



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

# RENTAL BONDS PORTAL

Tenant user guide on how to  
add or update your contact  
details in the Tenant Portal

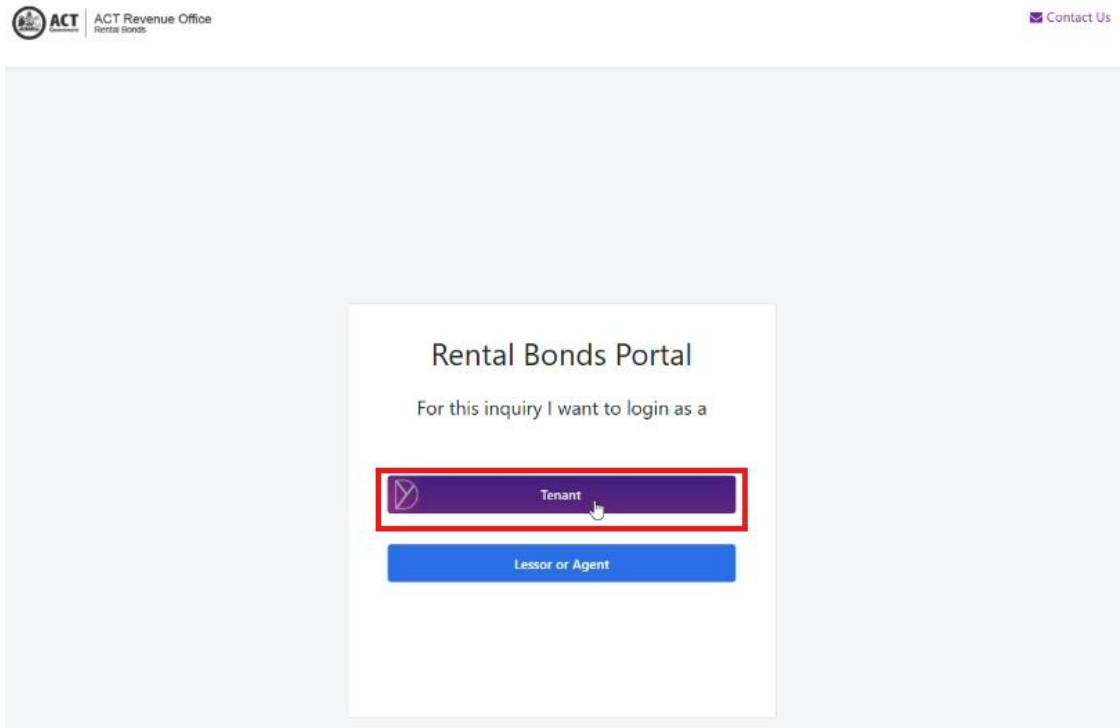
ACT Revenue Office  
May 2026



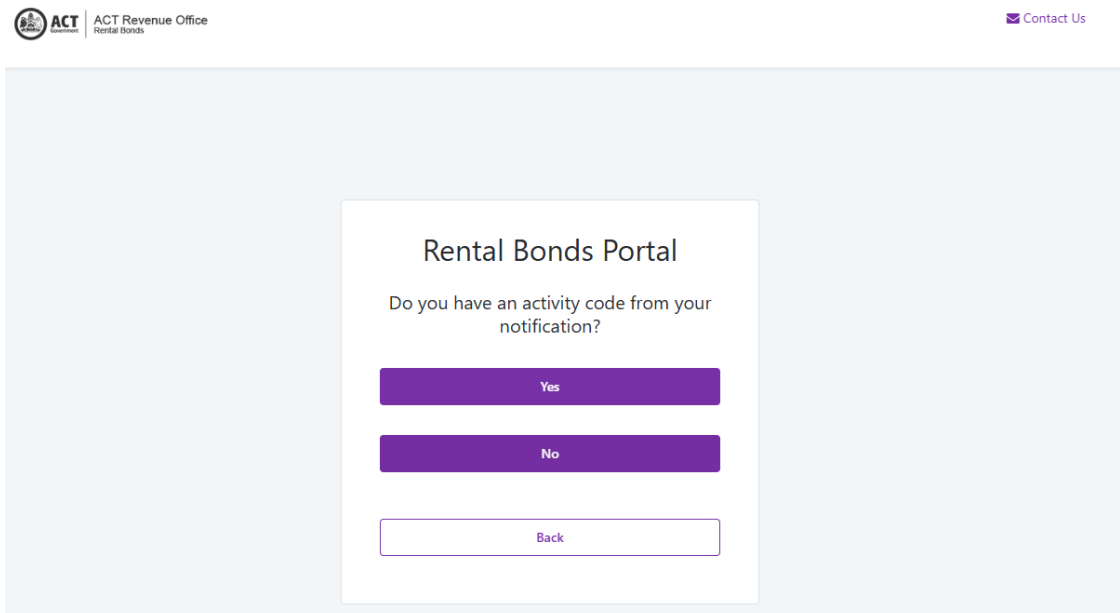
## Add or update rental bonds contact information

