



ACT
Government



ACT Government

**Chief Minister, Treasury and Economic
Development Directorate**

Access Canberra

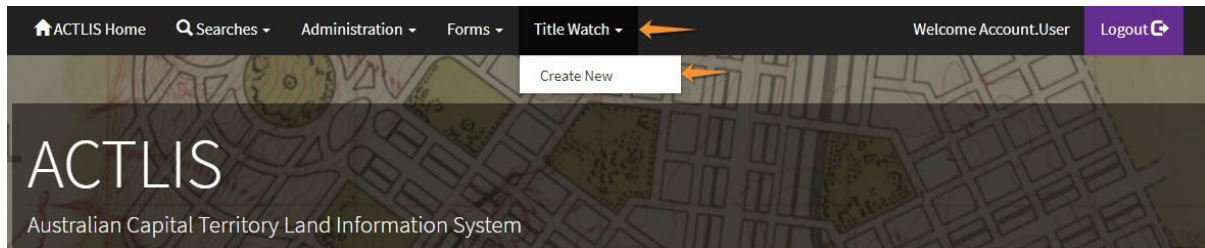
ACTLIS

**(Australian Capital Territory Land Information
System)**

Subscriber Title Watch Guide

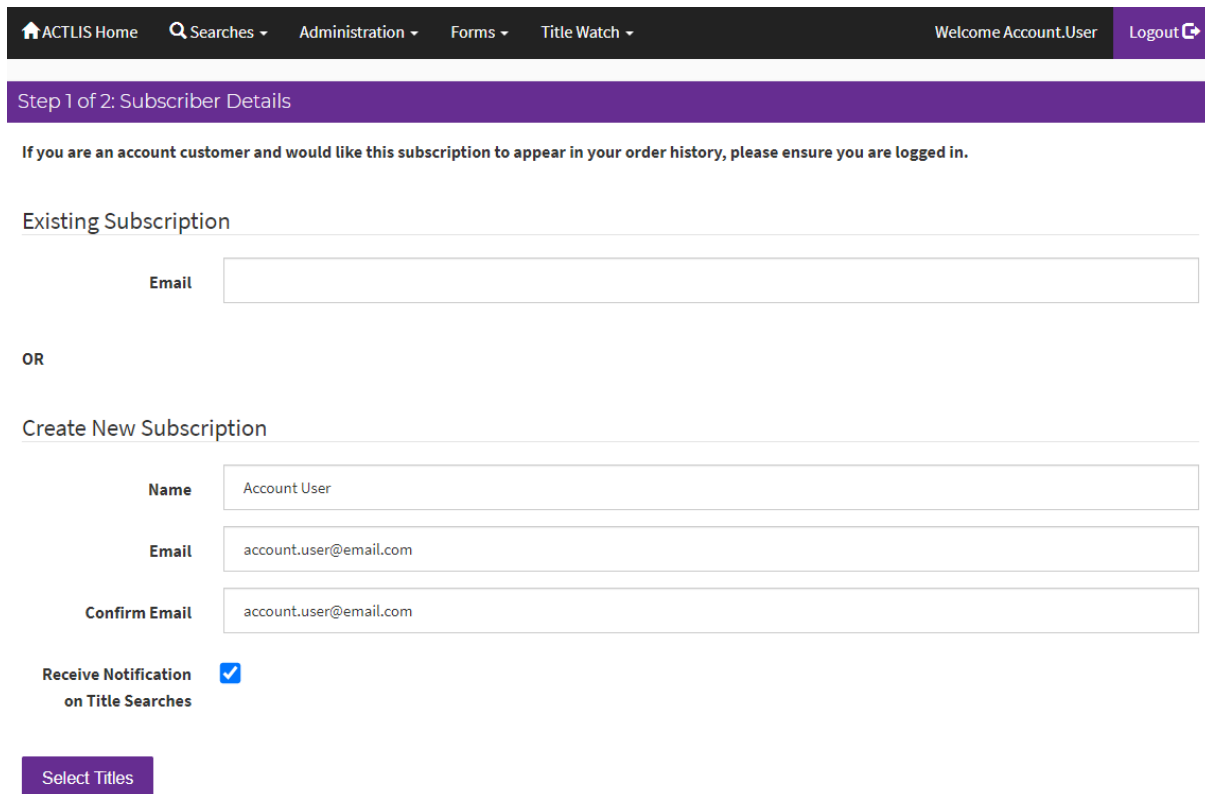
HOW TO CREATE A TITLE WATCH

Whilst logged into ACTLIS as an account holder, select 'Create New' from the Title Watch dropdown.



In the 'Create New Subscription' section you will need to enter your first and last name and the email address that you would like to receive the receipt and notices at.

There is an optional field for receiving notice on title searches. If this is selected, notification emails will be issued when a title search is done for the property being watched.



Step 1 of 2: Subscriber Details

If you are an account customer and would like this subscription to appear in your order history, please ensure you are logged in.

Existing Subscription

Email

OR

Create New Subscription

Name

Email

Confirm Email

Receive Notification on Title Searches

Select Titles

On the following screen you can add the title you want to watch by selecting 'Add Title'. If you want to add multiple titles to your subscription 'Add Title' can be selected again for each additional title.

[ACTLIS Home](#)
[Searches](#)
[Administration](#)
[Forms](#)
[Title Watch](#)
Welcome Account.User [Logout](#)

Step 2 of 2: Select Titles

Subscriber Details

Name Account User

Email Address account.user@email.com

Receiving Notifications for Title Searches Yes

Titles

Please add the titles you wish to subscribe to. Subscription will last for 12 months.

Title Reference	Parcels	Cost
(none)		

Add Title ←

Total Cost:

Form Actions

[Edit Subscriber Details](#) [Submit](#)

Titles can be added by either the Volume & Folio or the Suburb, Section, Block & Unit (where applicable).

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Title Search **Parcel Search**

* denotes a mandatory field

Volume *

Folio *

Search ←

Form Actions

[Back](#)

