

# Conveyancers Portal

Instructions  
April 2024

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# Registering for the City of Onkaparinga Conveyancer Portal

Please note that our system only permits a single user login per company.

## Personal details

Surname Required

Given names Required

Company name Required

Email Required

## Address details

Address line 1 Required

Suburb

State

Postcode

# Welcome to the new Conveyancer Portal at the City of Onkaparinga.

Conveyancers *new* to using the City of Onkaparinga services are required to register.

To do this, please follow the **registration link** on the City of Onkaparinga website  
[https://bit.ly/Section7\\_187](https://bit.ly/Section7_187).

Once you have submitted this form our team will get back to you with your login details.

Note: if you have existing login with the City of Onkaparinga you do not need to re-register.  
Your username is often your email address.

# Logging into the Conveyancer Portal

**NOTE.** From the 15<sup>th</sup> May 2024, Conveyancers will need to register, or re-register to access our upgraded portal.

Your username is typically an email address. Where possible the City of Onkaparinga recommends using a shared email account. This ensures that in an employee's absence others will be able to access emails.

From May 15 2024, Conveyancers wishing to access the newly upgraded online portal will need to either register or re-register, to have access and lodge a request for a section 7 or a section 187.

To access the online form to register an account, go to the City of Onkaparinga website and Conveyancer page [https://bit.ly/Section7\\_187](https://bit.ly/Section7_187) and follow the links.





Log on using your details

User name or email address

1

Password

2

Log On

3

Your session will expire in 10 hours ☐ Accessibility Mode

[Forgotten password?](#)

# Success!

- Enter your email address (username). (1)
- Enter your password (2)
- Select Log On (3)

# Lodging a request

Using the new system to log a  
request

**Step 1**  
Certificates

**Details**

^ What?

Select an activity \*

Description	Search
Section 187 Certificate - Rates - \$39	
Section 187 Certificate - Rates Urgent - \$52.75	
Section 187 Update within 90 day period - \$00.00	
Section 7 Certificate (this includes a S187 Certificate) - \$66.75	
Section 7 Certificate Upgrade to Urgent	
Section 7 Certificate Urgent (this includes a S187 Certificate) - \$80.50	

Advanced search

4

**Step 1**  
Certificates

**Details**

^ What?

Select an activity \*  
Section 187 Certificate - Rates - \$39

^ Where?

