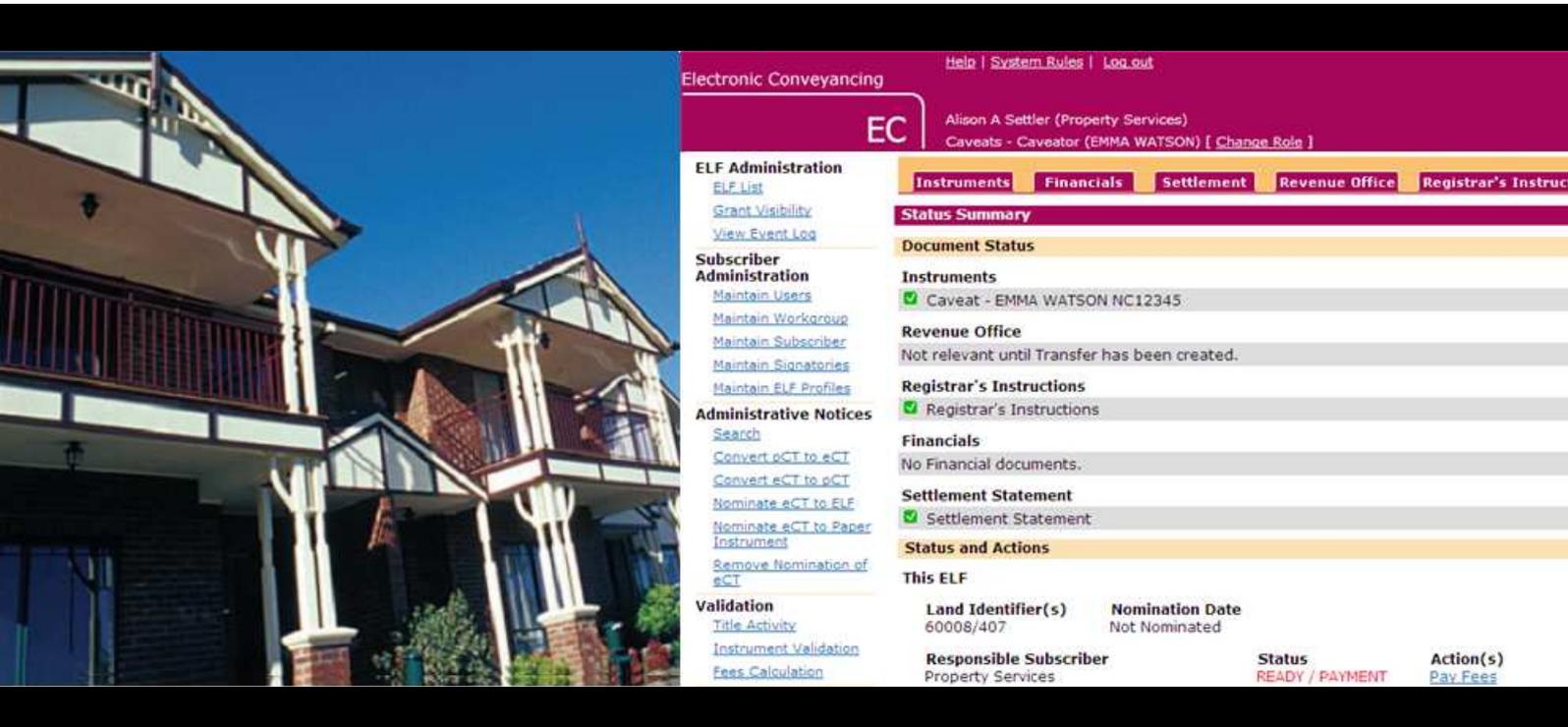


# Electronic Conveyancing Victoria LANDATA<sup>®</sup> User Guide



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# 1 About this User Guide

This User Guide has been developed to assist 'Electronic Conveyancing' (EC) Subscribers in using the LANDATA® system for purposes of viewing the details of their EC charges related to Pre-population of electronic instruments and Title Activity Checks.

The guide will cover only those LANDATA® functions that the EC Subscribers will need to perform to verify their EC charges. Each function will have step-by-step instructions.

Fee amounts displayed in this guide are examples only.

## 2 LANDATA® system overview

LANDATA® is the online service delivery arm of Land Registration Services within Land Victoria and provides access to a range of title and property information to the general public and a range of professional clients.

The EC system interfaces with LANDATA® to access title information required for the processing of electronic instruments such as the Mortgage, Discharge of Mortgage, Transfer of Land, etc. Access to title information from the Victorian Online Titles System (VOTS) via LANDATA® incurs search fees for ELF Pre-population and Title Activity Checks.

For ease of accounting, the EC system will interface with LANDATA® system, which will perform the invoicing of the ELF Pre-population and Title Activity Check search fees. Details of the transaction fees will be available online from the LANDATA® system. A Tax invoice will be produced at the end of each month and delivered to the EC Subscriber via Australia Post or AUSDOC.

