

MyBond – Agency- Registering as a New Agency

- 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 **Register to use MyBond** button. The registration screen is displayed.
- From "What type of registration are you looking for?" select Agency.



The New Agency Registration screen is displayed:

New Agene	y Registration	
Complete this form to r	egister your real estate agency with MyBond. This will allow you to lodge, claim and manage bonds for the proper	ties
you are responsible for		
	Agency Details	
	Complete the details below about your agency	
Agency name:	*	
ABN:	*	
Company phone:	*	
Company email:	*	
Is your Agency licensed by the PAB?	© Yes © No ⋆	
Address:	Search address.	
Suburb:	*	
Postcode:	*	
State:	*	
	Add address manually	
	Cessifi the bark securit interviside DDA will make normanite	
BSB:		
Institution:		
Account number:	*	
Account name:	*	
	Your Details	
	Complete your details below. These will be used should we need to contact you about your registration application	on
First name:	*	
Last name:	*	
Email:	*	
Mobile:		
	Next Cancel	

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

The details will be displayed.

Edit

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

- 9. Click on the Edit button.
- 10. Make the required changes.
- 11. Click on the Next 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.

Dear Kingston Properties,

Your firm is now registered as a 'PAB Agency' in the MyBond Portal.

Your Agency Identity Number for dealing with the Authority is 456201300.

If you are a PAB Licenced Agency that collects bond money from the tenants, you can deposit your bond monies by EFT to Authority and they should be deposited into the Department of Justice Westpac bank account: BSB number 037-001, Account number 267-793.

Registration will enable you to access MyBond - the Authority's web portal - to manage bonds (lodge and claim bonds), manage payments, track the progress and status of any bond lodged with the Authority and create staff users. You will only be able to view bonds for properties that you manage.

MyBond Portal login details and the temporary password for the administrator account will be sent as separate emails.

Should you have any queries about this process you may contact the Authority by telephone on 1300 65 44 99.

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

Your MyBond password has been reset. Your temporary password is: Crf2Bj

For security purposes, you will be required to change your password when you log on.

12. Click on the link in the email.

The Agency login screen will be displayed.

Username:	
Password:	Forgot password?
	Log in Cancel

- 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.