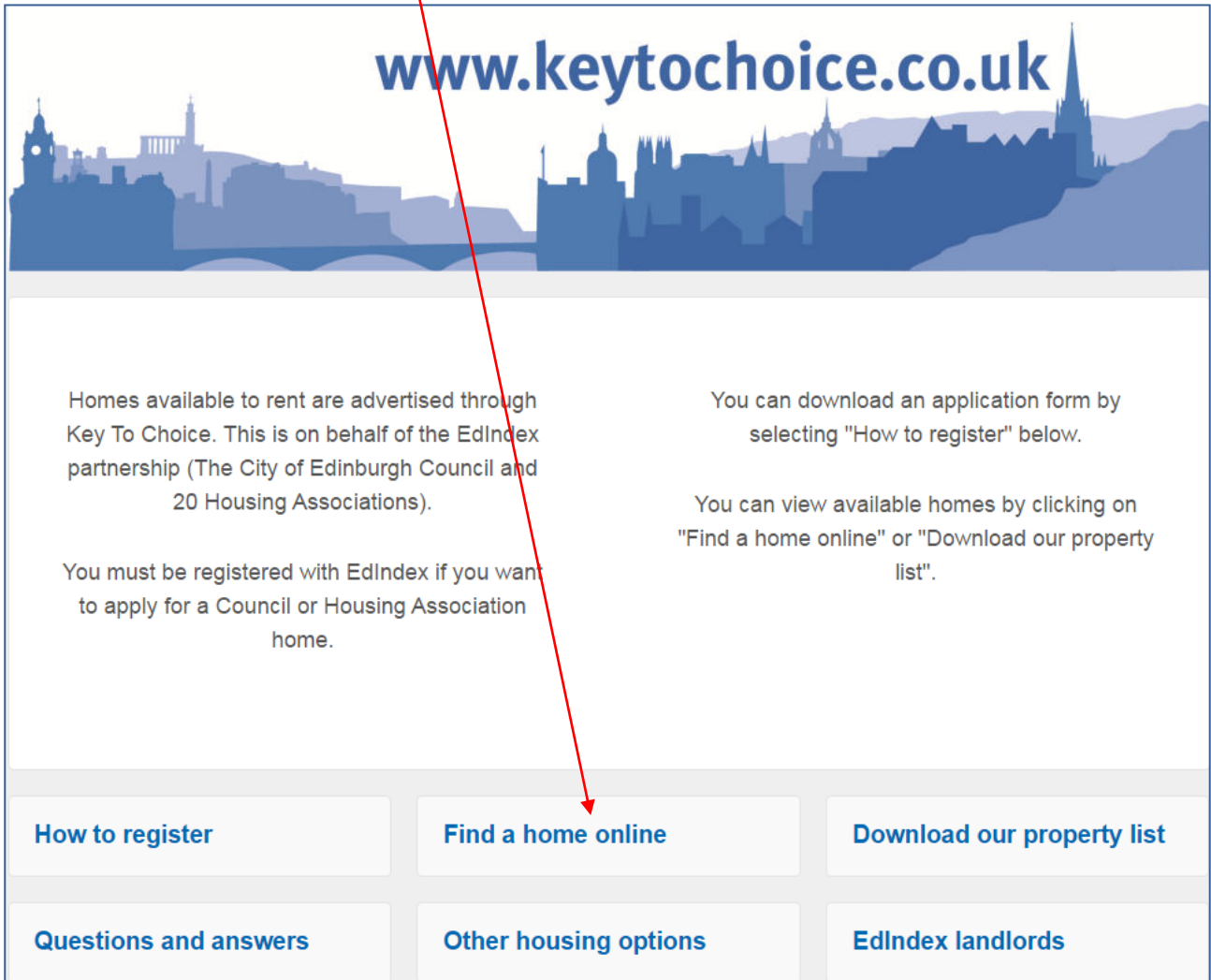


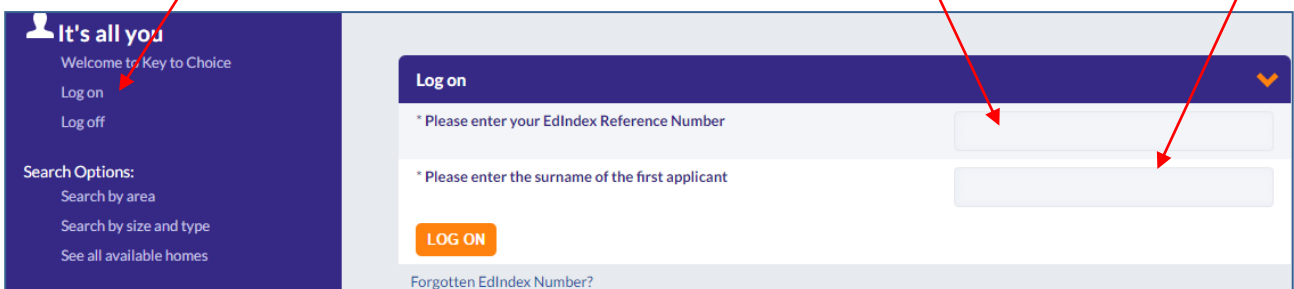
## How to Place a Bid on the Key to Choice website

1. Visit the Key to Choice website [here](#) or [www.keytochoice.co.uk](http://www.keytochoice.co.uk) in google.
2. Select 'Find a Home Online'.

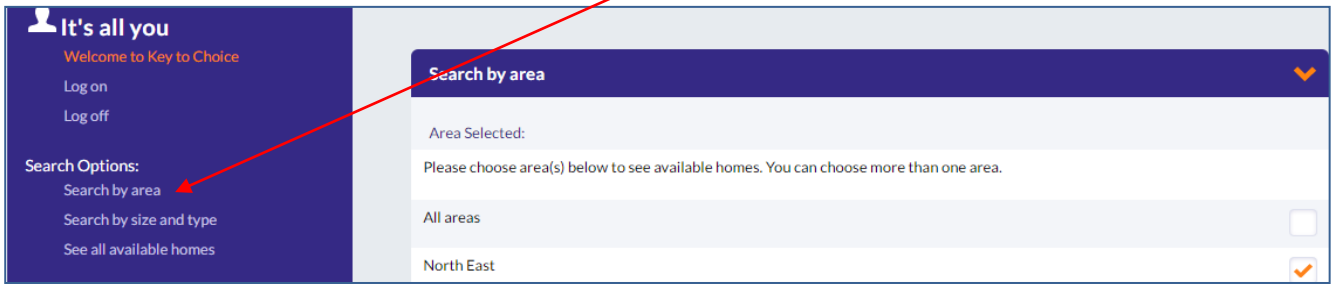


