

User Guide B

Layout of NSW LRS Online (Titling and Registry Services Portal)

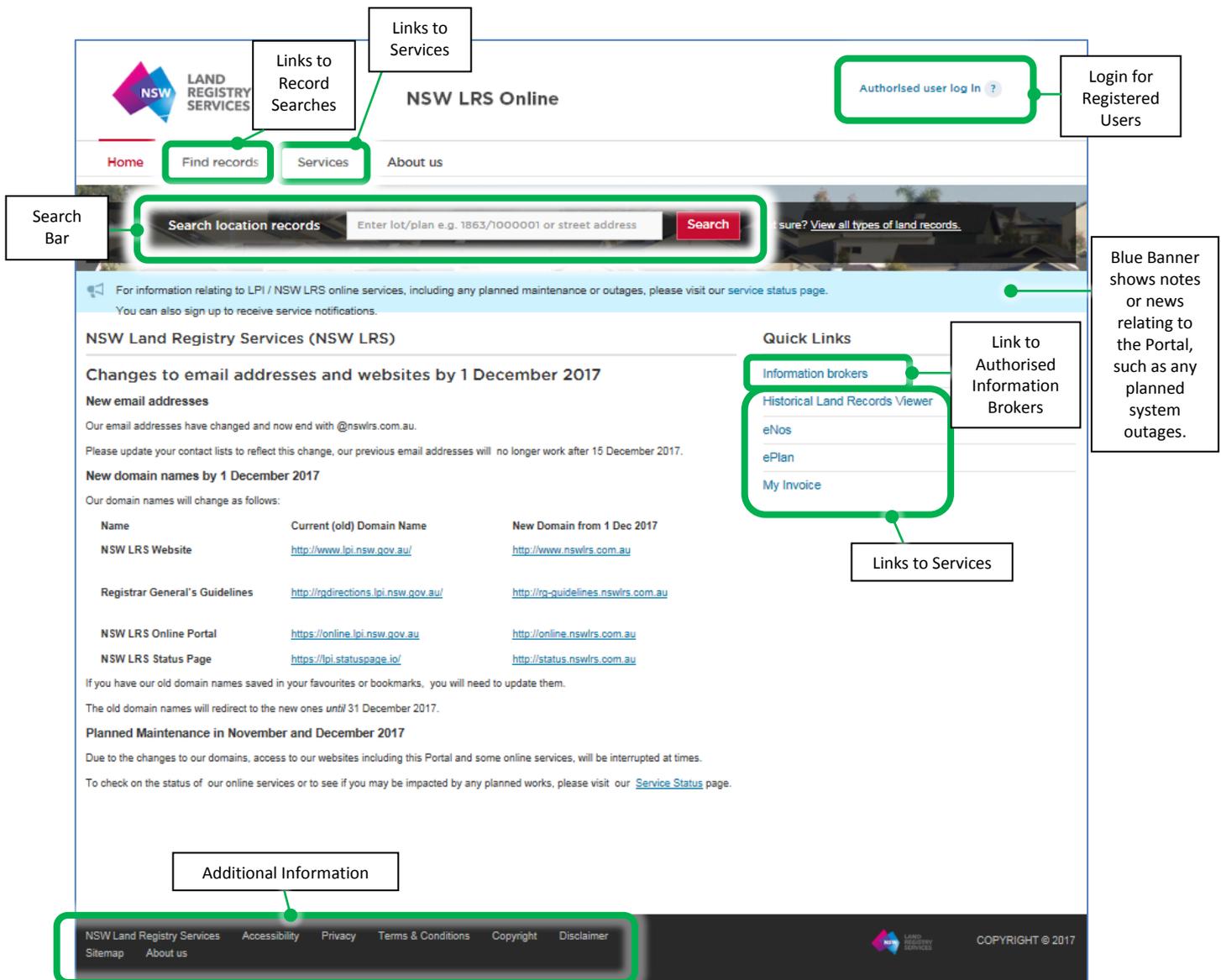
The NSW LRS Online provides a number of the products and services relating to titling and registry services in a clear interface.

1. Location of Records and Services

For a comprehensive list of services provided in the portal, please refer to the User Guide A - Summary of Services.

2. The NSW LRS Online Home Page

At a glance, the NSW LRS Online home page appears as below.



The screenshot shows the NSW LRS Online home page with several callouts:

- Search Bar:** Located at the top left, containing a search input field and a 'Search' button.
- Links to Record Searches:** A callout pointing to the 'Find records' button in the navigation menu.
- Links to Services:** A callout pointing to the 'Services' button in the navigation menu.
- Authorised user log in ?** A callout pointing to the login link in the top right corner.
- Login for Registered Users:** A callout pointing to the login link in the top right corner.
- Blue Banner:** A callout pointing to the blue banner at the top of the main content area, which contains service status information.
- Link to Authorised Information Brokers:** A callout pointing to the 'Information brokers' link in the 'Quick Links' section.
- Links to Services:** A callout pointing to the 'Information brokers', 'Historical Land Records Viewer', 'eNos', 'ePlan', and 'My Invoice' links in the 'Quick Links' section.
- Additional Information:** A callout pointing to the footer area at the bottom of the page.

