

User Guide

SPASA Online Contract System

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SPASA Online Contract System.

The aim of the Online Contract System is to allow you, the builder to email your client a contract, saving your business time and money.

Each Online Contract is unique to the builder identified by the builder's name and DBL number at the base of every page.

The Online Contracts are encrypted pdf forms. They may only be edited in **Adobe Acrobat Reader** (which is free and can be downloaded from www.adobe.com). The Online Contracts are readable in many compatible pdf readers however **Acrobat Reader is the only fully supported program.**

Note: Acrobat Reader can be downloaded from www.adobe.com



Each Online Contract has a field for your **Certificate of Authentication (COA) number**. **Purchase of the COA for all contracts is mandatory).**

A Certificate of Authentication number is generated from the website and is the last step to complete the Online Contract process.

Typical workflow.

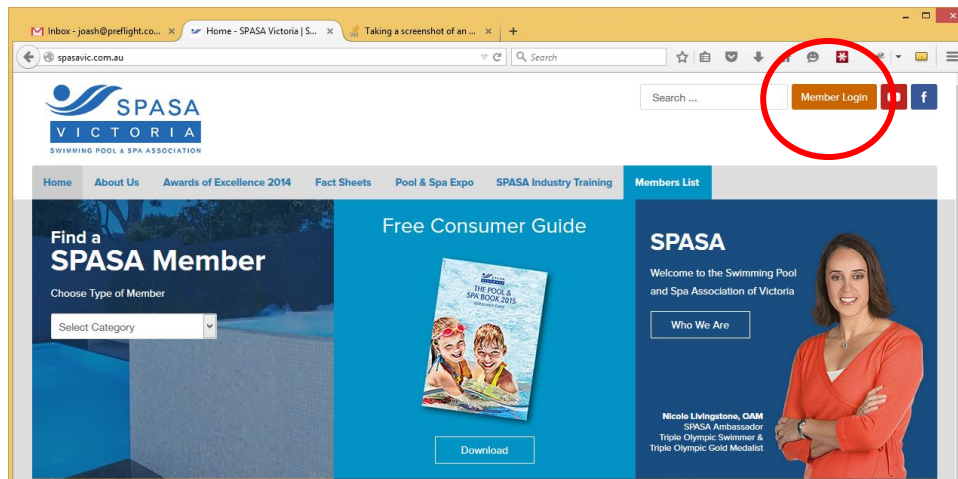
1. Fill out your Online Contract Template with the details of the new project; in this example we are using Mr Smith.
2. Save the pdf in a folder on your computer called 'Mr Smith's Project' so you can edit later.
3. Lock the pdf and save this new version in the same folder. Typically add some letters on the end of the name to remind you it's the locked version. i.e. LKD
4. Email the locked version to your client. They can then share it with their partner, lawyer etc.
5. If your client requests a change. Open up your editable version and make the change. Save.
6. Lock it again and save as version 2.
7. Email your client the locked version 2.
8. Once your client accepts the deal, get your Certificate of Authentication from the SPASA site.
9. Create a Certificate of Authentication on spasavic.com.au and copy and paste the number into your final contract.

Note: An Online Contract is not considered a legally binding contract, unless a SPASA Certificate of Authentication is used. SPASA's free Consumer complaint's process will not be offered, and Awards entries will not be considered, unless the Certificate of Authentication has been purchased.

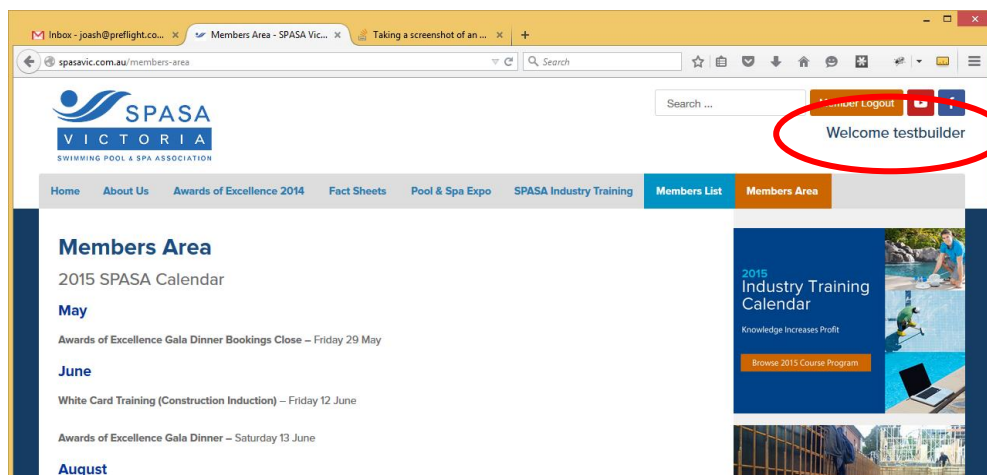
10. Lock your final pdf contract. Email the final locked contract and the Certificate of Authentication to your client.
11. Your Client needs to print and sign the online contract, and mail it back to you.
12. Check over the Online Contract one final time. Sign it and photocopy it. Send your client the printed signed copy.

