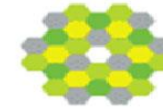


Land Registry



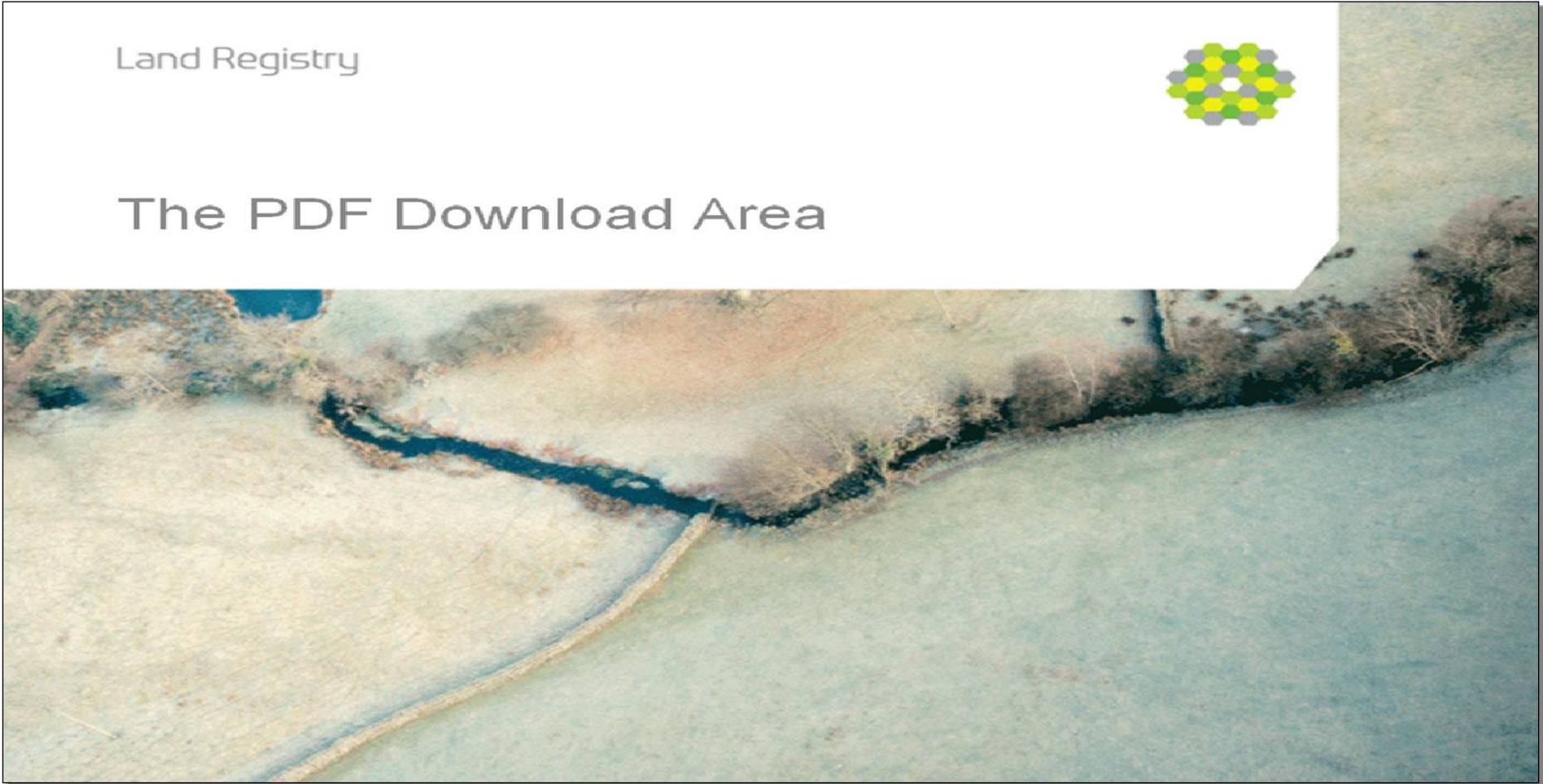
Changes to Portal PDF Downloads Screens



Land Registry



The PDF Download Area



Land Registry



Logout | Customer support

My Portal Home

- Information Services
- Land Charges Services
- Document Registration Service
- Network Services
- General Facilities
- Administrative Services



Welcome Cedric Daz

This is your account home page, where you can access all of your services.
Today's date: 15 June 2015

Your details

You are logged in as CDaz3000
Your role is Authorised User - Custom Role.
You last logged in on 15 June 2015 14:07:58 BST
If these details are incorrect, please log out and contact us.