The main content area features a blue banner with service status information, followed by a section titled 'NSW Land Registry Services (NSW LRS)' with updates on email addresses and domain names. A 'Quick Links' section is also present, listing various services available to users.

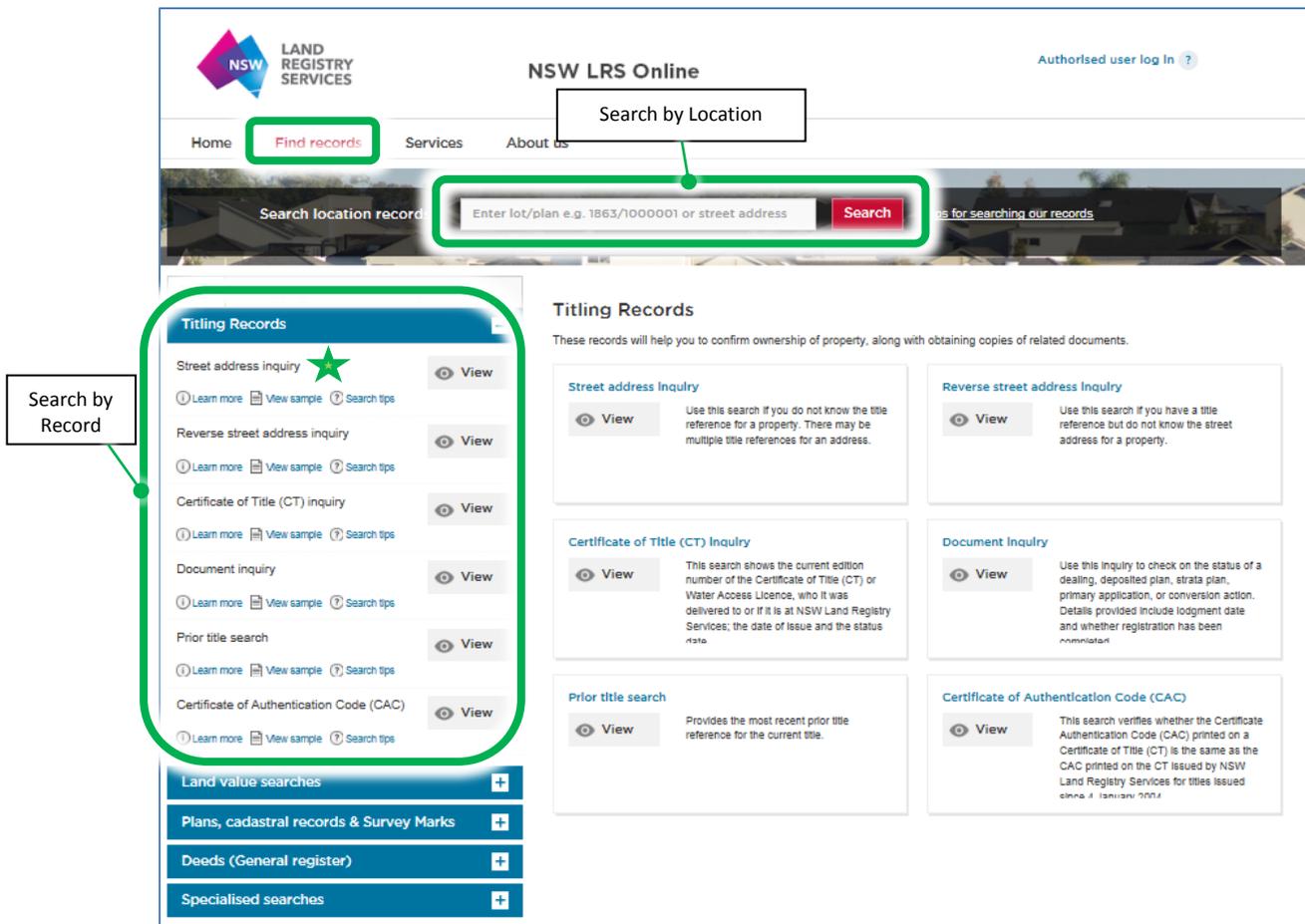
On the home page under the blue banner are a number of services available to all users. Additional information is available at the bottom of the page.

3. Find Records

Users can access records without a login via the 'Find Records' button on the home page or by typing a location into the search bar.

