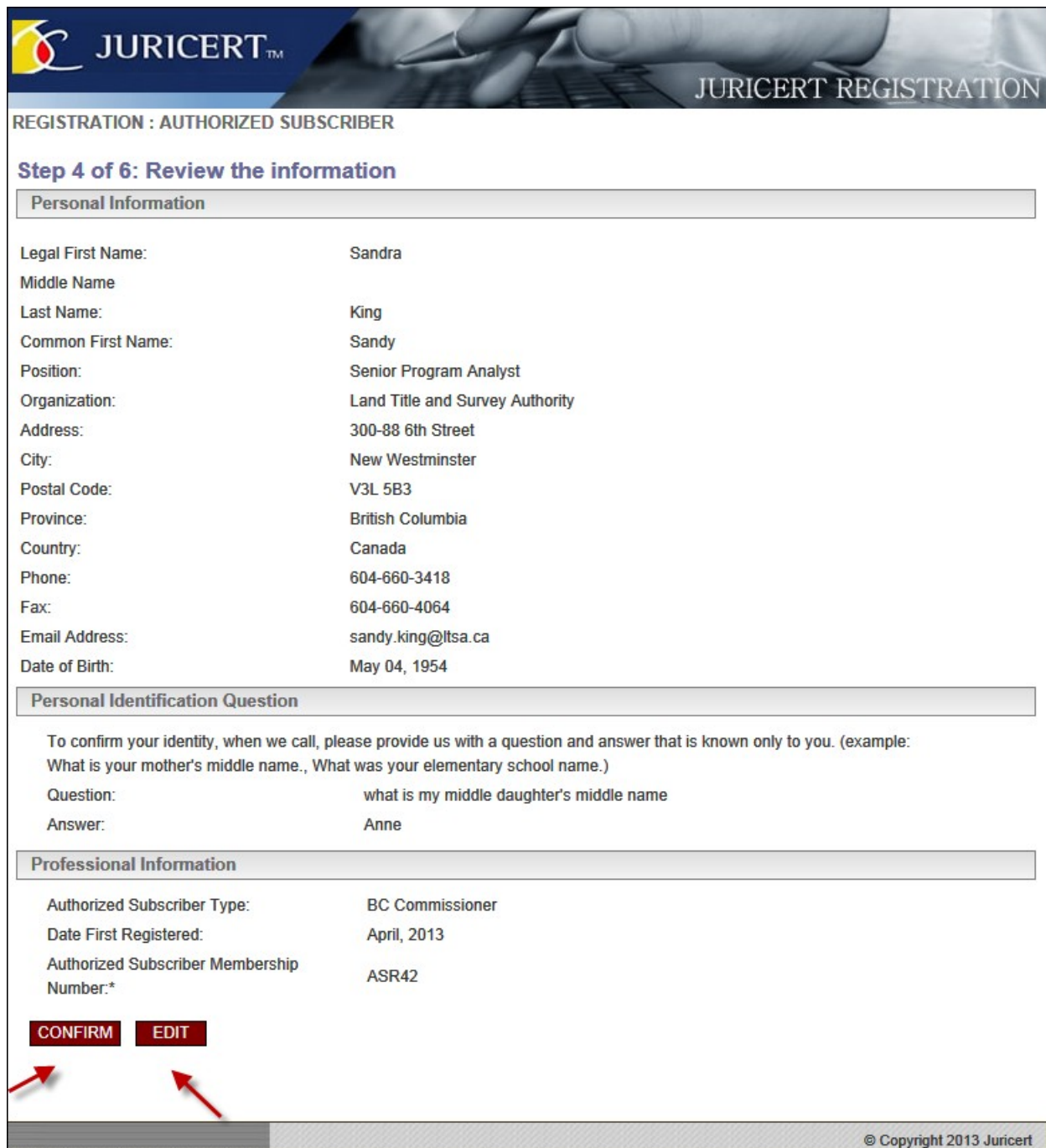
Answer:\*

**Professional Information**

Authorized Subscriber Type:*	<input type="text" value="BC Commissioner"/>
Date First Registered:*	<input type="text" value="April"/> , <input type="text" value="2013"/>
Authorized Subscriber Membership Number:*	<input type="text" value="ASR42"/>

**CONTINUE** 

**Step 4.** Review the application and click on **Edit** if required. When satisfied that the entered information is correct click on **Confirm**.



