



AUSTRALIAN REGISTRARS NATIONAL ELECTRONIC CONVEYANCING COUNCIL

# **NATIONAL MORTGAGE FORM WEBFORM USER GUIDE**

**Version 1.1** (aligns with NMF Design Specification Version 1.5)

Australian Registrars' National Electronic Conveyancing Council

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## Introduction

This user guide is intended to assist you in your initial use of the National Mortgage webform. It is assumed that you know the information that you need to enter for your mortgage, so this guide only covers how to open the form, print or save the form, and how to restore a saved version of the form.

**Note:** the webform is not suitable for use in WA due to it not satisfying the requirements of the WA Addendum published on 11 April 2017. Please refer to the WA Addendum referenced on the National Mortgage page of the ARNECC website and the Landgate website for further information.

## Web browser requirements

The National Mortgage webform requires a JavaScript-capable web browser with JavaScript enabled.

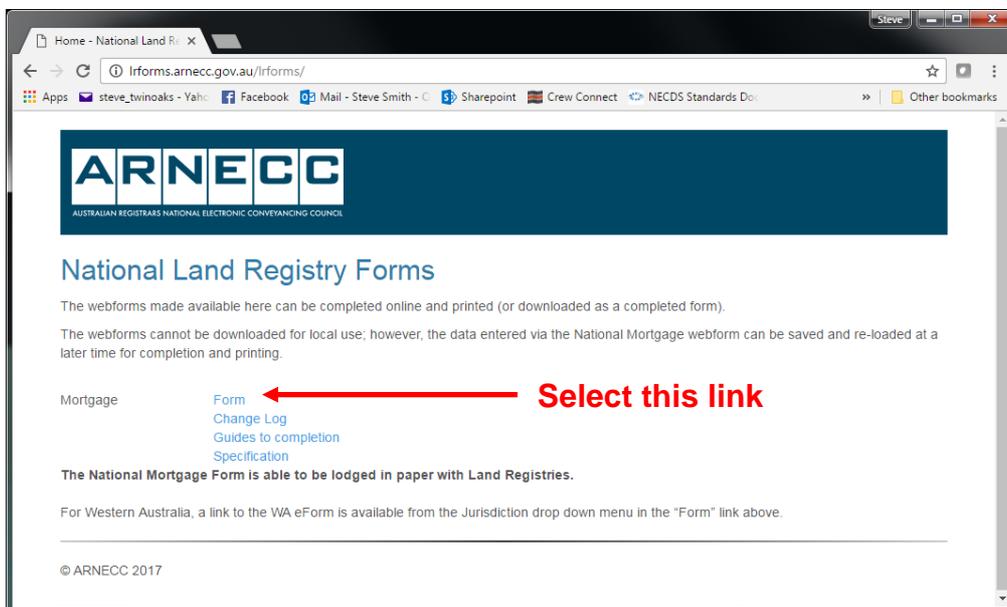
Please note that there are known technical issues with the use of Mozilla Firefox.

For the best user experience it is recommended that Google Chrome be used.

