



ACT
Government

Chief Minister, Treasury and
Economic Development

RENTAL BONDS PORTAL

Agent user guide for how to
access multiple agencies and
branches

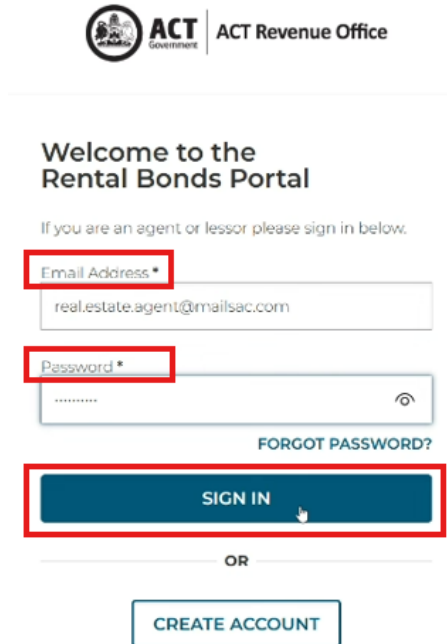
ACT Revenue Office
May 2026

Agent access to multiple agencies or branches

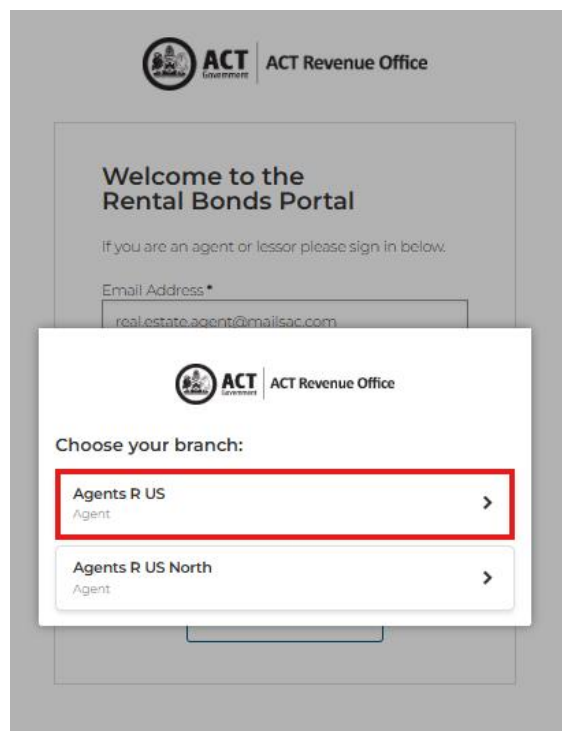
Agents can use this process to switch between multiple agencies or branches using their individual work email address.

Note: An Agent Administrator must first add you to their agency or branch to use this function.

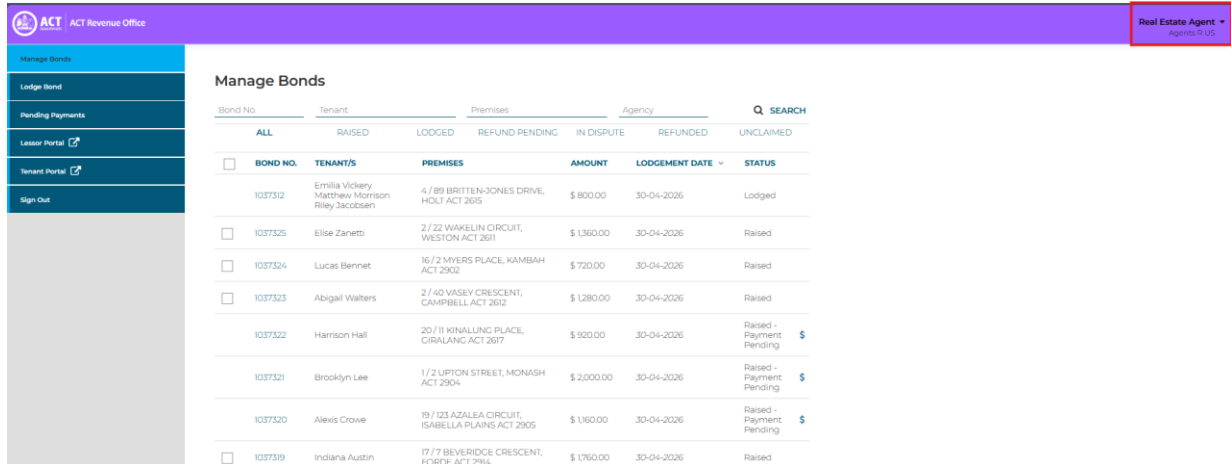
1. Sign into the **Rental Bonds Portal** using your email address and password, then click **Sign In**.



2. The agencies or branches that you are registered with, will appear in the selection box, along with your role type (Agent or Agent Administrator).
3. Click the agency you want to sign into.

