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.

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;

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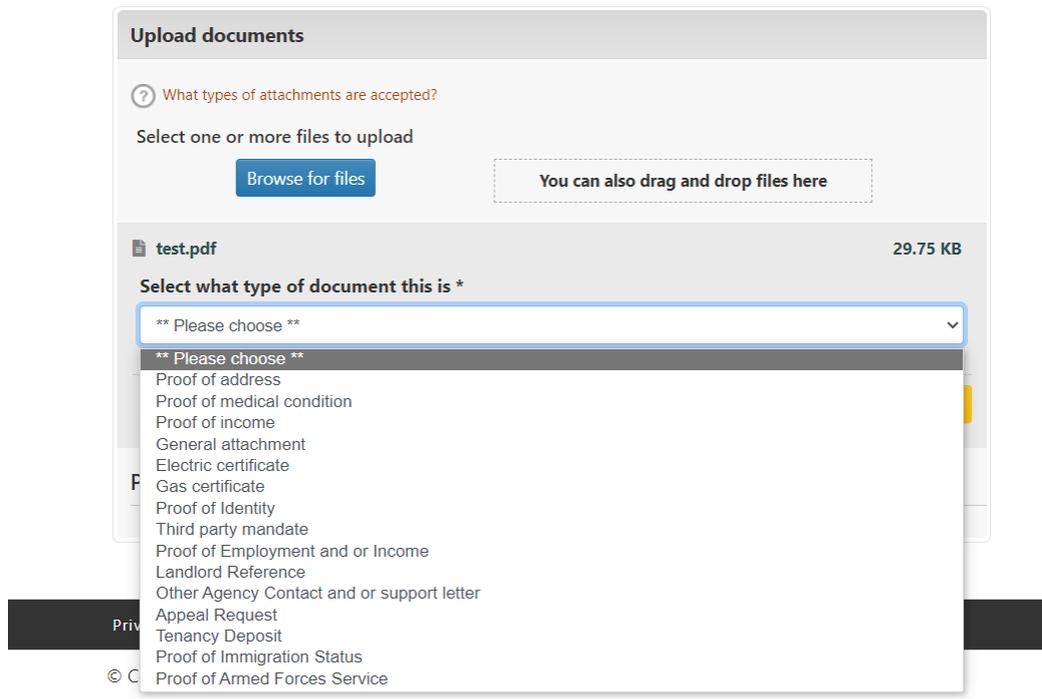
7. Next you will need to click on the 'Upload' button.

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

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

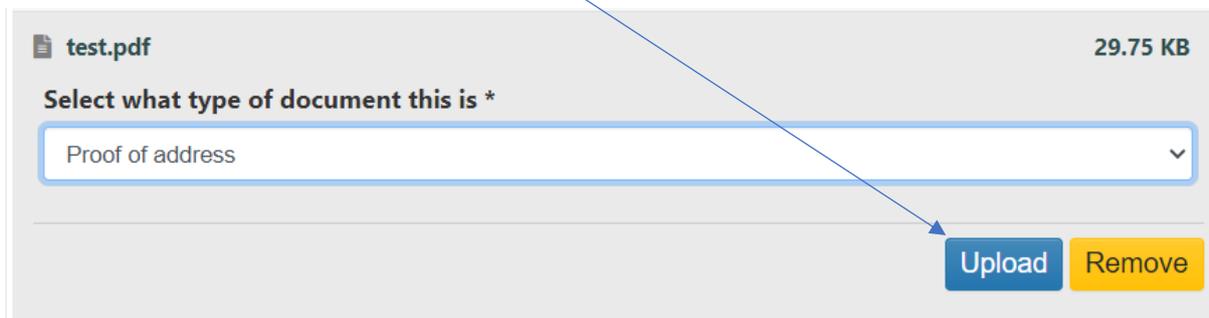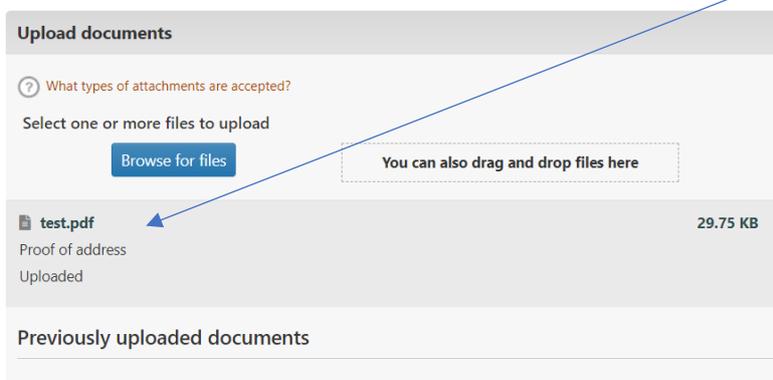[Browse for files]   You can also drag and drop files here

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
    - gif
    - png
    - 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.