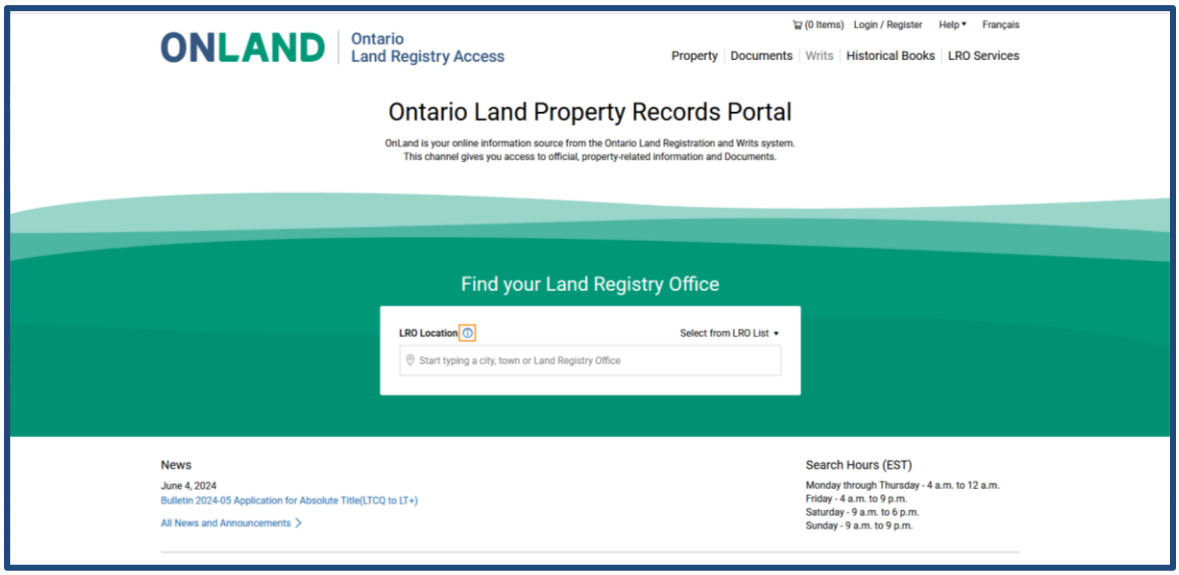
How to Order and Access Instruments on OnLand

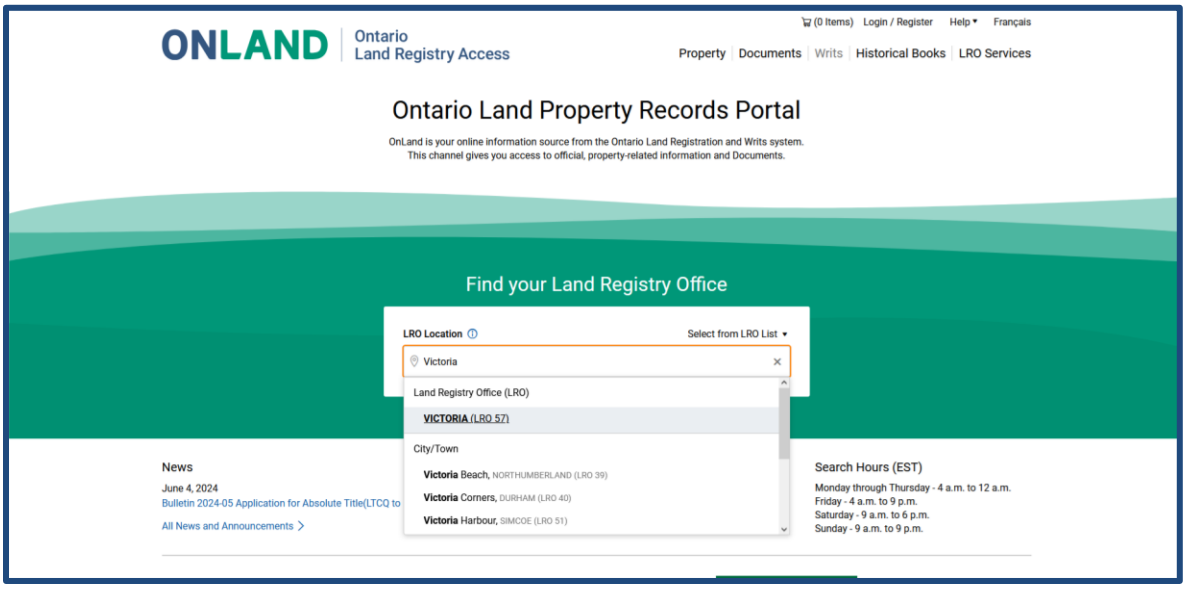
Accessing Instruments

To order instruments, you will need access to your abstract register page which includes all of the Instruments that have been registered against a property.

