

There are multiple ways PSO users can access online services. The most frequently used option to access PSO is using the following url:

https://plansubmissions.silvacom.com/specs/login.html

**NOTE**: You will also need to change your password to access ISC Online Services. For more information on how to change your ISC Online Services password see <u>Password Change for all other ISC Online</u> <u>Services</u>.



1. Select the My Profile tab.

isc	Plan Submiss	ions Online			Logged in as donna.schwartz@isc.ca Logout Hei
My Plans	My Profile				
Show All Requests	¥				
Packet Number	Client Reference #	Plan Purpose	Request Type	Date Created	Date Submitted

2. My Profile opens. Select the Change Password button.



My Plans My Profile           My Profile           Erist Name:         Test           Last Name:         Tester           Primary Email:         12345@hotmail.com           Secondary Email(s):         ISC Client Number:           ISC Account Number:         ISC Account Number:	Plan	missions Online
MY PROFILE         First Name:       Test         Last Name:       Tester         Primary Email:       12345@hotmail.com         Secondary Email(s):       ISC Client Number:         ISC Account Number:       Edit Profile	My Plans My Profile	
First Name: Test Last Name: Tester Primary Email: 12345@hotmail.com Secondary Email(s): ISC Client Number: ISC Account Number: Edit Profile Change Password		MY PROFILE
Primary Email: 12345@hotmail.com Secondary Email(s): ISC Client Number: ISC Account Number: Edit Profile Change Password		First Name: Test
Secondary Email(s): ISC Client Number: ISC Account Number: Edit Profile Change Password		Primary Email: 12345@hotmail.com
ISC Client Number: ISC Account Number: Edit Profile Change Password		Secondary Email(s):
ISC Account Number:		ISC Client Number:
Edit Profile Change Password		ISC Account Number:
		Edit Profile Change Password

3. The Change Password window displays. Enter your Old (current) Password, New Password and Confirm Password.

**NOTE**: Passwords are case-sensitive, must be 8 to 16 characters, contain at least 1 uppercase letter, 1 lower case letter, 1 number and one of these characters !@\$\*

ISC Plan Submissions Onlin	ne	Logged in as donna.schwartz@isc.ca Logout Help
My Plans My Profile First Nam Last Nam Primary E Seconda ISC Clem ISC Acco	PROFILE  ** Test ** Te	
	Confirm Password: Summer20201 Save Cancel	



4. Select Save.

Change Password		3
Old Password:	summer2020	
New Password:	Summer2020!	
Confirm Password:	Summer2020!	
	Save Cancel	

5. The **Success** window displays confirming your password has been changed.

ISC Plan Subm	issions Online	Logged in as donna.schwartz@isc.ca Logour   Help
	MY PROFILE First Name: Last Name: Persary Data Persary Data	
	Secondary Enail(s): ISC Clent Namber: ISC Account Number: Edit Profile Change Password	
	Success ** * Your password has been updated.	

6. You are ready to select the My Plans tab to continue.





Other options located on the ISC Home Page include:

#### A. Select the Survey Plans Tab

	1					Text Size	Normal - About ISC
ISC		Search					0
ń	Land Titles	Personal Property	Survey Plans	Maps & Photos	Corporations	Forms	
Hom							🚔 Printer Friendly

#### 1. Select Submit a Plan Online.

Survey Plans 🥢	Survey Plans: Introduction
Survey Plans: Introduction	Survey Diese records all logal survey also and manyment information. The
> Find a Plan	Survey Plans records an egal survey plan and monument information. The
> Consolidate Land	and defines all land parcels in the province. It provides the foundation for the
Submit a Plan Online	description of land parcels for the Land Titles Registry. More
Parcel Tie Amendments	
> View a Field Book	
> Acts and Regulations	Find a Plan
> Fees	Want to view a current or historical plan of survey? No problem. all you need is a free ISC online services account and
Glossary	you can get started searching legal plans of survey online in minutes! We have two search options for finding legal survey plan information:
History of Land Surveys	<ul> <li>Map Search - allows you to graphically zoom to a given area and obtain copies of active plans.</li> <li>Plan Search - allows you to perform more detailed searches by entering different search criteria in textual format like municipality name or a specific plan number to obtain copies of active plans and related documents.</li> </ul>

#### 2. Select Submit Plan.

#### Submit a Plan Online

Reduce costly rework and improve efficiency by submitting your plans online. Using Plan Submissions Online allows you to enter, check and store your plans of survey and descriptive plans online before automatically submitting them to ISC for examination and approval.

