





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. Enter the Bond Number, Street or Tenant Name.
9. Click on the **Search** button.
10. Click on the **Details** link.
11. Click on the **Bond Tenant Transfers** tab.
12. Click on the **Add tenant transfer** link
13. Click on the **Select** link next to the **Outgoing Tenant**.

The Tenant is moved into the Outgoing Tenant

Outgoing Tenant

Name: Test tenant Beth
 Transfer response due date:
 Contribution: \$400.00

Adding a Tenant using Tenant ID or Email

1. Enter the **Tenant ID** or **Email Address**.
2. Click on the **Search for existing tenant** button.

Adding a Tenant using Mobile

1. Check **Tenant has not provided Tenant ID or email address**
2. Enter the tenant's **Last Name**.
3. Enter the tenant's **Mobile Phone Number**.
4. Click on the **Search for existing tenant** button.

Match Found

5. Click on the **Yes, they match** button.

No Match found

After searching for a tenant using Tenant ID, Email Address or Mobile phone number.

The tenant will need to register themselves through the tenant registration process on the CBOS website.

<https://cbos.tas.gov.au/topics/housing/mybond/tenants>

Incoming Tenant

Tenant ID: 175144716
 Tenant name: Test Tenant Monisha
 Payment due date:
 Tenant payment method: Agency will be collecting money from this tenant
 Agency will NOT be collecting money from this tenant
 Clear tenant details
 Save Return

6. Click on the **Save** button.
7. Click on the **Lodge Transfer** button.

Bond Tenant Transfer Details

Tenant transfer status: Lodged
 Date initiated: 02/05/2019
 Date completed:

Outgoing Tenant

Name: Test tenant Beth
 Transfer response due date: 16/05/2019
 Contribution: \$400.00

Incoming Tenant

Tenant ID: 175144716
 Tenant name: Test Tenant Monisha
 Payment due date:
 Tenant payment method: Agency will be collecting money from this tenant
 Agency will NOT be collecting money from this tenant

Info:

- Tenant transfer lodged.

Withdraw Transfer Return

The Tenant Transfer has been lodged,

8. The Incoming Tenant must pay the Agency or online or at Service Tasmania.
9. The Outgoing Tenant must log on and **Approve** the transfer.

Withdraw Transfer

The transfer can be withdrawn before any payments have been made.