



Rick Marx



EFS means Easy Filing System

After Land Titles launched their Electronic Filing System (EFS) on April 1, 2004, BC OnLine contacted some of the early adopters. We found a common theme to the comments was that the service is simpler than customers had expected.

Practitioners reported they anticipated filing simple transactions using EFS to become familiar with the new procedure; once they were comfortable with EFS, they would submit more complex documents. After using EFS, they reported it was easier than they had thought and that they would be moving to more complex documents sooner.

One staff person said, "EFS must stand for Easy Filing System."

Although early adopters are reporting enthusiastic acceptance of EFS, there are a few pointers that will help practitioners beginning to use EFS. These tips have been collected by our BC OnLine Help Desk from customers using EFS.

Get ready before you start.

Before you begin to use EFS, you need to get set up. The following steps will ensure you have everything in place to make use of EFS.

- Download the free *Land Title Electronic Filing System Reference Manual* from the BC OnLine User Guide page from www.bconline.gov.bc.ca. The Getting Started section explains everything in this list.
- Establish access to the Internet. We recommend broadband cable or ADSL service.

- Acquire Adobe Acrobat Standard Version 6.0. Note that this is not the free Acrobat reader you can download from Adobe. You must purchase a copy of Adobe Acrobat Standard 6.0 to complete and sign the Land Title PDF templates.
- For more information about digital certificates, visit the Law Society's Website www.juricert.com; select Registration to apply for your certificate.
- If your financial accounts require that cheques be signed by your financial

Electronic Filing

- [Submit Document Package](#)
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- [Submission Queue Management](#)
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Land Title Search

Victoria Land Title District

Search by: Parcel ID (QP) - all titles and pending numbers

Search Criteria:

Click [here](#) for a map of the Land Title Districts.

Click [here](#) for a note on **Document Retrievals**.

officer, that person must obtain a financial officer digital certificate.

- After you receive your digital certificates, they will need to be installed in Adobe Acrobat. The Digital Signatures section of the *Land Titles Electronic Filing System Reference Manual* explains this.
- Download the Land Title and PTT Tax Return form templates from the BC OnLine Website. These are found in the Land Title menu.
- Complete and digitally sign at least one PTT Payment Authorization form to establish the account(s) you will use to pay the Property Transfer Tax.
- Establish your BC OnLine delivery preferences for electronic notifications. These notifications can be delivered to your individual mailbox in BC OnLine, your account's mailbox in BC OnLine, or any email address.

The simple steps listed above are all explained in the Getting Started section of the *Land Title Electronic Filing System Reference Manual*, available free from the BC OnLine Website. www.bconline.gov.bc.ca.

Refresh your templates often.

To file EFS documents, you must use the forms templates downloaded from Land

Titles in BC OnLine. In these early days of EFS, these templates may change as the service is refined or modified. Check the Download Templates page regularly to ensure you are using the most up-to-date version and that you are taking advantage of improvements made by the Land Title Branch.

A common mistake made by first-time EFS users is to download their template, then update it for filing.

Keep your templates safe.

A common mistake made by first-time EFS users is to download their template, then update it for filing. Once your digital signature is applied to the template, it is locked and cannot be altered.

After you download your template, save it in a safe place, then make a copy of the template (the Save As command) for your submission. Updating a copy of the original template ensures the template is available to copy again for your next submission.

Use 'Save As' before applying your signature.

As you apply your digital signature to a document, use the Save As command to

retain an unsigned copy. Once the digital signature is applied, you cannot alter the document. If you find you need to alter the document after the signature has been applied, you can use your unsigned copy rather than starting over again.

Update your BC OnLine EFT.

Now that BC OnLine transactions, such as EFS documents, have larger filing fees, some practitioners occasionally find that their BC OnLine account is revoked for lack of funds. In some cases, the lack of funds prevents EFS filings from being released to the Land Title Office.

An easy solution is to review your Electronic Funds Transfer (EFT) with BC OnLine. Our Administration staff can help you set your EFT so you keep very little money in your account, while your EFT draws sufficient funds to keep your BC OnLine account solvent and not interrupt your Land Title filings.

You can contact the BC OnLine Administration staff by email at bconline@accessbc.com or by phone at 250 953-8250.

Read the manual.

Some may find it tedious and time-consuming, but reading the manual will help you get set up and avoid many problems. The *Land Titles Electronic Filing System Reference Manual*, which you can download free from BC OnLine, is a good start.


In addition, the new version of the Continuing Legal Education Society's guidebook covers EFS. The *Land Title Transfer Forms Guidebook, Second Edition – 2004* covers EFS forms in detail.

The most intimidating aspect of any new procedure is always that first step. As reported by practitioners making use of EFS today, they were a little nervous submitting their documents electronically. Once they went through the process, however, they quickly realized how simple the process really was. ▲

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FORM_EP_V2



Ministry of
Provincial Revenue
Property Taxation Branch

Mailing Address:
PO Box 9427 Stn Prov Govt
Victoria BC V8W 9V1

PROPERTY TRANSFER TAX
Electronic Payment Authorization

Freedom of Information and Protection of Privacy Act
 The personal information requested on this form is collected under the authority of the *Property Transfer Tax Act* and will be used to enable electronic payment of Property Transfer Tax. Questions regarding the collection or use of this information can be directed to the Freedom of information and Protection of Privacy Contact at 250 387-0604, Property Taxation Branch MPR, PO Box 9427 Stn Prov Govt, Victoria BC, V8W 9V1.

A. BUSINESS/APPLICANT INFORMATION	
Modify Business/Applicant Information <input type="checkbox"/>	
Business/Applicant Name	BC OnLine Account Number
Street Address	Incorporation/Registration Number
City	CCRA Business Number
Province	Postal Code
B. ADD OR MODIFY ACCOUNT INFORMATION	
Add This Account <input type="checkbox"/> Modify This Account <input type="checkbox"/> Delete This Account <input type="checkbox"/>	
Payor Name	Financial Institution Name
Account Name	Branch/Transit Number
Bank Number	Bank Account Number