### Kilkenny County Council - Choice Based Lettings (CBL) - Quick User Guide

***Step 1***

Log into [cbl.kilkennycoco.ie](http://www.cbl.louthcoco.ie/)

***Step 2***

Enter the username and password as issued to you in your letter

***Step 3***

The system will prompt you to change your password to one of your choice that you will remember for all future log-ins

***Step 4***

Once logged in your personal details will appear on screen. Should any of these details be incorrect applicants should contact the Allocations Team at 056-7794915 or at [housingallocations@kilkennycoco.ie](mailto:housingallocations@kilkennycoco.ie) in order to update their details.

***Step 5***

You will also be prompted to add a mobile number & add 2 security questions.  This is to assist with any future problems with forgetting your password.

***Step 6***

Once you have logged in and confirmed your details are correct you can proceed to the “home” page which will show the list of vacant houses that are currently advertised. Please check your details that they are correct before the 5th December.

**\*\*\* PLEASE NOTE THAT NO PROPERTIES WILL BE ADVERTISED PRIOR TO 5TH DECEMBER, 2023**

***Step 7***

You can now proceed to view the information on these properties and should you wish to express an interest in being considered for a property you can “Add to your Basket”

***Step 8***

Once you have any properties in your basket you **MUST** click on the shopping trolley icon and **" Proceed to Checkout"** which will mean your expression of interest will be recorded for the property.**If you do not complete this step your expression of interest WILL NOT be recorded and you will not be considered for the property.**

* Any vacant houses will be put up on the CBL Website every Tuesday morning and you will have until the following Monday night at midnight to express your interest
* A video manual is available to view on the website
* Please contact a member of our Allocations Team in Kilkenny County Council on 056-779415 or at [housingallocations@kilkennycoco.ie](mailto:housingallocations@kilkennycoco.ie) should you have any difficulty or need assistance in using the site.