



# SafeDeposits Scotland

## System Guidance

How to register a new account  
(tenants)

You should receive an email from SafeDeposits Scotland at the beginning of a new tenancy to advise that your deposit has been submitted to us by your landlord or letting agent.

If you have never had an account with SafeDeposits Scotland before then you will be invited to [create a new user account](#).

If you have an existing account with SafeDeposits then you should log in and take the necessary steps to [link the deposit to your user account](#).

## Register a new user account



1. You should receive an email from Safe Deposits Scotland around the time of the beginning of a new tenancy.

The agent or landlord should arrange to have your deposit secured in a tenancy deposit scheme within 30 working days from the start of the tenancy.

2. Please select the **Join** option from the top section of our main website page (or click the link in the email), select that you are a tenant, then enter your own details and the address of the rented property on the form.



3. You will then be sent an email with a link which will allow you to complete the registration of your account.

Clicking on the link will take you to a page where you will be asked to create an account password.

SafeDeposits Scotland

About Landlords Agents Tenants Resource Centre **Join**

The only tenancy deposit protection scheme

SafeDeposits Scotland

Please sign up  
Already have an account? [Sign in](#)

I am a?  
-- Please select --

Title  
-- Please select --

First name Surname  
Enter first name Enter surname

Email  
Enter email

Telephone number  
+44 Enter telephone number

Address  
Please enter postcode and press search

Search

[Enter manually](#)

Submit Go back



Create your password

Choose password

[Password should be a minimum of 8 characters and contain at least 1 of each of following: number and character]

Confirm password

Submit

4. Once you have created the password you may log into your account. The next thing for you to do is to link the deposit to your account. Please see the [next section](#) for instructions on how to do this.



## Link a new deposit to your account



1. You should receive an email from Safe Deposits Scotland around the time of the beginning of a new tenancy.

The agent or landlord should arrange to have your deposit secured in a tenancy deposit scheme within 30 working days from the start of the tenancy.

2. On the main page of your account, your deposit should show in the section 'Your email address is linked to the following deposits...'.  
Click on the header to show the deposit, then select the option 'Confirm deposit' to proceed. You will be asked to verify some details so that the deposit can be linked to your account.

Click on the header to show the deposit, then select the option 'Confirm deposit' to proceed. You will be asked to verify some details so that the deposit can be linked to your account.

● Your email address is linked to the following deposit(s)-please confirm that you are the tenant

Address	Deposit account number	Tenants
[Redacted]	DAN	2

[@ Confirm deposit](#)

Please confirm the details of your tenancy to see details of the deposit.

**Postcode**  
Enter postcode

**Tenancy deposit amount**  
Enter deposit amount

**Tenancy start date**  
Month: [Dropdown] Year: [Dropdown]

[Submit](#)

3. Once you have confirmed this information the deposit will be linked to your account, and you will be able to view it in the category 'Deposits held by scheme'.

Enter your search here....

● Deposits held by scheme	1	£600.00
● Repayment requested by tenant	0	£0.00
● Repayment requested by agent/landlord	0	£0.00

