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.

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lit yo	ur social housing applic	cation				
equired	documents				Applic	cation progress
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Any char	nges you make on this form will not be rev	iewed by a member of staff and will be	saved.		▼ 2. Yo	our Details
You will changes	need to complete each page of the for i.	n and submit the final page before o	ur staff will review yo	bur	▶ 4. R	equired documents
ien you s	submit this form you will also need to provi	de the following documents:			▲ 5. C	urrent Property Details
Proof o	of address for both the primary and joint ap of identity for both the primary and joint ap	oplicant (a bank statement, telephone o plicant (passport, driving license or ide	r utility bill, benefits let ntity card)	ter)	▲ 6. A	cceptable Behaviour
ou can eit bmitting t	her bring copies of these documents to ou hem electronically is fast and easy.	r office, or if you have electronic copies	s, then you can upload	them below -	▲ 7. O A	wnership/ Equity/ ssets
Uploa	d documents				▲ 8. Y	our Housing Need
Sele	ect one or more files to upload	You can also drag and drop files	here are accepted?		▲ 9. H S	ousing Need - upporting Information
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Previ	ously uploaded documents				▲11. Y	our Preferred Areas
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Prev	ious Page Next Page	•			▲13. P	revious Applications

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.

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File Edit View Favorites Tools Help	COOV Ibraries > Documents > New folder
🍰 🏠 Birmingham Workflow - J 🚦 RBIS PORTAL 📐 Care first 🧃 ATRACSWeb	Organize • 🐨 Open • Sync • Print E-mail Work offline New f
Any changes you make on this form will not be reviewed by a member of staff and will be saved. You will need to complete each page of the form and submit the final page before our staff will review your changes.	Favorites Documents library Documents library New folder Name Date modified
When you submit this form you will also need to provide the following documents: Proof of address for both the primary and joint applicant (a bank statement, telephone or utility bill, banefits letter) Proof of identity for both the primary and joint applicant (passport, driving license or identity cand)	Recent Places OneDrive International Internationa International International International International Internati
You can either bring copies of these documents to our office, or if you have electronic copies, then you can upload them to submitting them electronically is fast and easy.	Documents
	a) Music
Upload documents	Pictures
Select one or more files to upload The following files are allowed:	Computer Solvist (C:) Reference CDINLE (\SVWC Network Test Test Microsoft Word 97 - 2003 Document Date modified: 19/08/2019 12:12
Previously uploaded documents	

Or the applicant can click on "Select one or more files to upload"

ploa	d documents		▲ 8.	Your Housing Need
Sele	ct one or more files to upload	You can also drag and drop files here	▲ 9.	Housing Need - Supporting Informat
			▲10 .	Past addresses
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	Jellyfish.jpg	Medical Practitioner Report	▲12.	Areas You Can Not
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	Penguins.jpg	General attachment	▲13 .	Previous Application
	777.84 KB	Uploaded	▲14.	Birmingham City Co
	Test.doc	General attachment		Connections
	22.02 KB	Uploaded	▲15.	Application Confirmation
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This will then open the windows explorer box from where the applicant can locate the appropriate file on their computer.

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You must submit this page in the next 15 minutes		Favorites	Pictures libra	ry	Arrange	by: Folder •
Any changes you make on this form will not be rea You will need to complete each page of the for changes.	viewed by a member of staff r m and submit the final pag	Downloads Downloads Recent Places OneDrive			Real of	Server .
When you submit this form you will also need to prov Proof of address for both the primary and joint a Proof of identity for both the primary and joint ag You can either bring oopies of these documents to o submitting them electronically is fast and easy.	vide the following documents upplicant (a bank statement, t oplicant (passport, driving lice ur office, or if you have electing	Libraries Documents Music Pictures Videos	Chrysanthemum	Desert	Hydrangeas	Jellyfish
Upload documents	You can also drag ar	Computer OSDisk (C:)		1.5.3		
Previously uploaded documents	(?) What types of at a	File n	ame:	•	All Files (*.*) Open	Cancel
Jellyfish.jpg 775.70 KB	Medical Practitioner Report		▲12. Are Liv	as You Can Not e		
Penguins.jpg	General attachment		▲13. Pre	vious Applications		

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

quired documents		Application progress
/ou must submit this page in the next	15 minutes	▼ 1. Declaration
ny changes you make on this form y	will not be reviewed by a member of staff and will be saved	▼ 2. Your Details
You will need to complete each page	ge of the form and submit the final page before our staff will review your	▼ 3. Your Household Details
changes.		4. Required documents
nen you submit this form you will also	need to provide the following documents:	▲ 5. Current Property Details
 Proof of address for both the primary Proof of identity for both the primary 	ry and joint applicant (a bank statement, telephone or utility bill, benefits letter) y and joint applicant (passport, driving license or identity card)	▲ 6. Acceptable Behaviour
u can either bring copies of these doo bmitting them electronically is fast and	cuments to our office, or if you have electronic copies, then you can upload them below - d easy.	▲ 7. Ownership/ Equity/ Assets
Upload documents		▲ 8. Your Housing Need
Select one or more files to uploa	You can also drag and drop files here (?) What types of attachments are accepted?	▲ 9. Housing Need - Supporting Information
		▲10. Past addresses
Test.doc	Select what type of document this is* Upload	▲11. Your Preferred Areas
	Remove	▲12. Areas You Can Not Live
Previously uploaded docu	ments	▲13. Previous Applications
		▲14. Birmingham City Council Connections
 Previous Page 		▲15. Application

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	Select what type of document this is* Upload
22.02 KB	** Please choose **
Previously uploaded documents	Proof of medical condition Proof of income General attachment Environmental Health Officer report Medical Practitioner Report Occupational Therapist Report
✓ Previous Page	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
Cookie Policy	Proof of serving with HM Armed Services Proof of ID Band 1 Overcrowding Verification SAP Landlord Confirmation

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

Sele	ect one or more files to upload	You can also drag and drop files here	
		() What types of attachments are accepted?	
1	Test.doc	General attachment	
	22.02 KB	Uploaded	
1	Penguins.jpg	General attachment	
	777.84 KB	Uploaded	
1	Jellyfish.jpg	Medical Practitioner Report	
	775.70 KB	Uploaded	

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 <u>www.birminghamchoice.co.uk</u>. This is done by selecting the Upload/Review documents Option



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

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