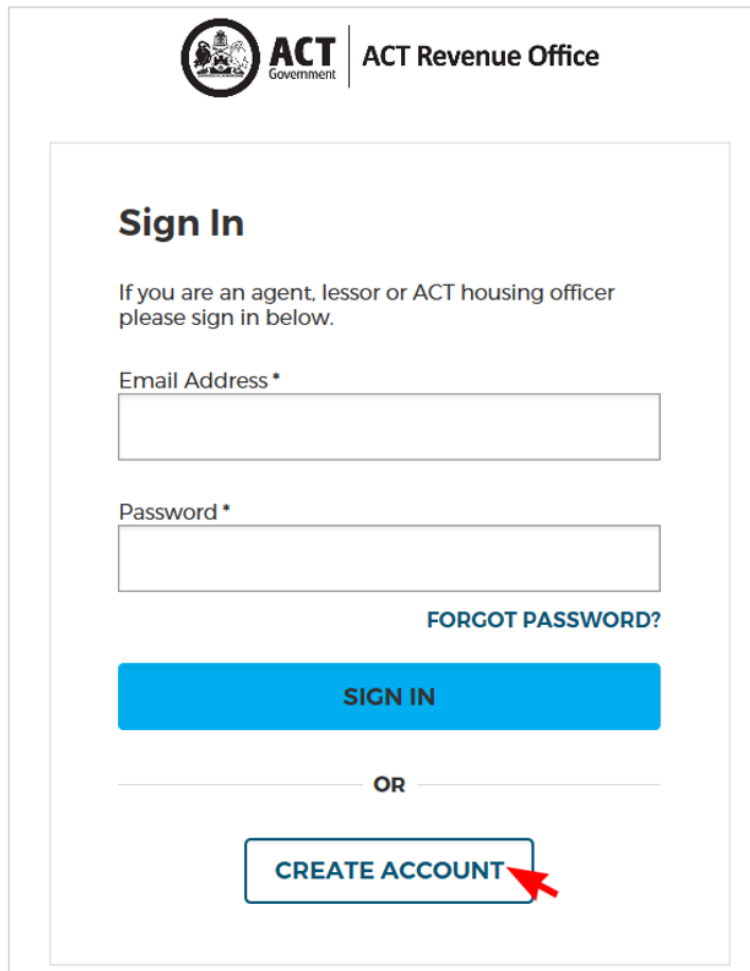



## Create an Account for a Lessor

*For Lessors first accessing the portal.*

To create an account for the portal, access the Rental Bonds Portal sign in screen and click on **Create Account**.



 **ACT**  
Government | **ACT Revenue Office**

### Sign In

If you are an agent, lessor or ACT housing officer please sign in below.

Email Address \*

Password \*

[FORGOT PASSWORD?](#)