☒ By address ☐ By land parcel

Search for your property or land \*

Search for the address here

Advanced search

5

Next >

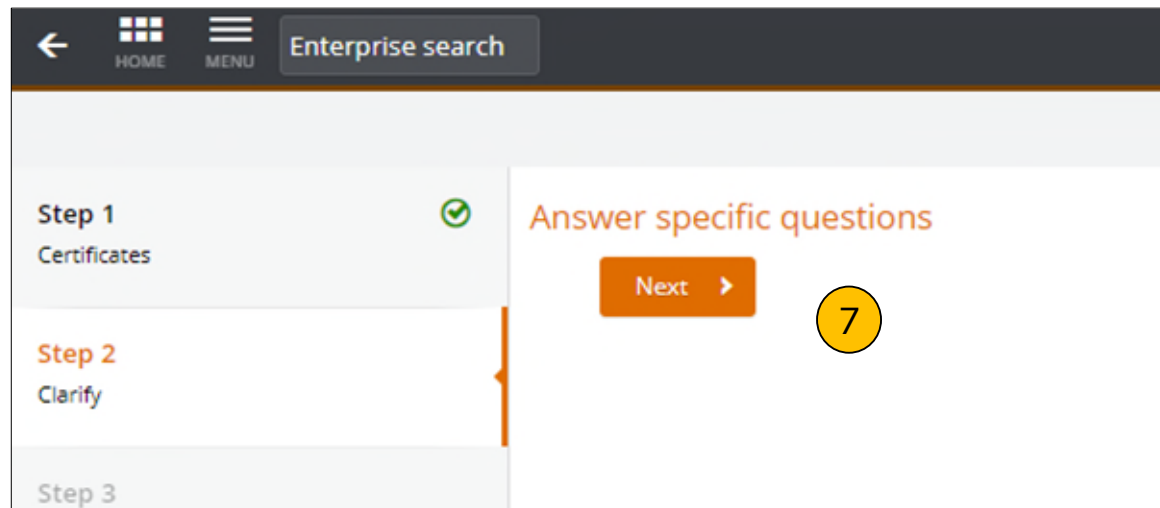
6

## Lodging a request

### Step 1 Certificates

- Select or choose the activity or service you require (4)
- Search for the property or land (5)
- Select Next (6)