Service hours

Notifications

There are no new messages since you last logged in.
[PDF downloads](#) - no new items to be viewed.

Current despatch details

Despatch address: SMITH & CO
10 HIGH STREET
MANCHESTER
W1 1AA

Any postal search results, official copies etc ordered through business e-services will be sent to this address unless this address is changed. See Administrative services.

Direct debit

All charges incurred will be charged to the default Variable Direct Debit (Key # 3718301) unless this is changed. See Administrative services.

All of the PDF Downloads are accessible from the central link on the Welcome Screen...

Land Registry



Logout | Customer support

- My Portal Home
- Information Services
- Land Charges Services
- Document Registration Service
- Network Services
- General Facilities
- Message area
- Services Requested
- PDF Downloads
- Notifications
- Administrative Services



Welcome Cedric Daz

This is your account home page, where you can access all of your services.

Today's date: 15 June 2015

Your details

You are logged in as CDaz3000

Your role is Authorised User - Custom Role.

You last logged in on 15 June 2015 15:50:47 BST

If these details are incorrect, please log out and contact us.

Service hours

[Service availability and planned maintenance](#)

Fair processing

[Use of information for fraud prevention and protection of public funds](#)

Notifications

There are no new messages since you last logged in.

[PDF downloads](#) - no new items to be viewed.

Current despatch details

Despatch address: SMITH & CO
10 HIGH STREET
MANCHESTER
W1 1AA

Any postal search results, official copies etc ordered through business e-services will be sent to this address unless this address is changed. See Administrative services.

Direct debit

All charges incurred will be charged to the default Variable Direct Debit (Key # 3716301) unless this is changed. See Administrative services.

...or from the General Facilities link anywhere within Business e-services

Land Registry Business e-services

Land Registry

Customer support

Currently all electronically lodged applications are returned through portal to the individual that submitted them

You are also able to view another user's PDF downloads

Or you can carry out a search by title number

PDF Downloads

Last refreshed at: 12:07

PDF downloads requested by Cedric Daz

These documents are available to download for thirty calendar days from and including the application completion date.

Another user's downloads

Search by title number

Sort by: Application date & time descending Sort

Application type	Title number	Customer reference	All Application submission date & time	Application completion date
Register View ² (2KB)	HP710146	BW	17/03/2015 11:39:22	17/03/2015
Register View ² (2KB)	HP710146	BW	17/03/2015 11:06:42	17/03/2015

Page 1 of 1

1 NA indicates that no customer reference is displayed for 'View' transaction types.
 2 Document delivered in a separate window (requires [Adobe Acrobat Reader](#)).

If you do not have Adobe Acrobat Reader installed on your PC you will be unable to view the file(s).

To save these documents for future reference either follow the save options in Adobe or right-click the download links above and follow the save option provided.

Refresh

With applications that are lodged through the post now being scanned by Land Registry it will be possible to return completed applications through customer portal accounts

This will require changes to the download screen and the creation of new **Business Unit and Paper Application** download categories

In addition, following feedback from customers, a number of other enhancements have been made to the PDF Downloads area. These will see changes to:

- Search and sort functions;
- Viewing date and time of a completed application;
- Which documents to view; and
- Download information

Application type	Title number	Customer reference	Application submission date & time	Application completion date
Register View 2 (2KB)	HP710146	BW	17/03/2015 11:39:22	17/03/2015
Register View 2 (2KB)	HP710146	BW	17/03/2015 11:06:42	17/03/2015

Land Registry



Enhanced PDF Download Areas



Land Registry



Logout | Customer support

Following the changes you will still access your downloads from the portal home screen

Welcome Cedric Daz

This is your account home page, where you can access all of your services.
Today's date: 15 June 2015

Your details

You are logged in as CDaz3000
Your role is Authorised User - Custom Role
You last logged in on 15 June 2015 15:50:47 GMT

If these details are incorrect, please log out and contact us.

