

econtract

SALE OF BUSINESS

ECOS Contract for Sale of Business 2015 User Guide



THE LAW SOCIETY
OF NEW SOUTH WALES



REINSW
REAL ESTATE INSTITUTE
OF NEW SOUTH WALES

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Introduction to ECOS

The ECOS website provides the customer with access to eContracts for the Contract for Sale of Business 2015.

The system has been designed to simplify the process for purchasing eContracts by introducing a Quick eContract option allowing customers to pay by credit card and receive copies of the Contract for Sale of Business 2015 directly by email.

The copyright for the 2015 edition is vested jointly with The Law Society of New South Wales and the Real Estate Institute of NSW. Full copyright guidelines can be found on The Law Society of New South Wales' website.

1.1 Browser Support

The ECOS site is optimised for viewing in Internet Explorer 9+ and Google Chrome 37+, and with desktop resolution of 1366 x 768.

Other browser i.e. Mozilla Firefox, Safari, etc. and desktop resolutions are also supported but may present some rendering issues.

1.2 Help and Support



All screens in ECOS have icons that will provide guidance to the customer including Frequently Asked Questions, About ECOS and eContract, and a Contact form for emailing to our Support area.

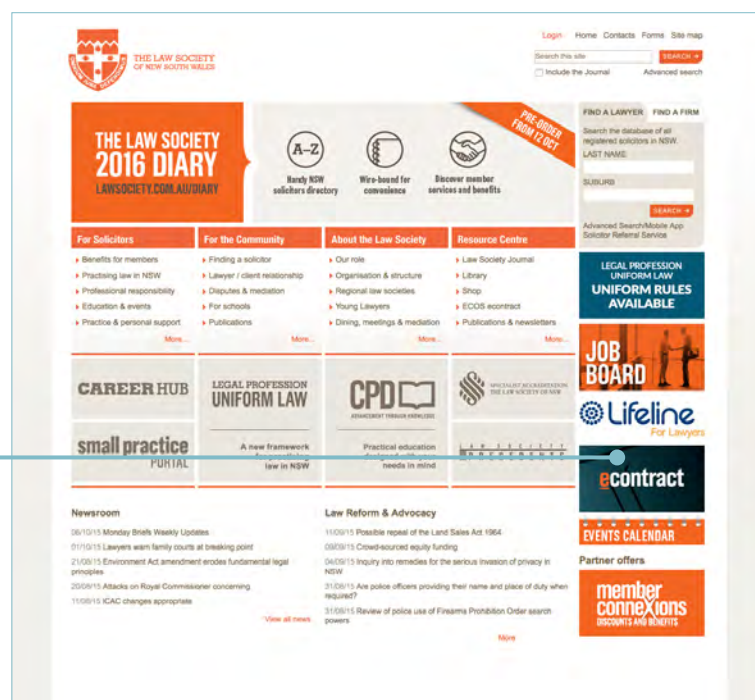
Please use the CONTACT US form to request assistance from the ECOS Support team.

Accessing the ECOS Website

To create and purchase an eContract, you will need to connect to the ECOS website.

2.1 Via The Law Society of New South Wales Website

- 1) Navigate to The Law Society of New South Wales' website www.lawsociety.com.au
- 2) Then select the ECOS eContract link.

