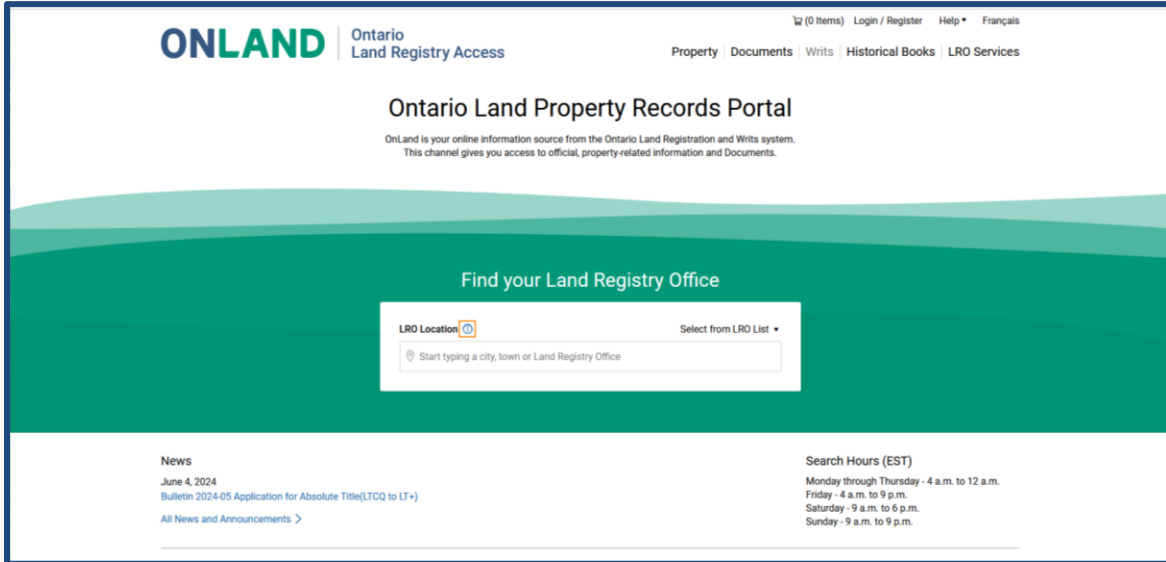


How to Order and Access Instruments on OnLand

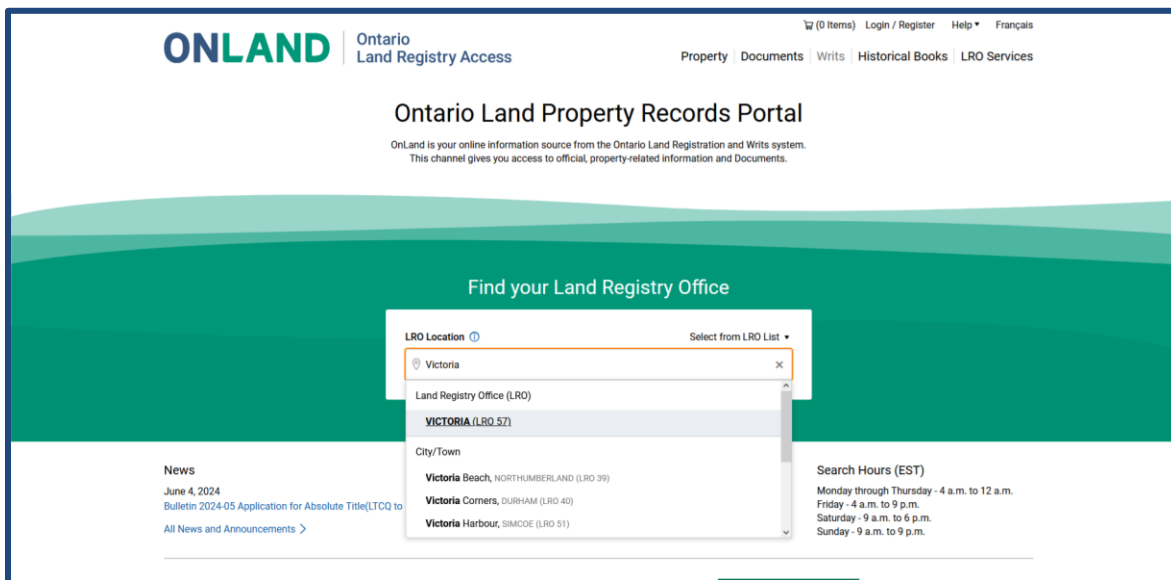
Accessing Instruments

To order instruments, you will need access to your abstract register page which includes all of the Instruments that have been registered against a property.

