



Choice based lettings (CBL) bidding guide

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It's easy to view and bid for properties through our online choice based lettings system.

To do so, you will need to be an approved housing register applicant and have an existing council services online account, which is linked to the housing services portal.

If you do not have an existing council services online account, called 'MyAccount', you will need to create an account. [Find out how to create an account.](#)

How to add the CBL service to your MyAccount

Step 1

Log in to your MyAccount by visiting www.woking.gov.uk/myaccount.

Select 'Sign in / Register', located in the top right-hand corner of the screen.



The 'Sign in / Register' screen will be displayed. Enter your username and password that you created when you registered for a MyAccount and click 'Sign in'.

Sign in

Username

test1234

Password

.....

Sign in

[I've forgotten my username](#)

[I've forgotten my password](#)

Register

Register for an account in a few simple steps.

Register now

Reasons to register for an account

Registering for an account will enable you to access information and make payments to us for local council services, such as:

- Council Tax
- Housing Benefit and Council Tax support
- Landlord
- Business rates
- Housing

Step 2

Click on the 'My services' tab which will display the services you have subscribed to.

My account dashboard **My services** My activity Test

Access Housing services

Search for a Council Tax band

Search for a business rates rateable value

My services

Manage your subscribed services online

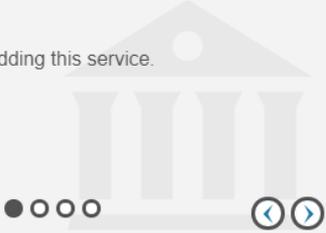
You can access any of the council services that you have subscribed to, or alternatively you can add additional services to your account including; council tax, housing benefit, business rates and landlord services.

Add service

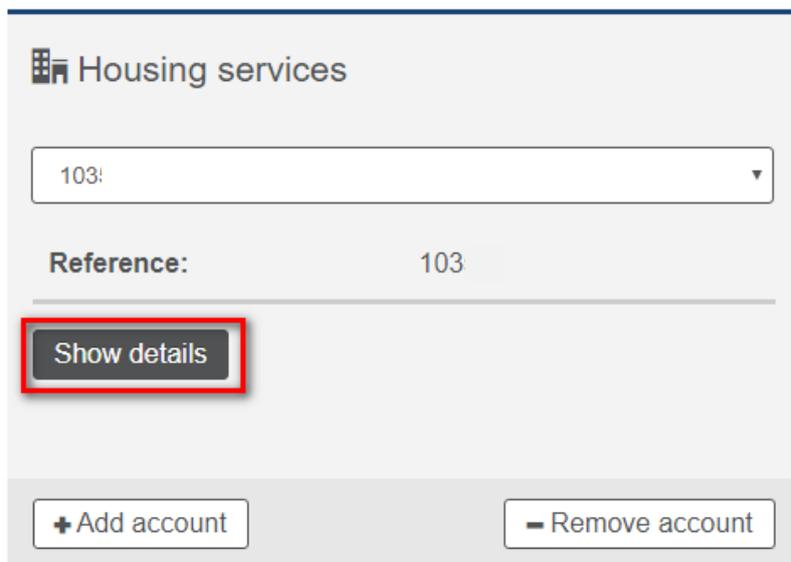
Council Tax

You haven't finished adding this service.

[Go to My services](#)



Under the 'Housing services' panel, select your reference number from the drop down list and then click 'Show details'.



