



# Add and Edit Electronic Advice of Sale Contact

## Quick Guide

03/07/2020  
Version: 1

# Add and Edit Electronic Advice of Sale Contact

## Changing your details is a 3 step process

Steps to add or edit your Electronic Advice of Sale (EAS) contact details:



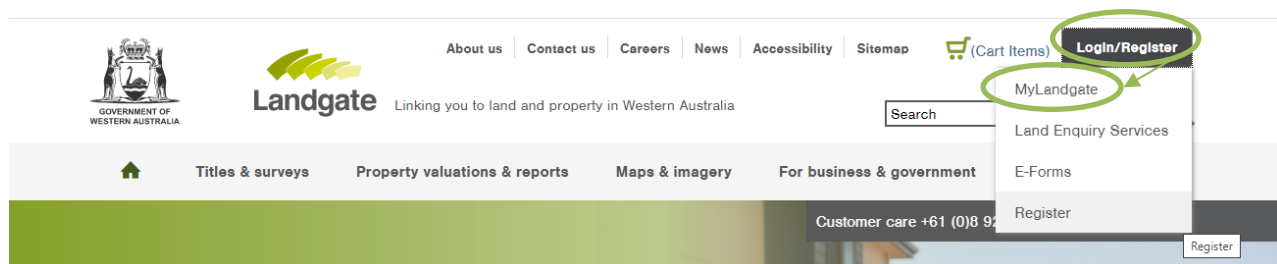
\*Time estimates based on average customer experience and optimum system functionality.

This add and edit function is available for User Representatives of existing billing accounts. You will need to have the Conveyancing channel authorised and accessible.

If you require access to Regional Scheme Certificates only, please contact Customer Service to arrange access for your existing billing account.

## Step 1

Visit the Landgate website [www.landgate.wa.gov.au](http://www.landgate.wa.gov.au) and click the Login/Register button at the top right of the screen, then select 'MyLandgate'.



Log in with your Landgate Login and load the Conveyancing Channel from your list of views.

## Step 2

Open Property Reporting Online (EAS) from the Quicklinks list.

## Step 3

Select 'EAS Agency Contact' in the top menu. Then select 'Edit' at the bottom right.

Fill in the details to complete each field on the page or edit the fields that you want to change. When you are done, select 'Submit'.

EAS Agency Contact - Edit

<b>Account Name</b>	Account name shown here		
<b>Account Number</b>	Account number shown here		
<b>Water Corp ID *</b>	<input type="text" value="1237"/>		
<b>Address 1</b>	<input type="text" value="12"/>		
<b>Address 2</b>	<input type="text" value="Star Street"/>		
<b>City</b>	<input type="text" value="Australind"/>		
<b>Postcode</b>	<input type="text" value="6233"/>		
<b>State</b>	<input type="text" value="WA"/>		
<b>Country</b>	<input type="text" value="Australia"/>		
<b>Contact Name *</b>	<input type="text" value="Fake Company Pty Ltd"/>		
<b>Contact Phone Number</b>	<input type="text" value="61"/> <input type="text" value="08"/> <input type="text" value="99999999"/>		
<b>Contact Fax Number</b>	<input type="text" value="61"/> <input type="text" value="08"/> <input type="text" value="88888888"/>		
<b>Contact Email Address *</b>	<input type="text" value="contactemail@company.com"/>		

You will be prompted to confirm your save. It may take up to 10 minutes to become effective. Once effective, your account will then reference these details, allowing you to submit electronic advice of sales (EAS) and regional scheme certificates (RSCS).

All Users of the billing account will be able to view these details but only User Representatives will have access to edit them.