

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.

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

Update April 2024. If you're already registered for Conveyancer services with the City of Onkaparinga, no need to sign up again. Just update/reset your password when you first use the new portal. Your username is typically your email address.

Existing users' registered email addresses have been transferred into the new Portal.

Please reset your password when logging in for the first time.

To reset your password and lodge a request go to the City of Onkaparinga website Conveyancer page https://bit.ly/Section7_187



powered by technologyone

Log on using your details

User name or email address

Password

Log On

Your session will expire in 10 hours Accessibility Mode

Forgotten password?

1



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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

2

Send

Cancel

3

Resetting your password

- Select Forgotten Password (1)
- Enter your email address. Click Send. (2)
- Check your email address to confirm (3)

Password criteria

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

Log on using your details

User name or email address

4

Password

5

Log On

6

 Your session will expire in 10 hours Accessibility Mode 

[Forgotten password?](#)

Success!

- Enter your email address (username). (4)
- Enter your password (5)
- Select Log On (6)

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

7

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 *

30 Search for the address here

Advanced search

Next >

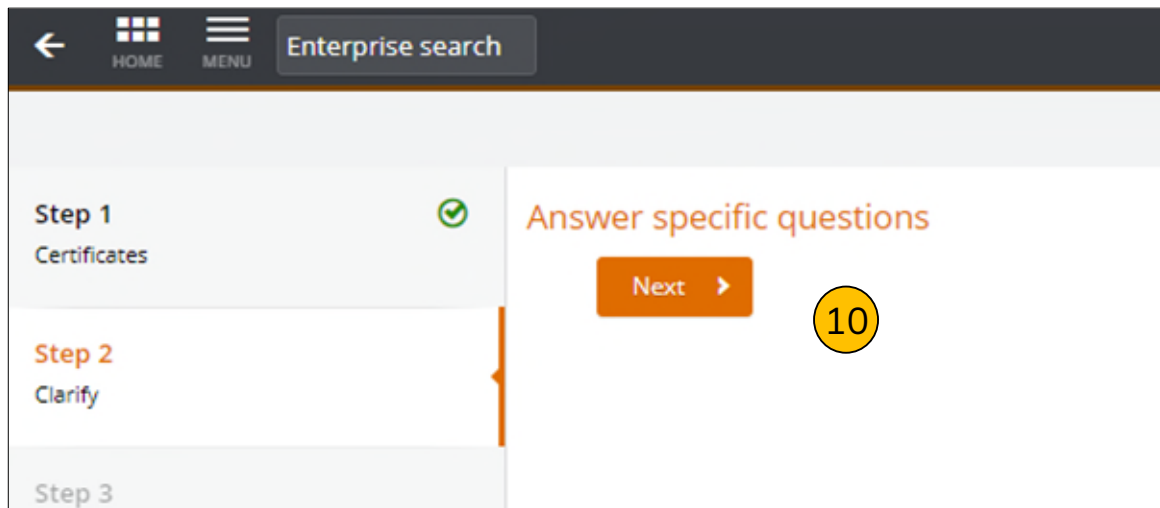
9

8

Lodging a request

Step 1 Certificates

- Select or choose the activity or service you require (7)
- Search for the property or land (8)
- Select Next (9)

