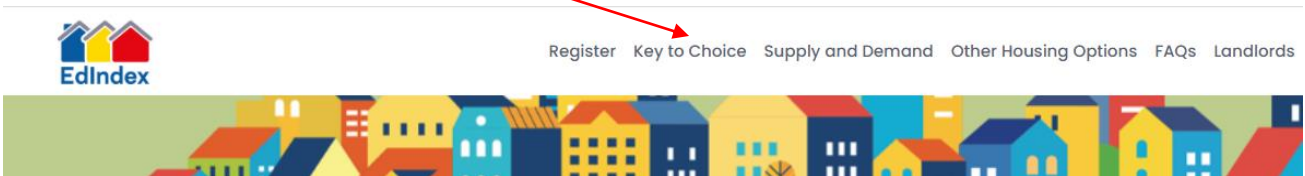


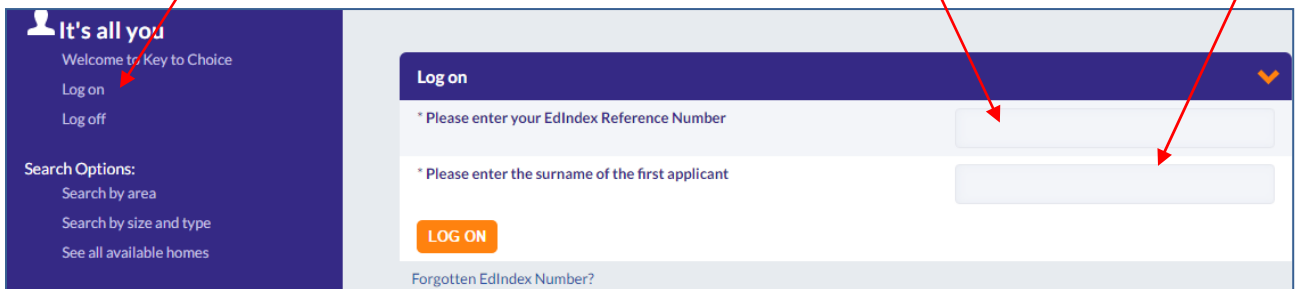
How to Place a Bid on the EdIndexHousing website

1. Visit the EdIndex Housing website [here](#) or www.edindexhousing.co.uk in google.
2. Select 'Key to Choice'.



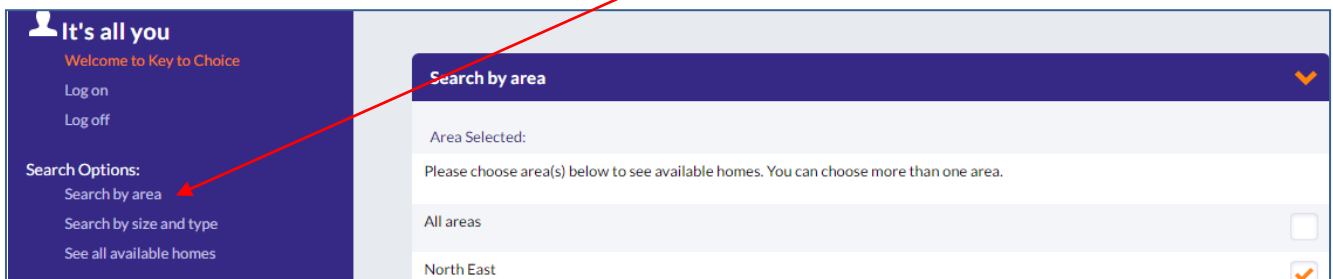
3. When you registered with EdIndex a letter would have been sent to you confirming your unique reference number which you will need to bid on the website.

Select 'Log on' and enter your unique EdIndex reference number and the Applicant Surname.



The screenshot shows the login page of the EdIndex website. On the left is a dark blue sidebar with the text 'It's all you' and 'Welcome to Key to Choice'. Below this are links for 'Log on' and 'Log off'. Under 'Search Options:', there are links for 'Search by area', 'Search by size and type', and 'See all available homes'. The main content area has a dark blue header with 'Log on' and a dropdown arrow. Below this are two input fields: the first is labeled '* Please enter your EdIndex Reference Number' and the second is labeled '* Please enter the surname of the first applicant'. There is an orange 'LOG ON' button and a link for 'Forgotten EdIndex Number?'. Two red arrows point from the text 'Select 'Log on'' to the 'Log on' link in the sidebar, and another two red arrows point from the text 'enter your unique EdIndex reference number and the Applicant Surname.' to the respective input fields.

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



The screenshot shows the search page of the EdIndex website. On the left is the same dark blue sidebar as in the previous screenshot. The main content area has a dark blue header with 'Search by area' and a dropdown arrow. Below this is the text 'Area Selected:' followed by 'Please choose area(s) below to see available homes. You can choose more than one area.' There are two options: 'All areas' with an unchecked checkbox and 'North East' with a checked checkbox. A red arrow points from the text 'Using the search criteria you can select homes by locality, size and type or see all available homes.' to the 'Search by area' link in the sidebar.

