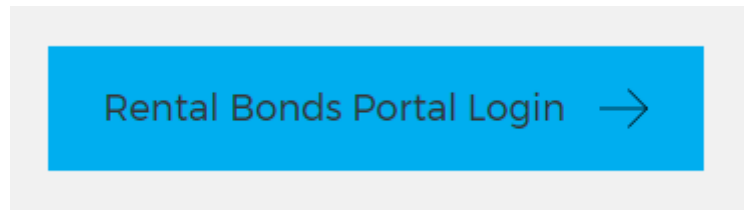


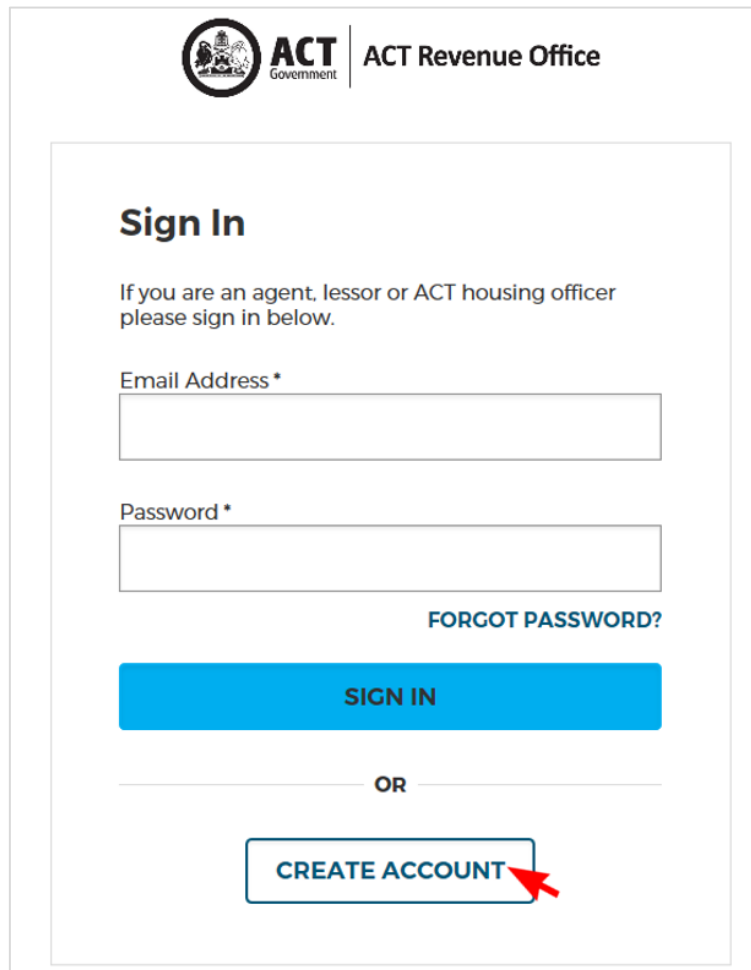
Create an Account as a Lessor

This process is for Lessors and Landlords first accessing the Rental Bonds Portal.

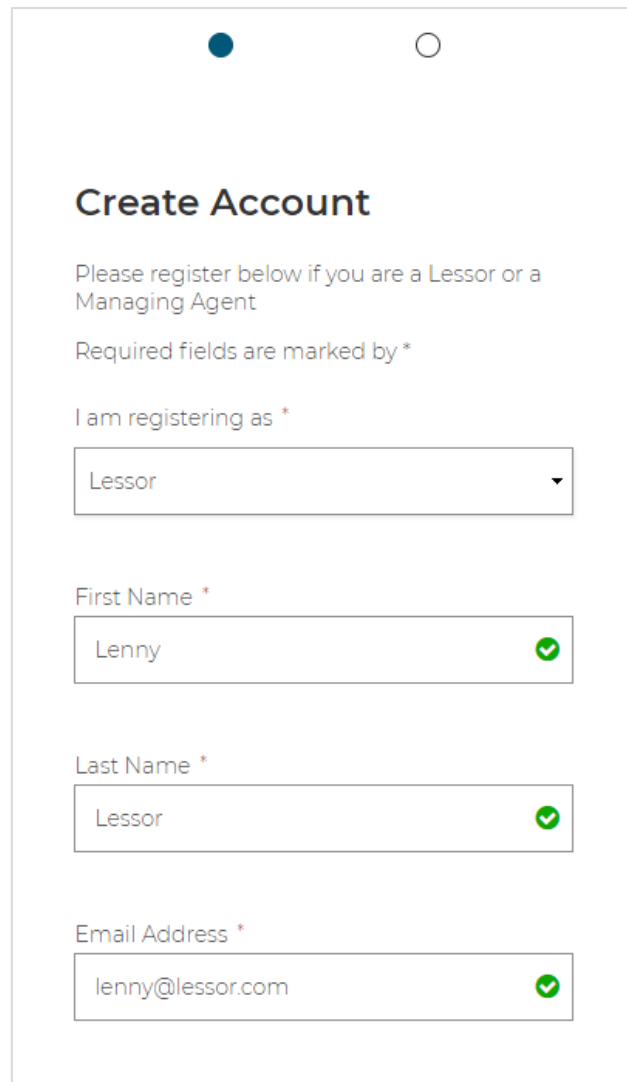
To create an account for the portal, access the Rental Bonds Portal by clicking on the Rental Bonds Portal Login button on the website: <https://www.revenue.act.gov.au/rental-bonds>