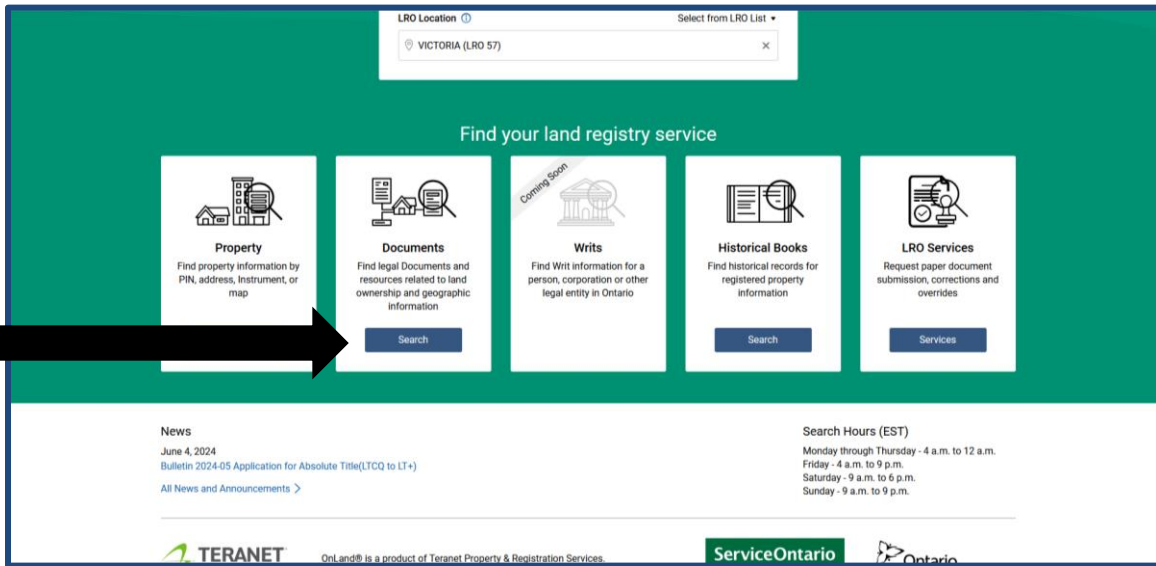
Step 1: Go to www.onland.ca



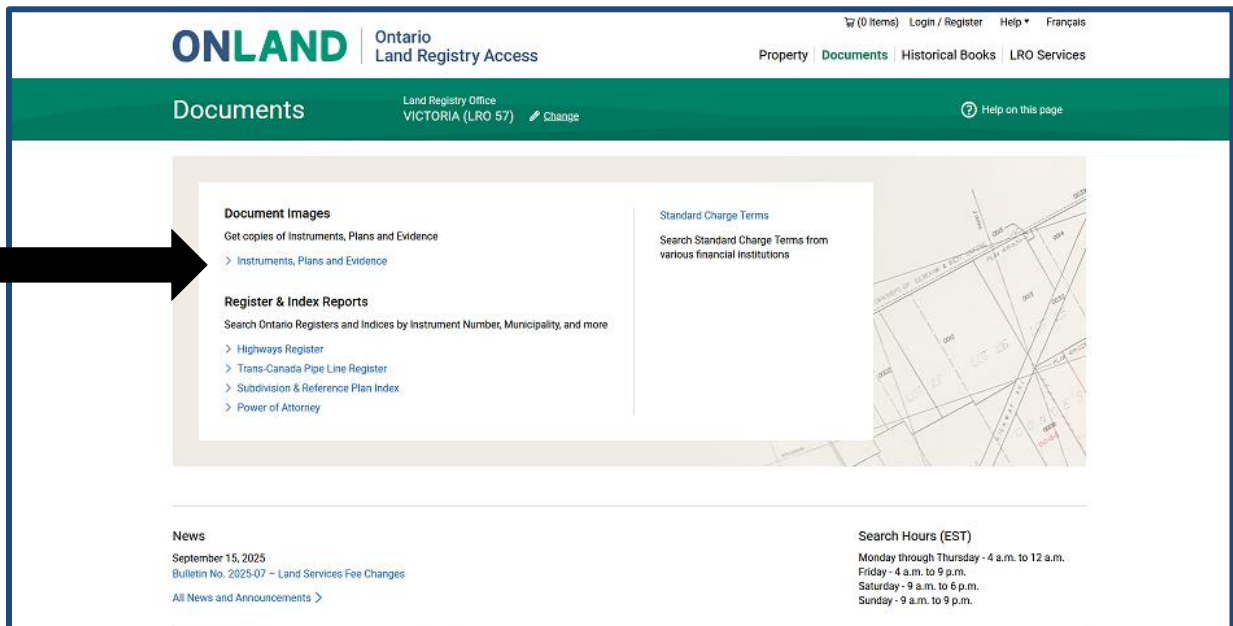
Step 2: In the search bar, enter the Land Registry Office Location for the property you are researching. For this example, we will be looking up properties in the City of Kawartha Lakes, so we will type "Victoria" or the number 57.



