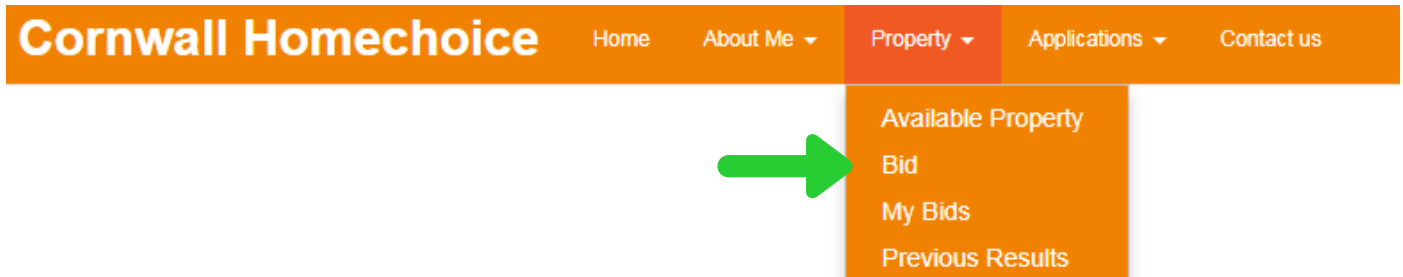



Placing a bid on Cornwall Homechoice

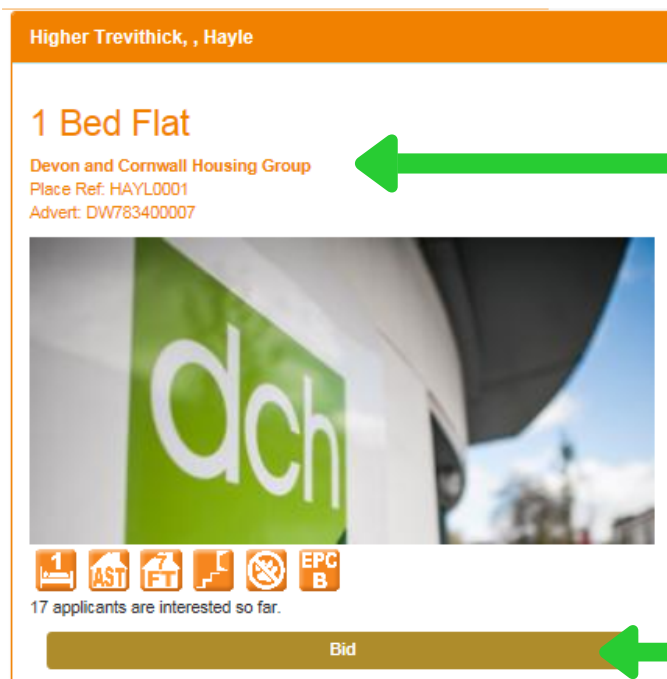
1. Once logged in, click on the property tab at the top, then click on “bid” in the drop down list:



2. You will see a message giving details of all the properties that you are eligible to bid on this cycle. By bidding, you are indicating you wish to be considered for that property:

 You are eligible to choose from **10** properties. You have **one bid** to use each week and can update your choice at any time during the current cycle by using the Bid buttons below. Your current choice will always appear first in the list below. Please place your bid carefully as unreasonable refusals may result in removal from the Homechoice register.

Please make sure your contact details are up to date. If we cannot contact you this will count as a refusal.

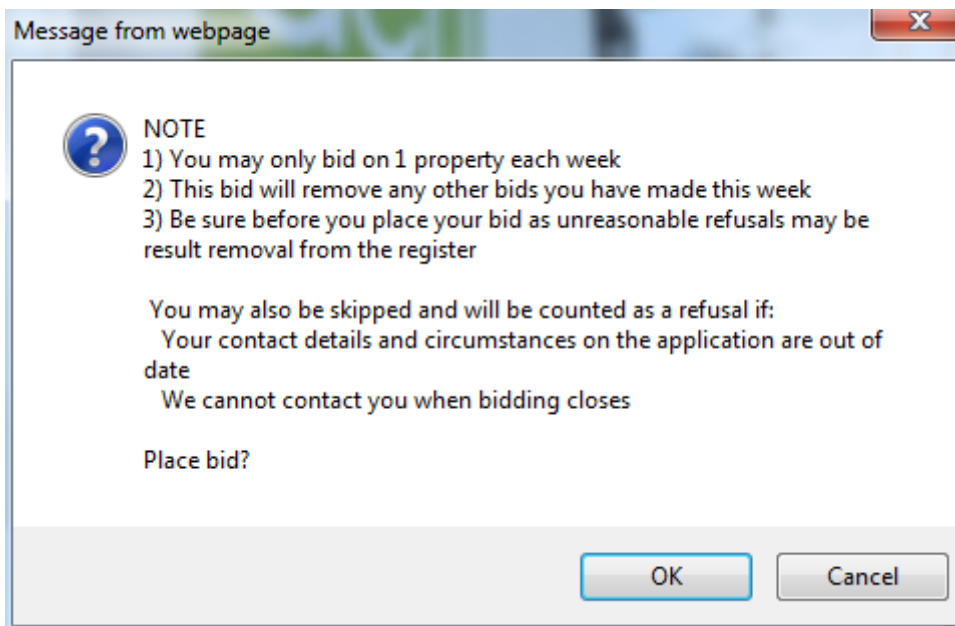


3. To see more details on the property click here.

To return to the bid screen from the further details screen, click the back button at the top of the screen.

4. To place your bid, click the bid button here.

5. When you click bid, you will see this message:



To place your bid, click Ok or, click Cancel. Once you have placed your bid, the “bid” button will change to say “remove bid.”

You can change your bid at any point in the bidding cycle:

To change your bid: click on the bid button for the property you want to bid on instead. The system will move your bid to the new property and take it off the previous property that you bid on.

To withdraw your bid: click on “withdraw bid.”