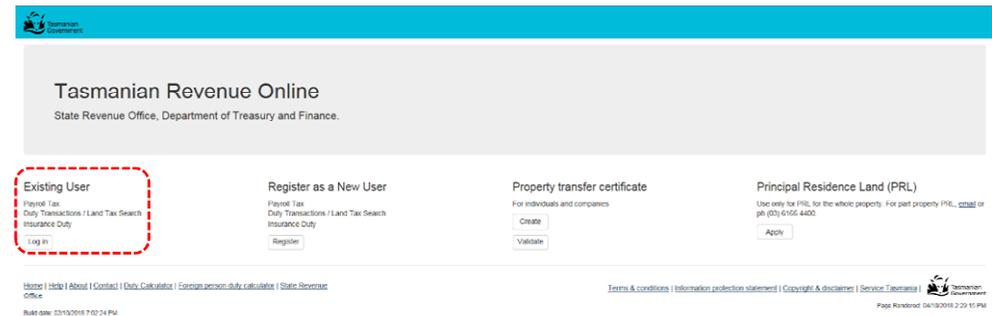


Log in to TRO

Click the 'Log in' button within the 'Existing User' section on the home page.



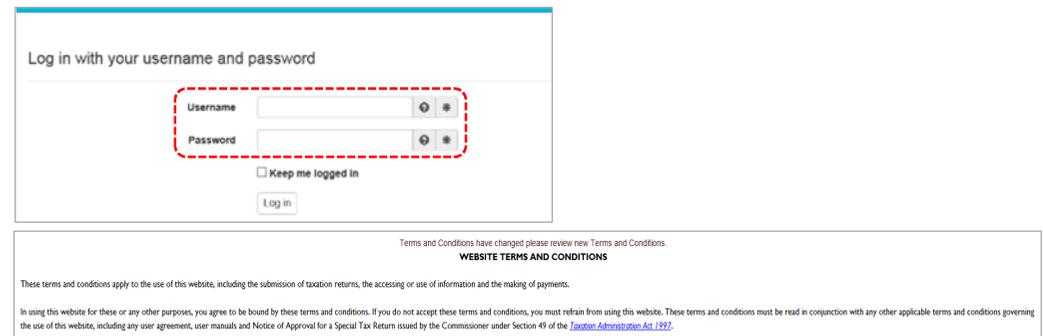
Log in to your account

Enter your existing account username and password and click the 'Log in' button.

Secure verification. In the first instance (only) of entering your Username and Password in the new TRO website, the system will prompt you by email to verify your access. Click the link within the email message to take you back to the log in page to change your password, and click Log in.

Terms and Conditions. Also on the very first log in, Terms and Conditions will display after you log in. Once you have read and agreed with the T&Cs, click 'I accept'.

You will be taken to the accounts screen.



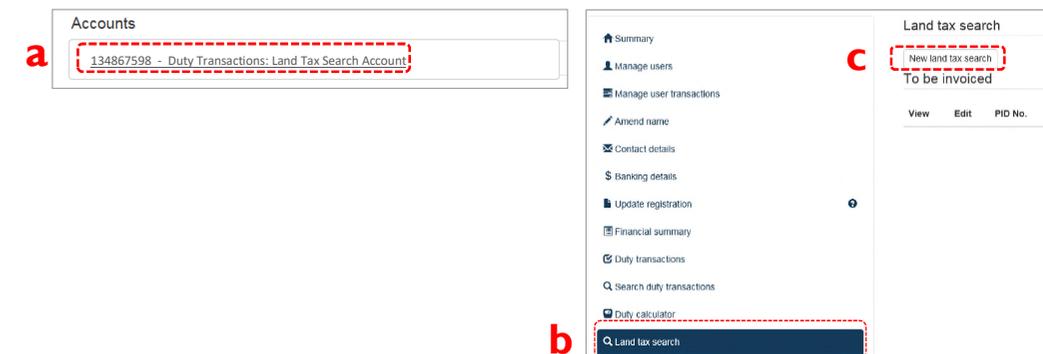
Open your account

a. On the accounts screen, click on the linked account name.

b. In the next screen, click on 'Land tax search' function within the left-hand side menu.

c. Click on the 'New land tax search' button.

d. See next page for details about making and submitting a Land Tax Search.



Submit a Land Tax Search

1. Requested by

Click the drop-down list to select the relevant option:

Vendor
Purchaser
Mortgagee
Other

2. PID or the Volume and Folio numbers

Enter one of these numbers. If the Title ref is say 123456/1234, the first set of digits is the Volume No., and second set is Folio No.

3. Whole or part PID

Click the drop-down list to select whole or part PID.

If 'part', use the 'Area(m2)' and 'Sale Price (land only)' set out in the contract.

If the contract is for land with a house/building, the contract price cannot be used. The onus is on the applicant to determine the land-only component.

4. Settlement date

This must be today's or a future date. Format: DD/MM/YYYY

5. Client reference

This can be an internal reference number used by your organisation for that client. If there is no client number, leave the box blank.

6. Applicant's name and address

7. Submit

Clicking 'Submit' will charge the search fee to the account, and TRO will return to the Land Tax Search main screen. See other features below.

Main screen features

- **View:** Certificates are viewable. Click on the 'View certificate' hyperlink to display the search results which can be printed or saved to your client's file.
- **Edit:** Edit a Land Tax Search up to midnight of the original search settlement date for no additional fee. The settlement date and or whole/part property fields can be edited. Selecting the edit function and submitting the original Land Tax Search without updating any information will re-calculate the amount payable taking into consideration any payments received since the last search date.
- **Searches:** Completed searches can be viewed through the Land Tax Search option on the left-hand side menu. Search results will be shown for the current month under 'To be invoiced' and previous months under 'Invoiced land tax search'.
Land tax searches that have been invoiced can be displayed by selecting the + symbol adjacent to the month.
- **Invoices:** Invoices will be published to TRO on the 1st of each month. Outstanding invoices will appear on the 'Summary' screen as well as the Land Tax Search screen.

Land tax search

1 Requested by

Search criteria

2 PID

Volume (plan) No

Folio (lot) No

Property Details

Property address

3 Whole or part PID?

4 Settlement date

Search fee \$

5 Client reference

Applicant's name

6 Applicant's address

7