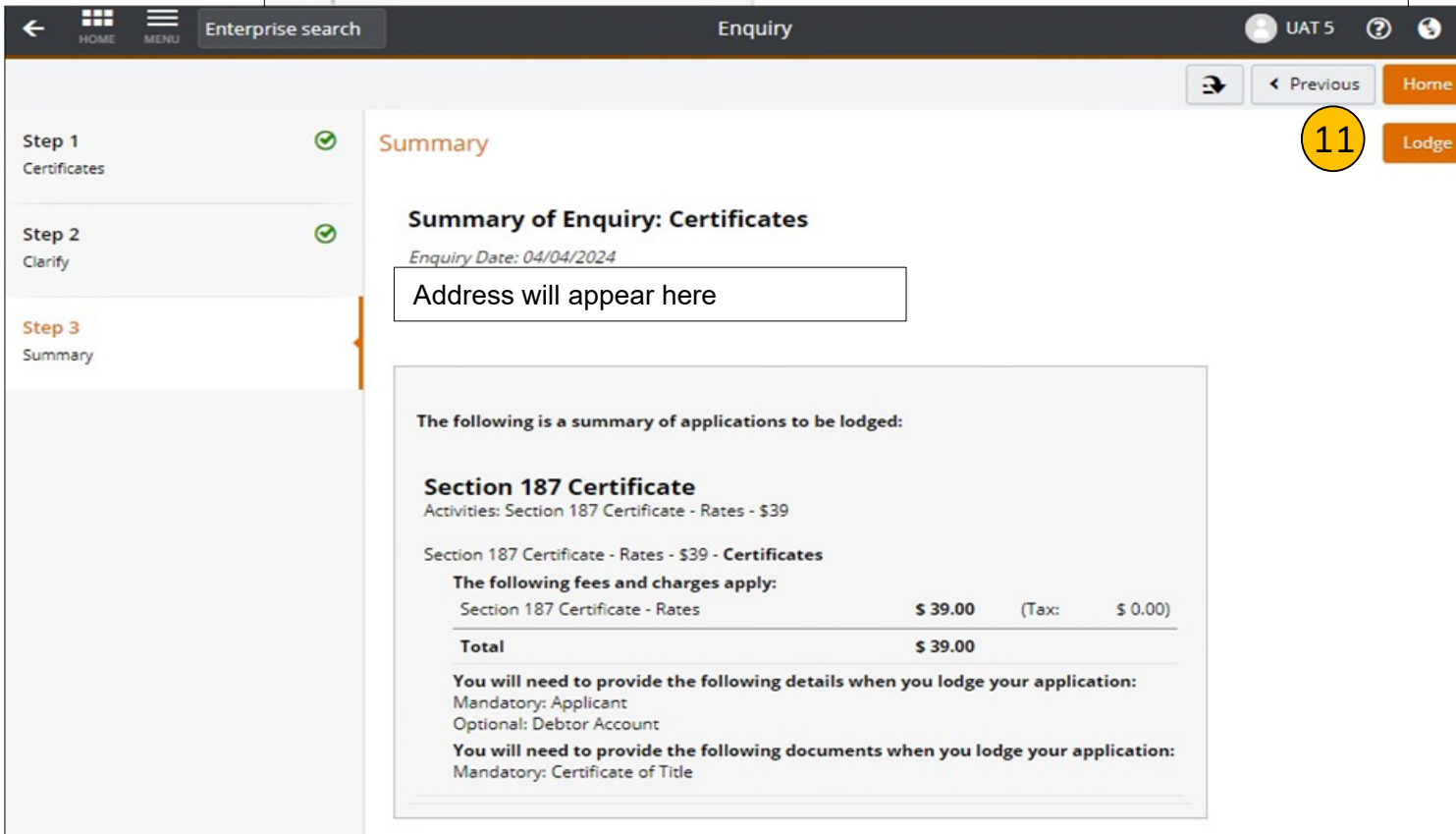


Step 2 - Clarify

- Select Next (10)

Step 3 – Summary

- Check details and select Lodge (11)



