



# Register for Homesearch

By clicking on the menu option below:



You will be taken to this screen:

## Register for Homesearch.

To register for Homesearch you are required to complete an application form. If you have not yet done so, click here to [complete an online application](#)

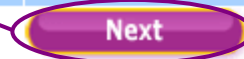
Providing you have given us all the information we require, you can start making expressions of interest in our advertised properties once your application has been registered and you have a membership number.

Please enter your Membership Number below (this can be found on your membership letter):

<b>Membership Number:</b>	<input type="text"/>
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Please enter your Surname and Date of Birth (dd/mm/yyyy) below then press **Next**.

<b>Surname:</b>	<input type="text"/>
<b>Date Of Birth:</b>	<input type="text"/>



Type in your membership number here

Click on this link to fill in the form online

Click on this when you have completed all three boxes

When you have clicked on  you will be presented with the screen shown on the next page.

## Registration Confirmation:

Your 'Username' will already be filled on this page, but you can create your own if you want to

Only click this when you have filled in both Password boxes with the same password

**Registration Confirmation.**

We found you **Is this you?**

**Name** Mr General Test

**Address** 1 Test Avenue Glasshoughton Castlefract WF10 1DD

**Other Details.**

**Username**

**Password**  8 characters minimum

**Reconfirm Password**

**Next**

Your details will be displayed here, check to make sure they are correct before carrying on

When **Next** is pressed, the screen below will tell you if you have been successfully registered

Click this link to login with your new login details and start bidding immediately – Please see 'Logging into you Homesearch account' handout for further help

**Registration Confirmation.**

You have been successfully registered.

Your User Name: Mr Test

Please [login](#). Or if you are still having problems registering then contact us direct.

# Logging into your Homesearch account

At the top of the Homesearch page is the banner shown below:



If you click on the word 'login' it will take you to the screen shown below

Your User ID will be the Username you were given or that you created yourself when registering

A white login form titled 'Login to Homesearch'. It contains the text: 'To login to Homesearch you are required to have registered, if you have not registered before then please [register now.](#)'. Below this are two input fields: 'User ID:' with the text 'Mr Test' and 'Password:' with masked characters '.....'. A purple 'Submit' button is to the right. Below the fields is a link: '[Forgotten your password?](#)'. At the bottom, it says 'Please do not disclose your User ID or Password to anyone!'.

If you have not yet registered to use your Homesearch account, follow this link. There is also a handout to help called 'Register for Homesearch'

If you are trying to log in and have forgotten your password, click on this link to re-register

After clicking on,  please turn over

# Homesearch Account Start Page

Once you are logged in, there are various actions that you can take

The menu options on the left hand side of the start page will always stay the same



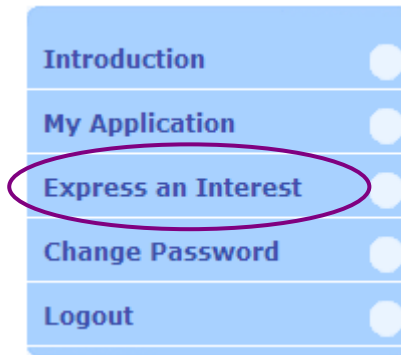
This shows you that you have logged into Homesearch correctly. From here you can simply click on the links on the left of the page

The screenshot shows a form titled 'Change Your Password'. The form contains the following fields and labels: 'Name:' with the value 'Mr G Test', 'Current Password:', 'New Password:', and 'Verify Password:'. Each of the three password fields is an empty text input box. At the bottom of the form is a red button labeled 'Change'.

Clicking on this link takes you to a screen where you can look at available properties suitable to your application

# Placing an expression of interest or Bidding on a property

After logging into your **Homesearch** account, you will need to select 'Express an Interest' from the choices on the left



The following screen is the start screen for Expressing and Interest; it gives you detailed instructions on how to bid

The information at the top of the 'Express an Interest' start screen refers to your application, ensure this is correct before selecting properties

**Express an Interest**

**Name:** Mr G Test  
**Reference No:** 32769  
**Main Applicant:** Mr G Test  
**Application Status:** Current

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If you would like to express an interest in a home, You can select up to three properties per week.