The Tax Invoice will be addressed to the name that appears in the 'Customer Name' field in 'Customer Details' section of the subscribers LANDATA® account (Refer section 4.1 of this document)

The **LANDATA®** functions covered in this user guide are the following:

**Login Process:**

- New User Login
- Login to LANDATA®
- Forgotten password
- Logout

**Account Details:**

- Change my details
- Change my password
- Change my identification question

**Subscriber Transaction Search**

**Session Details:**

- View my charges
- View my reports

**Tax Invoice**

**Useful Information:**

- Frequently Asked Questions
- Privacy Statement
- News

# 3 LOGIN Process

## 3.1 New User Login

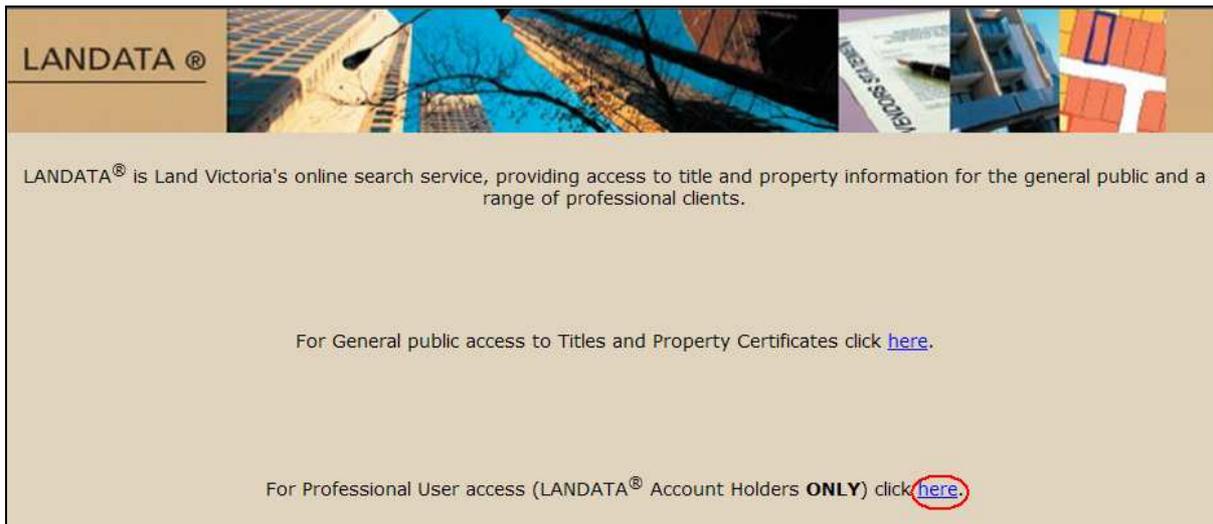
The EC Administrator will have advised either the nominated LANDATA® Administrator or the EC Subscriber Administrator of the LANDATA® Account Number and Password details. If these details have not yet been advised or cannot be recalled, please contact the EC Administrator.

## 3.2 Login to LANDATA®

Follow this procedure to login to the LANDATA® system.

If you do not have a LANDATA® Account Number and Password, contact your EC Administrator.

1. Access the LANDATA® Home Page at the following Web site URL:  
<http://www.landata.vic.gov.au/>
2. Click [here](#) beside the 'For Professional User access (LANDATA® Account Holders ONLY).



3. The **Welcome to LANDATA®** window will be displayed.

**Useful Information**

[Frequently asked questions](#)

[Privacy Statement](#)

[News](#) Last Updated 15/08/2007

[Login](#)

## Welcome to LANDATA®

To access LANDATA® services, you either need an existing account **or** you can use a credit card.

(for occasional use)

**Account Number:**

**Password:**  [forgotten password?](#)

**Your Reference:**  (optional)

### Improved password security

From 11th of June 2009, LANDATA® will implement security best practice authentication controls in relation to user passwords. Among other changes, passwords will become case sensitive (i.e. sensitive to the use of upper and/or lower case).

**When you first log in on or after 11th of June 2009, you will be prompted to change your password.**

The new password rules are as follows:

- The password must contain at least 8 characters.
- The password must contain at least one letter and one non-letter (i.e. a number or special character).
- The password must not start or end with a space.
- The password is case sensitive.
- The password must not contain your account number.

If you will be a regular user and would like to open an account with LANDATA®, please contact **Customer Services** on **(03) 8636 2456**.

4. Enter the **Account Number** and **Password**. Then click on **'Submit'**.

**Account Number:**

**Password:**  [forgotten password?](#)

**Your Reference:**  (optional)

**NOTE:**

- The **Your Reference** field is not used for EC Subscribers.
- If your password is due for alteration (passwords are to be altered every 60 days) the **Change Password** window will be displayed. If so, proceed to step 5 otherwise proceed to step 6.