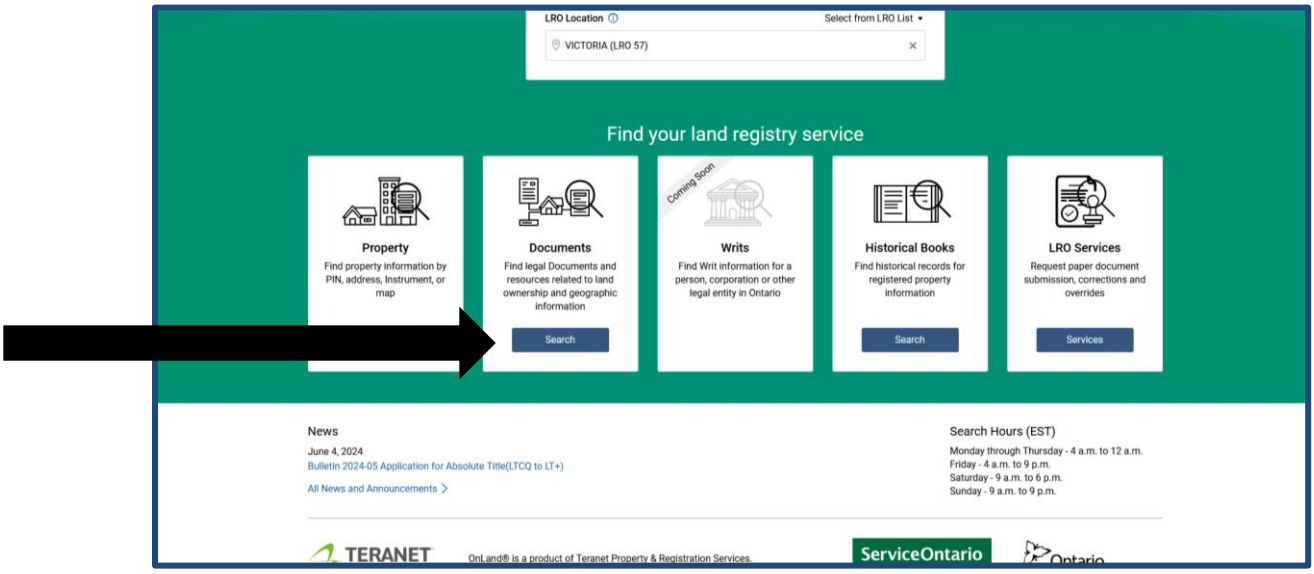
Step 1: Go to www.onland.ca



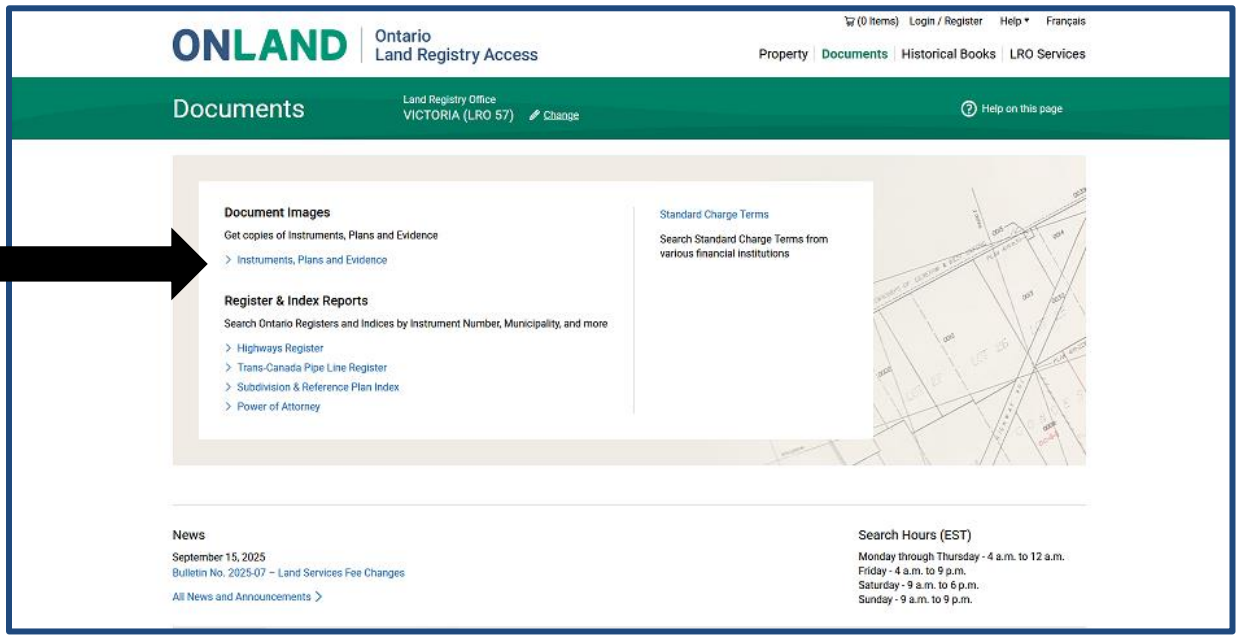
Step 2: In the search bar, enter the Land Registry Office Location for the property you are researching. For this example, we will be looking up properties in the City of Kawartha Lakes, so we will type “Victoria” or the number 57.



Step 3: Once you have selected the proper Land Registry Office Location, you will now need to select the appropriate service tile located under the search bar. To order Instruments, find the Documents tile and click the Search button.

