EMR Portal Guidance - Milestones

Security Interests
Financial Commitment Milestones
Planning Consents

December 2016

Security Interests

1. Click on **'My CMU'** and find the application you wish to register a Security of Interest against.

2. Click **'Add Security Interest'** against that application

3. Once in the **'Security Interest'** page, find and click on the **'Add'** button

4. You will then be asked to complete the following fields:
   - Legal Name of any person with a security interest
   - Nature of the security interest

5. You also need to upload a completed **'Security interest upload form'** – This should be on letter headed paper, outlining the Security Interest Details and signed by both the Registered Holder and the beneficiary of the Security Interest.
   - Click on **'Add file'**
   - Locate the file you wish to upload and then click on **'Open'**
   - Once you have uploaded the form, click on **'Add'** at the bottom right hand corner of the pop up window.
   - Repeat this process for each document you want to upload

6. Scroll to the bottom of the page and click **'Submit'**, this will then send a notification to the Delivery Body that you have added a Security Interest.

Financial Commitment Milestones

1. Click on **'My Application'** and find the application you wish to upload your FCM against.

2. Click **'Upload Milestone'** against that application

3. Under the section titled **'Submit ITE Report for FCM'** you will see an **'Add File'** link. Please click on this (repeat this process for each document you want to upload).

4. Locate the file you wish to upload and then click on **'Open'** to upload to the form.

5. Once you have uploaded the form, scroll to the bottom of the page and click on **'Submit'**, this will then send a notification to the Delivery Body that you have submitted an FCM report

Planning Consents

1. Click on **'My CMU's'** and find the application you wish to upload Planning Consents against.

2. Click **'Upload Planning Consent'** against that application

4. You will see 2 **'Choose File'** buttons under each of the headings below:
    1) Planning Consent – Directors Certificate
    2) Planning Consent – Supporting Information

5. For each of the headings at step 4, follow the instructions in step 6 uploading the relevant document for each.

6. Click on the **'Choose file'** button, locate and **select the file**, then click on **'Open'** to upload the document.

7. Once you have uploaded the documents, scroll to the bottom of the page and click on **'Submit'**, this will then send a notification to the Delivery Body.

If you have any further queries on Milestones then please do get in touch with the EMR team

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or

Telephone – 01926 655300