



MYTERANETCONNECT™

MYTERANETCONNECT™, A TERANET SOLUTION, OFFERING SELF HELP ACCOUNT AND USER ACCESS MANAGEMENT FOR TERANET CONNECT.

2/14/2013

CONTENTS

Welcome.....	2
Logging On	3
Registration.....	4
Registration Step 1.....	4
Registration Step 2.....	5
Password Creation/Reset	8
To create your password	8
To reset your password.....	9

WELCOME

Welcome to MyTeranetConnect™, a Teranet solution. The application enables you to create or recover your security profile.

This guide provides instructions on:

- How to log on
- How to register
- How to create/reset your password

LOGGING ON

Log-in

MyTeranetConnect™, a Teranet® solution, offers self help account and user access management for Teranet Connect™. Teraview users, who are accessing Teranet Connect through a licensed Third Party Application, can do the following:

- Accept Terms and Condition for access (available for designated Teraview Account Holder Representatives only)
- Register on MyTeranetConnect
- Create/Set Password
- Reset Password

Please click [here](#) for easy to follow printable instructions about MyTeranetConnect™.

To begin, please enter your Account and User Name.

Account:

User Name:

FIGURE 1: LOGGING TO MYTERANETCONNECT™

To log on to MyTeranetConnect™:

1. In the **Account** field, enter your **Account**.
2. In the **User Name** field, enter your **User Name**.
3. Click **Login**.

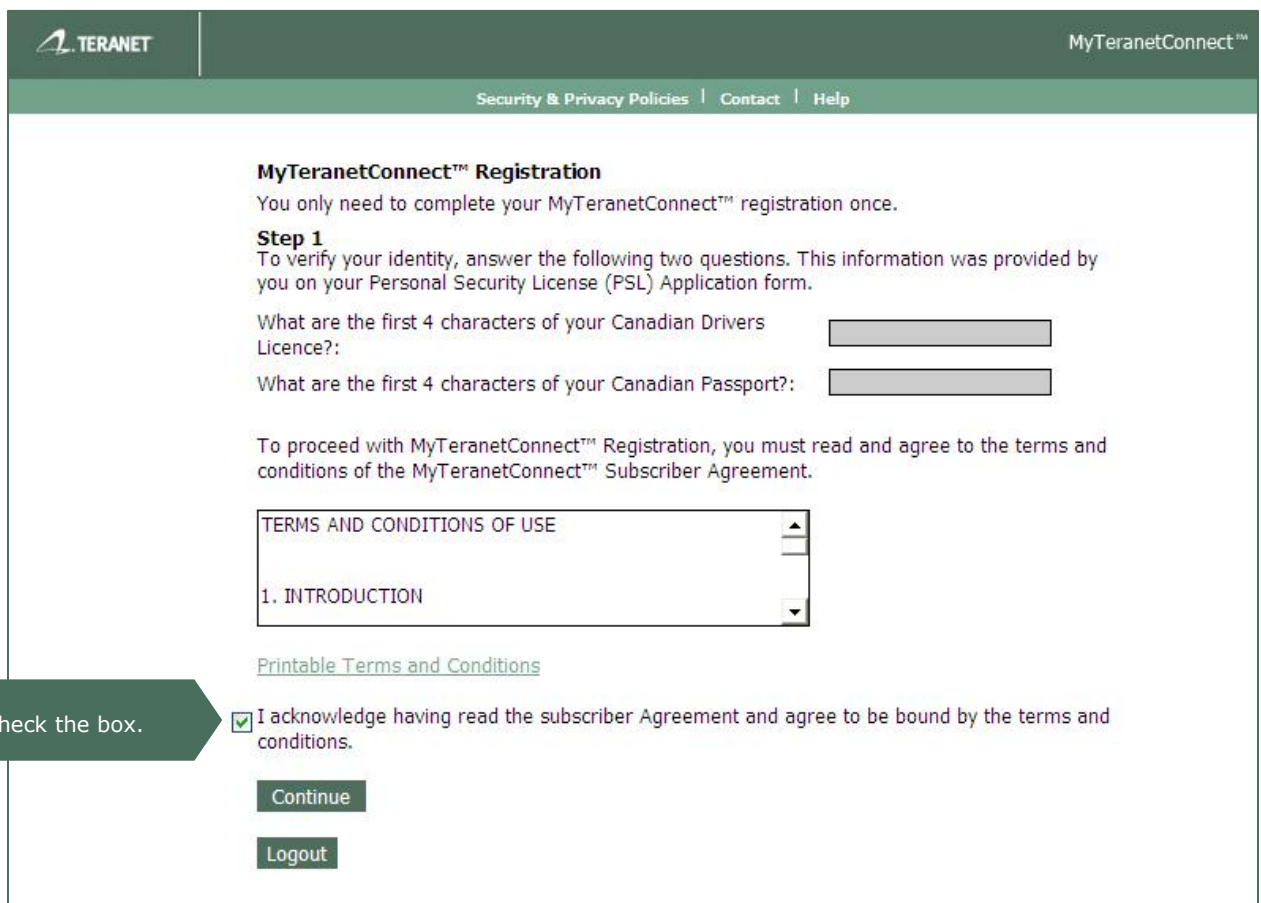
If you have previously registered with MyTeranetConnect™, you will proceed to the [User Verification](#) window.

