
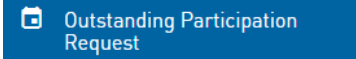





## Frequently Represented Parties (panel firms only)

**Important!** – Ensure your mortgagee is either set up as a **Panel Master** or [Frequently Represented Party](#) in PEXA.

## Accept Participation Request

- In PEXA core, click ; OR
- In PEXA Projects, click 
- Click  to view the details of the project
- Enter in **Your Project Name**
- Enter in what your **Workspace Reference** starts with
- Select **Workgroup**
- Panel firms, select relevant **Panel Master**
- Click  or .

## Navigate back to Project

- Click 
- Locate project and select project name.


## Create Discharge of Mortgage (NSW/VIC)

**Note:** You cannot create any documents until your party is represented.

Before you create the Discharge of Mortgage, check that the Child Titles have been uploaded by the Proprietor on Title.

- Click **Create Documents**
- You can elect to create the Discharge of Mortgage for:
  - All workspaces;
  - By settlement date; or
  - Individually
- Select **Create Discharge Document**
- Click on the **Documents Tab** and you will see the documents you have prepared.

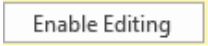
## Manage Financial Accounts (panel firms only)

- Navigate to Financials and select **Manage Financial Accounts**
- Do you intend to restrict accounts this project can disburse to? = **Yes/No**
- If **Yes**, select **Add Account(s)** for this project
- Select Account Type: Bank Account or BPAY
- Select **Category** (e.g. Loan payout)
- Complete account description, account name and account details
- Click **Add Account**
- Once the account has been added a Trust Authoriser must **Approve** or **Delete the account** 
- **Important note!** *The user who adds the account cannot be the same user who approves the account.*

## Accept Settlement Date/Time

- Navigate to Settlement Date and Time
- Select Workspaces as required
- Tick Accept Settlement Date

## Prepare Financial Excel File


- Download the template from PEXA Projects
- Click 
- Your template contains 4 worksheet TABS at the bottom with sample data for both Destinations and Sources.  
On the Destinations tab, highlight the sample data and **delete** it.
- Complete fields as required.

## Financial data upload

- Navigate to **Manage Workspaces > Bulk Upload Financials**
- Step through the **Bulk Upload Financials Wizard**
- Once you have successfully mapped all source and destination line items select **Update Workspaces**.

## Creating/Viewing Documents


Complete this step if you need to create additional documents (i.e. Consent/Nomination)

- Click on the **Summary Tab**
- Select  to prepare documents

- This will deep link into core PEXA to prepare documents as per a normal PEXA Workspace.

## Uploading Files

You can upload additional files if required.

- Click on the **Summary Tab**
- Select  to upload files
- This will deep link into core PEXA to upload files as per a normal PEXA Workspace

## Tips and Tricks

After the above has been completed, you will monitor the Workspaces. The Proprietor on Title, Incoming Proprietor and Incoming Mortgagee (if applicable) will prepare their documents and financials.

- The Project Dashboard displays all current Workspaces and their status.
- Clicking on any of these Workspaces will take you to that Workspace in core PEXA.
- You will see when documents are ready to be signed in PEXA Projects. You can then filter these workspaces and click through to the relevant workspace for signing.

Workspaces (10)												
4 Awaiting digital signature												
Subscriber Ref.	Lots on Unreg Plan	Child Title	Settlement Date	Gross Consideration	Vendor Funds	Payout Amount	Balance	Enter Financials	Documents	Files	Lodgement	Settlement
#123456789	1A822	1/222	11/02/2017	\$500,000	\$510,123	\$495,876	✓	⊕	📄	📁	Prepared	Signed
#123456789	1A822	1/222	11/02/2017	\$500,000	\$510,123	\$495,876	✓	⊕	📄	📁	<b>Sign Documents</b>	
#123456789	1A822	1/222	11/02/2017	\$500,000	\$510,123	\$495,876	✗	⊕	📄	📁	Prepared	Signed