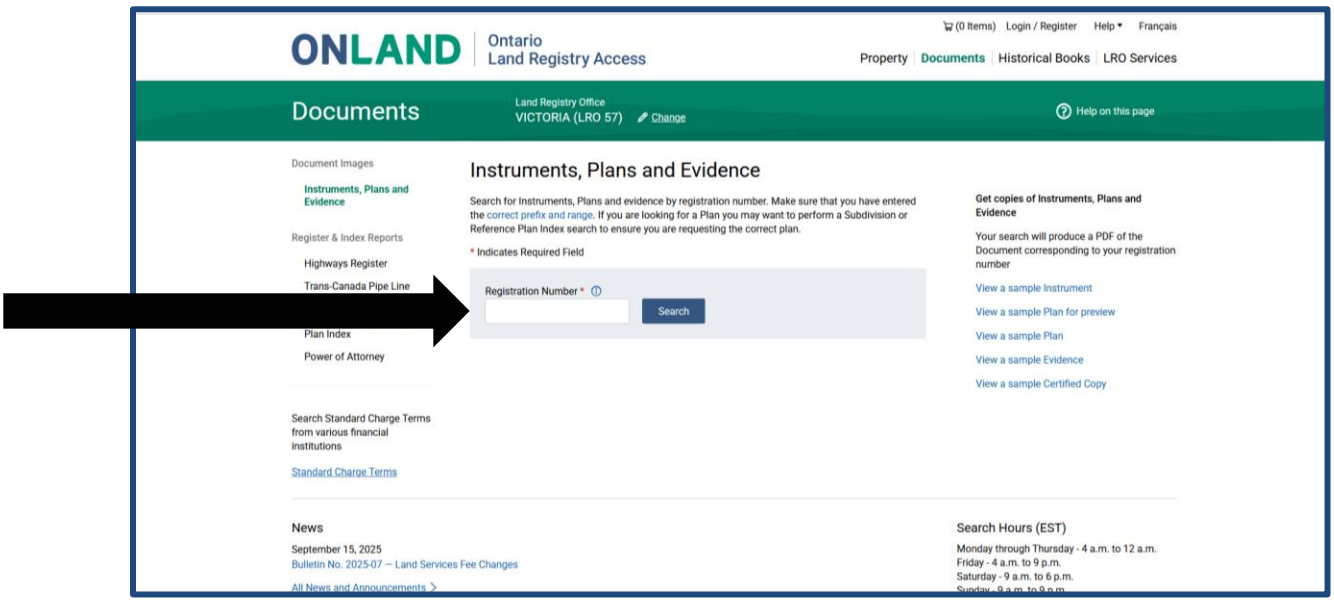


Step 4: A new screen will appear once you click Search. From here, you will need to click on the Instruments, Plans and Evidence link, located under the Document Images section.



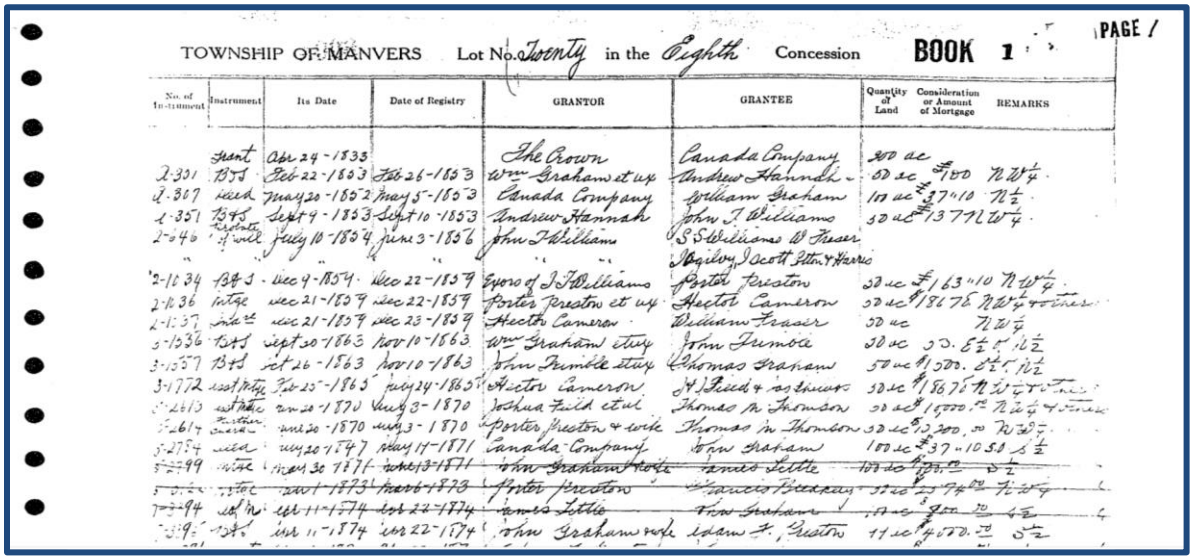
Step 5: Once the link has been selected, another search bar will appear titled Registration Number. In this search bar, you will need to enter the Registration

Number for the property you are researching. See Steps 6 to 8 on how to identify a property's Registration Number.

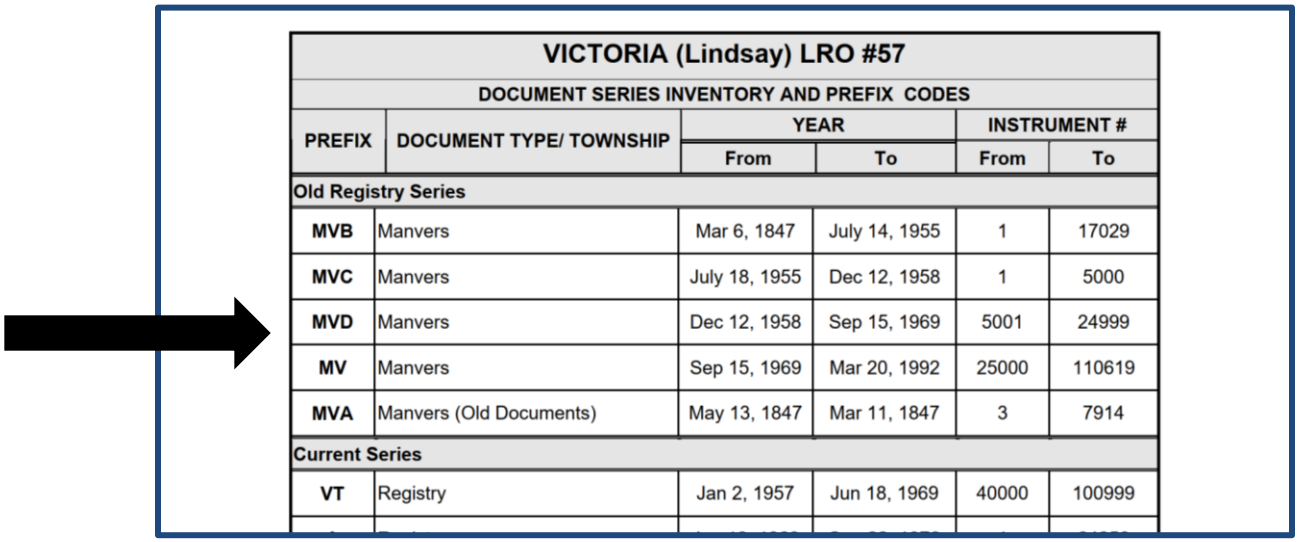


Identifying a Property's Registration Number

Step 6: To find the Instrument Number for a property, you will need to access the Abstract Page for the property you are researching (which can be found in a Historical Book) and the Victoria Document Series Prefix Codes. Once you have accessed these documents, locate the Instrument column on the Abstract Page. The numbers listed under this column are the Instrument – you may choose to write this number down on a notepad or scrap piece of paper as you'll need it for Step 8.