REGISTRATION

This section looks at how to register to MyTeranetConnect™. To register you must complete two steps.

REGISTRATION STEP 1

In this step, you are required to answer two questions which you provided when you submitted your Personal Security License (PSL) form.



MyTeranetConnect™ Registration
You only need to complete your MyTeranetConnect™ registration once.

Step 1
To verify your identity, answer the following two questions. This information was provided by you on your Personal Security License (PSL) Application form.

What are the first 4 characters of your Canadian Drivers Licence?:

What are the first 4 characters of your Canadian Passport?:

To proceed with MyTeranetConnect™ Registration, you must read and agree to the terms and conditions of the MyTeranetConnect™ Subscriber Agreement.

TERMS AND CONDITIONS OF USE
1. INTRODUCTION

[Printable Terms and Conditions](#)

I acknowledge having read the subscriber Agreement and agree to be bound by the terms and conditions.

[Continue](#)

[Logout](#)

FIGURE 2: STEP 1 REGISTRATION

1. Provide the answers to the two questions.
 - The questions listed are for example purposes only. Your questions may be different.

2. To accept the terms and conditions of MyTeranetConnect™, select the box beside the statement of "I acknowledge having read the subscriber Agreement ...".
 - You can print the Subscriber agreement by clicking on the **Printable Terms and Conditions** link.

REGISTRATION STEP 2

This step requires you to provide answers to two questions as well as provide new questions with their answers and hints.

The screenshot shows the MyTeranetConnect™ Registration Step 2 form. At the top, there is a dark green header with the TERANET logo on the left and "MyTeranetConnect™" on the right. Below the header is a navigation bar with links for "Security & Privacy Policies", "Contact", and "Help". The main content area is white and contains the following text:

MyTeranetConnect™ Registration
Step 2
To continue with your MyTeranetConnect™ Registration, please answer the following two questions:

What is your place (town/city) of birth?:

What is your mother's maiden name?:

You now need to create two more questions, which must be different from the previous questions and answers provided.

Tips:

- Hints cannot be the same as their respective answers
- Answers requiring dates use the following format: MM/DD/YYYY
- Answers must be at least two characters in length
- All fields are required

Enter Questions Below Enter Answers Below Enter Hints Below

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please note that each time you access MyTeranetConnect™ in the future, you will be required to answer three questions that will be randomly drawn from those included in the registration.

FIGURE 3: STEP 2 REGISTRATION

1. Answer the first 2 questions.
2. Create 2 questions and provide the corresponding answers and hints.

- These new questions must be different from the previous questions and answers provided.

Tips:

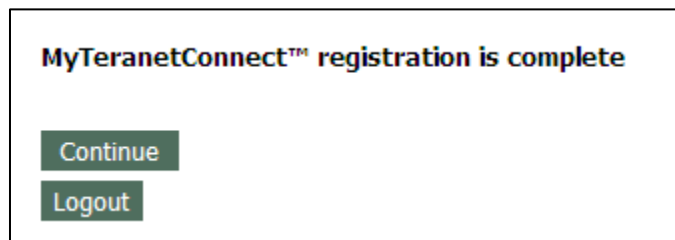
- Hints cannot be the same as their respective answers
- Answers requiring dates use the following format: **MM/DD/YYYY**
- Answers must be at least two characters in length
- All fields are required
- Example questions could come from your favourite item such as "**What is my favourite colour?** "

Note:

- Each time you access MyTeranetConnect™ in the future, you will be presented with **three questions** drawn from the above four questions and Step 1 questions.

