

TABLE OF CONTENTS

- 1. Introduction
- 2. Signing up for a PIMS Online user account
- 3. Payment
- 4. What is my 'Dashboard'
- 5. System messages
- 6. Confirmation of payment
- 7. Searching options
- 8. Performing Searches
- 9. Using the 'Shopping Cart'
- 10. Checking out 'Shopping Cart'
- 11. Using 'My documents'
- 12. Using 'My Searches'
- 13. Session Time outs
- 14. Reporting Errors
- 15. Creating PIMs Online Group Account
- 16. Joining a PIMs Online Group Account
- 17. Adding someone to a PIMs Online Group Account

1. INTRODUCTION

The Land Registry Property Information Management System e-service (PIMS online) allows you to search the digitised Land Registry records via the internet for information on land titles e.g. Deeds, Bills of sale, Judgments, Lis Pendens, Deed Polls, Wills registered with the Land Registry of the Registrar General's Department.


Signing up for a new account

## register


Please create your free account to access our services.

<b>✗ Email:</b> <input type="text"/>	<b>Address 2:</b> <input type="text"/>
<b>✗ Password:</b> <input type="text"/>	<b>City:</b> <input type="text"/>
<b>✗ Confirm Password:</b> <input type="text"/>	<b>✗ Ward:</b> <input type="text"/>
<b>✗ First Name:</b> <input type="text"/>	<b>Phone Number:</b> <input type="text"/>
<b>Middle Name:</b> <input type="text"/>	<b>✗ Pin:</b> <input type="text"/>
<b>✗ Last Name:</b> <input type="text"/>	
<b>✗ Address 1:</b> <input type="text"/>	

Type the characters you see in the picture.



The picture contains 6 characters.

**✗ Characters:**  

Register

All items with a RED 'X' must be filled out

## 2. PAYMENT

Cash payments for this Service can be made at:

Registration House  
72-74 South Quay  
Port of Spain  
Trinidad and Tobago

Certified Cheque/Manager's Cheque – all cheques are to be made out to “The Registrar General”

International Money Order – written to “**The Registrar General**” accompanied by a note stating that it is a payment for the Land Online Search Service. Include your e-mail address and contact number in order to receive a scanned copy of the receipt

## 3. WHAT IS MY DASHBOARD ?

The 'Dashboard' gives a summary of your account. At this screen you can

1. Check your account balance
1. Edit your personal information and password
2. Check how much money you have on your account
3. View your available documents
4. Check how much time you have left for searching
5. What group do you belong to
5. Produce document cover sheet for the registration of Deeds

[Land Registry Online Services > Dashboard](#)

[amanda.fulchan@legalaffairs.gov.tt](mailto:amanda.fulchan@legalaffairs.gov.tt) [Logout](#)

### Land Registry Online Services Dashboard

#### My Account

View and manage your personal information stored with your account.

**Email Address:** amanda.fulchan@legalaffairs.gov.tt

**First Name:** AMANDA

**Last Name:** FULCHAN

View and manage your group account details.

**Group Name:** RGD

**Group Balance:** \$5,599,010.00

**Members:** 4

**Available Groups:** 1

[Account Statements](#)

[Edit Personal Information](#)

[Change Password](#)

[My Group Details](#)

[Join New Group](#)

[Start a Group](#)

#### Land Registry Online Search

**Available Balance:** \$1,500.00

You currently do not have any searching available.

**My Most Recent Documents**

You currently do not have any documents for viewing.

[Search](#)

[My Searches](#)

[My Documents](#)

#### My Recent Registration Document Cover Sheets

There are no pending document submissions. To create a document, please use the "Create Document" menu option at the side.