Service hours

Service availability and planned maintenance

Fair processing

Use of information for fraud prevention and protection of public funds

- My Portal Home
- Information Service
- Land Charges Services
- Document Registration Service
- Network Services
- General Facilities
- Message area
- Services Requested
- PDF Downloads
- Notifications
- Administrative Services



Notifications

There are no new messages since you last logged in.

PDF downloads - no new items to be viewed

Current despatch details

Despatch address: SMITH & CO
10 HIGH STREET
MANCHESTER
W1 1AA

Any postal search results, official copies etc ordered through business e-services will be sent to this address unless this address is changed. See Administrative services.

Direct debit

All charges incurred will be charged to the default Variable Direct Debit (Key # 3718301) unless this is changed. See Administrative services.

The screenshot shows the Land Registry Business e-services portal. The main heading is "Land Registry" and "Business e-services". The left sidebar contains a navigation menu with items like "My Portal Home", "Information Services", "Land Charges Services", "Document Registration Service", "Network Services", "General Facilities", "Message area", "Services Requested", "PDF Downloads", "Notifications", and "Administrative Services". The "PDF Downloads" section is highlighted in yellow. Below this, there is a "Search" section with a "Select download category" dropdown menu. The dropdown menu has four options: "My downloads" (selected), "Business Unit downloads", "Postal applications downloads", and "Another user's downloads" (with a dropdown arrow). Below the dropdown menu, there are three buttons: "View all downloads", "View new downloads", and "View previously viewed downloads". There are also search fields for "Title number:" and "Customer reference:". The "Notifications" section at the bottom says "You can receive notification of your new PDF downloads by RSS feed. Activate your feed now in [Notifications](#)."

In the new portal PDF Download area there will be four categories to choose from:

The default selection is 'My Downloads'. This will return the downloads from applications that you personally submitted electronically to Land Registry

All applications lodged by your firm/organisation, that are capable of being returned through portal, will now also be in a new 'Business Unit Downloads' category. This will include electronically and paper lodged applications

Any applications that were lodged by your firm/organisation in paper that are capable of being returned electronically will be sent to a new 'Postal Applications Downloads' category

The facility to investigate 'Another User's Downloads' has been retained. It has though been enhanced with more details to follow later in the presentation

The screenshot shows a web browser window with the URL <https://www.landregistry.gov.uk/wwsweb/nyportal/>. The page title is "PDF Downloads - Land Registry". The main content area is titled "PDF Downloads" and includes a search section with radio buttons for "All downloads available", "Only the New downloads", and "those downloads that have been Previously Viewed". Below this is a "View downloads" section with three buttons: "View all downloads", "View new downloads", and "View previously viewed downloads".

Land Registry **Business e-services**

Land Registry

Logout | Customer support

PDF Downloads

Search

Select

- All downloads available
- Only the New downloads
- those downloads that have been Previously Viewed

View downloads
You can view downloads for the selected category using the buttons below.
Alternatively, you can search for specific results within the selected category using title number or customer reference. If searching by title number or customer reference you will need to supply the appropriate information.

[View all downloads](#) [View new downloads](#) [View previously viewed downloads](#)

This replicates the existing portal functions when viewing available downloads

Land Registry **Business e-services**

Land Registry

Logout Customer support

PDF Downloads

Search

Select download category

- My downloads
- Business Unit downloads
- Portal applications downloads
- Another user's downloads

View downloads
You can view downloads for the selected category using the buttons below.

Alternatively, you can search for specific results within the selected category using title number or customer reference. If searching by title number or customer reference you will need to supply the appropriate information.