3. Click **Submit** to complete your Registration.


- You will get a message saying that your registration was successful.



4. Click **Continue**.

- If you get an error message saying "*The User X of Account Z is not authorized to accept terms and conditions*", it means that the account holder representative **has not accepted the terms and conditions** yet and you will not be able to proceed.
 - Click **OK** and you will be logged out.

- If the account holder representative **has accepted the terms and conditions**, you will advance to creating your password. ([see Password Creation](#))
- If you are the account holder representative, you will be asked to accept the terms and conditions.
 - If you **do not accept the terms and conditions**, the other users will not be able to create and/or change their password.
 - After accepting the terms and conditions, you will proceed to creating a password


TERANET

MyTeranetConnect™

[Security & Privacy Policies](#) | [Contact](#) | [Help](#)

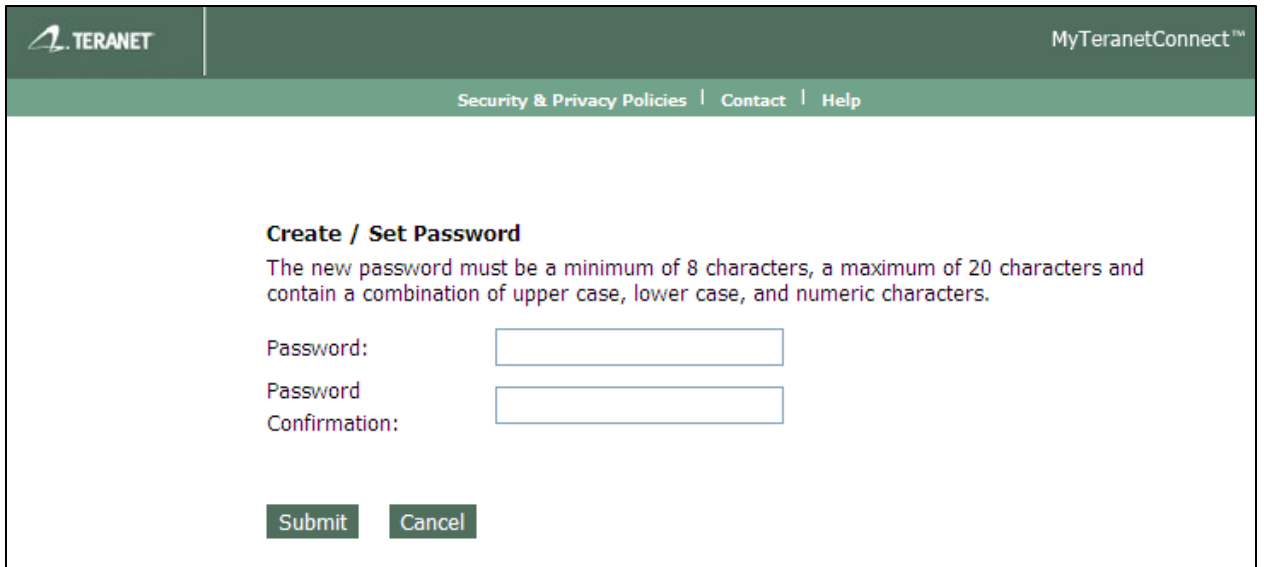
Terms and Conditions for Use of Teranet Connect

