

SYSTEM GUIDANCE HOW TO REGISTER A NEW ACCOUNT (TENANTS)

You should receive an email from SafeDeposits Scotland at the beginning of a new tenancy to advise that your deposit has been submitted to us by your landlord or letting agent.

If you have never had an account with SafeDeposits Scotland before then you will be invited to <u>create a new</u> <u>user account.</u>

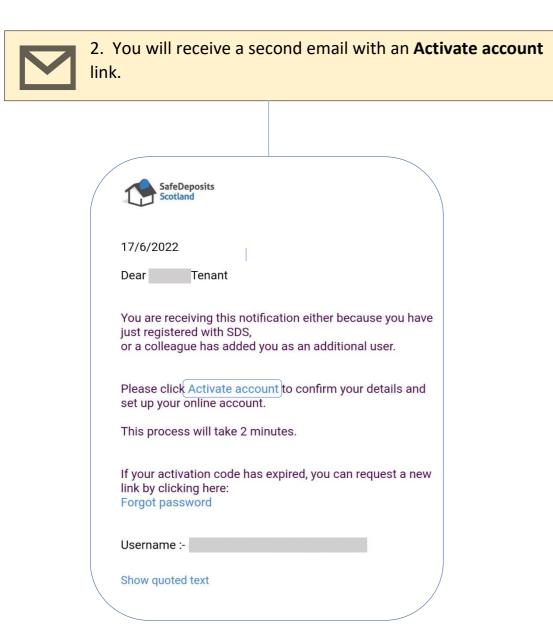
If you have an existing account with SafeDeposits then you should log in and take the necessary steps to <u>link</u> <u>the deposit to your user account</u>.

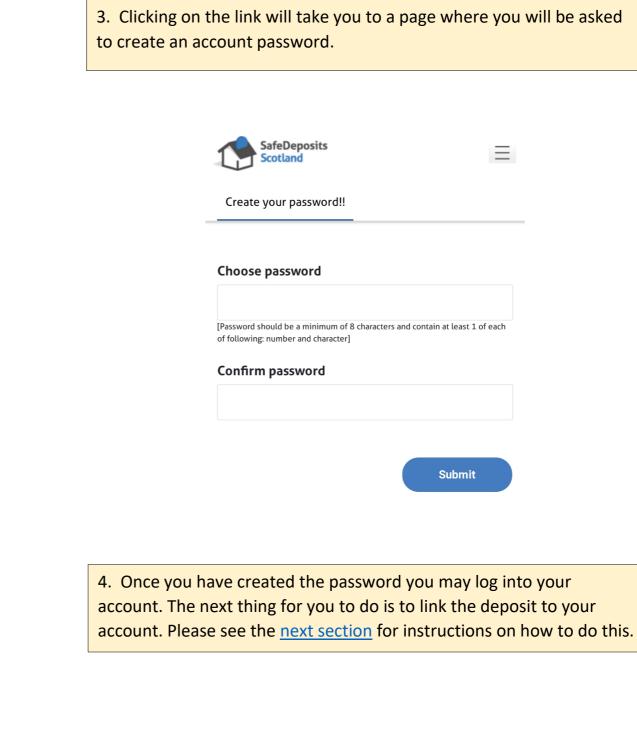
Register a new user account



1. You should receive an email from Safe Deposits Scotland around the time of the beginning of a new tenancy to notify you that we have received your deposit.

The agent or landlord should arrange to have your deposit secured in a tenancy deposit scheme within 30 working days from the start of the tenancy.





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Submit	

Link a new deposit to your account



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The agent or landlord should arrange to have your deposit secured in a tenancy deposit scheme within 30 working days from the start of the tenancy.

2. On the main page of your account, your deposit should show in the section 'Your email address is linked to the following deposits...'.

Click on the header to show the deposit, then select the option 'Confirm deposit' to proceed. You will be asked to verify some details so that the deposit can be linked to your account.

SafeDeposits Scotland	Resource centre	Tenants	Landlords/Age	ents Abo	out		\$0 ~
Welcome		;	Pe	rsonal details	Marketing preferences	Bank details	
🍈 Deposit mana —	igement						
				Enter	your search here		Q
Your email address is linked to the following deposit(s)-please confirm that you are the tenant							
Address	C	Deposit account num	ber	Tenants			
) D	DANC		1		Confirm deposit	
Deposits held	by scheme				0	£0	.00
Repayment re	quested by tenant				0	£0	.00

Address	Deposit account number	Tenants	
	DAN	2	
Please confirm the details of your tenan	ncy to see details of the deposit.		
Postcode			
Enter postcode			
fenancy deposit amount			
Enter deposit amount			
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