

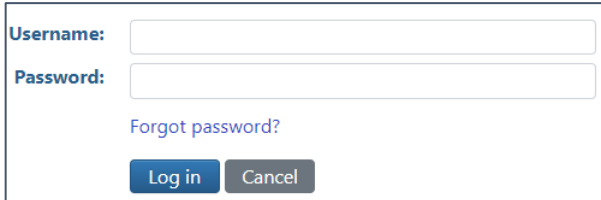




1. Internet search www.cbos.tas.gov.au
2. Click on the **Housing**  icon.
3. Click on the **MyBond** tab.
4. Click on the  **Agents** tab.
5. Click on the **Login to MyBond** button.

The login screen is displayed.

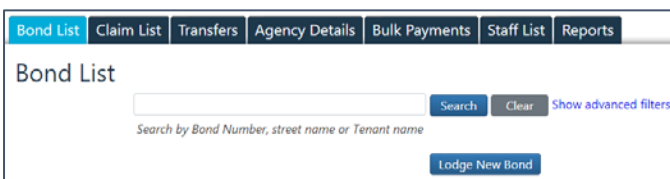


6. Enter your **email address** as your username.
7. Enter your **password**.

If you have forgotten your password, click on the [Forgot password?](#) link. A temporary password will be sent to you to your email address. You will be required to enter a new password.

The Bond List search screen for is displayed.

8. Click on the **Login** button.



Note: If your Agency does not collect payments from tenants, the **Bulk Payments** tab will not be displayed.

Updating Agency Details

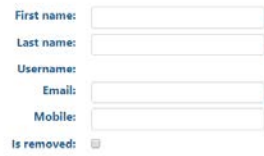
1. Click on the **Agency Details** tab.
2. Click on the **Edit** button.
3. Make the required changes.
4. Click on the **Save** button.

Adding Staff to the Staff List

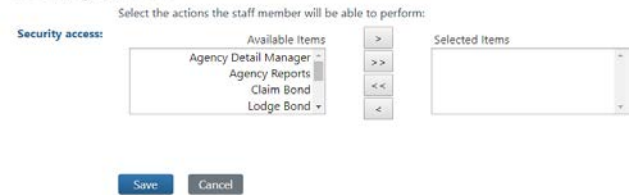
1. Click on the **Staff List** tab.
All staff members will be displayed.
2. Click on the **Add New** link in the bottom left corner of the grid.

The Staff Details screen is displayed.

Staff Details



Security Access





3. Enter the **First Name** of the staff member.
4. Enter the **Last Name** of the staff member.
5. Enter the **email address** of the staff member.

Note: Each email address must be unique, as the email address will be used to log in to the system and any actions will be recorded in the audit log.

Security Access

The types of security access will depend on whether the Agency collects payments or not. It is suggested that more than one staff member has access to all areas to act as a system administrator.

 or  will move the selected item(s)

 or  will move all items items

1. Move the selected item(s) to allow access to the areas, this will dictate what tabs are displayed when the user logs on.
2. Click on the **Save** button.

Agency Detail Manager	Update Agency details
Agency Reports	View Agency Reports
Claim Bond	Make claims and manage disputes
Lodge Bond	Lodge new bonds
Perform Bulk Payment	For agencies that collect tenant bonds
Portal Admin	Manage Staff List
Transfer Management	Transfer management of properties
Tenant Transfer	Transfer tenants in and out
Read Only	Can view all tabs but make no changes