The image shows a web-based registration form for Juricert. At the top, there is a header with the Juricert logo and the text 'JURICERT REGISTRATION'. Below the header, the text 'REGISTRATION : AUTHORIZED SUBSCRIBER' is displayed. The main section is titled 'Step 4 of 6: Review the information'. It contains three main sections: 'Personal Information', 'Personal Identification Question', and 'Professional Information'. The 'Personal Information' section lists various fields such as Legal First Name, Middle Name, Last Name, Common First Name, Position, Organization, Address, City, Postal Code, Province, Country, Phone, Fax, Email Address, and Date of Birth, each with a corresponding value. The 'Personal Identification Question' section contains a question and answer. The 'Professional Information' section lists fields for Authorized Subscriber Type, Date First Registered, and Authorized Subscriber Membership Number. At the bottom of the form, there are two buttons: 'CONFIRM' and 'EDIT'. Two red arrows point to these buttons. The footer of the page contains the copyright notice '© Copyright 2013 Juricert'.

**JURICERT™** JURICERT REGISTRATION

REGISTRATION : AUTHORIZED SUBSCRIBER

**Step 4 of 6: Review the information**

**Personal Information**

Legal First Name:	Sandra
Middle Name	
Last Name:	King
Common First Name:	Sandy
Position:	Senior Program Analyst
Organization:	Land Title and Survey Authority
Address:	300-88 6th Street
City:	New Westminster
Postal Code:	V3L 5B3
Province:	British Columbia
Country:	Canada
Phone:	604-660-3418
Fax:	604-660-4064
Email Address:	sandy.king@ltsa.ca
Date of Birth:	May 04, 1954

**Personal Identification Question**

To confirm your identity, when we call, please provide us with a question and answer that is known only to you. (example: What is your mother's middle name., What was your elementary school name.)

Question:	what is my middle daughter's middle name
Answer:	Anne

**Professional Information**

Authorized Subscriber Type:	BC Commissioner
Date First Registered:	April, 2013
Authorized Subscriber Membership Number:*	ASR42

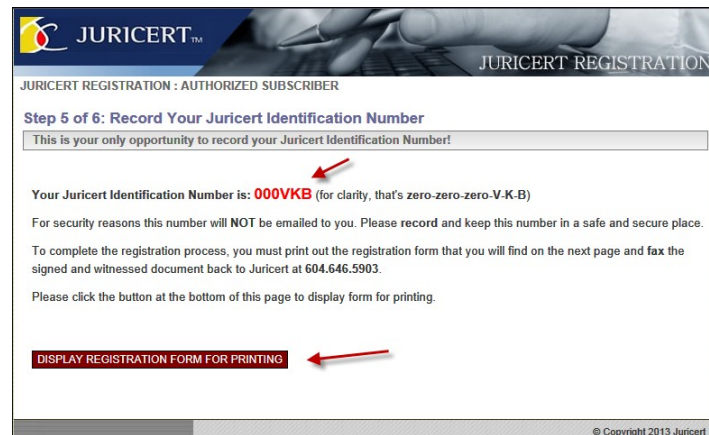
**CONFIRM** **EDIT**

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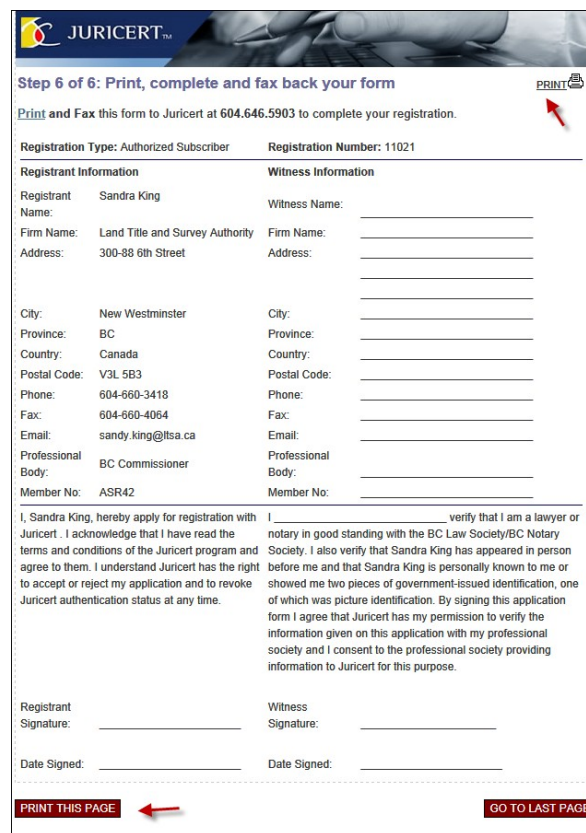


