**Lodging a Combined Certificate Application**

1. Click on Submit an Application:



1. Select “Online Combined Certificate” (Note: Use the Debtors option if you have a Debtor Account):



1. Tick the certificates that are required and click next:



1. Enter the details as per the below example and click Next. If you would like a GIPA request lodged also for the property, ensure that you indicate that you would like a GIPA:



Note: If the GIPA details do not fit within the “Enter GIPA Details” field, enter the details in the “Description” field at the top of the page.

1. Enter one or more email addresses to receive the certificates and/or GIPA, and click Add. Click Next when all emails have been entered:



1. Enter the property details and click search. Ensure that the correct property is selected and click next:



1. Ensure the summary details are correct and click Continue. The Amount Due will be a total of the charges raised depending on the certificates selected.
2. Tick the correct charge within the Shopping Cart and click Proceed to continue:



1. Enter your name and contacts details for the Certificate. If you are a logged in user these details will be automatically populated.
2. Enter your Credit Card details to make the payment. If you have a Debtor account (and have logged in), you will have the option to assign the charges to your Debtor account.
3. Click Next once all details have been added (your credit card or debtor account will not be charged until the next step is completed).
4. Verify the details on the final page and click Complete when finished. Your Credit Card or Debtor Account will be charged at this stage.