[View All](#)

Create New Registration Document Cover Sheet

[Bill of sale](#)

[Charge](#)

[Deed](#)

[Deed Poll](#)

[Judgement](#)

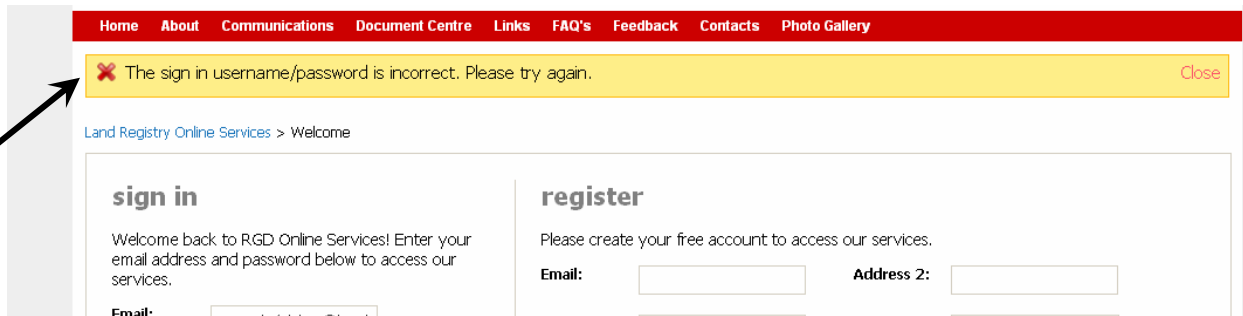
[Lis Pendens](#)

[Will](#)

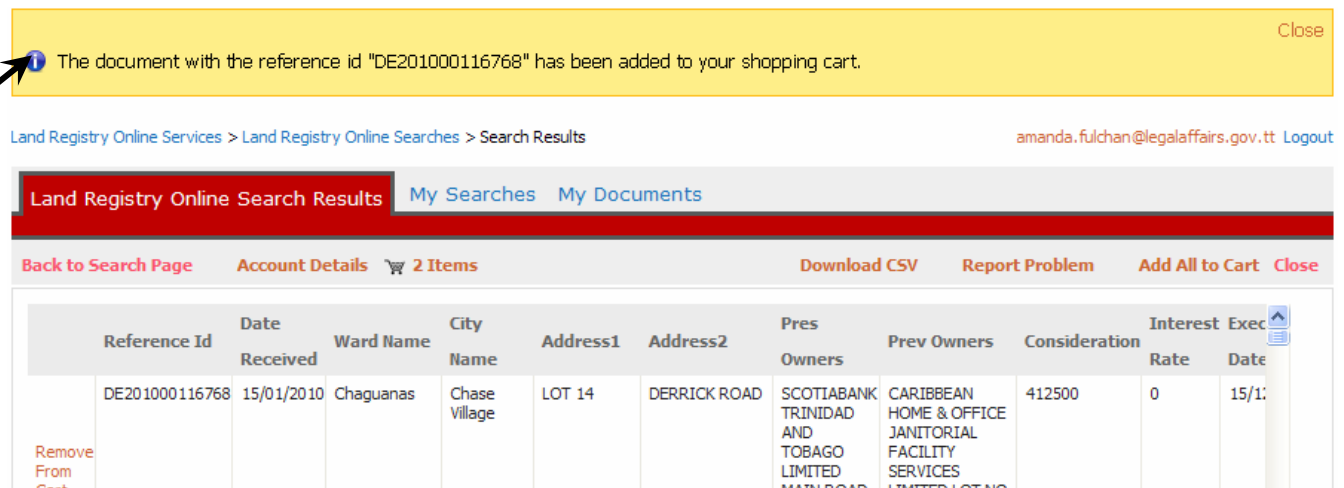
[Will Duty](#)

## SYSTEM MESSAGES

All messages are highlighted in yellow and displayed at the top of the screen



The screenshot shows a navigation bar with links: Home, About, Communications, Document Centre, Links, FAQ's, Feedback, Contacts, Photo Gallery. Below it is a yellow system message box with a red 'X' icon and the text: "The sign in username/password is incorrect. Please try again." with a "Close" button. Below the message is a breadcrumb: "Land Registry Online Services > Welcome". The main content area has two columns: "sign in" and "register". The "sign in" section says: "Welcome back to RGD Online Services! Enter your email address and password below to access our services." and has an "Email:" field. The "register" section says: "Please create your free account to access our services." and has "Email:" and "Address 2:" fields.