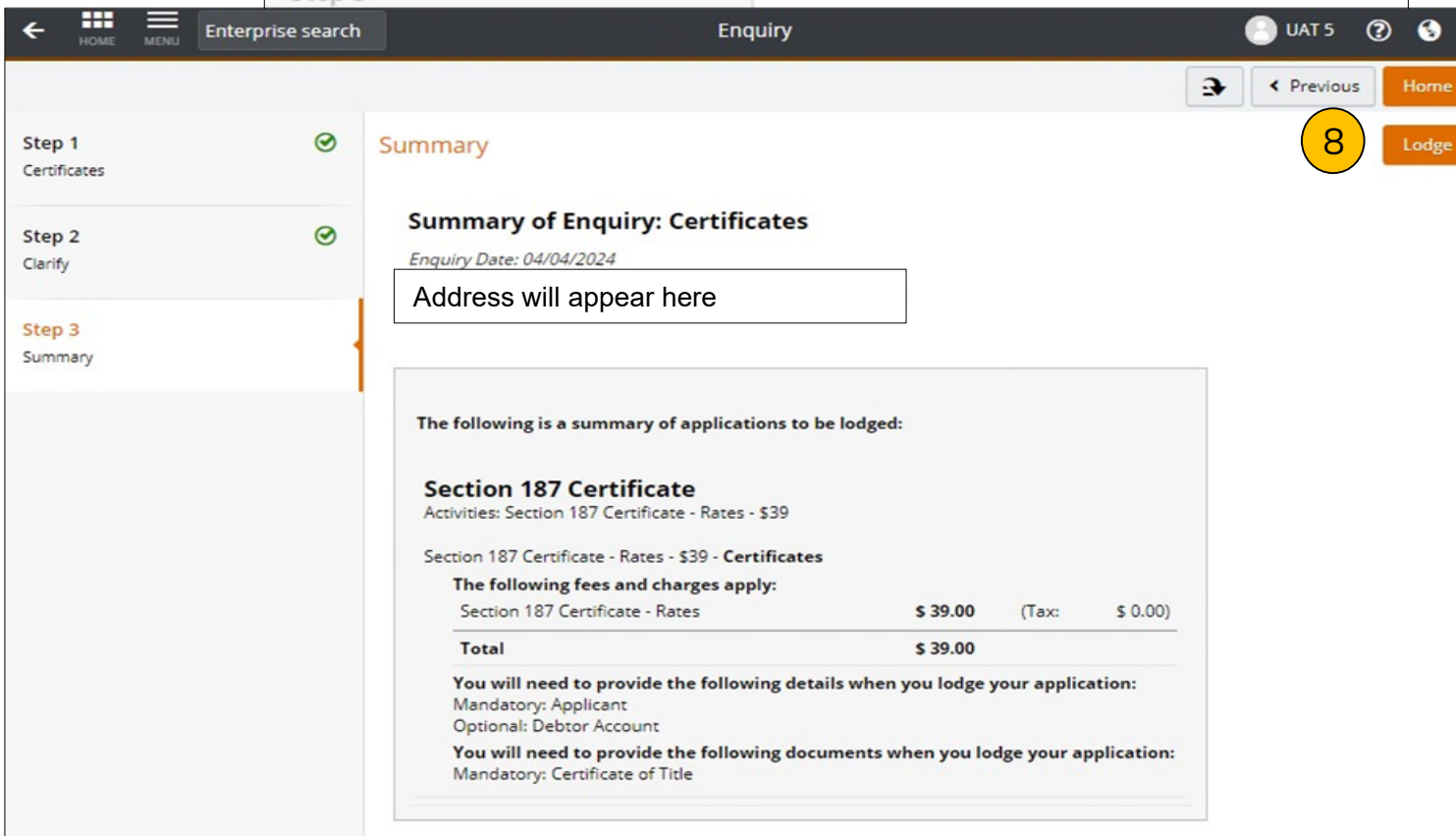


## Step 2 - Clarify

- Select Next (7)

## Step 3 – Summary

- Check details and select Lodge (8)



# Actions Required

The One Council site features a responsive design, placing actions in either the bottom left or top right of the screen depending on the device you are using. (9)

Actions can include adding documents, applicant information and billing information. Once this has been set up, it won't need to be done again.

The screenshot displays the 'Application Lodgement' interface. At the top, there is a navigation bar with 'HOME', 'MENU', and 'Enterprise search' on the left, and 'Application Lodgement', 'UAT 5', and help icons on the right. The main content area is titled 'Reference: Certificates' with the number '227397' and the text 'Address shows here'. Below this, there are two views: a desktop view and a mobile view. The desktop view has a sidebar on the left with links to 'Details', 'Applications' (1 application to lodge), 'Applicants' (0 applicants), 'Fees' (1 item), and 'Attachments'. The main content area in the desktop view has sections for 'Application Details' (Enquiry Reference: Certificates, Description: Section 187 Certificate - Rates - \$39), 'Type of Certificate Required' (Select an activity: Section 187 Certificate - Rates - \$39), and a search field for the property. The mobile view shows the same sidebar and main content area, but the sidebar is at the bottom. A yellow box labeled '9' highlights the 'Actions Required' section in the mobile view, which is located at the bottom of the sidebar. Another yellow box labeled '10' highlights the 'Actions Required' section in the desktop view, which is located in the top right corner. A yellow arrow points from box '9' to box '10'. The 'Actions Required' section in both views lists three actions: 'Attachments: Certificate of Title is required', 'Applicants: Applicant is required', and 'Fees: Debtor account is required'. Each action has a 'REQUIRED' status and a 'Go' button.

**Actions Required**

3 actions required. When completed, application(s) will be ready to lodge.

**Attachments: Certificate of Title is required**  
Section 187 Certificate | Default Category  
REQUIRED  
Go

**Applicants: Applicant is required**  
Section 187 Certificate | Default Category  
REQUIRED  
Go

**Fees: Debtor account is required**  
Section 187 Certificate | Default Category  
REQUIRED  
Go

**NOTE:** Select Go to either upload documents, or link to information within the Portal.

Other than the Certificate of Title, the Applicant and Debtor account information will only have to be done once. (10)

- Select **Add** to add a file to upload a file (11)
- Add attachment type from the drop-down option (12)

The screenshot displays the 'Application Lodgement' web application. The top navigation bar includes a back arrow, 'HOME' and 'MENU' icons, an 'Enterprise search' bar, and the title 'Application Lodgement'. On the right, it shows the user 'UAT 5' and help icons. The main content area is divided into a left sidebar and a right main panel. The sidebar contains a 'Details' section with a sub-section 'Address will show here', and three other sections: 'Applications' (1 application to lodge), 'Applicants' (0 applicants), and 'Fees' (1 item). The main panel has an 'Attachments' section with a search bar and a '+ Add' button. A yellow circle with the number '11' highlights the '+ Add' button. A dropdown menu is open, showing options: 'Add file from local drive' and 'Add file from OneDrive'. Below the main panel, an 'Add Attachment' dialog is open. It shows '1 file selected' with a table containing one row: 'addAttachments.jpg' with a size of '101.64 kB'. A yellow circle with the number '12' highlights the 'Attachment Type' dropdown menu, which is open and shows a list of options including 'CERT\_TITLE' and 'Certificate of Title'. The dialog also has 'OK' and 'Cancel' buttons at the bottom left.

