



Land Registry Unit

User Manual

Document and Plan Submission (PDF)

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Overview

The **Document and Plan Submission (PDF)** User Manual explains how to submit for registration documents and plans, in Portable Document Format (PDF), to the Provincial Land Registration Office.

Access to the Document and Plan Submission (PDF)

The **Document and Plan Submission (PDF)** module is available through the **Welcome to SNB Registry and Mapping Services** menu. The “PDF Submitter” role is required on the user’s PLANET account to access the screen.



Welcome to SNB's Registry and Mapping Services

Select one of the following menu items to initiate your search:

- [Real Property Information](#)
- [Land Gazette](#)
- [Registration Index and Document Images](#)
- [Document and Plan Submission \(PDF\)](#)
- [PID Databank](#)
- [Land Titles](#)
- [Land Titles Covenants](#)
- [General Powers of Attorney](#)
- [Civic Addresses](#)
- [User Administration](#)
- [Accounting Information](#)



Developed by *caris*

[Geographic Data & Maps](#) • [Corporate Affairs Registry](#) • [NB Control Network](#)
[Problem Report](#) • [Français](#)

Click the link **Document and Plan Submission (PDF)** and enter the username and password in the login box. Once the user authentication is completed, the Document and plan Submission (PDF) screen opens.

Document and Plan Submission (PDF)

The screen displays the **User Information** of the logged in user. The screen provides the ability to submit for registration a Single or Multiple attachments.

In most cases, the PDF submission includes a single attachment. However, when the submission requires several attachments, click the **Multiple Documents** check box to add multiple attachments.



Document and Plan Submission (PDF)

User Information					
User Number	User Name	Client Name	EFT - Account Number	Email	Phone
49329	PDF Testing Submitter	Quality Assurance Team	950000	none@none	5064446000

Submission Type:	<input type="text"/>
Description of Submission:	<input type="text"/>
User Supplied Reference:	<input type="text"/>
Language of Instrument:	<input type="text"/>
County:	<input type="text"/>
Multiple Documents:	<input type="checkbox"/>
Attachment:	<input type="text"/> Browse
Comments:	<input type="text"/>

I certify that each attachment is an exact and complete scanned image of the entire original in my possession.

[Submit](#) [Cancel](#)

Single Attachments Submission

The user must fill the mandatory fields required for the single file submission. The mandatory fields are: Submission type, Description of Submission, User Supplied Reference, Language of Instrument, County and Attachment.



Document and Plan Submission (PDF)

User Information					
User Number	User Name	Client Name	EFT - Account Number	Email	Phone
49329	PDF Testing Submitter	Quality Assurance Team	950000	none@none	5064446000
Submission Type:		Document			
Description of Submission:		Description of submission text			
User Supplied Reference:		File 1			
Language of Instrument:		Both			
County:		Madawaska			
Multiple Documents:		<input type="checkbox"/>			
Attachment:		Test PDF file.pdf <input type="button" value="Browse"/>			
Comments:		Comment text			

I certify that each attachment is an exact and complete scanned image of the entire original in my possession.

Once the Submission information is completed, click the certification check box.

Click the **Submit** button ONLY ONCE to send the file to the Registration office at SNB. If a problem is found during the submission, a message displays to explain the problem. Correct any problem(s) before re-submitting. Once all the verifications are completed, the **Success!** message is displayed.

At any time, if you do not wish to complete the submission, click the **Cancel** button to return to the Menu **Welcome to SNB's Registry and Mapping Services**.

Success Message - Single Attachment Submission

The Success Message Screen displays the details of the submission as well as informing that the file is In Process at SNB.



Document and Plan Submission (PDF) Submission

Success!

The file has been successfully submitted and is In Process at SNB.

Submission Type: Document
User Supplied Reference: FILE1
Date/Time: 2017-12-14 16:12:06
Attachment: F-1975682195/Test PDF file.pdf

Click [Here](#) to Return to Document and Plan Submission (PDF) screen.

Click the [Here](#) Hyperlink to return to the **Document and Plan Submission (PDF)** screen.

Multiple Attachments Submission - Part one

The user must fill the mandatory fields required for the multiple attachments submission and click the **Multiple Documents** check box.

The mandatory fields are: Submission type, Description of Submission, User Supplied Reference, Language of Instrument, County and Attachment.



Document and Plan Submission (PDF)

User Information					
User Number	User Name	Client Name	EFT - Account Number	Email	Phone
49329	PDF Testing Submitter	Quality Assurance Team	950000	none@none	5064446000

Submission Type:	<input type="text" value="Document"/>
Description of Submission:	<input type="text" value="Description of Submission text"/>
User Supplied Reference:	<input type="text" value="ASubPDF3"/>
Language of Instrument:	<input type="text" value="Both"/>
County:	<input type="text" value="Madawaska"/>
Multiple Documents:	<input checked="" type="checkbox"/>
Attachment:	<input type="text" value="A-Doc PDF-1.pdf"/> <input type="button" value="Browse"/>
Comments:	<input type="text" value="Comment text"/>

I certify that each attachment is an exact and complete scanned image of the entire original in my possession.



