

# How to Activate your ARLO Pro Account – Quick Reference Guide

This Quick Reference Guide (QRG) explains how to activate your Alberta Registry for Land Online (ARLO) Pro account using the invitation sent to your email. You will create or sign in with the correct credentials, verify your organization’s charge account information, and complete the four-step activation process.

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## Before you begin

If needed, set up your Alberta.ca credentials. If you do not have Alberta.ca credentials, create them before starting your ARLO Pro account activation. For more information on how to create your Alberta.ca account you can visit the following support links:

[Alberta.ca Account | Alberta.ca](#)

[Alberta.ca Account for personal use | Alberta.ca](#) (Required for Lawyers)

[Alberta.ca Account for business use | Alberta.ca](#)

If you work within the Government of Alberta (GoA), you will use your standard system credentials to access ARLO. No separate Alberta.ca account is required.

## Start your ARLO Pro activation

1. Open the invitation email sent to you by Alberta Land Titles and Surveys.

**Note:** If your organization has not nominated your Account Administrator or has not received an invitation email, please email us at: [registries.evolution@gov.ab.ca](mailto:registries.evolution@gov.ab.ca) for further instructions.

2. Select the Activate ARLO Pro account button.

### ARLO Pro is Live: Activate your Account

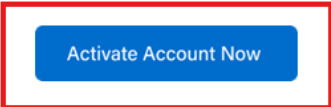
[Please activate your ARLO Pro Account using the steps below](#)

**STEP 1: Create your Alberta.ca for Business account:**

You will need to activate your organization's ARLO Pro account using your **business Alberta.ca** login credentials. If you have not already done so or do not currently have one, please complete the setup now, by following the instructions provided here: [Alberta.ca Account for Business Use](#)

Setting up your [Alberta.ca](#) business account is an important step to ensure seamless access to ARLO Pro.

**STEP 2: Login to your ARLO Pro Account by clicking on the button below:**

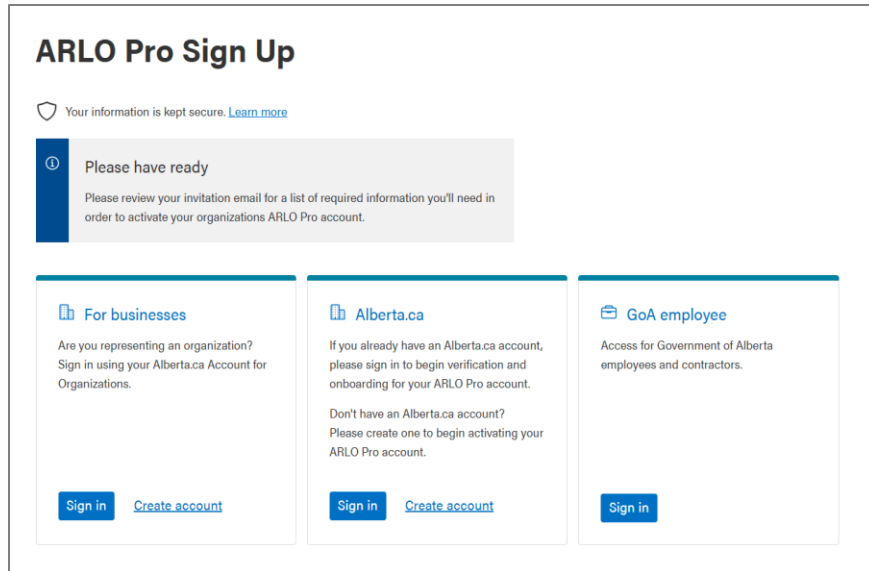


During your Pro Account activation, you will be asked to provide your organization's **charge account number** and **one additional verification detail**, such as your postal code, to confirm authorization.

**STEP 3: Follow the step-by-step instructions** in these support resources to activate your organization's Pro Account. Click on the links below:

- [Understanding the Account Administrator Role in ARLO Pro](#)

3. This will take you directly to the ARLO Pro activation sign-in screen



**Note:** Onboarding for existing land titles account clients began in April 2026. If your organization has not nominated your account administrator, or you have not received your account activation link, please email us at: [registries.evolution@gov.ab.ca](mailto:registries.evolution@gov.ab.ca)

