



A guide to bulk deposit registrations



What is a bulk deposit registration?

The Bulk Deposit Registration process is used for agents/landlords who have a large amount of deposits to register at the same time, reducing the administration work required to register the deposits. As all Bulk Deposit Registrations which are sent to us are uploaded by our administration staff, we do request that Bulk Deposit Registrations are only used for registrations of 20 deposits or more. Once the Bulk Registration is complete, we will confirm the total amount payable in order for you to make a payment and complete your bulk registration.

Step 1

Download the Bulk Deposit Registration template

The Bulk Deposit Registration template is available from 'Our Processes', under the 'Documents' section of our website.



The screenshot shows the DPS website homepage. At the top right, there are links for 'JOIN', 'LOG IN', and 'ABOUT COOKIES'. Below these is a 'Custodial & Insured' badge. The main navigation bar includes 'Home', 'About', 'Documents' (highlighted with a red circle), 'Events', 'Newsroom', and 'Help'. The main content area features a banner with the text 'The home of deposit protection, we've got it covered' and four statistics: 'The only provider to offer both a Custodial & Insured scheme', 'Over £1.4 billion worth of deposits repaid', 'Largest supplier of tenancy deposit protection in the UK', and '1,000,000+ active deposits'. A footer bar at the bottom states 'OVER 30,000 disputes resolved'.

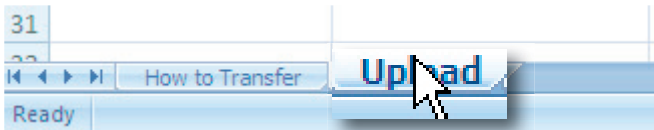
Alternatively, you can **download a copy of the template** [here](#).

Step 2

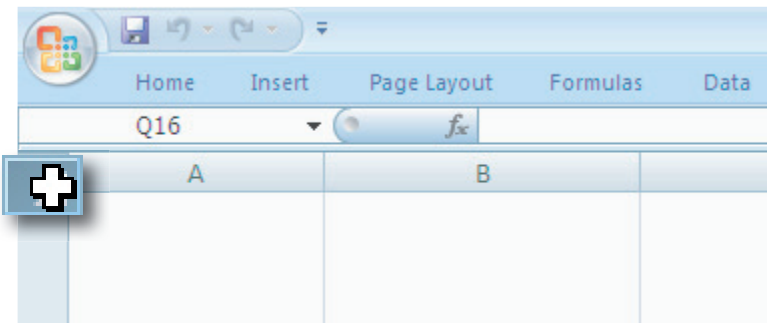
Save a copy of the Bulk Deposit Registration template.

Once you have opened the Bulk Deposit Registration template, please copy the whole page of the 'upload' tab into a new Excel workbook, and save a copy of the template as an 'Excel Workbook':

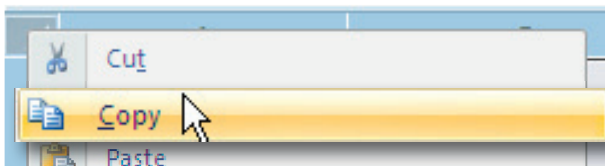
Select the 'Upload' tab at the bottom of the screen:



Highlight the whole page by clicking on the grey square above cell A1:



Right click in the same place and copy the spreadsheet:



Open a new workbook and paste the spreadsheet into your new workbook.

In order to help keep track of your template, and as a point of reference when discussing templates, it is advisable to save your templates using the structure 'Landlord / Agent ID' 'Company Name' 'Date', as shown in the example below:

File name: 1234567 Example Company 21 03 13.xlsx
 Save as type: Excel Workbook (*.xlsx)
 Save Cancel

Step 3

Fill in the details on the Bulk Deposit Registration template.