Step 7: Once you've found the Instrument for the property you are researching, you will then need to find the document prefix codes on the Victoria Document Code Index. The codes are organized by location and dates, along with some miscellaneous codes.



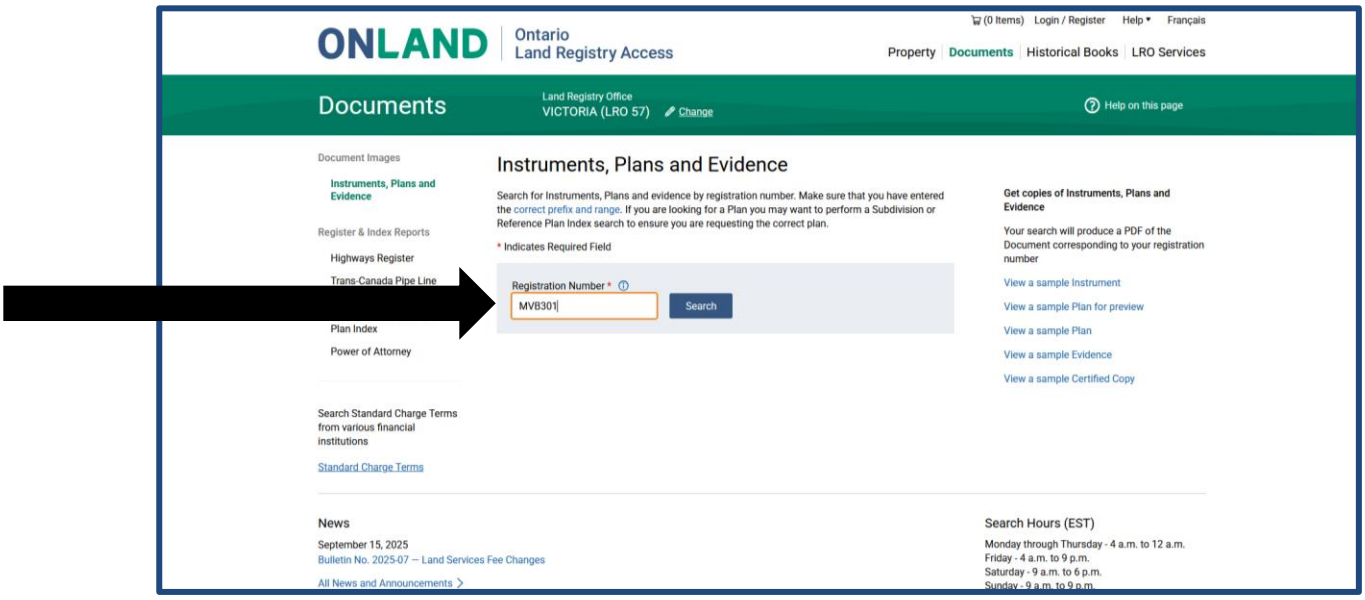
VICTORIA (Lindsay) LRO #57

DOCUMENT SERIES INVENTORY AND PREFIX CODES

PREFIX	DOCUMENT TYPE/ TOWNSHIP	YEAR		INSTRUMENT #	
		From	To	From	To
Old Registry Series					
MVB	Manvers	Mar 6, 1847	July 14, 1955	1	17029
MVC	Manvers	July 18, 1955	Dec 12, 1958	1	5000
MVD	Manvers	Dec 12, 1958	Sep 15, 1969	5001	24999
MV	Manvers	Sep 15, 1969	Mar 20, 1992	25000	110619
MVA	Manvers (Old Documents)	May 13, 1847	Mar 11, 1847	3	7914
Current Series					
VT	Registry	Jan 2, 1957	Jun 18, 1969	40000	100999

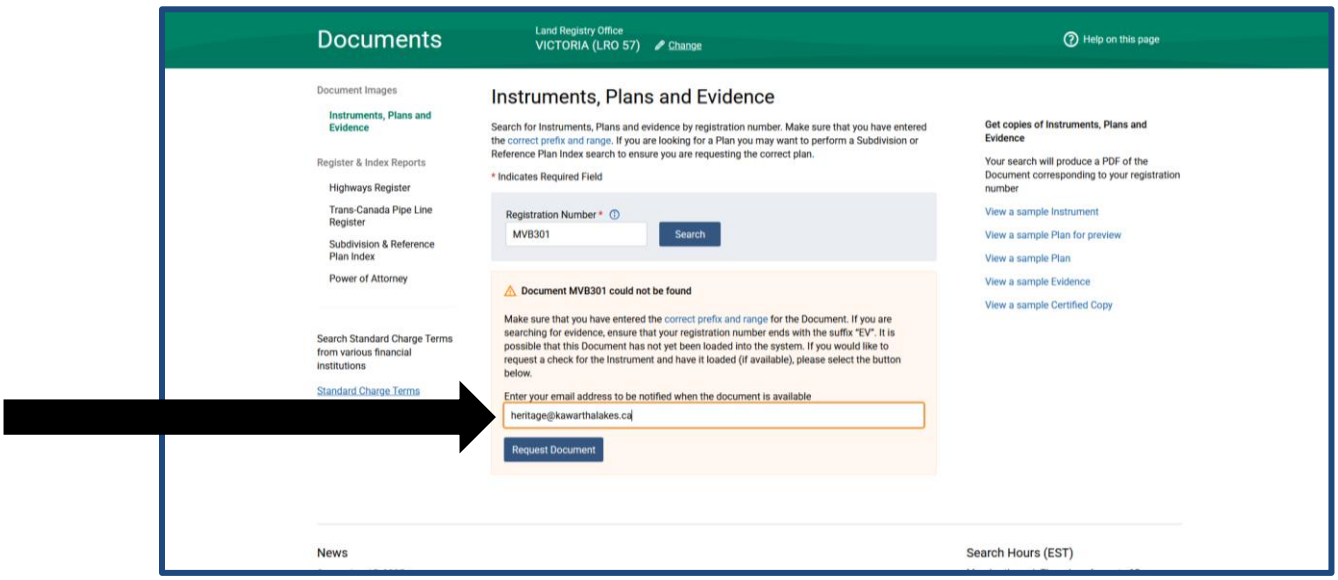
Entering the Registration Number and Requesting Documents