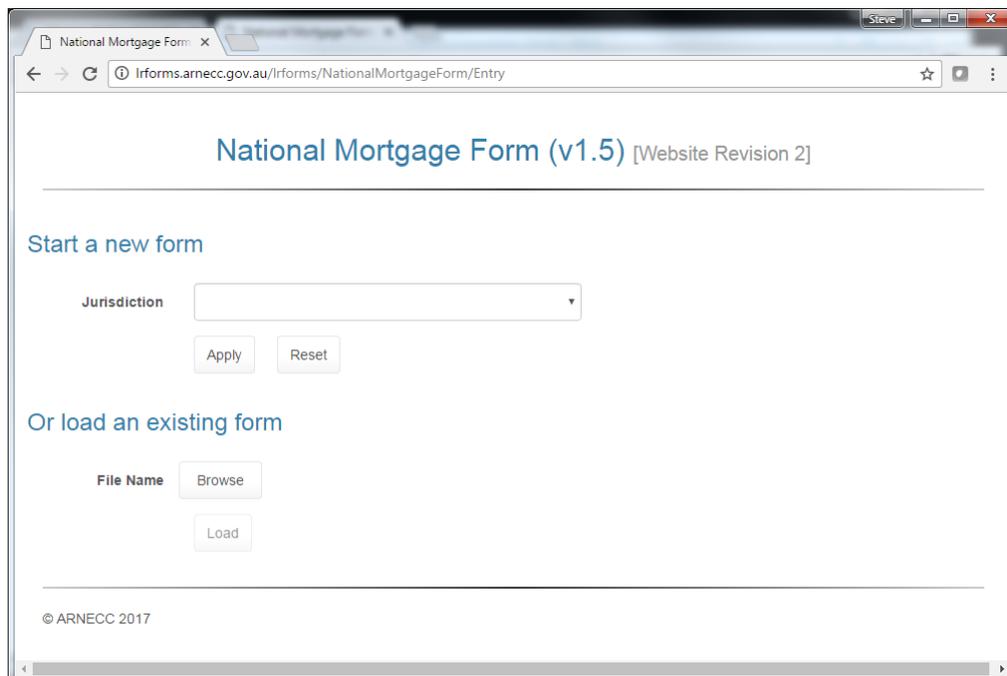
# Accessing the webform

The webform is available at <http://lrforms.arnecc.gov.au>

From the Welcome page, select the “Form” link:

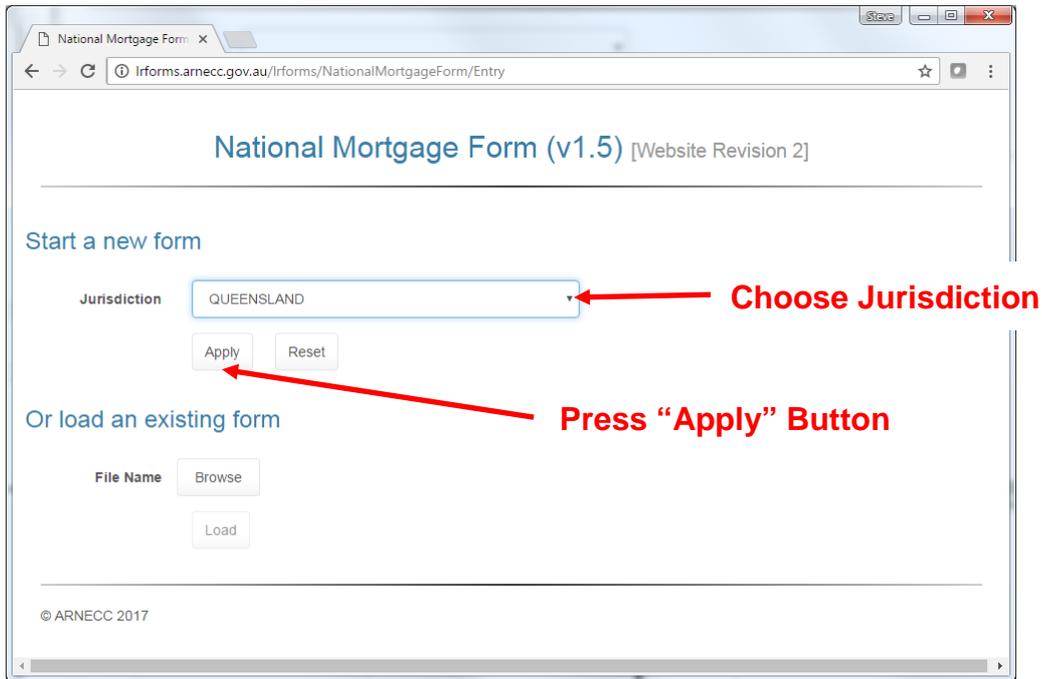


You will be presented with the following page:

