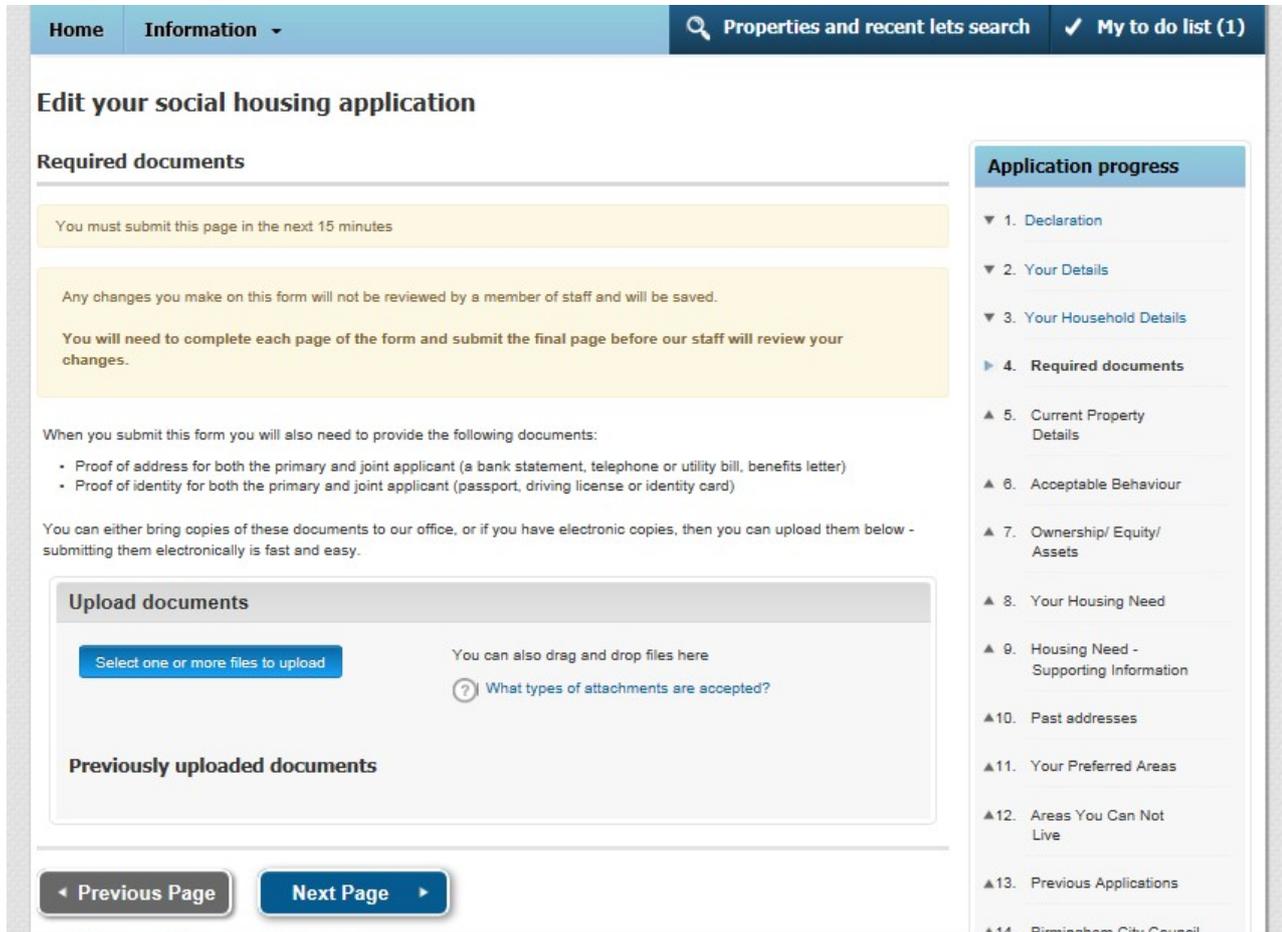
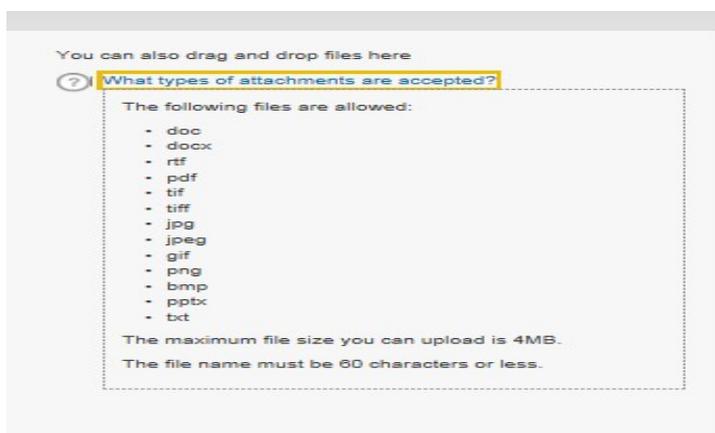