Accessing your Contract

1. Go to the SPASA Victoria website www.spasavic.com.au using your unique username and password, login through the 'Member Login' section as shown below.

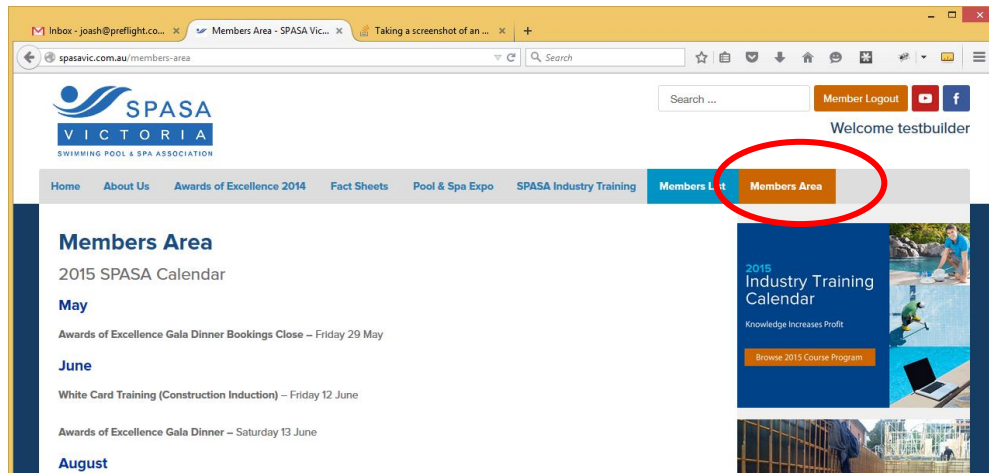


2. Once you have logged in you can check that you have logged correctly by confirming your name at the top left of the screen (as shown below) If you have logged in as the generic 'SPASA member', logout and use **your unique details** to login again.

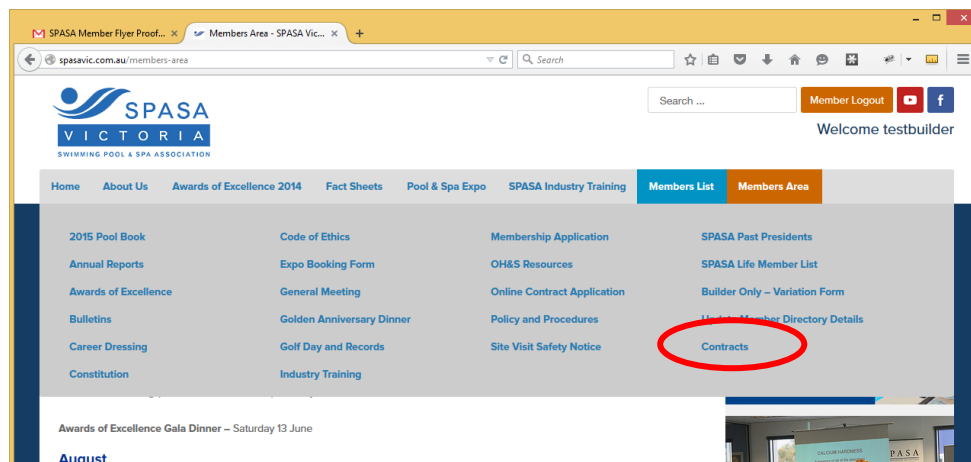


Note: if you do not know your unique details please contact the SPASA office on 03 9501 2040

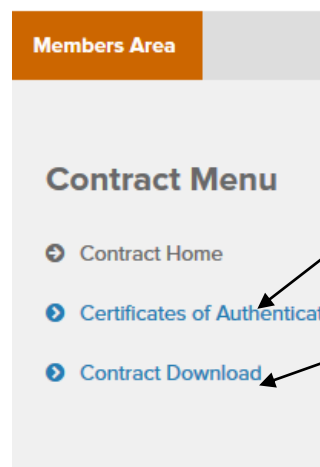
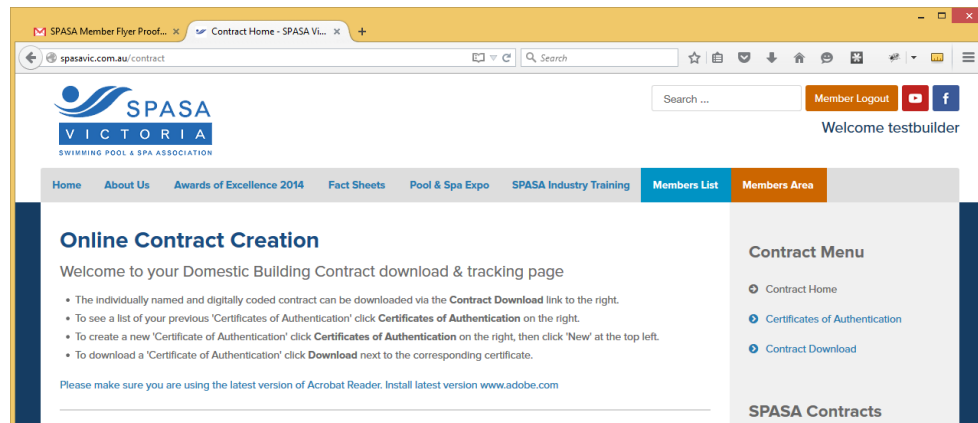
- Once you are logged in, move your mouse over the 'Members Area' (as shown below)



- The following menu is available click the 'Contracts' item at the bottom of the menu on the right (as shown below).



