



Uppsala  
Bostadsförmedling

# Manual for registration

**Uppsala Bostadsförmedling**

[www.bostad.upsala.se](http://www.bostad.upsala.se)

KUNDSERVICE 0771 71 00 00

E-POST [info@bostad.upsala.se](mailto:info@bostad.upsala.se)

## Introduction

This manual will guide you through the registration process at Uppsala Bostadsförmedling. It costs 290 SEK per year to be in the queue, and you need to be at least 16 years old to register.

### STEP 1

1. Go to: [www.bostad.uppsala.se](http://www.bostad.uppsala.se).
2. Click on the button *registrera* in the top right corner.



## Step 2 – Personal information

# Registrera dig i bostadskön

Du ställer dig i vår bostadskö genom att registrera dig och betala den årliga köavgiften på 290 kronor.

Personnummer \*

E-post \*

Bekräfta e-post \*

Lösenord \*

Bekräfta lösenord \*

VÄLJ HUR DU VILL BETALA

Årlig köavgift 290 kr

Bankkort

Jag har tagit del av [Kö- och förmedlingsreglerna](#). Jag är medveten om att det kostar 290 kr per år att stå i bostadskön.

REGISTRERA

### Så här gör du:

1. Fyll i ditt personnummer.
2. Fyll i din e-postadress och bekräfta sedan din e-postadress.
3. Välj ett lösenord och bekräfta sedan lösenordet.
4. Välj hur du vill betala.

Vi på Uppsala Bostadsförmedling värnar om din integritet och behandlar dina personuppgifter i enlighet med [personuppgiftslagen \(PUL\)](#).

### Manual för registrering

Ladda ner manual på svenska

Download manual in english

1. **Personnummer:** Fill in your Swedish identity number
2. **E-post:** Write your e-mail.  
**Bekräfta e-post:** Confirm your e-mail.
3. **Lösenord:** Choose a password, the password needs to be at least 10 characters.  
**Bekräfta lösenord:** Confirm your password by entering it again.
4. **Välj hur du vill betala:** Choose method of payment for the annual fee of 290 SEK. You can pay either with your debit card or get an Invoice sent to your registered e-mail or to your address.  
**Bankkort:** You can pay directly with your debit card.

**Inbetalningskort via e-mail:** We will send an Invoice to your e-mail.

**Inbetalningskort post:** The Invoice will be sent to your address. We only send the Invoice using regular mail within Sweden.

Uppsala Bostadsförmedling respects your privacy and your personal information is handled in accordance with the Swedish "Personal Data Act" (Personuppgiftslagen).

You need to verify that you have acknowledged the Queue and Mediation rules of Uppsala Bostadsförmedling, and the annual queue fee of 290 SEK. *"I have read the Queue and Mediation rules of Uppsala Bostadsförmedling and I am aware that it costs 290 SEK per year to stand in the queue."*

## Confirmation page after payment with debit card

Thank you for your payment! You are now registered and we will send a receipt to your e-mail.

**Belopp:** Amount

Varav moms: VAT

**Transaktionsnummer:** Transaction number

**Referensnummer:** Number for reference

## Step 4 – Confirmation after choosing Invoice

An invoice will be sent to your e-mail or Swedish home address. You still have the option to pay your queue fee directly with your credit card. Please note that your registration is complete when you have paid the annual fee.

**If you have any questions, don't hesitate to contact us!**

+46 (0)771 71 00 00

[info@bostad.uppsala.se](mailto:info@bostad.uppsala.se)