

# Electronic Assignment of Mortgage

This document explains how to create, complete, authenticate and submit for registration an electronic Assignment of Mortgage for Law Firm users that have signed E-Submission agreements with Service New Brunswick. Please refer to the tutorial on Electronic Document Submission for additional information on the steps in the online documents process, the general buttons , the alert boxes and the document states.

## General

The two main roles for users from Law Firms are:

*ESUB Creator* - A user with this role can create and complete the Assignment of Mortgage document then assign it to a user having the role of ESUB Lawyer Submitter in the same law firm.

*ESUB Lawyer Submitter* – A user with this role can initiate, complete, authenticate and submit the Assignment of Mortgage document for registration.

## Creating a new Assignment of Mortgage document

The following steps apply to either an ESUB Creator or an ESUB Lawyer Submitter.

In the PLANET “Welcome to SNB’s Registry and Mapping Services” menu, click on Land Titles > Electronic Documents > Electronic Document Worksheet >New.

### Electronic Document Worksheet

No Records returned

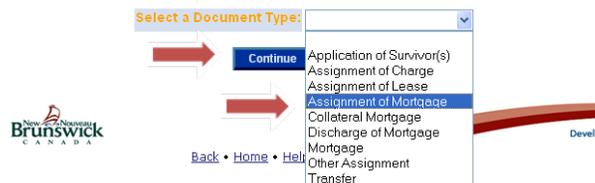
Refresh New Assign



In the dropdown menu, select the Document Type <Assignment of Mortgage> then click on <Continue>.



### Create New Electronic Document



# Electronic Assignment of Mortgage

Enter the PID and then click on <Insert>.



## Create New Electronic Document

### Assignment of Mortgage

Enter values for new record

PID:

The Assignment of Mortgage form will open. All Interest Holders of type Mortgagee will have a corresponding <Assignor> dropdown box with Yes or No values. Select <Yes> for the Mortgage that is to be assigned.

### Assignment of Mortgage

**Success!**

Row inserted.

PID: 20621926

Interest Holders									
Name	Qualifier	Interest Type	Type	County	Registration Date	Number	Book	Page	Assignor
Cormier, Cindy		Owner	1100	Gloucester	1999-07-19	10362607	2206	300	
Cormier, Robert		Owner	1100	Gloucester	1999-07-19	10362607	2206	300	
Royal Bank of Canada		Mortgagee	5100	Gloucester	2008-06-17	25701567			No Yes No

In the Assignee block, click <Add Assignee>

**Assignee**

No Records returned

Enter the name and address of the Assignee or select the Assignee name from the List of Values (LOV)

### Assignee

Enter values for new record

Enterprise Name:  LOV

Crown Name:

# Electronic Assignment of Mortgage

You must enter one of Enterprise ID or Enterprise Name. The percent sign % acts as a wildcard.

## List Of Values: Common Enterprises

Search criterion for Common Enterprises:

Enterprise ID:

Enterprise Name:

Enterprise ID	Enterprise Name	Branch
<a href="#">16600</a>	Bank of Montreal	Miramichi Pleasant Street
<a href="#">16600</a>	Bank of Montreal	Rothsay Hampton Road
<a href="#">16600</a>	Bank of Montreal	Riverview Coverdale Road
<a href="#">16600</a>	Bank of Montreal	Moncton Main Street
<a href="#">16600</a>	Bank of Montreal	Moncton Mountain Road
<a href="#">16600</a>	Bank of Montreal	Miramichi Water Street (Chatham)
<a href="#">16600</a>	Bank of Montreal	Bathurst Main Street

Selecting from the LOV will auto-populate the name and address which can be edited if it is incorrect.

## Assignee

Enter values for new record

Enterprise Name:  [LOV](#)

Crown Name:

Last Name:

First Name:

Middle Name:

Qualifier:

Comp Site ID:

Postal Delivery:

Postal Delivery ID:

Postal Station Name:

Floor:

Unit Type:

Unit ID:

Building Name:

Civic Number:

Suffix:

Street Name:

Street Type:

Street Direction:

Place Name:

Province/State:  [LOV](#)

Country:  [LOV](#)

Postal Code:

Click <Insert>.

# Electronic Assignment of Mortgage

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## Document Information:

Fill in the orange mandatory fields, and any other fields as required.

User Supplied Reference - This is a field where users can enter information to assist them in tracking billing related to the current assignment.

Assignment Reference Number - This is a field where users can enter information to assist them in tracking the Mortgage or other internal file numbers associated to the Assignment.

User Supplied Reference:	<input type="text" value="RBC-15425"/>
Assignment Reference Number:	<input type="text" value="Mtge RBC-09891"/>
Instrument Type:	<input type="text" value="6205"/>
Language of Document:	<input type="text" value="English"/>
Comments:	<input type="text"/>

The Assignment Reference Number will be displayed in the top right hand corner of all PDF versions of the Electronic Assignment of Mortgage Document created.

## Request Authentication

Request Authentication indicates the document is ready for signature entry and authentication



## Authentication block:

Obtain the necessary names of the signatories and complete the authentication block. If the field for the Assignee is filled in, the signature line will appear on the PDF version of the Assignment of Mortgage created. Check off the appropriate boxes for Marital Property and Affidavit/Declaration of Marital Status Executed. Click on <Update>.