5. This will take you to the 'Online Contract Creation' section of the website (as shown below).



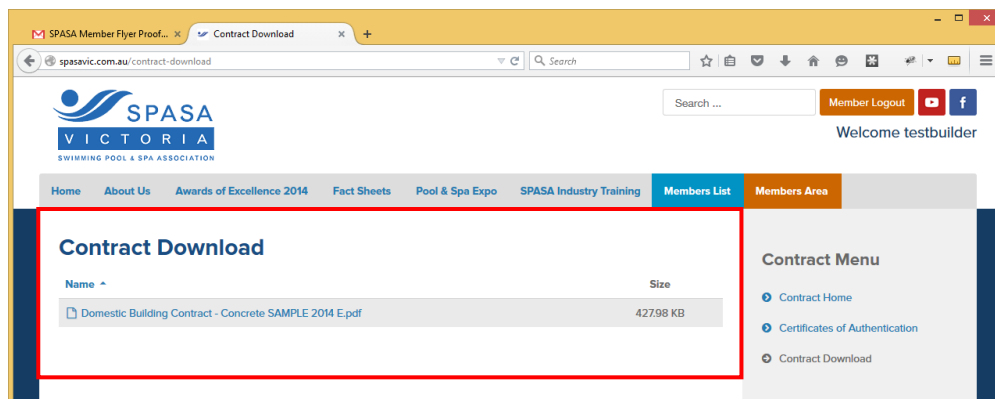
Here you can:

Create and download/print a new Certificate and Look up old certificates and download/print them again.

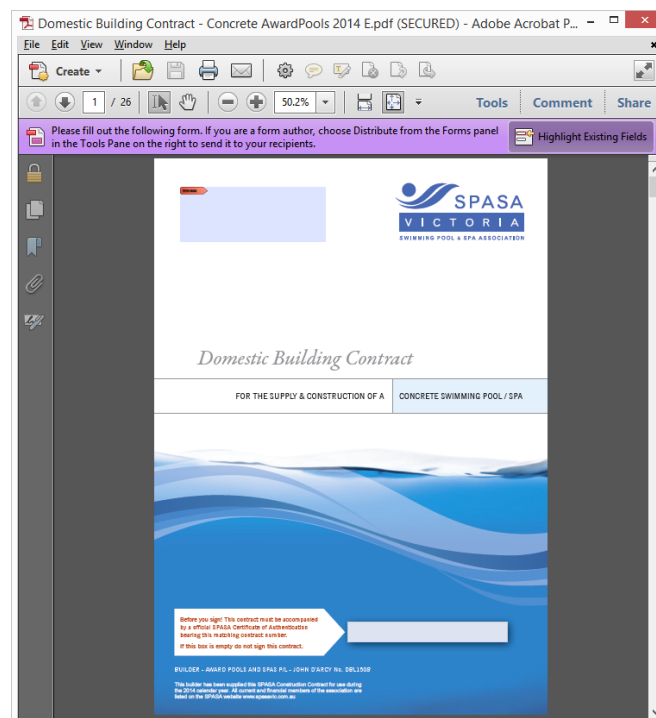
Download your Contract Document(s)

Downloading your Contract

1. Click 'Download my Contract' in the menu and your contract or multiple contracts will appear on screen (as shown below)