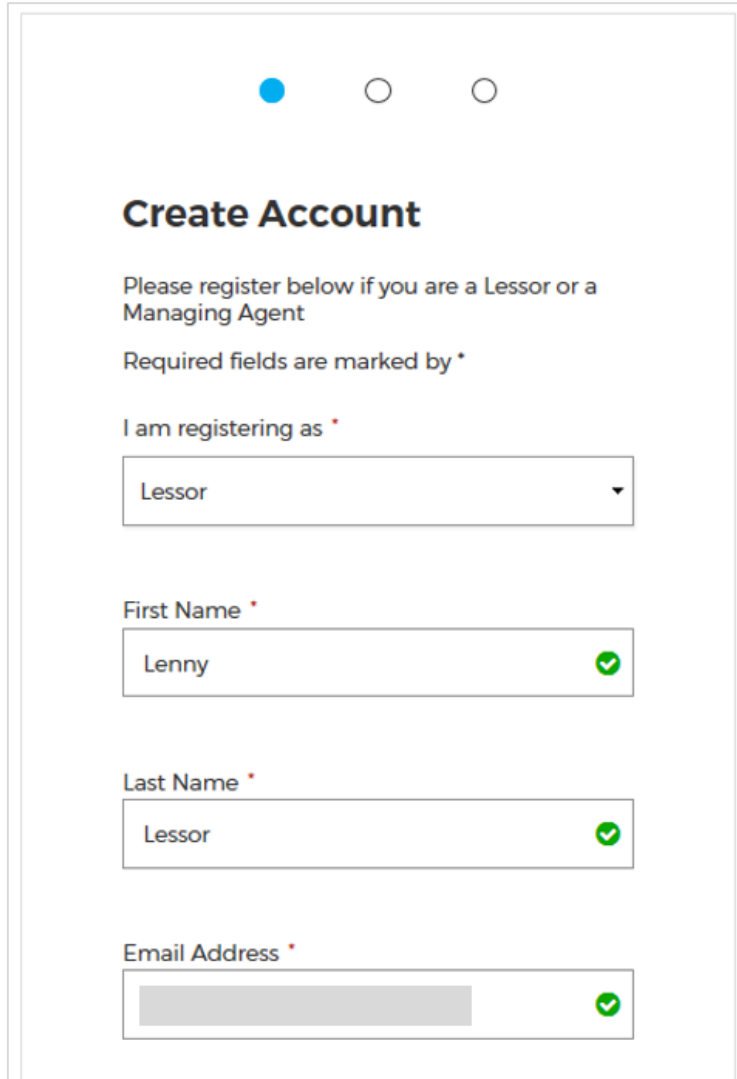
**SIGN IN**

OR

**CREATE ACCOUNT**

The Create Account screen will display.

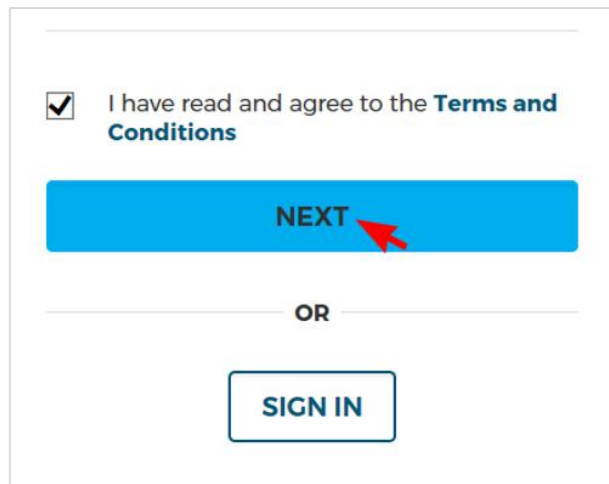
Select 'Lessor' from the registration type dropdown list. Then enter contact details for the Lessor.



The screenshot shows a 'Create Account' form with three progress indicators at the top (the first is filled blue, the others are empty). The form title is 'Create Account'. Below the title, it says 'Please register below if you are a Lessor or a Managing Agent' and 'Required fields are marked by \*'. The form contains the following fields:

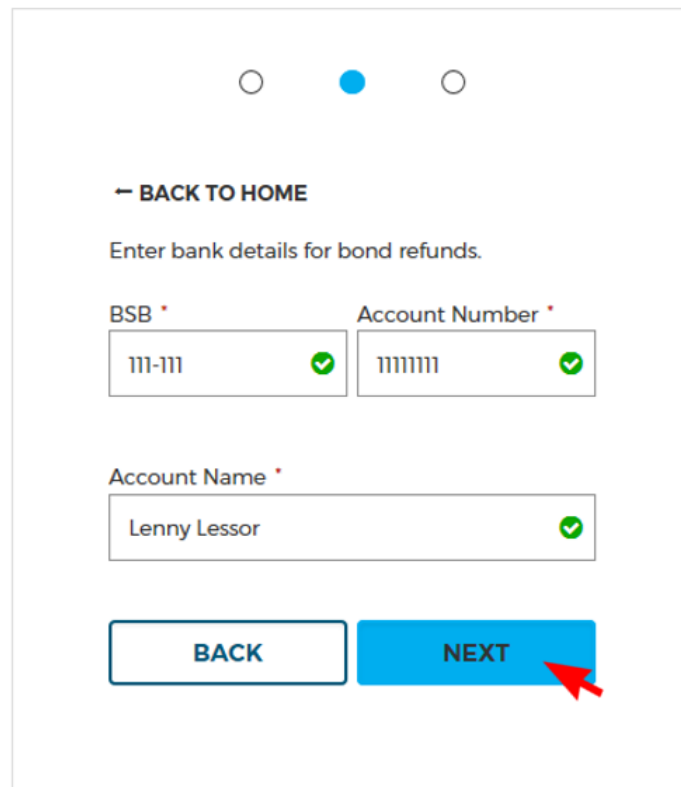
- 'I am registering as \*' dropdown menu with 'Lessor' selected.
- 'First Name \*' text input field containing 'Lenny' with a green checkmark.
- 'Last Name \*' text input field containing 'Lessor' with a green checkmark.
- 'Email Address \*' text input field with a greyed-out area and a green checkmark.

