

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
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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 ff	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 ff	Nicole O'Brien	Awaiting SRO processing	14-Jun-2017	View/update Mail

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

Communications for SRO# 5044

Contact Date	Subject	Name
There are no communications for this duty transaction		

Contact SRO

7. Click on the **Contact SRO** button

8. The Contact SRO screen is displayed as follows:

Contact SRO : SRO# 5044

Subject

Message

File

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

Subject

Message

- Response to request
- Reassessment request
- Debt management
- Objection to Assessment
- General enquiry
- Other

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:

Message sent successfully ✕

Your message has been successfully sent to the SRO. A copy of your communication can be located in your email inbox.

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