

1. Either create a new Workspace

Click **Create New Workspace** and add the following key details:

- Select Jurisdiction = **NSW**
- Role = **Proprietor on Title (Lessor)/To Deal with an Interest (Lessee)**
- Land Title(s) and **Validate**
- Subscriber Workspace Reference
- Financial Settlement? = **No**
- Request Land Title Data = **Now**
- Workgroup
- Click **Save**.


Or, Accept an Invitation

- Review the Invitation
- Select **Accept**
- Enter your Subscriber Workspace reference (your unique identifier for the workspace, e.g. matter number)
- Workgroup
- Click **Save**.

2. Review Land Titles

- Navigate to the **Land Titles** screen
- Review the land title details returned from the Land Registry.

3. Confirm Representation (If you represent the Lessor)

- Navigate to the **Participants** screen
- Locate the Proprietor on Title party/parties
- Click  > **Edit Party** to display Party Details
- Select **I Represent this Party**
- Complete details
- Click **Save**.

Or, Create Party (If you represent the Lessee)

- On the **Participants** screen click **Create Party**
- Complete details including and click **Save**.


4. Invite Participants

- On the **Participants** screen click **Invite Participant**
- Invite **Proprietor on Title (Lessor)/ To deal with an Interest (Lessee)**


Note: If there is a mortgage registered on title, you will need to invite in them in as Consignor.

5. Create Lease Document



- Navigate to the **Documents** screen
- Click **Create Document** > **Lease**
 - Extent > Enter Whole or Part (enter description)
 - Lease Details

- Renew Details
- Option to Purchase Details
- Click .

6. Upload Documents



- Navigate to Files > Upload File
- Browse and select the File to upload
- Select File Description
- Click  > Attach.
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7. Create CoRD Consent (if applicable)




- Click  > Consent
- Complete the details and click .

Note: If there is a mortgage registered on title, you will need to invite in the Consentor to complete the Consent. This is completed via the Participants screen.


Edit Lodgement Instructions (If you represent the Lessor)

- Navigate to the Documents screen
- Click  Lodgement Instructions > Edit
- Review and complete any outstanding details and click .

8. View and Sign all documents

- Click  Lease > View
- Click  Consent > View (Lessor only)
- Click  > Sign.

9. Submit for Lodgement (If you represent the Lessor)

- Click  Lodgement Instructions > Submit for Lodgement.

For more information visit: