



How to access the Northwest Territories Land Titles System (NTLS) Online Search Service

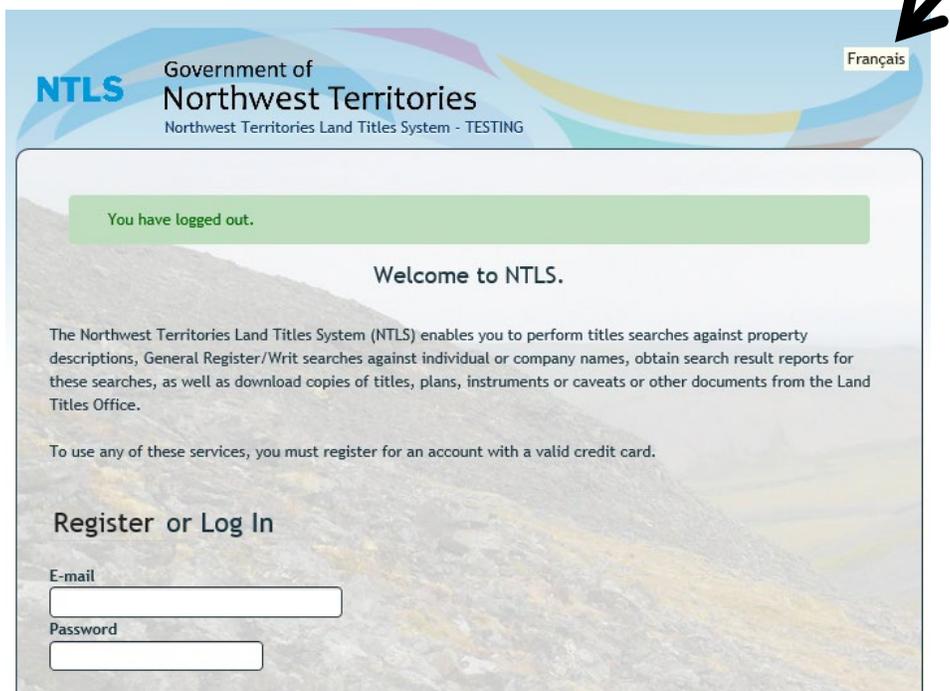
The Northwest Territories Land Titles System (NTLS) enables a user to perform title searches against legal property descriptions, conduct General Register and Writ Book searches against individual or company names, obtain search result reports for these searches, as well as download copies of titles, plans, instruments or caveats or other documents from the Land Titles Office.

To use any of these services a user must register for an account with a valid credit card.

How to register an NTLS account:

Step 1:

Go to website: <https://www.justice.gov.nt.ca/en/land-titles/> then click on Northwest Territories Land Titles System (NTLS) link. Before proceeding to register an account, determine preferred language (English or French). NTLS defaults to English so if French is preferred, select Français as seen below.





Step 2:

Then select **Register**.

Register or Log In

E-mail

Password

Remember me

I agree to the terms below.

By logging in, you agree that charges incurred through the use of NTLS services will be billed to the credit card on file, and that you are liable for the charges incurred in the event the charges cannot be processed to the credit card.

[You must agree to the terms to log in.](#) or [Register](#)

[Click here if you have forgotten your password.](#)

Step 3:

Fill out account details. Minimum informational requirements are in **red font** and marked with an asterisk (*). For information on setting up the Preauthorization Amount, see **Step 7**.

Register for an Account

* Name

* Email Address

Company Name

Address Line 1

Address Line 2

Address Line 3

City

Province/State

Postal/Zip Code

Country

* Phone Number

Receipt Email Address

* Preauthorization Amount \$ Minimum: \$20; Maximum: \$200. See note below.

* Password
Your password must be at least 8 characters long and cannot consist solely of lowercase letters.

* Retype your password:



Note: to receive receipts for any purchases, please enter an email address under **Receipt Email Address**

After minimum requirements have been captured, then select **Register**. A system prompt will inform you that an account activation email has been sent to the address that was provided.