Enterprise search

Application Lodgement

UAT 5

Reference: Certificates

Address will show here

Details

Applications

1 application to lodge

Applicants

0 applicants

Fees

1 item

Attachments

Search

No Attachments found.

View in ECM

+ Add

11

Add file from local drive

Add file from OneDrive

Add Attachment

1 file selected

Attachment File Name

addAttachments.jpg

Size

101.64 kB

12

Attachment Type \*

Attachment Type

Attachment Type Descr

CERT\_TITLE

Certificate of Title

Notes

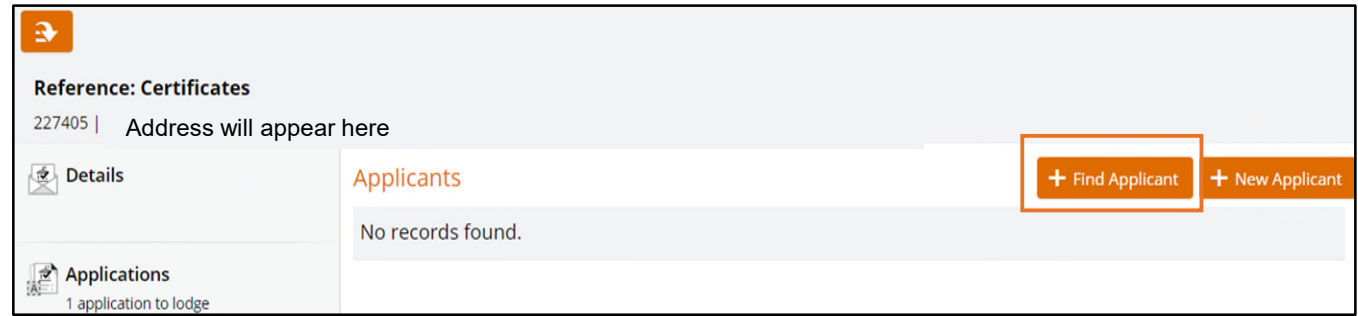
OK

Cancel

Advanced search

- Find an Applicant by selecting +Find Applicant (to search) or +New Applicant if applicant's details are not found. (13)

- On completing step 17, click Save (14)