2. Typically you right click the Contract link and choose 'Save As', 'Save Target As' or 'Save Link As'

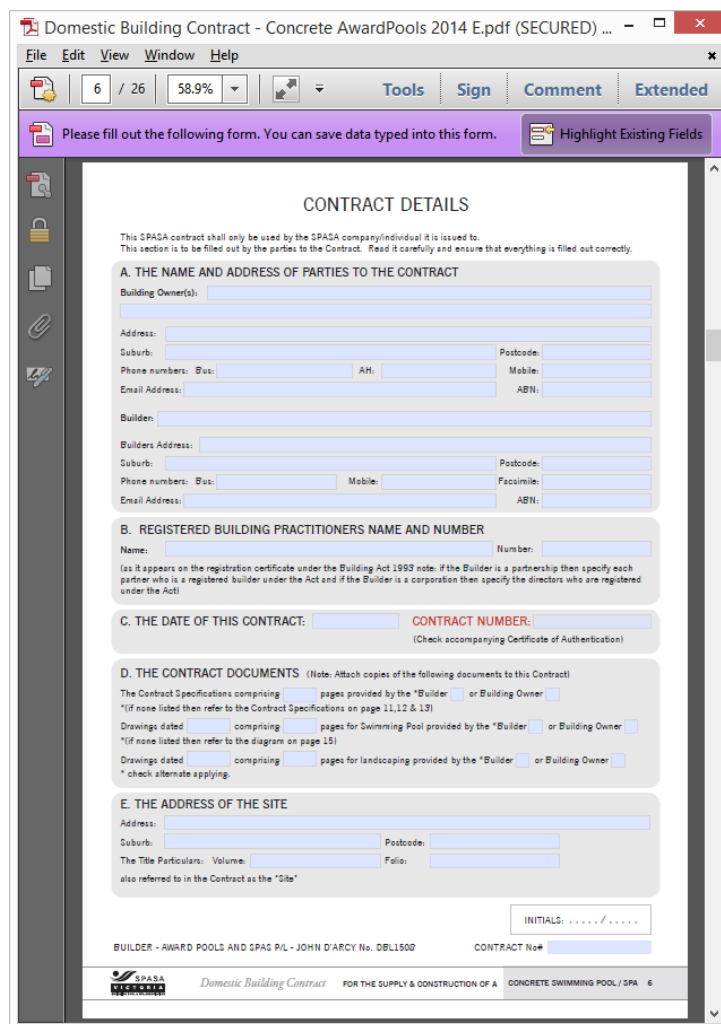


Note: On a Mac click and hold for the download options.

3. Save your pdf to your computer. **This is your master file.** You will be opening this file as your template for your new contracts.

4. Acrobat Reader allows you to fill in the form fields and save a copy for your records. It also means that the rest of the document cannot be edited in any way.
5. The coloured (Purple) bar at the top indicates that you can fill in the form fields and save the document in Acrobat Reader.

Note: All the highlighted fields are fillable.



Domestic Building Contract - Concrete Award Pools 2014 E.pdf (SECURED) ...

File Edit View Window Help

6 / 26 58.9% Tools Sign Comment Extended

Please fill out the following form. You can save data typed into this form. Highlight Existing Fields

CONTRACT DETAILS

This SPASA contract shall only be used by the SPASA company/individual it is issued to. This section is to be filled out by the parties to the Contract. Read it carefully and ensure that everything is filled out correctly.

A. THE NAME AND ADDRESS OF PARTIES TO THE CONTRACT

Building Owner(s):

Address:

Suburb: Postcode:

Phone numbers: Bus: AM: Mobile:

Email Address: ABN:

Builder:

Builders Address:

Suburb: Postcode:

Phone numbers: Bus: Mobile: Facsimile:

Email Address: ABN:

B. REGISTERED BUILDING PRACTITIONERS NAME AND NUMBER

Name: Number:

(as it appears on the registration certificate under the Building Act 1993 note: if the Builder is a partnership then specify each partner who is a registered builder under the Act and if the Builder is a corporation then specify the directors who are registered under the Act)

C. THE DATE OF THIS CONTRACT: **CONTRACT NUMBER:**

(Check accompanying Certificate of Authentication)

D. THE CONTRACT DOCUMENTS (Note: Attach copies of the following documents to this Contract)

The Contract Specifications comprising pages provided by the "Builder" ☐ or Building Owner ☐

"(if none listed then refer to the Contract Specifications on page 11,12 & 13)"

Drawings dated comprising pages for Swimming Pool provided by the "Builder" ☐ or Building Owner ☐

"(if none listed then refer to the diagrams on page 15)"

Drawings dated comprising pages for landscaping provided by the "Builder" ☐ or Building Owner ☐

" check alternate applying.

E. THE ADDRESS OF THE SITE

Address:

Suburb: Postcode:

The Title Particulars: Volume: Folio:

also referred to in the Contract as the "Site"

