



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

# RENTAL BONDS PORTAL

How to switch between  
lessor and tenant accounts

ACT Revenue Office  
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## SWITCHING BETWEEN LESSOR AND TENANT PORTALS

Use this process when a user is signed into the Rental Bonds Portal as a lessor and wants to switch to the Tenant Portal.

1. From the **Manage Bonds** screen click on **Tenant Portal** from the main menu.

The screenshot shows the 'Manage Bonds' interface. On the left, a vertical menu contains several options: 'Manage Bonds', 'Lodge Bond', 'Pending Payments', 'Agent Portal', 'Tenant Portal' (highlighted with a red box), and 'Sign Out'. The main content area displays a table of bonds with columns for Bond No., Tenant, Premises, Agency, and Status. The table lists three bonds with their respective details.

Bond No.	Tenant	Premises	Agency	Status
1032043	Archie Stapleton Anana Cook Darcy Kim	10 / 14 STAN DAVEY RISE, COOMBS ACT 2611		Refund Pending
1032040	Bodhi Clark Charlotte George Edward Ferris Ezra Rogers	12 / 77 MARY GILLESPIE AVENUE, GUNGAHLIN ACT 2912		Lodged
1037282	AUTOAshley Dodson	44 / 1 FRED JOHNS CRESCENT, MCKELLAR ACT 2617		Raised

2. You are automatically signed out of the Lessor Portal and returned to the **Rental Bonds Portal** log in screen. Click **Tenant Portal** to log in.

The screenshot shows the login screen for the Rental Bonds Portal. It asks the user to select a role: 'Tenant' (highlighted with a red box) or 'Lessor or Agent'.

3. Select **Yes** or **No** depending on whether you have an activity code.

The screenshot shows a confirmation screen asking if the user has an activity code from their notification. The 'Yes' button is highlighted with a red box.



- The ACT Digital Account log in screen will open. Enter your Tenant account **Log In** details, click **Go**.

- Your **Tenant Portal** account will open.



6. To return to the **Rental Bonds Portal** log in screen, click **Sign Out**.

ACT Revenue Office Rental Bonds | Iron Woman | Home | Contact Us | **Sign Out**

Edit Profile

### Profile

### Bonds

+ Link my bond | Enter Activity Code

Search bonds

2 / 17 RUTHVEN STREET, GOWRIE ACT 2904  
Bond number: 1031957  
Bond Status: Refunded  
View bond detail

1 / 3 QUENDA CLOSE, THROSBY ACT 2914  
Bond number: 1036838  
Bond Status: Refund Pending  
View bond detail

14 DARCY CLOSE, GORDON ACT 2906  
Bond number: 1037213  
Bond Status: Lodged  
View bond detail

2 / 1 GLENBROOK LANE, CANBERRA AIRPORT ACT 2609  
Bond number: 1037124  
Bond Status: Refund Pending  
View bond detail

17 / 7 CLISBY CLOSE, COOK ACT 2614  
Bond number: 1037068  
Bond Status: Lodged  
View bond detail

1 to 5 of 9 items | < 1 2 >

7. The **Rental Bonds Portal** log in screen will open.

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## Rental Bonds Portal

For this inquiry I want to login as a

Tenant

Lessor or Agent



## 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.*