Actions Required

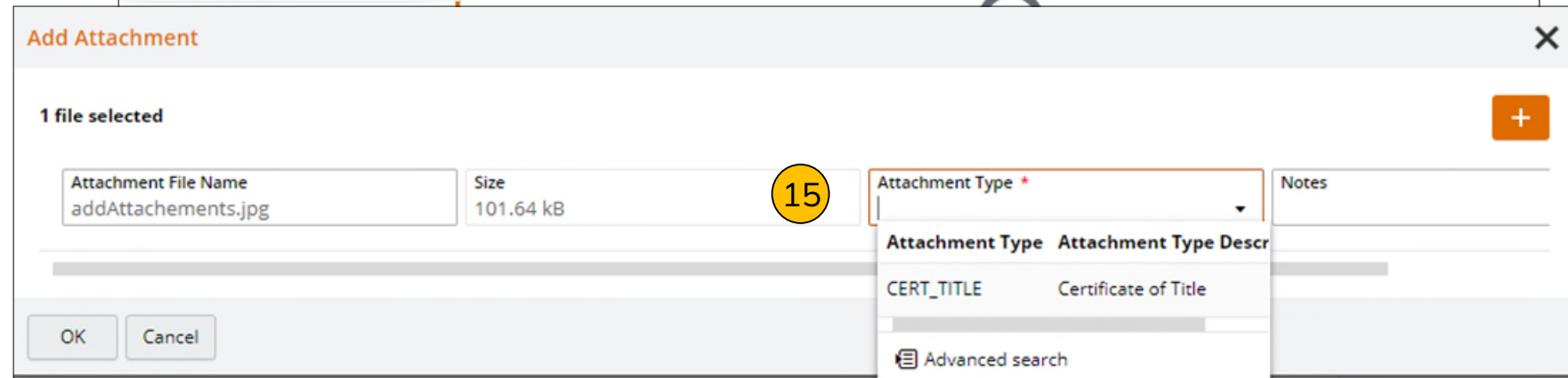
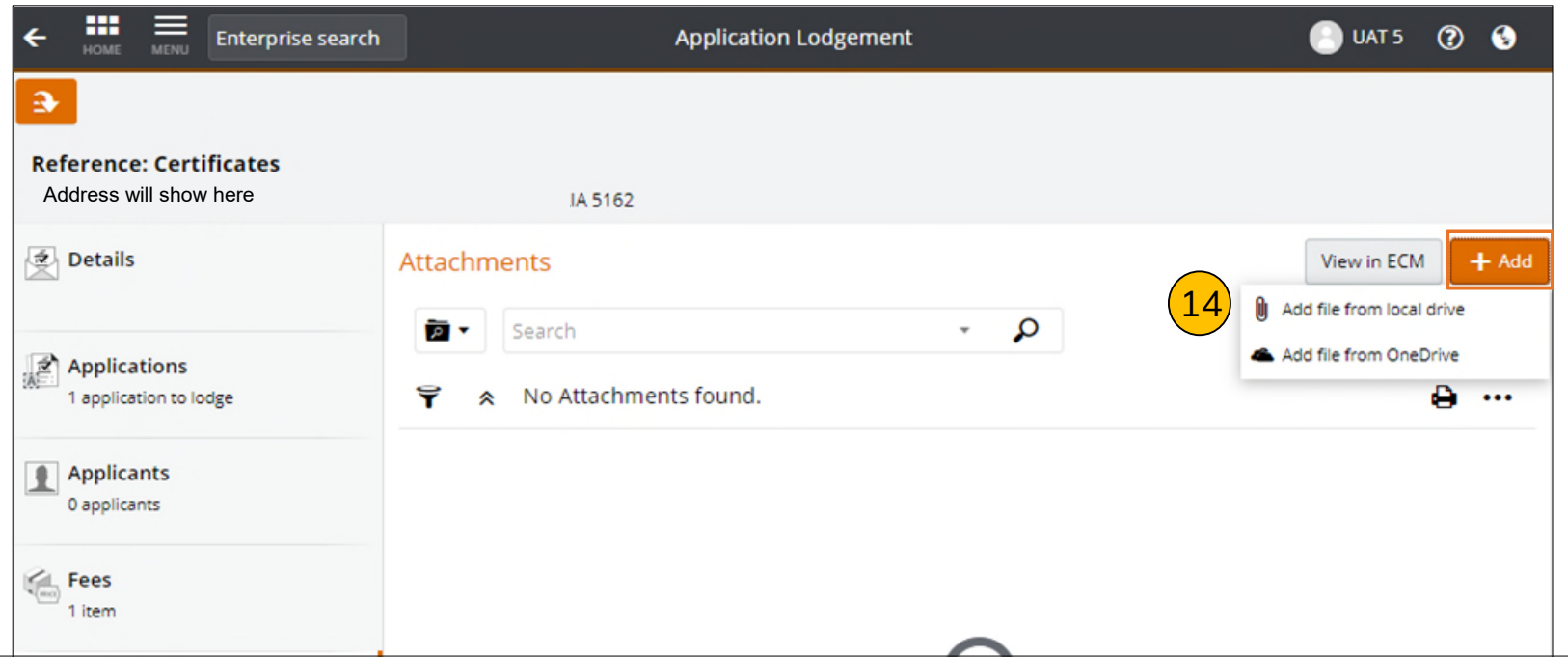
The One Council site features a responsive design, placing actions in either the bottom left or top right of the screen depending on the device you are using. (12)

