

**WRITFILING SERVICES APPLICATION**

Your application is subject to acceptance by Teranet Inc. ("Teranet"). NOTE: Information collected from this form and the resulting usage of the WritFiling Services will be used by Teranet for the purposes of administration of and access to systems, products and services. For questions on collection and the use of this information, please contact Teranet at 1-800-208-5263 or 416-360-1190.

LAWYER  PARALEGAL

**1. ORGANIZATION ACCOUNT INFORMATION**

ORGANIZATION (BUSINESS/FIRM) LEGAL NAME

STREET NAME CITY PROVINCE POSTAL CODE

TELEPHONE (INCLUDE AREA CODE AND EXTENSION) FACSIMILE (INCLUDE AREA CODE)

AUTHORITY TO ACT AS A REPRESENTATIVE  AUTHORITY TO ACT AS A CREDITOR

**2. AUTHORIZED ACCOUNT HOLDER REPRESENTATIVE INFORMATION**

USER NAME (INDIVIDUAL)

TELEPHONE (INCLUDE AREA CODE AND EXTENSION)

EMAIL ADDRESS (THIS WILL BE THE USERNAME USED TO LOGIN TO WRITFILING)

**3. USER ACCOUNT INFORMATION**

Please list all your users using the form below.

If the user is not already a Teraview Account Holder with a valid Personal Security Licence (PSL) and requires signing authority, Form 300, Portas Personal Security Licence and RSA Token Application must be completed and submitted together with this Form 105 WritFiling Services Application.

Please note that the user requesting signing authority must be in good standing with the Law Society of Ontario. There is a one time fee of \$195 payable for each signing authority, which is payable when you first log into the WritFiling application.

<b>User 1:</b> Lawyer <input type="checkbox"/> Paralegal <input type="checkbox"/>		
Given Name and Surname		
Email (This will be the user's username)		
Telephone Number		
Organization Administrator (Admin)	Admin has authorization to create user accounts on behalf of the Organization	<input type="checkbox"/>
<b>Complete section below only if user requires Signing Authority</b>		
<b>Is the user an existing Teraview User, with a valid Personal Security Licence and RSA token?</b>		
NO	Complete Form 300, Portas Personal Security Licence and RSA Token Application. This form must be included together with this Form 105 WritFiling Services Application.	
YES	Please provide your Teraview Account Name and Number below.	

Account Name	
Account Number	
Member of the Ontario Paralegal Association (Paralegals only)	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>User 2:    Lawyer   <input type="checkbox"/>            Paralegal   <input type="checkbox"/></b>		
Given Name and Surname		
Email (This will be the user's username)		
Telephone Number		
Organization Administrator (Admin)	Admin has authorization to create user accounts on behalf of the Organization	<input type="checkbox"/>

**Complete section below only if user requires Signing Authority**

**Is the user an existing Teraview User, with a valid Personal Security Licence and RSA token?**

NO	Complete Form 300, Portas Personal Security Licence and RSA Token Application. This form must be included together with this Form 105 WritFiling Services Application.
YES	Please provide your Teraview Account Name and Number below.

Account Name	
Account Number	
Member of the Ontario Paralegal Association (Paralegals only)	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Attach any additional users in Appendix A**

**4. AUTHORIZED ACCOUNT HOLDER REPRESENTATIVE ACKNOWLEDGMENT (PLEASE PRINT)**

FIRST NAME	MIDDLE NAME AND/OR INITIAL	LAST NAME
------------	----------------------------	-----------

By signing below, the Account Holder, by way of its Authorized Account Holder Representative, confirms that: (i) it has verified the accuracy of the information it has provided; (ii) it agrees to the terms and conditions of use the WritFiling Services which are located at <https://onwrits.ca/en/terms-conditions/>; (iii) use of the WritFiling Services by the Account Holder, its users, and the Authorized Account Holder Representative will be in accordance with applicable statutes and regulations thereunder and applicable terms and conditions and (iv) the Authorized Account Holder Representative has authority to bind the Account Holder. Please sign and send this and any completed Form300, Portas Personal Security Licence Application (if applicable) to Teranet for its review and acceptance. The Account Holder acknowledges that there may be transaction, statutory or other fees and taxes for use of the WritFiling Services.

X \_\_\_\_\_  
 AUTHORIZED ACCOUNT HOLDER REPRESENTATIVE SIGNATURE (I HAVE THE AUTHORITY TO BIND THE ACCOUNT HOLDER)      DATE (MM/DD/YYYY)

On behalf of the Account Holder and its User(s), I agree to Teranet Inc. sending newsletters containing news, updates and promotions regarding Teranet Inc.'s products. You and any of your Users can withdraw your consent at any time by contacting Teranet Inc. as set out below. Even if you unsubscribe, you may still receive messages from us on WritFiling Service transactions, security and other account matters.

**Form(s) must be submitted via FAX to 416-360-6069**

You may contact Teranet Inc. by either calling 416-360-5263 or emailing us at [info@teranet.ca](mailto:info@teranet.ca) or visiting us on our website at [www.teranet.ca](http://www.teranet.ca).

**APPENDIX A**

<b>User 3:    Lawyer   <input type="checkbox"/>            Paralegal   <input type="checkbox"/></b>		
Given Name and Surname		
Email (This will be the user's username)		
Telephone Number		
Organization Administrator (Admin)	Admin has authorization to create user accounts on behalf of the Organization	<input type="checkbox"/>
<b>Complete section below only if user requires Signing Authority</b>		
<b>Is the user an existing Teraview User, with a valid Personal Security Licence and RSA token?</b>		
NO	Complete Form 300, Portas Personal Security Licence and RSA Token Application. This form must be included together with this Form 105 WritFiling Services Application.	
YES	Please provide your Teraview Account Name and Number below.	
Account Name		
Account Number		
Member of the Ontario Paralegal Association (Paralegals only)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>User 4:    Lawyer   <input type="checkbox"/>            Paralegal   <input type="checkbox"/></b>		
Given Name and Surname		
Email (This will be the user's username)		
Telephone Number		
Organization Administrator (Admin)	Admin has authorization to create user accounts on behalf of the Organization	<input type="checkbox"/>
<b>Complete section below only if user requires Signing Authority</b>		
<b>Is the user an existing Teraview User, with a valid Personal Security Licence and RSA token?</b>		
NO	Complete Form 300, Portas Personal Security Licence and RSA Token Application. This form must be included together with this Form 105 WritFiling Services Application.	
YES	Please provide your Teraview Account Name and Number below.	
Account Name		
Account Number		
Member of the Ontario Paralegal Association (Paralegals only)	Yes <input type="checkbox"/>	No <input type="checkbox"/>