3.1 Searches by Record

In the Home or Main menu, click the 'Find records' tab, a menu of Titling Records searches appears on the left hand side of the screen. Select the required Heading to search and click 'View'. Users will be prompted to enter their search parameters (eg address or title reference/Lot & DP number).



If a user is performing this search prior to logging into the portal, they will be required to complete the security confirmation (see below).

★ **Street address inquiry**
 Use this search if you do not know the title reference for a property.
 There may be multiple title references for an address.

Suburb Name *
Please select the suburb name from the suggested list.

Street Name *

Street Number *

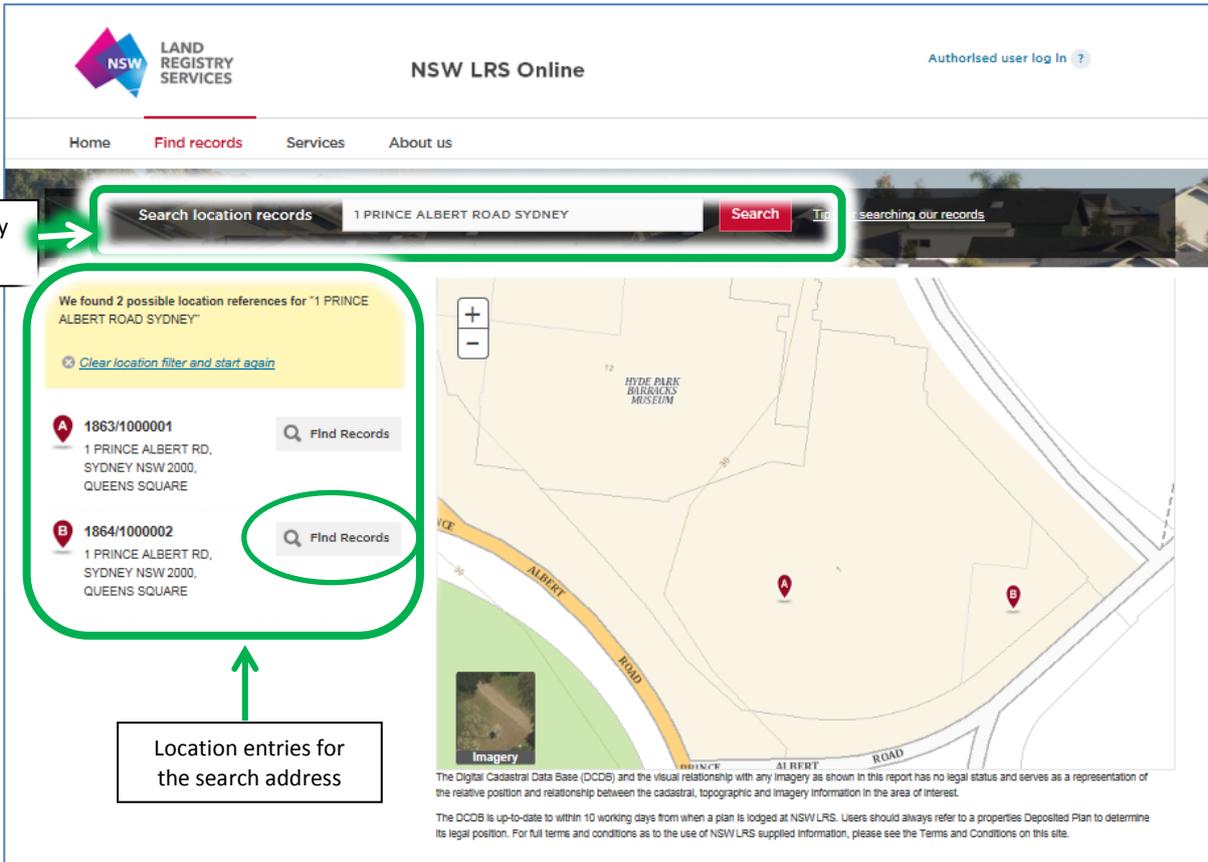
Complete this security challenge


This information is provided as a searching aid only. The Registrar General does not guarantee the information provided.

3.2 Searches by Location

NSW LRS Online enables Users to find all records attached to a particular property location using search.

By typing an address or property location reference into the search bar located in the Header, NSW LRS Online will identify potential locations, allowing the user to select the correct entry.