Step 3: Once you have selected the proper Land Registry Office Location, you will now need to select the appropriate service tile located under the search bar. To order Instruments, find the Documents tile and click the Search button.



Step 4: A new screen will appear once you click Search. From here, you will need to click on the Instruments, Plans and Evidence link, located under the Document Images section.



Step 5: Once the link has been selected, another search bar will appear titled Registration Number. In this search bar, you will need to enter the Registration

Number for the property you are researching. See Steps 6 to 8 on how to identify a property's Registration Number.

Identifying a Property's Registration Number

Step 6: To find the Instrument Number for a property, you will need to access the Abstract Page for the property you are researching (which can be found in a Historical Book) and the Victoria Document Series Prefix Codes. Once you have accessed these documents, locate the Instrument column on the Abstract Page. The numbers listed under this column are the Instrument – you may choose to write this number down on a notepad or scrap piece of paper as you'll need it for Step 8.

TOWNSHIP OF MANVERS							Lot No. <i>Twenty</i> in the <i>Eighth</i> Concession		BOOK 1		PAGE 7
No. of Instrument	Instrument	Its Date	Date of Registry	GRANTOR	GRANTEE	Quantity of Land	Consideration or Amount of Mortgage	REMARKS			
2-301	Grant	Apr 24-1835		The Crown	Canada Company	200 ac					
2-307	Deed	Feb 22-1853	Feb 26-1853	Wm Graham et ux	Andrew Hannah	50 ac	\$100	N 20 1/4			
2-357	Deed	July 20-1852	May 5-1853	Canada Company	William Graham	100 ac	\$1700	N 1/2			
2-348	Deed	Sept 4-1853	Sept 10-1853	Andrew Hannah	John J. Williams	50 ac	\$770	N 1/2			
2-1034	Deed	July 10-1854	June 3-1856	John J. Williams	S. S. Williams & Assoc.						
2-1036	Deed	Dec 4-1854	Dec 22-1859	Estate of J. Williams	Porter Preston	50 ac	\$1630	N 20 1/4			
2-1037	Deed	Dec 21-1859	Dec 23-1859	Porter Preston et ux	Alec Cameron	50 ac	\$18175	N 20 1/4			
3-1036	Deed	Dec 21-1859	Dec 23-1859	Alec Cameron	William Fraser	50 ac		N 20 1/4			
3-1037	Deed	Sept 30-1863	Nov 10-1863	Wm Graham et ux	John Dumba	50 ac	\$50	E 1/2 N 1/2			
3-1038	Deed	Oct 26-1863	Nov 10-1863	John Dumba et ux	Thomas Graham	50 ac	\$1500	E 1/2 N 1/2			
3-1772	Deed	Feb 25-1865	July 14-1865	Alec Cameron	J. Reed & Co. Executors	50 ac	\$1875	N 20 1/4			
3-2610	Deed	Nov 26-1870	May 3-1870	Joshua Field et ux	Thomas H. Thomson	50 ac	\$1500	N 20 1/4			
3-2614	Deed	Nov 26-1870	May 3-1870	Porter Preston & wife	Thomas H. Thomson	50 ac	\$1500	N 20 1/4			
3-2754	Deed	May 20-1877	May 11-1877	Canada Company	Wm Graham	100 ac	\$3700	E 1/2 N 1/2			
3-2799	Deed	Nov 30-1877	Nov 13-1877	Wm Graham et ux	James Little	100 ac	\$3700	E 1/2 N 1/2			
3-2822	Deed	Nov 30-1877	Nov 13-1877	Porter Preston	James Little	100 ac	\$3700	E 1/2 N 1/2			
7-3-94	Deed	Nov 11-1874	Nov 22-1874	James Little	Wm Graham	100 ac	\$3700	E 1/2 N 1/2			
7-3-95	Deed	Nov 11-1874	Nov 22-1874	Wm Graham et ux	James Little	100 ac	\$3700	E 1/2 N 1/2			

Step 7: Once you've found the Instrument for the property you are researching, you will then need to find the document prefix codes on the Victoria Document Code Index. The codes are organized by location and dates, along with some miscellaneous codes.

