

E- Submission

NOTE: All submitters (Lawyer & Financial) MUST be set-up for EFT (Electronic Funds Transfer) to register documents electronically. See Form 2 at https://www.pwx1.snb.ca/snb7001/e/2000/2019e_2.asp
Lawyers keep their existing user name and password.

Step 1-

Print the E-submission Agreement on –line at <https://www.pwx1.snb.ca/snb7001/e/2000/2401-1e.asp> Under E-Submission Agreements.

Step 2-

Complete the agreement and sign and mail the original to
Service New Brunswick – Client Authentication
985 College Hill Road
Fredericton,
NB E3B 5G4

Questions may be directed at 506-444-4441

NOTE: The e-mail address on your account is the address that your CRO's will be sent to.

Step 3-

For Lawyers - the Law Society will receive notification from SNB that the agreement has been signed by both parties and will flip the flags allowing for e-submission.

Step 4-

If you wish to have your admin support Create documents, they must complete Form 4A (Lawyers) or Form 4B (Financial Institutions) at:

https://www.pwx1.snb.ca/snb7001/e/2000/2019e_2.asp.

Form 4A (Lawyers) is required to create an ESUB Creator account for your staff and has to be accompanied by a covering letter **from the immediate lawyer supervisor(s) of the staff in question. The supervisor has to be an E-Sub subscriber, as no role is going to be assigned to staff if the supervisor is not an E-Sub subscriber. The letter has to state the name of the assistant, the roles to be given to them and signed by the lawyer(s) for whom they will create documents.**

Form 4B (Financial Institutions) is required to create an ESUB Financier Creator account for your staff.

Form 4A (with the required covering letter) and Form 4B can be faxed to 506-444-3033.

Step 5-

Once your accounts are created, on the Main Menu in PLANET, under Land Titles, using your existing username, you will see <Electronic Documents> on the menu.