3. When you registered with EdIndex a letter would have been sent to you confirming your unique reference number which you will need to bid on the website.

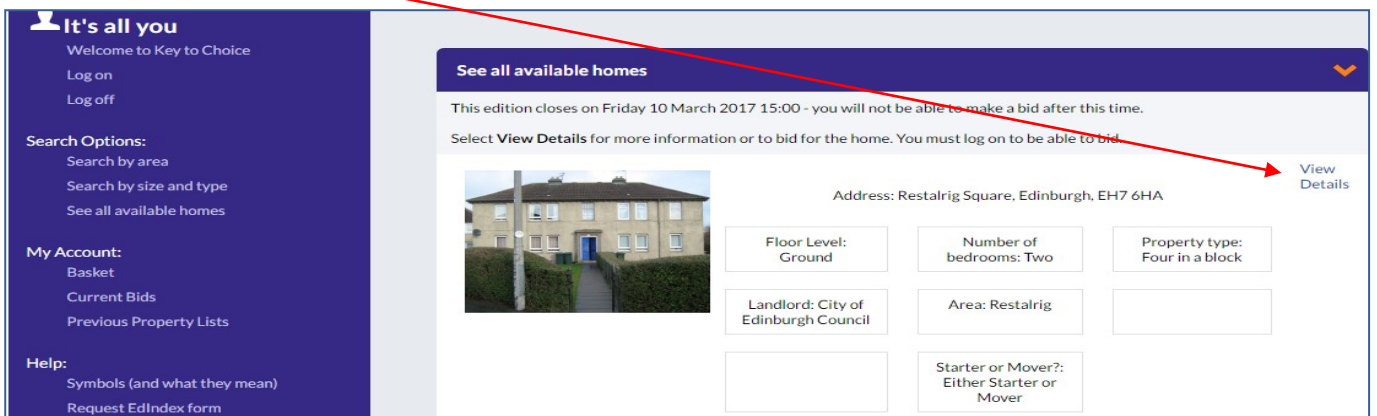
Select 'Log on' and enter your unique EdIndex reference number and the Applicant Surname.