The sign in screen will display. Click on **Create Account**.

The sign-in screen for the ACT Revenue Office. At the top left is the ACT Government logo and the text "ACT Revenue Office". Below this is the heading "Sign In" and a sub-heading "If you are an agent, lessor or ACT housing officer please sign in below.". There are two input fields: "Email Address*" and "Password*". To the right of the password field is a link "FORGOT PASSWORD?". Below the input fields is a blue "SIGN IN" button. Below that is the word "OR" flanked by horizontal lines. At the bottom is a "CREATE ACCOUNT" button, which is highlighted with a red arrow.

The Create Account screen will display.
Select 'Lessor' from the registration type dropdown list. Then enter contact details for the Lessor.



Create Account

Please register below if you are a Lessor or a Managing Agent

Required fields are marked by *

I am registering as *

Lessor

First Name *

Lenny

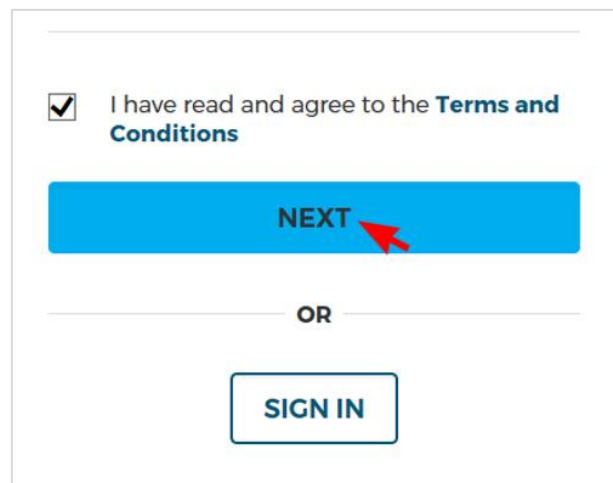
Last Name *

Lessor

Email Address *

lenny@lessor.com

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



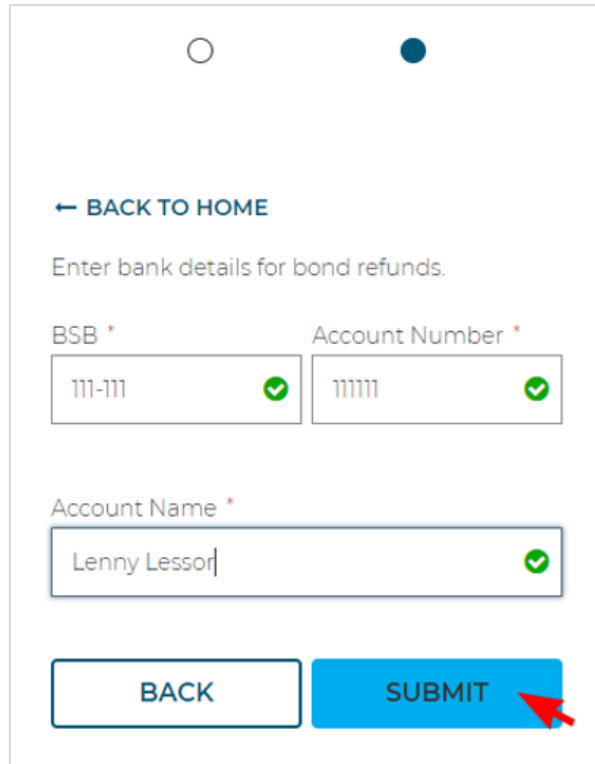
I have read and agree to the **Terms and Conditions**

NEXT

OR

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 ✓ 111111 ✓

Account Name *

Lenny Lessor ✓

BACK SUBMIT

The following confirmation message will display.