# Electronic Assignment of Mortgage

Authentication							
Date (yyyy-mm-dd):	2012-03-19						
Witness	Assignor	Attorney/Officer	Registration Particulars for POA				
			County	Number	Book	Page	Year
Timothy Li	Royal Bank of Canada	Melanie Back, Senior O	Gloucester	20835261			
Timothy Li	Royal Bank of Canada	Donna Smith, Senior Op	Gloucester	20835261			
Witness	Assignee	Attorney/Officer	Registration Particulars for POA				
			County	Number	Book	Page	Year
C. Savoie	Bank of Montreal	Anthony Thibault, Attorn					
	Bank of Montreal						
Marital Property		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>				
Affidavit/Declaration of Marital Status Executed		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>				

Note: At this stage the Assignment may be printed by clicking on <Print Assignment > button and sent for collection of signatures. Whether this is done at this step by the ESUB Creator or at the next step, by the ESUB Lawyer Submitter is a business process decision for each Law Firm.

## Verify for Authentication:

From the LOV screen, select the name of the ESUB Lawyer Submitter who will authenticate the Assignment of Mortgage, click on close. Click on <Verify for Authentication>.

The system will check for the completeness of the document and if OK, the document will be removed from your worksheet and placed on the selected ESUB Lawyer Submitter’s worksheet with a status of “Awaiting Authentication”.

## Authenticating and submitting an Assignment of Mortgage that has been assigned to you.

The following steps apply to an ESUB Lawyer Submitter.

# Electronic Assignment of Mortgage

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On the electronic document worksheet, select the Electronic Assignment of Mortgage document you wish to work on by clicking on the PID link.



## Electronic Document Worksheet

PID	Owner Name	Document Type	Creation Date/Time	Status	Requested By
<a href="#">20621926</a>	Cormier, Cindy	Assignment of Mortgage	2012-03-19 11:13:04	Awaiting Authentication	Carol Palmer

[Refresh](#) [New](#) [Assign](#)

At this stage of the electronic document submission, you must review all the blocks of information carefully to ensure all data is correct and complete.

Click on <Print Assignment > to generate a PDF file for printing to review the final document and compare it to the signed original.

[Update](#) [Delete](#) [Revert](#)

[Print Assignment](#) [Authenticate](#)

[Return for Correction](#)  [LOV](#)

[Return to Worksheet](#)

# Electronic Assignment of Mortgage

Page 1 of 1

Assignment Reference Number: Mtge RBC-09891

Form 23

## ASSIGNMENT

Land Titles Act, S.N.B. 1981, c.L-1.1, s.29, 31,43

**Parcel Identifier:** 20621926

**Assignor:** Royal Bank of Canada  
230 Main ST  
Bathurst NB  
E2A 1A8

**Assignee:** Bank of Montreal  
201 Main ST  
Bathurst NB  
E2A 1A9

**Type of Instrument Assigned:** Mortgage

### Registration Particulars of Instrument Assigned

Mortgage Number: 25701567

The assignor assigns to the assignee the specified instrument registered against the specified parcel.

**Date:** 2012-03-19

### Assignor:

\_\_\_\_\_  
Timothy Li

\_\_\_\_\_  
Royal Bank of Canada  
Melanie Back, Senior Operations officer,  
Attorney  
POA # 20835261, Gloucester

\_\_\_\_\_  
Timothy Li

\_\_\_\_\_  
Royal Bank of Canada  
Donna Smith, Senior Operations officer,  
Attorney  
POA # 20835261, Gloucester

**Witness:**

\_\_\_\_\_  
C. Savoie

**Assignee:**

\_\_\_\_\_  
Banque de Montréal  
Anthony Thibault, Attorney

# Electronic Assignment of Mortgage

When all data verification has been completed and you are satisfied that the electronic document is accurate and complete, set the certification check box to <Yes>. Click <Authenticate>.

Authentication							
Date (yyyy-mm-dd):	2012-03-19						
Witness	Assignor	Attorney/Officer	Registration Particulars for POA				
			County	Number	Book	Page	Year
Timothy Li	Royal Bank of Canada	Melanie Back, Senior O	Gloucester	20835261			
Timothy Li	Royal Bank of Canada	Donna Smith, Senior Op	Gloucester	20835261			
Witness	Assignee	Attorney/Officer	Registration Particulars for POA				
			County	Number	Book	Page	Year
C. Savoie	Bank of Montreal	Anthony Thibault, Attorn					
	Bank of Montreal						
<b>Marital Property</b>		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>				
<b>Affidavit/Declaration of Marital Status Executed</b>		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>				
<b>Certification</b>		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	I hereby certify that I have in my possession an instrument designated for electronic submission by regulation under the Land Titles Act, in prescribed form and in paper format that has been to the best of my knowledge and belief, duly executed and witnessed, accompanied by the appropriate proof of execution, and this electronic instrument contains every material provision and particular contained in the said paper instrument.			

The document is now ready to be submitted. Click on <Submit for Registration>.

A popup window will ask you to validate this choice. Click <OK>.

 You have requested to submit this document for Registration. Are you sure you wish to do this?

## Electronic Assignment of Mortgage

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You will then see the following screen displaying the registration costs. Click <OK> when ready. These charges will be debited via the Electronic Funds transfer upon successful registration.

### Electronic Document Confirmation Assignment of Mortgage

PID(s): 20621926

The cost of this registration is \$ **75.00**  
Are you sure you want to submit this electronic document for registration?

I hereby certify that I am authorized to submit this electronic instrument for registration.



Take note of the registration number, date and time.

### Electronic Document Submission Assignment of Mortgage

**Success!**

Your Assignment of Mortgage has been successfully submitted and is **IN PROCESS** at SNB.

Document Number: 12487865  
PID(s): 20621926  
Date/Time: 2012-03-21 12:51:36

Click [Here](#) to Return to Worksheet.

On registration of the Assignment of Mortgage, a Certificate of Registered Ownership (CRO) is sent to the ESUB Lawyer Submitter.

# Electronic Assignment of Mortgage

The following process chart was designed to cover a typical scenario;

## Electronic Assignment of Mortgage Process for Lawyers