Step 8: On the Instruments, Plans and Evidence page, enter the prefix code, followed by the Instrument number from the Abstract Page. Click on Search.

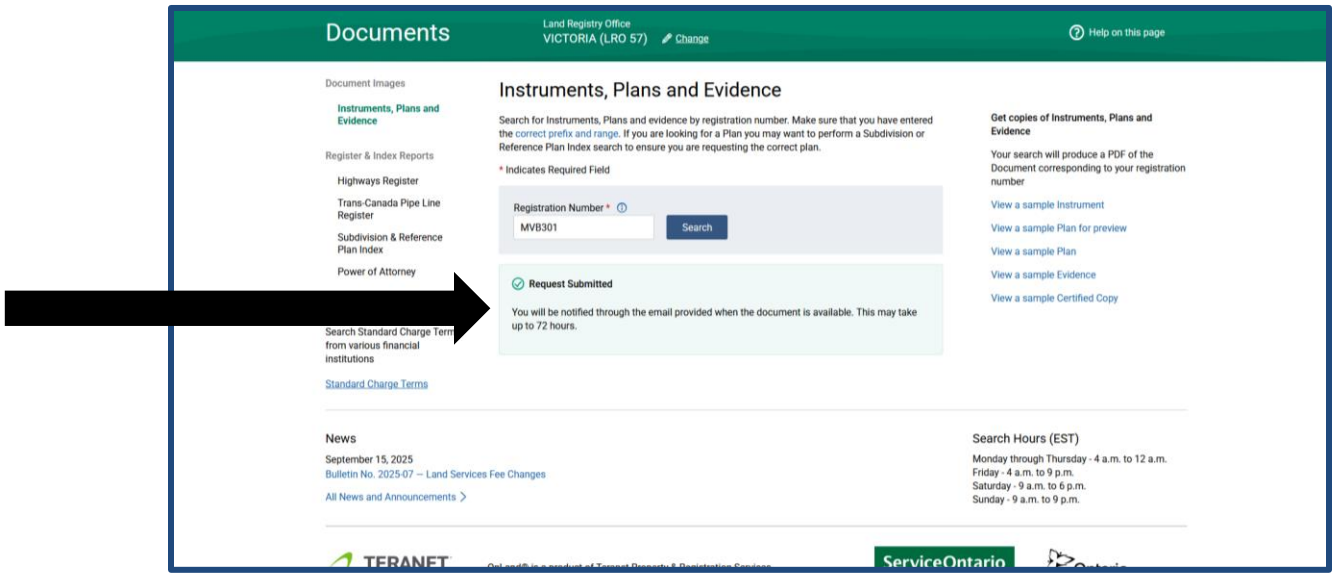


Step 9: Since most historic documents haven't been scanned or uploaded to OnLand by the Land Registry Office and you will probably need to order the request the document be scanned and uploaded to the database. To request a document, you will need to enter your email address into the

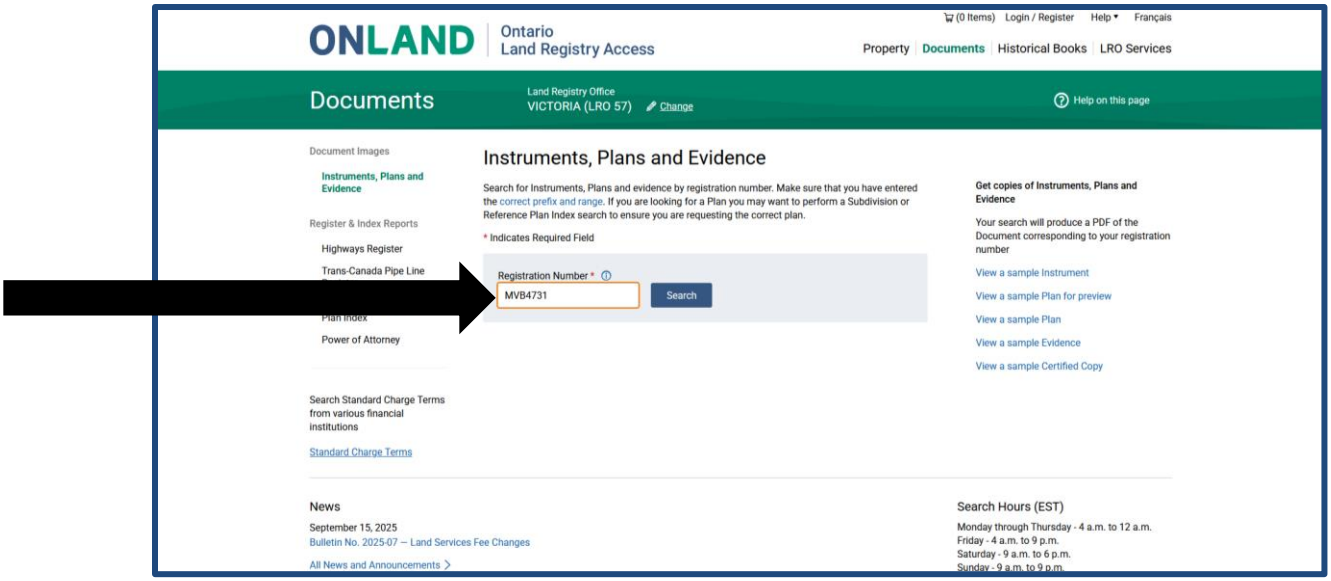
textbox. Click the Request Document button after you've entered your email address.