5. Change your **Password** and click on **'Submit'**.

Data fields to be completed:

<b>Current Password</b>	The current LANDATA® password as provided by your EC Administrator Or Your current LANDATA® password (if changed previously)
<b>New Password</b>	Your desired LANDATA® password
<b>Confirm Password</b>	Your desired LANDATA® password

### Password Requirements:

The new password rules are as follows:

- The password must contain at least 8 characters.
- The password must contain at least one letter and one non-letter (i.e. a number or special character).
- The password must not start or end with a space.
- The password is case sensitive.
- The password must not contain your account number.

6. The **Subscriber Transaction Search** window will be displayed.

EC

**Account Details**  
[Change my details](#)  
[Change my password](#)  
[Change my identification question](#)

**Session Details**  
[View my charges](#)  
[View my reports](#)  
[Change my reference](#)

**Useful Information**  
[Frequently asked questions](#)  
[Privacy Statement](#)

[News](#) Last Updated 15/08/2007

**Connection**  
[Exit/Log Off](#)  
Please don't forget

### Subscriber Transaction Search

**Start Date and Time:**  Suggested format is dd/mm/yyyy hh:mm:ss

**End Date and Time:**  Suggested format is dd/mm/yyyy hh:mm:ss

**Product**

**ELF ID**  Leave empty to search for All ELF's.

**User ID**  Leave empty to search for All User IDs.

**Search Type**  Chargeable Only  All Transactions

The limits per search are 25 days (Chargeable transactions) / 6 days (All transactions) or 1000 transactions. A More hyperlink will appear at the bottom of the response page to continue the search.

### 3.3 Forgotten password

Follow this procedure when you forget your password.

1. At the **Welcome to LANDATA®** window, enter your LANDATA® Account Number and click on the 'forgotten password?' link.

2. The **Identification Check** window is displayed.

3. Enter the **Identification Answer** corresponding to the **Identification Question** and click

**Submit**

4. The **Welcome to LANDATA®** window is then displayed with the message:

**Your temporary password has been sent to your email address. Please login using this password and then update it when prompted**

#### NOTE

- The email address is the one conveyed to the EC Administrator when the EC Subscriber Application was completed.

- In EC this email address is located in the **Contact Details** section of the EC **Maintain Subscriber** window.
- If you have entered the incorrect **Identification Answer** to the **Identification Question** and haven't yet submitted then click **Undo** to blank out the field(s) and then enter and **Submit** the correct answer.
- If the **Identification Answer** to the **Identification Question** is incorrect then the following message will be displayed:

**The identification answer provided does not match the one stored. Please contact LANDATA® (8636 2456) - landata.online@dse.vic.gov.au for assistance.**

### 3.4 Logout

Follow this procedure to logout of the LANDATA® system.

1. Click the **Exit/Log Off** link at the bottom of the left-hand side menu of the web page you are currently viewing.

The screenshot displays the EC interface. On the left, a navigation menu includes sections for Account Details, Session Details, Useful Information, and Connection. The 'Exit/Log Off' link is circled in red. The main area is titled 'Subscriber Transaction Search' and contains several input fields and a search type selector. Below the search fields are 'Submit' and 'Undo' buttons. A note at the bottom of the search area states: 'The limits per search are 25 days (Chargeable transactions) / 6 days (All transactions) or 1000 transactions. A More hyperlink will appear at the bottom of the response page to continue the search.'

2. The **Welcome to LANDATA®** window is displayed indicating that you have successfully logged out of the system.

# 4 Account Details

The Account Details function consists of the ability to modify the LANDATA® Account details, password and identification questions. The following section describes each function.

EC

**Account Details**  
[Change my details](#)  
[Change my password](#)  
[Change my identification question](#)

**Session Details**  
[View my charges](#)  
[View my reports](#)  
[Change my reference](#)

**Useful Information**  
[Frequently asked questions](#)  
[Privacy Statement](#)

Last Updated  
15/08/2007  
[News](#)

**Connection**  
[Exit/Log Off](#)  
log off

### Subscriber Transaction Search

**Start Date and Time:**  Suggested format is dd/mm/yyyy hh:mm:ss

**End Date and Time:**  Suggested format is dd/mm/yyyy hh:mm:ss

**Product**

**ELF ID**  Leave empty to search for All ELFs.

**User ID**  Leave empty to search for All User IDs.

**Search Type**  Chargeable Only  All Transactions

The limits per search are 25 days (Chargeable transactions) / 6 days (All transactions) or 1000 transactions. A More hyperlink will appear at the bottom of the response page to continue the search.

## 4.1 Change my details

1. Click **Change my details** link on the side menu and the **Customer Details** window will be displayed.

### Account 322553 : Customer Details

Please review your details below. You may change any item by keying in up-to-date information and clicking "Submit". Alternatively, click the "LANDATA®" link or "home" button to return without making changes.

**Customer name:**

**Address:**

**Postcode:**

**DX:**

**Contact:**

**Phone:**

**Fax:**

**Email address:**

2. Make changes to any of the data fields. Click  to apply the changes or click on  to re-display the original customer details.