Use this process to add or update a correspondence email and/or phone number in your Tenant Portal account.

1. Open the [Rental Bonds Portal](#) log in screen and click **Tenant** portal.



2. Click **Yes** or **No** depending on whether you have an activity code.





3. The ACT Digital Account screen will open. Enter your Tenant account **Log In** details and click **Go**.

4. The Tenant Portal will open. Click **Edit Profile**.



5. Select how you want to receive correspondence.  
To use your ACT Digital Account details, select **Use ACT Digital Account email address and phone number for Rental Bonds correspondence**. Your existing contact details will be used.

[← Back to Profile](#)

## Edit Profile

### ACT Digital Information

These are your ACT Digital Account details. Your email address and phone number are used to sign into the Rental Bonds Portal. If you want to change these details, you must update them in your ACT Digital Account. [↗](#)

Given names

Iron

Last name

Woman

Registered email address

iron.man@mailsac.com

Registered phone number

0469346051

### Rental Bonds Contact Information

- Use ACT Digital Account email address and phone number for Rental Bonds correspondence.
- Use a different email and/or phone number for Rental Bonds correspondence.  
Note that you will still need to sign into the Rental Bonds portal using your ACT Digital Account email address and phone number.

### Rental Bonds Banking Information

Bank account name

BSB

Account Number



- To provide different contact details, select **Use a different email and/or phone number for Rental Bonds correspondence.**

[← Back to Profile](#)

### Edit Profile

#### ACT Digital Information

These are your ACT Digital Account details. Your email address and phone number are used to sign into the Rental Bonds Portal. If you want to change these details, you must update them in your ACT Digital Account. [↗](#)

Given names

Last name

Registered email address

Registered phone number

---

#### Rental Bonds Contact Information

Use ACT Digital Account email address and phone number for Rental Bonds correspondence.

Use a different email and/or phone number for Rental Bonds correspondence.  
Note that you will still need to sign into the Rental Bonds portal using your ACT Digital Account email address and phone number.

- Enter the required fields and click **Save**.

#### Rental Bonds Contact Information

Use ACT Digital Account email address and phone number for Rental Bonds correspondence.

Use a different email and/or phone number for Rental Bonds correspondence.  
Note that you will still need to sign into the Rental Bonds portal using your ACT Digital Account email address and phone number.

---

**Contact email address**  
We will use this email address to send you correspondence.

**Contact phone number**  
We will use this phone number to contact you.

#### Rental Bonds Banking Information

Bank account name

BSB  Account Number



8. A pop-up message will appear confirming the change was successful.

The screenshot shows the user interface of the ACT Revenue Office Rental Bonds Portal. At the top left, there is a navigation bar with the ACT logo and 'ACT Revenue Office Rental Bonds'. To the right of this bar, a green notification box with a white checkmark icon and the text 'Change successful, please verify your email now' is highlighted with a red border. Further right in the navigation bar are links for 'Contact Us' and 'Sign Out'. Below the navigation bar is a 'Profile' section with an 'Edit Profile' button. Underneath is a 'Bonds' section containing a '+ Link my bond' button, an 'Enter Activity Code' input field, and a search bar. The main content area displays five bond cards, each with an address, bond number, status, and a 'View bond detail' button. At the bottom of the page, there is a pagination indicator '1 to 5 of 9 items' and a set of navigation buttons.