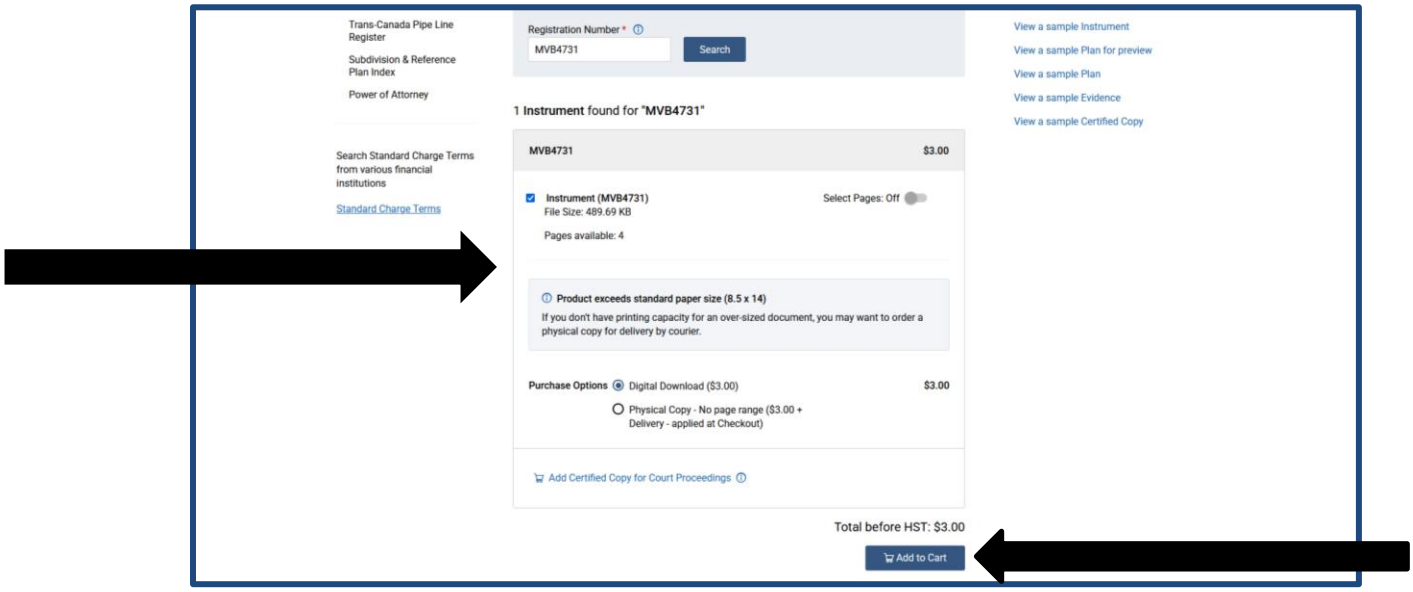
Step 10: Once you've clicked the Request Document button, a textbox will appear to let you know that a notification will be emailed to you when the document is available for viewing.



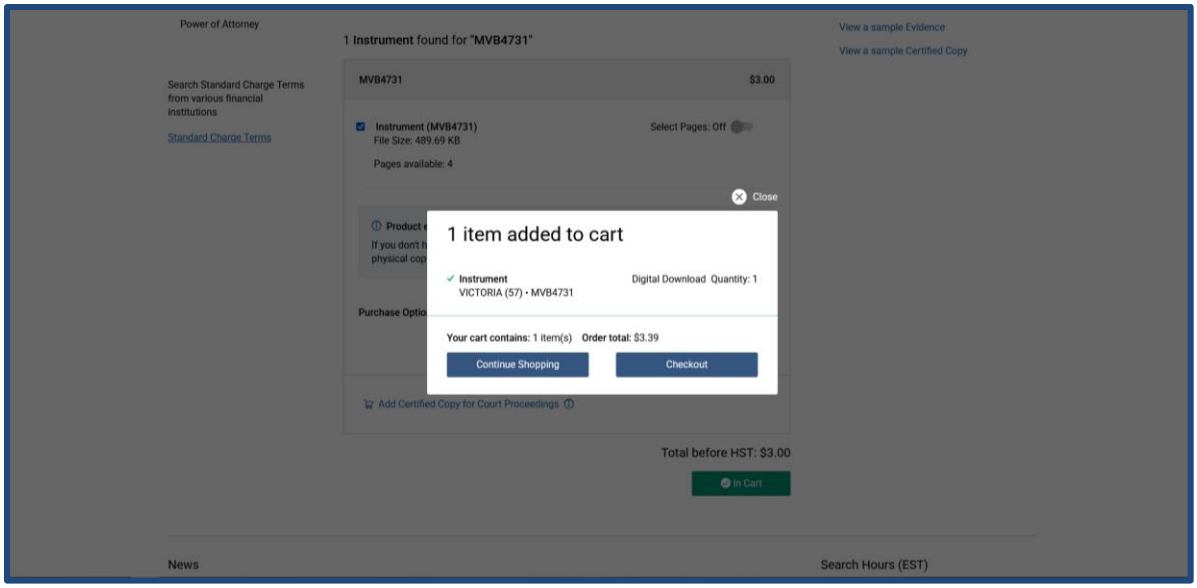
Step 11: When the document you requested is available, you will receive an email prompting you to return to the Instruments, Plans and Evidence page (the email will also include a link to the specific document). When you return to the Instruments, Plans and Evidence page, enter your Registration Number in the box and click Search.