VICTORIA (Lindsay) LRO #57					
DOCUMENT SERIES INVENTORY AND PREFIX CODES					
PREFIX	DOCUMENT TYPE/ TOWNSHIP	YEAR		INSTRUMENT #	
		From	To	From	To
Old Registry Series					
MVB	Manvers	Mar 6, 1847	July 14, 1955	1	17029
MVC	Manvers	July 18, 1955	Dec 12, 1958	1	5000
MVD	Manvers	Dec 12, 1958	Sep 15, 1969	5001	24999
MV	Manvers	Sep 15, 1969	Mar 20, 1992	25000	110619
MVA	Manvers (Old Documents)	May 13, 1847	Mar 11, 1847	3	7914
Current Series					
VT	Registry	Jan 2, 1957	Jun 18, 1969	40000	100999

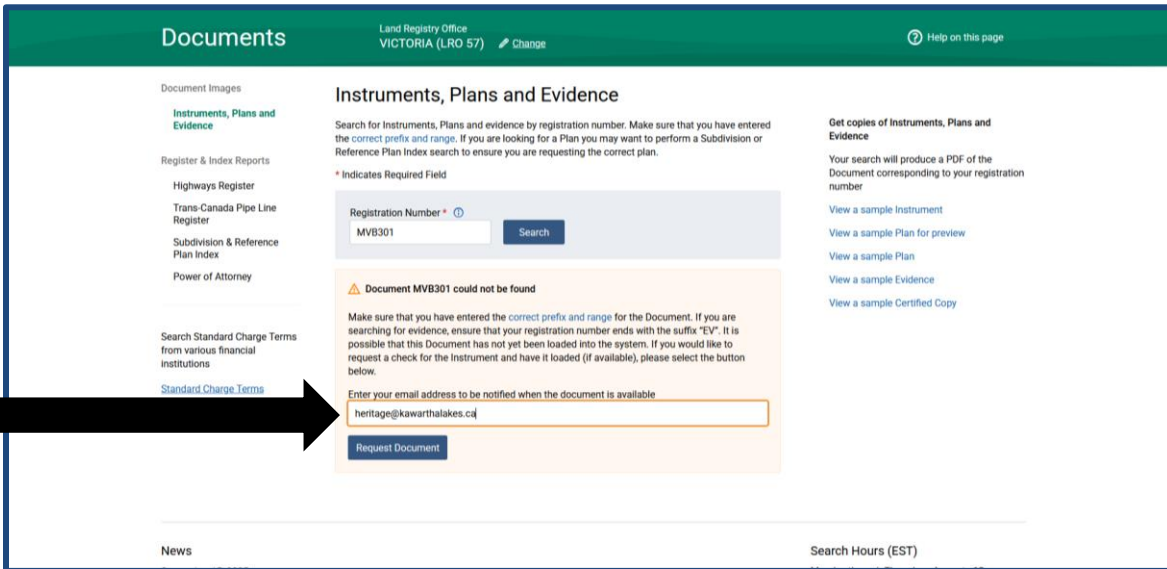
Entering the Registration Number and Requesting Documents

Step 8: On the Instruments, Plans and Evidence page, enter the prefix code, followed by the Instrument number from the Abstract Page. Click on Search.