Step 4:

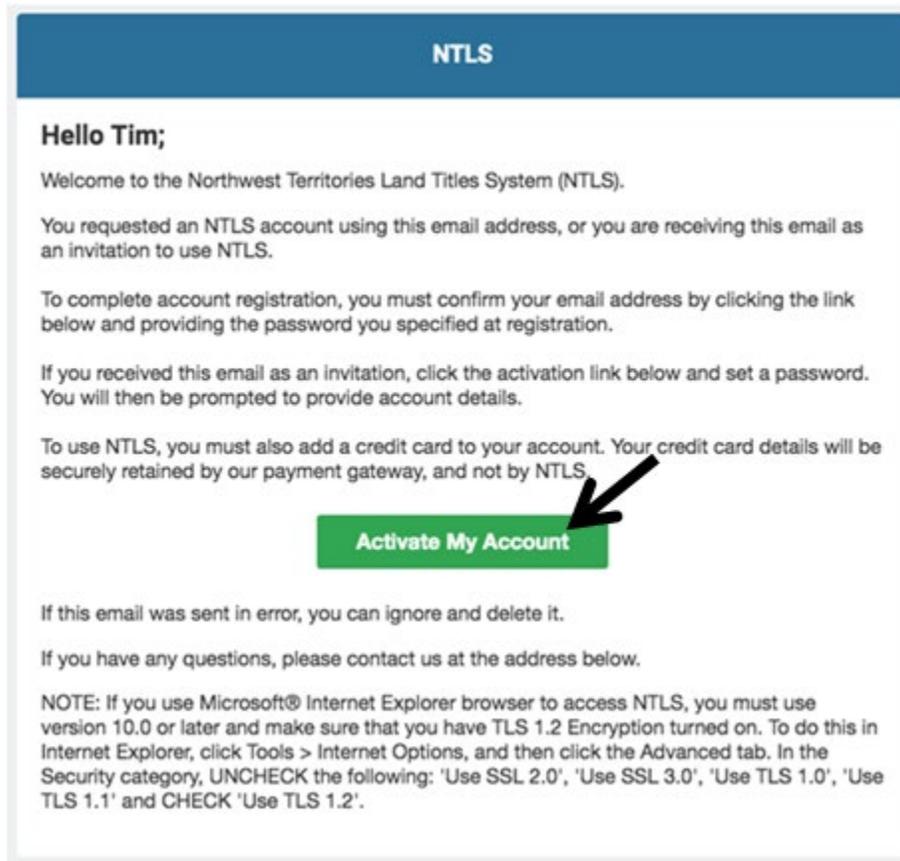
A notification to activate the account will have been sent to the email address that was provided. To activate the NTLS account, sign-in to the email account and locate the email notification.



The email subject line will read as “**RE: NTLS -- Account Activation**”

Step 5:

Open the email then select **Activate My Account**



Step 5:

The activation will redirect the user to the Activate your NTLS account landing page; select **Activate**.





After you select **Activate**, the system will redirect the user to NTLS Register or Log In landing page.

Step 6:

Log In using your email and password then select Log In.

Note: Ensure to check the box **I agree to the terms below.**



Then select Log In.

NTLS Government of Northwest Territories Northwest Territories Land Titles System - TESTING

Français

You have logged out.

Welcome to NTLS.

The Northwest Territories Land Titles System (NTLS) enables you to perform titles searches against property descriptions, General Register/Writ searches against individual or company names, obtain search result reports for these searches, as well as download copies of titles, plans, instruments or caveats or other documents from the Land Titles Office.

To use any of these services, you must register for an account with a valid credit card.

Register or Log In

E-mail
timjohn7761@gmail.com

Password
●●●●●●●●

Remember me

I agree to the terms below.

By logging in, you agree that charges incurred through the use of NTLS services will be billed to the credit card on file, and that you are liable for the charges incurred in the event the charges cannot be processed to the credit card.

[Log In](#) or [Register](#)

[Click here if you have forgotten your password.](#)

The system will redirect the user to the NTLS Search Screen, from there a user will need to add their credit card details and set a preauthorized amount before any searches can be carried-out.

NTLS Government of Northwest Territories Northwest Territories Land Titles System - TESTING

My charges : \$0.00 [My Account](#) [Log Out](#)
Logged in as Tim Johnny

HOME SEARCH

You have logged in.

Welcome to NTLS.

