

USING THE PORTAL

Submitting Applications

You can send applications through to On The Move via any of the following ways:

- ✓ Phone – call our friendly customer service team on **1300 850 360**
- ✓ Fax – send the application through to **1300 661 160**
- ✓ Direct Email – to sales@onthemove.com.au
- ✓ E-Application – online application via our website portal (directions below)

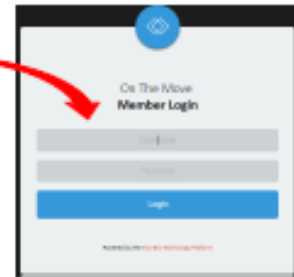
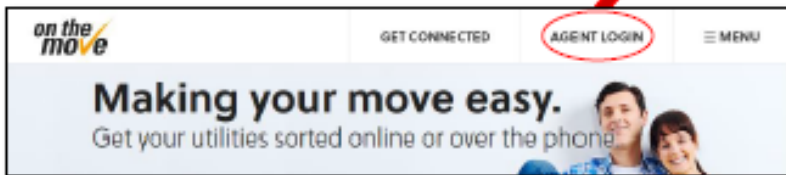
Access to our system & online applications instructions

- ✓ Go to www.onthemove.com.au
- ✓ Click Login on the top right.
- ✓ Enter your username and password.
- ✓ Click on Submit Application from the menu below your account information.
- ✓ Choose from Customer Connection (for a tenant, vendor, purchaser, or landlord, customisable on the next page) or Real Estate Agent Connection (under your company ABN).
- ✓ Enter the address: click on the 'Click Here to Add Address' button and type address in command box, starting with postcode and working backwards to street number.
- ✓ Ensure that you fill all fields marked with an asterisk (Given Name and Surname, either Home, Work or Mobile number, and Connection Date), as well as any further information available.
- ✓ Make a note of any further information required in the final field. For example: *speaks little English/needs interpreter; property is on the corner of xxx Street, etc.*
- ✓ Press Submit and an email confirmation with a reference number for the application will be sent to the email address of the Property Manager.

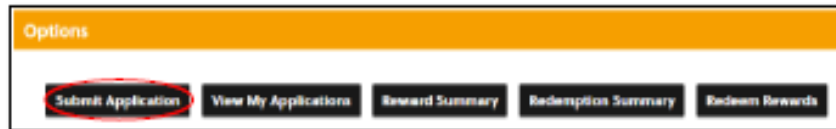
For visual instructions, please see below.



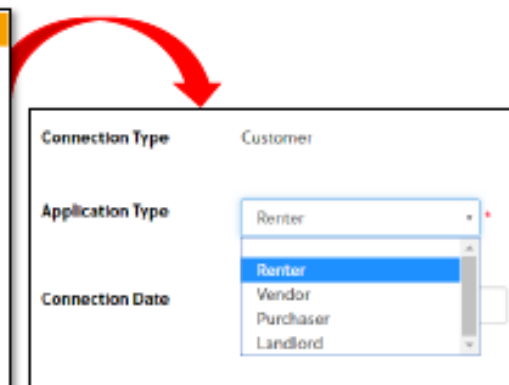
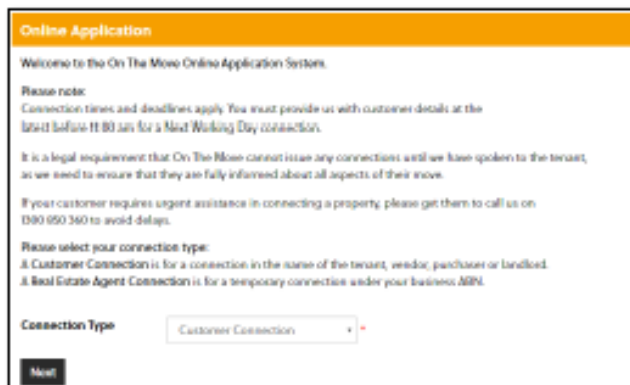
1. Go to the www.onthemove.com.au, click Agent Login and enter your user details.



2. Select Submit Application from the panel of options on the Home Page.

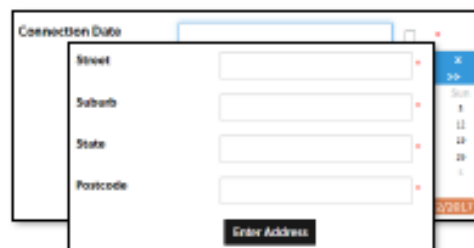


3. Select Customer Connection, press Next, then change Application Type to Vendor/Purchaser on the next page.



4. Enter the following mandatory Customer Information.

I. Connection Date (Settlement Date) – click next to the field and select the required date from the calendar.



II. Property Address – click the Enter Address button.

A pop up box will appear. Enter the address in reverse, starting with the postcode:

Enter place or postcode
4030

4030, QLD

Then enter the street name:

Enter street name or PO Box type
Lutwyche

4030, QLD

- Lutwyche Road, LUTWYCHE
- Lutwyche Road, WINDSOR
- Lutwyche Road, WOOLDOWRI
- Lutwyche Road, NGARON

Enter building number/name
532

532, QLD

- Lutwyche Road, LUTWYCHE
- 532

III. Given Name and Surname.

Title

Given Names

Surname

When entered correctly, press Accept:

Please confirm the address

Locality	532 Lutwyche Road
Locality	LUTWYCHE
State/area	QLD
Postcode	4030
Country	AUSTRALIA
DP/D/OD	44151210

The address will then display behind the locked fields:

Street

Suburb

State

Postcode

IV. Contact Number – at least one, preferably mobile.

Home Number

Work Number

Mobile Number

Primary ID (Driver's Licence, Passport or Concession) is also a required field. If ID is not available, fill the Licence fields with dummy information (see example):

Number

State

Expiry Date

- Choose any state.

- Choose following day.

5. Enter if investor or owner-occupier, and any additional notes (if required) and press Submit.

You will shortly receive a confirmation email with a reference number.

Notes

Include:

- if language other than English is required
- cross-street or property specific information (if new development)
- any other pertinent information

If you have any issues or questions, contact your On The Move representative ASAP.