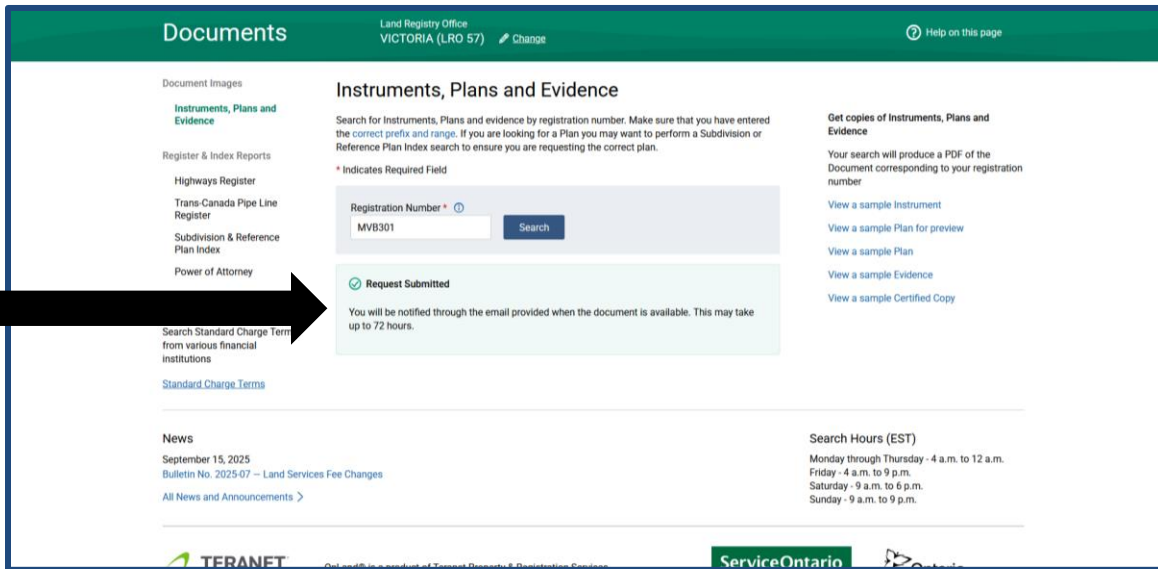
The screenshot shows the ONLAND website interface. At the top, there is a navigation bar with 'ONLAND' logo and 'Ontario Land Registry Access'. Below this, there are tabs for 'Property', 'Documents', 'Historical Books', and 'LRO Services'. The main content area is titled 'Documents' and 'Instruments, Plans and Evidence'. A search box is present with the text 'MVB301' entered and a 'Search' button. To the right of the search box, there are links for 'View a sample Instrument', 'View a sample Plan for preview', 'View a sample Plan', 'View a sample Evidence', and 'View a sample Certified Copy'. At the bottom right, there are 'Search Hours (EST)' listed for Monday through Thursday, Friday, Saturday, and Sunday.

Step 9: Since most historic documents haven't been scanned or uploaded to OnLand by the Land Registry Office and you will probably need to order the request the document be scanned and uploaded to the database. To request a document, you will need to enter your email address into the

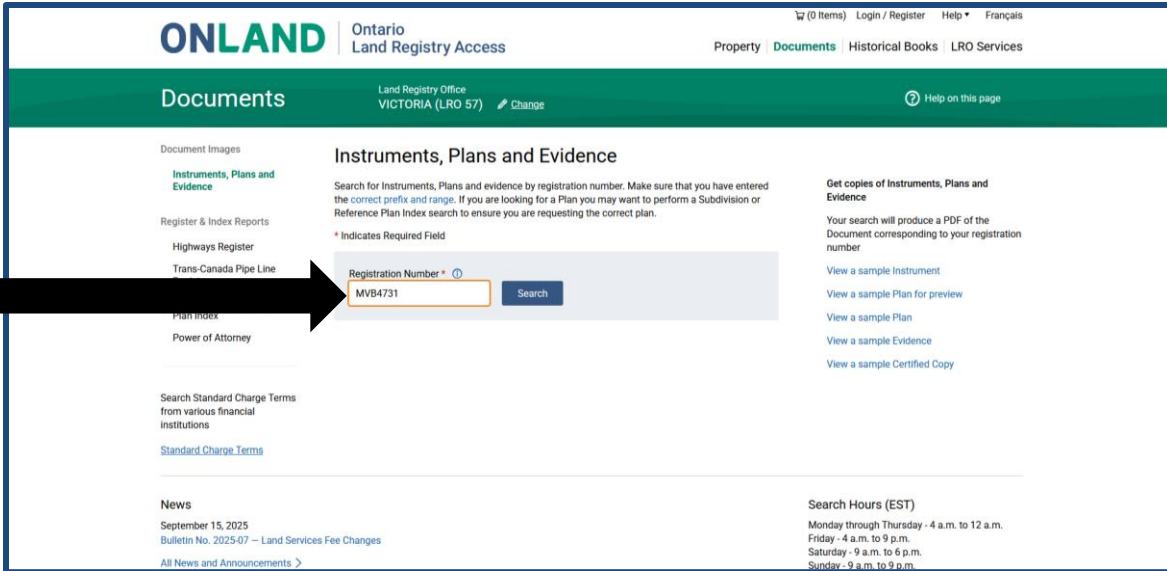
textbox. Click the Request Document button after you've entered your email address.