Actions can include adding documents, applicant information and billing information.

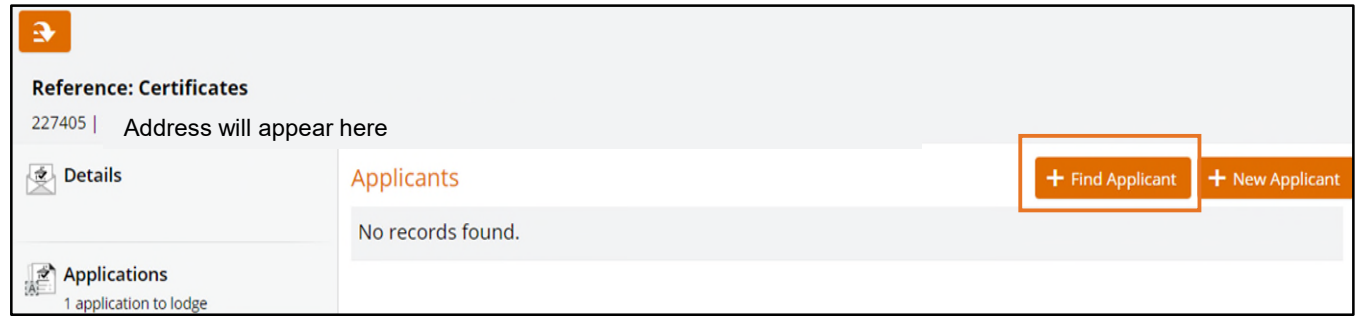
Select Go to upload documents (13)

The screenshot displays the 'Application Lodgement' interface for 'Reference: Certificates' (227397). The interface is responsive, showing different action placements based on the device. On the left, a vertical sidebar contains sections for 'Details', 'Applications' (1 application to lodge), 'Applicants' (0 applicants), 'Fees' (1 item), and 'Attachments'. At the bottom of this sidebar, the 'Actions Required' section is highlighted with a yellow box and a circled '12'. On the right, the 'Details' section includes 'Application Details', 'Type of Certificate Required', and a search field. Below this, the 'Actions Required' section is also highlighted with a yellow box and a circled '12'. It lists three required actions: 'Attachments: Certificate of Title is required', 'Applicants: Applicant is required', and 'Fees: Debtor account is required'. Each action has a 'Go' button, with the 'Go' button for 'Attachments' highlighted with a yellow box and a circled '13'. A yellow arrow points from the 'Go' button in the 'Attachments' section to the 'Actions Required' section in the sidebar.

