

SYSTEM GUIDANCE

HOW TO REGISTER A NEW ACCOUNT (LANDLORDS AND LETTING AGENTS)

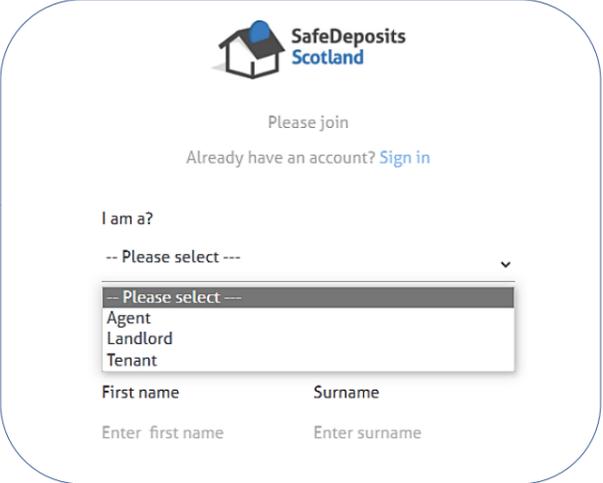


Register a new user account

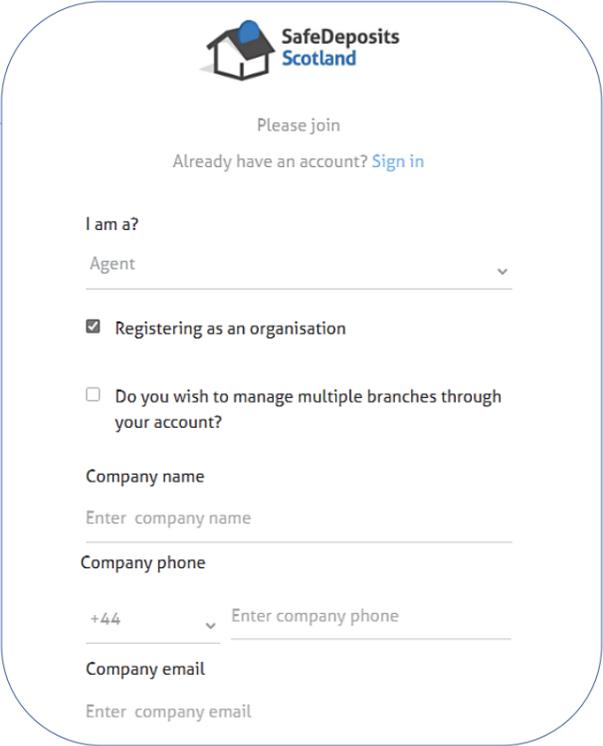
1. Select the **Join** option from the top section of our main website page.



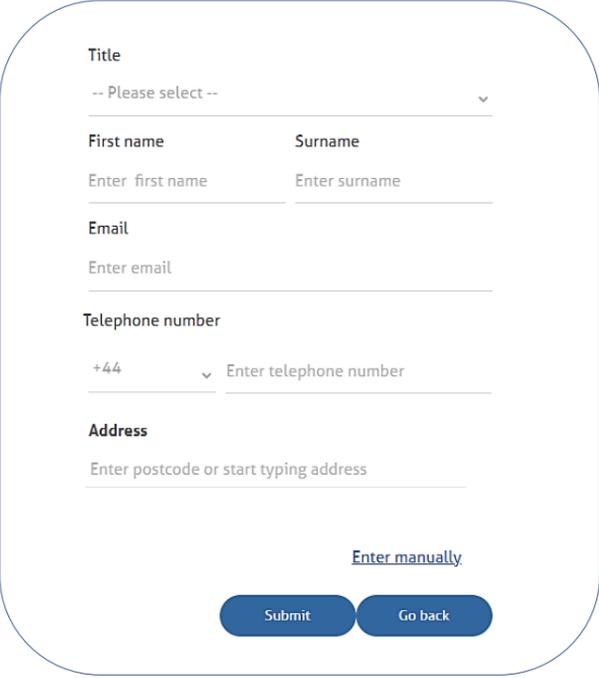
2. Select the relevant option from the first drop-down.



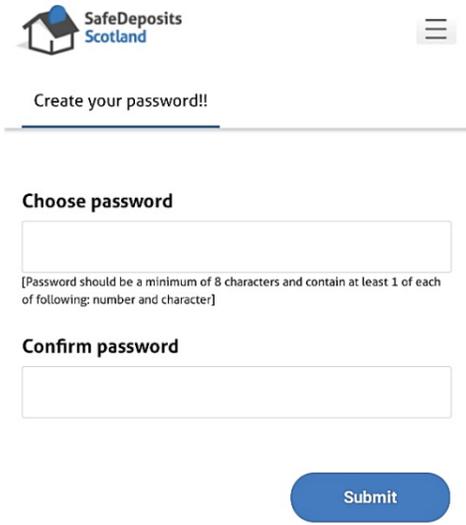
3. You will then have the option to register as an organisation (i.e., under a company name).
If you select this option you will be asked to provide contact information for each department (these can be the same email address), and to provide a contact name.
You can also indicate that you wish to register individual branch accounts through your main account.



4. If you are not registering as an organisation, then you will just need to provide your name, contact details and address.



5. You will then be sent an email with a link which will allow you to complete the registration of your account.
Clicking on the link will take you to a page where you will be asked to create an account password.



6. Once you have created the password you will be logged into your account.