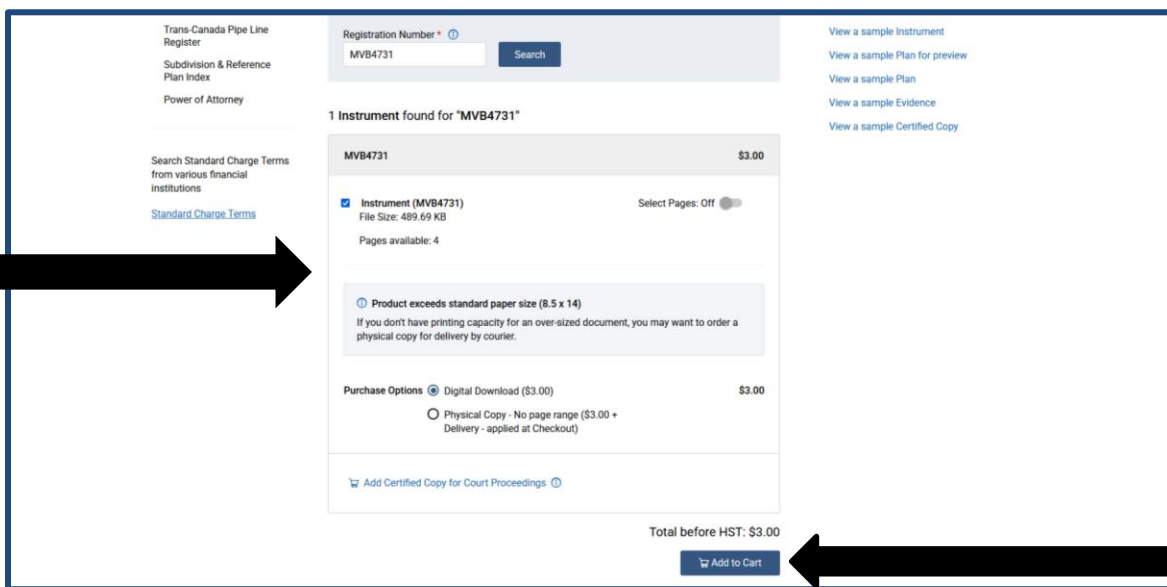
Step 10: Once you've clicked the Request Document button, a textbox will appear to let you know that a notification will be emailed to you when the document is available for viewing.



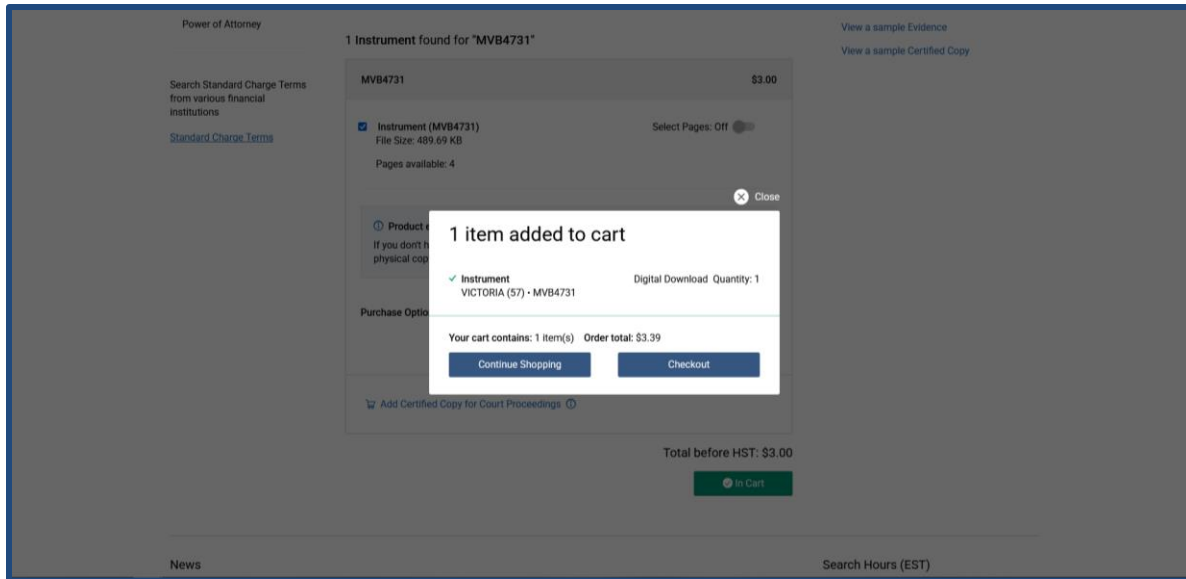
Step 11: When the document you requested is available, you will receive an email prompting you to return to the Instruments, Plans and Evidence page (the email will also include a link to the specific document). When you return to the Instruments, Plans and Evidence page, enter your Registration Number in the box and click Search.



