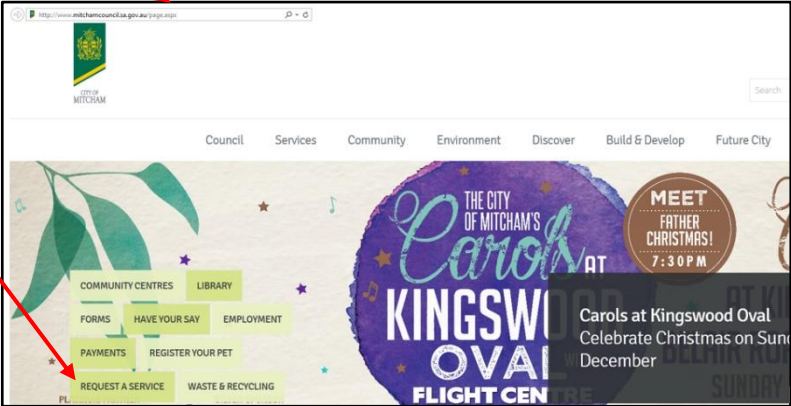
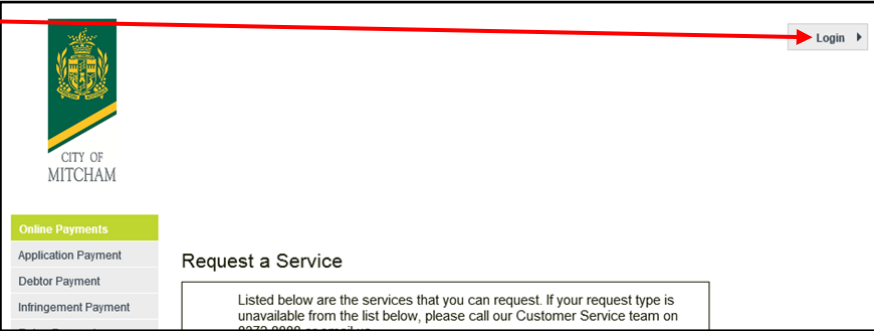
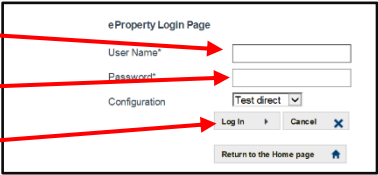
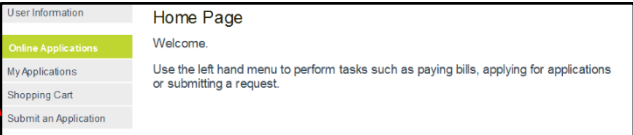
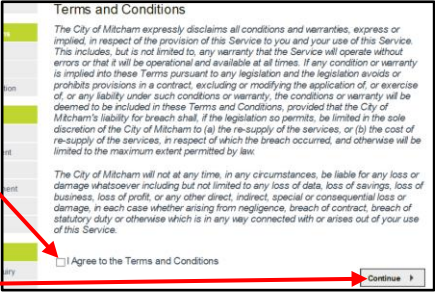