**Step 5.** You now receive your confirmation and Juricert ID number. This is the only chance for you to record your Juricert ID number. You will need this ID to sign back on to Juricert to obtain your digital certificate.

Click on **Display Registration form for printing.**



**Step 6.** Print the application for signing. You must present this application along with your identification to a British Columbia lawyer or notary public and have your signature to this application witnessed by them before faxing it back to Juricert. Juricert will then verify the application with the Director of Land Titles before your digital certificate will be accepted for electronic filing. This could take several days.



**Step 7.** Within a few days approval for you to apply for your digital certificate to electronically sign land title forms will arrive by email from Juricert containing the following information.

Your request for Juricert authentication has been approved.

If you would like to sign up for electronic filing with the LTSA, please go to the Juricert home page at [www.juricert.com](http://www.juricert.com) click on Services and follow the directions to request the appropriate service. You will need your Juricert ID to add services to your account.

For any inquiries relating to Law Society Trust Reports online, please contact the Trust Review Department at 604-669-2533 or by email at [trustaccounting@lsbc.org](mailto:trustaccounting@lsbc.org).

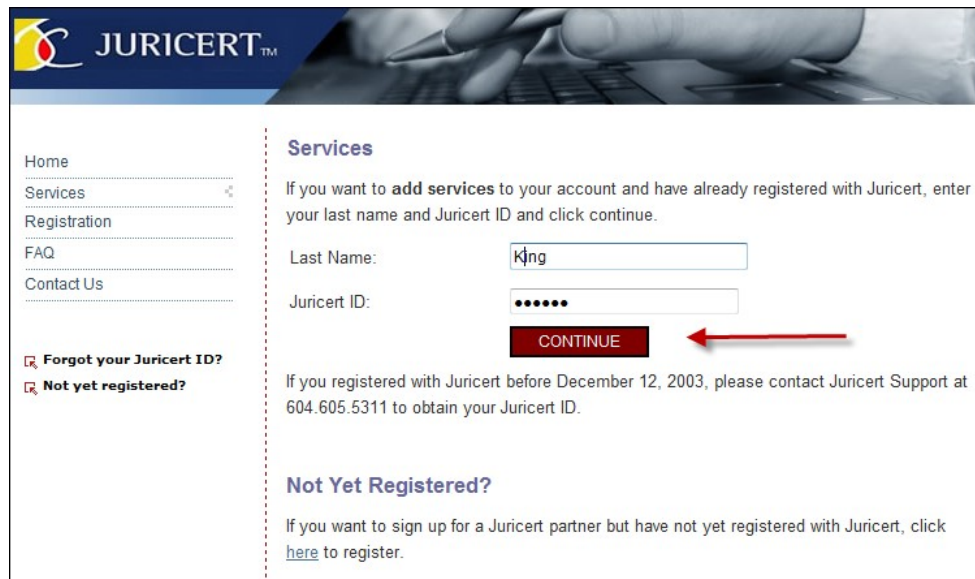
If at any time you cannot recall your Juricert ID, please call Juricert support at 604-605-5307 or toll-free at 1-866-605-5357.

You will be asked to correctly answer the challenge question you provided during the registration process before being advised of your Juricert ID.

**Step 8.** Using your Juricert ID you sign into the public Juricert Services [www.juricert.com](http://www.juricert.com) to apply for a digital certificate. Click on **Services**.



**Step 9.** Enter your last name in the **Last Name** field and your Juricer ID in the **Juricert ID** field. Click on **Continue**.



**JURICERT™**

Home  
Services  
Registration  
FAQ  
Contact Us

[Forgot your Juricert ID?](#)  
[Not yet registered?](#)

### Services

If you want to **add services** to your account and have already registered with Juricert, enter your last name and Juricert ID and click continue.