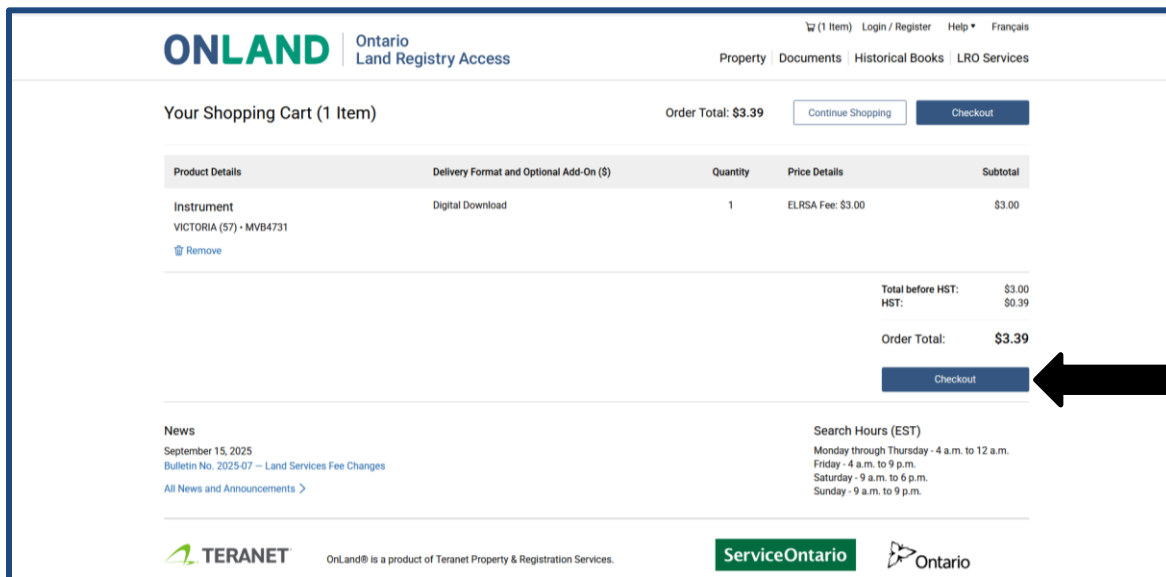
Step 12: A box will appear letting you know the Instrument is available (this is also the screen you will see when the instrument has already been uploaded to Onland). Click the little box to the left of "Instrument". This will select this Instrument as the one you'd like to purchase and then add it to your cart by clicking the "Add to Cart" button. You can either purchase it as a digital download or as a physical copy.



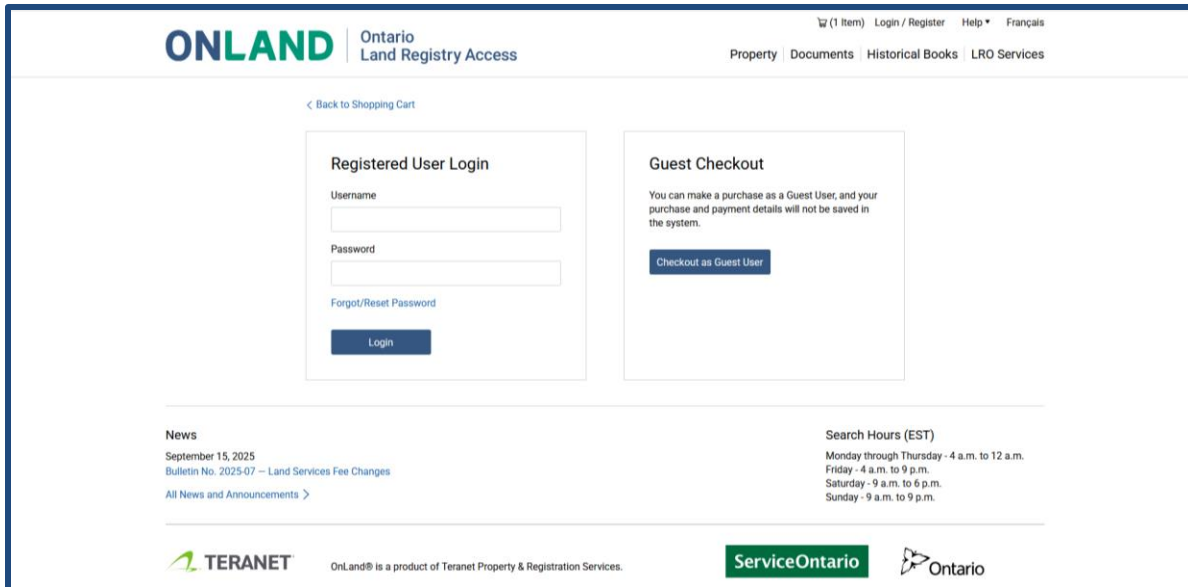
Step 13: A pop up will appear to confirm that the Instrument has been successfully added to your cart. If there are more Instruments that you want to order and that are already available, click on Continue Shopping and repeat steps 10-11. If you are ready to checkout, click Checkout.