Housing services

103

Reference: 103

Show details

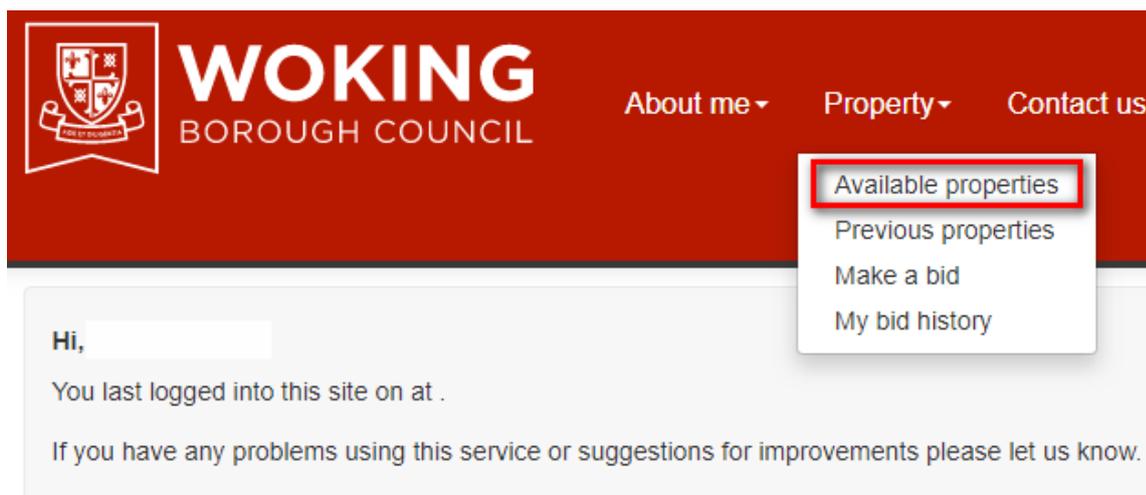
+ Add account - Remove account

This will log in to the 'Housing services' portal where you can view and make bids on available choice based lettings properties.

How to view available properties

Step 1

Make sure you're signed in to your MyAccount. Click on the arrow, located to right of the 'Property' menu, and select 'Available properties' to view properties which are currently available to bid on.



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BOROUGH COUNCIL

About me ▾ Property ▾ Contact us

Available properties
Previous properties
Make a bid
My bid history

Hi, [redacted]

You last logged into this site on at .

If you have any problems using this service or suggestions for improvements please let us know.

Step 2

Enter your search criteria, such as number of bedrooms or property type, and click 'Search'.

Available properties search

Number of bedrooms

Property type

Properties per page

Search

This will display the selection of available properties.

To view each property, click on any of the properties listed to view the full details, including a location map.

We found **3** homes that matched your search criteria.

Click on any property below for more details.

Click [here](#) to go back and search again.

Currently showing property 1 to 3 (of 3)

Properties per page **Go**

Colliers Close, Horsell, Woking

1 Bed Flat
£ 110.53 a week



Berry Road, , Woking

1 Bed Flat
£ 125.00 a week



Eastgate, Station Road, , Woking

1 Bed Flat
£ 180.00 a week



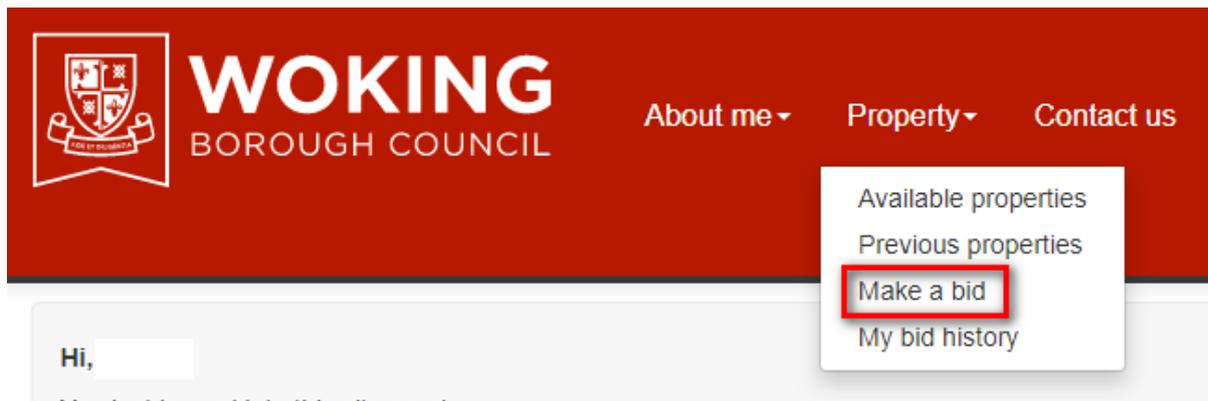
Currently showing property 1 to 3 (of 3)