Reference: Certificates  
227405 | Address will appear here

Details

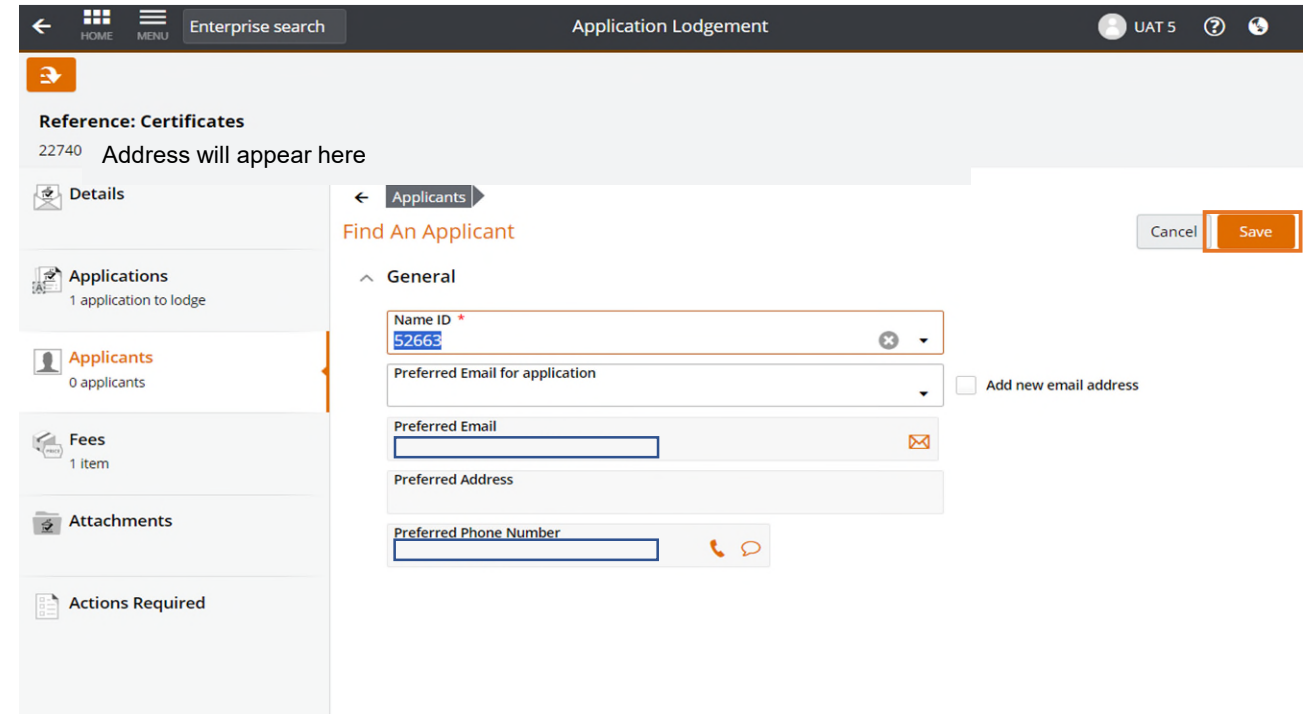
Applications  
1 application to lodge

Applicants

No records found.

+ Find Applicant + New Applicant

13



Enterprise search Application Lodgement UAT 5

Reference: Certificates  
22740 Address will appear here

Details

Applications  
1 application to lodge

Applicants  
0 applicants

Fees  
1 item

Attachments

Actions Required

Find An Applicant

General

Name ID \*  
52663

Preferred Email for application

Preferred Email

Preferred Address

Preferred Phone Number

Cancel Save

14

NOTE: the applicant is the Conveyancer Firm. This only needs to be linked once.

- Fees: Find Debtor account is required. Select Go (15)

- Select +Set Payment Account (16)

**NOTE:** the Payment Account is to the Conveyancing firm. This will only have to be linked once.

15

**Actions Required** >>

3 actions required. **When completed, application(s) will be ready to lodge.**

**Applicants: Applicant is required** REQUIRED  
Section 7 and 187 Certificate | Default Category **Go**

**Fees: Debtor account is required** REQUIRED  
Section 7 and 187 Certificate | Default Category **Go**

**Attachments (Certificate of Title): RF2175-Request-for-Review-of...** COMPLETED  
Section 7 and 187 Certificate | Default Category

16

Enterprise search Application Lodgement Lynley Clark

**Reference: Certificates**  
Address will appear here

**Fees** 1 record.

**Section 7 and 187 Certificate (Default Category)**  
Section 7 and 187 Certificate | Default Category

Payment Name	Initial Amount	Discount
	\$80.50	\$0.00

**+ Set Payment Account** **Charge Items**

Details Applications (1 application to lodge) Applicants (0 applicants) Other People (0 added) Fees (1 item) Attachments Actions Required

- Set Payment Account by typing in the Fee Payer Account field (Conveyancer Business Name). (17)
- Select Save (18)

Reference: Certificates  
227865 Address will appear here

Details  
Applications  
1 application to lodge

Applicants  
0 applicants

Other People  
0 added

Fees  
1 item

Attachments

Actions Required

← Fees

Set Payment Account

Payment Account

Fee Payer Account \* (17)  
Abe

Account Account Name

3	Aberfoyle Park High School Council Inc
189	Goodstart Early Learning Aberfoyle Park
355	Aberfoyle Park Primary School Campus
717	Elizabeth House
745	The Cheesecake Shop - Aberfoyle Park
789	Red Rooster - Aberfoyle Park
963	KFC - Aberfoyle Park

Advanced search

Cancel Save (18)

Add new account




## Actions Required

- Continue by selecting 'Go' on each Action, until each item is showing as complete.
- They will show as Green when completed (19)


View in ECM

+ Add

 ...