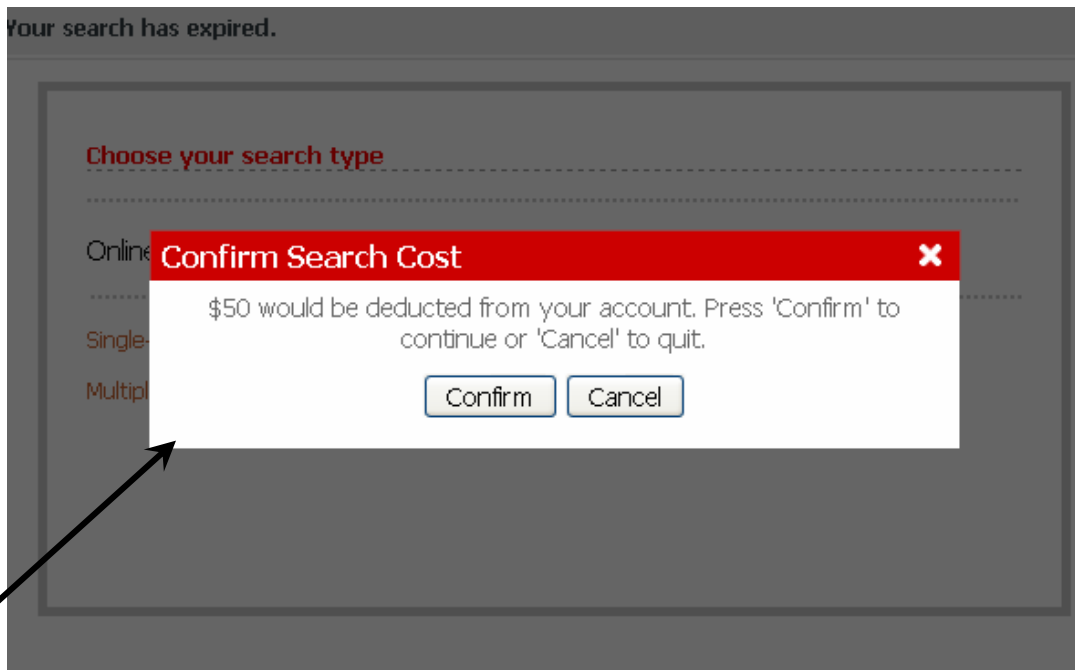


The screenshot shows a yellow system message box with a blue 'i' icon and the text: "The document with the reference id 'DE201000116768' has been added to your shopping cart." with a "Close" button. Below the message is a breadcrumb: "Land Registry Online Services > Land Registry Online Searches > Search Results" and a user email: "amanda.fulchan@legalaffairs.gov.tt Logout". Below that is a navigation bar with "Land Registry Online Search Results", "My Searches", and "My Documents". Below the navigation bar is a secondary navigation bar with "Back to Search Page", "Account Details", "2 Items", "Download CSV", "Report Problem", "Add All to Cart", and "Close". Below that is a table with the following columns: Reference Id, Date Received, Ward Name, City Name, Address1, Address2, Pres Owners, Prev Owners, Consideration, Interest Rate, and Exec Date. The table contains one row of data for reference ID DE201000116768.

Reference Id	Date Received	Ward Name	City Name	Address1	Address2	Pres Owners	Prev Owners	Consideration	Interest Rate	Exec Date
DE201000116768	15/01/2010	Chaguanas	Chase Village	LOT 14	DERRICK ROAD	SCOTIABANK TRINIDAD AND TOBAGO LIMITED	CARIBBEAN HOME & OFFICE JANITORIAL FACILITY SERVICES LIMITED	412500	0	15/11/2010

## CONFIRMATION OF PAYMENT

Confirmation messages appear whenever your selection will result in money being deducted from your account.



The screenshot shows a dark grey background with the text "Your search has expired." at the top. Below it is a form titled "Choose your search type" with options for "Online", "Single", and "Multiple". A red dialog box with a white background and a red header "Confirm Search Cost" is overlaid on the form. The dialog box contains the text: "\$50 would be deducted from your account. Press 'Confirm' to continue or 'Cancel' to quit." and has two buttons: "Confirm" and "Cancel".

## SEARCHING OPTIONS

**Choose your search type**

.....

.....

