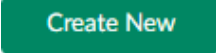
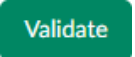



Create a new Workspace



Click  and add the following details:

- Select your Jurisdiction
- Role = **Incoming Mortgagee**
- Land Title(s) and 
- Subscriber Workspace Reference
- Financial Settlement = **No**
- Commercial Transaction = **Yes/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 a Party (Representative Subscribers only)

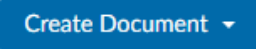
- Navigate to the **Participants** screen
- Select 
- Complete the outstanding details
- Click .

Note: In **NSW/VIC**, if you are lodging a second mortgage, invite the first mortgagee into the Workspace as **Consentor (NSW) / CT Controller (VIC)**


Create Mortgage

- Navigate to the **Documents** screen

If **VIC, NSW** or **QLD**, you may wish to create, Sign and Lodge a Priority Notice.

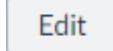
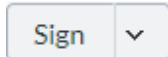


- Click  > **Mortgage**

Note: Information may vary between jurisdictions

- If in **NSW, QLD** or **SA** you may need to attach terms and conditions via the **Files** screen
- Complete document
- Click .
- **If NSW**, create the Consent
- **If VIC**, and you hold a paper certificate of title, create, Sign and Lodge a Nomination

Note: You do not need to complete this step if you are the CT Controller of an eCT.

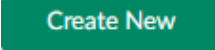
Edit Lodgement Instructions, Sign and Lodge all documents

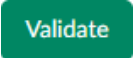

- Click  > **Lodgement Instructions** > **Edit** (If **WA** you may need to enter in the Duplicate Holding Details if you hold paper title)
- Click down arrow  > **Mortgage** > **View**
- Click  > **Mortgage** > **Sign documents**
- Click  > **Lodgement Instructions** > **Submit for Lodgement.**

For more information visit:

[PEXA Community - Create a Mortgage](#)

Create a new Workspace

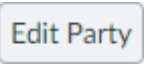

Click  and add the following details:

- Select your Jurisdiction
- Role = **Mortgagee on Title**
- Land Title(s) and 
- Subscriber Workspace Reference
- Financial Settlement = **No**
- Commercial Transaction = **Yes/No**
- Request Land Title Data = **Now**
- Workgroup
- Click .

Review Land Titles

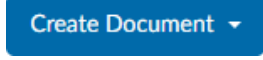
- Navigate to the **Land Titles** screen
- Review the land title details returned from the Land Registry.

Confirm Representation of Party (Representative Subscribers only)

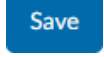
- Navigate to the **Participants Screen**
- Locate the **Mortgagee on Title**
- Select  > **Edit Party**
- Select **I Represent this Party**
- Complete any outstanding details
- Click .

Create Discharge of Mortgage

- Navigate to the **Documents** screen

- Click  > **Discharge of Mortgage**

- Complete document


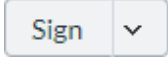

- Click .
 - **If NSW**, create the Consent
 - **If VIC**, and you hold a paper certificate of title, create, Sign and Lodge a Nomination

Note: You do not need to complete this step if you are the CT Controller of an eCT.

Edit Lodgement Instructions, Sign and Lodge all documents

- Click  > **Lodgement Instructions > Edit**

(If **WA** you may need to enter in the Duplicate Holding Details if you hold paper title)

- Click down arrow  > **View > Discharge of Mortgage**
- Click  > **Sign Documents.**
- Click  > **Lodgement Instructions > Submit for Lodgement.**

For more information visit:

[Community - How to Discharge a Mortgage](#)