**Definition of data fields are:**

<b>Customer name</b>	EC Subscriber name
<b>Address and Postcode</b>	A full customer address is required.
<b>DX</b>	DX Mail ID. This is an optional field.
<b>Contact</b>	LANDATA® Account Administrator. (as entered on the Subscriber Application Form)
<b>Phone and Fax number</b>	This must be numeric. This is the phone and fax number of the person defined in the Contact field.
<b>Email address</b>	Email address of the person defined in the Contact field. This will be used by LANDATA® for general communication purposes.

3. If any of the data entered is invalid, the **Customer Details** window is re-displayed with **all** fields blank. An error message beside the **Customer name** box is displayed in red. None of the updates will be applied.

The example below is for an invalid Phone number.

**Account 322553 : Customer Details**

Please review your details below. You may change any item by keying in up-to-date information and clicking "Submit".

Alternatively, click the "LANDATA®" link or "home" button to return without making changes.

**Customer name:**  The customer phone number is invalid.

**Address:**

**Postcode:**

**DX:**

**Contact:**

**Phone:**

**Fax:**

**Email address:**

4. In order to continue, click on **Change my details** link again. The **Customer Details** window will be displayed with the originally entered data. Enter the required updates and click on  to apply the changes.
5. The **Subscriber Transaction Search** window is then displayed. Changes to the Customer Details will have been successfully applied.

## 4.2 Change my password

1. Click the **Change my password** link on the side menu and the **Change Password** window will be displayed.

**Account 322553 : Change Password**

You are able to change your password at any time. LANDATA® recommends that you change your password regularly and that you change it if you believe that it may have been compromised in any way.

Note: any letters in a password are converted to UPPER CASE.

**Current password:**

**New password:**

**Confirmation password:**  (to ensure you typed it correctly)

Data fields to be completed:

<b>Current Password</b>	Your current LANDATA® password
<b>New Password</b>	Your desired LANDATA® password
<b>Confirm Password</b>	Your desired LANDATA® password

Refer Section 3.2 point 5 for **password requirements**

2. Click  to apply new password. The **Subscriber Transaction Search** window will be displayed. Changes will have been applied successfully.
3. Click  to remove changes. The **Change Password** window will be displayed with all data fields in blank.

## 4.3 Change my identification question

1. Click **Change my identification question** link on the side menu and the **Identification Details** window will be displayed.

**Identification Details**

Please confirm the following details then click submit.

**\*Account Number:** 322553

**\*Email Address:**

**\*Identification Question:**

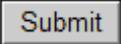
**\*Identification Answer:**

Data definitions are:

<b>Email address</b>	Must be a valid email address format
<b>Identification Question</b>	Must contain data and not exceed 200 characters in length
<b>Identification Answer</b>	Must contain data and not exceed 200 characters in length

The **Email Address** will be used by LANDATA® System Administrator to communicate electronically with the EC Subscriber's LANDATA® Administrator.

The **Identification Question** and **Identification Answer** will be used when you request to reset your password.

2. Click  to apply new details. The **Subscriber Transaction Search** window will be displayed. Changes will have been applied successfully.
3. Click  to ignore the changes. The **Identification Details** window with the original data will be displayed.

# 5 Subscriber Transaction Search

1. The **Subscriber Transaction Search** window will be displayed after successfully entering your LANDATA® Account Number and Password. It is also accessible when selecting the 'EC' or 'Home' link.

**EC**

**Account Details**  
[Change my details](#)  
[Change my password](#)  
[Change my identification question](#)

**Session Details**  
[View my charges](#)  
[View my reports](#)  
[Change my reference](#)

**Useful Information**  
[Frequently asked questions](#)  
[Privacy Statement](#)

**News** Last Updated 15/08/2007

**Connection**  
[Exit/Log Off](#)  
 log off

**Subscriber Transaction Search**

**Start Date and Time:**  Suggested format is dd/mm/yyyy hh:mm:ss

**End Date and Time:**  Suggested format is dd/mm/yyyy hh:mm:ss

**Product**

**ELF ID**  Leave empty to search for All ELF's.

**User ID**  Leave empty to search for All User IDs.

**Search Type**  Chargeable Only  All Transactions

The limits per search are 25 days (Chargeable transactions) / 6 days (All transactions) or 1000 transactions. A More hyperlink will appear at the bottom of the response page to continue the search.

Land Victoria, Department of Sustainability and Environment, State Government of Victoria, Australia.  
 For further information please contact LANDATA® Customer Services on (03) 8636 2456

**Home**

©State Government of Victoria.

