



Managing your Subscriptions

Land Enquiry Services Quick Guide

Last updated: 18th February 2025

Version: 1



Locate



Value



Secure

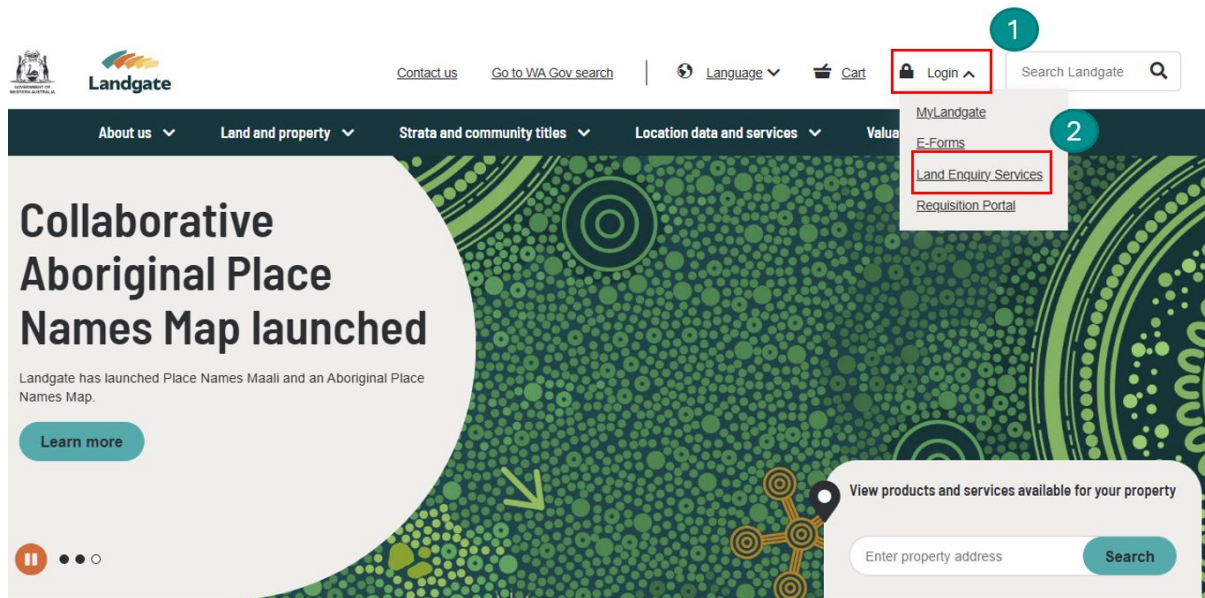
Managing your Subscriptions

Landgate offers subscription services through NotifyMe and Title Watch. These subscriptions will provide update on activity on either a Document or Title.

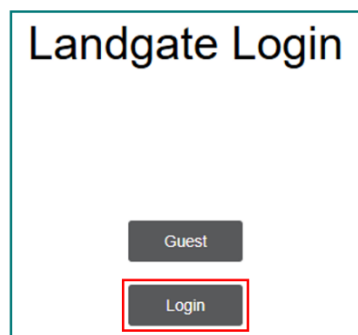
Your subscriptions can be modified to change the delivery email of notifications either for a single subscription or all subscriptions or to cancel individual subscriptions.

Logging in to Land Enquiry Services

Your Subscriptions are managed through a portal that can be accessed through Land Enquiry Services (LES). To log in to LES, select the Login option at the top of any Landgate website page (1) and select Land Enquiry Services from the drop down menu (2).



Land Enquiry Services will open in a new tab to a Landgate Login page offering two options (Guest, or Login). Select Login



Enter your login details to access Land Enquiry Services

LOGIN

LANDGATE LOGIN

PASSWORD

Remember my Login

Login

[Change your password](#) | [Forgotten Password?](#)

Don't have an account? [Register now](#)

Accessing your Subscriptions

Once logged in, select the profile menu by clicking your name in the top right corner (1) followed by "Manage My Subscriptions" in the subsequent drop down menu (2).

The screenshot shows the Landgate website interface. At the top left is the Landgate logo. To its right are navigation links: About, FAQs, Glossary, Helpful Resources, and Contact Us. Further right is a shopping cart icon with the text "Cart is empty". The main header area contains "Land Enquiry Services" and a navigation bar with icons for Home, Land Information, Dealing Status, Products, and Other Services. Below this is a secondary navigation bar with buttons for Dealing Status, Products, and Other Services. The main content area is divided into several informational boxes: Information, Plan Information, Reserve Information, and Ownership History. In the top right corner, a user profile dropdown menu is open, showing the user's name "Your Name" and a list of options: 10051766, Organisation Details, Pay my Account, Manage My Subscriptions (highlighted with a red box), MyLandgate, View Requests, and Log Out. A red box also highlights the user's name in the dropdown. Circled numbers 1 and 2 indicate the steps to access subscriptions.

Managing Subscriptions

The “Manage My Subscriptions” page will open to display all active subscriptions.

The list will show:

- The request/order number
- The date that the subscription started (Order Date)
- Type of subscription
- Your reference for the subscription
- The expiry date (applicable to Title Watch subscriptions)
- Email address that notifications are currently being sent

On the Manage Your Subscriptions page, you can cancel subscriptions individually (1), update the individual notification address for a particular subscription (2), and update the notification address for all subscriptions (3).

Cancel Subscription

Within the Manage My Subscription page you can elect to cancel subscriptions individually if you wish to stop receiving notifications for that particular title or document.

Selecting “Cancel Subscription” will open the following prompt:

Warning ✕

By selecting "End Subscription" below you acknowledge your subscription will be terminated and you will no longer receive this product.

If this is a paid subscription no refunds will be given, if you still wish to cancel this subscription please click "End Subscription" below.

“By selecting “End Subscription” below you acknowledge your subscription will be terminated and you will no longer receive this product.

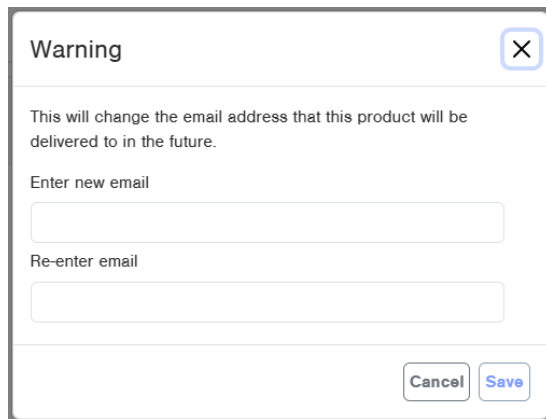
If this is a paid subscription no refunds will be given, if you still wish to cancel this subscription please click “End Subscription” below.”

Select “End Subscription” to end the subscription service to the title or document. Or “Cancel” to maintain the subscription and return to the “Manage your Subscriptions” page.

Update Email Address

Within the Manage my Subscription page you can modify the email address of either individual subscriptions or all subscriptions by selecting the applicable options.

Selecting either of these options will prompt an in window pop up to enter and confirm the new delivery address.



A warning dialog box titled "Warning" with a close button (X) in the top right corner. The text inside reads: "This will change the email address that this product will be delivered to in the future." Below this text are two input fields: "Enter new email" and "Re-enter email". At the bottom right of the dialog are two buttons: "Cancel" and "Save".

“This will change the email address that this product will be delivered to in the future.”

Enter your updated email address in the first field and second field and select save. The new notification email address will update on the Manage my Subscription page. The same steps can be followed to update your notification email by selecting the option for “Update All Email Addresses.