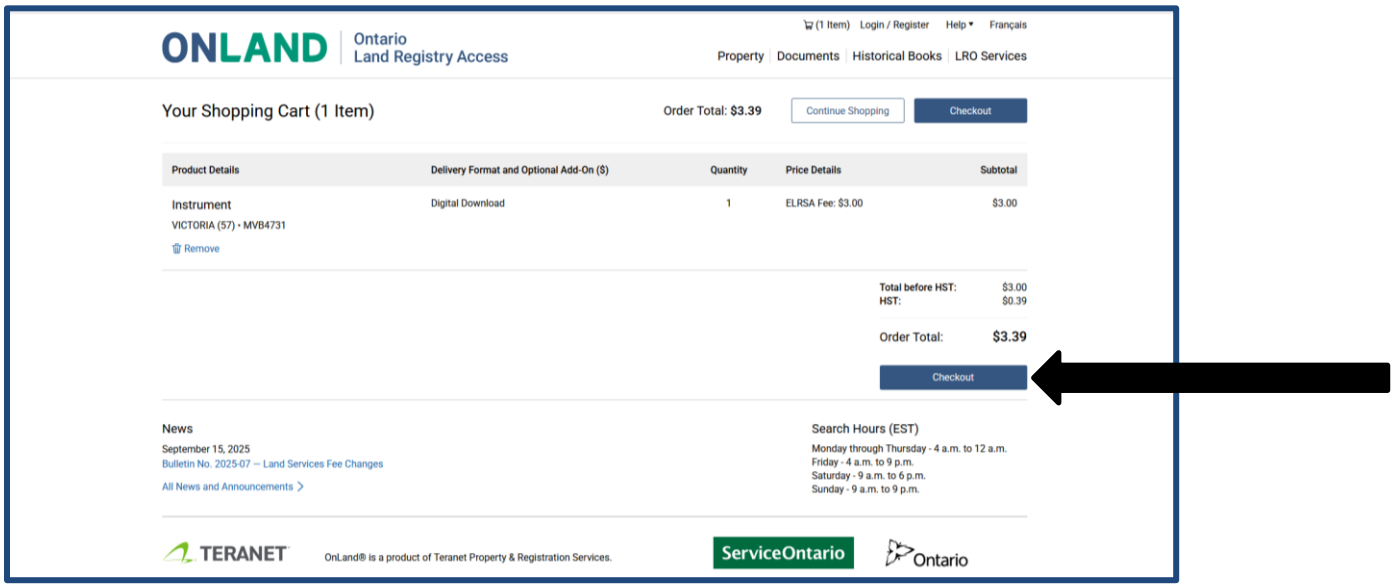
Step 12: A box will appear letting you know the Instrument is available (this is also the screen you will see when the instrument has already been uploaded to Onland). Click the little box to the left of "Instrument". This will select this Instrument as the one you'd like to purchase and then add it to your cart by clicking the "Add to Cart" button. You can either purchase it as a digital download or as a physical copy.



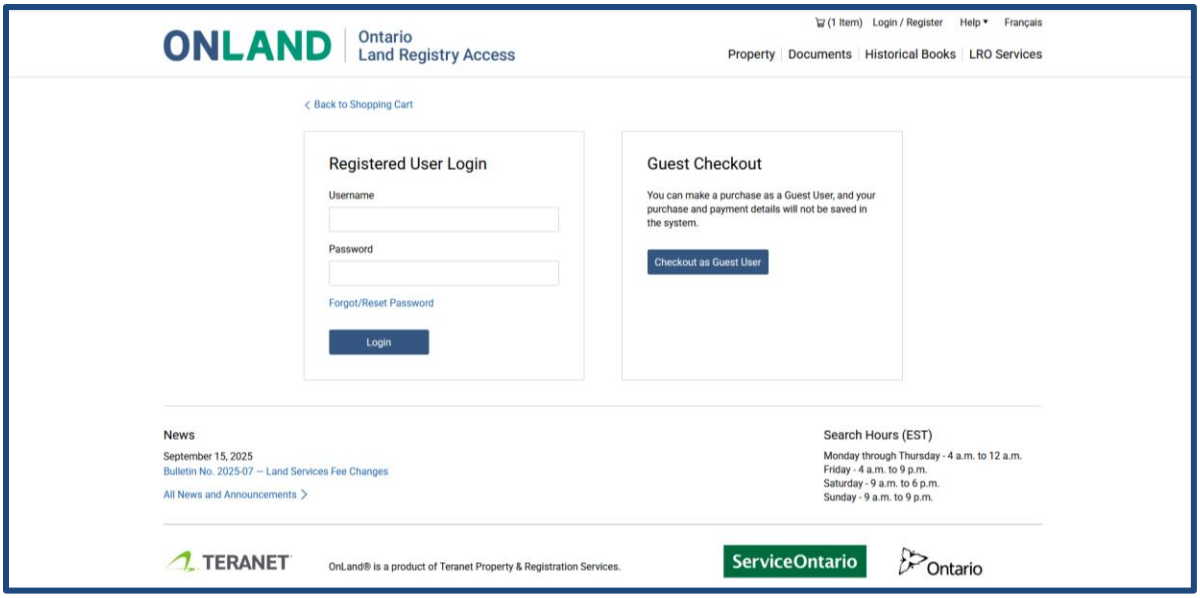
Step 13: A pop up will appear to confirm that the Instrument has been successfully added to your cart. If there are more Instruments that you want to order and that are already available, click on Continue Shopping and repeat steps 10-11. If you are ready to checkout, click Checkout.



