

OnLand Property Search - Transcript

Audio	Visual
Property Search	The words OnLand Ontario Land Registry Access and Property Search appear over a white background.
Welcome to OnLand, your online information source from the Ontario Land Registration system. This guide will show you how to search for property records.	The Home page displays, and an orange box appears around the Search Ontario Land Property Records introductory paragraph.
In the Property search category, you can search for properties by PIN, Address, Instrument, and Map, and view the parcel register or map for that property.	The property search options display on the screen followed by the view options for that property.
First, enter the city, town, or Land Registry Office where you want to perform your search,	The Where Would You Like To Search field is highlighted in orange and indicated by an orange arrow.
And select it from the results.	The Land Registry Office Middlesex County (LRO 33) is indicated with an orange arrow from the list of results in the field.
Select Search on the Property tile or select the option from the menu.	The Search button on the Property tile is highlighted in orange, and the Property option is highlighted in the menu at the top of the page.
For this example, we'll search for a property by address.	The Address tab is highlighted in orange.
On the Search by Address screen, enter the address for the property, and enter your name or the party on whose behalf you're searching, and select Search.	On the Address tab, the Address fields are highlighted in orange, followed by the Requested By field, followed by the Search button.
The property details display. Now you can view the map or order a parcel register for the property. For this example, we'll order the Parcel Register.	The details for the property are highlighted in orange. The pay to View Map button is highlighted, followed by the Buy Parcel Register button.
Select Buy Parcel Register.	The Buy Parcel Register button is highlighted in orange.
In the Parcel Register options, we'll include deleted Documents, and we'll request the parcel register details in English. Select Continue.	On the Buy Parcel Register page, the Include Deleted Documents option is highlighted in orange, and the English Language option is selected in orange. Then the Continue button is selected.
Review your Parcel Register Options and select Add to Cart.	The Choose Purchase Options details are displayed on the screen and the Add to Cart button is highlighted in orange. Search button on the Documents tile is highlighted in orange, and the Documents option is highlighted in the menu at the top of the page.

To proceed to the checkout, in the pop-up window, select Checkout.	The Checkout button is highlighted on a pop-up window displaying the number of items in the cart.
Review your order in Your Shopping Cart and select Checkout.	The Checkout button is highlighted in two locations on the Your Shopping Cart page.
If you are a registered user, login with your username and password. For this example, we'll check out as a Guest User.	The Registered User section of the page is highlighted and the Username and password fields are highlighted. Then the Guest Checkout section is highlighted, and the Checkout as Guest User button is highlighted.
On the Delivery Information screen, enter your email address and select Continue to Payment.	The Email Address field is highlighted on the Delivery Information page. Then the Continue to Payment button is highlighted.
On the Payment screen, choose your payment method, enter the required information, (pause) and select Submit Payment.	On the Payment screen, the Credit Card, then the Interac options are highlighted, then the credit card information fields. Then the Submit Payment button is highlighted.
Download or email your receipt and your order items.	The Email Receipt and Download Receipt buttons are highlighted, then the Email all Products link and Download Zip File links are highlighted.
For more information, visit the OnLand Help Center.	The OnLand Help Centre page displays.