
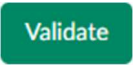




Create Workspace

- > Click  and add the following details:
- > Role:
 - Select **To Deal with an Interest**
- > Land Title(s) and 
- > Subscriber Workspace Reference
- > Financial Settlement? = **No**
- > Request Land Title Data = **Now**
- > Workgroup
- > Click .

Review Land Titles

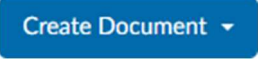

- > Navigate to the **Land Titles** screen
- > Review the land title details returned from the Land Registry.

Create Interest Holder

- > Navigate to the Participants screen
- > Select:
 - **Create Party**
- > Complete outstanding details
- > Click .

Create Document

- > Navigate to the Documents screen




- > Click  > **Other Documents**
- > Search for **Paper Dealing** or **Dealing with Exception**
- > Complete outstanding details
- > Click .

Attach File

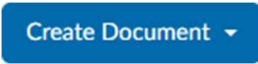

Refer to NSW Land Registry Services – Registrar General’s Guidelines website, with regards to any supporting documents that may be required.

[Click here](#)

The complete paper lodgement is required to be uploaded in one PDF (max file size of 100MB)

- > Navigate to **Files** screen
- > Select 
- > Browse and select the File to upload
- > Select the **File Description** > **Dealing**
- > Select 
- > Click  > **Attach.**

Create CoRD Consent

- > Click  > **Consent**
- > Complete the details and click .

Note: If there is a mortgage registered on title, they will need to complete **Standalone Consent** to a Paper Dealing in PEXA **prior** to the lodgement of the Residual Document.

View, Sign and Lodge


> Navigate back to the Documents screen

> Click  > **Lodgement**

Instructions > Edit

> Click  > **Document > View**

> Click  > **Document > Sign**

> Click  >

Lodgement Instructions > Submit for Lodgement.

For further information visit:

<https://www.registrargeneral.nsw.gov.au/property-and-conveyancing/eConveyancing/schedule-of-e DEALINGS> - see Batch 3 'Dealing with Exception'