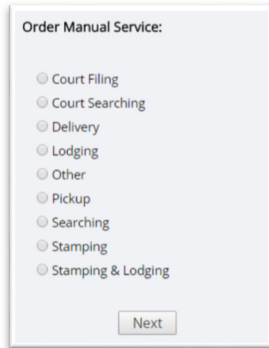
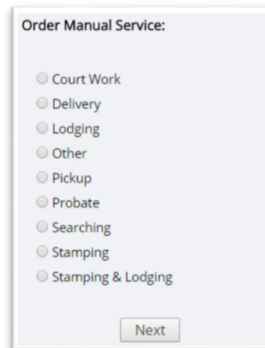
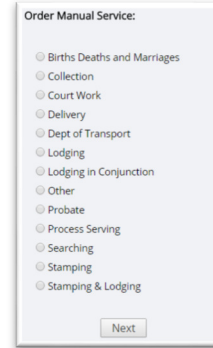
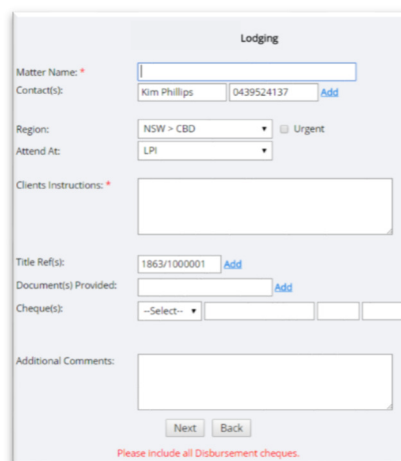


# Booking Manual Services through InfoTrack

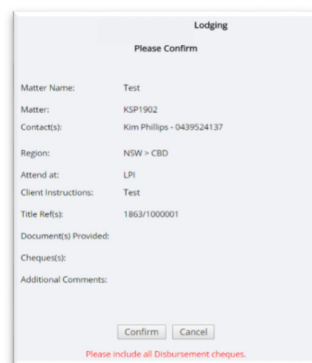
1. **Login** to InfoTrack.
2. Click **Manual Services** (or Stamping, Lodging & Other Services).  
 Note: Please ensure you have your preferred manual service provider set in the system. This is found by clicking on your name, then edit details. There is then a manual service provider tab.
3. **Select** the required service from the list on the right.  
 Note: Services available will vary by state:

4. Click **Next**.
5. **Complete** relevant fields.



6. Click **Next**.
7. Check details and click **Confirm**.



8. **Print** out the booking confirmation sheet and attach it to your documents.
9. Either send your documents in, or put them out for collection, depending on your arrangement with your manual service provider.