

Quick
Reference
Guide

Migrating eStrataHub Orders from BC OnLine to myLTSA Enterprise

Version 1.0
June 2021

eStrataHub is available through myLTSA Enterprise

We're excited to announce that eStrataHub is available through myLTSA Enterprise.

myLTSA Enterprise is widely used by BC legal professionals, including lawyers and notaries. It provides account management, user authentication, and a deposit account for payment as well as access to the full suite of the LTSA's Electronic Services and tax certificates.

Through myLTSA Enterprise, you can continue to use eStrataHub to order and access strata documents as you do today through BC OnLine, except payment will be through myLTSA.

I don't have a myLTSA Enterprise account

If you don't already have a myLTSA Enterprise account, we recommend creating one to take advantage of this new access point. Once you have created a myLTSA Enterprise account, please follow the instructions below to move all orders in any state (i.e. in progress, completed, waiting for payment, etc.) that were placed through BC OnLine to myLTSA Enterprise.

Here's a [guide to setting up a myLTSA Enterprise account](#) or you can [go directly to the registration form](#).

I already use myLTSA Enterprise

If you have a myLTSA Enterprise account, you can begin using eStrataHub today.

Access the service by clicking Service Providers on the main navigation menu in myLTSA Enterprise and selecting eStrataHub. Please follow the prompts to migrate your orders. Instructions are also below on page 4.

BC OnLine access ending July 31, 2021

The government of BC has decided to stop hosting non-government services on BC OnLine. Access to eStrataHub through BC OnLine is ending on July 31, 2021.

It is fast and easy to move your orders placed through BC OnLine to myLTSA Enterprise. This ensures you have access to all your eStrataHub orders and avoids the



risk of being charged twice for an order. Please make the move to myLTSA Enterprise as soon as possible.

Failing to migrate your orders from BC OnLine to myLTSA Enterprise by July 31, 2021 will have significant consequences:

- You will lose access to all of your orders in any state (i.e. in progress, completed, waiting for payment, etc.)
- You will lose your order history and reporting ability

Who to Contact

If you have questions about eStrataHub or its retirement from BC OnLine, please contact APIC customer service by phone at 1.877.953.8253 or by email at estratahubadmin@estratahub.com.

If you need help setting up a new myLTSA Enterprise account, please call the myLTSA Technical Support team at 604-630-9630 in the Greater Vancouver area (or 1-877-577-5872 if calling from elsewhere in BC, Canada, or the US) or email myLTSA TechSupport@ltsa.ca.

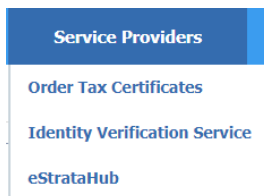
Click [here](#) to access FAQ's on Migrating orders from BC OnLine to myLTSA Enterprise.

Migrating Orders

This guide will assist you with migrating your orders from BC OnLine to myLTSA Enterprise in a few easy steps.

Access eStrataHub through myLTSA Enterprise

To access eStrataHub from myLTSA Enterprise, log into myLTSA Enterprise, click **Service Providers** in the main menu and select **eStrataHub** from the dropdown.





If you have multiple users in your account, each user must migrate their orders individually from BC OnLine to myLTSA Enterprise.

First user migrates orders

The first time you log into eStrataHub through myLTSA Enterprise and click on **Manage My Existing Orders** (*Manage My Existing Orders*), you will be presented with the below popup window welcoming you to eStrataHub. It is important that you read the contents of this message.

After you migrate your orders, you will no longer be able to place new orders through BC OnLine. You must use myLTSA Enterprise for payment of in progress orders and to place new orders.

Welcome to eStrataHub! We noticed that this is the first time you are logging into eStrataHub via myLTSA. If you have an existing BC OnLine account and would like to access your existing orders then you will need to migrate your BC OnLine orders using our BCOL Migration tool. Would you like to migrate your orders now?

If you don't want to migrate your orders now you can migrate them at any time by clicking on the BCOL Migration link in the header menu until July 31st.

WARNING: If you want to migrate your BC OnLine orders, you will need to do so before July 31st. If you do not migrate your orders by this date, you will no longer have access to them. By clicking on either option below, you acknowledge having read this warning.