Last Name:

Juricert ID:

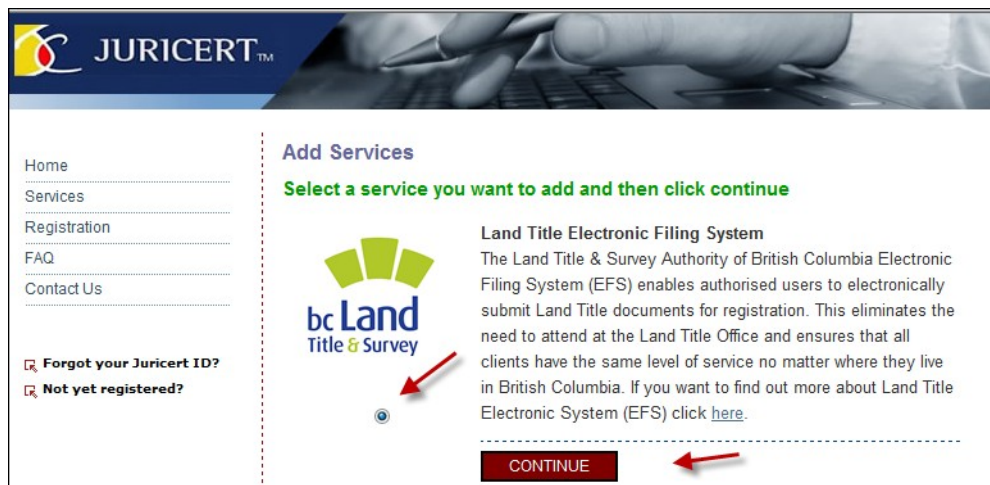
**CONTINUE**

If you registered with Juricert before December 12, 2003, please contact Juricert Support at 604.605.5311 to obtain your Juricert ID.

### Not Yet Registered?

If you want to sign up for a Juricert partner but have not yet registered with Juricert, click [here](#) to register.

**Step 10.** Select **Land Title Electronic Filing System** and click on **Continue**.



**JURICERT™**

Home  
Services  
Registration  
FAQ  
Contact Us

[Forgot your Juricert ID?](#)  
[Not yet registered?](#)

### Add Services

Select a service you want to add and then click continue

☒ **bc Land Title & Survey**

**Land Title Electronic Filing System**  
The Land Title & Survey Authority of British Columbia Electronic Filing System (EFS) enables authorised users to electronically submit Land Title documents for registration. This eliminates the need to attend at the Land Title Office and ensures that all clients have the same level of service no matter where they live in British Columbia. If you want to find out more about Land Title Electronic System (EFS) click [here](#).

**CONTINUE**

**Step 11.** Enter an initial password that you will not forget. This password is only known to you and is required for using your new digital certificate. Click on the statement that you agree you have read the **Terms and Conditions**. Click on **Register**.

**JURICERT™**

Home  
Services  
Registration  
FAQ  
Contact Us

**Forgot your Juricert ID?**  
 **Not yet registered?**

**Add Services » Land Title Electronic Filing System**

Issuance, registration and revocation of digital certificates for use with the Land Title Electronic Filing System is governed by Part 10.1 of the [Land Title Act](#), the [Certification Practice Statement](#), the [Directors requirements](#) and our terms and conditions. You should read these and understand your obligations as a Subscriber. In order to obtain a Adobe digital certificate for use with the Land Title Electronic Filing System, you must confirm that you have read our terms and conditions by clicking on the checkbox and then enter an initial password.

Please ensure that you remember this initial password as this will be your Digital Certificate password and will be required to install and use your Digital Signature.

Create your initial password (must be 8 characters long):

☒ I have read and agreed to the [Terms and Conditions](#)

**REGISTER**

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**Step 12.** You will now receive the message that you will be sent an email with a link to your new digital certificate.