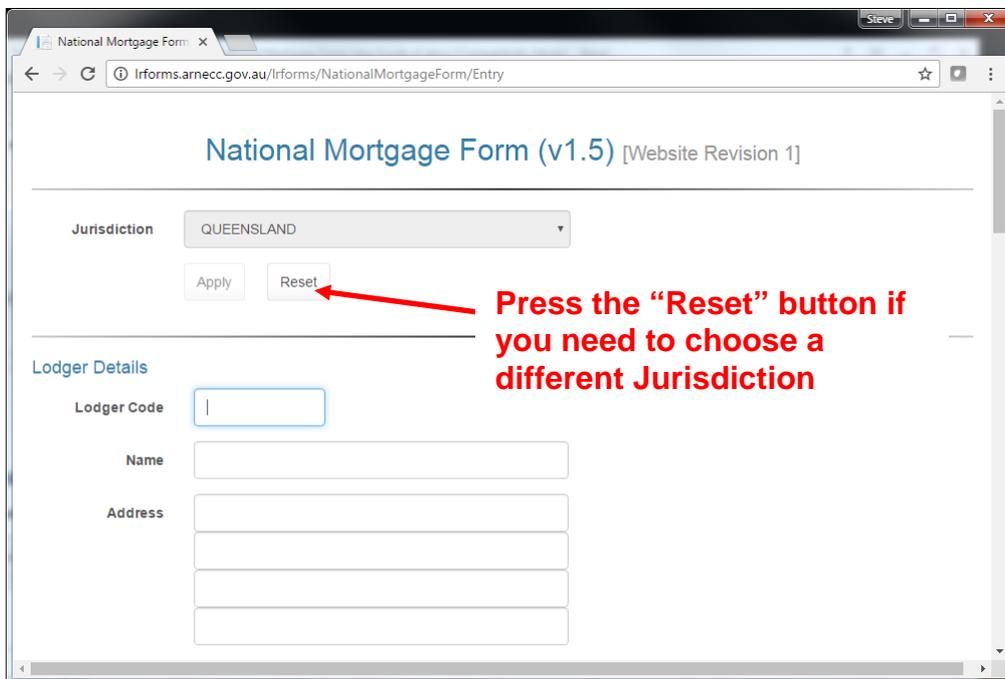


# Creating a Mortgage

To create a mortgage, first select a jurisdiction from the drop down list and then press the “Apply button”:



If you are part way through completing a form and want to change the jurisdiction, you will need to first “Reset” the form (using the “Reset” button) and then choose a new jurisdiction. Note that all data in the original form is lost when you reset the form.



Having chosen a jurisdiction, you now need to complete the form with the details for your mortgage. The form will adjust the available data items depending on previously entered information.

There are some standards and conventions used throughout the form:

## “+” button:

### Land

Land Title Reference	<input type="text"/>	Part Land Affected?	<input type="checkbox"/>	<input type="button" value="+"/>
Land Description	<input type="text"/>			

**This button allows another title to be added**

The “+” button is available on the Land, Mortgagor and Mortgagee sections of the form and allows another title, mortgagor or mortgagee to be added. Once another has been added, a “-” button appears next to the one added, enabling it to be removed. Note that the first one cannot be removed.

## Radio buttons:

When you change the value of a radio button, previously entered information related to the choice is deleted (eg on the Mortgagor screen).

### Mortgagor

Mortgagor 1	<input checked="" type="radio"/> Individual	<input type="radio"/> Corporation	<input type="radio"/> Other Organisation	<input type="button" value="+"/>
Given Name(s)	<input type="text" value="FRED"/>			
Family Name	<input type="text" value="BLOGGS"/>			
Capacity	<input type="text" value="TRUSTEE"/>			
Who will be signing	<input type="text" value="The Mortgagor"/>			

**If this is changed from “individual”, the values for Given Name(s), Family Name and who will be signing are removed**

## Drop-down boxes

In the same way as for radio buttons, if you change the value of a drop-down box, any fields reliant on the value in that box are removed.

## Increasing the size of certain data entry boxes in Google Chrome

If Google Chrome is being used the size of the *Land Description*, *Capacity* and *(b) Additional terms and conditions* data entry boxes can be increased by clicking and dragging the symbol on the bottom right hand corner of the relevant box to the desired size.