[View all downloads](#) [View new downloads](#) [View previously viewed downloads](#)

Title number:

Customer reference:

Notifications
You can receive notification of your new PDF downloads by RSS feed. Activate your feed now in Notifications.

If you know the specific application that you would like to search for then the 'Title Number' search has been retained

A new facility to search against your 'Customer Reference' has been added. This is something many of you have requested

The screenshot shows the Land Registry Business e-services portal. The main content area displays a search results table under the heading 'PDF Downloads'. A callout box points to the search results area, stating: 'The search results screen has been simplified following feedback received. This screen will be in the same format regardless of the Download Category selected or Search request submitted'. A second callout box points to the 'Viewed' column in the table, stating: 'A new column has been added to indicate if an item has already been viewed'. The table has the following data:

Viewed	Title number	View documents	Customer reference	Completion date
	GR5 18673	Show files	DEF/Mason/201	14/06/2015
Viewed	GR5 22514	Show files	DEF/Harrison/61556	14/06/2015
Viewed	GR5 18525	Show files	DEF/Dean/788	14/06/2015
	GR5 22514	Show files	DEF/Simmons/612	13/06/2015
	GR5 18525	Show files	DEF/Harrison/345	13/06/2015

Land Registry **Business e-services**

Land Registry

Logout | Customer support

PDF Downloads

Search results

View documents [New search](#)


Viewed	Title number	View documents	Customer reference	Completion date
	GR5 18670	View files Registration Completion Sheet, Title Information Document, Official Copy of Register, Official Copy of Title Plan	DEF/Mason/001	14/06/2015
Viewed	GR5 22514	Show files	DEF/Hammersmith/456	14/06/2015
Viewed	GR5 18525	Show files		
	GR5 22514	Show files		
	GR5 18525	Show files		

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Clicking to view **any** of the files will display the PDF of that document and mark the application as Viewed

Land Registry **Business e-services**

Land Registry

support 

PDF Downloads - Land Registry

File Edit View Favorites Tools Help

https://eservices.landregistry.gov.uk/wwhelp/myportal

PDF Downloads

Search

View documents [New search](#)

Viewed	Title number	View documents	Customer reference	Completion date
	GR5 18679	Hide files Registration Completion Sheet Title Information Document Official Copy of Register Official Copy of Title Plan	DEF/Mason/001	14/06/2015
Viewed	GR5-22514	Show files	DEF-Harmer/Smith/006	14/06/2015
Viewed	GR5 18625	Show files	DEF/Dixon/788	14/06/2015
	GR5-22514	Show files	DEF/Simmons/812	13/06/2015
	GR5-18625	Show files	DEF/Harrison/345	13/06/2015

My Portal Home
 Information Services
 Land Charges Services
 Document Registration Service
 Network Services
General Facilities
 Message area
 Services Requested
PDF Downloads
 Notifications
 Administrative Services

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The screenshot shows a web browser window with the URL <https://services.landregistry.gov.uk/website/myportal/>. The page is titled "Land Registry Business e-services" and features a navigation menu on the left with categories like "My Portal Home", "Information Services", "Land Charges Services", "Document Registration Service", "Network Services", "General Facilities", "Message area", "Services Requested", "PDF Downloads", "Notifications", and "Administrative Services". The "PDF Downloads" section is active, displaying a search interface. Under "Select download category", the "Another user's downloads" option is selected. A dropdown menu is open, listing users: King, Edwin; O'Connor, Odette; Smith, John; Tyson, Mollie; Webb, Marvin. Below the search options, there are buttons for "View all downloads", "View new downloads", and "View previously viewed downloads". Search fields for "Title number" and "Customer reference" are also present. A "Notifications" section at the bottom explains how to receive RSS feeds for new PDF downloads.