Data to be completed:

<b>Start Date and Time</b>	<p>This is the date and time from which the transactions will be displayed.</p> <p>The Date is in dd/mm/yyyy format. The system defaults this to today's date.</p> <p>The Time is in hh:mm:ss format and it is an optional field. If not entered the system defaults this to 00:00:00.</p>
<b>End Date and Time</b>	<p>This is the date and time (less one second) up to which the transactions will be displayed.</p> <p>The Date is in dd/mm/yyyy format and it is an optional field. If not entered the system defaults this to the next day.</p> <p>The Time is in hh:mm:ss format and it is an optional field. If not entered the system defaults this to the Start Time.</p>

Examples:

Date/Time entered by User		Date/Time range displayed on the online report		Date/time range the system uses to extract transactions	
Start Date & Time	End Date & Time	Start Date & Time	End Date & Time	Start Date & Time	Start Date & Time
01/12/2012		01/12/2011 00:00:00	02/12/2011 00:00:00	01/12/2012 00:00:00	01/12/2012 23:59:59
01/12/2012	17/12/2012	01/12/2012 00:00:00	17/12/2012 00:00:00	01/12/2012 00:00:00	16/12/2012 23:59:59
01/12/2012 12:00:00	17/12/2012	01/12/2012 12:00:00	17/12/2012 12:00:00	01/12/2012 00:00:00	17/12/2012 11:59:59

<b>Product</b>	<p>Click on the drop down arrow to select the product (or fee) type:</p> <ul style="list-style-type: none"> <li>• All - to list all fee types</li> <li>• ELF PrePopulate fee</li> <li>• Title Activity Check fee</li> </ul>
<b>ELF ID</b>	<p>Enter the ELF ID to list the transactions with this ELF ID.</p> <p>Leave blank to search for all ELFs.</p>

<b>User ID</b>	Enter the EC User ID that submitted the ELF Pre-population and Title Activity Check in EC. The transaction list will display only those with this User ID.  Leave blank to search for all User IDs.
<b>Search Type</b>	Select radio button for transaction type. <ul style="list-style-type: none"> <li>• Chargeable transactions only</li> <li>• All Transactions</li> </ul>

2. Click  to initiate the transaction search and the transaction report will be displayed.
3. Click  to ignore the selection details. The **Subscriber Transaction Search** window will be displayed with the default fields.

The example report for Start Date of 10/12/2012 and End Date of 14/12/2012:

Range: 10/12/2012 00:00:00 - 14/12/2012 00:00:00							
Start Date and Time: 10/12/2102 00:00:00		End Date and Time: 14/12/2012 00:00:00		Product: All			
ELF ID:		User ID:		Search Type: Chargeable Only			
ELF ID	Customer Reference	Time	Product	User ID	Title Reference	GST	Fee (Inc. GST)
1210TR0398	Mortgage	10/12/2012 14:27:07	Pre-Population Search	aliadm81	60009/770	0.00	9.58
"	"	10/12/2012 14:27:45	"	"	60009/780	0.00	9.58
"	"	14:32:04	Title Activity Check	"	60009/780 60009/770	0.11	1.10
						<u>0.11</u>	<u>20.26</u>
1212TR0401	Discharge / Transfer	10/12/2012 12/12/2012 12:08:19	Pre-Population Search	aliase92	60008/149	0.00	9.58
						<u>0.00</u>	<u>9.58</u>
1212TR0403 [None Provided]		12/12/2012 12:26:18	"	"	60009/770	0.00	9.58
						<u>0.00</u>	<u>9.58</u>
1212TR0405	"	12/12/2012 16:54:06	"	"	"	0.00	9.58
						<u>0.00</u>	<u>9.58</u>

The Transaction report displays the following information.

<b>Selection Criteria (displayed at the top of screen)</b>	This is the Start and End date and time, Product, ELF ID, User ID and Search Type. This is located at the top of the report.
<b>ELF ID column</b>	This is the ELF ID as used in EC.
<b>Customer Reference</b>	This is the Reference 1 field of the ELF in EC.
<b>Date and Time</b>	This is the date and time of the transaction in EC.
<b>Product</b>	This is the type of transaction fee.
<b>User ID</b>	This is the EC User Id that submitted the transaction in EC.
<b>Title Reference</b>	This is the volume/folio used for this transaction. If multiple titles exist in the ELF, this field will display each of the titles.
<b>GST</b>	This is the GST component of the transaction fee.
<b>Fee (incl GST)</b>	This is the transaction fee inclusive of GST component. <ul style="list-style-type: none"> <li>• ELF Pre-population does not have GST</li> <li>• Title Activity Check has GST</li> </ul>

The limits per search are 25 days (Chargeable transactions) / 6 days (All transactions) or 1000 transactions. A **More** link will appear at the bottom of the response page to continue the search.

