


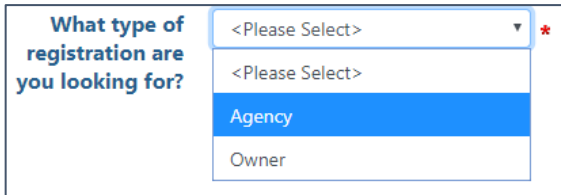
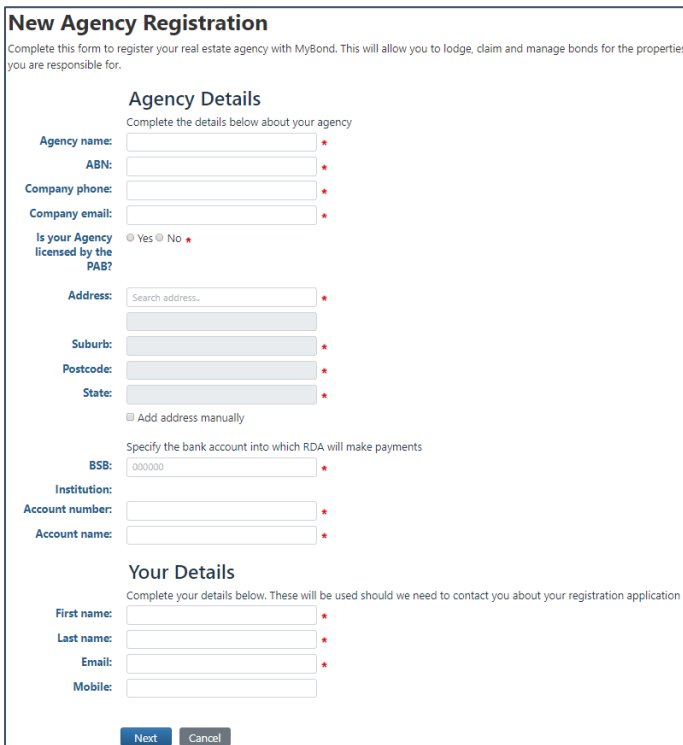





1. Internet search www.cbos.tas.gov.au
2. Click on the **Housing**  icon.
3. Click on the **MyBond** tab.
4. Click on the  **Owner** tab.
5. Click on the  button.
The registration screen is displayed.
6. From “**What type of registration are you looking for?**” select **Agency**.



The New Agency Registration screen is displayed:





7. Complete all fields marked with * as this indicates that they are mandatory items required for successful registration.
8. Click on the  button.

The details will be displayed.

Edit

If you have checked the data and have found an error.

9. Click on the  button.
10. Make the required changes.
11. Click on the  button.

Submit

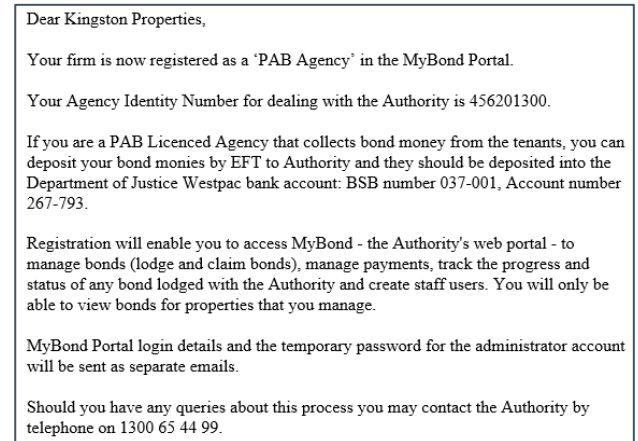
When you submit your registration it will be assessed by RDA and if successful your log in details and temporary password will be emailed to you.

RDA Approval of Registration

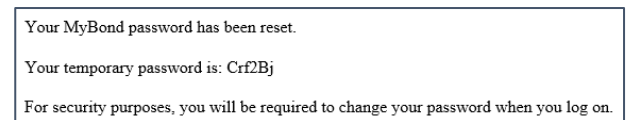
The RDA will either approve or reject the registration.

Upon approval:

The Agency will receive an email to indicate approval.

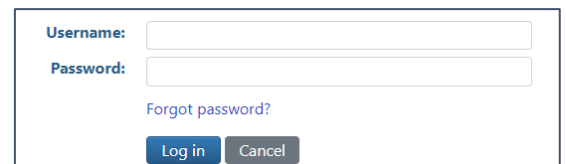


The nominated administrator will receive an email with the temporary password.



12. Click on the link in the email.

The Agency login screen will be displayed.



13. In the **Username** field enter your email address.
14. In the **Password** field enter your temporary password.
15. Click on the **Log in** button.
The Change password screen is displayed.
16. Enter the temporary password in, and enter your new password twice.
17. Click on **Change Password**.
The successful password change screen is displayed.
18. Click on **Continue**.
Your agency portal is displayed.