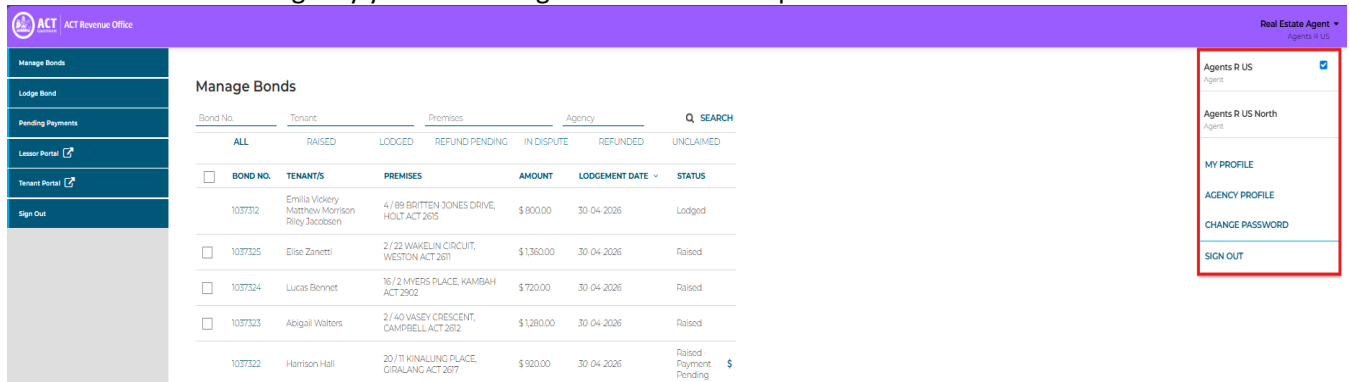


4. The **Manage Bonds** screen will open, displaying the bonds for the selected agency account.



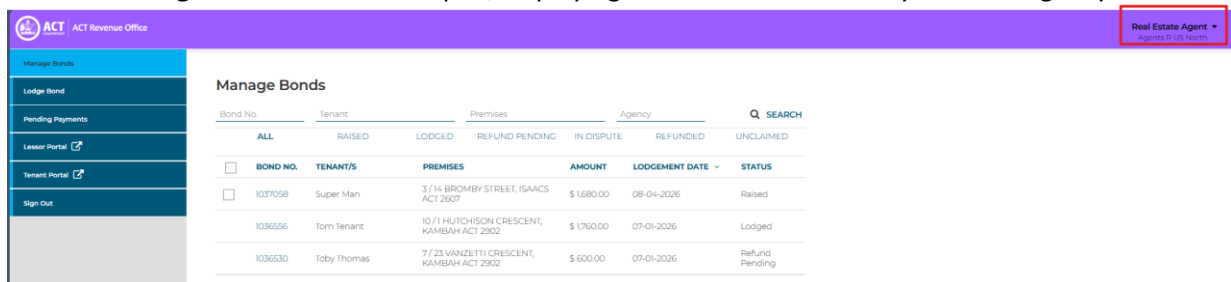
Bond No.	Tenant	Premises	Agency	Q SEARCH		
ALL	RAISED	LODGED	REFUND PENDING	IN DISPUTE	REFUNDED	UNCLAIMED
BOND NO.	TENANT/S	PREMISES	AMOUNT	LODGE DATE	STATUS	
1037312	Emilia Vickery Matthew Morrison Riley Jacobsen	4 / 89 BRITTEN-JONES DRIVE, HOLT ACT 2615	\$ 800.00	30-04-2026	Lodged	
1037325	Elise Zanetti	2 / 22 WAKELIN CIRCUIT, WESTON ACT 2611	\$ 1,360.00	30-04-2026	Raised	
1037324	Lucas Bennet	16 / 2 MYERS PLACE, KAMBAH ACT 2902	\$ 720.00	30-04-2026	Raised	
1037323	Abigail Walters	2 / 40 VASEY CRESCENT, CAMPBELL ACT 2612	\$ 1,280.00	30-04-2026	Raised	
1037322	Harrison Hall	20 / 11 KINALUNG PLACE, GIRALANG ACT 2617	\$ 920.00	30-04-2026	Raised - Payment Pending	
1037321	Brooklyn Lee	1 / 2 UPTON STREET, MONASH ACT 2904	\$ 2,000.00	30-04-2026	Raised - Payment Pending	
1037320	Alexis Crowe	19 / 123 AZALEA CIRCUIT, ISABELLA PLAINS ACT 2905	\$ 1,160.00	30-04-2026	Raised - Payment Pending	
1037319	Indiana Austin	17 / 7 BEVERIDGE CRESCENT, FORDE ACT 2914	\$ 1,760.00	30-04-2026	Raised	

5. To switch agencies or branches, click the **agency name** in the top-right hand side of the screen and select the agency you want to sign into from the drop-down list.



Note: The blue tick indicates the agency you are currently signed into.

6. The **Manage Bonds** screen will open, displaying the bonds for the newly selected agency account.



Bond No.	Tenant	Premises	Agency	Q SEARCH		
ALL	RAISED	LODGED	REFUND PENDING	IN DISPUTE	REFUNDED	UNCLAIMED
BOND NO.	TENANT/S	PREMISES	AMOUNT	LODGE DATE	STATUS	
1037098	Super Man	3 / 14 BROMBY STREET, ISAACS ACT 2607	\$ 1,680.00	08-04-2026	Raised	
1036556	Tom Tenant	10 / 1 HUTCHISON CRESCENT, KAMBAH ACT 2902	\$ 1,760.00	07-01-2026	Lodged	
1036530	Toby Thomas	7 / 23 VANZETTI CRESCENT, KAMBAH ACT 2902	\$ 600.00	07-01-2026	Refund Pending	

Note: You can only view bonds for the agency you are currently signed into.

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.