[Back](#) • [Home](#) • [Help](#) • [Problem Report](#)

Once the submission information is completed, click the certification check box.

Click the **Submit** button ONLY ONCE to continue the multiple attachments submission.

If a problem is found during the submission, a message displays to explain the problem.

Correct any problem(s) reported before re-submitting.

Once all the verifications are completed, the multiple submission confirmation message displays to inform that the first attachment is part of the submission.

At any time, if you do not wish to complete the submission, click the **Cancel** button to return to the Menu **Welcome to SNB's Registry and Mapping Services**.

Confirmation Message - Multiple Attachments Submission

The screen displays the details of the submission as well as the message informing that the file is part of the multiple documents submission.



Process Document and Plan Submission (PDF)

The following file is currently part of your multiple documents submission.

Submission Type: Document
User Supplied Reference: ASUBPDF3
Date/Time: 2018-02-21 15:40:36
Attachment: A-Doc PDF-1.pdf
Submission PDF: PDFS6261466.pdf
Number of Attachments: 1

Click the **Continue** button to return to the **Document and Plan Submission (PDF)** screen and add additional document or plan attachments.

Document and Plan Submission (PDF) - Submission Information

The Document and Plan Submission (PDF) screen displays the Submission information when the user chooses to continue on the confirmation screen.



Document and Plan Submission (PDF)

User Information					
User Number	User Name	Client Name	EFT - Account Number	Email	Phone
49329	PDF Testing Submitter	Quality Assurance Team	950000	none@none	5064446000
<p> Submission Type: Document <input type="text"/> </p> <p> Description of Submission: <input type="text" value="Description of Submission text"/> </p> <p> User Supplied Reference: <input type="text" value="ASUBPDF3"/> </p> <p> Language of Instrument: Both <input type="text"/> </p> <p> County: Madawaska <input type="text"/> </p> <p> Multiple Documents: <input checked="" type="checkbox"/> </p> <p> Attachment: <input type="text"/> <input type="button" value="Browse"/> </p> <p> Comments: <input type="text" value="Comment text"/> </p>					

I certify that each attachment is an exact and complete scanned image of the entire original in my possession.

Read-only fields contain the information necessary for tracking the multiple attachment submission. They cannot be updated. The fields that can be updated are available for entering information.

Multiple Attachments Submission - Part two

The user must fill the mandatory fields required for the additional attachment to be included in the submission.



Document and Plan Submission (PDF)

User Information					
User Number	User Name	Client Name	EFT - Account Number	Email	Phone
49329	PDF Testing Submitter	Quality Assurance Team	950000	none@none	5064446000

Submission Type:	Document
Description of Submission:	Description of Submission text
User Supplied Reference:	ASUBPDF3
Language of Instrument:	French
County:	Madawaska
Multiple Documents:	<input checked="" type="checkbox"/>
Attachment:	A-Doc PDF-2.pdf <input type="button" value="Browse"/>
Comments:	Comment text

I certify that each attachment is an exact and complete scanned image of the entire original in my possession.

Enter the information required, then click the **Browse** button and add the additional attachment to be included in the submission.

Click the certification check box, and then click the **Submit** button ONLY ONCE to carry on with the multiple documents submission.

If a problem is found during the submission, a message will be displayed to explain the problem. Correct any problem(s) reported before re-submitting.

Once all the verifications are completed, the multiple submission confirmation message displays to inform that the second attachment is part of the submission.

Repeat these steps until all the attachments are grouped for the final submission.

At any time, if you do not wish to complete the submission, click the **Cancel** button to return to the Menu Welcome to SNB's Registry and Mapping Services.

Confirmation Message - Multiple Attachments Submission

The screen displays the details of the submission as well as the message informing that the file is part of the multiple documents submission.



Process Document and Plan Submission (PDF)

The following file is currently part of your multiple documents submission.

Submission Type: Document
User Supplied Reference: ASUBPDF3
Date/Time: 2018-02-21 15:48:53
Attachment: A-Doc PDF-2.pdf
Previous Attachment: A-Doc PDF-1.pdf
Submission PDF: PDFS6261476.pdf
Number of Attachments: 2

[Continue](#) [Complete](#)

Click the **Continue** button to return to the **Document and Plan Submission (PDF)** screen and add additional document or plan attachments.

Multiple Attachments Submission - Part three

The user must fill the mandatory fields required for the additional attachment to be included in the submission.



Document and Plan Submission (PDF)

User Information					
User Number	User Name	Client Name	EFT - Account Number	Email	Phone
49329	PDF Testing Submitter	Quality Assurance Team	950000	none@none	5064446000

Submission Type:	Plan
Description of Submission:	Description of Submission text
User Supplied Reference:	ASUBPDF3
Language of Instrument:	English
County:	Madawaska
Multiple Documents:	<input checked="" type="checkbox"/>
Attachment:	A-Plan PDF-1.pdf Browse
Comments:	Comment text

I certify that each attachment is an exact and complete scanned image of the entire original in my possession.

