1. Internet search www.cbos.tas.gov.au

2. Click on the Housing 🏠 icon.

3. Click on the **MyBond** tab.

4. Click on the 🔑 **Agents** tab.

5. Click on the **Login to MyBond** button.

   The login screen is displayed.

6. Enter your **Username** and **Password**.

7. Click on the **Log in** button.

   The Bond List Search screen is displayed.

8. Click on the **Bulk Payments** tab.

   The Bulk Payments search screen is displayed.

Bulk Payments

Payment number:	
Bulk payment status:	<Any> ▼
Payment amount from:	$
Payment amount to:	$
Date created from:	DD / MM / YYYY
To:	DD / MM / YYYY
Date confirmed from:	DD / MM / YYYY
To:	DD / MM / YYYY
Date verified from:	DD / MM / YYYY
To:	DD / MM / YYYY

[Search] [Clear]

10. Click on the **Search** button.

    All past bulk payments will be displayed.

Add a New Bulk Payment

1. Click on the   Add New Bulk Payment   link.

   All bonds that are available for Bulk Payment will be displayed in the bottom grid.

Bulk Payment Details

Payment reference number:	
Total payment amount:	$0.00
Bulk payment status:	Draft

Selected Payments

(No Records)   << First < Prev Next > Last >> [ ] Go

[Return]

Payments not Selected

[Search] [Clear] Show advanced filters

Search by Bond Number, street name or Tenant name

Page 1 of 1 (1 Record)   << First < Prev Next > Last >> [ ] Go

Select all	Bond ID	Property Address	Tenant name	Tenant contribution amount	Date lodged
Add	147729826	Unit 1 9-11 Newnham Cl, NEWNHAM 7248	Test Tenant Bunny	$800.00	30/04/2019

2. In the **Payments not Selected** section

Payments not Selected

[   ] [Search] [Clear]

Search by Bond Number, street name or Tenant name

3. Click on **Search.**

   The list of unpaid bond.

Select all	Bond ID	Property Address	Tenant name	Tenant contribution amount	Date lodged
Add	051170710	Unit 1 1-3 Newnham Cl, NEWNHAM 7248	Test Tenant Bunny	$300.00	15/05/2019

4. Click on the **Add** link against each bond or click on the **Select All**, if all payments have been selected.

5. Click on the **Confirm payment and generate payment number** button.

   The confirmation message is displayed.

6. Click on the **Return** button.