## Sign in to ARLO

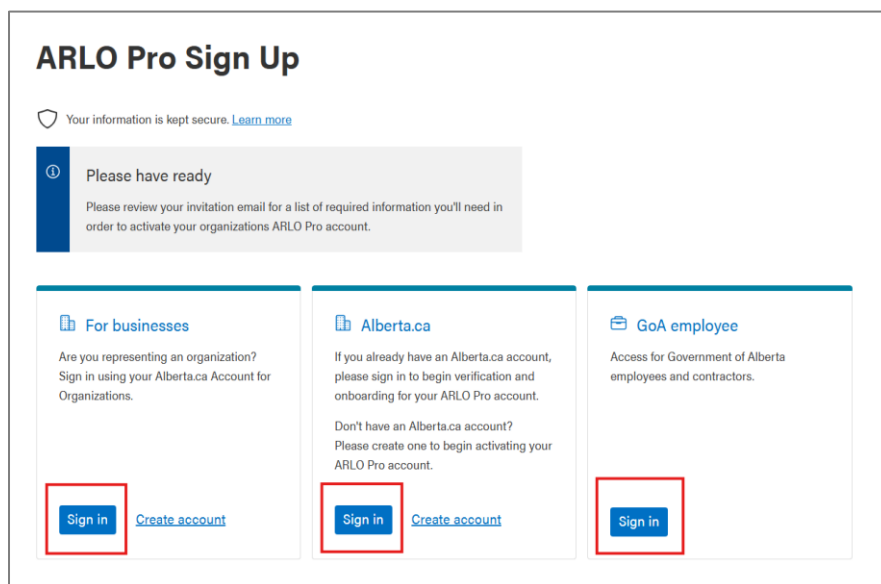
1. Choose the correct sign-in option based on your organization:

### GoA employees

Select the GoA Employees sign-in card and use your system credentials.

### Non-GoA users

Select one of the Alberta.ca sign-in cards and log in using your Alberta.ca credentials. Depending on your account type, select either the “For Businesses” or “Alberta.ca” option. Business accounts are used when you are acting on behalf of a business or organization, while a personal account is used for an individual service OR when used by a lawyer (as professional certification **must** be verified)



- After you select the applicable option, you will be taken to the subsequent log-in screen. For the purposes of this QRG, we will walk-through the process for personal accounts. The process for business accounts follows a similar process.

The screenshot shows the 'Sign in to Alberta.ca Account' page. It features a text input field for 'Email or username', a 'Continue' button, a 'Remember this sign in option' checkbox, and social login options for Google and Microsoft. There are also links for 'Find my account' and 'Create account'.

**Note:** You are also able to sign-in with Google or Microsoft if your Alberta.ca account was setup with those account types.

- After you provide your email and password, you will be taken to the 'ARLO Pro set up' Screen

The screenshot displays the 'ARLO Pro set up' screen, labeled as 'Step 1 of 4'. The title is 'ARLO Pro details'. The form includes fields for 'Legal business name' (required), 'Operating business name' (optional), 'Organization type' (required, dropdown), 'Organization sub-type' (required, dropdown), 'Main email contact' (required, with 'email@example.com' as a placeholder), 'Phone number' (required, with '(XXX) XXX-XXXX' as a placeholder), and 'Ext' (optional). A 'Next' button is located at the bottom left.

# Complete the four-step activation process

## Step 1 - Enter your ARLO Pro account details

Provide your organization's information, including:

- Legal and operating names
- Organization type and sub type
- Organization email
- Organization phone number

**ARLO Pro set up**

Step 1 of 4

**ARLO Pro details**

**Legal business name** (required) **Operating business name** (optional)

123 Alberta inc. ABC Law

**Organization type** (required) **Organization sub-type** (required)

Legal Law Office

**Main email contact** (required) **Phone number** (required) **Ext** (optional)

Bjtest@mailinator.com (123) 123-1234

**Next**

## Step 2 - Enter your Land Titles charge account number

Enter:

- Your organization's master charge account number (A#)
- The postal code associated with the account

**ARLO Pro set up**

Step 2 of 4

**Connect Land Titles Charge account**

To continue your ARLO Pro activation, enter your Land Titles Charge account (A) number and postal code as per instructions provided with your invitation email.

**Land Titles Charge account (A) number** (required) **Postal code** (required)

A163899 T6J 3Z3

**Back** **Next**

ARLO will display the charge account details returned by Land Titles for confirmation.

**ARLO Pro set up**

Step 2 of 4

### Connect Land Titles Charge account

Land Titles Charge account verified ✓

Please review your details. If anything is incorrect, please contact our Finance team at [abreginvlto@gov.ab.ca](mailto:abreginvlto@gov.ab.ca) or 780-422-7812 for support.

<b>Land Titles Charge account (A) number</b>	<b>Land Titles Charge account name</b>	
A163899	LTSS CREDIT UNION LTD	
<b>Address</b>	<b>Postal code</b>	<b>Province</b>
10365-97 ST, EDMONTON	T6J 3Z3	AB

[Back](#) [Next](#)

**Note:** Please review the charge account details and ensure they are correct. If anything is incorrect, please contact our finance team at: [abreginvlto@gov.ab.ca](mailto:abreginvlto@gov.ab.ca)

### Step 3 - Self-assign a Party Code (conditional)

If your organization uses Party Codes, ARLO will guide you to:

- Choose your Party Code from the available drop-down list
- Assign it to your personal profile during activation

**ARLO Pro set up**

Step 3 of 4

### Assign land titles party code

Assign yourself a Party Code, otherwise your transactions will be posted to your Land Titles Charge account (A) number.