**JURICERT™**

Home  
Services  
Registration  
FAQ  
Contact Us

**Forgot your Juricert ID?**  
 **Not yet registered?**

**Add Services » Land Title Electronic Filing System**

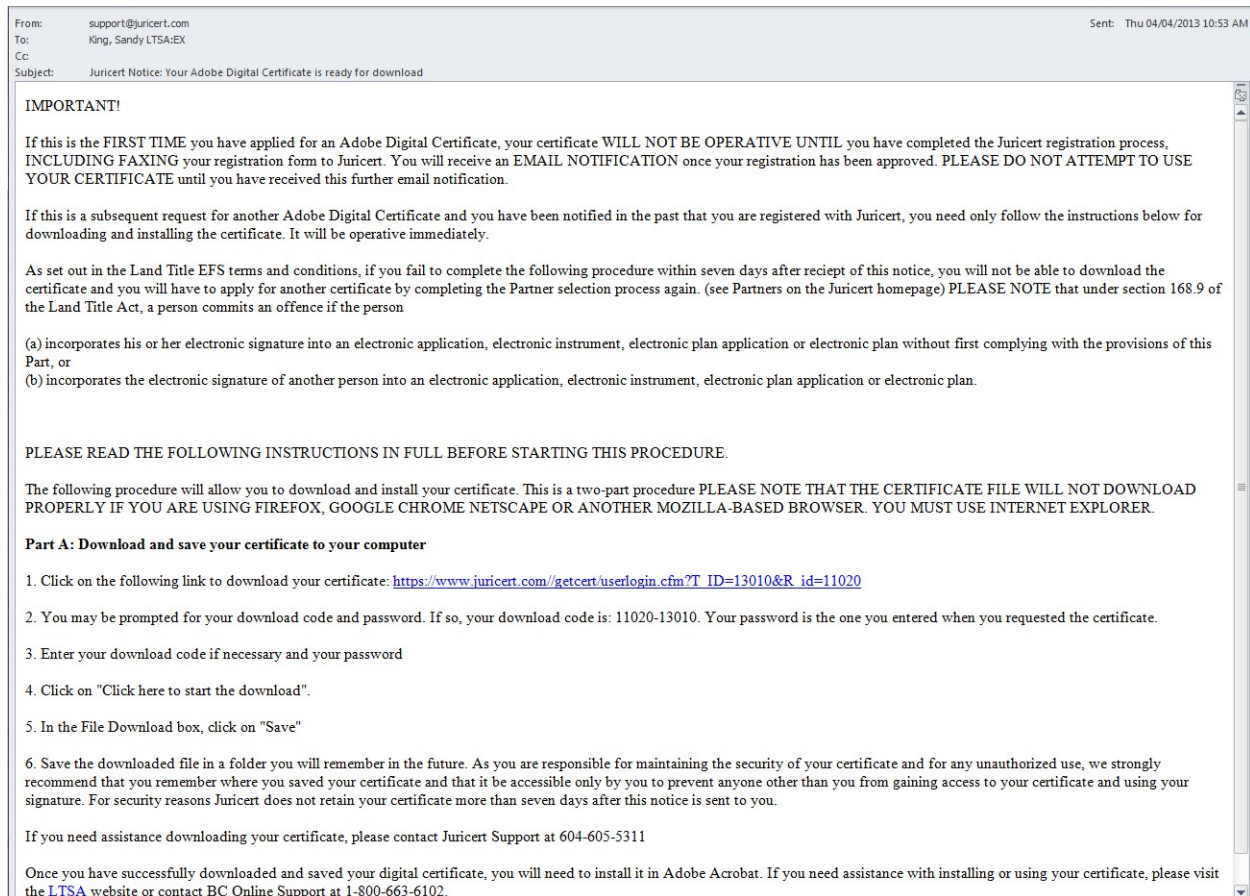
Your request for a digital certificate was successful. You will receive an email shortly that will instruct you on how to download and install your digital certificate. **Please note that your request for registration with Juricert has not yet been approved. You may download and install your digital certificate when you receive the email message but it will not be accepted by the Land Title and Survey Authority until your Juricert registration is approved.** If you do not receive the email, please contact Juricert Support at 604.605.5311 to verify that we have your current email address.

Thank you for using Juricert.