[Submit](#) [Cancel](#)

As in the previous step, enter the information required, then click the **Browse** button and add the additional attachment to be included in the submission. Click the certification check box, and then click the **Submit** button. Once all the verifications are completed, the multiple submission confirmation message displays to inform that the third attachment is part of the submission.

Confirmation Message - Multiple Attachments Submission

The screen displays the details of the submission as well as the message informing that the file is part of the multiple documents submission.



Process Document and Plan Submission (PDF)

The following file is currently part of your multiple documents submission.

Submission Type: Plan
User Supplied Reference: ASUBPDF3
Date/Time: 2018-02-21 15:58:05
Attachment: A-Plan PDF-1.pdf
Previous Attachment: A-Doc PDF-1.pdf
A-Doc PDF-2.pdf
Submission PDF: PDFS6261477.pdf
Number of Attachments: 3

[Continue](#) [Complete](#)

Click the **Complete** button after all the attachments are grouped for the final submission.

The last success message will open once all attachment verifications are completed.

Success Message - Multiple Attachments Submission

The **Success!** screen displays the submission details, as well as the message informing the files are **In Process at SNB**.



Document and Plan Submission (PDF) Submission

Success!

The instrument files have been successfully submitted and are In Process at SNB.

User Supplied Reference	Submission Type	Date and Time Received	Attachment
ASUBPDF3	Document	2018-02-21 15:40:36	PDFS6261466.pdf
ASUBPDF3	Document	2018-02-21 15:48:53	PDFS6261476.pdf
ASUBPDF3	Plan	2018-02-21 15:58:05	PDFS6261477.pdf

Multiple Instrument ID = 3230

Click [Here](#) to Return to Document and Plan Submission (PDF) screen.

Click the [Here](#) Hyperlink to return to the **Document and Plan Submission (PDF)** screen.

Fields and Buttons description

Submission type:

The pick list allows the selection of the value that defines the attachment.

Description of Submission:

The field allows up to 3000 characters. The field is mandatory. The description should include the Submitter's specific instructions such as, in which Registration System to register the instrument(s), Registry or Land Titles, or both, as well as exemption requests, etc. The description of submission does not replace a Certificate of Legal Effect.

User Supplied Reference:

The field is mandatory and is used to enter the Submitter's file name or number. The field is limited to 21 alphanumerical characters and does not accept spaces.

Language of Instrument:

The pick list allows the selection the language of the attachment.

County:

The field is mandatory. The field accepts a single entry. The value selected is for information purpose and indicates the Registrant user's choice of Registration County for the instrument(s). Should there be multiple counties involved in the submission in progress, it indicates the choice of the primary registration county.

Multiple Documents:

The check box must be checked when multiple attachments are to be included in the submission.

Attachment:

The field is mandatory. When the **Browse** button is clicked, the **Choose File to upload** screen opens and enables selecting a file from the user's Personal Computer (PC). The file selected must follow these rules:

- The file must be in PDF format.
- The file must be less than 10 megabytes in size and greater than 0 bytes (i.e. not empty).
- The data must consist of scanned images in PDF format only, text blocks are not allowed.
- The image data must be in Black and White.
- The image resolution must be at least 400 DPI (dots per inch) for documents and 600 DPI for plans.
- The file will be scanned and must pass the virus protection checks.

Comments:

The field is available to enter additional comments for the Registration Office. It allows up to 4000 characters.

Certification check box:

The check box is mandatory and confirms the file is ready for the submission.

Submit:

The button is used to transmit the file to the Registration Office. The success message will display the details of the submission, once the file submission is completed.

Cancel:

The button redirects the user to the Menu Welcome to SNB's Registry and Mapping Services.

Continue:

The button is available on the multiple submission confirmation screen. The button redirects the user to the submission screen.

Complete:

The button is available on the multiple submission confirmation screen. The button is used to transmit the file to the Registration Office. The success message will display the details of the submission, once the file submission is completed.

PDF Submission Summary Report

This is an example of the report electronically generated and included with each PDF file submission received at SNB. The report includes the information provided by the Submitter on the submission form.

Document and Plan Submission (PDF)
Présentation de document et plan (PDF)

Date/Time
Date et heure : 2018-02-21 15:40:35

User Number
Numéro d'utilisateur : 49329

User Name
Nom d'utilisateur : PDF Testing Submitter

Client Name
Nom du client : Quality Assurance Team

EFT Account Number
TFE - Numéro de compte : 950000

Email address
Courriel : none@none

Phone number
Téléphone : 5064446000

Submission Type
Type de présentation : DOCUMENT

User Supplied Reference
Référence de l'utilisateur : ASUBPDF3

County
Comté : Madawaska

Language of Instrument
Langue de l'instrument : Both / Français et anglais

Multiple Documents
Documents multiples : Yes / Oui

Description of Submission
Description de la présentation : Description of Submission text

Comments
Remarques : Comment text