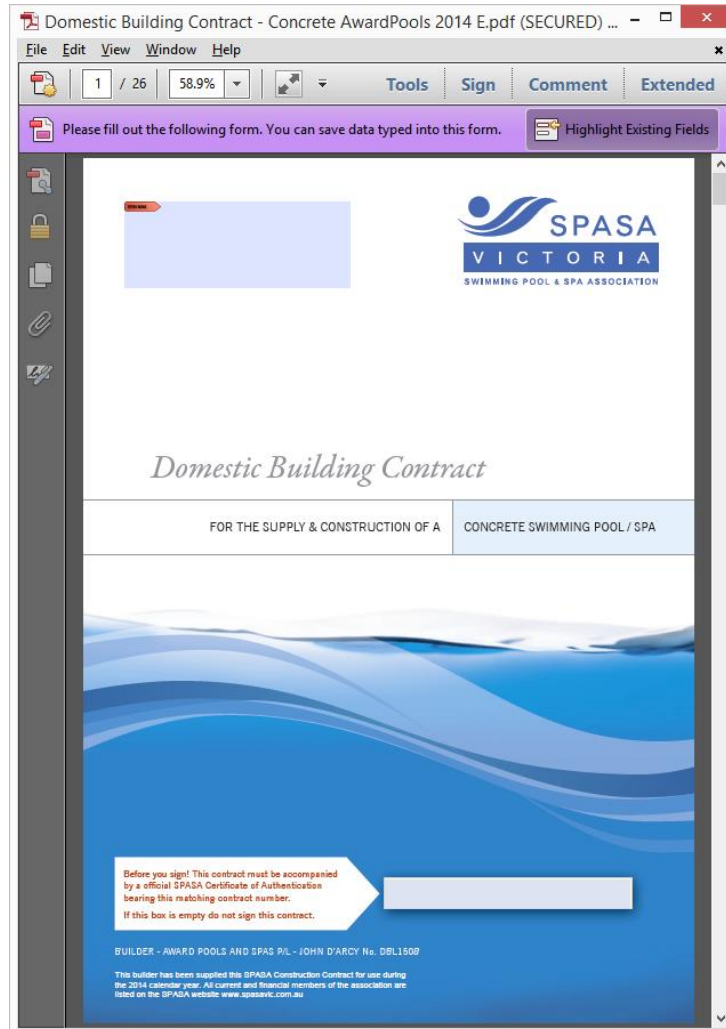
INITIALS: /

BUILDER - AWARD POOLS AND SPAS PIL - JOHN D'ARCY No. DBL1508 CONTRACT No#

SPASA VICTORIA Domestic Building Contract FOR THE SUPPLY & CONSTRUCTION OF A CONCRETE SWIMMING POOL / SPA 6

6. Best practice is to fill in all the fields that would be the same for every client and save a master version to save you the hassle of filling it in every time.

7. The contract has a Digital Signature field (called the 'Lock' Field) to freeze all content so you can email it to your client without the worry that they may change the information contained in the document.



Domestic Building Contract - Concrete AwardPools 2014 E.pdf (SECURED) ...

File Edit View Window Help

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Tools Sign Comment Extended

Please fill out the following form. You can save data typed into this form. Highlight Existing Fields

SPASA VICTORIA
SWIMMING POOL & SPA ASSOCIATION

Domestic Building Contract

FOR THE SUPPLY & CONSTRUCTION OF A CONCRETE SWIMMING POOL / SPA

Before you sign! This contract must be accompanied by a official SPASA Certificate of Authentication bearing this matching contract number.
If this box is empty do not sign this contract.

BUILDER - AWARD POOLS AND SPAS PT. - JOHN D'ARCY No. DBL1508

This builder has been supplied this SPASA Construction Contract for use during the 2014 calendar year. All current and financial members of the association are listed on the SPASA website www.spasavict.com.au

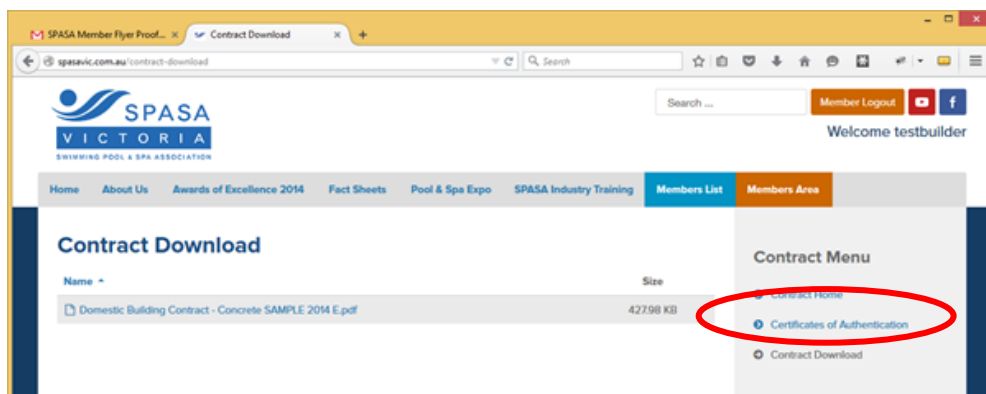
Note: The 'Lock' field is a safety feature; the last thing you want is to sign a contract to build an 18m pool when you thought it was only an 8m pool.

Generating the Certificate of Authentication.

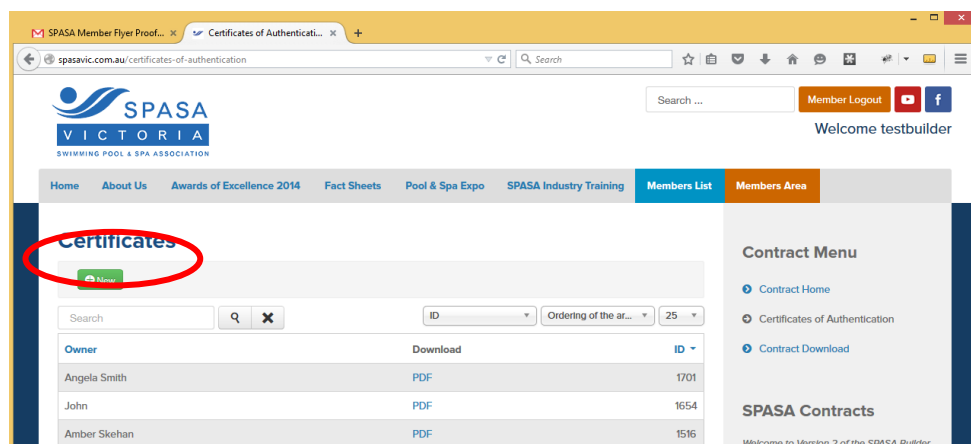
1. When you and the client have agreed on the final version of the contract, log onto SPASA Website. From the Contracts menu, click on '**Certificates of Authentication**'.

