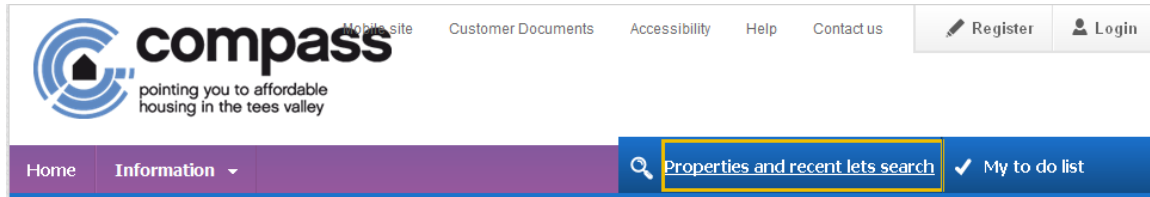


Managing your Mutual Exchange Shortlist

Log onto www.compasscbl.org.uk and select **Login/My Account**



Please enter your **Unique Reference Number** and **Memorable Date**, then click **Login**

If bids have been placed on your Mutual Exchange Advert, you will see the following alert when you log in.

Click on this alert to see who has bid on your Advert. You will see the following displayed.

My Mutual Exchange Swaps

List View

Map

15 swap(s) found

Showing 1-10 of 15 swap requests

You need to review some of your swap requests listed below

Name	Address	Date	Detail	Actions
Mr John Smith 1 2	The Street Redcar TS10 5JR	They asked Just now	This person asked you to swap, now you need to say yes or no.	Actions...

To view further details, select the [Actions...](#) button which will then present you with the following options

Accept swap
Withdraw swap
View property
Send message

To view the bidders' property details, select the View Property link.

3 bed house in Redcar

The Street Redcar TS10 5JR



£55.00

Weekly

Perfect Match

You are a perfect match for this property based on the following criteria:

	You	Them
Property area	✓	✓
Property type	✓	✓
Number of bedrooms	✓	✓

Apply for property 86868 ▶

Based on the information shown, you can then decide whether or not you are interested in their property.

Select [Back to My swaps](#) to go back to the previous screen.

If you are not interested in exchanging with this person, click the [Actions...](#) button and select 'Withdraw Swap'. The following will then be shown.

Confirm swap withdrawal ✕

Are you sure you want to withdraw from this swap? If yes, please specify the reason below.

Your reason for withdrawing this swap*

Click on the '**Withdraw this swap**' option. This will remove this person from your shortlist and your page will display the following message.

My Mutual Exchange Swaps

14 swap(s) found

Swap updated successfully

Then return to your Mutual Exchange list to view the next person.

If you are interested in exchanging with one of these people, you can choose the 'Accept Swap' option.

The system will send a message through to that person to let them know that you are also interested in their property and you can then contact each other to arrange to go and view each other's homes.

You can also use the 'Send Message' option to send a message through to that person.

Contact the person about this swap ✕

To: Mrs Joan Jones

Message:*

Mrs Jones
I would like to arrange to come and look at your property. When would you be available?

Send message

Cancel

Once you have requested the swap, you will see the following screen displayed.

Name	Address	Date	Detail	Actions
Mrs Joan Jones 1 2 3	Ennis Square Redcar TS10 5JR	They asked Just now	This person asked you to swap and you said yes, now waiting for them to confirm.	Actions...

Once you have both viewed each other's properties, you will need to contact your Landlord if you want to go ahead with the exchange.