For this search 'Another User's downloads' has been selected. This lists all of the registered portal users within your business unit

Land Registry **Business e-services**

Land Registry

Logout | Customer support

PDF Downloads

Search results

View documents [New search](#)

Viewed	Title number	View documents	Customer reference	Completion date
	CR1546	Show files	EPKJones/1001	14/06/2015
Viewed	BGL375812	Show files	EPKHanwellmb/1001	14/06/2015
Viewed	DN518025	Show files	GHDPK/Mason/1002	13/06/2015
	GL357592	Show files	EPKHanwell/1002	13/06/2015

Remember: The search results screen will be shown in the same layout and format as the previous 'My Downloads' search

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The screenshot shows the Land Registry Business e-services portal. The browser address bar displays <https://www.landregistry.gov.uk/website/myportal/>. The page title is "Land Registry" and the sub-header is "Business e-services". The main content area is titled "PDF Downloads".

On the left, there is a navigation menu with the following items: My Portal Home, Information Services, Land Charges Services, Document Registration Service, Network Services, General Facilities (highlighted), Message area, Services Requested, PDF Downloads (highlighted), and Administrative Services.

The main content area includes a "Search" section with the following options:

- My downloads
- Business Unit downloads
- Portal application downloads (highlighted with a red box)
- Another user's downloads [dropdown menu]

Below the search options, there is a "View downloads" section with the following text: "You can view downloads for the selected category using the buttons below. Alternatively, you can search for specific results within the selected category using title number or customer reference. If searching by title number or customer reference you will need to supply the appropriate information."

There are three buttons: "View all downloads", "View new downloads", and "View previously viewed downloads".

There are two search fields: "Title number:" and "Customer reference:", each with a "Search" button.

At the bottom, there is a "Notifications" section with the text: "You can receive notification of your new PDF downloads by RSS feed. Activate your feed now in [Notifications](#)."

A callout box with a blue border and white background contains the text: "All of the applications for your business unit that were lodged in paper format can be viewed..."

Land Registry **Business e-services**

Land Registry

Logout | Customer support

PDF Downloads

Search

Select download category

My downloads

Business Unit downloads

Portal application downloads

Another user's downloads

View downloads

You can view downloads for the selected category using the buttons below.

Alternatively, you can search for specific results within the selected category using file number or customer reference. If searching by file number or customer reference you will need to supply the appropriate information.

[View all downloads](#) [View new downloads](#) [View previously viewed downloads](#)

File number:

Customer reference:

Notifications

You can receive a notification of your new PDF downloads by RSS feed. Activate your feed now in [Notifications](#).

... or all of the applications, whether paper or electronically lodged, for your business unit

As for the other download areas the results can be filtered by the View options

Land Registry **Business e-services**

Land Registry Logout Customer support

PDF Downloads

Search results

View documents [New search](#)

Viewed	Title number	View documents	Customer reference	Completion date
	OR1548	Title files Registration Completion Sheet Title Information Document Official Copy of Register Official Copy of Title Plan	BRJJones/1001	14/06/2015
Viewed	ESL375812	Show files	DEP/Hammersmith/1001	14/06/2015
Viewed	DR518525	Show files	GH/DRC/Ma	
	GR527944	Show files	JG/Re/kins/	
	GL 357582	Show files	BR/JHarbo	
Viewed	GR522514	Show files	DEP/Hammer	
Viewed	GR522514	Show files	DEP/Hammer	
Viewed	GR518525	Show files	GH/Dixon/TI	
	GR522514	Show files	JG/Simon	
	GR518525	Show files	M/OHarmer	

Remember: The results page is identical no matter what the search criteria entered

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The screenshot shows the Land Registry Business e-services portal. The browser address bar displays <https://eservices.landregistry.gov.uk/www/wps/myportal/>. The page features a navigation menu with 'Land Registry' and 'Business e-services' tabs. A central banner area contains the text 'Let us look again at the search facilities that are now available'. Below this, a sidebar lists 'My Portal Home' and 'Information Services'. The main content area includes a 'Select download category' dropdown menu. A callout box on the left states: 'The ability to carry out a search by Title Number has been made more prominent'. A callout box on the right states: 'The new Customer Reference Search reveals only applications with the searched text within the reference that you provided to Land Registry. Feedback from customers identified that this would be most useful in searching by fee earners initials'. At the bottom, there are three buttons: 'View all downloads', 'View new downloads', and 'View previously viewed downloads'. Below these are two search input fields: 'Title number:' and 'Customer reference:', each with a 'Search' button. A 'Notifications' section at the bottom indicates that users can receive notifications via RSS feed.

