



How to use the online report ordering facility

Go to <http://www.propertysearchsw.co.uk/reports/>

HOW TO REGISTER

Click on the **Register** link on the left

The screenshot shows the website's header with the logo and navigation menu. The main content area is titled "Welcome to Property Search South West's online ordering system". Below the title, there is a "My account" section with a "Sign in / Register" link circled in red. A "Sign in" button is also visible at the bottom of the page.

home property search reports on-line ordering residential epc commercial epc legal services search codes contact us

Reports

Online Report Ordering

My account

- > [Sign in / Register](#)
- > [Orders](#)

Sign in ➔

Welcome to Property Search South West's online ordering system

Welcome to the online ordering facility for Property Search South West.

In order to use this facility you will need to have registered as a user. In order to facilitate this please email info@propertysearchsw.co.uk to get an account set up.

If you are already registered then please [Sign in](#) to your account.

Enter your details in the form – all mandatory fields are shown with an asterisk

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Reports

Online Report
Ordering

My account

» [Sign in / Register](#)
» [Orders](#)

Sign in ➔

Profile details

General

The fields marked with * are mandatory

User account info

E-mail: *

Password: *

Confirm password: *

Contact information

First name: *

Last name: *

Company:

Account Number:

Phone: *

Billing address

First name: *

Last name: *

Address: *

Address, line 2:

City: *

Country: *

County: *

Post Code: *

Shipping address

Order will be delivered to the billing address. [Ship to different address](#)

Type the characters you see in the picture below.

8 8 9 6 6

Register

Once the form has been completed you will receive an email confirming that you have registered. Shortly after this, Property Search South West will set you up with access to your firm's account and you will then be able to log in to order reports.

SIGN IN TO YOUR ACCOUNT

Click on the sign in button

property search southwest limited

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Reports
Online Report Ordering

My account
» [Sign in / Register](#)
» [Orders](#)

Sign in →

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You will then need to enter the email address and password you selected when you registered or the details you have been given by Property Search SW.

Home > My account

Sign in

Reports
Online Report Ordering

My account
» [Sign in / Register](#)
» [Orders](#)

Sign in →

E-mail:

Password:

Type the characters you see in the picture below.

F A C 8 C

remember me

[Forgot your password?](#)

If you have forgotten your password you can click on the [Forgot your password](#) link to get this reset and emailed to you.

Once logged in you can select the Online Ordering link on the left

The screenshot shows the 'Welcome to Property Search South West's online ordering system' page. On the left sidebar, there are three main sections: 'Reports', 'My account', and a 'Sign in' button. The 'Reports' section contains a link for 'Online Report Ordering', which is circled in red. The 'My account' section shows the user's name 'Clare Payne' and links for 'Profile details', 'Orders', and 'Sign out'. The main content area has a heading 'Welcome to the online ordering facility for Property Search South West.' followed by instructions on how to register or sign in.

Your report will then be shown with your account name. Just click on the report name link

The screenshot shows the 'Online Report Ordering' page. The left sidebar is identical to the previous screenshot. The main content area has a breadcrumb trail 'Home > Online Report Ordering' and a heading 'Online Report Ordering'. Below this, it shows 'Local Authority Searches' with a search result for 'Property Search SW: Local Authority Search Report' with code 'PSSW01'. To the right of this result is a link 'Select options >'. Below the search results, it says 'Property Search Reports'.

You will then be able to select from the full list of report options. You can select one of the packages that have been put together for your firm or make your own combination of reports. Each option is shown by default as **NONE** but you can select any combination you want. Ideally, you should attach a plan of the property which will be sent to Property Search SW by email. When you have selected all your options, click on **Add to basket**

Property Search SW Package 2 (?):
Property Search Report, CON29DW and Environmental Report plus Chancel Insurance

Other Local Authority (?):

Envirosearch Residential (?):

Ground Stability (?):

Plansearch Plus Residential (?):

Contamination (?):

Tin Mining Search (?):

Envirosearch & Plansearch Plus:

Plansearch Commercial (?):

Coal Mining Search (?):

Commercial Sitecheck Assess (?):

Commons Registration Search (?):

Flood (?):

Chancel Check (?):

CON29DW Commercial (?):

CON29DW No Chancel:

No Search Insurance:

Lease Plan:

EPC:

Attach Plan (?):
Please attach copies of site plans
[Upload another file](#)

Plan to follow :

Property Address (?):
Please enter the address of the property you wish to submit

Post Code (?):

Property Value £ (?):

Your Case Reference (?):

Additional comments (?):

Quantity:

Product added to your cart

Property Search SW: Local Authority Search Report
 1 x £223.75

Options: Fully Compliant Report: None, Option 2
 Report : None, Property Search SW
 Package 2 (+£165.00)

Then click on the **Checkout** button to complete the order. Confirm all the contact and address options are correct and click the box to accept the Terms and Conditions as well as adding any notes about your order. Click on Place Order to complete your order.

Checkout

- Contact information** [edit](#) ✓
Clare Payne info@propertysearchsw.co.uk Phone: 01392 666685
Account Number: ABC123
- Address** [edit](#) ✓
Billing address: Clare Payne 70 Fore Street Heavitree Exeter, Devon, United Kingdom (Great Britain) EX1 2RR
Shipping address: Order will be delivered to the billing address
- Shipping method** [edit](#) ✓
Custom shipping method (3-5 days) - Free shipping
- Payment method** [edit](#) ✖
 Purchase Order You will be invoiced separately for this service
If you have any notes regarding the order, please type them here:

 By checking this checkbox, you accept the Terms and Conditions. [Place order >](#)

Basket items
Property Search SW: Local Authority Search Report
CODE: PSSW01
Qty: 1 x £274.28 = **£274.28**
[Click here for more details](#)
[Clear cart >](#) [Update](#)

Subtotal:	£274.28
Shipping cost:	£0.00
Total cost:	£274.28

When you have finished you can just close the session or log out.