Before proceeding, read the Terms and Conditions. Then tick the agreement checkbox and click **Next**.



The screenshot shows a section for agreeing to Terms and Conditions. It includes a checked checkbox and the text 'I have read and agree to the **Terms and Conditions**'. Below this is a large blue button labeled 'NEXT' with a red mouse cursor pointing to it. Underneath the button is the word 'OR' and a button labeled 'SIGN IN'.

On the following page, enter the Lessor's bank account details for refunds.



← BACK TO HOME

Enter bank details for bond refunds.

BSB \* Account Number \*

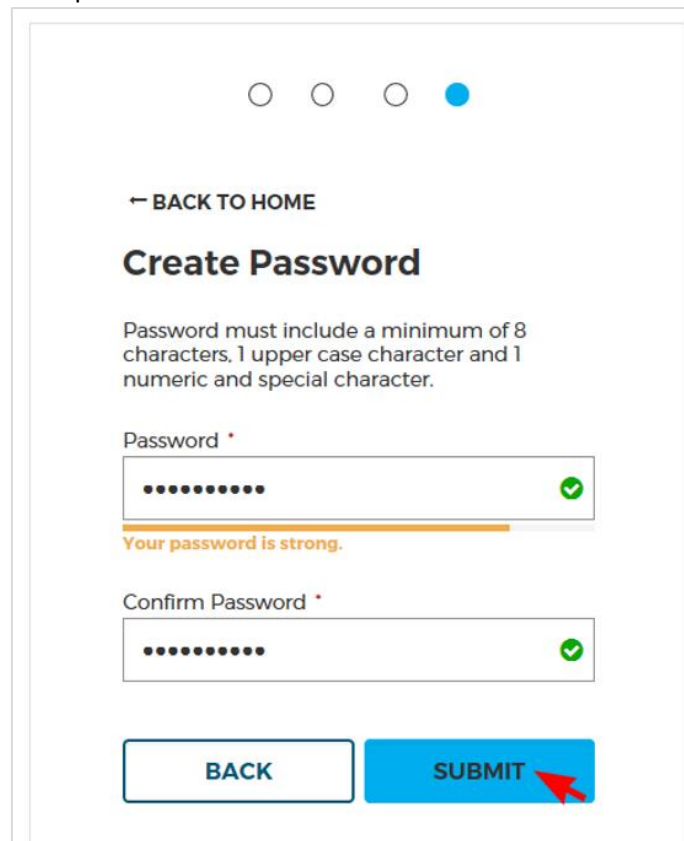
111-111 ✓ 1111111 ✓

Account Name \*

Lenny Lessor ✓

BACK NEXT

On the final page, create a password for the account. Then click **Submit**.



← BACK TO HOME

## Create Password

Password must include a minimum of 8 characters, 1 upper case character and 1 numeric and special character.

