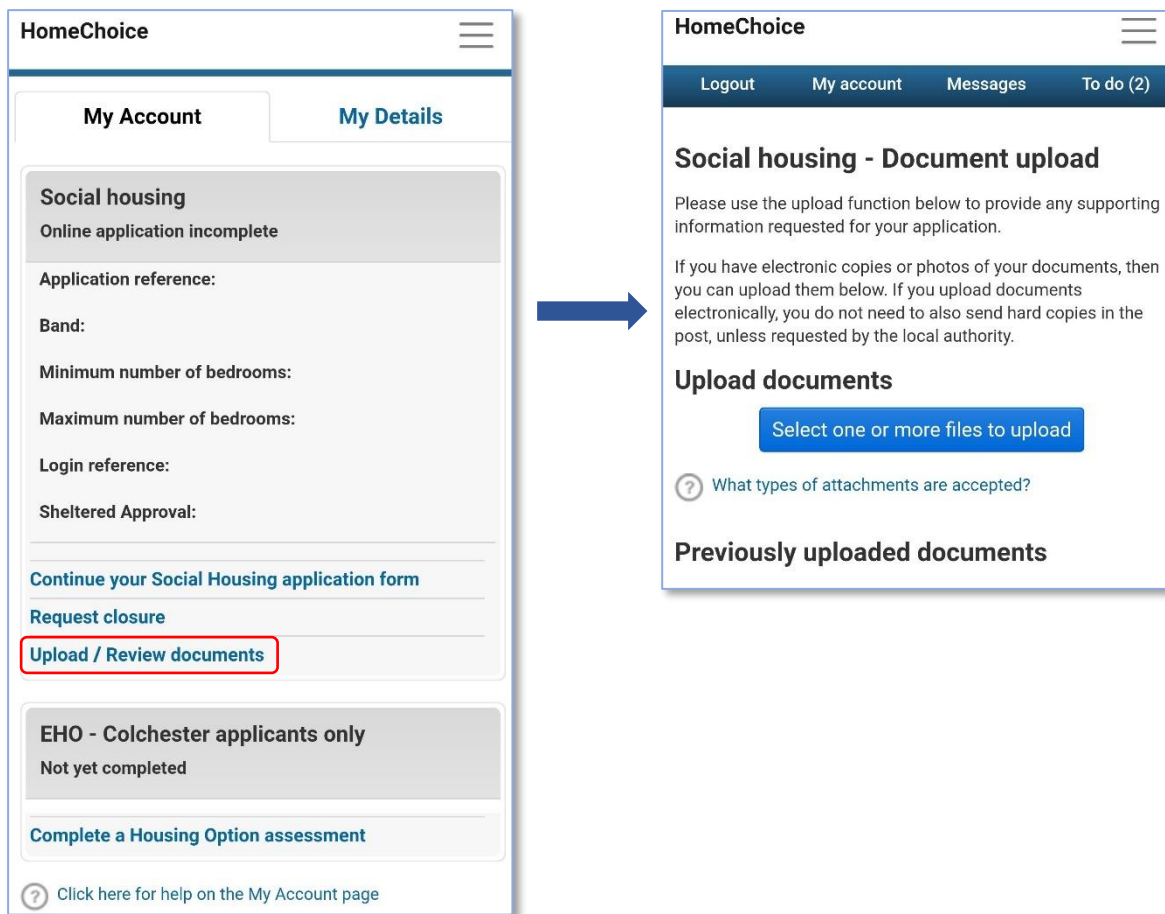


Uploading documents to your application

You can upload documents to your application at any time from the 'My Account' screen once you have logged onto your Gateway to Homechoice account at www.gatewaytohomechoice.org.uk.



If you have a smartphone, you take pictures of your documents or use a scanning app before you start uploading them. Please make sure that the image you upload is the right way around and clear to read.

If you get some documents electronically normally (like bills or bank statements) you can upload the document to your application as a PDF.

If you take screenshots of documents on your phone (like bank statements, wage slips or Universal Credit payments), please make sure the image also shows your name, so we know it belongs to you.

Documents must be in one of the following formats: doc, docx, rtf, pdf, tif, tiff, jpeg, jpg, gif, png, bmp, txt

The maximum file size allowed is 10MB.

Once you have uploaded a document, you cannot delete it. Your attachments will be reviewed by an Accommodation Officer, and your application processed. Please note that this can take up to 28 days.