Guide for applicants uploading documents to their housing application.

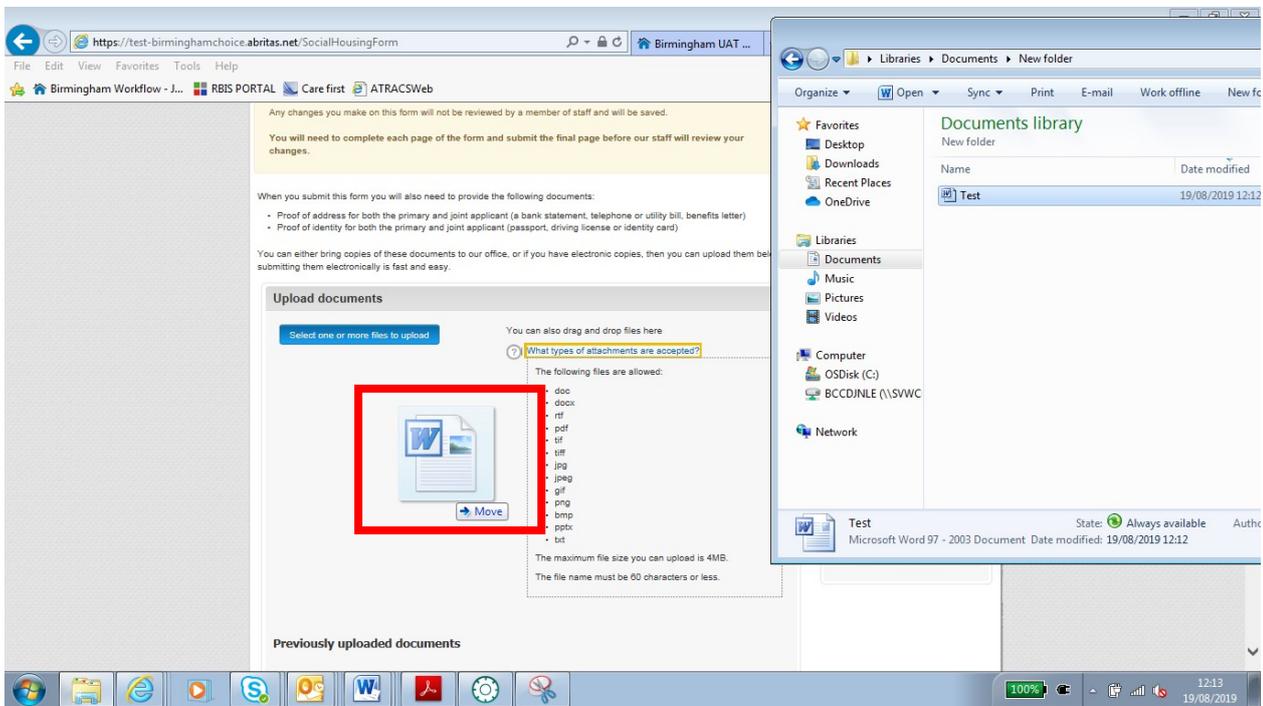
When applicants reach page 4 of the online housing application they are given the option to upload supporting evidence documents.