The screenshot shows the NSW LRS Online search interface. At the top, there is a navigation bar with 'Home', 'Find records', 'Services', and 'About us'. A search bar is highlighted with a green box and contains the text '1 PRINCE ALBERT ROAD SYDNEY'. A 'Search' button is next to it. Below the search bar, a yellow box displays the message: 'We found 2 possible location references for "1 PRINCE ALBERT ROAD SYDNEY"'. Below this, two location entries are listed:

- A** 1863/1000001
1 PRINCE ALBERT RD,
SYDNEY NSW 2000,
QUEENS SQUARE
- B** 1864/1000002
1 PRINCE ALBERT RD,
SYDNEY NSW 2000,
QUEENS SQUARE

Each entry has a 'Find Records' button. A green circle highlights the 'Find Records' button for entry B. To the right of the list is a map showing the location of the search results. A box labeled 'Search by Location' points to the search bar. Another box labeled 'Location entries for the search address' points to the list of results. A third box labeled 'Imagery' points to a small satellite image on the map.

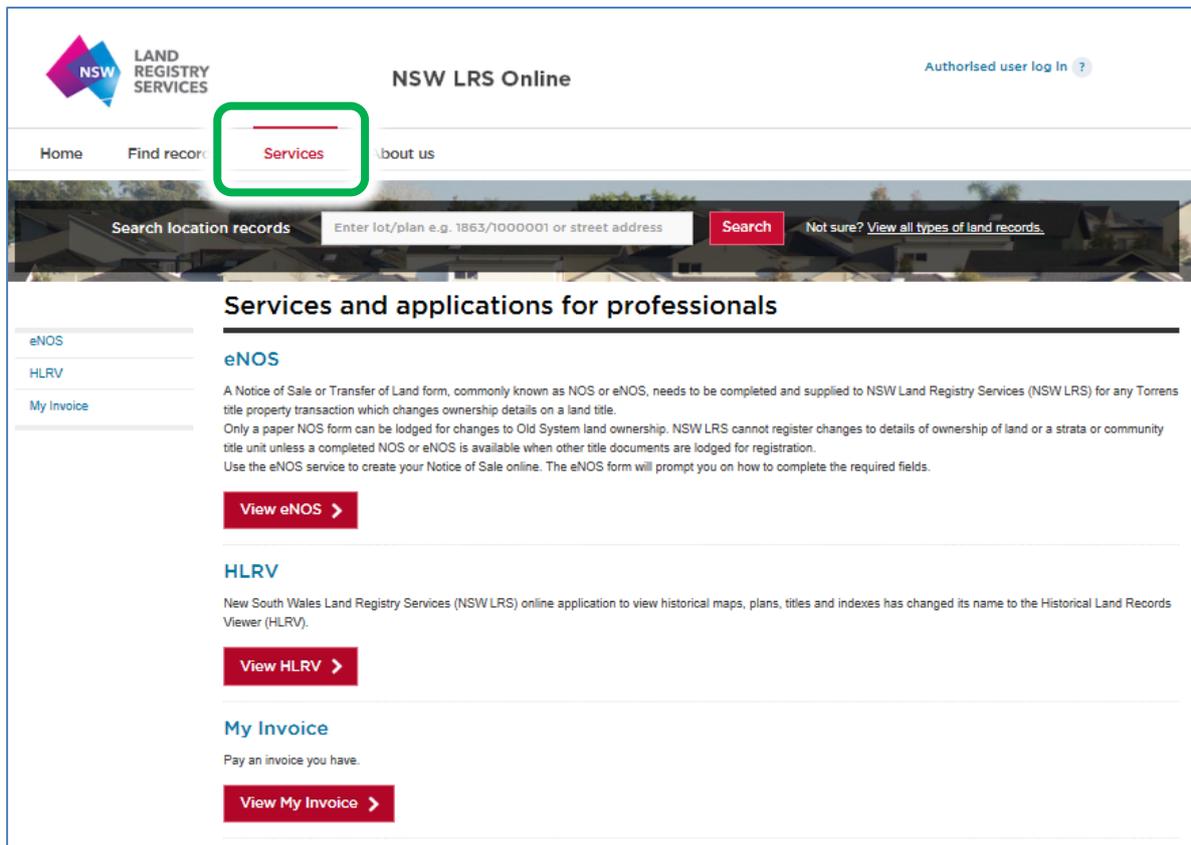
Selecting a neighbouring property, will change the display to the details of that property.

Select the required address, and click 'Find Records' to display relevant searches.

4. Services

A number of services are available without a login by clicking onto links on the left of the screen, or by visiting the 'Services' page via the menu bar.

Services available without a login will appear under the 'Services' tab. Once logged in, the User Profile will determine any additional services available.



5. Logging In to the Online Portal

In order to access the additional services enabled in your user profile ('authenticated services'), a user login will be required. For assistance with logging into NSW LRS Online please see the User Guide C - Login for First Time Users.

6. Additional Information

Located along the bottom of the home page are details about NSW LRS, including Terms & Conditions, and Privacy.



For further assistance with NSW LRS Online, please refer to the user guides available on the portal.