*Note: for steps on how to get to this section please refer to instructions under **accessing your account on page 4***

2. Under Contract Menu click 'Certificates of Authentication' (as shown below).



3. Click the green 'New' button at the top to create a new Certificate.



4. Fill in the details of your client and click save at the bottom. You **CANNOT** change the certificate after you click submit. If you get this step incorrect you will need to start again.
5. Once you have double checked this and you believe everything is 100% click 'submit' then click 'here' to display a copy of the contract

6. You will find the contract number in the top right corner. Paste this number into your Online Contract.
7. Lock the pdf by clicking the 'Digital Signature' field on the top right of the first page.
8. Save a new version of the Online Contract. Before you send it to your client to sign.

SPASA Victoria

Certificate of Authentication



The single-use SPASA "Certificate of Authentication" provides a unique Contract Number, builder details, site address and date.

This SPASA "Certificate of Authentication" ensures that the contract you are entering into has been provided by an authorised SPASA Pool Builder category Member who is obliged to hold appropriate builder registration and insurances. A properly certified contract provides consumers with current Consumer Law protection. SPASA will not provide consumer assistance if the "Certificate of Authentication" is not available. Consumers are encouraged to contact the association to ensure the issuing party is a current Pool Builder member of SPASA Victoria.

**CONTRACT
NUMBER**

**2015-02-26
00:00:00.5:1654**

THE NAME AND ADDRESS OF PARTIES TO THE CONTRACT

Building Owner(s): John			
Address: 101 Collins St			
Suburb: Melbourne		Postcode: 3000	
Phone numbers:	Bus: 0400 000 000	AH/Mob: /	Facsimile:
Email Address:			ABN:

Builder: Test Builder			
Builder's Address: 26 Albert St 6000			
Suburb: Abbotsford		Postcode: 3067	
Phone numbers:	Bus: 9017 3737	AH/Mob: 94213648/0408 269 977	Facsimile: 8669 4111
Email Address:	test@whitepages.net.au		ABN: 68104243361