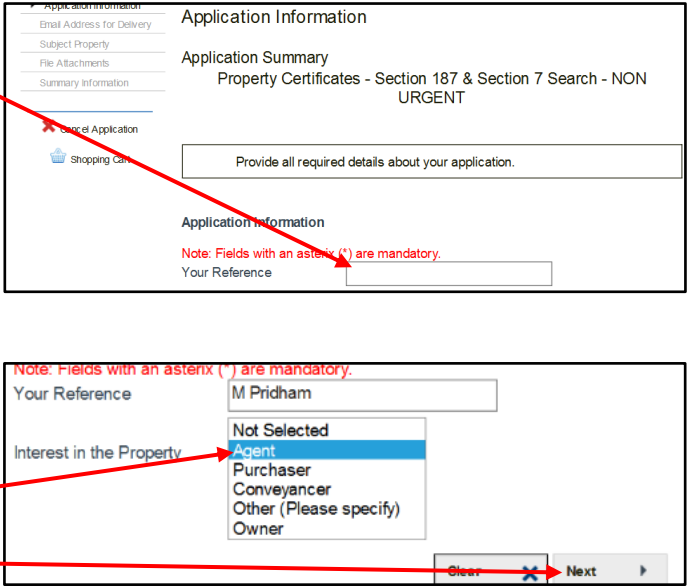
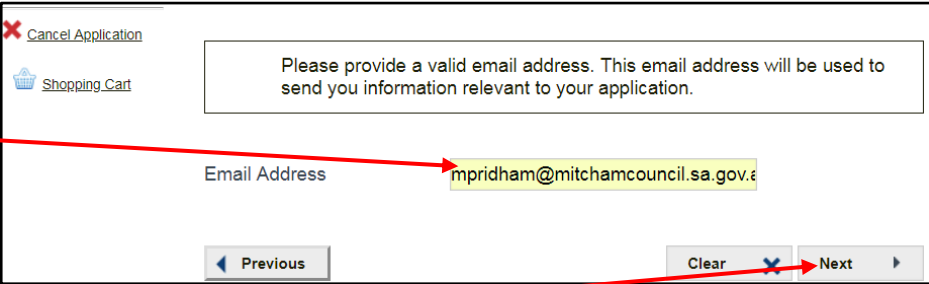
	PROCEDURE / WORK INSTRUCTION LODGE SECTION 7 APPLICATION	
DOC STATUS:	AUTHORISED BY:	APPROVAL DATE: 7 DECEMBER 2018 REVIEW DUE:

Step 1	<table border="1"> <thead> <tr> <th>If you are</th><th>Action</th></tr> </thead> <tbody> <tr> <td>a registered user City of Mitcham online services</td><td>Continue to Step 2 of this Procedure</td></tr> <tr> <td>not a registered user City of Mitcham online services</td><td>See Register Online to Submit Certificate Applications Guide</td></tr> </tbody> </table>	If you are	Action	a registered user City of Mitcham online services	Continue to Step 2 of this Procedure	not a registered user City of Mitcham online services	See Register Online to Submit Certificate Applications Guide
If you are	Action						
a registered user City of Mitcham online services	Continue to Step 2 of this Procedure						
not a registered user City of Mitcham online services	See Register Online to Submit Certificate Applications Guide						
Step 2	<p>Go to www.mitchamcouncil.sa.gov.au</p> <p>Select 'Request a Service'</p> 						
Step 3	<p>Select 'Login'</p> 						
Step 4	<p>Enter 'User Name'</p> <p>Enter 'Password'</p> <p>Select 'Log In'</p> 						
Step 5	<p>Select 'Submit an Application'</p> 						

<p>Step 6</p>	<p>Select/Tick 'Agree to Terms and Conditions'</p> <p>Select 'Continue'</p> 
<p>Step 7</p>	<p>Select relevant search</p> 
<p>Step 8</p>	<p>Key in reference details</p> <p>Select relevant interest in property</p> <p>Select 'Next'</p> 
<p>Step 9</p>	<p>Key in address for document to be emailed to</p> <p>Select 'Next'</p> 

Step 10

Select **'Land'** tab
(or enter address details
on **'Address'** tab)

Key in volume number
and folio number

Application Summary
Property Certificates - Section 187 & Section 7 Search - NON URGENT

Property Search

Search for a property or land location for this step of your application.

Address Land

Plan Number Lot

Plan Desc Parcel Type

Volume 5665 Folio 551

Certificate Of Title Strata Plan Number

Part Lot Section For Lot

Land ID

Select **'Search'**

Check against address on CT

Address	Legal Description
38 Cashel Street ST MARYS SA 5042	LOT 448 TYP DP SEC 36 PLN 3843 C/T

Select **'Next'**

Previous Next

Step 11

Select **'Choose File'**
to upload mandatory
certificate of title

Enter *security tag* text

Select **'Upload'**

**NOTE – Each CT requires a
separate application - do
not upload multiple CTs**

File Attachments

The following errors occurred while processing your input:

The text you typed does not match the security code displayed in the image.

Application Summary
Property Certificates - Section 187 & Section 7 Search - NON URGENT

Upload any files relevant to your application that meet the file type requirements.