Confirmation of registration

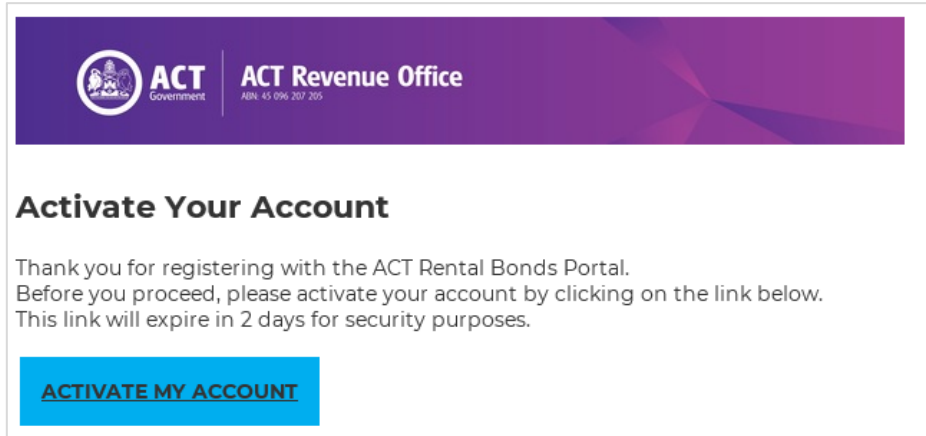
You have successfully completed your registration for the ACT Rental Bonds Portal. You will be sent an activation email shortly containing a link to activate your account.

What's next?

In order to activate your account, please click the link inside of the activation email sent to you.

Please note that you will not be able to log into the portal until your account has been activated.

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



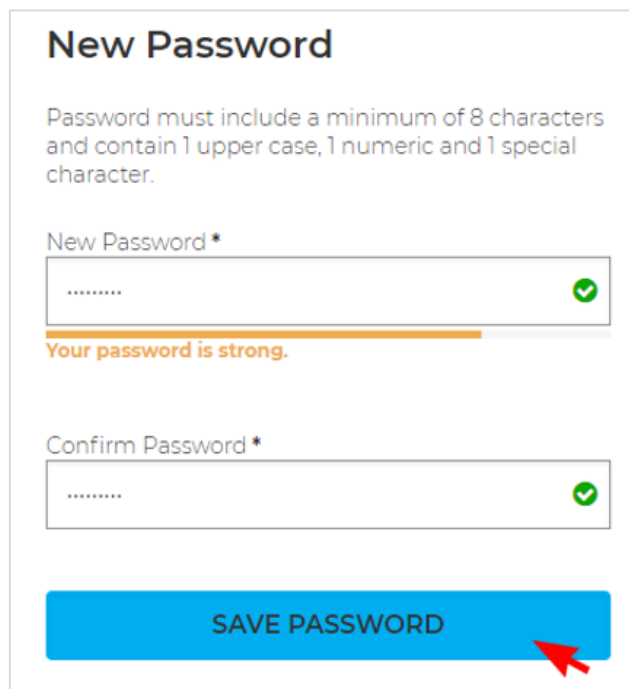
ACT Government | **ACT Revenue Office**
ABN: 45 096 207 205

Activate Your Account

Thank you for registering with the ACT Rental Bonds Portal.
Before you proceed, please activate your account by clicking on the link below.
This link will expire in 2 days for security purposes.

ACTIVATE MY ACCOUNT

You will be redirected to the New Password page to set up a password for the agency administrator's login. Meeting the password security criteria enter the password twice and click **Save Password**.



New Password

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

New Password *

..... ✓

Your password is strong.

Confirm Password *

..... ✓

SAVE PASSWORD

Once the password is saved, the following message will display.

✓ Your account has been activated, you can now sign in.

Enter the registered email address and password to sign in.


Welcome to the Rental Bonds Portal

If you are an agent or lessor please sign in below.

Email Address *

Password *

[FORGOT PASSWORD?](#)

SIGN IN 

OR

CREATE ACCOUNT

You will now be able to lodge bonds and request refunds for your privately managed leases.

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.