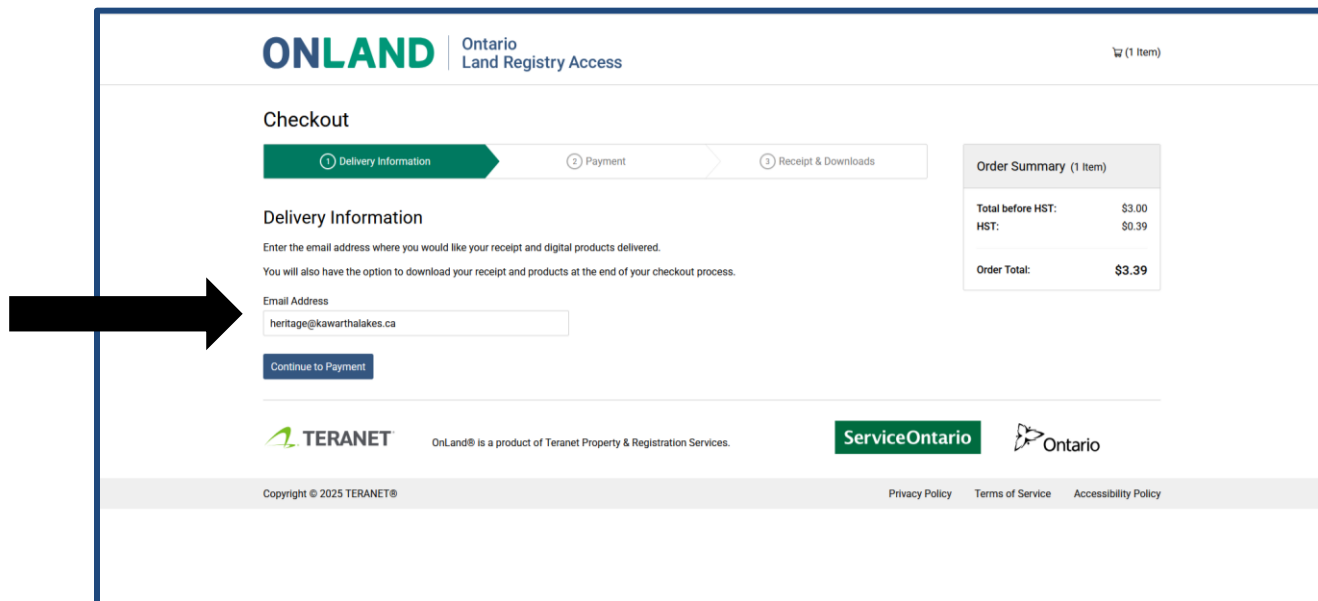
Step 14: If you select Checkout, you will be taken to a page with a summary of your cart. Click on Checkout if you are ready to Checkout and pay.



Step 15: A new screen will appear, prompting you to either register for an OnLand account to checkout or to checkout as a Guest. You may checkout as a Guest.



Step 16: Once you select your preferred method of checking out, you will be promoted to enter your email address into a textbox. The checkout process starts on this screen. Enter your email address and click on Continue to Payment.



Step 17: A new screen will appear where you can Click on Pay by Credit Card to purchase the documents in your cart. A new window will open where you can enter your credit card information.

ONLAND | Ontario Land Registry Access 🛒 (1 Item)

Checkout

✓ Delivery Information → **2 Payment** → 3 Receipt & Downloads

Payment

Credit Card

Credit Card payment will open in new window

[Pay by Credit Card](#)

[Back to Delivery Information](#)

Order Summary (1 Item)	
Total before HST:	\$3.00
HST:	\$0.39
Order Total:	\$3.39

TERANET OnLand® is a product of Teranet Property & Registration Services. ServiceOntario Ontario

Copyright © 2025 TERANET® [Privacy Policy](#) [Terms of Service](#) [Accessibility Policy](#)

Step 18: Once you have entered your credit card information and submitted your payment, you will be redirected to a page with a download link where you can download and view the document. The document will also be sent to you by email.