Online Searches and search type message goes here...

.....

Single-Index Search

Multiple-Index Search

Single Index Search – Allows for **only one search** to be performed for a fee of \$10.00TTD

Multiple Index Search – Allows as many searches as can be performed on the system within a **12hr period**

## PERFORMING SEARCHES

All the document types are listed at the top of the screen. By selecting the required document type the relevant search criteria would be displayed

**NB: - Companies/ Banks/Lending institutions names are queried by placing their name in the last name field for all searches**

[Land Registry Online Services](#) > [Land Registry Online Searches](#)



[amanda.fulchan@legalaffairs.gov.tt](mailto:amanda.fulchan@legalaffairs.gov.tt) [Logout](#)



Land Registry Online Search [My Searches](#) [My Documents](#)


Start Page **Bill Of Sale** Charge Deed Deed Poll Judgement Lispendens Will

[Account Details](#) [0 Items](#) [Go to search results](#) [Search](#) [Clear Fields](#) [Close](#)

**Bill Of Sale**


Start Date   

End Date   

Reference ID:  

## USING THE SHOPPING CART

The shopping cart allows you to review what you are about to purchase. Unwanted documents can be removed by clicking the 'remove' link next to the unwanted document.

 The document with the reference id "DE200902655433" has been added to your shopping cart. [Close](#)

[Land Registry Online Services](#) > [Land Registry Online Searches](#) > [Search Results](#)

[amanda.fulchan@legalaffairs.gov.tt](mailto:amanda.fulchan@legalaffairs.gov.tt) [Logout](#)

Land Registry Online Search Results [My Searches](#) [My Documents](#)

[Back to Search Page](#) [Account Details](#) [1 Items](#) [Download CSV](#) [Report Problem](#) [Add All to Cart](#) [Close](#)

Reference Id	Date Received	Ward Name	City Name	Address1	Address2	Pres Owners	Prev Owners	Consideration	Interest Rate	Execution Date	Paid	Active	V
DE200902655433	17/12/2009	Savana Grande	New Grant	PETIT CAFE' ROAD		ROBERTS, CHRISTOPHER GLEN & WILSON ROAD	MOHAMMED, DENNIS NO. 45B PETIT CAGE' ROAD MOHAMMED, SUZETTE NO. 45B PETIT CAFW' ROAD	270000	0	09/02/2007	YES	NO	N

[Remove From Cart](#)

## MY DOCUMENTS

My Documents contains all documents available for view as well as list of all documents viewed within a 2 week period

Land Registry Online Services > Land Registry Online Searches > My Documents amanda.fulchan@legallaffairs.gov.tt Logout

Land Registry Online Search My Searches **My Documents**

Account Details 1 Items + Collapse All - Expand All Close

Show Documents: Available

Transaction Date	Reference Number	Fee Amount	Remaining Time	
<b>BILL OF SALE (1)</b>				
24/02/2010	BS200600000169	\$10.00	05 h : 32 m : 47 s	<a href="#">view</a>
<b>DEED (1)</b>				
24/02/2010	DE200200000569	\$10.00	09 h : 06 m : 30 s	<a href="#">view</a>
<b>JUDGEMENT (1)</b>				
24/02/2010	JS2005000007094	\$10.00	05 h : 32 m : 47 s	<a href="#">view</a>

## MY SEARCHES

The 'My Searches' tab shows a listing of all queries performed within the last two weeks, sorted according to document type.

The 'View Results' link allows you to repeat that the query ran.

The 'Show/Hide query' allows you to see what criteria was used to perform the search

Land Registry Online Services > Land Registry Online Searches > My Searches amanda.fulchan@legallaffairs.gov.tt Logout