Capacity

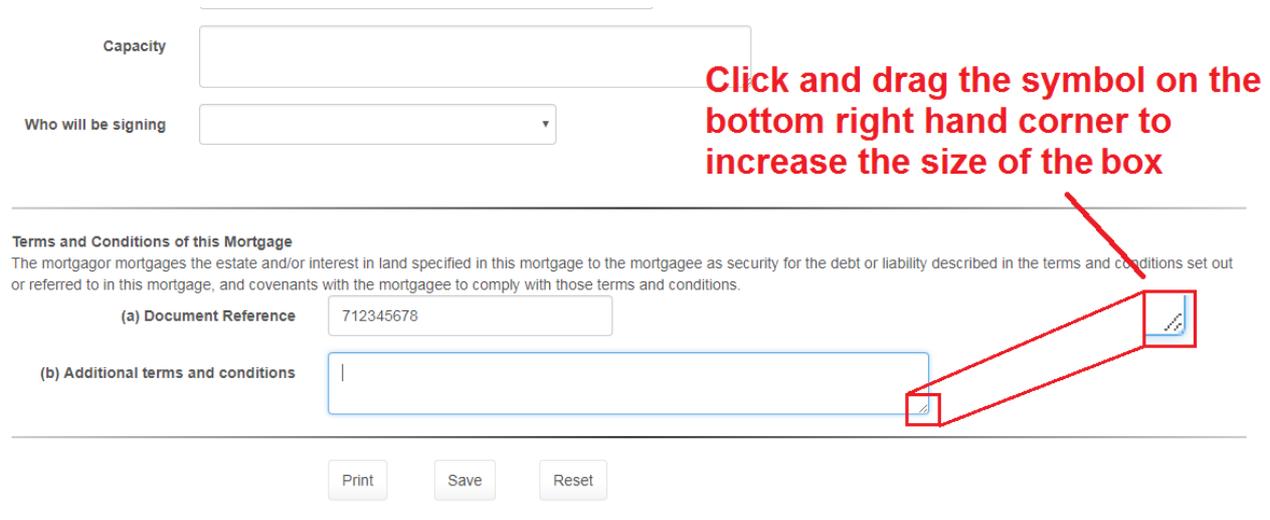
Who will be signing

**Terms and Conditions of this Mortgage**  
The mortgagor mortgages the estate and/or interest in land specified in this mortgage to the mortgagee as security for the debt or liability described in the terms and conditions set out or referred to in this mortgage, and covenants with the mortgagee to comply with those terms and conditions.

(a) Document Reference

(b) Additional terms and conditions

Print Save Reset



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**Terms and Conditions of this Mortgage**  
The mortgagor mortgages the estate and/or interest in land specified in this mortgage to the mortgagee as security for the debt or liability described in the terms and conditions set out or referred to in this mortgage, and covenants with the mortgagee to comply with those terms and conditions.

