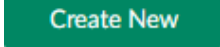
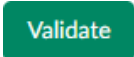
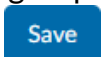



## Create Workspace

- Click  and add the following details:
- Role:
  - If you represent an on title party select the relevant role (e.g. Proprietor on Title, Mortgagee on Title)
  - Select **To Deal with an Interest** if you represent participants not on title **OR** when lodging an Application to Replace Lost or Destroyed CT
- Land Title(s) and 
- Subscriber Workspace Reference
- Financial Settlement? = **No**
- Request Land Title Data = **Now**
- Workgroup
- Click .

## Review Land Titles

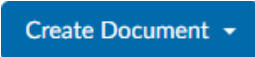

- Navigate to the **Land Titles** screen
- Review the land title details returned from the Land Registry.

## Create or Represent Interest Holder

- Navigate to the Participants screen
- Select:
  - **Create Party** if in the role of To Deal with an Interest or
  -  > **Edit Unrepresented Party** if you represent an on title party
- Complete outstanding details




- Click .

## Create Document

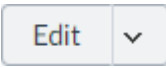
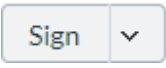
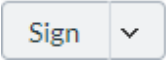

- Navigate to the Documents screen
- Click  > **Other Documents**
- Search for the relevant Act/Legislation/Document
- Complete outstanding details
- Click .

## Attach File

Refer to your practice manual with regards to any supporting documents required for your State.

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

## 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:  
[community.pexa.com.au](http://community.pexa.com.au)