Each row of the spreadsheet will be uploaded as an individual deposit containing the details which you have entered. In order for each row to be registered, all of the mandatory information needs to be completed. The first mandatory column of the template is your Landlord/Agent ID; it is essential that this field is entered correctly in order for the details to be uploaded to the correct account. There are also some non-mandatory fields which can be used if, for example, the address of the property has extra lines to be included in the postal address:

0	1	2	3	4	5	6
Agent / Landlord ID	Property Street Address	Property Street Address 2	Property Street Address 3	Town	County	Postcode
1234567	15 Example address	Example Address	Example Address	Example Town	Example County	EX1 1MP

Some of the mandatory fields have validation requirements which will need to be met in order for the Bulk Deposit Registration to be successful. All validation requirements will be displayed in the top row of the spreadsheet, and drop down menus are provided for fields with limited options:

21	22	23	24	25	26	27	28
No. of Bedrooms	Furnished	Tenancy Start Date	Tenancy Length	Rent Amount	Deposit Amount	Tenant Payment Date	Lead Tenant Title
2	Y	10/02/2011	12	£200.00	£200.00	10/02/2011	Mr

Please ensure that any entries which require validation are entered as requested, as any entries which do not follow this format will prevent us from completing the bulk registration and result in the form being returned to you.

Entering the tenant details correctly is the most important part of completing a Bulk Deposit Registration. All lead tenants entries must include a title, first name, last name and at least either a mobile phone number or an e-mail address. We are unable to accept Bulk Deposit Registrations where the named lead tenants do not have either of these contact details:

Mr Mrs Miss Ms Dr Oth		Lead Tenant Name must be complete		Lead Tenant Mobile Number or Email Address must be supplied, both are preferred. When adding mobile numbers please do not add spaces between numbers or SMS repayment notifications may not be received.	
*	*	*	*	*	*
28	29	30	31	32	34
Lead Tenant Title	Lead Tenant Title (if other)	Lead Tenant First Name	Lead Tenant Last Name	Lead Tenant Mobile No	Lead Tenant Email
Mr		Example	Tenant	07800123123	example@tenant.com
					01234 123123

Please note that if your tenant's title is not in the 'Lead Tenant Title' drop-down menu, you can select 'Oth' and add their title in the next column:

Mr Mrs Miss Ms Dr Oth		Lead Tenant Name must be complete		Lead Tenant Mobile Number or Email Address must be supplied, both are preferred. When adding mobile numbers please do not add spaces between numbers or SMS repayment notifications may not be received.	
*	*	*	*	*	*
28	29	30	31	32	34
Lead Tenant Title	Lead Tenant Title (if other)	Lead Tenant First Name	Lead Tenant Last Name	Lead Tenant Mobile No	Lead Tenant Email
Oth	Rev		Tenant	07800123123	example@tenant.com
					01234 123123

Up to five additional tenants can be added in the columns further to the right of the lead tenant details section. As a minimum, details for these additional tenants must include a title, first name and last name:

*	*	*	*	*	*
35	36	37	38	39	41
Tenant Title 2	Title (if other) 2	Tenant First Name 2	Tenant Last Name 2	Tenant Mobile No 2	Tenant Email 2
Mr		Additional	Tenant		

Step 4

Review the details on the Bulk Deposit Registration template

Once you have added all of your deposit details, it is important to review your details to ensure all mandatory fields are completed. Please see the example below:

0	1	2	3	4	5	6
Agent / Landlord ID	Property Street Address	Property Street Address 2	Property Street Address 3	Town	County	Postcode
1234567	15 Example address	Example Address	Example Address	Example Town	Example County	EX1 1MP
Example ID	Example Address			Example Town	Example County	Postcode
Example ID	Example Address			Example Town	Example County	Postcode
Example ID	Example Address			Example Town		Postcode
Example ID	Example Address			Example Town	Example County	Postcode
Example ID	Example Address			Example Town	Example County	Postcode
Example ID	Example Address	Example Address	Example Address	Example Town	Example County	Postcode
Example ID	Example Address	Example Address	Example Address	Example Town		Postcode

Any missing mandatory fields will delay the Bulk Deposit Registration being uploaded, as we will need to return the spreadsheet to you in on order to obtain the required information.

Please note the following most common mistakes requiring re-registration:

- Incorrect or blank mobile or email address for the tenant
- Missing or invalid tenancy information
- Missing title for tenants
- Old Bulk Deposit Registration template used:

Step 5

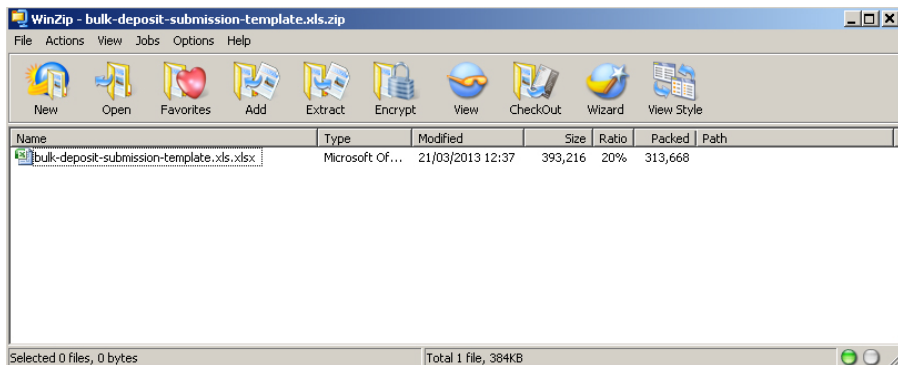
Encrypt your Bulk Deposit Registration template

As your Bulk Deposit Registration template will contain sensitive information, you must encrypt the document before e-mailing it to us.

Here are two recommended methods for encrypting the document:

Encrypt your Bulk Deposit Registration template

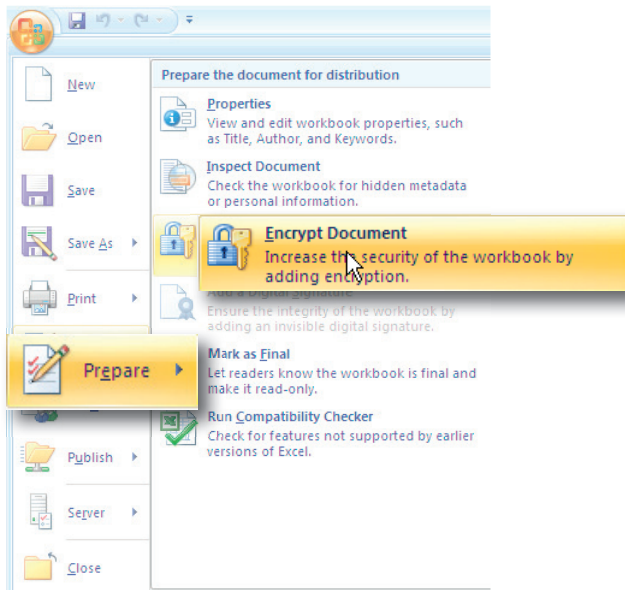
1. If you don't have WinZip then an Evaluation Version can be downloaded for free at http://www.winzip.com/prod_down.htm. Follow the instructions on the site to download and install WinZip.
2. Open WinZip and create a new file by clicking the 'New' icon from the WinZip menu.
3. In the new file window, first enter a file name for your encrypted file and click 'OK'.
4. In the second window select the location of your spreadsheet and click 'Add'.



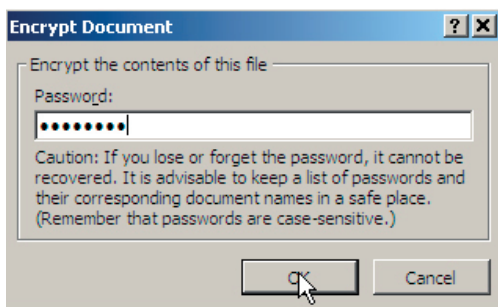
5. Once your spreadsheet has been added to the file, it will display in the WinZip window and you can now add the encryption.
6. Select 'Encrypt' from The WinZip menu. In the Encryption window enter a password and select an encryption method. We recommend you use the strongest encryption available.

Encryption using Microsoft Office 2007

1. From the MS Office menu select 'Prepare' > 'Encrypt Document.'



2. Enter a chosen password and click OK.



Step 6

Email your Bulk Deposit Registration template to us

Once you have completed and encrypted your Bulk Deposit Registration Template, please e-mail the template to bulkuploads@depositprotection.com. In order for us to open the spreadsheet, please also send the password you have used to encrypt the document in a **separate e-mail**.

Step 7

Paying for your deposits

Once we have confirmed that your upload has been successful you will be able to log into your online account and pay your deposit fees by debit card or by cheque.

Once you have paid the fees and your payment has cleared, confirmation will be sent to all parties.

If you are an authorised agent and your fees are taken by direct debit the deposits will become 'active' as soon as they are uploaded. The fee will be collected in line with our Terms and Conditions.

We have tried to cover all areas of the Bulk Deposit Registration process in this guide, however, if you do have any further questions please refer to the FAQs section of our website.

www.thedpsblog.com

www.twitter.com/the_dps

www.depositprotection.com



The home of deposit protection