How to upload verification documents from your PPP account?

The steps below provide a guide to help you upload your documents:

- 1. Log into your account in the usual way.
- 2. From your account home screen move down the page to the 'My Applications' section shown below.
- 3. Click on the 'Upload / review documents' link in the Social Housing section of 'My applications' section to open the 'Document upload' screen.

🗮 My Applications		
Social housing		Active
Social housing		Active
Application reference: HR2176598-6		Band: Band B
Effective date: 28/02/2024	Minimum number of bedrooms: 2	Maximum number of bedrooms: 2
Registration date: 28/02/2024	Auto bid enabled: No	Administering team: Wirral Council
<u>View or edit your Social Housing ap</u> Upload / Review documents Elig	<u>plication form</u> Review your Social Housin ible properties View communications	12 Eligible properties

- 4. Scroll down to the bottom of the screen where you will find the upload facility shown below.
- 5. Either
 - a. Click on the 'Browse for files' button to select a document already saved on your own computer or/mobile device, or;

Upload documents	
⑦ What types of attachments are accepted?	
Select one or more files to upload	
Browse for files	You can also drag and drop files here
-	
Previously uploaded documents	

- b. Drag and drop files from your computer or mobile device here.
- 6. After you have selected a file to upload you will need to choose the type of document you are uploading from a drop down list as shown below. Please upload only one type of each

document e.g. for proof of ID, either a birth certificate or passport will do, we don't need both.

What types of attachments are according to the second s	cepted?
Select one or more files to uplo	oad
Browso for filos	Very one also draw and draw files have
browse for files	tou can also drag and drop mes nere
test.pdf	29.75 КВ
Select what type of documen	nt this is *
Select what type of document	
** DI **	
** Please choose **	~
** Please choose ** ** Please choose **	~
** Please choose ** ** Please choose ** Proof of address	
** Please choose ** ** Please choose ** Proof of address Proof of medical condition Droof of income	
** Please choose ** ** Please choose ** Proof of address Proof of medical condition Proof of medical condition Concert attachment	
** Please choose ** ** Please choose ** Proof of address Proof of medical condition Proof of income General attachment Electric certificate	
** Please choose ** ** Please choose ** Proof of address Proof of medical condition Proof of income General attachment Electric certificate Gas certificate	
** Please choose ** ** Please choose ** Proof of address Proof of medical condition Proof of income General attachment Electric certificate F Gas certificate Proof of Identity	
** Please choose ** ** Please choose ** Proof of address Proof of medical condition Proof of income General attachment Electric certificate Gas certificate Proof of Identity Third party mandate	
** Please choose ** ** Please choose ** Proof of address Proof of medical condition Proof of income General attachment Electric certificate Proof of Identity Third party mandate Proof of Employment and or In	Icome
** Please choose ** ** Please choose ** Proof of address Proof of medical condition Proof of income General attachment Electric certificate F Gas certificate Proof of Identity Third party mandate Proof of Employment and or In Landlord Reference	icome
** Please choose ** Proof of address Proof of address Proof of medical condition Proof of income General attachment Electric certificate Gas certificate Proof of Identity Third party mandate Proof of Employment and or In Landlord Reference Other Agency Contact and or s	icome support letter

7. Next you will need to click on the 'Upload' button.

🗎 test.pdf		29.75 КВ
Select what type of document this is *		
Proof of address		~
	Ĩ	Upload Remove

8. The document you have uploaded will then show in a list.

Upload documents		
? What types of attachments are accepted?Select one or more files to upload		
Browse for files	You can also drag and drop files here	
test.pdf Proof of address Uploaded	29.75	КВ
Previously uploaded documents		

9. The PPP Team who manages your application will review and verify your document(s) as soon as possible. Documents which have been verified will show in the 'Previously uploaded documents' section as shown below.

Upload documents		
 What types of attachments are accepted? Select one or more files to upload 		7
Browse for files	You can also drag and drop files here	
Previously uploaded documents		
🖹 test.pdf		29.75 KB
Proof of address		
Uploaded		

10. Some helpful hints for the document upload include:

- a. The maximum file size you can upload is 4MB.
- b. The file name must be 60 characters or less.
- c. The file types you can upload are:
 - doc
 - docx
 - rtf
 - pdf
 - tif
 - tiff
 - jpg
 - jpeg
 - gifpng
 - bmp
 - pptx
 - txt
- d. Please only upload documents listed on our website that are required for us to be able to assess your application; or those that we have specifically requested.
- e. We do not keep all documents. Documents that we do not need to keep on your file are securely deleted.
- f. Any documents we delete will not show in the 'Previously uploaded' section of the document upload screen shown above.