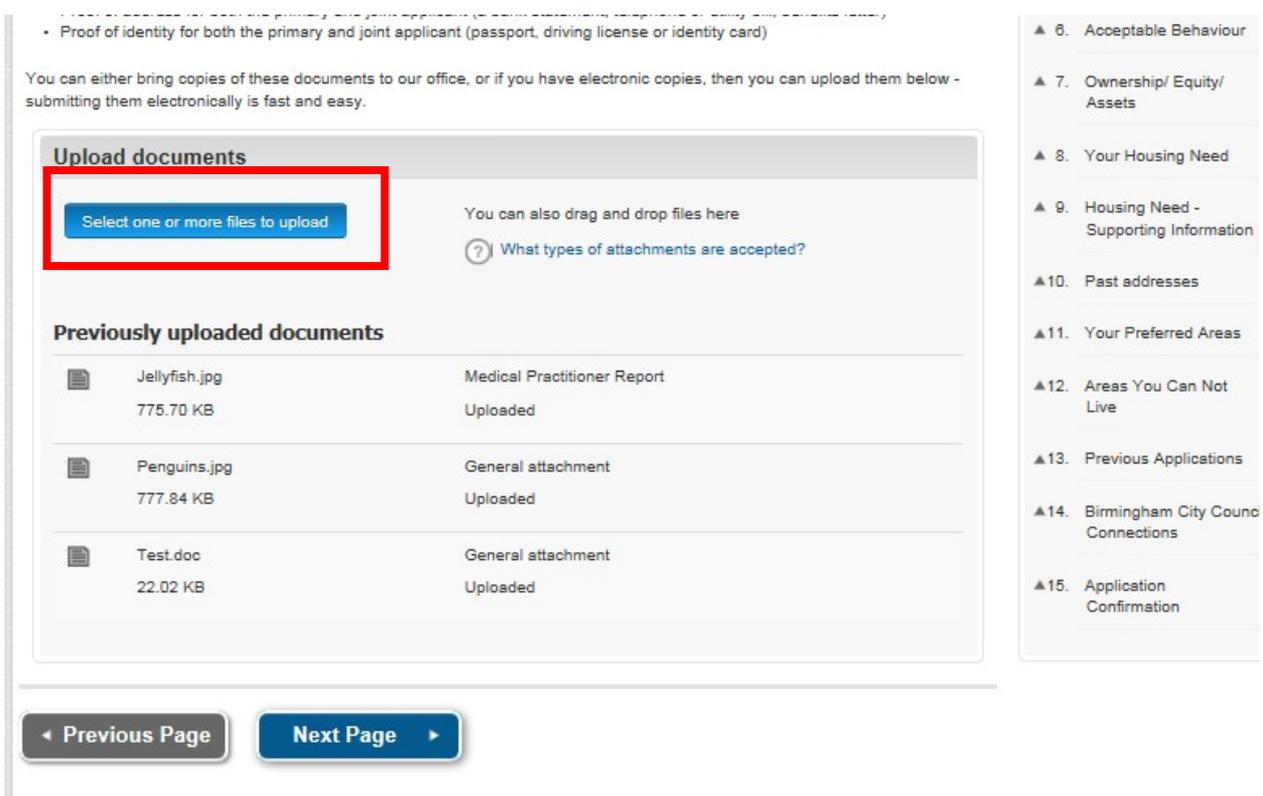
For advice on the eligible file types select "What types of attachments are accepted?" and a list is shown detailing what file types can be attached



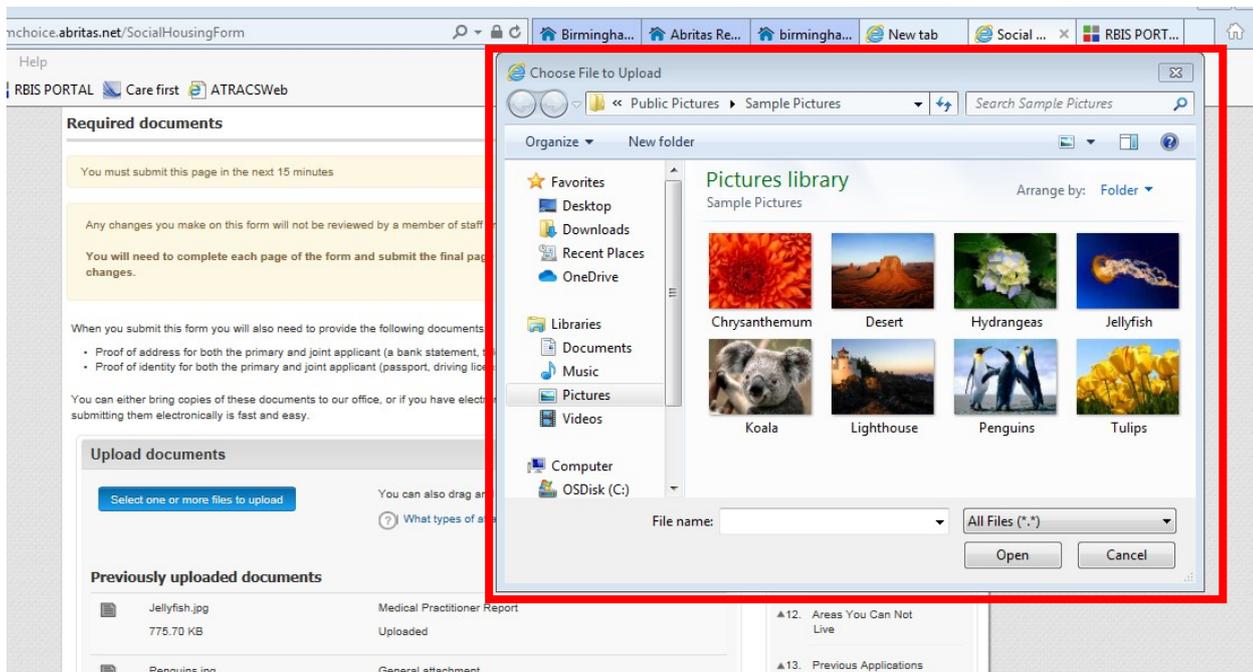
There are two ways applicants can add documents to their application. They can either drag and drop a file onto the Upload documents box, as shown below.