Once you have selected all titles you want to add to your title watch subscription select 'Submit'. This will take you to an order confirmation screen. After confirming your order, it will redirect to a payment screen. The customer reference field on the order confirmation screen is not required to be

completed. However, if a customer reference is needed for reconciling accounts the field can be used.

ACTLIS Home | Searches | Administration | Forms | Title Watch | Welcome Account.User | Logout

Order Confirmation - Title Watch

Title Watch Subscription on titles: 1234/56

Title Watch	Title Watch	\$30.00
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Customer Reference: REF - 123456

Order Total: \$30.00 (GST Exempt)

The total cost of this order will accrue to your organisations account, **LTO Test Organisation**.

[Confirm Order](#)

After payment, you will be taken back to an order confirmation screen which has an option to download a copy of your title watch receipt. The Title Watch subscription will accrue to the products account for your organisation and can be searched through the 'Search Transactions' page in ACTLIS.

An email with subscription details will be sent to your nominated email address with the Title Watch details and a link to manage the subscription. Do not delete this email as it is only sent once.

A title watch subscription has been created; a confirmation email has been sent to your email address. If you do not receive an email within 10 minutes please contact ACTLIS support on 13 22 81.

If you want to manage your title watch subscription please use the manage title watch hyperlink provided in the subscription notice sent to your email address

[Download Receipt](#)

Title Watch Order Confirmation

Order Confirmation Details

Order Id: 20201201000001

Order Date: 01/12/2020

Customer Reference: REF - 123456

Order Total: \$30.00

Actions

[Create New Subscription](#)

CONTACT DETAILS

For any assistance or enquiries regarding Title Watch, ACT Land Titles can be contacted via email at actlis@act.gov.au or by phoning (02) 6207 0491, between the hours of 9:00am and 5:00pm, Monday – Friday excluding public holidays.