NOT REGISTERED

Preview



Actions Required

>>

3 actions required. When completed, application(s) will be ready to lodge.

Applicants: Applicant is required

Section 187 Certificate | Default Category

REQUIRED

Go

Fees: Debtor account is required

Section 187 Certificate | Default Category

REQUIRED

Go

Attachments (Certificate of Title): REsetPasswordScreen.jpg


Section 187 Certificate | Default Category

COMPLETED

NOTE: Once complete the actions required will turn green

- Finalise and Lodge.  
(20)

20

**Finalise and lodge** 

**Reference: Certificates**  
227865 | Conveyancer Client Address will appear here

**Details**  
**Ready To Lodge**

**Applications**  
1 application to lodge

**Applicants**  
1 applicant

**Other People**  
0 added


**Fees**  
1 item

**Applicants** **+ Find Applicant** **+ New Applicant**

1 record.

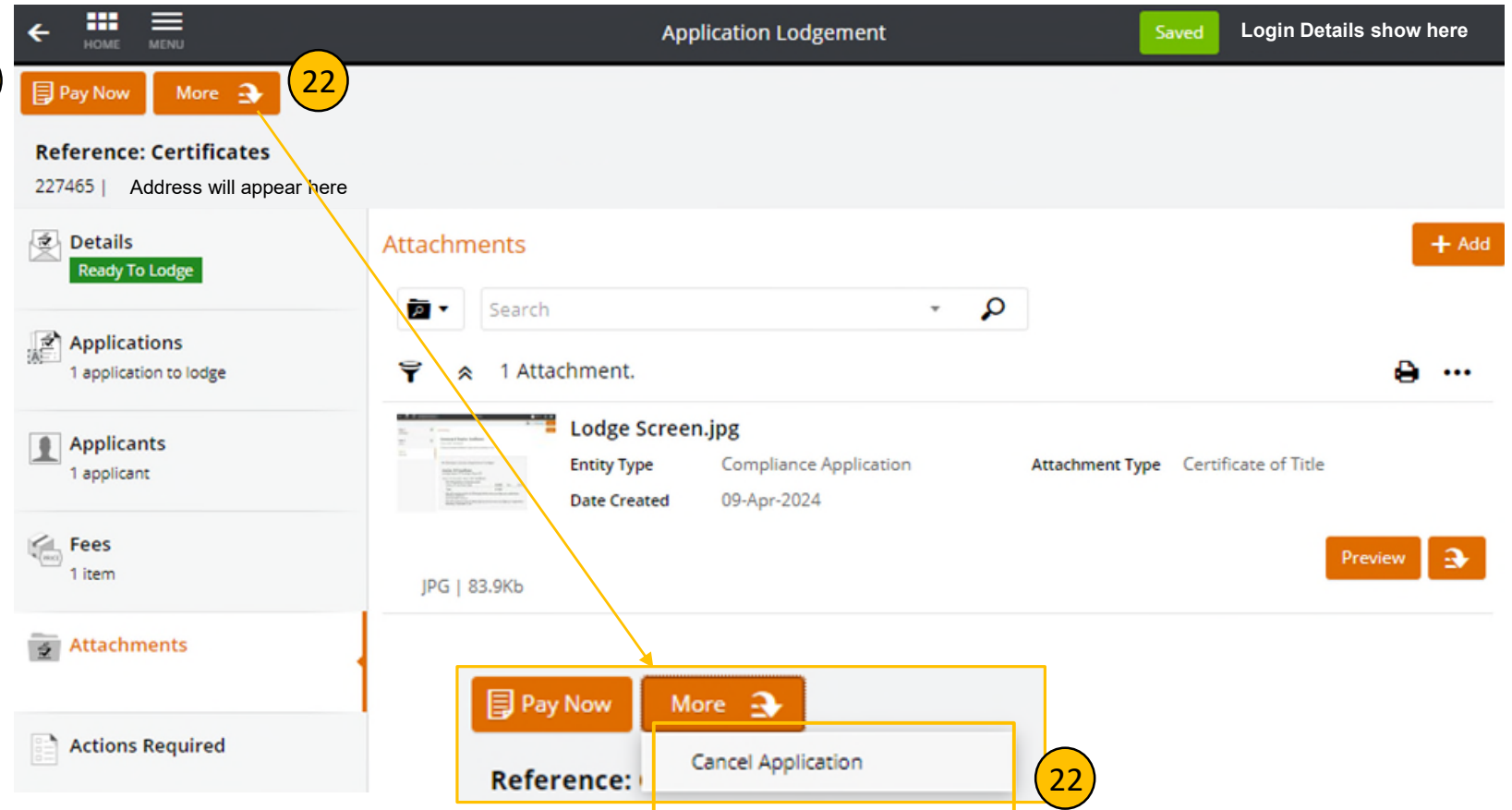
Conveyancer Account Name will appear here

