

# GETTING STARTED

## REGISTER AND LOGIN

After completing your Lexis WinDeed registration, you'll receive an email asking to verify your email address and to set a password. After your email is verified, you can login, purchase a Search Voucher and start searching!

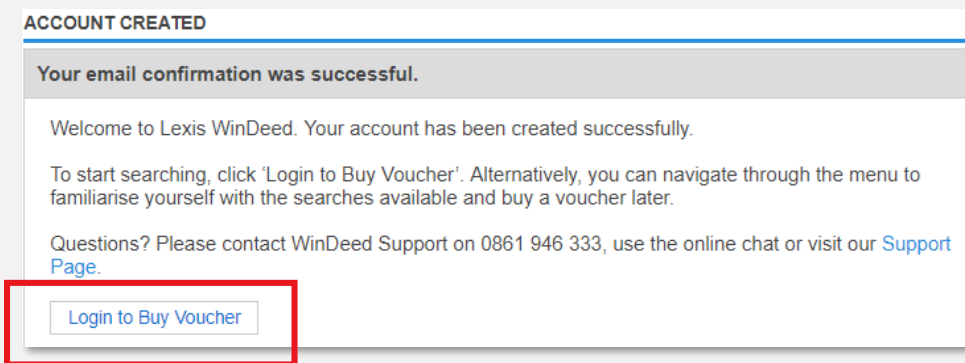
<https://search.windeed.co.za>



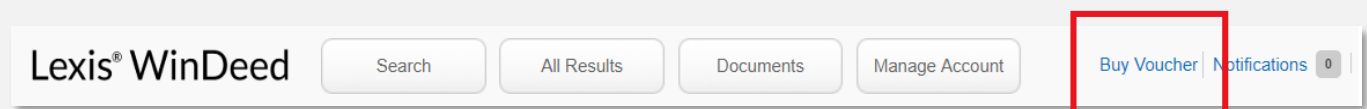
## BUY A SEARCH VOUCHER (BY CREDIT CARD/DEBIT CARD)

There are 3 ways to purchase a Search Voucher to make your searches:

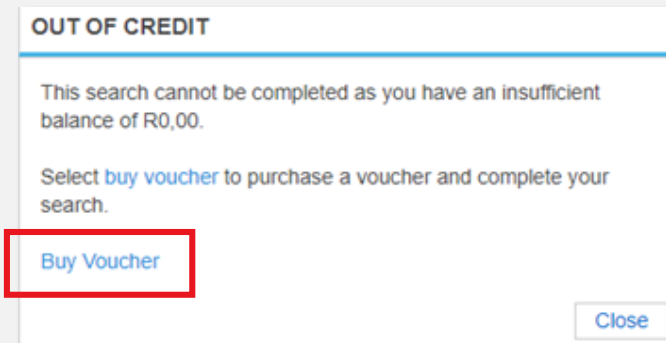
1. Click on the Login to Buy Voucher button after your email validation is successful.



2. Click on Buy Voucher located in the top menu bar on search.windeed.co.za



3. After inserting the search criteria of your chosen search and clicking **Search**, follow the payment prompts to finalise your Search Voucher payment.



## V Choosing your Search Voucher

Search Vouchers are available in the following values: R20, R50, R100, R200, Other

### IMPORTANT

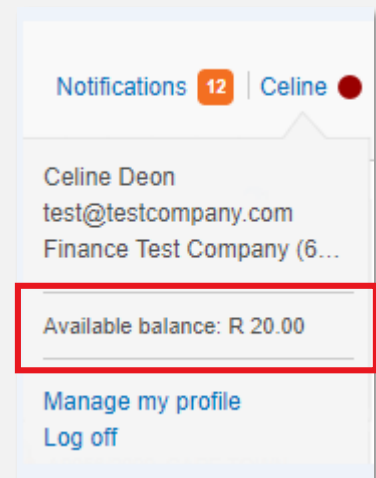
The value deducted from your Search Voucher will be the search price including VAT. Please ensure you purchase the correct Search Voucher that will cover the total price of your search.

To ensure you have the correct value for your Search Voucher, please check the latest Lexis WinDeed price list:

[VIEW PRICE LIST](#)

Search Vouchers are also customisable for values over R20. This may be useful if you know exactly what search you are making and would like to add your own calculated amount. It is important to ensure you have included VAT in your search value calculation, as VAT will be deducted from your voucher total.

- Search Vouchers are available by credit card/debit card payment only. (Microchipped debit cards with CVV numbers accepted)
- Customisable Search Vouchers must have a minimum value of R20 (no amount under R20 is accepted)
- Vouchers are not transferrable.
- Remaining balances after making your search(es) will remain on your Lexis WinDeed account; however, balances are non-refundable. To see the balance on your account, log in to search.windeed.co.za, click on your username in the upper right hand corner and the balance will be included in the information provided regarding your Lexis WinDeed account.



## Perform a Search

Lexis WinDeed offers a wide variety of searches on properties, individuals and companies. You can select the search you want to perform from the Search menu which is located on the Search view of [search.windeed.co.za](http://search.windeed.co.za).

Need some help to make a search or interpret search results?

### HELPFUL HINTS

'LESS IS MORE' is the rule when performing a search. For example, if you are not sure of the spelling of a first name, just enter the initial and Lexis WinDeed will provide possible matches from which you can select the correct person.

[SEARCH TIPS](#)

### LEXIS WINDEED SUPPORT TEAM

Contact our WinDeed Support Team who are available during business hours:

- Online Chat (when logged in to [search.windeed.co.za](http://search.windeed.co.za)),
- Email us at [windeed.support@windeed.co.za](mailto:windeed.support@windeed.co.za)
- Phone at 0861 946 333.

### ADDITIONAL RESOURCES

You will find comprehensive product and pricing details, search samples, training videos and FAQs on the Lexis WinDeed website, [www.windeed.co.za](http://www.windeed.co.za).

[LEARN MORE](#)

## Free Training

If you are going to use Lexis WinDeed on a regular basis, we strongly recommend training available at no charge, at all regional offices throughout South Africa: Johannesburg, Cape Town, Durban, Bloemfontein and Port Elizabeth.

Go to [www.windeed.co.za](http://www.windeed.co.za) to book.

## NEED ACCESS TO CREDIT SEARCHES?

An additional registration process is required for access to Credit Bureau searches. Complete the [WinCredit Registration Form](#)

Alternatively contact the WinDeed Support team:  
0861 946 333 to receive a form.

Email the completed form with additional NCA documentation to [windeed.admin@lexisnexis.co.za](mailto:windeed.admin@lexisnexis.co.za) for processing and verification (normally takes approximately 2 working days).