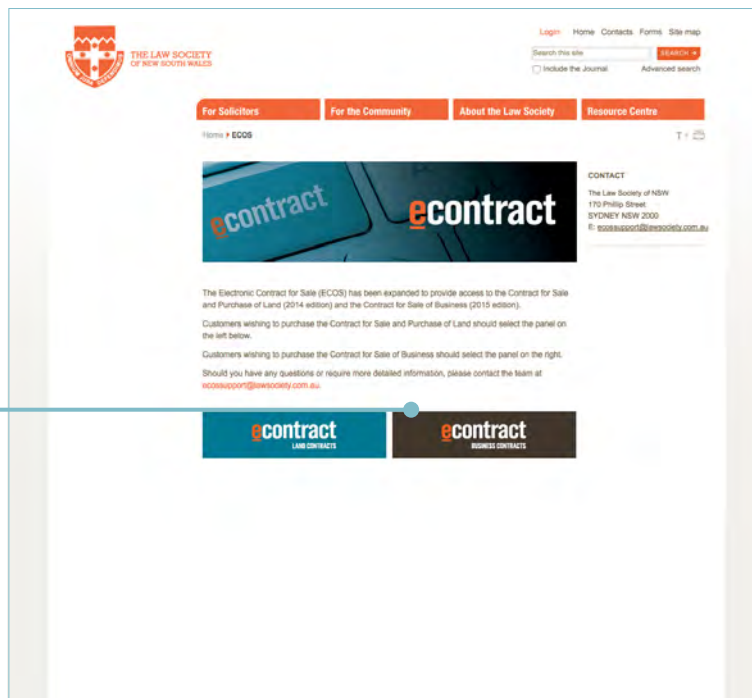


Select to go to eContract

2.2 Directly via the ECOS Website URL

Or alternatively you can access ECOS directly by entering the following URL into your browser ecosnsw.lawsociety.com.au/business

The following ECOS Home page will be displayed.



Select to go
to eContract
for Sale of
Business

To access the Contract for Sale of Land 2015, select the banner.

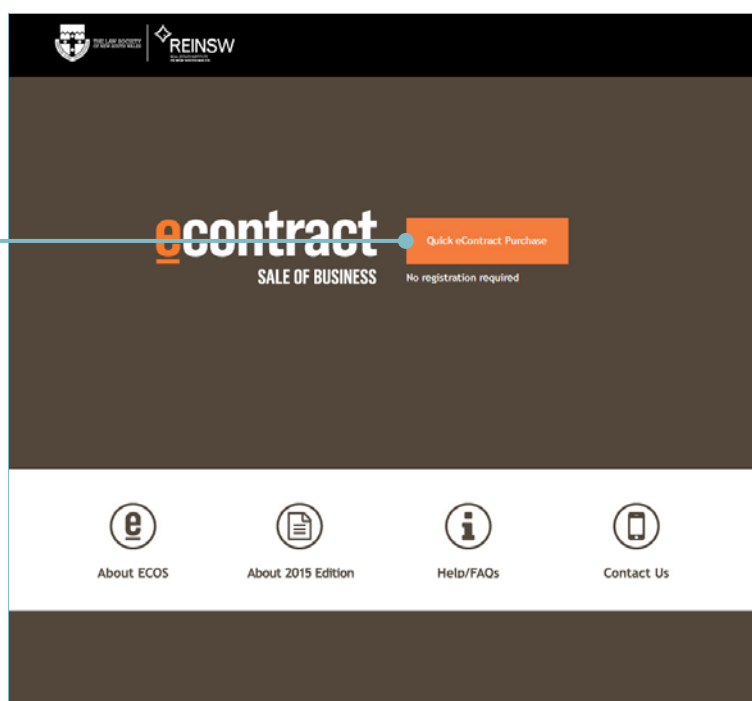
Purchasing eContracts

3.1 Quick eContract

To access and purchase a Quick eContract:

- 1) Select the 'Quick eContract Purchase' option from the ECOS Main page.