I will Migrate laterMigrate my BCOL orders now

You are presented with two options.

Option 1: I Will Migrate Later

If you click on **I will Migrate later**, the popup welcome window will close. You will be able to migrate your orders later (but still before July 31, 2021) by clicking on **BCOL Migration** on the top menu bar.

RECOMMENDED Option 2: Migrate my BCOL Orders Now

Click **Migrate my BCOL orders now** to begin the migration. The BC OnLine Migration Tool window will appear. Enter your BC OnLine User ID and Password, then click **Next** to proceed.

BC OnLine Migration Tool

This tool will take you through the process of migrating your eStrataHub orders placed via BC OnLine to your ESH / myLTSA account. Please note that once you have migrated your account from BC OnLine to myLTSA you will no longer be permitted to place orders in your BC OnLine account.

To start please enter your BC OnLine username and password to verify your identity.

BC OnLine User ID

BC OnLine Password

Complete Migration

Once the BC OnLine Migration Tool has authenticateded your credentials, the page will display:

- Your BC OnLine User ID number
- Your BC OnLine Account number
- Total number of orders to migrate

Please review this information and the important note about the migration process.

Note: All of your orders will be migrated (Completed and In Progress). Once you have migrated orders to myLTSA you will no longer have access to them via BC OnLine. Orders that were still in progress will be delivered to your myLTSA ESH account and paid for using your myLTSA draw down account. Orders belonging to other users on the same account **WILL NOT be migrated.**

If this information is incorrect, click the back button in your browser and re-enter your BC OnLine account credentials.

If correct, click **Complete Migration.**

BC OnLine Migration Tool

BC OnLine User ID: PA97252
BC OnLine Account: 582370
of orders to Migrate: 48

Note: All of your orders will be migrated (Completed and In Progress). Once you have migrated orders to myLTSA you will no longer have access to them via BC OnLine. Orders that were still in progress will be delivered to your myLTSA ESH account and paid for using your myLTSA draw down account. Orders belonging to other users on the same account WILL NOT be migrated.

[Complete Migration](#)

Migration Completed

Once the BC OnLine Migration has been completed, you will be presented with the following message:

All orders for the User {USER ID} have been migrated to your myLTSA account. Please remember that other users on the same BC OnLine account will also need to perform this migration in order to see their orders in myLTSA. If you have any questions about your new myLTSA eStrataHub account, please don't hesitate to reach out to the myLTSA help desk.

Click **Go To My Orders** to close the window and be taken to your migrated orders.

Note: Once the migration has been completed, you will no longer be able to place new orders through BC OnLine and will need to begin using myLTSA Enterprise to place new orders.