Land Registry Online Search **My Searches** My Documents

Account Details 1 Items + Collapse All - Expand All Close

Date Submitted	No. of Results	Status	Search Type	Execution Time	
<b>BILL OF SALE (3)</b>					
24/02/2010	64	DONE	MULTIPLE	00 h : 00 m : 05 s	<a href="#">Show/Hide query</a> <a href="#">view results</a>
24/02/2010	9	DONE	MULTIPLE	00 h : 00 m : 05 s	<a href="#">Show/Hide query</a> <a href="#">view results</a>
24/02/2010	0	DONE	MULTIPLE	00 h : 00 m : 04 s	<a href="#">Show/Hide query</a> <a href="#">view results</a>
<b>DEED (7)</b>					
24/02/2010	1	DONE	MULTIPLE	00 h : 00 m : 02 s	<a href="#">Show/Hide query</a> <a href="#">view results</a>
24/02/2010	1	DONE	MULTIPLE	00 h : 00 m : 05 s	<a href="#">Show/Hide query</a> <a href="#">view results</a>
24/02/2010	100	DONE	MULTIPLE	00 h : 00 m : 03 s	<a href="#">Show/Hide query</a> <a href="#">view results</a>
24/02/2010	100	DONE	MULTIPLE	00 h : 01 m : 10 s	<a href="#">Show/Hide query</a> <a href="#">view results</a>
24/02/2010	0	DONE	MULTIPLE	00 h : 00 m : 04 s	<a href="#">Show/Hide query</a> <a href="#">view results</a>
24/02/2010	0	DONE	MULTIPLE	00 h : 00 m : 04 s	<a href="#">Show/Hide query</a> <a href="#">view results</a>
24/02/2010	1	DONE	MULTIPLE	00 h : 00 m : 01 s	<a href="#">Show/Hide query</a> <a href="#">view results</a>

## TIME OUT SESSION

# Your session has expired

Your RGD Online Services session has expired and you have been logged out for your security. RGD Online Services sessions automatically end after 20 minutes of inactivity. This greatly reduces the chances that someone else will access your information if you forget to log out.


[Log in to start a new session.](#)

## REPORTING ERRORS

If you find an error with a document or image there is a 'Report Problem' button that you can use to send an email to the Registry, where it would be examined and corrected.

## CREATING PIMS ONLINE GROUP ACCOUNT

1. Determine who would be the owner of your company's group account. This person would be responsible for naming the group and determining who can join the group.
2. The administrator of the group would first register for their own PIMS online account.

<h3>sign in</h3> <p>Welcome back to RGD Online Services! Enter your email address and password below to access our services.</p> <p><b>Email:</b> <input type="text"/></p> <p><b>Password:</b> <input type="password"/></p> <p><b>Start Page:</b> <input type="text" value="Dashboard"/></p> <p><a href="#">Sign in</a></p> <h3>reset password</h3> <p>Forgotten Your Login Details?</p> <p><b>Email:</b> <input type="text"/></p> <p><a href="#">Reset Password</a></p>	<h3>register</h3> <p>Please create your free account to access our services.</p> <p><b>Email:</b> <input type="text"/></p> <p><b>Address 2:</b> <input type="text"/></p> <p><b>Password:</b> <input type="password"/></p> <p><b>City:</b> <input type="text"/></p> <p><b>Confirm Password:</b> <input type="password"/></p> <p><b>Ward:</b> <input type="text"/></p> <p><b>Phone Number:</b> <input type="text"/></p> <p><b>First Name:</b> <input type="text"/></p> <p><b>Middle Name:</b> <input type="text"/></p> <p><b>Last Name:</b> <input type="text"/></p> <p><b>Pin:</b> <input type="text"/></p> <p>Type the characters you see in the picture.</p>  <p>The picture contains 6 characters.</p> <p>Characters: <input type="text"/></p> <p><a href="#">Register</a></p>
--	--

3. Once the administrator of the group has successfully completed registration, the dashboard screen would be displayed
4. Select the 'Start a group' option

### My Account

View and manage your personal information stored with your account.

**Email Address:** amanda.fulchan@legalaffairs.gov.tt

**First Name:** AMANDA

**Last Name:** FULCHAN

View and manage your group account details.

**You currently do belong to a group.**

[Account Statements](#)

[Edit Personal Information](#)

[Change Password](#)

[My Group Details](#)

[Join New Group](#)

[Start a Group](#)

### Land Registry Online Search

**Available Balance:** \$1,190.00

**Multiple-Index Search**

**Status:** AVAILABLE

**Remaining Search Time:** 02 h : 41 m : 39 s

**Search Fee:** \$50.00

**My Most Recent Documents**

[Search](#)

[My Searches](#)

[My Documents](#)

5. Select the 'Create or Join Group' tab

My Group **Create or Join Group**

[Collapse All](#) [Expand All](#) [Close](#)

You are currently not a member of a group.