Password \*

..... ✓

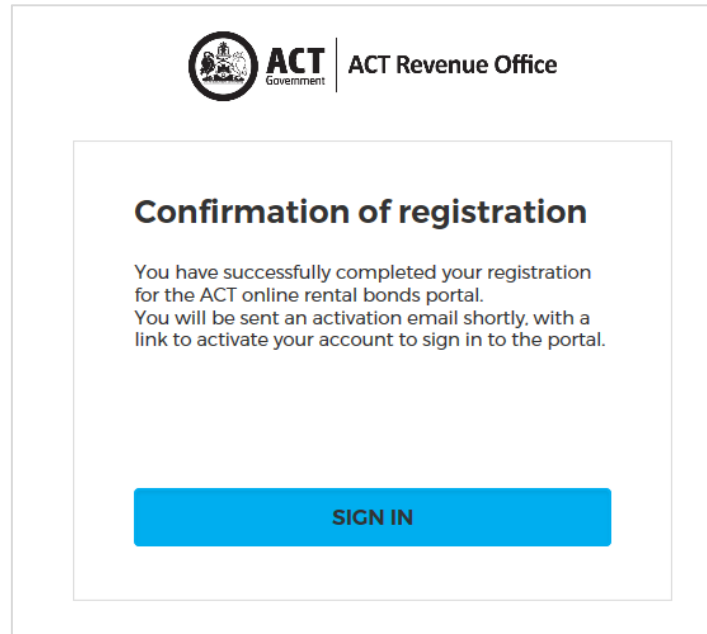
Your password is strong.

Confirm Password \*

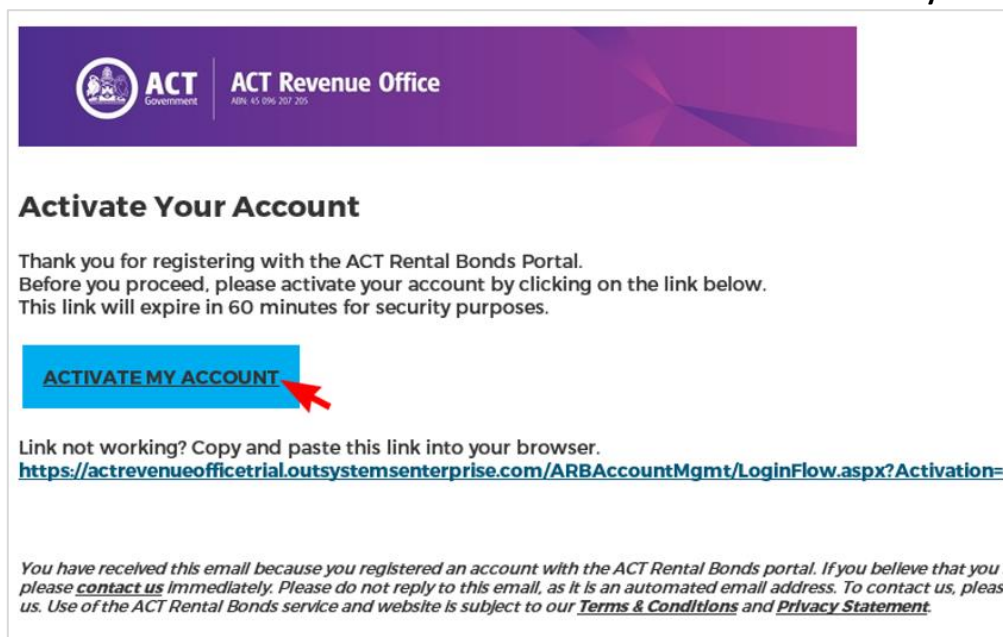
..... ✓

BACK SUBMIT

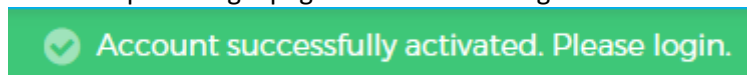
The following confirmation message will display.




An activation email will be sent to the nominated email account. Click the **Activate My Account** link.



You will be redirected to the portal login page with the following confirmation banner displaying.



Enter the registered email address and password to sign in.

 **ACT**  
Government | **ACT Revenue Office**

### Sign In

If you are an agent, lessor or ACT housing officer please sign in below.

Email Address \*

Password \*

  
  
[FORGOT PASSWORD?](#)

**SIGN IN**

---

OR

**CREATE ACCOUNT**

## Disclaimer

*All identity information used in this document depicts fictitious operations with sample data used to develop sample processes for the Rental Bonds Portal. Any resemblance to actual names, addresses, contact numbers, rental values or bond amounts is coincidental.*