

# Securexchange Workflow (excluding NSW)

REA Real Estate Agent

SCS Seller's Conveyancer/ Solicitor

PCS Purchaser's Conveyancer/ Solicitor

## Request a contract

The requesting of a contract from a conveyancer/ solicitor can be initiated by a real estate agent fast and efficiently.

REA

Access Securexchange from an invitation from the seller's conveyancer/ solicitor, or create your own workspace and upload your Contract of Sale.

SCS

Create a Contract of Sale and share with the real estate agent via Securexchange.

## Share a contract

Sharing a contract securely has never been so easy. For conveyancer and solicitors already using InfoTrack contracts, Securexchange is integrated with the InfoTrack platform.

REA

Invite parties into Securexchange to share and request sensitive information securely. Purchasers are required to enter a verification code in order to access the contract, and can then invite their conveyancer/ solicitor into Securexchange to review the contract.

SCS

PCS

Review the contract in Securexchange.

## Request funds

Securexchange guarantee the funds up to \$1mil for verified trust accounts shared through our system.\*

\*Read our FAQ to learn more.

REA

Share your trust account details securely for deposits, share documents, send documents for signing and/or request the signing of the Contract of Sale when an offer is made.

SCS

PCS

Request bank account details securely.

## Request bank account details

Requesting bank details for any outgoing funds is easy. Simply invite the purchaser into the Securexchange workspace that is only accessible to pre-verified, authorised users.

## Sign a document

Powered by DocuSign, you can sign any document through Securexchange. Signing can be initiated by a Real estate agent, Conveyancer or Solicitor.

REA

Send any document for signing including the Contract of Sale using DocuSign.

SCS

## Exchange a contract

A contract of sale can be shared with parties and a request for signatures can be sent with the click of a button. Once complete, you will receive a final copy with all signatures.

REA

Exchange Contract of Sale once all parties have signed, and it is ready to be dated or exchanged, or click 'Finish Signing' to send a copy to the seller's conveyancer/ solicitor to date and exchange.

SCS

Exchange Contract of Sale once all parties have signed, and it is ready to be dated or exchanged.