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

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

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

**CONFIRMATION OF PAYMENT**

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

Choose your search type

- Single-Index Search
- Multiple-Index Search

Online Searches and search type message goes here...

**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.

**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.
**MY DOCUMENTS**

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

![Image of My Documents section](image1)

**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.

![Image of My Searches section](image2)
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 and 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 companies 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.

3. Once the administrator of the group has successfully completed registration, the dashboard screen would be displayed.

4. Select the ‘Start a group’ option.
5. Select the ‘Create or Join Group’ tab

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

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: Dashboard
   Sign in

   reset password
   Forgotten Your Login Details?
   Email: ____________________________
   Reset Password

   register
   Please create your free account to access our services.
   Email: ____________________________
   Address 1: ____________________________
   Password: ____________________________
   Address 2: ____________________________
   Confirm Password: ____________________________
   City: ____________________________
   Word: ____________________________
   First Name: ____________________________
   Phone Number: ____________________________
   Middle Name: ____________________________
   Pm: ____________________________
   Last Name: ____________________________
   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.fuller@welshland.gov.uk
First Name: AMANDA
Last Name: FULLER

View and manage your group account details.
You currently do not belong to a group.

Land Registry Online Search
Available Balance: £1,190.00
Multiple-Index Search
Status: AVAILABLE
Remailing Search Times 02 h : 41 m : 35 s
Search Fees £56.00
My Next Search

Account Statements
My Personal Information
Change Password
My Group Details
Join New Group
Start a Group

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’
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.