Application Applicant | Section 7 and 187 Certificate | Default Category

**View Name** 

## Next steps

- In the top left of the screen select Pay Now. (21)
- Under the More option – you can cancel your request (22)



Application for certificates is not accepted or processed, until payment has been made

# Paying for your request

You will need a credit card to pay  
for your request online

## Pay Now

In the top left of the screen select **Pay Now**.  
(23)

A bPoint screen will launch.  
(24)

Check the \$\$ amount  
(25)

Complete the payment information  
(26)

NOTE: Application for certificates is not accepted or processed, until payment has been made

The screenshot shows the bPoint payment interface. At the top, there is a navigation bar with a 'Pay Now' button (callout 23) and a 'More' button. Below this, the 'Reference: Certificates' section displays the number '227465' and the text 'Address will appear here'. A sidebar on the left contains links for 'Details' (marked 'Ready To'), 'Applicat' (with '1 applicat'), and 'Applican' (with '1 applican'). The main content area features the bPOINT logo and a list of payment details: 'You are paying City of Onkaparinga', 'Biller Code 1464015 - Online Payment CIA', and 'Reference 1 96'. The 'Amount' is listed as 'AUD 52.75' (callout 25). Below this, 'Accepted Cards' shows logos for Mastercard and VISA. The 'Card number' field is highlighted with a blue border (callout 26). At the bottom, there are fields for 'Expiry date' (MM and YY) and 'CVN' (with an information icon). An orange 'NEXT >' button is at the bottom right, and the page number '19' is in the bottom right corner.

## Pay Now

- Enter card details including CVN number on the back of the card. (27)
- Select Next (28)



You are paying  
City of Onkaparinga

Bill Code  
1464015 - Online Payment CIA


Reference 1  
97

Amount  
AUD 52.75

Accepted Cards

Card number

Card Details Here 

Expiry date

99 00

CVN ⓘ 737

27

28

NEXT >



Review Details

You are Paying

City of Onkaparinga

Biller Code

1464015 - Online Payment CIA

Reference 1

97

Amount

AUD 52.75

Card Number

429318...008

Expiry Date

99/00

< BACK


PAY >

29

Next screen will popup.

- Review the details
- Select PAY (29)
- Application has successfully been lodged (30)

Confirm Lodgement



30

Application successfully lodged

Reference number: S70032/2024

# Resetting your password

Log on using your details

User name or email address

Password

Log On

 Your session will expire in 10 hours ☐ Accessibility Mode 

Forgotten password?

31

Forgot your Password?

Please enter your registered user name or email address to be sent instructions for resetting your password.

User name or email address

32

Send

Cancel

33

## Resetting your password

- Select Forgotten Password (31)
- Enter your email address. Click Send. (32)
- Check your email address to confirm (33)

### Password criteria

- Minimum Length = 8 characters
- 1 Lower Case Character
- 1 Uppercase Character
- 1 Numeric Character

# Thank you