Please use the Group Management tab to either join an existing group or create a new group.

6. To create a group, enter the Companies name in the 'Company Name' field and the desired 'Group Name'.

My Group **Create or Join Group**

[Collapse All](#) [Expand All](#) [Close](#)

Join an existing group

Group Owner Email:

[Send Request](#)

Create new group

Company Name:

Group Name:

[Create Group](#)

7. Select 'Create Group'

## JOINING A PIMS ONLINE GROUP ACCOUNT

NB:- You can only join a group if you know the email address of the owner of the group you wish to join

### 1. Register for a PIMs online account

#### sign in

Welcome back to RGD Online Services! Enter your email address and password below to access our services.

**Email:**

**Password:**

**Start Page:**

[Sign in](#)

#### reset password

Forgotten Your Login Details?

**Email:**

[Reset Password](#)

#### register

Please create your free account to access our services.

**Email:**

**Address 2:**

**Password:**

**City:**

**Confirm Password:**

**Ward:**

**Phone Number:**

**First Name:**


**Middle Name:**

**Last Name:**


**Pin:**

**Address 1:**

Type the characters you see in the picture.



The picture contains 6 characters.

Characters:  

[Register](#)

### 2. On the dashboard screen select 'Join Group' option

#### Land Registry Online Services Dashboard

##### My Account

View and manage your personal information stored with your account.

**Email Address:** amanda.fulchan@legalaffairs.gov.tt

**First Name:** AMANDA

**Last Name:** FULCHAN

View and manage your group account details.

**You currently to do belong to a group.**

[Account Statements](#)

[Edit Personal Information](#)

[Change Password](#)

[My Group Details](#)

[Join New Group](#)

[Start a Group](#)

##### Land Registry Online Search

**Available Balance:** \$1,190.00

**Multiple-Index Search**

**Status:** AVAILABLE

**Remaining Search Time:** 02 h : 41 m : 39 s

**Search Fee:** \$50.00

**My Most Recent Documents**

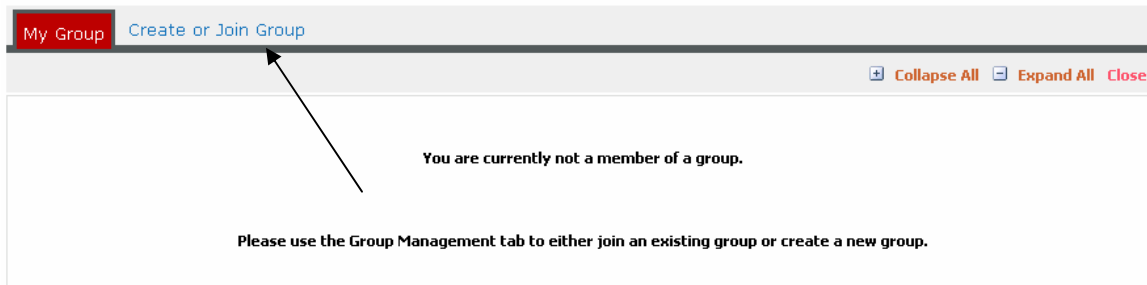
[Search](#)

[My Searches](#)