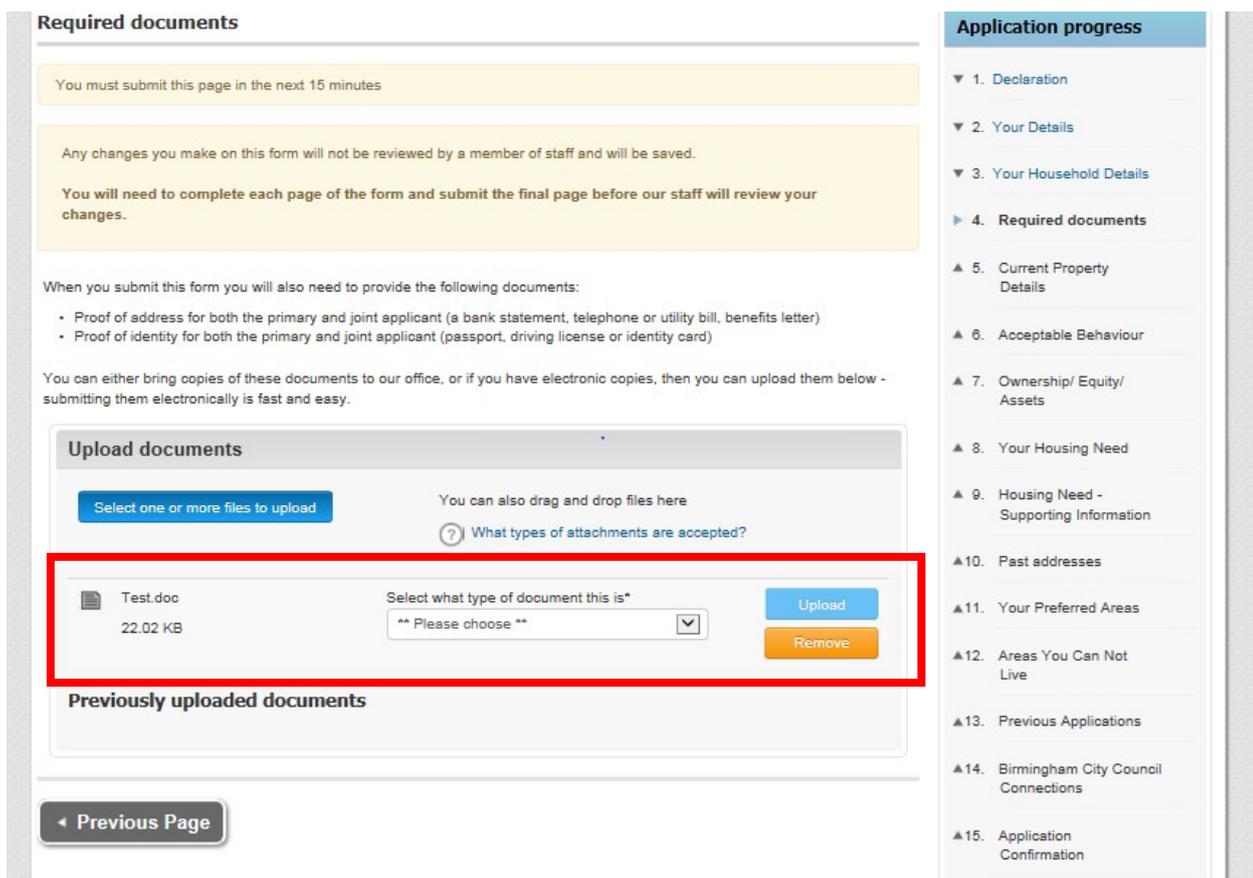
Or the applicant can click on *“Select one or more files to upload”*