Submit Plan

An AutoCAD file is necessary to validate the plan's information and is recommended for best results.



3. Select Login.



4. Select the My Profile tab.

					Logged in as donna.schwartz@isc.ca Logout
My Plans My	Profile				
Show All Requests	Client Reference #	Plan Purpose	Request Type	Date Created	Date Submitted

5. My Profile opens. Select the Change Password button.

ISC Plan Submi	ssions Online
My Plans My Profile	
	MY PROFILE
	First Name: Test Last Name: Tester Primary Email: 12345@hotmail.com
	ISC Client Number: ISC Account Number: Edit Profile Change Password
	Change Password



6. The **Change Password** window displays. Enter your **Old (current) Password**, **New Password** and **Confirm Password**.

**NOTE**: Passwords are case-sensitive, must be 8 to 16 characters, contain at least 1 uppercase letter, 1 lower case letter, 1 number and one of these characters !@\$\*

ISC Plan Subm	ssions Online		Logged in as donna.schwartz@isc.ca Logout   Help
	MY PROFILE First Name: Last Name: Primary Email: Secondary Email(h):	Test Testa A3@hotmail.com	
	Secondary runni(s): ISC Client Number: ISC Account Number: Change F	Profile Change Password *	
	Old Passwor New Passwor Confirm Pass	d: summer2020 rd: Summer20201 Sword: Summer20201 Save Cancel	

#### 7. Select Save.

Change Password	*
Old Password:	summer2020
New Password:	Summer2020!
Confirm Password:	Summer2020!
	Save Cancel

8. The Success window displays confirming your password has been changed.



ISC Plan Submis	sions Online		Logged in as donna.schwartz@isc.ca	ogout   Help
My Plans My Profile	MY PROFILE			
	First Name: Last Name: Primay Email: Secondary Email(s): ISC Cherit Number: ISC Account Number:	Tast Taster 2285@hotmail.com		
		Edit Profile Change Password Success % Your password has been updated. OK		

9. You are ready to select the My Plans tab to continue.





#### **B. Sign-in for ISC Online Services**

C					Search
Land Titles	Personal Property	Survey Plans	Maps & Photos	Corporations	Forms
ome					📑 Printer F
Company Infor	mation				Online Services
Land Titles	<b>R</b> .	8			Land Titles, Personal Prope Judgments and Survey Plan Sign-in
Personal Prop	arty				Corporate Registry
Survey Plans	COVID-19 Upd Saskatoon loca	date: In-person custome	er service is available at R	egina and .ocations page	<ul> <li>Frequently asked question</li> </ul>
	to book an app	appendition of the second	its are required. See our L	the second se	
Maps & Photos	000.05	ointment and for inform	ation about our safety pro	cedures.	
Maps & Photos Corporations	See our COVIE	0-19 Updates page for a	ation about our safety pro	cedures. pdates.	Contact Us

#### 1. Sign in.



2. Scroll down the ISC Online Services menu on the left side of your screen to **Survey Plans** and select **Plan Submissions Online**.





- 3. Plan Submissions Online will open. Enter your email address and current password. These may auto-populate if you previously saved your password.
- 4. Select Login.



