

Prepare Workspaces

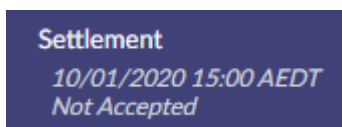
- Prepare your separate Workspaces in PEXA as normal.
- All steps are the same as a normal refinance or transfer, i.e. create the Workspace, invite the relevant participants and create all documents.


Set up the link

There will be a **Preceding Workspace** and a **Trailing Workspace**. The **Preceding Workspace** is where excess funds will be used to fund the **Trailing Workspace**.

Once the Workspaces have been prepared, you can link the Workspaces at any point.

- Open the **Preceding Workspace**
- Navigate to the **Settlement** screen



- Click **Destinations / Adjustments and Payments Tab**
- Click **Add Destination**
- Category = **Linked Financial Settlement**
- Linked Settlement Type = **Simultaneous**
- Select the **Trailing Workspace**
- Enter the amount **or** select the checkbox if funds are not required
- Click  **Save**.

Accept the Link Request

- Navigate to the **Trailing Workspace**
- Select [Accept or Decline Linked Settlement Request](#)

- Review the link details and click **Accept**
- Click on the **Sources Tab** – you will notice there is a new Source Line item for the Linked Financial Settlement.
- If the details are all correct, you can now **Sign** your settlement schedule as normal.

Important to note

- The amount required from the **Preceding Workspace** to the **Trailing Workspace** is calculated outside of PEXA
- You can link Workspaces for settlement for \$0
- Your settlement date and time **must** align
- You can link up to 10 Workspaces
- You can link Workspaces for settlement across jurisdictions
- You can set up the link at any time once the Workspaces have been created
- All Workspaces linked for lodgement must be at **READY READY** status for settlement to start, or none of the Workspaces in the chain will settle.

For more information visit:

[Community - Linked Simultaneous Settlements](#)