## Instructions

If you are currrently registered with HomeOption please use these instructions to create a new password which will allow you to log in to the new website.

Go to the HomeOption website <a href="https://www.homeoption.org">https://www.homeoption.org</a> and click on 'Already registered without a password?'

Home About Us P	Partners - Help Contact Us Sign in Register
Partner   Email address Enter email address	Register with Home Option If you haven't already joined Home Option you will need to do so before you can bid on homes being advertised. To register click the 'Register Now' button below to get started. You will be able to save the application form and return later if you need further information to help you complete the form.
Password Enter password	If you are already registered with Home Option please click "Already registered without a password" and complete the on screen prompts to generate your login details for this website.
Already registered without a password? <u>Forgotten your password?</u> <u>How do I get an email address?</u>	Register now

Enter your current HomeOption account number and date of birth and click 'Continue'. Your HomeOption number consists of a short name for each local authority followed by the application number.

Create yo	our account	
Reference nur	nber	
Partner	Enter your number	
Date of birth		
Day	Month • Year	
		Continue

You need to use the dropdown box to choose the local authority where your application is registered. If you do not know your HomeOption account number contact the Housing Options team in the local authority area where your application is registered.

Home About Us	Partners+ Help Contact Us
Create your	account
Partner	Enter your number
BBC BROX	✓ Year
CBC CHP	Continue
EFDC	
UDC	

Add an email address. Please use an email address that you can access, you will need to access it to activate your new password. Click 'Continue'

Home	About Us	Partners+	Help	Contact Us	
Cre	ate your	account			
	5				
Enter	vour email a	dress			
test	@test.co.uk				
Retyp	oe your email	address			
test	@test.co.uk				
					Continue

The message below will appear and the system will send you an email.

Home About IIs Partners+ Heln Contact IIs	
You have been sent an email with instructions on how to set up your password (please also check your spam or junk mail for this message)	
ОК	
Enter your email address	
test@test.co.uk	
Retype your email address	
test@test.co.uk	
Continue	

Go to your email account and retrieve the email which will look something like this. Click on the link to set your password. Please note the link expires after 24 hours and you will have to repeat the above process.

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Please click	the following link to set your password.	
https://www. guid=92BD5	sectortest.co.uk/PublicSite/Hehoc/choice/ResetPassword.asp	<u>x?</u>
f the link do will expire in	es not work, copy and paste the URL into a new browser wind 24 hours.	low. The link

You will be taken back to the HomeOption website where you can then set up a password. Please choose something memorable. You will need to use this password each time you log in to your account to place a bid or update your details.

Home	About Us	Partners -	Help	Contact Us	
Res	et Passw	/ord			
Passv	vord				
Ente	er password				
Retyp	e password				
Ente	er password				
				Re	set Password

This message will pop up to tell you that your password has been reset.

Home About Us	Partners+	Heln	Contact Us		_
Your password h	as been res	set			
You can now log in.					
		ОК			
Retype password					
••••••					
				Reset Password	

You can then log in to your account on <u>HomeOption</u> using your email address and the new password you have just created. Remember to use the dropdown box to choose the local authority where your application is registered.

Home About Us	Partners+ Help Contact Us	Sign in Register
Login to your account          BROX         Email address         test@test.co.uk         Password            Already registered without a password?         Login         Forgotten your password?         How do I get an email address?	Register with Home Option If you haven't already joined Home Option you wil bid on homes being advertised. To register click th get started. You will be able to save the application form and r information to help you complete the form. If you are already registered with Home Option pl without a password" and complete the on screen details for this website.	Il need to do so before you can he 'Register Now' button below to return later if you need further lease click "Already registered o prompts to generate your login Register now

## You should now be able to see your account and bid on properties you are eligible for.

Home	Home About (	Js Partners∓ Help Co	ntact Us		Yo	ur account Logout
Your applicati	on					
Reference Name Status Registration Date Address Telephone Day Telephone Eve Mobile Email	BROX/37856 Mr Test Live 12 Jul 2019 Hillingdon None edit None edit 07777777777 edit test@test.co.uk edit	Points Maximum Bed Size Waiting Time Point Transfer/Homeseel	0 1 s 0 ker Homeseel	ker		Have your circumstances changed? Your property alerts Add supporting documents to
Household de Title First Name Mr Test	tails <b>surname</b> Test	<b>Gender Relations</b> Male Head of Ho	<b>nip</b> pusehold	<b>DOB</b> 1 Jan 1950	<b>Age</b> 69	occuments to my application
Your current b	oids 💿	place a bid	our previou vert Date	s bids Property	Status	Bids Your Rank