1. **Binding Agreement.** This is a legal agreement between You and Teranet Inc. that governs you and your Users' use of Teranet Connect™ ("Teranet Connect"). "You" and "Your" refers to the corporate or business entity entering into these Terms. Please read these terms and conditions (the "Terms") carefully. If You press the "Accept" button at the bottom of these Terms, You are representing that You are the Account Holder and have the right to bind and are legally binding Your corporate or business entity and Users to these Terms. If You do not agree to the Terms, press "Decline". Your Users will not be able to use Teranet Connect if You press "Decline".
2. **Definitions.** "Database Services" means the products and services provided by Teranet which may include, without limitation, search, filing and registrations services, transaction fees and premiums, and legal services related products and supplies related to the POLARIS® database (the automated land records management system for the Province of Ontario), including the mapping database, the Province of Ontario's writs of execution databases and other than services offered through Teraview® from time to time. "Teranet Group" means Teranet Inc., its affiliates, suppliers, licensors, agents, employees, contractors and representatives. "User" means any individual associated with You that Your Account Holder authorizes to use Your Teraview account (including your associated Deposit Account). If an Account Holder wishes to use Teranet Connect, they must be named as a User. "Your Group" means You, Your Account Holder and/or Your Users, as applicable. "Account Holder" means the individual You have designated as the corporate or business entity authorized representative and has the authority to bind You.
3. **Terms of Use.** These Terms apply to Your Group's use of Teranet Connect. These Terms are in addition to any other terms and conditions: (a) that are applicable to specific Database Services; and/or (b) that Your Group has agreed to with the particular third party channel who has provided Your Group with access to Teranet Connect (the "Channel"), if applicable. Your Group must also comply with any terms and conditions imposed by any government program upon Users accessing its products through Teranet Connect. Unless otherwise explicitly set forth, in the case of any inconsistency between these Terms and any other terms related to Teranet Products, these Terms shall govern.
4. **Use.** Teranet Connect may provide Your Users with online remote access to the Database Services. The "Terms of Use" set forth at www.teranetexpress.ca shall be applicable to Your Group's use of the Database Services.
5. **Charges.** While there are no charges imposed by Teranet for use of Teranet Connect, current statutory and services fees and applicable taxes ("Charges") for Your use of Database Services are as posted by Teranet at www.teranet.ca and may be changed from time to time.
6. **Pavments.** Charges for Database Services ordered by Your Users will be charged against the deposit account You set

PASSWORD CREATION/RESET

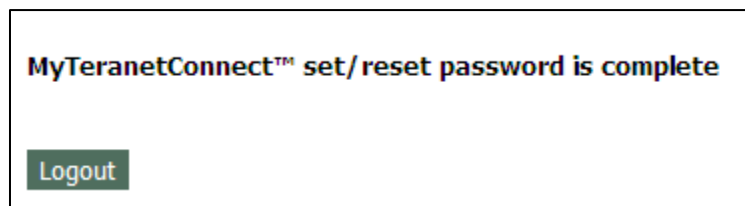
This section will look at creating and resetting your password.

TO CREATE YOUR PASSWORD:



The screenshot shows the MyTeranetConnect user interface for password creation. At the top left is the TERANET logo, and at the top right is the MyTeranetConnect™ logo. Below the logos is a navigation bar with links for Security & Privacy Policies, Contact, and Help. The main content area is titled "Create / Set Password" and includes instructions: "The new password must be a minimum of 8 characters, a maximum of 20 characters and contain a combination of upper case, lower case, and numeric characters." There are two input fields: "Password:" and "Password Confirmation:". Below the fields are "Submit" and "Cancel" buttons.

1. Enter a password.
 - Follow these rules when creating your password:
 - Must be at least 8 characters but cannot exceed 20 characters
 - Must contain an uppercase letter
 - Must contain a lowercase letter
 - Must contain a number
2. Re-enter your password for confirmation.
3. Click **Submit**.
4. A confirmation appears.
 - Click **Logout** when you are done.



TO RESET YOUR PASSWORD:

If you forget your password, you can reset it anytime by logging on to MyTeranetConnect™. The steps will be as follows:

User Verification

Please answer the following questions to validate your identity. This information was provided when you registered in MyTeranetConnect™.

I agree that by using this Website and the Services I am bound by the terms and conditions of the [Subscriber Agreement](#).

Answers requiring dates should be in the following format: MM/DD/YYYY

What is your mother's maiden name?:

What are the first 4 characters of your Canadian Passport?:

What is your place (town/city) of birth?:

1. From the **User Verification** window, answer the 3 security questions drawn from the Personal Security License (PSL) form and the Registration phase.
 - The questions listed are for example purposes only. Your questions may be different.
 - If you do not remember your answers to the questions, please contact **Customer Service Centre** at customers@teranet.ca
2. Click **Continue**.
3. You will then proceed to the **Create/Set Password** screen where you can enter in a new password.
4. Click **Submit** to reset your password.
5. A confirmation appears.
 - Click **Logout** when you are done.