How to bid for properties

Step 1

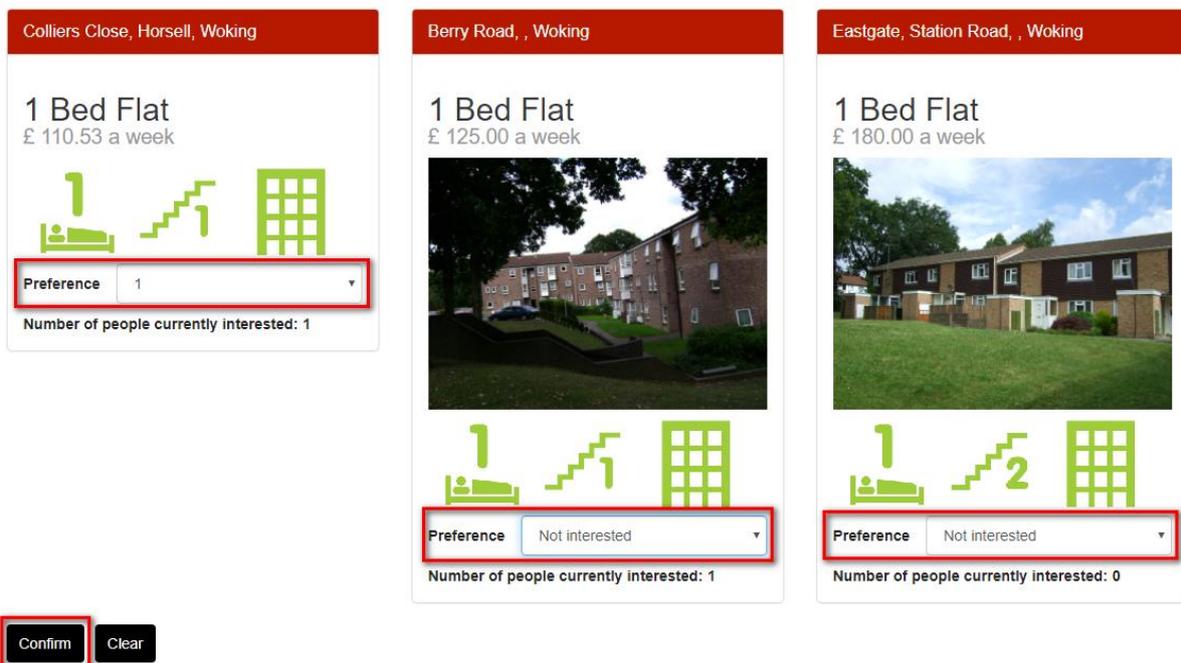
Make sure you're signed in to your MyAccount. Click on the arrow, located to right of the 'Property' menu, and select 'Make a bid' to make a bid on a property.

Please note: To place a bid/bids, there must be an open/live bidding cycle in progress and you must also be eligible to bid on the available properties.



Step 2

The search results will list the available properties.



Select the property/properties you would like to bid on and then select your 'Preference' from the drop down list and click 'Confirm'.

Please note: The 'Preference' indicates your preferred order for each property, such as '1' equals your first choice, '2' your second and so on. If are bidding on more than one property, you cannot select the same number preference for different properties.

Step 3

Once you have placed your bid/bids, you will be given a reference number this confirms that your bids have been placed.

The properties you have chosen are listed below.
Your reference number for this selection is **43**. You should use this reference number for your application.
You can go back and change your selections at any time during the bidding process.

Colliers Close, Horsell, Woking

1 Bed Flat
£110.53 a week

Place Ref: 71434
Landlord: Woking Borough Council



1 applicants are interested so far.
Your preference: 1

How to edit your property bids

If required, you can edit your property bids whilst the property list is open/live.

Step 1

Make sure you're signed in to your MyAccount. Click on the arrow, located to right of the 'Property' menu, and select 'Make a bid' to make a bid on a property.

Please note: To edit your bid/bids, there must be an open/live bidding cycle in progress and you must also be eligible to bid on the available properties.