5. Select the My Profile tab.

ISC	Plan Submiss	sions Online			Logged in as donna.schwartz@isc.ca	Logout   Help
My Plans	My Profile					
Show All Requests	<b>~</b>					
Packet Number	Client Reference #	Plan Purpose	Request Type	Date Created	Date Submitted	

6. When My Profile opens, select the Change Password button.

Plan S	bmissions Online
y Plans My Profile	
	MY PROFILE
	First Name: Test Last Name: Tester
	Primary Email: 12345@hotmail.com
	Secondary Email(s):
	ISC Client Number:
	ISC Account Number:
	Edit Profile Change Password



7. The Change Password window displays. Enter your Old (current) Password, New Password and Confirm Password.

**NOTE**: Passwords are case-sensitive, must be 8 to 16 characters, contain at least 1 uppercase letter, 1 lower case letter, 1 number and one of these characters !@\$\*

ISC Plan Submissio	ons Online			Logged in as donna.schwartz@isc.ca	Logout	Help
	MY PROFIL First Name: Last Name: Primary Email:	.E Test 12345@hotma	il som			
	Secondary Email(s): ISC Client Number: ISC Account Number:	Edit Profile	Change Password			
		Old Password: New Password: Confirm Password:	summer2020 Summer20201 Summer20201 Save Cancel			
		Edit Profile Change Password Old Password: New Password: Confirm Password:	Change Password  d  summer2020 Summer2020 Summer2020 Save Cancel			

#### 8. Select Save.

Change Password		*
Old Password:	summer2020	
New Password:	Summer2020!	
Confirm Password:	Summer2020!	
	Save Cancel	

9. The **Success** window displays confirming your password has been changed.



ISC Plan Submiss	ions Online		Logged in as donna.schwartz@isc.ca	Logout   Help
My Plans My Profile	MY PROFILE First Name: Last Name: Secondary Email(s) Second Phanlos: BC Accourt Number:	Tess AS@basmail.com It Profile Change Password CCess # ar password has been updated. CK		

10. You are ready to select the **My Plans** tab to continue.





#### Password Change for all other ISC Online Services

1. Sign in to ISC Online Services using your existing ISC sign in credentials.

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	Land Titles	Personal Property	Survey Plans	Maps & Photos	Corporations	Forms	
me	,					📑 Printe	r Frie
c	ompany Inforn	nation				Online Services	
L	and Titles					Land Titles, Personal Pro Judgments and Survey P Sign-in	perty lans
P	ersonal Prope	rty				Corporate Registry	
S	urvey Plans	COVID-19 Upd	late: In-person custome	r service is available at R	egina and	Login	
м	laps & Photos	Saskatoon loca to book an app	itions only - appointmer ointment and for inform	its are required. See our L ation about our safety pro	cocations page cedures.	Frequently asked question	ions
с	orporations	See our COVID	)-19 Updates page for a	Il ISC pandemic related u	pdates.	Contact Us	
		Visit our corpor Investment and	ate website for informat I the Century Family Fa	ion about Careers, Comm rm Award.	nunity	Customer Support In-person service availab Regina and Saskatoon locations only; appointme are required	le at ents

Sign-In	
User Name:	* Required
Password:	* Required
Client Number:	* Required
Account Number:	
Account Password:	
Client Reference:	
<ul> <li>Remember User Number.</li> <li>NOTE: User names a spaces.</li> <li>By signing in you age Terms of Use.</li> </ul>	Name, Client Number And Account and Passwords may not include ree to accept the <u>ISC Online Services</u> Sign-in



2. Select My Account in the top left corner of the page.

	٦					Text Size: Normal 🗸	About ISC
ISC						Search	0
ń	Forms	Help	Fees	Products	Signed In:	Sign Out	My Account
ISC	Signed-In Ho					🚔 Prir	nter Friendly

3. My Account details display. Select Change Password.

Account Balance
Account Payment
Change Email Address
Image Request Search
Change Password +
Email Updates
Change Delivery Options
Change User / Sign Out

\* **Important Note**: This option <u>only</u> allows you to change your User Name password.

4. Change Password Information window displays. Enter your Old (current) Password, New Password and Confirm New Password, then select Next.

Password.	
Password: Passwords are case-sensitive, must be 8 contain at least 1 uppercase letter, 1 low number and one of these characters !@s	3 to 16 characters, vercase letter, 1 \$*
Old Password:	* Required
New Password:	* Required
Confirm New Password:	* Required



5. Change Password Confirmation window displays.



6. Proceed to ISC Home.