

# Authorized Subscriber Register

## GETTING STARTED GUIDE

The Land Title and Survey Authority of British Columbia (LTSA) has developed the Authorized Subscriber Register (ASR) to enable organizations that employ a statutory officer or BC Commissioner to electronically issue and submit land title documents on the organization's behalf.

The Authorized Subscriber Register eliminates the need for government and certain regulated organizations to retain the services of a lawyer or a notary public to electronically sign documents that staff have traditionally ink-signed.

For more information, visit the [ASR Register](#).

## Are You Ready to Get Started with the Application Process?

- Does your organization have an appointed Statutory Officer or an active BC Commissioner and meet the [Director's E-filing Directions](#) for the Authorized Subscriber Register?
- Have you identified an Organizational Representative who will represent your organization and is authorized to appoint candidates for your organization?
- Have you identified candidates who will be authorized to electronically sign forms on behalf of your organization?
- Do you know the various forms and natures of interest that your organization will need to submit to the LTSA? Review a list of [pre-qualified forms and natures of interest](#). *Note: Pre-qualified natures of interest must be authorized by your organization in the membership application.*
- Do you have Adobe Acrobat Standard or Professional? It is required for the application process and e-filing. [View myLTSA System Requirements](#).

### Steps to Become a Member of the Authorized Subscriber Register



## 01 Complete the ASR Membership Form

1. Download the [ASR Membership Application Form](#) and save a copy to your computer.
2. Open the form in Adobe Acrobat and complete Part 1:
  - a. Section A, select **Apply for membership in the ASR**.
  - b. Section B, enter the organization and representative information.
  - c. Section C, enter the date and representative's name.
3. For candidate information, click **Add Candidate** at the bottom of page 3 and scroll down to complete Part 2:
  - a. Section A, complete the candidate information.
  - b. Section C, optionally list all natures of interest not on the pre-qualified list for your organization type and the reason or statutes that support your authority to file these natures of interest.
  - c. Section D, enter the date and candidate's name.
  - d. Click the links in Schedule C (page 6) corresponding to the desired forms that the candidate will be authorized to sign, then scroll down. *Note: Although your organization is pre-qualified for several natures of interest, you will still need to select the natures of interest from the pre-qualified list.*

Repeat step 3 for additional candidates.
4. Print, sign and then scan the application form as a PDF and send to [asr@ltsa.ca](mailto:asr@ltsa.ca). Please include:
  - Part 1 signed by the organization representative.
  - For each candidate: Part 2 signed by the candidate and Schedule C showing the forms and natures of interest.
  - Where the candidate is a BC Commissioner include a copy of the candidate's commission.

### Need more help?

*Learn more about how to become an [Authorized Subscriber Register member](#).*

**Membership applications are reviewed by the LTSA within 10 business days of receipt. Your membership number is sent by email in your ASR membership Approval Notice.**

### LOCAL GOVERNMENT ACT FILING FORM

The director of Land Titles has approved a Local Government Filing Form and Local Government Filing Form Help Guide to support the ASR. If your organization is a local government, you can access the form through the Web Filing menu option in [myLTSA](#). [www.ltsa.ca](http://www.ltsa.ca)

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## 02 Obtain a Digital Certificate from Juricert

**Your ASR Membership Approval Notice is needed for the Juricert application**

1. On Juricert's website at [www.juricert.com](http://www.juricert.com), click **Registration** and then click **Continue** to go to step 1 and select **Authorized Subscriber**.
  2. Click **Continue**, accept the Juricert Terms and Conditions in step 2 and then complete the application in step 3.
  3. In step 4, review the application, and in step 5, write down your Juricert ID number **as it is required later to login to Juricert to obtain your digital certificate**.
  4. In step 6, print the application and have your signature witnessed by a lawyer or notary.
  5. Send the signed application by fax to 604-646-5903.
  6. In a few days after you receive approval from Juricert by email, return to Juricert's website, click **Services** and enter your last name and Juricert ID to request "The Land Title electronic Filing System (EFS)" and create a password that will be needed to use your digital certificate.
- Juricert will send your digital certificate by email. Check your mail's junk folder if you do not receive the email within a few hours.**
7. Then, download your digital certificate by clicking the **Juricert link** in the email and entering the download code and the password you created during the application process (step 6 above).
  8. Install your digital certificate based on your version of Adobe Acrobat. See: [Installing a Digital Certificate](#).

### Need more help?

*Consult [Obtaining a Digital Certificate](#).*

## 03 Complete ASR Training

All new members of the ASR are required to undergo training once the application for membership is approved. The digital certificate of new members will not be activated until ASR training complete. An [ASR self-guided video](#) is available, after watching the video, new members are required to contact the ASR administrator at [asr@ltsa.ca](mailto:asr@ltsa.ca) to activate the digital certificate for use in EFS.

### Congratulations!

*You are now ready to begin e-filing. Consult the [EFS User's Guide](#) for more information.*

### QUESTIONS?

Please contact the LTSA Customer Service Centre at 604.630.9630 or 1.877.577.LTSA (5872)