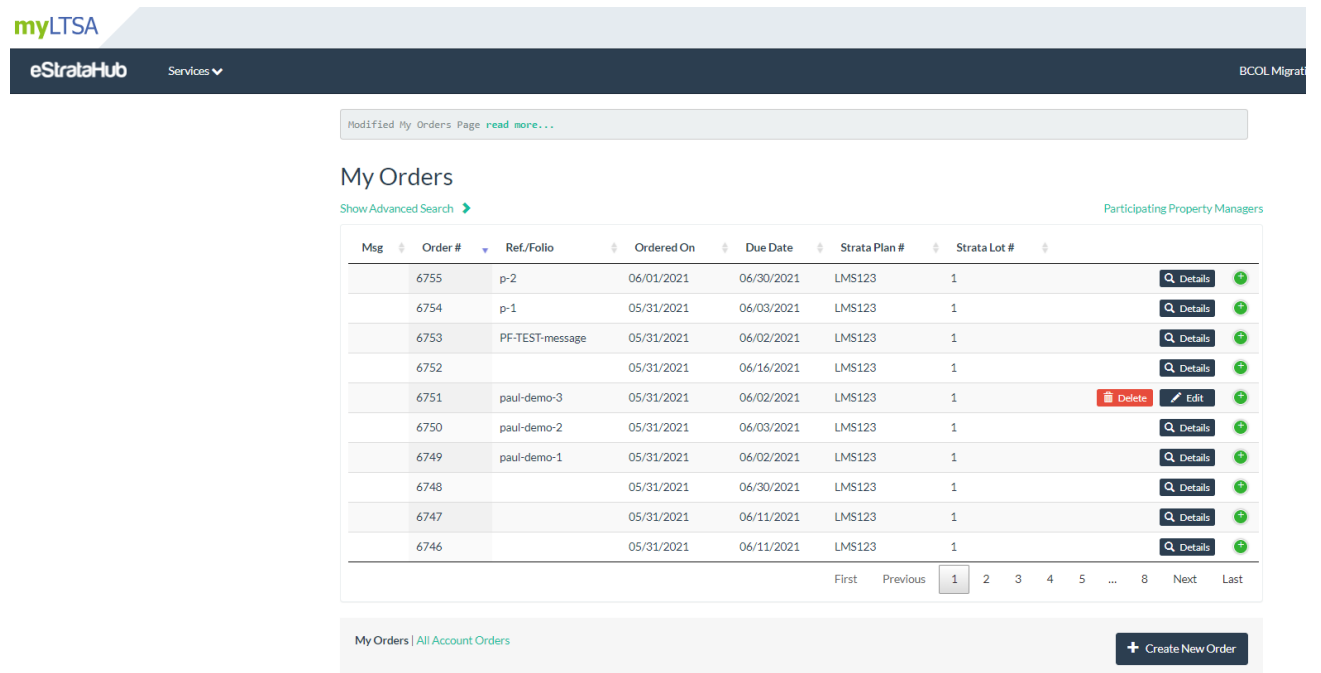
Migrating Other Users on the Same BC OnLine Account

If you have one or more users on the same BC OnLine account, each user will need to migrate their orders by clicking the **BCOL Migration** on the header and

following the instructions for [Option 2: Migrate my BCOL Orders Now](#). Only the first user to log into myLTSA Enterprise will be displayed the pop-up message. Orders for all users are shared in myLTSA Enterprise through the eStrataHub **My Orders** page. Orders will not be delivered to the myLTSA Inbox.

My Orders

Click **Go To My Orders** on the Migration Completed window will display your migrated orders. Clicking on **My Orders** on the top menu bar will display your migrated orders. You may also see orders migrated by other users in your account. All orders in any state will be migrated (i.e. in progress, completed, waiting for payment, etc.).



The screenshot shows the 'My Orders' page in the myLTSA eStrataHub interface. At the top, there is a navigation bar with the 'myLTSA' logo, 'eStrataHub' text, a 'Services' dropdown menu, and a 'BCOL Migrat' link. Below the navigation bar, a message states 'Modified My Orders Page [read more...](#)'. The main heading is 'My Orders', with links for 'Show Advanced Search' and 'Participating Property Managers'. A table lists 11 orders with columns for 'Msg', 'Order #', 'Ref./Folio', 'Ordered On', 'Due Date', 'Strata Plan #', and 'Strata Lot #'. Each row includes a 'Details' button and a green plus icon. The 7th row (Order # 6751) also features 'Delete' and 'Edit' buttons. A pagination bar at the bottom of the table shows 'First', 'Previous', '1', '2', '3', '4', '5', '...', '8', 'Next', and 'Last'. At the bottom of the page, there is a 'My Orders | All Account Orders' link and a '+ Create New Order' button.

Msg	Order #	Ref./Folio	Ordered On	Due Date	Strata Plan #	Strata Lot #	
	6755	p-2	06/01/2021	06/30/2021	LMS123	1	Details +
	6754	p-1	05/31/2021	06/03/2021	LMS123	1	Details +
	6753	PF-TEST-message	05/31/2021	06/02/2021	LMS123	1	Details +
	6752		05/31/2021	06/16/2021	LMS123	1	Details +
	6751	paul-demo-3	05/31/2021	06/02/2021	LMS123	1	Delete Edit +
	6750	paul-demo-2	05/31/2021	06/03/2021	LMS123	1	Details +
	6749	paul-demo-1	05/31/2021	06/02/2021	LMS123	1	Details +
	6748		05/31/2021	06/30/2021	LMS123	1	Details +
	6747		05/31/2021	06/11/2021	LMS123	1	Details +
	6746		05/31/2021	06/11/2021	LMS123	1	Details +