- Select **Add** to add a file to upload a file (14)
- Add attachment type from the drop-down option (15)

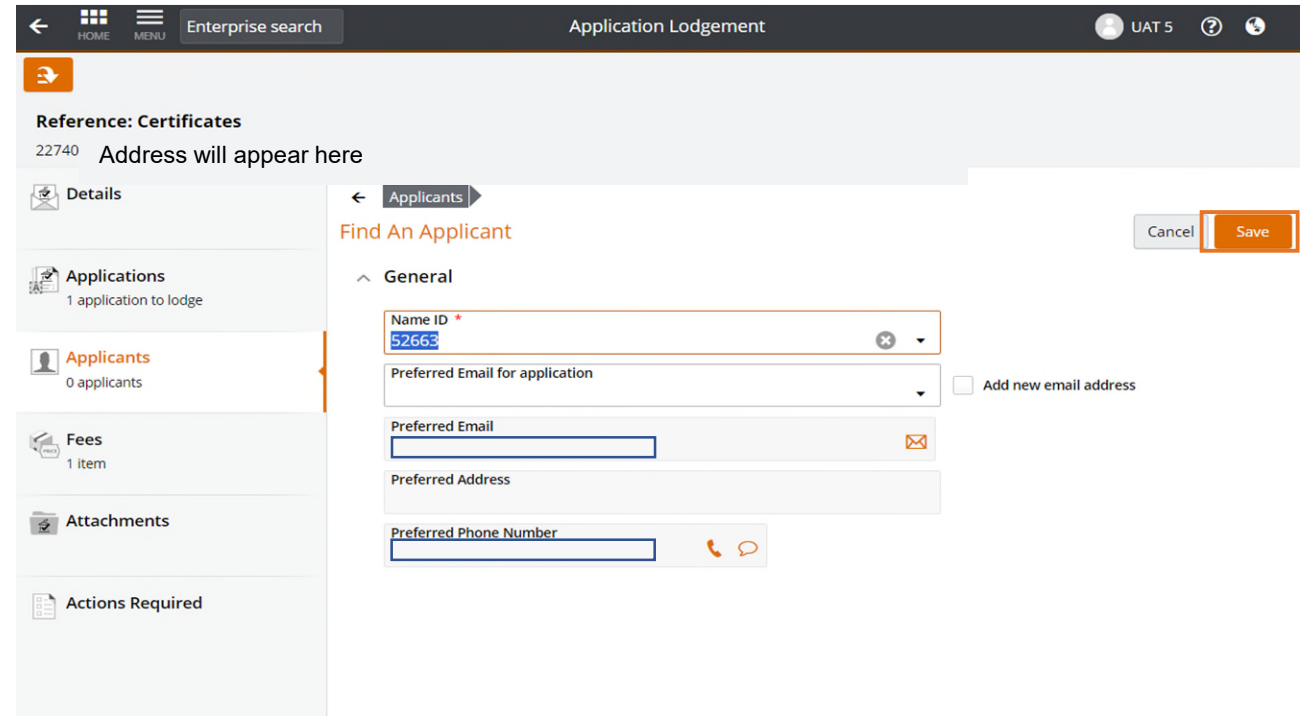


- Find an Applicant by selecting +Find Applicant (to search) or +New Applicant if applicant's details are not found. (16)



16

- On completing step 17, click Save (17)



17

NOTE: the applicant is the Conveyancer Firm.

- Fees: Find Debtor account is required. Select Go (18)

- Select +Set Payment Account (19)

18

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

Enterprise search Application Lodgement Lynley Clark

Reference: Certificates
227865 | 61 Kentwood Road MORPHETT VALE SOUTH AUSTRALIA 5162

Details Applications Applicants Other People Fees Attachments Actions Required

Fees 19 **+ Set Payment Account**

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

Charge Items

- Set Payment Account by typing in the Fee Payer Account field (Conveyancer Business Name). (20)
- Select Save (21)

Reference: Certificates
227865 | 61 Kentwood Road MORPHETT VALE SOUTH AUSTRALIA 5162