Land Registry **Business e-services**

Land Registry

Logout | Customer support

PDF Downloads

Search results

View documents [View search](#)

Viewed	Title number	View documents	Customer reference	Completion date
	GR1546	Show files	ERK Jones/1001	14/06/2015
Viewed	BGL376812	Show files	ERK Hamer-Smith/1001	14/06/2015
Viewed	DR418625	Show files	GR ERK Mason/1002	14/06/2015
	GR527544	Show files	JL Jones/1001	13/06/2015
	GL357582	Show files	ERK Harbon/1002	13/06/2015

These are the results of a search against "ERK"

The more complete the reference entered, the more accurate the results will be

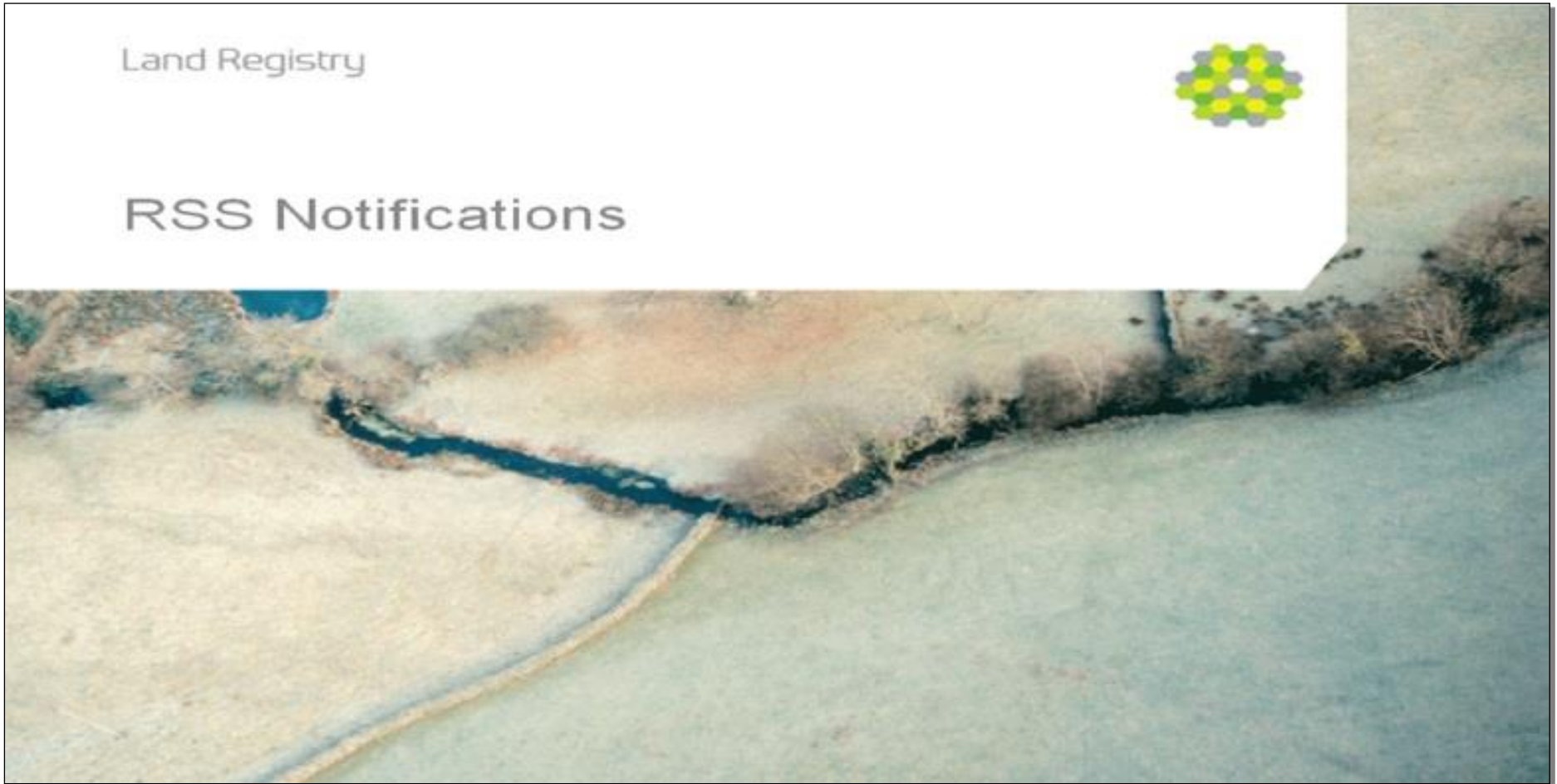
Searching against "ERK/" or "/ERK/" would have refined these results