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

The screenshot shows a website interface with a dark blue sidebar on the left and a main content area on the right. The sidebar contains navigation links under 'It's all you', 'Search Options', 'My Account', and 'Help'. The main content area has a header 'See all available homes' and a notice about the edition closing on Friday 10 March 2017. Below this is a property listing for 'Restalrig Square, Edinburgh, EH7 6HA'. The listing includes a photo of a two-story house and several information boxes: 'Floor Level: Ground', 'Number of bedrooms: Two', 'Property type: Four in a block', 'Landlord: City of Edinburgh Council', 'Area: Restalrig', and 'Starter or Mover?: Either Starter or Mover'. A red arrow points from the text 'Select 'View Details'' to a 'View Details' link in the top right corner of the property listing.

6. 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 property select 'Add to Basket'.

The screenshot shows a website interface with a dark blue sidebar on the left and a main content area on the right. The sidebar contains navigation links under 'Log on', 'Search Options', 'My Account', 'Help', and 'Housing/Tenancy'. The main content area has a header 'Property Information' and a notice about the edition closing on Friday 10 March 2017. Below this is a property listing for 'Restalrig Square, Edinburgh, EH7 6HA'. The listing includes a photo of a two-story house and several information boxes: 'Address: Restalrig Square, Edinburgh, EH7 6HA', 'Property type: Four in a block', 'Letting area: Restalrig', 'Energy rating: Energy rating D', 'Property notes: Gas central heating, wet floor shower, quiet residential area, 1 step to the stair door and on street parking.', 'More info: Total weekly rent (£) 104.72, (Includes weekly stair cleaning charge (£)) 2.19, Reference number 175865'. A red arrow points from the text 'To bid for the property select 'Add to Basket'' to an 'ADD TO BASKET' button at the bottom of the property listing.

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


Welcome to Key to Choice
Log on
Log off

Search Options:
Search by area
Search by size and type
See all available homes

My Account:
Basket
Current Bids
Previous Property Lists

Unable to add property to basket

This property has already been added to the basket, it cannot be added again.
Please select what you want to do next.

	Address: Restalrig Square, Edinburgh, EH7 6HA	Floor Level: Ground	Number of bedrooms: Two	Property type: Four in a block	Landlord: City of Edinburgh Council	Area: Restalrig	Starter or Mover?: Either Starter or Mover
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Return to list of available homes View Basket

8. If you want to remove a home from your basket you must tick the delete box beside the home and then select the orange 'delete' box.

It's all you
Welcome to Key to Choice
Log on
Log off

Search Options:
Search by area
Search by size and type
See all available homes


My Account:
Basket
Current Bids
Previous Property Lists

Help:
Symbols (and what they mean)
Request EdIndex form

Basket

Below is the list of homes you put in your basket.
If you change your mind, you can remove them from this list by checking the **Delete** box to the left hand side of the homes you are no longer interested in using the **Delete** button at the bottom.

You can bid for all the homes in your basket using the **Bid for Homes** button.

<input type="checkbox"/>		Address: Restalrig Square, Edinburgh, EH7 6HA	Floor Level: Ground	Number of bedrooms: Two	Property type: Four in a block	Landlord: City of Edinburgh Council	Area: Restalrig	Start or Mover: Either Start or Mover
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DELETE Bid for Homes

9. Once you are decided on the homes you want to bid for you should select the 'Bid for Homes' button.

It's all you
Welcome to Key to Choice
Log on
Log off

Search Options:
Search by area
Search by size and type
See all available homes


My Account:
Basket
Current Bids
Previous Property Lists

Help:
Symbols (and what they mean)
Request EdIndex form

Basket

Below is the list of homes you put in your basket.
If you change your mind, you can remove them from this list by checking the **Delete** box to the left hand side of the homes you are no longer interested in using the **Delete** button at the bottom.

You can bid for all the homes in your basket using the **Bid for Homes** button.

<input type="checkbox"/>		Address: Restalrig Square, Edinburgh, EH7 6HA	Floor Level: Ground	Number of bedrooms: Two	Property type: Four in a block	Landlord: City of Edinburgh Council	Area: Restalrig	Start or Mover: Either Start or Mover
--------------------------	---	---	---------------------------	----------------------------------	---	--	--------------------	---

DELETE Bid for Homes

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

The screenshot shows a web application interface with a dark blue sidebar on the left and a main content area on the right. The sidebar contains the following text:

- It's all you**
- Welcome to Key to Choice
- Log on
- Log off
- Search Options:**
- Search by area
- Search by size and type
- See all available homes
- My Account:**
- Basket
- Current Bids
- Previous Property Lists

The main content area has a dark blue header with the text **Bid Results** and a small orange checkmark icon. Below the header, there is a message: "The results of the bids you have just made are shown below. If you have any queries over any of them then please contact the EdIndex team on 0131 529 5080." Below this message, there is a property listing for "Restalrig Square, Edinburgh, EH7 6HA". To the left of the address is a photograph of a two-story brick building. To the right of the address, the text reads "Your bid has been successfully registered" and "Accepted" with a green checkmark icon in a box. At the bottom of the main content area, there are two links: "Return to List of Properties" and "View Basket".