Sending Communications to SRO

1. All **Accounts** are displayed on the home screen as follows:

   Accounts

   1234567 - Duty Transactions: TEST PTY LTD

   7654321 - Payroll Tax: EXAMPLE PTY LTD

2. Click on your duty transactions account.
3. Click on **Duty transactions** from the menu as follows:

   Summary

   Manage users

   Manage user transactions

   Amend name

   Contact details

   Banking details

   Update Registration

   Financial Summary

   Duty transactions

   Search Duty transactions

4. The manage duty transactions screen will display as follows:

Manage duty transactions

New duty transaction

Discarded Drafts

SRO No.	Client reference	Dealing No.	Type	Parties	Processor	Created date
	123456789	XXXXX	Property - Vesting of property - OPT	Fred Example to Mary Example	Nic	23/05/2017 11:10 AM

Drafts

SRO No.	Client reference	Dealing No.	Parties	Processor	Created date	Type	
			to	Nic	15/05/2017 2:35 PM	Other duty - Lease - OPT	Open
	Business 24	N23456	Bunnings to a a	Li	11/04/2017 9:00 AM	Business - Sale of business with lease - OPT	Open

Waiting for authorisation

SRO No.	Client reference	Dealing No.	Type	Parties	Processor	Status	Action date

Submitted to SRO

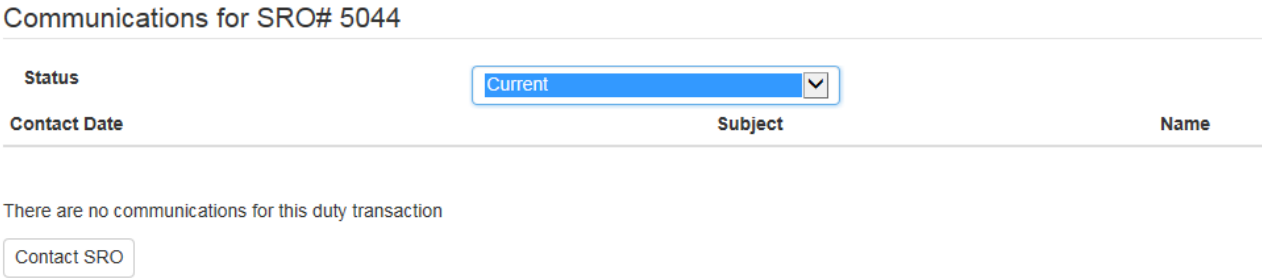
SRO No.	Client reference	Dealing No.	Type	Parties	Processor	Status	Action date		
4951	LUETS		Other duty - Land use entitlement transfer	a a to f f	Nic	Awaiting SRO processing	14-Jun-2017	View/update	Mail

5. Click on the **Mail** link of the required transaction as follows:

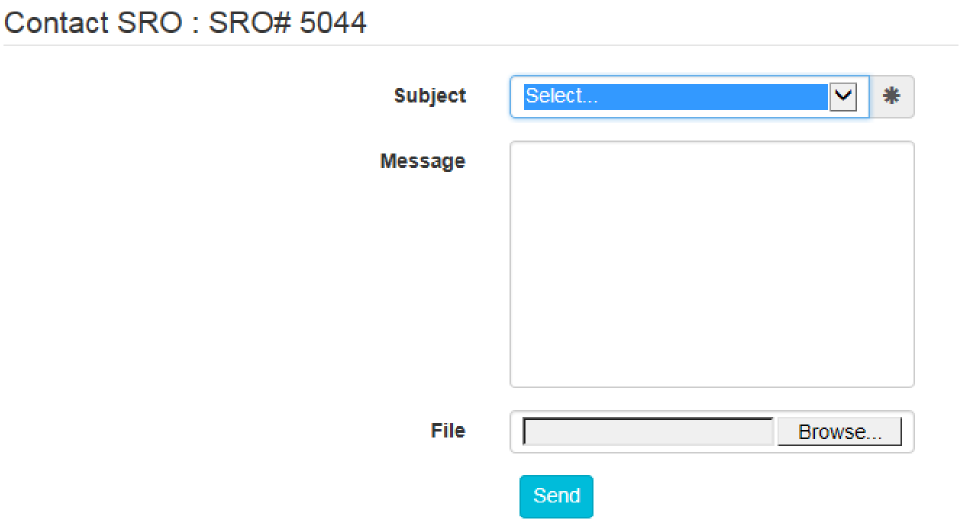
Submitted to SRO

SRO No.	Client reference	Dealing No.	Type	Parties	Processor	Status	Action date		
4951	LUETS		Other duty - Land use entitlement transfer	a a to f f	Nicole O`Brien	Awaiting SRO processing	14-Jun-2017	View/update	Mail

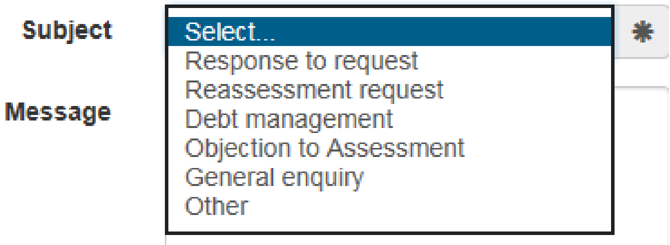
6. The communications for SRO screen is displayed as follows:



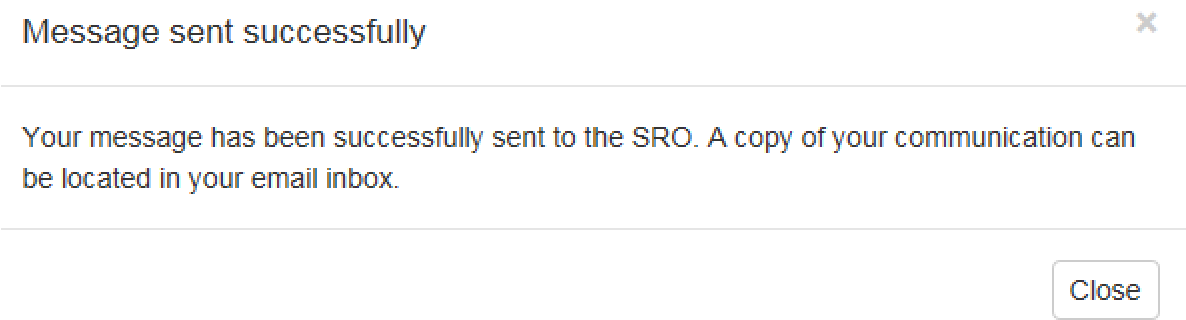
7. Click on the **Contact SRO** button
8. The Contact SRO screen is displayed as follows:



9. Select the **Subject** from the drop down list as follows:



10. Enter the **Message.**
11. Click on the **Browse** button to attach a file, if required.
12. Click on the **Send** button.
13. The confirmation screen is displayed as follows:



14. Click on the **Close** button.