4. Click on the 'EC' or 'Home' link to make another Subscriber Transaction Search or select a function on the side menu.

**EC**

**Account Details**  
[Change my details](#)  
[Change my password](#)  
[Change my identification question](#)

**Session Details**  
[View my charges](#)  
[View my reports](#)  
[Change my reference](#)

**Useful Information**  
[Frequently asked questions](#)  
[Privacy Statement](#)

**News** Last Updated 15/08/2007

**Connection**  
[Exit/Log Off](#)  
[log off](#)

**Subscriber Transaction Search**

**Start Date and Time:**  Suggested format is dd/mm/yyyy hh:mm:ss

**End Date and Time:**  Suggested format is dd/mm/yyyy hh:mm:ss

**Product**

**ELF ID**  Leave empty to search for All ELFs.

**User ID**  Leave empty to search for All User IDs.

**Search Type**  Chargeable Only  All Transactions

The limits per search are 25 days (Chargeable transactions) / 6 days (All transactions) or 1000 transactions. A More hyperlink will appear at the bottom of the response page to continue the search.

**Home** Land Victoria, Department of Sustainability and Environment, State Government of Victoria, Australia.  
 For further information please contact LANDATA® Customer Services on (03) 8636 2456  
 ©State Government of Victoria.

# 6 Session Details

The Session Details function provides the ability to view the EC fees in a summarised format and to view the monthly report online.

**NOTE:** The 'Change my reference' function is not applicable to EC Subscribers. The following section describes each of the other functions.

EC

**Account Details**  
[Change my details](#)  
[Change my password](#)  
[Change my identification question](#)

**Session Details**  
[View my charges](#)  
[View my reports](#)  
[Change my reference](#)

**Useful Information**  
[Frequently asked questions](#)  
[Privacy Statement](#)

[News](#) Last Updated 15/08/2007

**Connection**  
[Exit/Log Off](#)  
[log off](#)

### Subscriber Transaction Search

**Start Date and Time:**  Suggested format is dd/mm/yyyy hh:mm:ss

**End Date and Time:**  Suggested format is dd/mm/yyyy hh:mm:ss

**Product**  ▼

**ELF ID**  Leave empty to search for All ELFs.

**User ID**  Leave empty to search for All User IDs.

**Search Type**     Chargeable Only     All Transactions

The limits per search are 25 days (Chargeable transactions) / 6 days (All transactions) or 1000 transactions. A More hyperlink will appear at the bottom of the response page to continue the search.

This function will display an online summary report which lists the EC fees charged to the EC Subscriber for a selected date range.

## 6.1 View my charges

1. Click **View my charges** link on the side menu and the **View Your Charges** selection window will be displayed.

EC

**Account Details**  
[Change my details](#)  
[Change my password](#)  
[Change my identification question](#)

**Session Details**  
[View my charges](#)  
[View my reports](#)  
[Change my reference](#)

**Useful Information**  
[Frequently asked questions](#)  
[Privacy Statement](#)  
[News](#) Last Updated 15/08/2007

**Connection**

### View Your Charges

Use this to show your charges incurred for a given time range.

The maximum span of a time range is 100 days. The date and time format is dd/mm/yyyy hh:mm:ss. eg 13/01/2010 13:45:56. Charges are available for the previous 4 months. Only a start date is required.

If a reference is entered, then only those charges whose reference **contains** the entered reference are shown. Otherwise, all your charges within the given time range are shown.

To view all charges for today, simply click "Submit". Otherwise, enter your reference and time range:

**Your Reference:**

**Start Date and Time:**

**End Date and Time:**

The **Your Reference** field is not applicable to EC Subscribers. Explanation on selection criteria is described clearly on the sample **View Your Charges** window.

**Note:** If no 'End Date and Time' is entered the system will default to tomorrow's date at 00:00:00

2. The **View Your Charges** summary list will be displayed in ascending order by Date & Time.

### View Your Charges

**Range: 01/12/2012 15:18:38 - 11/12/2012 15:18:38**

**Your Reference**  
**Start datetime** 01/12/2012 15:18:38  
**End datetime** 11/12/2012 13:00:00

Date&Time	Reference	Charge	Details
10/12/2012 14:27	New Mortgage	\$9.58	Pre-Population Search
10/12/2012 14:27		\$9.58	Pre-Population Search
10/12/2012 14:32	Transfer	\$1.21	Title Activity Check
11/12/2012 12:08	Discharge / Transfer	\$9.58	Pre-Population Search
<b>Total charge</b>		<b>\$29.95</b>	
<b>Charges found</b>		<b>4</b>	

[More](#)

The Summary report displays the following information.

<b>Selection Criteria</b> (displayed at the top of screen)	This is the Start and End date and time. This is located at the top of the report.
<b>Date and Time</b>	This is the date and time of the transaction in EC.
<b>Reference</b>	This is the Reference 1 field of the ELF in EC.
<b>Charge</b>	This is the transaction fee inclusive of GST component. <ul style="list-style-type: none"> <li>• ELF Pre-population does not have GST</li> <li>• Title Activity Check has GST</li> </ul>
<b>Details</b>	Indicates the fee type, i.e. Pre-population Search of Title Activity Check
<b>Total Charge</b>	Total amount of charges displayed on the page
<b>Charges found</b>	Total number of transactions displayed on the page

A **More** link will appear at the bottom of the response page to display the other charges within the selection date range. Click on your internet browser **'Back'** button to go back to the previous page.