(a) Document Reference

(b) Additional terms and conditions

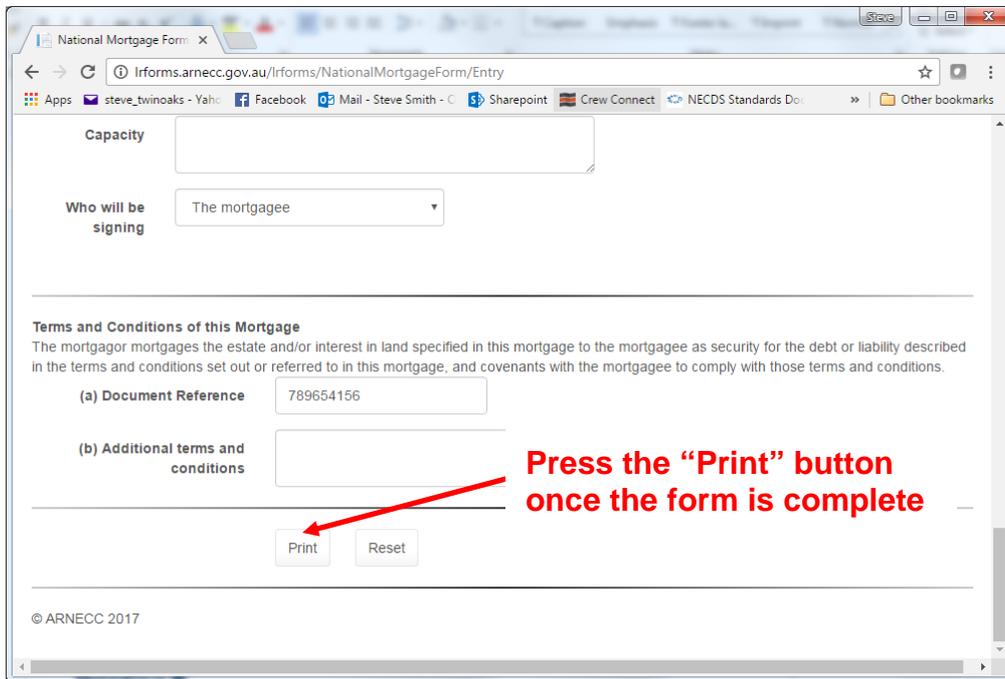
Print Save Reset



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# Printing

Once the form is complete. Press the “Print” button to view it and print it. Any changes or amendments can be made by returning to the webform.



The effect of pressing this button is to generate a pdf of the completed form that you can download and print locally. How this download will look will depend on your browser. For example, in Internet Explorer, you will be shown the following:



This allows you to choose to either open the pdf document for immediate printing, or else to save it, for printing later.

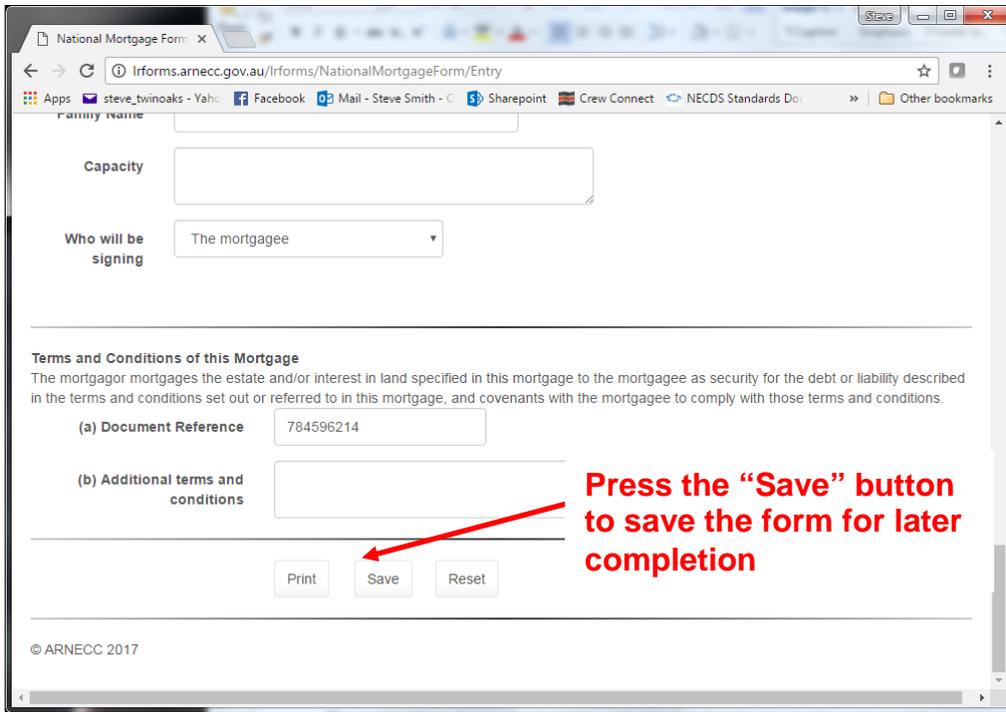
Google Chrome, on the other hand, will download the pdf, and display the downloaded file at the bottom of the window – just click on it to open it for printing.



Other browsers will provide different methods for presenting the completed pdf to you for printing.