9. You will receive an email from the ACT Revenue Office to verify the email address provided. Click **Verify Email Address** to confirm it is correct.

Please Verify Your Email Address



ACT Revenue Office  
To: iron.woman@mailsac.com

If there are problems with how this message is displayed, click here to view it in a web browser.



Dear Iron

To confirm your new contact email for the Rental Bonds Portal and keep your account secure, please verify your email address by clicking the link below

[Verify Email Address](#)

This verification link will expire in 24 hours. To resend, log into your account and click on the link to resend the verification email.

If you didn't make the change on your account, please contact our support team on [rb@act.gov.au](mailto:rb@act.gov.au)

Yours sincerely  
ACT Rental Bonds

Use of the ACT Rental Bonds service and website is subject to our [Terms & Conditions](#) and [Privacy Statement](#)



**Note:**

The verification link will expire after 24 hours. If it has expired, log in to the **Tenant Portal**, select **Edit Profile**, and click **Resend verification email** (see screenshot below).

ACT Revenue Office  
Rental Bonds

Iron Woman Home Contact Us Sign Out

These are your ACT Digital Account details. Your email address and phone number are used to sign into the Rental Bonds Portal. If you want to change these details, you must update them in your ACT Digital Account. [?](#)

Given names  
Iron

Last name  
Woman

Registered email address  
iron.woman@mailsac.com

Registered phone number  
0469346051

**Rental Bonds Contact Information**

Use ACT Digital Account email address and phone number for Rental Bonds correspondence.

Use a different email and/or phone number for Rental Bonds correspondence.  
Note that you will still need to sign into the Rental Bonds portal using your ACT Digital Account email address and phone number.

Contact email address  
We will use this email address to send you correspondence.

iron.woman@mailsac.com

[Resend verification email](#)



10. After selecting **Verify Email address**, the Tenant Portal will reopen. Click **Edit Profile**

The screenshot shows the ACT Revenue Office Tenant Portal. At the top right, there is a navigation menu with links for 'Iron Woman', 'Home', 'Contact Us', and 'Sign Out'. Below the navigation, there is a header area with the ACT Revenue Office logo and name. The main content area is titled 'Profile' and includes a dropdown arrow. Below the profile section is the 'Bonds' section, which contains a '+ Link my bond' button and an 'Enter Activity Code' input field. A search bar labeled 'Search bonds' is also present. The bonds are listed in a grid format, each with a house icon, address, bond number, and status. Each bond entry has a 'View bond detail' button. At the bottom of the page, there is a pagination indicator showing '1 to 5 of 9 items' and a set of navigation buttons for the bond list.

Address	Bond number	Bond Status
2 / 17 RUTHVEN STREET, GOWRIE ACT 2904	1031957	Refunded
1 / 3 QUENDA CLOSE, THROSBY ACT 2914	1036838	Refund Pending
14 DARCY CLOSE, GORDON ACT 2906	1037213	Lodged
2 / 1 GLENBROOK LANE, CANBERRA AIRPORT ACT 2609	1037124	Refund Pending
17 / 7 CLISBY CLOSE, COOK ACT 2614	1037068	Lodged



11. The **Edit Profile** screen will display with the new contact details.

ACT Revenue Office  
Rental Bonds

Iron Male Home Contact Us Sign Out

iron.man@mailsac.com

Registered phone number  
0469346051

**Rental Bonds Contact Information**

Use ACT Digital Account email address and phone number for Rental Bonds correspondence.

Use a different email and/or phone number for Rental Bonds correspondence.  
Note that you will still need to sign into the Rental Bonds portal using your ACT Digital Account email address and phone number.

**Contact email address**  
We will use this email address to send you correspondence.

iron.woman@mailsac.com

**Contact phone number**  
We will use this phone number to contact you.

04 2222 3333

**Rental Bonds Banking Information**

Bank account name

BSB Account Number

065-000 22222222

Save Cancel

Note: You can update your contact details at any time by repeating this process and entering new details.

## 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.*