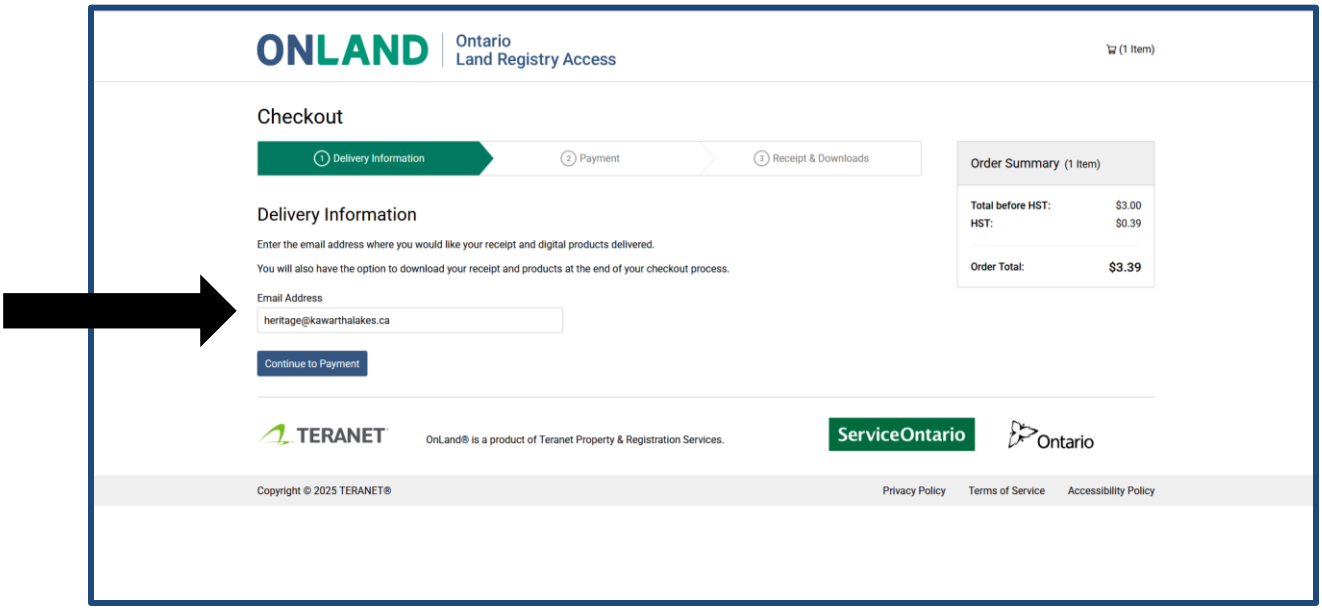
Step 14: If you select Checkout, you will be taken to a page with a summary of your cart. Click on Checkout if you are ready to Checkout and pay.



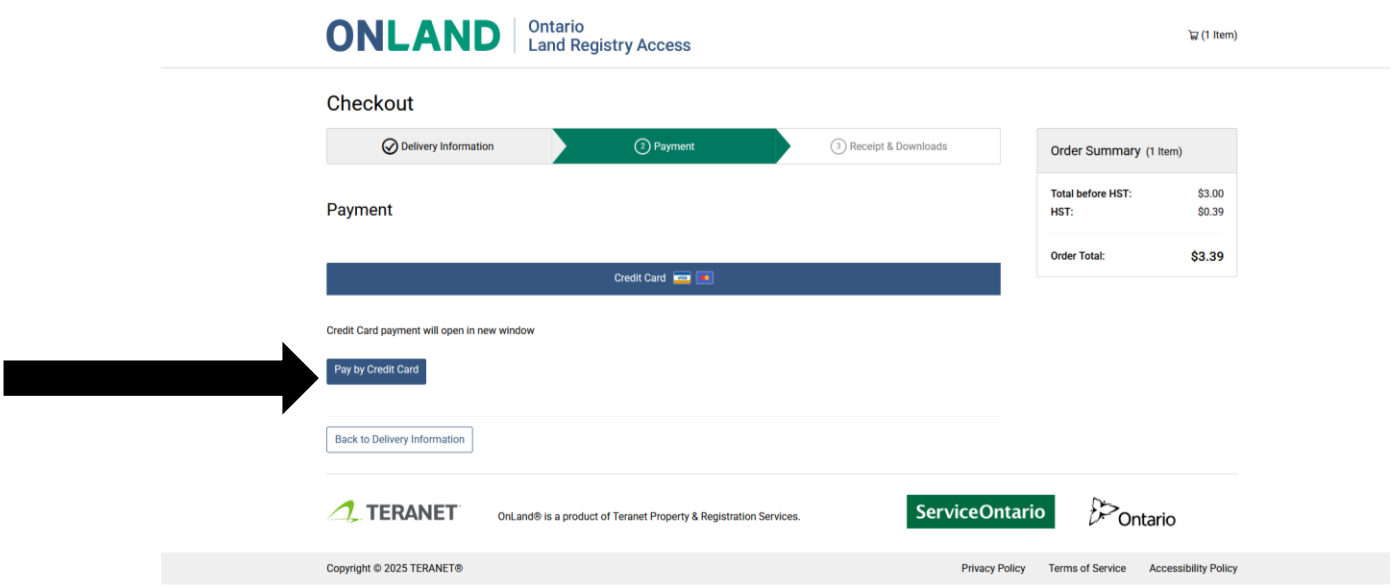
Step 15: A new screen will appear, prompting you to either register for an OnLand account to checkout or to checkout as a Guest. You may checkout as a Guest.



Step 16: Once you select your preferred method of checking out, you will be promoted to enter your email address into a textbox. The checkout process starts on this screen. Enter your email address and click on Continue to Payment.



Step 17: A new screen will appear where you can Click on Pay by Credit Card to purchase the documents in your cart. A new window will open where you can enter your credit card information.



Step 18: Once you have entered your credit card information and submitted your payment, you will be redirected to a page with a download link where you can download and view the document. The document will also be sent to you by email.