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Land Registry



RSS Notifications



Land Registry



Logout | Customer support

Welcome Cedric Daz

RSS Notifications of completed applications have been enhanced to provide separate feeds for your personal downloads and for the Business Unit paper application downloads

Your details
You are logged in as CDaz1000
Your role is Authorized User - Custom Role
You last logged in on 18 June 2015 15:50:47 BST
If these details are incorrect, please log out and contact us.

Service hours
Service availability and planned maintenance

Fair processing
Use of information for fraud prevention and protection of public funds

- My Portal Home
- Information Services
- Land Charges Services
- Document Registration Service
- Network Services
- General Facilities**
 - Message area
 - Services Requested
 - PDF Downloads
 - Notifications
- Administrative Services

Notifications
There are no new messages since you last logged in.
EDE.co.uk

Notifications remain available through the general facilities option from anywhere within Business e-services...

Current
Despatch

Any postal search results, official copies etc. ordered through business e-services will be sent to this address unless this address is changed. See Administrative services.

Direct debit
All charges incurred will be charged to the default Variable Direct Debit (Key # 3718301) unless this is changed. See Administrative services.

Land Registry **Business e-services**

Land Registry

Logout Customer support

PDF Downloads

Search

Select download category

- My downloads
- Business Unit downloads
- Postal application download
- Another user's download

View downloads
You can view downloads for:
Alternatively, you can search for specific results within the selected category using title number or customer reference. If searching by title number or customer reference you will need to supply the appropriate information.

[View all downloads](#) [View new downloads](#) [View previously viewed downloads](#)

Title number: [Search](#)

Customer reference: [Search](#)

Notifications
[Notifications](#) Receive notification of your new PDF downloads by RSS feed. Activate your feed now in [Notifications](#).

...or from within any of the PDF Downloads screens

Land Registry **Business e-services** Find a property

Land Registry

Logout | Cust

Notifications

Manage notifications
Here you can manage your notifications by RSS feed.
Activate the RSS feed and use the notification address with any feed reader to receive notification when you have new PDF downloads available.

Notification type	RSS feed
New My PDF Downloads	Deactivate or View
New Paper Application PDF Downloads	Activate

Activate your RSS feed

My Portal Home
Information Services
Land Charges Services
Document Registration Service
eSign
View Document - PDF
Network Services
Lender Services
General Facilities
Message area
Services Requested
PDF Downloads
Notifications
Administrative Services

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The ability to Activate and Deactivate notifications of new downloads in the My PDF Downloads area remains

The additional option is now available to activate notifications of new downloads relating to paper applications that were lodged by your Business Unit

https://www.landregistry.gov.uk/.../notifications - Land Registry

Land Registry **Business e-services** Find a property

Land Registry

Logout Customer support

Notifications

Manage notifications

Here you can manage your notifications by RSS feed.

Activate the RSS feed and use the notification address with any feed reader to receive notification when you have new [PDF downloads](#) available.

Notification type	RSS feed
New My PDF Downloads	Deactivate or View
	Deactivate or View

The two notification types are independent so you can have neither, one, or both activated

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Land Registry



For further information please contact:

digitalreferral@landregistry.gsi.gov.uk