The following services are available:

- SEARCH**
Search Titles, Instruments, Plans, General Register and Writs



Step 7:

Select **My Account** to add credit card details and to setup a preauthorization amount. The minimum amount that can be set is \$20 and the maximum amount is \$200.

* Email Address:

Receipt Email Address:

Preauthorization Amount: \$

Language for Receipts:

[Save](#) or [Cancel](#)

For you to do searches or obtain copies of documents, NTLS will secure a preauthorization against your credit card in the amount you set. Charges will be incurred against this preauthorization until it is exhausted at which point funds will be automatically captured and a subsequent preauthorization secured when required. Charges against preauthorizations are captured nightly and the unspent balance of any preauthorization is released. You can also trigger the capture of charges at any time from your account Charges page. When charges are captured, you are emailed a detailed receipt. Your credit card will only be charged for the fees you actually incur. Your card details are securely retained by our payment gateway, and not by NTLS.

Payment Card Details
You do not currently have a credit card on file.
[Add card \(Secure Page\)](#)

Change my password
[Change my password](#)

I'm a member in these groups:
General Public

I can operate in these regions:
Northwest Territories

Step 8:

Under Payment Card Details select **Add card (Secure Page)** to add credit card details. Credit card details are securely retained by our payment gateway, and not NTLS.

QA Merchant 3

Cardholder Details
Please enter the following address exactly as it appears on your card statement.

PO Box:

Street Number:

Street Name:

Postal Code:

Account Details
Please complete the following details exactly as they appear on your card.
Do not put spaces or hyphens in the card number.

Cardholder Name:

Credit Card Number:

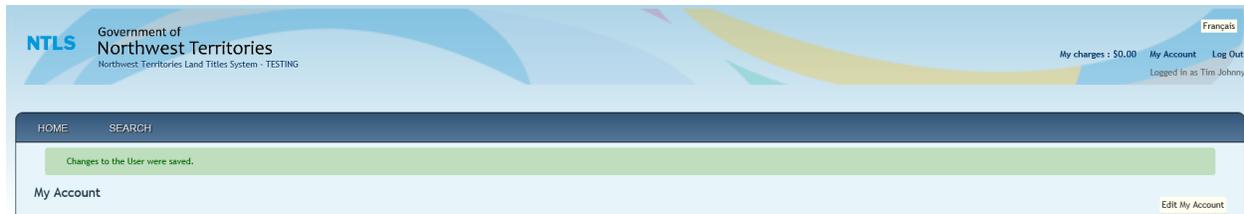
Expiration Date: /

Card Security Code:

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

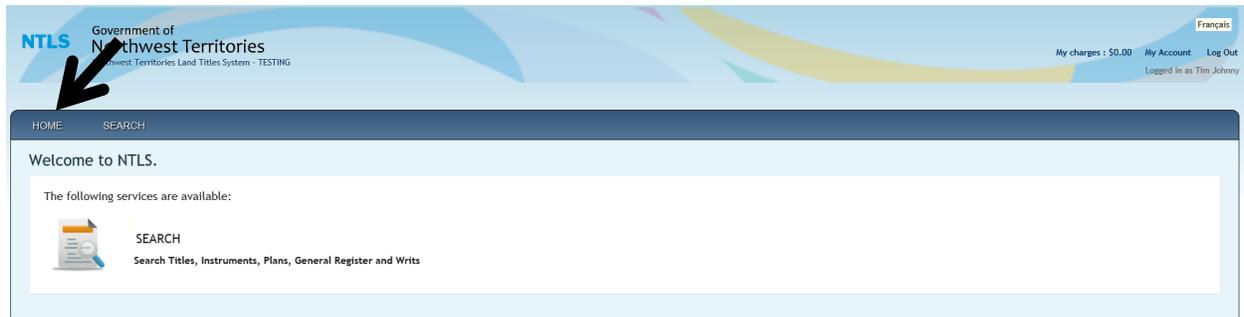


Then select **Submit**. The system will take a few seconds to process the request. Then a system prompt will inform the user that a card has been updated in the account as seen on the next page.



Step 9:

To commence a search, select the **Home** tab – this will redirect the user to the NTLS Search Screen landing page.



End of instructions.