This will then open the windows explorer box from where the applicant can locate the appropriate file on their computer.



Once the file has been selected it, it will show in the upload document box



The applicant is then required to select from the drop down list the type of document being uploaded. Once this is done press the 'upload' button to attach the document

Upload documents

Select one or more files to upload

You can also drag and drop files here

? What types of attachments are accepted?

Test.doc
22.02 KB

Previously uploaded documents

Upload

Remove

Select what type of document this is*

- ** Please choose **
- Proof of address
- Proof of medical condition
- Proof of income
- General attachment
- Environmental Health Officer report
- Medical Practitioner Report
- Occupational Therapist Report
- Approval to Foster Letter
- Exceptional Need Documentation support letter
- Needs Assessment
- Carers Assessment
- Current Care Plan
- Military Discharge papers
- Move on referral form
- Proof of Assets/Capital
- Letter from Employer/Contract of employment
- Proof of Further Education/Training
- Child Benefit
- Proof of serving with HM Armed Services
- Proof of ID
- Band 1 Overcrowding Verification
- SAP Landlord Confirmation

← Previous Page

Cookie Policy

Once the document has been uploaded it will be shown as below

Upload documents

Select one or more files to upload

You can also drag and drop files here

? What types of attachments are accepted?

Test.doc	22.02 KB	General attachment	Uploaded
Penguins.jpg	777.84 KB	General attachment	Uploaded
Jellyfish.jpg	775.70 KB	Medical Practitioner Report	Uploaded

Previously uploaded documents

Once all documents have been attached by the applicant they can then continue with the application form.

Uploading a document from the My Account page

Applicants also have the option to upload documents from the “My Account” page on www.birminghamchoice.co.uk. This is done by selecting the Upload/Review documents Option

The screenshot shows the 'My Account' page. At the top, there is a navigation bar with 'Home', 'Information', a search bar for 'Properties and recent lets search', and a 'My to do list (0)'. Below this, the 'My Account' section is titled. On the left, there is a 'Social housing' application card with details: Application reference: HR151396-1, Registration Date: 28/07/2019, Band: No Housing Need, Award Date: 28/07/2019, Bedrooms Required: 1, State: Active. A 'Show more' link is present. Below the card are links for 'Edit your Social Housing application form', 'Request closure', 'Upload / Review documents' (highlighted with a red box), and 'Eligible properties'. A '0 Eligible properties' badge is also visible. At the bottom left, there is a link for help. On the right, a sidebar for 'Mr Test Test' includes links for 'Return to My Account summary', 'My messages', 'My bids', 'Click here to logout', 'My contact details', 'Address', 'Contact details', and 'Update contact details'. At the bottom right, there is a 'Last login' section.

The applicant will then be taken to the upload documents page as seen earlier in the guide. Please use that process for guidance.

The screenshot shows the 'Social housing - Document upload' page. At the top, there is the Birmingham City Council logo and a navigation bar with 'Home', 'Information', a search bar for 'Properties and recent lets search', and a 'My to do list (0)'. Below this, the page title is 'Social housing - Document upload'. The main content area contains instructions: 'Please use the upload function below to provide any supporting information for your application. You can either bring copies of these documents to our office, or if you have electronic copies, then you can upload them below - submitting them electronically is fast and easy.' Below the instructions is a 'Upload documents' section with a 'Select one or more files to upload' button and a 'You can also drag and drop files here' area. A help link 'What types of attachments are accepted?' is also present. At the bottom left, there is a 'Previously uploaded documents' section. On the right, a sidebar for 'Mr Test Test' includes links for 'Return to My Account summary', 'My messages', 'My bids', 'Click here to logout', 'My contact details', 'Address', and 'Contact details'.