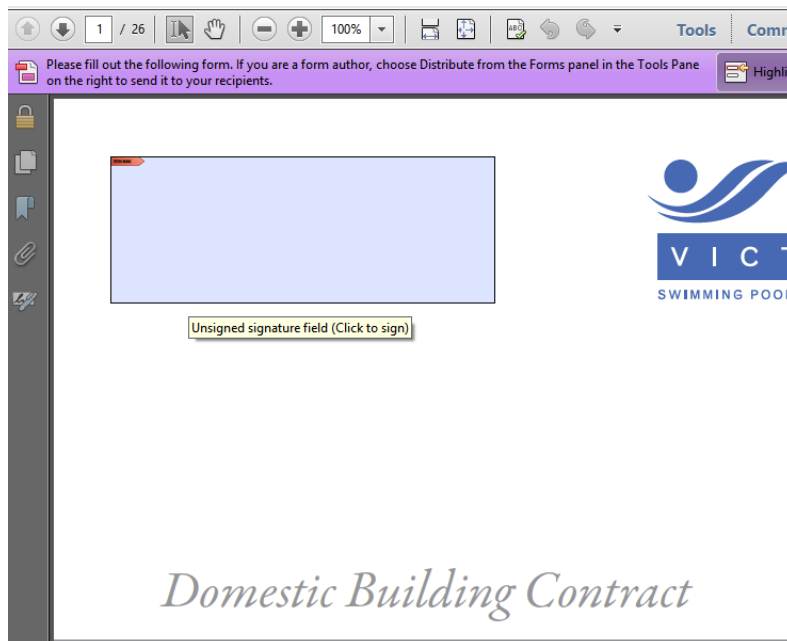
REGISTERED BUILDING PRACTITIONERS NAME AND NUMBER

Name: Test Builder & Son Pty Ltd	Number: 7886762A
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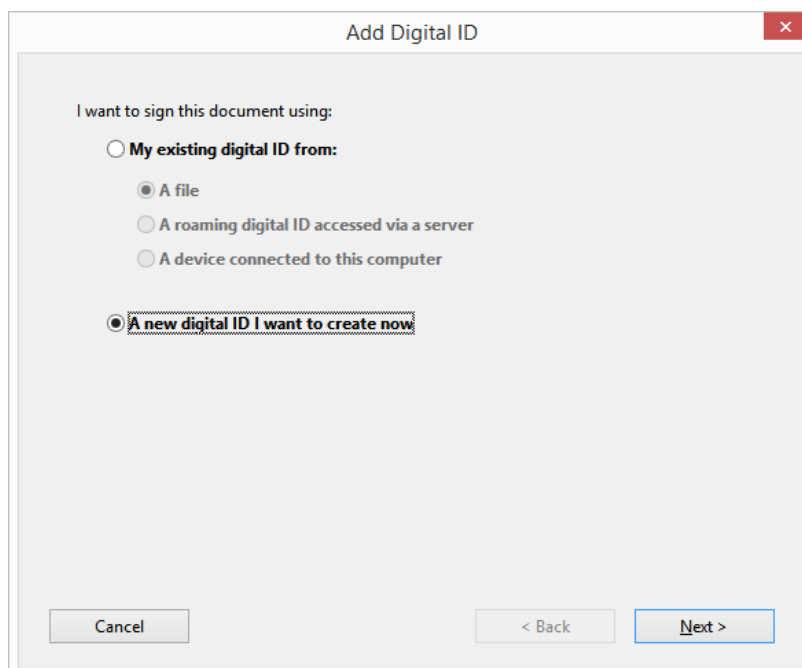
(as it appears on the registration certificate under the Building Act 1993 note: if the Builder is a partnership then specify each partner who is a registered builder under the Act and if the Builder is a corporation then specify the directors who are registered under the Act)

The Lock button

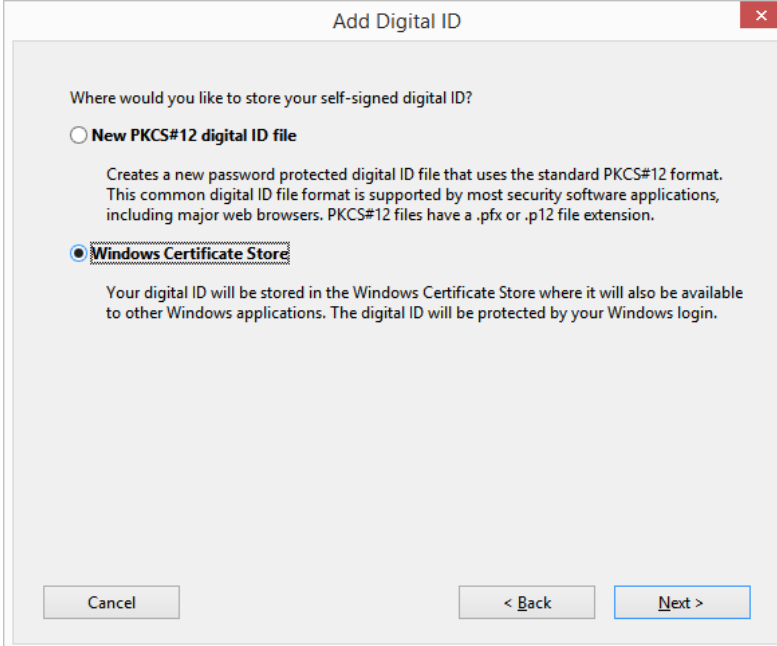
1. The blue square in the top left corner of the front page is the way to freeze all the fields in the document. Once this is done, the Contract cannot be updated anymore.



2. The very first time you click the button Acrobat will ask you to create a new ID.
3. Click 'new digital ID I want to create now' and click next (as show below).



- 4 Click 'window Certificate Store'. Click Next. (as shown below)



Add Digital ID

Where would you like to store your self-signed digital ID?

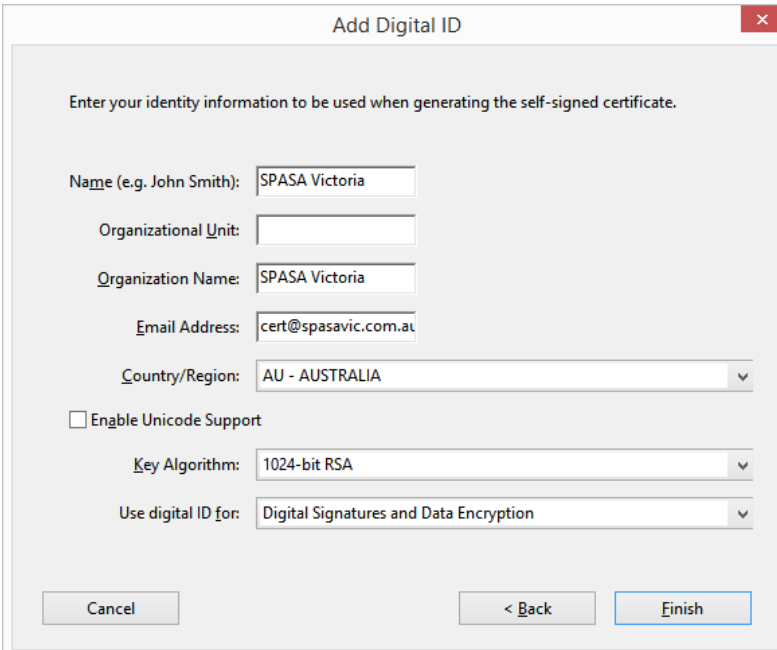
☐ **New PKCS#12 digital ID file**

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

☒ **Windows Certificate Store**

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

- 5 Fill in your company details. Much like the screen grab below, then click finish



Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

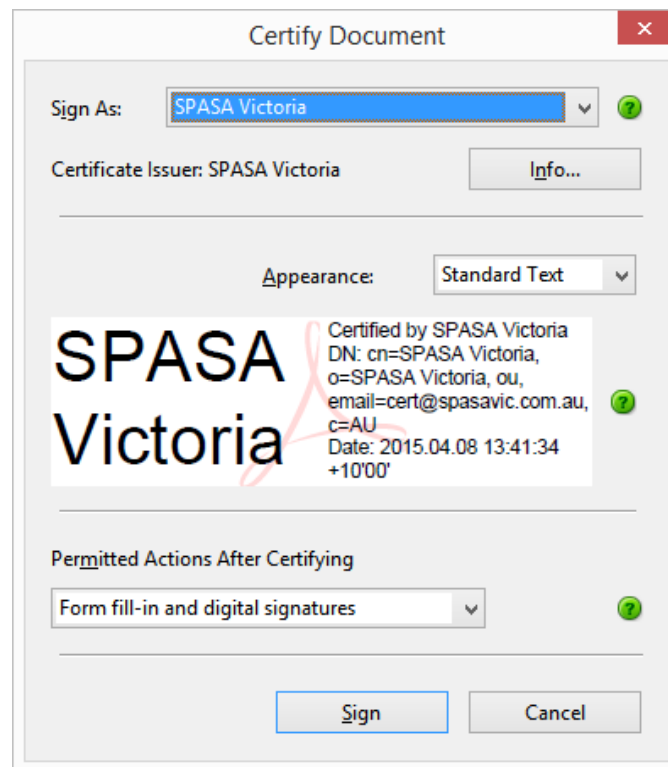
Country/Region:

☐ Enable Unicode Support

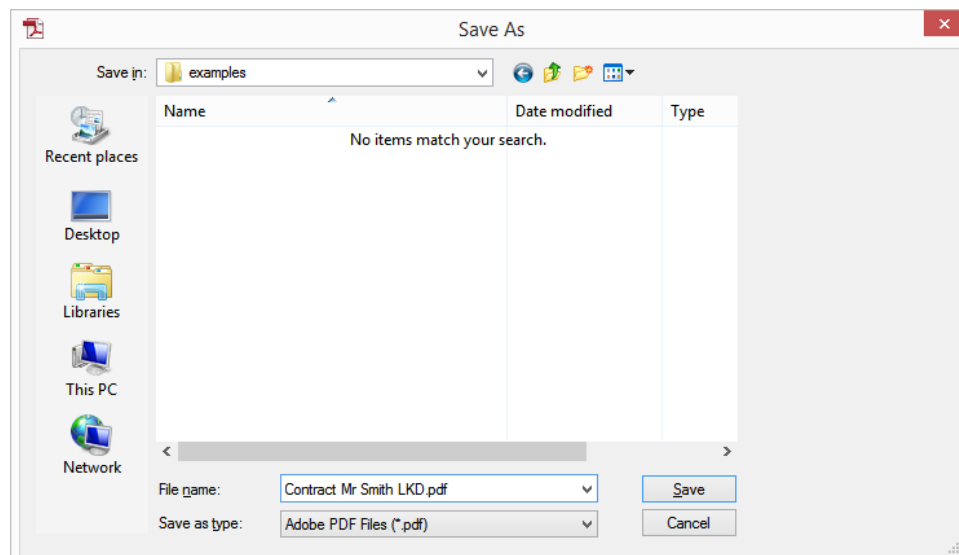
Key Algorithm:

Use digital ID for:

- 6 The information you filled in will appear like the screenshot below.



- 7 Once you click 'Sign' Acrobat will ask you to save the file.
- 8 Saving this file with the letters 'LKD' on the end of the name can help remind you which pdf is the 'locked' version. (as shown below)



FAQ

Q. My client gets a message they need a password to open the Contract **pdf** I have forwarded to them.

A. *They are not using Adobe Acrobat Reader to view the Online Contract. Ask your client to download the free version of Acrobat Reader from www.adobe.com*

Q. The calculation form % column doesn't let me put in 80 for 80%. How do I fix this?

A. *you need to put 0.8 in the box. It will then display 80% when you click or tab to the next box.*

Q. Why is the pdf Online Contract system encrypted?

A. *Two parties who sign a document make that document a legally binding one. Once you sign both parties are bound to the content of the document. SPASA Victoria wants to ensure our Online Contracts are extremely difficult to change, especially the fine print.
E.g. Imagine if the tolerance was changed to 'plus or minus 7mm' rather than 70mm?*