Step 1.
Select
the Quick
eContract
Purchase link



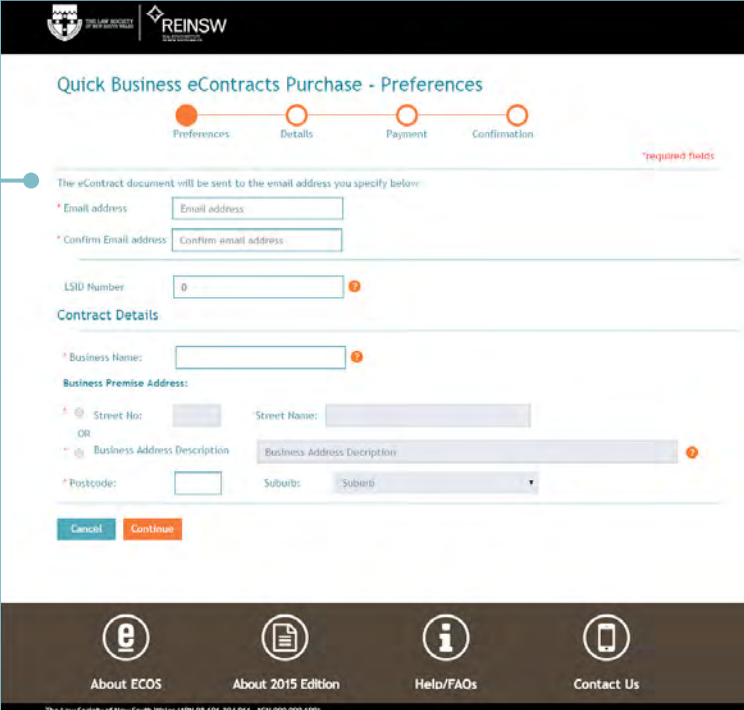
The Preferences page is presented to allow the customer to select the options required to produce the appropriate eContract.

Purchasing eContracts

2) Fill in the required fields:

	<p>Required fields are indicated with a red asterisk and include:</p> <ul style="list-style-type: none"> • Email Address and Confirm Email Address - the eContract and Invoice will be emailed to this address • Business Name - name of the business • Business Premise Address - There are two types of formats available for entering the address or location identification of the property
	<p>The  icon is available on the ECOS site and provides helper information to assist in filling in ECOS data collection forms.</p>

Step 2.
Fill in the
required fields



eContract Field	Field Description
Email Address	This is the email address for the delivery of the contract and the invoice.
Confirm Email Address	Re-enter email address to ensure accuracy.
LSID Number	<p>For those members of The Law Society of New South Wales, their Law Society Identification (LSID) will be verified against the Regulatory database and a discounted eContract purchase rate will be applied. Customers without a LSID should use 0 as the identifier.</p> <p>If a LSID Number is entered, ECOS will verify the accuracy of the number by requesting the Surname and First Name of the member of The Law Society.</p> <div> <div>LSID Number</div> <div>654321 ?</div> <div>* First Name</div> <div>Andrew</div> <div>* Last Name</div> <div>Cummings</div> </div>
Business Name	This should be the Registered Business Name, or a description of the business being sold. This information is used to watermark the contract and will be included in the Business Name field on the cover of the contract.
Business Premise Address	<p>The address of the business can be entered as a Street Name and Street Address, or as a Business Address Description.</p> <p>For a Street Name and Address, select the button and complete the details including Post Code and select the Suburb from the list of values equivalent to the post code.</p> <div> <div>Contract Details</div> <div> <div>* Business Name:</div> <div>Busy Bee Sewing Centre ?</div> </div> <div> <div>Business Premise Address:</div> <div> <div> <div>* Street No:</div> <div>123</div> </div> <div> <div>* Street Name:</div> <div>Becroft Road</div> </div> </div> <div>OR</div> <div> <div>* Business Address Description</div> <div>Business Address Description ?</div> </div> <div> <div>* Postcode:</div> <div>2119</div> </div> <div> <div>* Suburb:</div> <div> <div>BEECROFT</div> <div>Suburb</div> <div>BEECROFT</div> <div>CHELtenham</div> </div> </div> <div> <div>Cancel</div> <div>Continue</div> </div> </div> </div>

Step 3a.

