


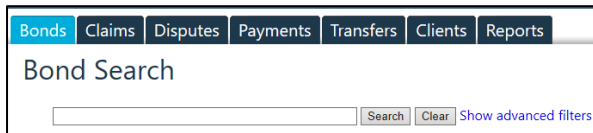


## How to access MyBond

1. Internet search [www.cbos.tas.gov.au](http://www.cbos.tas.gov.au)
2. Click on the **Housing**  icon.
3. Click on the **MyBond** tab.
4. Click on the **Property Owners** tab.
5. Click on the **Log in to MyBond** button (*see guide to Log in to account – Owner*).
6. You will need to enter the bond number, street name or tenant name into the Bond List field and click on the **Search** button.

If you don't know these details, click on the **Search** button and all tenants listed with you will be displayed.

*You will see a screen similar to the following.*



## How to update the tenancy end date

7. Click on the **Details** link that matches the bond you wish to update.

*You will see a screen similar to the following.*

Details	Bond Number
<a href="#">Details</a>	531303006

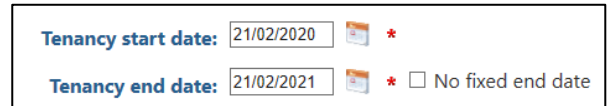
***You will be taken to the Bond Details tab where you can edit the Tenancy End Date.***

9. Click on the **Edit** button.

10. Make sure the **No fixed tenancy end date** box is not ticked

11. Change the date in the Tenancy End Date fields.

*You will see a screen similar to the following.*



12. Click on the **Save** button.

*A message will return to say that the bond details have been saved successfully.*