


How to upload documents on Housing for You

1. Once the application form has been filled in, and the declaration box has been signed, you will be taken back to the front screen.



My bids

My saved searches

Your application status Proofs outstanding

Application form

Household

Current address

Address history

Where I want to live

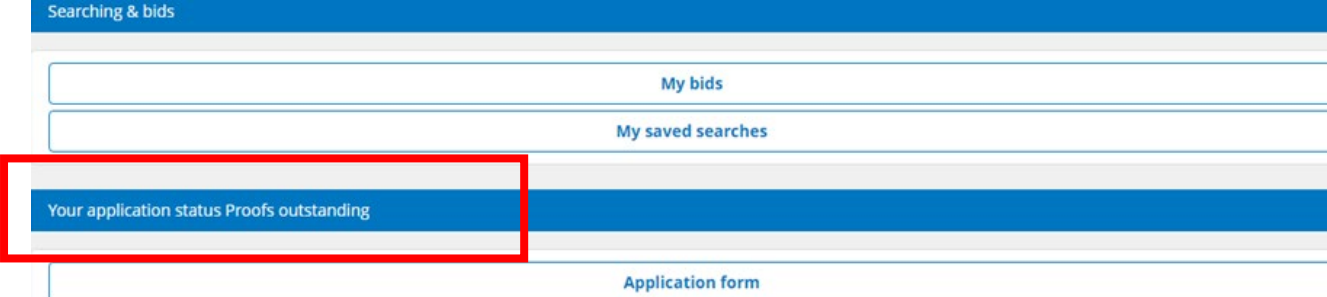
Appointments

Letters

Things you need to supply ⓘ

View need assessment

2. The application status will show as "Proofs outstanding".



Searching & bids

My bids

My saved searches

Your application status Proofs outstanding

Application form

- This means that you need to upload your supporting documents. On the front screen, look for the button with "Things you need to supply". There will be an exclamation mark (!) next to it to indicate that action is required.

Your application status Proofs outstanding

Application form
Household
Current address
Address history
Where I want to live
Appointments
Letters
Things you need to supply !
View need assessment

- Clicking on Things you Need to supply will take you to a summary page with a number (relating to the number of documents you need to provide) and a link to view them.

Documents required

These are the outstanding documents you need to supply to support your application.

2

[View documents required](#)

Documents supplied

These are the documents that you have already supplied to us as part of your application and will now be verified by the authority who will be alerted that you have submitted the documents. Thank you!

0

[View documents supplied](#)

- Clicking on View Documents Required will take you to the list of documents. Click Upload document to begin uploading documents. Make sure the file type matches the type of document required

[Upload document](#)

6. Choose the file and select the file type and the person it refers to when prompted.

Files to add to application

Note, you can upload multiple files. Please ensure you have selected all chosen files before saving.

Supported file types ".xls, .xlsx, .doc, .docx, .jpg, .jpeg, .png, .pdf, .eml, .msg, .mht, .zip"

[Choose Files](#) **No file chosen**

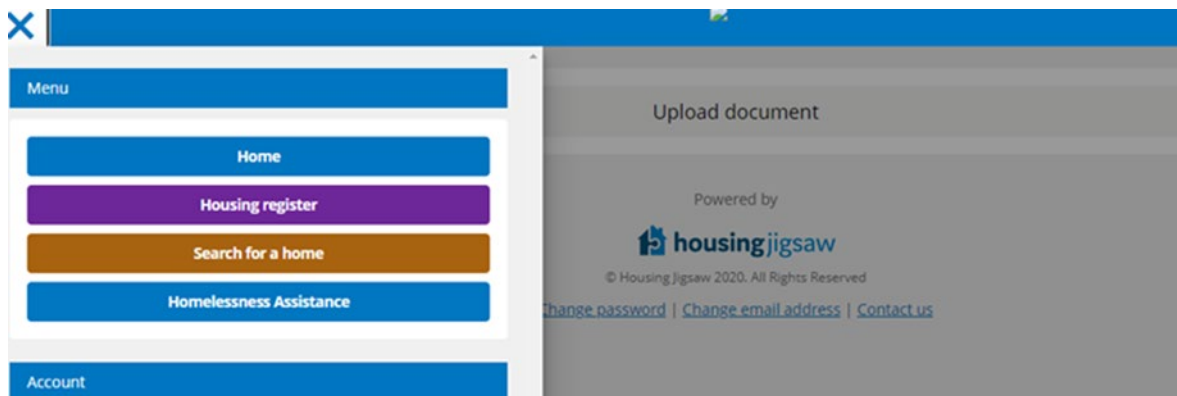
You have currently selected 0 files

[Back to Things you need to supply](#)

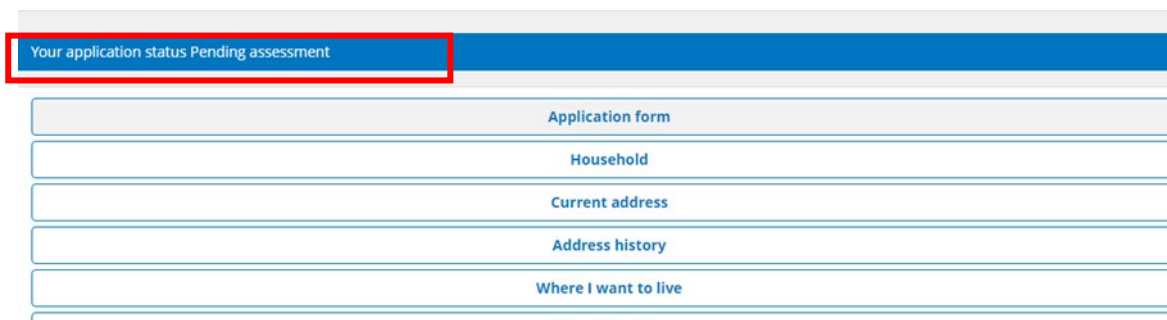
- Once all the documents have been uploaded, you can use the "burger bar" at the top left of the screen to navigate back to the front screen.



- Click on Housing Register, then Social Housing Application



- The status of the application will have changed to "Pending assessment" if you have uploaded the correct proof. If not upload again and make sure the file type matches the document required.



- You will be notified when you application goes live via email. Make sure your email address is kept up to date.