- 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.

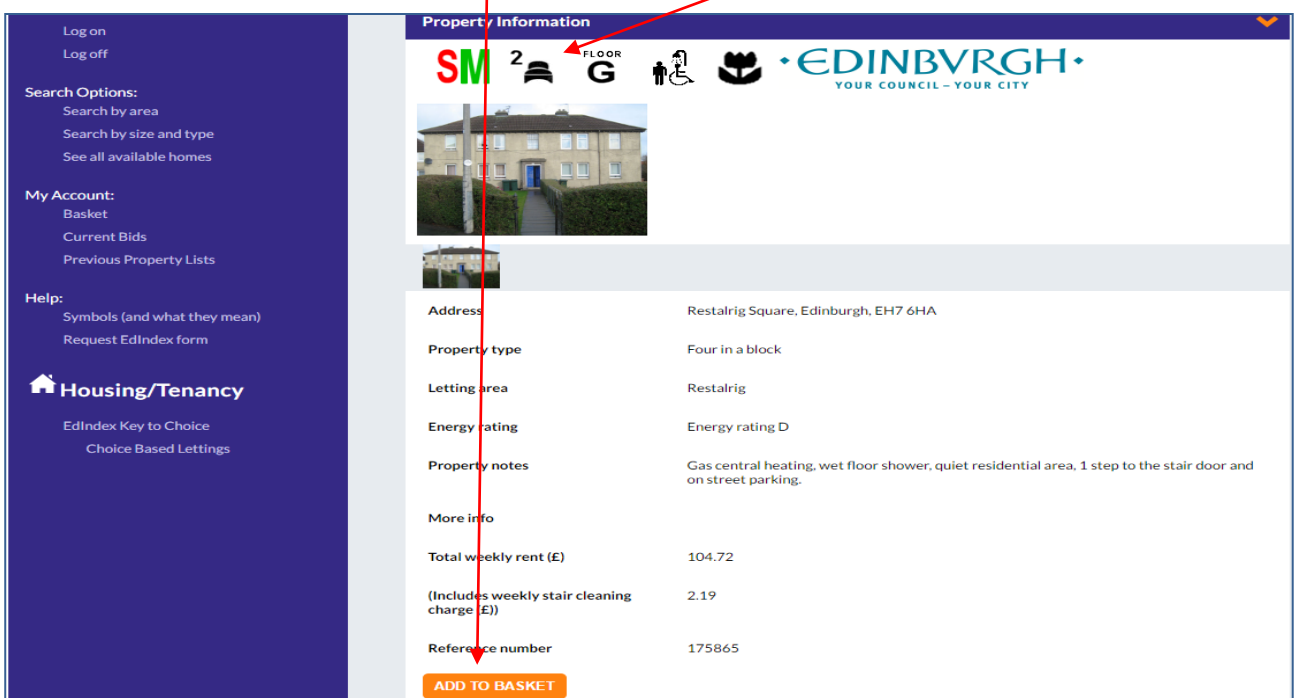


- Select 'View Details' to see more information about the home.



- 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'.



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
---	---	---------------------------	----------------------------------	---	--	--------------------	--

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
--------------------------	---	---	---------------------------	----------------------------------	---	--	--------------------	---

**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  
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**Basket**

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<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 arrow icon on the right. Below the header, there is a paragraph of text: "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 text, there is a row of information:

- A photograph of a two-story brick house with a blue door and a small garden.
- Address: Restalrig Square, Edinburgh, EH7 6HA
- Your bid has been successfully registered
- Accepted
- A green checkmark icon inside a square box.

At the bottom of the main content area, there are two links: "Return to List of Properties" on the left and "View Basket" on the right.