3. Click on **View my Charges** link to make another request.

## 6.2 View my reports

This function will display the reports available for viewing online. For EC Subscribers there is only one report available - Z126 EC Subscriber Report.

**NOTE:** First time Access only:

When you select the **View my reports** link for the first time a screen will be presented advising "There are no reports available".



The [Change Report Preferences](#) link will also be displayed. Select this link and proceed to Step 5 below.

1. Click **View my reports** link on the side menu and the **View Your Reports** selection window will be displayed.

## View Your Reports

Name	Created	Type	E-mail
<a href="#">3225</a>	10/12/2012	PDF	

**To view a report on-line, click the report name. Alternatively, you can e-mail the reports.**

E-mail selected reports to

The report available for viewing online is the **Z126 EC Subscriber Report** with report title 'ELF Lodgement System: Account Summary'.

This report is generated at the end of each calendar month. The report will be replaced when a new monthly report is generated.

2. Click on the report name link to view on-line. The report name is the first 4 digits of your LANDATA® account number.

### Sample online report:

Z126		ELF Lodgement System: Account Summary					
Transactions from 10/12/2012 00:00:00 to 18/12/2012 00:00:00 [Subscriber 5023]							
Subscriber:		General Business Pty Ltd					
ELF ID	Customer Reference	Time	Product	User ID	Title Reference	GST	Fee (Inc GST)
1210TR0398	Mortgage	10/12/2012 14:27:07	Pre-Population Search	aliadm81	60009/770	0.00	9.58
"	"	10/12/2012 14:27:45	"	"	60009/780	0.00	9.58
"	"	10/12/2012 14:32:04	Title Activity Check	"	60009/780 60009/770	0.11	1.10
ELF Totals						0.11	20.26
1212TR0401	Discharge / Transfer	12/12/2012 12:08:19	Pre-Population Search	aliase92	60008/149	0.00	9.58
ELF Totals						0.00	9.58
1212TR0403	[None Provided]	12/12/2012 12:26:18	Pre-Population Search	aliase92	60009/770	0.00	9.58
ELF Totals						0.00	9.58
1212TR0405	[None Provided]	12/12/2012 16:54:06	Pre-Population Search	aliase92	60009/770	0.00	9.58
ELF Totals						0.00	9.58

**NOTE:** The GST amount displayed in the GST column of the report may vary from the GST amount displayed on the monthly Tax Invoice.

The Tax Invoice reflects the correct payable amount.

3. If the preference is to have the report generated to a specified email account on a one off basis, enter the email account details into the "E-mail selected report to" field and then click . Refer to point 5 below for registering an e-mail account as the permanent default account.
4. Click on your internet browser 'Back' button to go back to the **View my reports** window.

## View Your Reports

Name	Created	Type	E-mail
<a href="#">3225</a>	10/06/2010	PDF	

To view a report on-line, click the report name. Alternatively, you can e-mail the reports.

E-mail selected reports to

[Change Report Preferences](#)

- Click on **Change Report Preferences** link at the left-hand bottom corner of the page to select the report type, report format and email address to send the report to.

## Change Report Preferences

Select	Name	Format	E-mail Address (optional)
<input checked="" type="checkbox"/>	Z126-EC Subscriber Report	PDF	<input type="text" value="subscriber@email.com.au"/>

The usage/charge reports listed above are available every month.  
 Select which reports you want, the format of each report and optionally get future reports e-mailed.  
 Note that the selected reports will always be available on-line whether or not an e-mail address is supplied.

If you want future Landata news updates e-mailed to you then please provide an e-mail address here:

**Data to be completed:**

<b>Select</b>	<p>Tick this box to select the report if you wish to receive the report by email,</p> <p>NOTE: The report will always be available for viewing online regardless of whether this box is checked.</p>
<b>Name</b>	<p>This is the report name. There is currently one report available for selection, i.e. Z126 - EC Subscriber report.</p> <p>The report will be generated at the end of each month.</p>
<b>Format</b>	<p>Click on the drop down list arrow and select the report format to be generated.</p> <ul style="list-style-type: none"> <li>• PDF - Portable Document Format</li> <li>• XLS - Microsoft Excel file format</li> <li>• CSV - Comma separated value format</li> <li>• XLR - Excel Record file format</li> </ul>
<b>E-mail address (optional)</b>	<p>This is the email address where the report will be forwarded to. The report will also be available online whether or not an email address is supplied.</p>

Click on **Submit** and the **Change Report Preference** window will be displayed but with **Select** un-ticked and **E-mail address** with blank. Changes were applied successfully.

# 7 Tax Invoice

At the end of each month a tax invoice will be generated and mailed (via Australia Post or AUSDOC) to the EC Subscriber using the Contact Name and address recorded in the **Customer Details** window.