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BOROUGH COUNCIL

About me ▾ Property ▾ Contact us

Available properties
Previous properties
Make a bid
My bid history

Hi, [Name] [Address]

Step 2

You will be presented with the properties that you are eligible to bid on and your current selections.

| Dartmouth Avenue, Sheerwater, Woking | Bid Street, , Woking |
|--|---|
| <p>1 Bed Flat £ 93.57 a week</p> <p>awaiting image</p>  <p>Preference 1 <input type="button" value="v"/></p> <p>Number of people currently interested: 4</p> | <p>1 Bed Flat £ 150.00 a week</p> <p>awaiting image</p>  <p>Preference Not interested <input type="button" value="v"/></p> <p>Number of people currently interested: 3</p> |

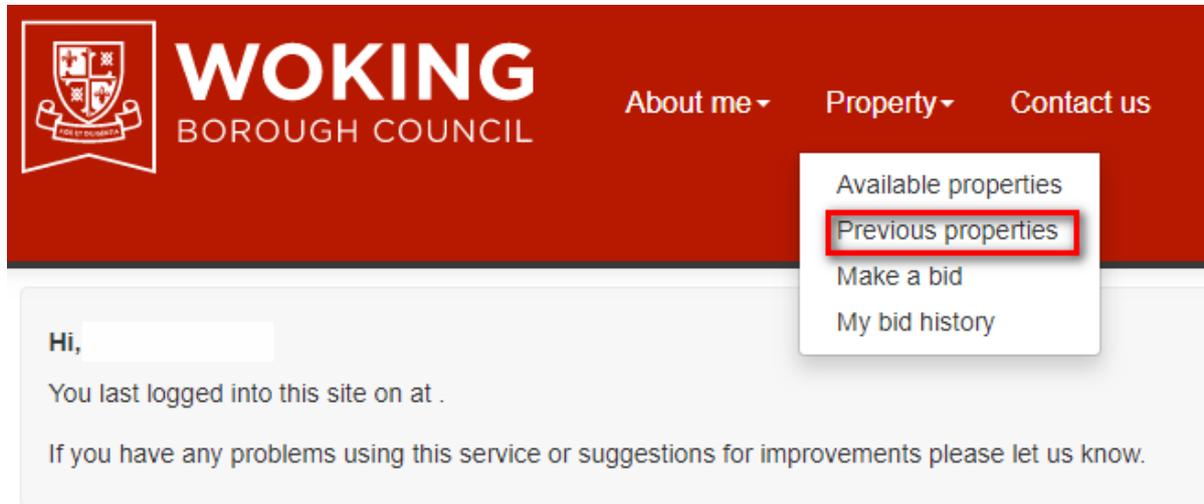
To edit your preference(s), use the drop down menu to change your 'Preference' and click 'Confirm'.

You will then be given a new reference number.

How to view previously advertised properties

Step 1

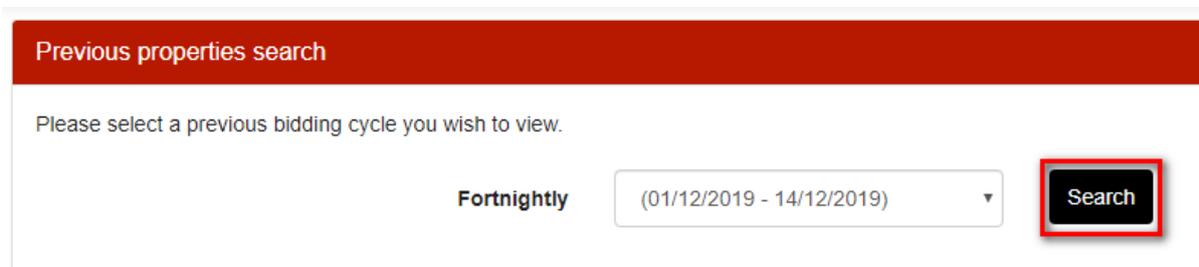
Make sure you're signed in to your MyAccount. Click on the arrow, located to right of the 'Property' menu, and select 'Previous properties' to view previously advertised properties.



The screenshot shows the top navigation bar of the Woking Borough Council website. The logo is on the left, followed by the text 'WOKING BOROUGH COUNCIL'. To the right are three menu items: 'About me', 'Property', and 'Contact us'. The 'Property' menu is expanded, showing a dropdown list with four options: 'Available properties', 'Previous properties' (highlighted with a red box), 'Make a bid', and 'My bid history'. Below the navigation bar, there is a user greeting 'Hi, [redacted]' and a message: 'You last logged into this site on at . If you have any problems using this service or suggestions for improvements please let us know.'

Step 2

Using the drop down menu, select the 'Fortnightly' list that you want to view and click 'Search'.



