

Register an Agency

For Agencies registering to access the portal the first time.

To register a real estate agency for the portal, access the Rental Bonds Portal sign in screen via the ACT Revenue Office website. Click on **Create Account**



Welcome to the Rental Bonds Portal

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


Email Address *

Password *

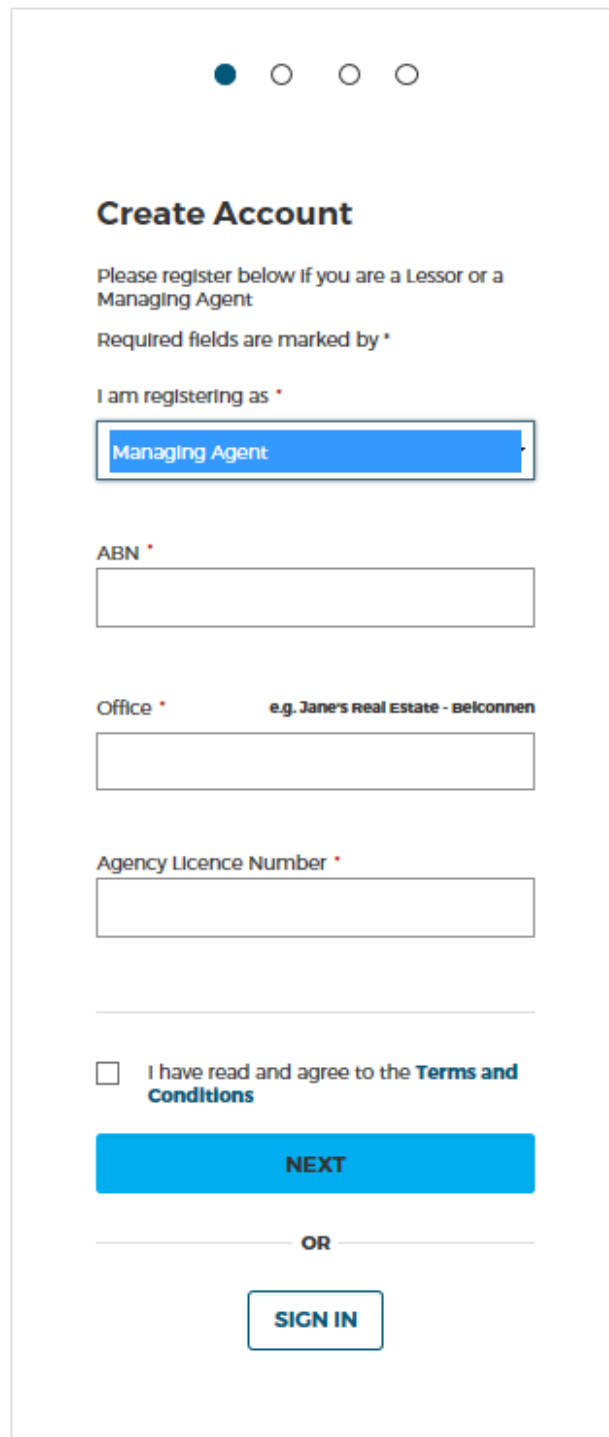
[FORGOT PASSWORD?](#)

SIGN IN

OR

CREATE ACCOUNT 

The Create Account screen will display. Select 'Managing Agent' from the registration type dropdown list. Then enter the Real Estate Agency's ABN, office name, location and agency licence number.




The screenshot shows a 'Create Account' form with the following elements:

- Progress indicator: Four circles at the top, with the first one filled.
- Section Header: **Create Account**
- Text: Please register below if you are a Lessor or a Managing Agent
- Text: Required fields are marked by *
- Text: I am registering as *
- Dropdown menu: 'Managing Agent' is selected.
- Text: ABN *
- Text input field: Empty.
- Text: Office * e.g. Jane's Real Estate - Belconnen
- Text input field: Empty.
- Text: Agency Licence Number *
- Text input field: Empty.
- Text: I have read and agree to the **Terms and Conditions**
- Text: **NEXT** (button)
- Text: **OR**
- Text: **SIGN IN** (button)

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 Real Estate Agency's contact information. Then click **Next**.

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I am registering as: **Managing Agent**
Agency Licence Number: **36985214**


Office *

Real Estate Agency Belconnen


Agency Organisation Name *

ABN *


Agency Email Address *

admin@agency.com 


Agency Phone Number *

99 9999 9999 

Agency Address *

1 Training St, Belconnen 

Postal Address is different

BACK **NEXT** 

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

[← BACK TO HOME](#)

Enter bank details for bond refunds.

BSB * Account Number *

999-999	✓	999999999	✓
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Account Name *

Real Estate Agency Belconnen	✓
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Enter contact details for a nominated portal administrator for the agency. This user will be able to create subsequent users for the agency. Then click **Next**.

Enter Agency Administrator contact details.

First Name *

Amy	✓
-----	---

Last Name *


Administrator	✓
---------------	---

Email Address *

amy@agency.com	✓
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Phone Number *

88 8888 8888	✓
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[BACK](#) [NEXT](#) 


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

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Create Password


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


Password *

Your password is strong.

Confirm Password *

[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. This will allow you to log into the portal.

[SIGN IN](#)

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

 **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](#)

Link not working? Copy and paste this link into your browser.
<https://actrevenueoffice-tst.outsystemsenterprise.com/ARBAccountMgmt/LoginFlow.aspx?Activation=b89ad50e3a084a4cb134>

You will be redirected to the portal login page with the following confirmation banner displaying. Enter the Agency Administrator's email address and password to sign in.

✔ Your account has been activated, you can now 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](#)