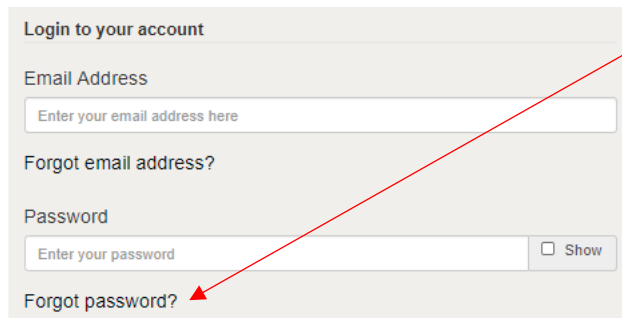


Step by Step Guidance on Bidding with Housing Online

The Key to Choice website is still accessed by visiting www.edindexhousing.co.uk and clicking the Key to Choice link.

If you have forgotten your password, you can click the "Forgot password link" on the homepage. You will be emailed a password reset link.

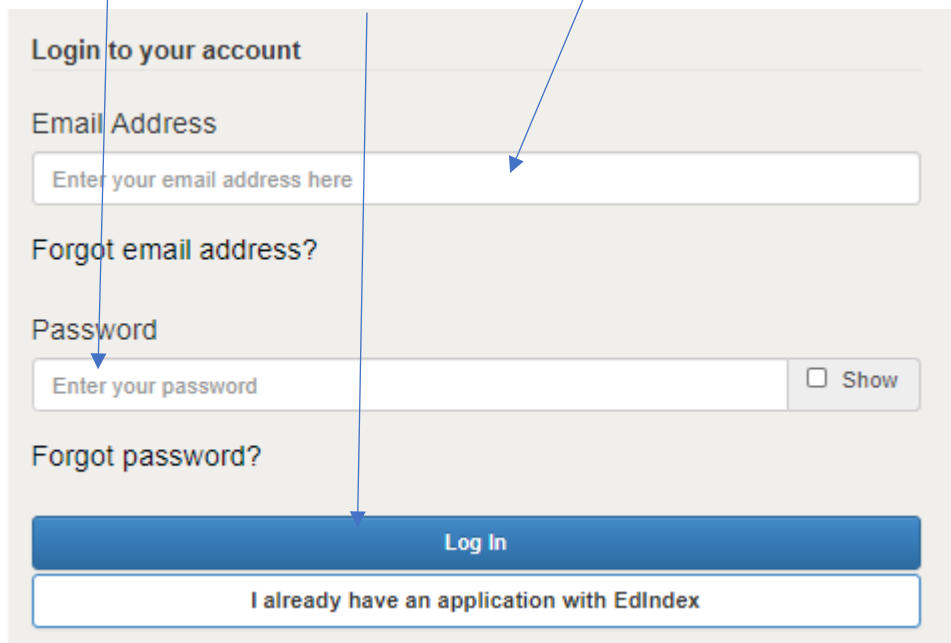


The screenshot shows a login form titled "Login to your account". It contains the following fields and links:

- Email Address: A text input field with the placeholder "Enter your email address here".
- Forgot email address?: A link below the email field.
- Password: A text input field with the placeholder "Enter your password" and a "Show" checkbox.
- Forgot password?: A link below the password field, which is highlighted by a red arrow.

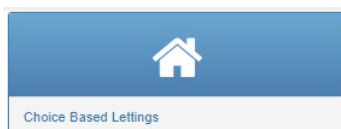
If you have forgotten which email you registered with or you have been locked out of your account please email housingonlineregistration@edinburgh.gov.uk

1. To log-in and place bids type the **email address** you registered with and your **password**. Then click **Log In**.

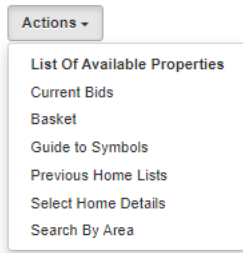


The screenshot shows the same login form as above, but with blue arrows pointing to the "Email Address" field, the "Password" field, and the "Log In" button. Below the "Log In" button is a link that says "I already have an application with EdIndex".

2. Select **Choice Based Lettings**



3. Use the **Actions** drop down to select from the following as required



List of Available properties: List of all homes available this week.

Current Bids: Bids you have placed already this week.

Basket: Bids that are in your basket but you have not submitted yet.

Guide to Symbols: Guide to symbols shown at the top of each advert.


Previous Home Lists: Lists of homes advertised in previous weeks.

Select Home Details: Search by Home size and type.

Search by Area: Search by Area in Edinburgh.

Using the search criteria, you can select homes by area, size and type or see all available homes. The website will show you the homes currently advertised based on your selection.

4. Select 'View Details' to see more information about the home.

Image	Address	Property Type	Floor Level	No. of Bedrooms	Landlord	Area	Sheltered	Age Restriction?	Starter or Mover	
	Street81, Edinburgh, EH14 3BD	Flat	Third	Three	Prospect Community Housing	Clovenstone			Starter	View Details

5. Homes are advertised on the website as a **Starter** / **Mover** / or both. To be eligible for the home you must ensure you meet the criteria advertised (**S/M** and your household requires the number of bedrooms advertised). To bid for the home select 'Add to Basket'.

Home Information

S

3

FLOOR
3



prospect
Community Housing





Address	Street81, Edinburgh, EH14 3BD
Property Type	Flat
Lettings Area	Clovenstone
Energy Rating	Energy rating C
Period	Monthly
Rent (£)	395.52
Additional heating or service charge (£)	18.64
Ref	120217
Notes	Gas central heating, three flights of stairs up to property, one double two single bedroom.

Add to basket

Return to List of Homes

View Home Location

6. You can bid for up to 3 homes per week and review the bids you have placed in your basket here.

Property successfully added to your basket

The following property has been successfully added to your basket -



Address: Street81, Edinburgh, EH14 3BD

Floor Level: Third

Number of bedrooms: Three

Property type: Flat

Landlord: Prospect Community Housing

Area: Clovenstone

****Warning:**** All properties in your basket will be removed if you disconnect from the internet, close your browser or log off.

[Return To List Of Properties](#)

[View Basket](#)

7. If you want to remove a home from your basket you must tick the box beside the home you are deleting, then select the remove button. Once you are decided on the homes you want to bid for you should select the Apply button. **Do not tick the box beside the home if you are selecting apply as your bids will not go through.**

Basket

Here are the home(s) you have selected.

If you change your mind, you may remove a home from this list by ticking the box against the home(s) you are no longer interested in then clicking the blue remove button.

The box to tick is on the right hand side of the pictures.

To confirm your bid selection click the Apply button.

Address: Street81, Edinburgh, EH14 3BD



[View Details](#)

[Remove](#) [Apply](#)

8. The screen below indicates that your bid has been accepted.

Bid Registration

The following lists the results of the bids you have just submitted. If you have any queries over any of them then please email edindex@edinburgh.gov.uk

Void Edition End Date = Wednesday 30 June 2021 12:00



Address: Street81, Edinburgh, EH14 3BD



Accepted Your bid has been successfully registered

[Return to List of Properties](#)

[View Basket](#)