Attachment Type	Accepted File Types
Certificate of Title	PDF,TIF,BMP,GIF,TIFF,TIF,PNG,JPEG,BMP,JPG

File Choose File No file chosen

Please type the text you see in this image.

4HPY7R9

Clear Upload

Step 12

Check that correct file is uploaded

Select **'Next'**

Uploaded Files

File Name (Title)	Attachment Type	Remove
A (.pdf) (Certificate of Title)	Certificate of Title	X

Previous Next

Step 13

Check details on summary page

If details	Action
are correct	Select 'Continue'
are incorrect	Select 'Cancel Application' and go to Step 5 in this Procedure

Summary Information

A summary of your application is shown below. Click Continue to add your application to your shopping cart.

Application Information

Your Reference Interest in the Property M Pridham Agent

Email Address for Delivery

Email Address mpridham@mitchamcouncil.sa.gov.au

Subject Property

Address 38 Cashel Street ST MARYS SA 5042

File Attachments

File Name 3 Scanned File Cover of Functional Files.pdf
File Title Certificate of Title
File Description Certificate of Title
Attachment Type Certificate of Title

Amount Due \$58.00

Continue >

Summary Information

A summary of your application is shown below. Click Continue to add your application to your shopping cart.

Application Information

Step 14

If	Action
multiple CTs or multiple searches	Select 'Submit Application' Repeat Steps 5-13 in this Procedure until ready to check out, then select applications to pay then select 'Proceed'
single search only	Select application to pay Select 'Proceed'

My Information

User Information

Online Applications

My Applications

Shopping Cart

Submit an Application

Online Payments

Animal Payment

Application Payment

Debtor Payment

Infringement Payment

Rates Payment

Shopping Cart

Public Notices

Public Notice Enquiry

All Public Notices

Application Tracking

Application Search

Shopping Cart

To process an item in your shopping cart select it using the Take to Checkout box and click the Proceed button. Items can be removed or edited before proceeding.

Shopping Cart Retrieval

To retrieve existing shopping cart items, enter the unique reference number that you received and click the Search button.

Shopping Cart Reference

Search

Shopping Cart

Type	Description	Amount	Remove	Take to Checkout
Application	Property Certificates - Section 197 & Section 7 Search - URGENT 38 Cashel Street ST MARYS SA 5042	\$67.00	X	<input type="checkbox"/>
Application	Property Certificates - Section 197 & Section 7 Search - NON URGENT 6 Church Road MITCHAM SA 5062	Incomplete	X	<input type="checkbox"/>
Application	Property Certificates - Section 197 & Section 7 Search - NON URGENT 56 Eliza Place, PANORAMA SA 5044	\$58.00	X	<input checked="" type="checkbox"/>

Remove All

Check All / Uncheck All

Proceed >

Step 15

Check details

If details	Select
are correct	'Complete' and go to Step 17 in this Procedure
are incorrect	'Previous' and go to Step 16 in this Procedure

Note: Only click once on 'Proceed to Pay', it can take 1-2 mins for "BPoint" screen to open

Application Payment

Debtor Payment

Infringement Payment

Rates Payment

Shopping Cart

Online Requests

Request a Service

Application Tracking

Application Search

Applications with Variations

Online Applications

Shopping Cart

Submit an Application

Public Notices

Public Notice Enquiry

All Public Notices

Payment Summary

Confirm that all of the information on this page is correct before proceeding. Clicking the Proceed To Pay button will take you to BPOINT secure payment portal.

Applicant Details

Business Name Nina'S Conveyancing

ABN

Address Detail 131 Belair Road

Locality Name TORRENS PARK

Postcode 5062

Work Phone

Mobile Phone xxxxxxxxxxxxxx

Email Address xxxxxxxxxxxxxx

Purchase Details

Type	Description	Amount
Application	Property Certificates - Section 197 & Section 7 Search - NON URGENT	\$57.05