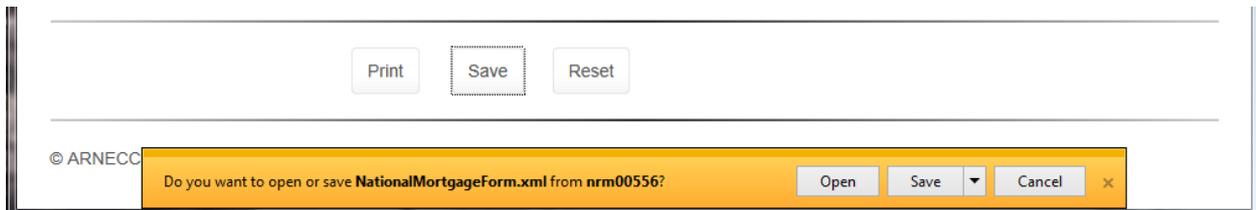
# Saving to File

The completed forms that are downloaded for printing (as described above) cannot be re-imported into the webform or modified in any way. If you want to save a partially completed form for later completion, you need to use the “Save” button.



The effect of pressing the “Save” button will be to generate a data file that is downloaded to your PC. The exact way that this is done (and where the file is stored) will vary depending on your browser.

In Internet Explorer, you will see a message similar to the following:

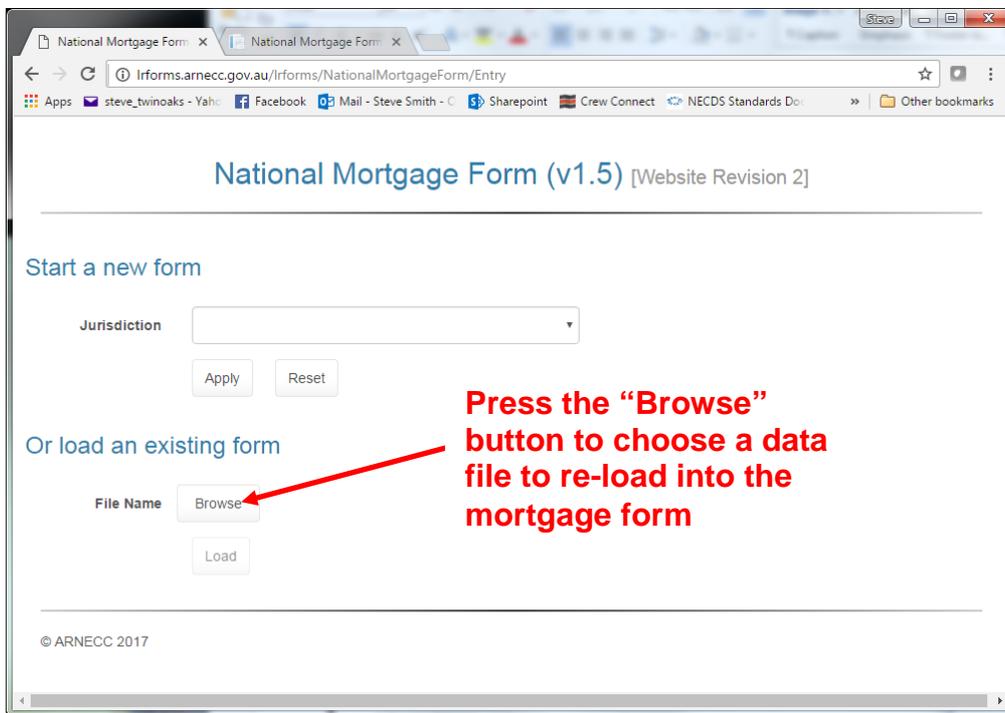


Google Chrome, on the other hand, will download the data file to your default download directory, with the icon for the file shown at the bottom of the window:



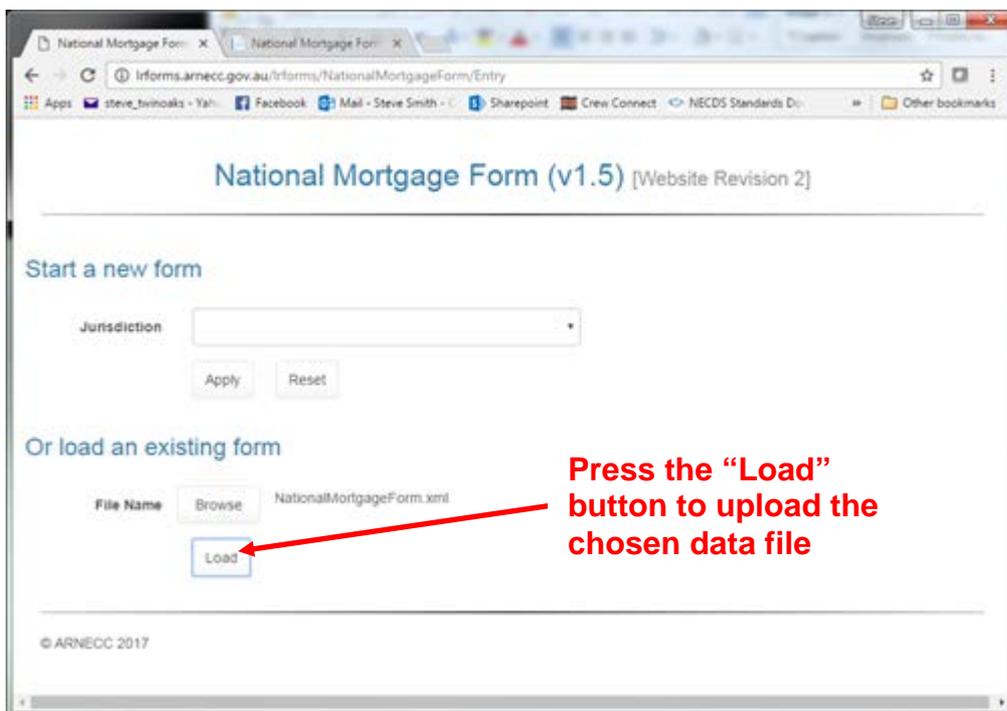
## Restoring from File

To restore a previously saved data file, you need to select the “Browse” button on the initial mortgage creation screen instead of choosing a jurisdiction (if you have already started completing a form, you will need to press the reset button first):



Your browser will now open the standard file selection window for your PC, where you should choose the data file (with an .xml extension) from where it was previously saved.

Once the file has been selected, press the “Load” button to upload the data back into the webform:



The mortgage form will now open with the same data that was previously saved.

## Advanced topics

The data that is saved (using the “Save” button) is stored in XML format.

This means that it is possible to edit the data file after it has been saved, and restore the modified data into the webform to produce the pdf for printing.

While it is unlikely to be useful to manually edit these files, if you are able to automate the update or production of the XML file from your systems, the new file could be uploaded to the webform for printing.

If you choose to edit the XML, there are a few things to bear in mind:

- The files saved from the webform have all the fields listed, regardless of whether they are used or not.
- If a data item in the XML file is wrong, it will be omitted (left blank) in the webform after uploading.
- The order of the fields in the XML file is important – within a node, the fields must be listed in alphabetic order, regardless of the order they appear on the form.
- All element names in the XML file are case sensitive.
- If you are adding data to a previously blank field, you will need to add the full termination tag for that field. If you make a field blank that previously held data, you will need to remove the full termination tag. For example:

Blank field in data file:                   <LodgerBox />

Same field with data:                   <LodgerBox>12345</LodgerBox>

- For nodes that can repeat, the repeating part is “duplicated”. For example:

Land Titles node with one title:   <LandTitles>  
                                          <LandTitle>  
                                          <LandDescription>LOT1 on RP1234</LandDescription>  
                                          <PartLand>>false</PartLand>  
                                          <Reference>13246589</Reference>  
                                          </LandTitle>  
                                          </LandTitles>

Land Titles node with 2 titles:   <LandTitles>  
                                          <LandTitle>  
                                          <LandDescription>LOT1 on RP1234</LandDescription>  
                                          <PartLand>>false</PartLand>  
                                          <Reference>13246589</Reference>  
                                          </LandTitle>  
                                          <LandTitle>  
                                          <LandDescription>LOT2 ON RP1234</LandDescription>  
                                          <PartLand>>false</PartLand>  
                                          <Reference>13246589</Reference>  
                                          </LandTitle>  
                                          </LandTitles>

In general, if in doubt about what is expected by the webform, try saving the data from a similar example as a reference.