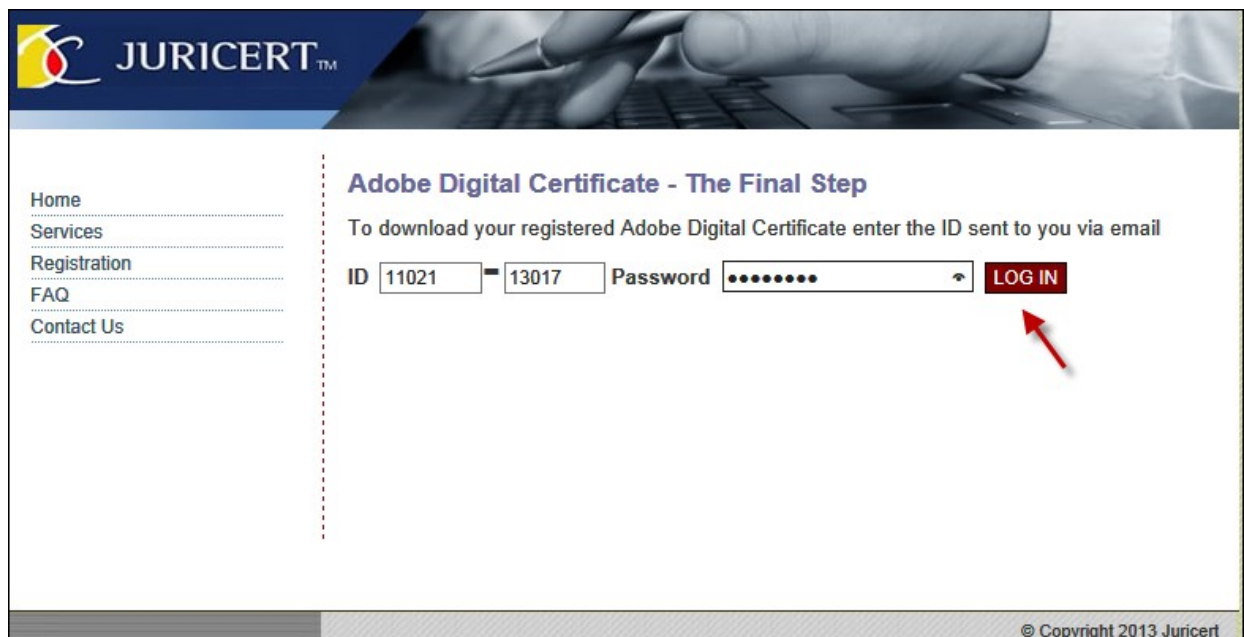
© Copyright 2013 Juricert



**Step 13.** Once you receive the email, follow the instructions to download your certificate.



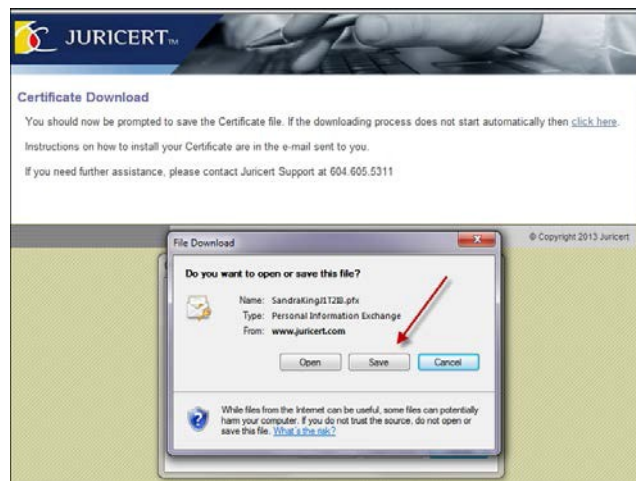
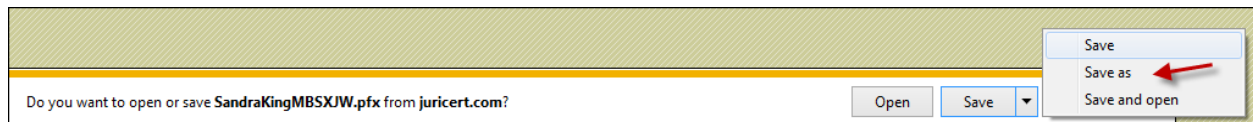
**Step 14.** Enter the password you created in Step 10 and click on Log In.



**Step 15.** Click on the **Click here to start the download** link to obtain your certificate.



**Step 16.** Download and use **Save As** to save the Certificate to your files. Save it to a safe place in your own files and save a copy on a removable drive for safekeeping.



### Important:

Do not use Open and the Wizard. Install your certificate using the instructions in the EFS User Guide [Installing a Digital Certificate](#) and the [EFS Digital Signature Setup](#) document.