Totals

Amount Due \$57.05

Previous

Complete

Step 16

To Remove Application

In relevant application line, click red cross

then go back to Step 5 in this Procedure

Type	Description	Amount	Remove	Take to Checkout
Application	Search - NON URGENT	Incomplete	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Application	Property Certificates - Section 187 & Section 7 Search - NON URGENT	Incomplete	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Application	Property Certificates - Section 187 & Section 7 Search - URGENT	Incomplete	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Application	Property Certificates - Section 187 & Section 7 Search - URGENT	Incomplete	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Application	Property Certificates - Section 187 & Section 7 Search - URGENT	Incomplete	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Application	Property Certificates - Section 187 & Section 7 Search - URGENT	Incomplete	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Application	Property Certificates - Section 187 & Section 7 Search - URGENT	Incomplete	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Application	Property Certificates - Section 187 & Section 7 Search - URGENT	Incomplete	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Application	Property Certificates - Section 187 & Section 7 Search - URGENT	Incomplete	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Application	Property Certificates - Section 187 & Section 7 Search - NON URGENT	Incomplete	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			Remove All	Check All / Uncheck All

Step 17

Select payment type

Enter card details

Select 'Next'

Make a Payment

The Payment and Reference numbers below are system generated references. They do not match the payment reference(s) you entered on previous pages.

You are paying
CITY OF MITCHAM

Billers Code
1348085 - Online Payment

Payment No
16622

Reference Number
16623

Amount
AUD 57.05

Choose a Payment Method

☒ Card

☐ Other Payment Methods

Card number

Expiry date

CVN

NEXT >

Step 18

Select 'Pay'

Review Details

You are Paying CITY OF MITCHAM

Billers Code 1348085 - Online Payment

Payment No 16219

Reference Number 16220

Amount AUD 57.05

Card Number

Expiry Date 11/21

☒ I'm not a robot

Step 19

Payment Confirmation

You have successfully completed the checkout process. Please print a copy of the information on this page for future reference or enquiries.

Applicant Details

Title	
Given Names	XXXX
Name	XXXX
Address Detail	131 Belair Road
Locality Name	TORRENS PARK
Postcode	5062
Home Phone	1777777777
Work Phone	1777777777
Mobile Phone	1777777777
Email Address	xxxx@mitchamcouncil.sa.gov.au

Transaction Details

Transaction Date	23-Oct-2018
Payment Reference	2629
Transaction Amount	\$56.00

Charge Details

Reference	Details	Charge Description	Charge	Charge Tax	Charge Total
CERT0488/18	Property Certificates - Section 187 & Section 7 Search - NON URGENT 38 Cashel Street ST MARYS SA 5042				
		Section 187	\$33.00	\$0.00	\$33.00
		Section 7	\$23.00	\$0.00	\$23.00
		Sub Total			\$56.00
		Credit Card Surcharge	\$0.00	\$0.00	\$0.00
		Total			\$56.00

Email Address Details

Email Address: mpriidham@mitchamcouncil.sa.gov.au

[Send as Email](#) [Print](#)

If payment confirmation to be emailed	Action
to be emailed	Re-enter email address then select 'Send as Email'
to be printed	Select 'Print'

Step 20

If Selection	Screen will show
Is 'Send as Email'	<p>Your email has been sent to the nominated address.</p> <p>Email field will be blank</p> <p>Payment confirmation email will be in designated email inbox</p>
Is 'Print'	Print preferences for your printer, select preferences and print

If no further applications to submit, select **'Logout'**

Step 21

Request confirmation appears in inbox

Dear eWeb Registered,

Thank you for submitting your request, it is currently being processed. If you would like more information about your request please call the Customer Service Team found below

Applicant Details

Title	
Given Names	Xxx
Name	XXXX
Address Detail	131 Belair Road
Locality Name	TORRENS PARK
Postcode	5062
Home Phone	
Work Phone	
Mobile Phone	
Email Address	mpriidham@mitchamcouncil.sa.gov.au

Transaction Details

Transaction Date	27-Nov-2018
Payment Reference	2769
Transaction Amount	\$56.00

Charge Details

Reference	Details	Charge Description	Charge	Charge Tax	Charge Total
CERT0674/18	Property Certificates - Section 187 & Section 7 Search - NON URGENT Council Chambers 131-135 Belair Road TORRENS PARK SA 5062				
		Section 187	\$33.00	\$0.00	\$33.00
		Section 7	\$23.00	\$0.00	\$23.00
		Sub Total			\$56.00