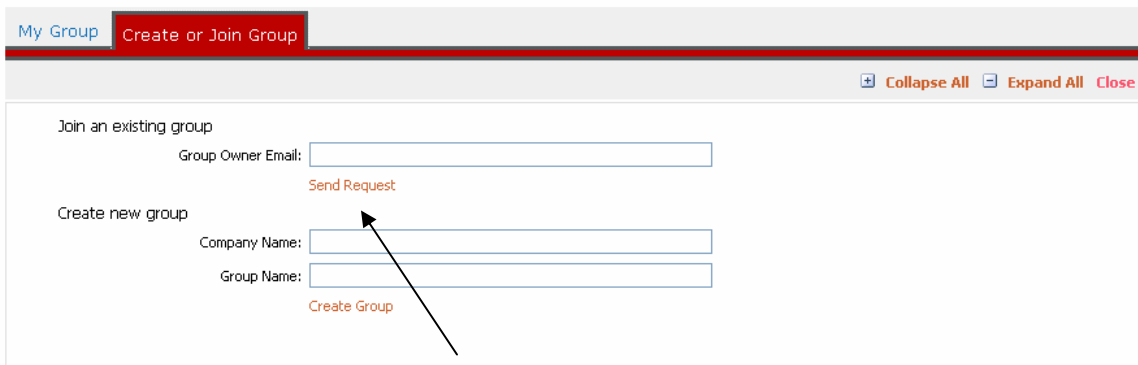
[My Documents](#)



3. Select 'Create or Join Group' Option



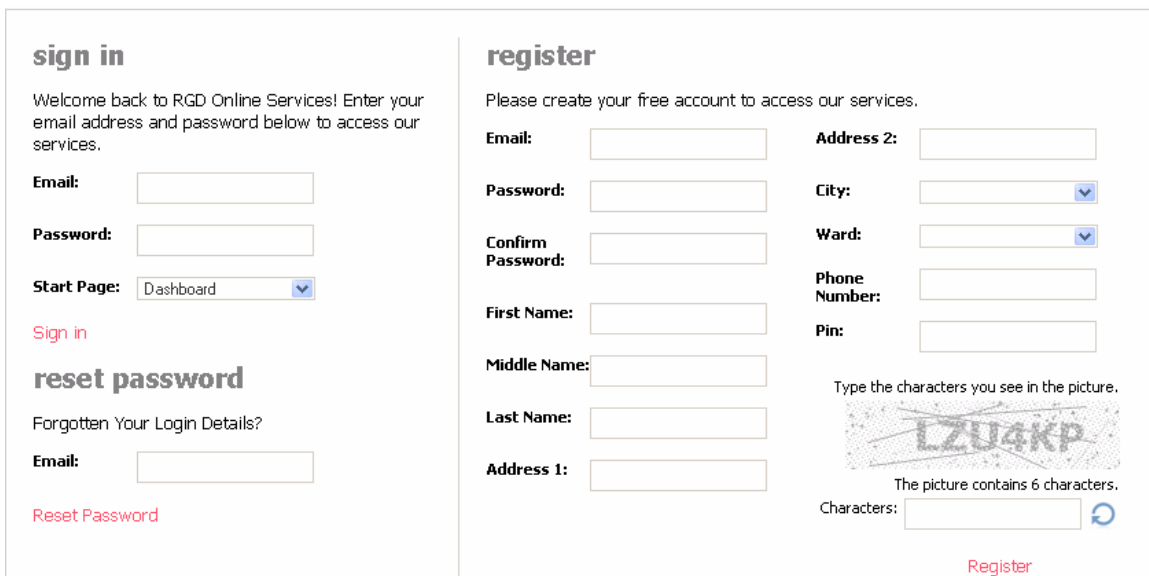
4. Enter the email address of the owner of the group you wish to join



5. Select 'Send a Request' option

**ADDING SOMEONE TO PIMS ONLINE GROUP ACCOUNT**

1. Owner of the Group logs into their PIMS Online account



2. Select 'My Group Details'

### My Account

View and manage your personal information stored with your account.

**Email Address:** amanda.fulchan@legalaffairs.gov.tt

**First Name:** AMANDA

**Last Name:** FULCHAN

View and manage your group account details.

**You currently to do belong to a group.**

[Account Statements](#)

[Edit Personal Information](#)

[Change Password](#)

[My Group Details](#)

[Join New Group](#)

[Start a Group](#)

### Land Registry Online Search

**Available Balance:** \$1,190.00

**Multiple-Index Search**

**Status:** AVAILABLE

**Remaining Search Time:** 02 h : 41 m : 39 s

**Search Fee:** \$50.00

**My Most Recent Documents**

[Search](#)

[My Searches](#)

[My Documents](#)

3. A list of all persons requesting to join the group would be shown.
4. Select 'accept' next to the persons you wish to allow to join your group.