The screenshot shows a search form titled 'Previous properties search'. It contains the instruction 'Please select a previous bidding cycle you wish to view.' There are two radio buttons: 'Fortnightly' (which is selected) and 'Monthly'. To the right of the radio buttons is a dropdown menu showing the date range '(01/12/2019 - 14/12/2019)'. A 'Search' button is located to the right of the dropdown menu and is highlighted with a red box.

You will be presented with the previous properties and the number of bids received. Click on the property you want to view to display more information.

The results for 01/12/2019 - 14/12/2019 are shown below. Select any property for further details.
Click [here](#) to go back and search again.

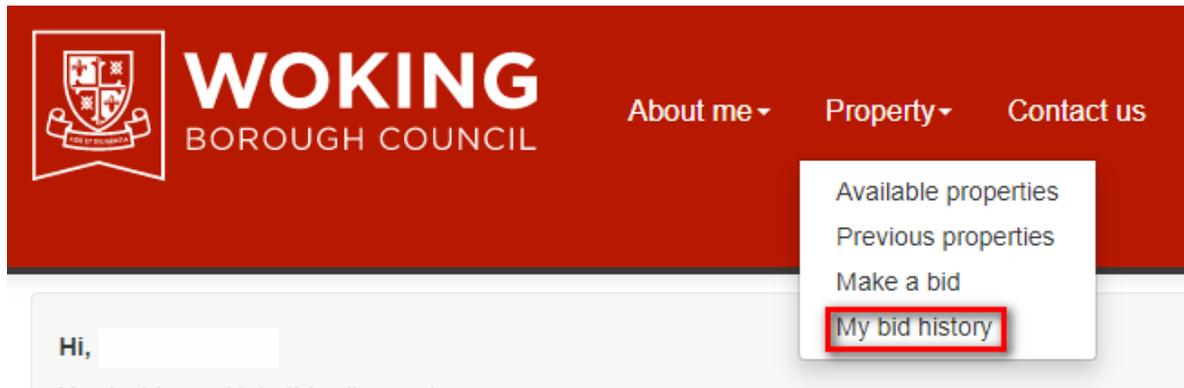
| Reference | Address | Bedrooms | Type | Applicants interested |
|-----------|----------------------|----------|------------|-----------------------|
| | Colliers Close | 2 | Maisonette | 19 |
| | Brookwood Farm Drive | 2 | House | 19 |
| | Bungalow Road | 2 | Bungalow | 3 |

View your bidding history

You can view your bidding history and the properties you have bid on.

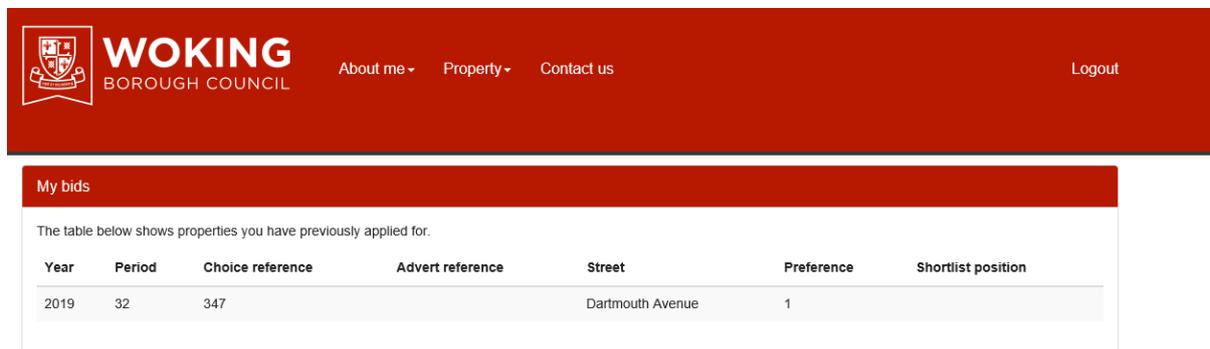
Step 1

Make sure you're signed in to your MyAccount. Click on the arrow, located to right of the 'Property' menu, and select 'My bid history' to view your bidding history.



Step 2

You will be presented with a list of your previous bids. To view more information about a particular property, click on the property address.



Please click [here](#) to view or change your current choices.