

1. Create a new Workspace

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

- Jurisdiction = **VIC**
- Role = **CT Controller**
Note: you must hold CT Control to complete this transaction
- Land Title(s) and **Validate**
- Subscriber Workspace Reference
- Financial Settlement? = **No**
- Commercial transaction? **Yes/No** (assists with allocation to the correct business unit)
- Workgroup
- Click **Save**.

2. Review Land Titles

- Navigate to the **Land Titles** screen
- Check the land title reference.

3. Create Nomination Document



- Navigate to the **Documents** screen
- Click **Create Document** select **Nomination**
- Check the land title reference
- Where are you authorising this title be used? = **Paper Instrument**
- Do you wish to retain eCT control of the title after the transaction? **Yes/No**

Note: If control of the title is passing to another party after the transaction (e.g. the Vendor or a new Mortgagee) select **No**

If you are retaining the title, (for example the 1st ranking mortgagee and are authorising a second mortgage to be lodged) select **Yes**.

- **Document Type:** Select the first document which will be lodged
- **Parties in Paper Instruction:** Select **Add External Party** and enter in the details of the party appearing on the document and **Save**.

4. View, Sign and Lodge all documents

- Navigate to the **Documents** screen
- Click  **Nomination > View**
- Click  **Nomination > Sign documents**
- **Sign Nomination** and associated **Lodgement Instructions**

Note: The Nomination will automatically be lodged once signed.

1. Accept an Invitation

- Review the Invitation
- Select **Accept**
- Enter your Subscriber Workspace Reference
- Workgroup
- **Save.**

2. Review Land Titles

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

3. Create Nomination Document

- Navigate to the **Documents** screen
- When all documents for the transaction have been created in the Workspace click



Create Document

- Select **Nomination**
- Check the land title reference
- Where are you authorising this title be used? = **This PEXA Workspace**
- Is the title currently paper = **Yes/No**
- Do you wish to retain eCT control of the title after the transaction? **Yes/No**

Note: If control of the title is passing to another party after the transaction (e.g. the Vendor or a new Mortgagee) select **No**

If you are retaining the title, (for example the 1st ranking mortgagee and are authorising a second mortgage to be lodged) select **Yes.**

4. View, Sign and Lodge all documents

- Navigate to the **Documents** screen
- Click  **Nomination > View**
- Click  **Nomination > Sign**
Nomination and Associated Lodgement Instructions

Note: The Nomination will automatically be lodged once signed.

For more information visit the Community:

[Create a Nomination VIC](#)