**Account administrator**  
Brady Jones

**Party code** (optional)

Search

- P218950 - LTSS EDMONTON BRANCH CREDIT UNION
- P218968 - LTSS CALGARY BRANCH CREDIT UNION
- P218950 - LTSS EDMONTON BRANCH CREDIT UNION
- P218968 - LTSS CALGARY BRANCH CREDIT UNION

[Back](#) [Next](#)

*Party Code: a unique alphanumeric string used to identify a specific entity involved in a transaction*

Once you select 'next', you will be able to review your party code details. Once again, if anything is incorrect, please contact the finance team at: [abreginvlto@gov.ab.ca](mailto:abreginvlto@gov.ab.ca)

**ARLO Pro set up**

Step 3 of 4

**Assign land titles party code**

Assign yourself a Party Code, otherwise your transactions will be posted to your Land Titles Charge account (A) number.

**Account administrator**  
Brady Jones

**Party code** (optional)  
P218968 - LTSS CALGARY BRANCH CRE... X

Your Party Code selection informs these details. If anything is incorrect, try selecting a different Party Code or please contact our Finance team at [abreginvlto@gov.ab.ca](mailto:abreginvlto@gov.ab.ca) or 780-422-7612 for support.

<b>Party code number</b> P218968	<b>Party code name</b> LTSS CALGARY BRANCH CREDIT UNION	
<b>Address</b> 2345-90 ST,CALGARY	<b>Postal code</b> T6J 3Z3	<b>Province</b> AB

Back Next

If your organization does not use party codes, you will see a three-step process instead of a four-step process. Simply follow the steps and proceed to the final confirmation screen to complete your submission.

#### Step 4 - Confirm and activate your ARLO Pro account

Review the information you provided:

- ARLO Pro account details
- Charge account details
- Party Code selection for your personal profile

When everything looks correct, scroll to the bottom of the page and select 'Create ARLO Pro account' to complete activation.

10365-97 ST, EDMONTON

**Postal code**  
T6J 3Z3

**Province**  
AB

**Account Administrator details**

**Administrator name**  
Brady Jones

**Email**  
bjfestl@mailinator.com

**Assigned Land Titles Charge account/party code**  
P218968 - LTSS CALGARY BRANCH CREDIT UNION

[Edit assigned party code](#)

Back Create ARLO Pro account

# What happens next?

## Welcome to ARLO

After activation:

- The ARLO dashboard displays a welcome message with a link to the ARLO Help Centre.
- A confirmation email is sent to the address used during activation.

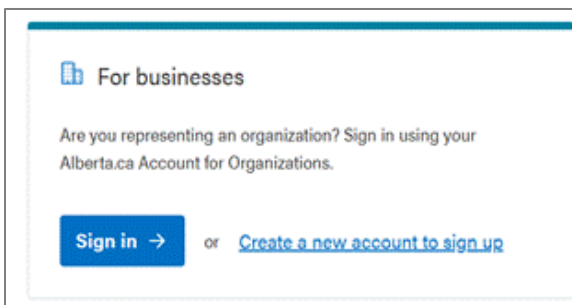
## Invite and manage your team

Once your ARLO Pro account is active, you can:

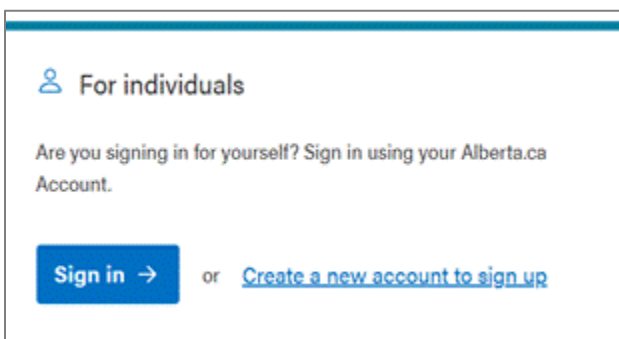
- Invite team members
- Assign or remove roles
- Manage access to your organization's ARLO Pro account

## Logging into ARLO after ARLO Pro activation:

Please ensure you are using the correct Alberta.ca sign-in method for your account type. If the account you used to activate ARLO Pro was an Alberta.ca Account for Organizations, please use the “For businesses” sign in:



If a Personal Alberta.ca account was used, please use the “For individuals” sign in. **Reminder:** Lawyers must use this account type to verify their professional certification:



## Additional information

Additional information related to ARLO Pro accounts can be found through the following links:

- [How to invite team members to ARLO Pro](#)
- [How to manage ARLO Pro members](#)
- [Understanding the Account Administrator role in ARLO Pro](#)

**Last updated:** June 2, 2026