Details
Applications
1 application to lodge

Applicants
0 applicants

Other People
0 added

Fees
1 item

Attachments

Actions Required

← Fees

Set Payment Account

Cancel Save

Payment Account

Fee Payer Account * Abe

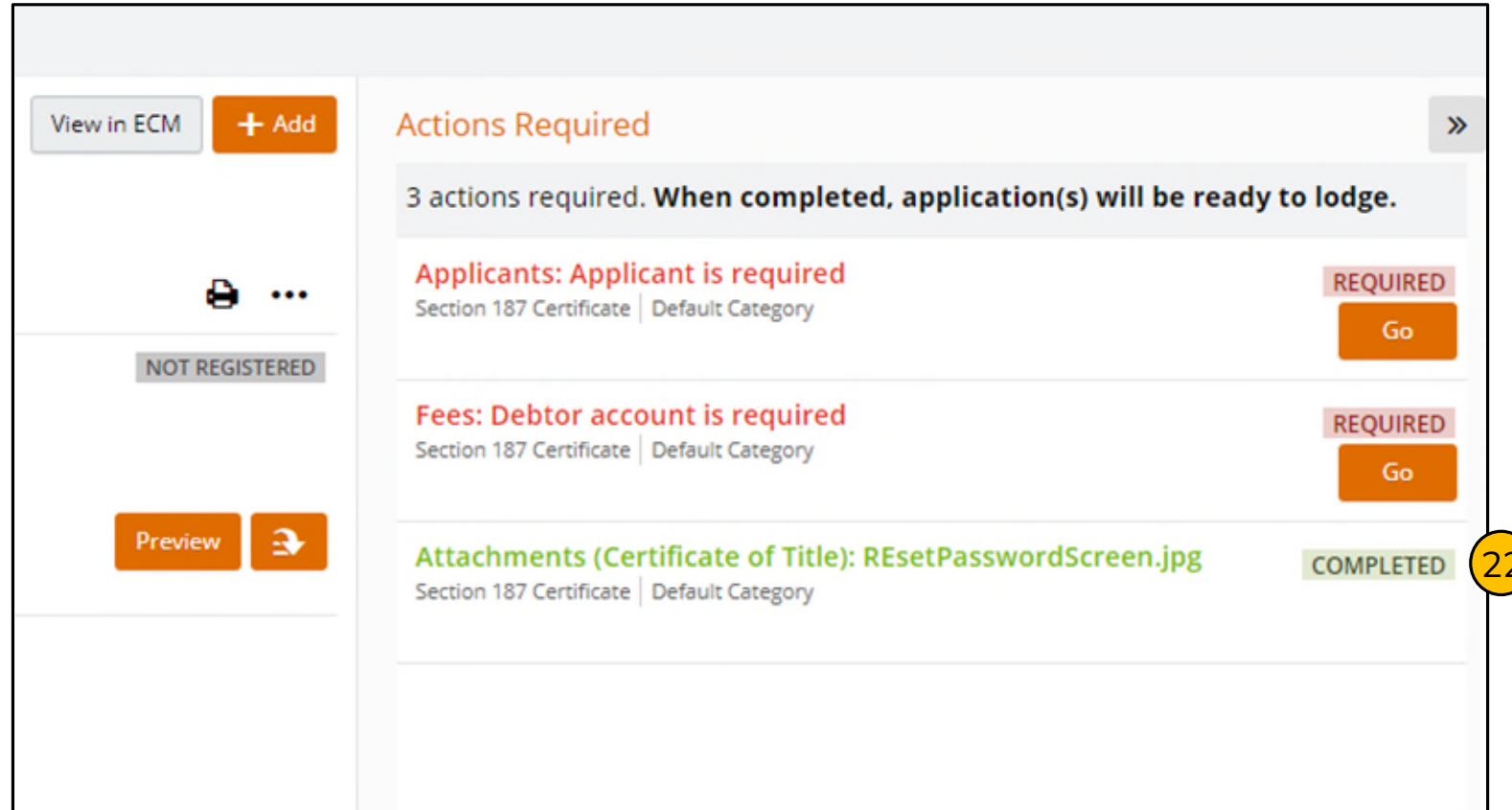
Add new account

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

Actions Required

- Continue by selecting 'Go' on each Action, until each item is showing as complete.
- They will show as Green when completed (22)



The screenshot displays a user interface for managing application actions. On the left, there are navigation buttons: 'View in ECM', '+ Add', a printer icon, a 'NOT REGISTERED' status indicator, and 'Preview' with a refresh icon. The main panel is titled 'Actions Required' and contains a summary: '3 actions required. When completed, application(s) will be ready to lodge.' Below this, three items are listed:

Action	Status	Action
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	

A yellow circle with the number '22' is positioned on the right side of the screenshot.

