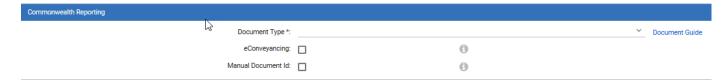| 1	2	3	4	5	6	7	8	9
Document Type	Details	Parties	Determination	Invite	Documentation	Confirm	Payment Details	Complete

1. Select a **Document Type** from the list. If you are unsure what Document Type is appropriate then please refer to the **Document Guide**.

If no **Document Type** has been selected when you navigate to the **Document Guide** you will be navigated to the menu at the start of the Document Guide.

If you have selected a **Document Type** and you subsequently select the **Document Guide** then you will be navigated to the page for the Document Type you have selected.

The document types available are based on a tiered structure:

- Document Type
- Document Name
- Exemption Provision

2. Indicate whether **Section 67** applies to the transaction.

3. Indicate whether **Manual Document ID** exists. This is used when the transaction has been completed offline due to system unavailability. Enter the Manual Document ID previously provided by RevenueSA if this is the case.

4. You are required to indicate whether the transaction will be processed through eConveyancing (PEXA).

   This is to ensure that you don't pay the LTO Fees twice, if you select **eConveyancing** the LTO Fees component will not be available.

5. Indicate whether the document has an associated **Workspace**.

    Where there is an associated Commonwealth Reporting Workspace you are required to provide the **Workspace ID**. You can select this from a drop down list or enter the ID directly into the Workspace field.

6. Indicate if you will **Represent** the Purchaser or Vendor and Purchaser.

    If you are representing the Purchaser only, the Vendor details will need to be completed by the relevant Party(s) before you can confirm and complete the document.

7. Press **Next** to continue.