

Introduction to Client eWay – Your Online Conveyancing and Home File

When you first log into your conveyancing file you will be presented with this screen. The first thing you need to do is to open each document by clicking on the action link. This link will also tell you what you need to do with the document; whether you read it, print it or complete it online. The sooner you can complete the online starter form the better, as this means we can begin the legal work for you.

Conveyancing Guides:
Click here to access our user friendly conveyancing guides to assist you with your sale or purchase.

Accessing new tabs:
Each tab relates to a stage of the transaction. As the case progresses new documents will be uploaded for you to read or print and complete. Don't worry - we will email you each time to alert you.

Accessing your forms and letters:
Click on the 'Please read' links to view your documents. The green tick indicates documents you have opened and the yellow star indicates those you have not.

Navigation: Your Sale | Your Purchase | Guides | Logout

User: Mrs C. Smith
Sale of: 1 Francis Way, Enderby, Leicester, LE19 1SH

Alerts: Case Status | Upload Documents | Make a Payment

Summary: You have 12 items awaiting your attention in the following tabs: Initial Forms (1), Contracts (9), Mortgages (2)

Initial Forms: You have 1 item awaiting your attention on this tab. Please see the incomplete items below.

Documents to be read	Action	Status
Letter	Please read	Opened ✓
Conveyancing Estimate	Please read	Opened ✓
Terms and Conditions	Please read	Opened ✓

Documents to be printed/completed	Action	Status
Starter Form	View completed form	Completed ✓
ID Requirements * (blank)	ID Satisfied	Completed ✓
Property Information Form * (blank)	Please print, complete and return	Opened
Home Contents Form * (blank)	Please print, complete and return	New ★
Declaration	Please print, complete and return	Opened ✓

Print all documents marked with an asterisk (*)

Contact your Conveyancer:
Jane Smith
Premier Property Lawyers Ltd
PO Box 7130, Grove Park, Leicester, LE19 1YD
Tel: 0845 234 0230
[Email Jane](#)

About your case:
File opened: 21st Jun 2010
Case reference: 002699.0000
Buyer: cvbn &

Help with this section:
This page includes everything we need to get your case started – the sooner you get this paperwork to us, the sooner we can move forward with the necessary legal work. Your conveyancer will contact you after we receive your completed forms to discuss the transaction and deal with any questions...

Outstanding Documents:
The yellow bar clearly shows you when there are documents you need to action.

Case Status:
Click here for a quick overview of how your case is progressing.

Upload Documents:
Click here to upload documents which you have scanned onto your computer e.g. passport or utility bill. These will then get automatically attached to your conveyancer's file straight away.

Make a Payment:
Click here to make a secure payment by credit or debit card.

Help: If there's anything you're not sure about, our handy help sections are here to guide you. Alternatively, you can email or phone your conveyancer who will be happy to assist you.