Once complete the actions required will turn green

- Finalise and Lodge.
(23)

The screenshot shows a software interface for 'Finalise and lodge'. At the top left, there is a yellow circle with the number '23'. The main header area contains a 'Finalise and lodge' button with a right-pointing arrow icon. Below this, the page title is 'Reference: Certificates' with a reference number '227865' and a placeholder 'Conveyancer Client Address will appear here'. A left-hand navigation menu includes sections for 'Details' (with a 'Ready To Lodge' status), 'Applications' (1 application to lodge), 'Applicants' (1 applicant), 'Other People' (0 added), and 'Fees' (1 item). The main content area is titled 'Applicants' and features '+ Find Applicant' and '+ New Applicant' buttons. It displays '1 record.' and a table with one row: 'Application Applicant | Section 7 and 187 Certificate | Default Category'. A 'View Name' button and a right-pointing arrow icon are located at the bottom right of the table.

Next steps

- In the top left of the screen select Pay Now. (24)
- Under the More option – you can cancel your request (25)

The screenshot displays the 'Application Lodgement' interface. At the top, there is a navigation bar with 'HOME' and 'MENU' icons, the title 'Application Lodgement', and a 'Saved' status indicator. Below the navigation bar, there are two main buttons: 'Pay Now' (circled with a yellow '24') and 'More' (circled with a yellow '25'). The 'More' button is highlighted with a yellow box, and a yellow arrow points from it to a dropdown menu that is also circled with a yellow '25'. This dropdown menu contains the option 'Cancel Application'. The main content area shows details for a 'Reference: Certificates' application, including the address '227465 | 30 Gertrude Street MORPHETT VALE SOUTH AUSTRALIA 5162'. On the left side, there is a sidebar with sections for 'Details' (Ready To Lodge), 'Applications' (1 application to lodge), 'Applicants' (1 applicant), 'Fees' (1 item), 'Attachments', and 'Actions Required'. The 'Attachments' section shows one attachment named 'Lodge Screen.jpg' with a 'Preview' button. The 'Pay Now' button is also visible at the bottom of the interface.

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**. (26)

A bPoint screen will launch. (27)

Check the \$\$ amount (28)

Complete the payment information (29)

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

The screenshot shows the bPoint payment interface. At the top left, a 'Pay Now' button is highlighted with a yellow box and a callout '26'. Below it, the reference information is displayed: 'Reference: Certificates' and '227465 | 30 Gertrude Street MORPHETT VALE SOUTH AUSTRALIA 5162'. The bPoint logo is visible in the top right. On the left side, there are menu items: 'Details Ready To', 'Applicat 1 applicati', and 'Applican 1 applican'. A callout '27' points to the main content area. The main content area displays 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', which is circled in yellow with a callout '28'. Below this, the 'Accepted Cards' section shows logos for Mastercard and VISA. The 'Card number' field is empty and highlighted with a blue border, with a callout '29' pointing to it. The 'Expiry date' field is split into 'MM' and 'YY' sub-fields, and the 'CVN' field is also empty. At the bottom right, there is an orange 'NEXT >' button.

Pay Now

- Enter card details. (30)
- Select Next (31)



You are paying
City of Onkaparinga

Bill Code
1464015 - Online Payment CIA


Reference 1
97

Amount
AUD 52.75

Accepted Cards

Card number

30 

Expiry date

CVN ⓘ

31

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 >

32

Next screen will popup.

- Review the details
- Select PAY (32)
- Application has successfully been lodged (33)

Confirm Lodgement



Application successfully lodged

Reference number: 570032/2024

33

Thank you