When you have made your choices, click on the 'Update Choices' button at the bottom of this page.

**If you have expressed an interest in any home in the current week and would like to express an interest in other homes, you will need to leave your original 'Express Interest' boxes ticked. If you inadvertently remove these and click on 'Update Choices' then any previous expressions of interest you have made this week will be deleted and you will not be considered for any of the homes that you have previously selected. Should you accidentally delete any of your previous choices, all you need to do is reselect them to be reconsidered for these homes.**

You are eligible for the following 28 properties

# Eligible property list

The properties will be shown in one list which can be scrolled through using the mouse

This is the individual reference number for the property displayed. Clicking on this will expand the view on this individual property and show more information. This is shown on the next page

You get a choice from 1 to 3 here, this gives an indication of the order in which you like the properties, 1 being the most preferred


**Beckbridge Court, Normanton,**

Reference: [2523](#)

2Bed(s)

Flat

Electric Night Storage Heating



**Further Details:** No pets. Fully modernised. Ramp to communal entrance. Not suitable for children under the age of 16. An EPC is available for all our properties. Accompanied viewing available from 30 September 2010.

Interested:  Preference:

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**Mackinnon Avenue, Normanton,**

Reference: [2525](#)

1Bed(s)

Flat

Gas Central Heating



**Further Details:** No pets. Fully modernised. An EPC is available for all our properties. Accompanied viewing available from 30 September 2010.

Interested:  Preference:

## Further Details of the Property

### Further Details of Property

**Advert Reference:** 2523



**Address:** Beckbridge Court  
Normanton

**Rent:** £78.15  
(inclusive of all applicable charges)

**Number of Bedrooms:** 2

**Property Type:** Second Floor Flat

**Family type:** Couple, Shared Household, Single, Families with 1 Child

**Preferences:** Expressions of interest are welcome from people aged 25 or over.

**Restrictions:**

**Eligible Bands:** A,B,C,

**Information:** No pets. Fully modernised. Ramp to communal entrance. Not suitable for children under the age of 16. An EPC is available for all our properties. Accompanied viewing available from 30 September 2010.

[View property on Wakefield Council's Property Information Pages](#)

[View area on upmystreet](#)

Back

If you click on this link it will tell you information about the area including, community related information

Click on this button to go back to the previous page

# Placing your bid

Ensure that you have a **different** preference number for each property you bid for. If you do not do this, the bid will not be placed when clicking on 'Submit'

**Further Details:** Second floor flat. No pets. Fully modernised. An EPC is available for all our properties. Accompanied viewing available from 14 October 2010.

Interested:  Preference:

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**School Close, Sharlston, Wakefield**

Reference: [2759](#)

2Bed(s)

Flat

Gas Central Heating



**Further Details:** Not suitable for children under the age of 16. An EPC is available for all our properties. Accompanied viewing available from 14 October 2010.

Interested:  Preference:

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**Arncliffe Road, Eastmoor, Wakefield**

Reference: [2762](#)

1Bed(s)

Flat

Solid Fuel Central Heating



**Further Details:** An EPC is available for all our properties. Accompanied viewing available from 14 October 2010.

Interested:  Preference:

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Once you have selected between 1 and 3 properties, click on



The following screen will be displayed

After clicking 'Submit' you will be presented with this screen which confirms your username, reference number and the properties you have bid for

**Make an Expression Update Confirmation**

Below is confirmation of the properties you have expressed an interest in. If you would like to express an interest in more properties please [click here](#).


**Name** Mr G Test  
**Reference No.** 32769  
**Main Applicant:** Mr G Test  
**Application Status:** Current

Your choices are listed below.  
Your reference Number for this selection is **217349**.

**Reference:** [2757](#)

**Mary Rose Court, Granville Street, Featherstone**

1Bed(s)  
Single Person Flat  
Gas Central Heating



Further Details:  
Second floor flat. No pets. Fully modernised. An EPC is available for all our properties.  
Accompanied viewing available from 14 October 2010.

Preference: 1

The reference number given is proof that you have put your bid on, please make a note of it

When you reach this screen, your bid has been placed