The tax invoice will show the total number of transactions and total charges per transaction type for the month. The transaction details can be cross referenced with the **Z126- EC Subscriber Report** for that month which was available online via the **View my reports** option located on the side menu of LANDATA® web page.

**NOTE:** The GST amount displayed in the GST column of the report may vary from the GST amount displayed on the monthly Tax Invoice.

The Tax Invoice reflects the correct payable amount.

Subscribers will be requested to quote the '**Customer No**' (located on the top right portion of the Tax Invoice) if querying any invoices with LANDATA®.

The 'Location' reference (located on the top right portion of the Tax Invoice) is the LANDATA® account number

INVOICE DESCRIPTION						QTY	UNIT PRICE AUD	AMOUNT AUD	GST AUD	TOTAL AMOUNT AUD
Pre-Population Search						3	9.58	28.74	0.00	28.74
<b>TOTAL AMOUNT DUE 30-JAN-2013</b>								<b>\$28.74</b>	<b>\$0.00</b>	<b>\$28.74</b>

NO RECEIPT ISSUED UNLESS REQUESTED

Please detach this advice and return with your payment. Do not staple, pin or fold.

Customer :	<b>ABC123</b>	<b>GENERAL BUSINESS PTY LTD</b>
Site No :	<b>242424</b>	Location : <b>LAN123456</b>
Invoice No:	<b>987654</b>	Date : <b>31-DEC-2012</b>

<b>Due Date:</b>	<b>30-JAN-2013</b>
<b>Amount Due :</b>	<b>\$28.74</b>

<b>Pay &amp; Manage Bills Online Service</b> Manage your own accounts to receive, view & print invoices/statements, to communicate with the department online and securely pay by using credit card (Visa/Mastercard) and/or bank account Register at <a href="http://www.dse.vic.gov.au/paybill">www.dse.vic.gov.au/paybill</a>	
<b>PHONE Ref: 10141658871</b> To pay securely by credit card Visa/Mastercard dial 1300 559 598 (available 24 hours, 7 days)	<b>INTERNET Ref: 10141658871</b> To pay securely by credit card Visa/Mastercard log onto
<b>BPAY Biller Code: 72637</b> <b>Customer Ref: 10141658871</b> Telephone & Internet Banking Bpay® Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: <a href="http://www.bpay.com.au">www.bpay.com.au</a>	<b>POST billpay</b> Pay in person at any post office  *206 0834 0000010141658871 53 (Credit Card not accepted for this payment option)

To arrange Electronic Fund Transfer (EFT), authorising Direct Debit or for other payment options please contact Accounts Receivable Team.  
 (Any dishonoured cheques will incur a fee of \$110.00)

For payment enquiries, please contact Accounts Receivable Team on (03) 9637 9422 or Fax: (03) 9637 8566 or email: [accounts.info@dtpl.vic.gov.au](mailto:accounts.info@dtpl.vic.gov.au)

# 8 Useful Information

This function provides the following useful information.

1. Frequently asked questions.
2. Privacy Statement - contains the LANDATA® Privacy and Security Statement
3. News - contains news bulletin for communication to LANDATA® Account holders. If there is no news a window will be displayed with the message "There is currently no news". Click on your browser 'Back' icon to go back to the LANDATA® window.

## NOTE:

For any LANDATA® related enquiries please contact the EC Service Desk

EC

**Account Details**  
[Change my details](#)  
[Change my password](#)  
[Change my identification question](#)

**Session Details**  
[View my charges](#)  
[View my reports](#)  
[Change my reference](#)

**Useful Information**  
[Frequently asked questions](#)  
[Privacy Statement](#)  
[News](#) Last Updated 15/08/2007

**Connection**  
[Exit/Log Off](#)  
log off

### Subscriber Transaction Search

**Start Date and Time:**  Suggested format is dd/mm/yyyy hh:mm:ss

**End Date and Time:**  Suggested format is dd/mm/yyyy hh:mm:ss

**Product**

**ELF ID**  Leave empty to search for All ELF's.

**User ID**  Leave empty to search for All User IDs.

**Search Type**  Chargeable Only  All Transactions

The limits per search are 25 days (Chargeable transactions) / 6 days (All transactions) or 1000 transactions. A More hyperlink will appear at the bottom of the response page to continue the search.

# Appendix A. Glossary of Acronyms and Terminology

Term	Definition
<b>DX</b>	Document Exchange.
<b>EC</b>	Electronic Conveyancing.
<b>GST</b>	Goods and Services Tax.
<b>LV</b>	Land Victoria (formerly called Land Registry)
<b>EC</b>	Electronic Conveyancing
<b>Vol / Fol</b>	Volume / Folio
<b>VOTS</b>	Victorian Online Title System
<b>URL</b>	Uniform Resource Locator. The global address of document and other resources on the World Wide Web e.g. <a href="http://www.landata.vic.gov.au/">http://www.landata.vic.gov.au/</a>