For a Street Name and Address, select the button

eContract Field	Field Description
Business Premise Address	<p>For a Business Address Description, select the button and complete the details including Post Code and select the Suburb from the list of values equivalent to the post code.</p> <p>Contract Details</p> <p>* Business Name: <input type="text" value="Busy Bee Sewing Centre"/></p> <p>Business Premise Address:</p> <p>* <input type="radio"/> Street No: <input type="text"/> Street Name: <input type="text"/></p> <p>OR</p> <p>* <input checked="" type="radio"/> Business Address Description: <input type="text" value="Shop 7, Beecroft Plaza, 12 - 16 Beecroft Road"/></p> <p>* Postcode: <input type="text" value="2119"/> * Suburb: <input type="text" value="BEECROFT"/></p> <p><input type="button" value="Cancel"/> <input type="button" value="Continue"/></p>

Step 3b.

For a Business Address Description, select the button

Once the details are entered:

4) Select 'Continue' to proceed to the contract Details review page or 'Cancel' to exit from ECOS. Changes can be made to all details on this page prior to selecting 'Continue'.

Contract Details

* Business Name:

Business Premise Address:

* ☐ Street No: Street Name:

OR

* ☒ Business Address Description:

* Postcode: * Suburb:

Step 4.

Select continue to proceed

Purchasing eContracts

The contract Details review page displays all the information that has been entered and the business name and premise description that will appear on the Contract for Sale of Business.

5) Check that all the details entered are correct.

Step 5.

Confirm
all details
entered are
correct

Quick Business eContract Purchase - Details

Please confirm the details you have provided below are correct.

Email Address : test@test.com

You are purchasing a contract for the following Business Name and Address.

Business Name: Busy Bee Sewing Centre

Business Premises Address: Shop 7, Beecroft Plaza, 12 - 16 Beecroft Road, BEECROFT 2119

eContract Cost

Number of Contracts to purchase : 1

Price per contract : \$10.00

Total price : \$10.00

Note: All prices are in Australian dollars.

	PLEASE NOTE: Ensure that the contract details entered are correct as this will be watermarked on the generated eContract documents.
	<p>After checking the details, the options available are:</p> <ul style="list-style-type: none"> • CANCEL the purchase which will return the system to the Introduction page • BACK to return to the Preferences page to alter any of the details regarding the eContract • CONTINUE to the payment page for credit card detail entry

After selecting Continue, complete valid credit card details to process the payment.

6) Fill in with valid credit card details to process the payment.

Step 6.
Fill in with
valid credit
card details



Credit card details are not retained by ECOS but used only to process the payment via a secure payment interface.

An invoice detailing the purchase will be emailed to the address entered on the Preference screen.

Upon authorisation of the purchase, the Quick eContract confirmation screen is displayed.

Purchasing eContracts

7) Payment for the eContract is confirmed and details of how to access the eContract document/s are provided.

The eContract is emailed as two documents:

- The Front Pages and Annexure A are produced in RichText Format (RTF) allowing the customer to edit the standard details of the purchase within the allowances of the copyright.
- The Clauses are produced in Portable Document Format (PDF) and watermarked with the details of the Business Name and Business Premises Description entered in the Preferences screen.

From the Confirmation page, the customer can also download both documents should there be a delay in receiving the email.



PLEASE NOTE: Once you leave the Confirmation screen, the Download option is no longer available. Customers are advised to check their email account prior to leaving the Confirmation screen.

Quick Business eContract Purchase - Confirmation

Progress: Preferences (✓) Details (✓) Payment (✓) Confirmation (○)

Thank you for your purchase. Your Quick eContract transaction has been processed successfully.
Your eContract is being generated and will be emailed to:
test@test.com

Please note that the delivery of the eContract to your inbox can take up to 2 minutes depending on the speed of your internet connection.
If the eContract is not received within 15 minutes, please use the download link below. Should you encounter any difficulties, please use the form below to contact ECOS Support.

[eContract Front Pages](#)
[eContract Clauses](#)

[Back to ECOS Home](#)

Step 7.
Quick
eContract
Payment
Confirmation

econtract

SALE OF BUSINESS



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