

Angus Common Housing Register



Angus HomeFinder

Online Application and Choice
Based Lettings

Applicant User Guide

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Existing applicants – log into application

For first time log in, you will have received a letter with your log in details.

Login to [Housing Register \(click here to follow link\)](#)

Or access via this address: <https://bit.ly/35kdX3n>

Input your User ID, Password and select your Security question and answer (as detailed on your letter).

Click “Log In”

Welcome to Angus

Login details

User ID
#Enter Your Household ID.

Please enter user id

Password
#Enter your password, if you do not remember your password click on 'Reset Login Information'.

Please enter password

Please select the Security question.

Security question

Please enter the security answer.

Security answer

If you have forgotten your password, or want to change your password, please click the 'Reset login information' button below.

[Login](#) [Reset login information](#) [Back](#)

You will now be able to view your application, check status of application and make any changes to your application from here.

If you wish to view available properties (from 16th November 2020) you can access these at the following address: <https://angushomefinder.homeconnections.org.uk/>

Further information and guidance can be viewed at our website: <https://angushomefinder.homeconnections.org.uk/>

New Application Entry

Online Housing Register Application

To apply for housing, you must first complete a Housing Options Wizard before you can submit a Housing Registration form.

<https://bit.ly/2Yjc2ZQ>

Once complete you will get the screen below which shows your log in details, please take a note of these to allow you to log in to your application.

Angus

Your Housing Options in Angus



Thank you for completing our Housing Options Wizard.

Login Id : 3000665

Password : 813167992

We hope that you found this information and advice useful.

To submit an application for housing, please use the above login details at the following link to complete the application form: **Complete the housing application form.**

Please complete the following survey on your experience of our Housing Options Wizard: <https://www.surveymonkey.co.uk/r/JQTBW3V>

<https://www.surveymonkey.co.uk/r/JQTBW3V>

You can download a copy of your **Action Plan** but do note that we have emailed a copy to you at the address you supplied.

You can choose to download and save a copy of your Application Form as a PDF by clicking [Download PDF](#)

You can click on the link to “Complete the housing application form” show in the picture above or you can log in at the following link using the log in details provided at the end of the Housing Options Wizard:

<https://bit.ly/35kdX3n>

Welcome to Angus

Login details

User ID

* Enter Your Household ID

Please enter user id

* Enter your password, if you do not remember your password click on 'Reset Login Information'.

Password

Please enter password

Please select the Security question.

Security question

Please enter the security answer.

Security answer


If you have forgotten your password, or want to change your password, please click the 'Reset login Information' button below.

Login

Reset login information

Back

Once logged in you can click "Please click here to submit a Housing Register request" this will take you to the screen to complete the application.

Text size: Increase / DecreaseSelect Language

Welcome to Angus

[My documents](#)

[My letters](#)

Name	National insurance number	Date of birth	Relationship
Mr Jiim January	JM111344C	03/01/1989	

[Housing Register - Please click here to submit a Housing Register request](#)

Reference ID	Start date	Date of submission	Current status	Continue my application	Change of circumstance	Update contact information	Download	Manage my application

Housing Wizard

Reference ID	Start date	Date of submission	Current status	Continue my application	Download
1993	26/01/2021	26/01/2021	Wizard - submitted(REG)	N/A	Download application answers as a PDF

This application may take between 15-20 minutes to complete. You will need a valid email address and your National Insurance Number to proceed. If you need help to get online please visit your local library where you can get help to find your way around. Support is also available from our Common Housing Register Team who can be contacted via ACCESSLine 03452 777 778.

You will be required to upload electronic copies of Proof of ID and Address, and you may be asked to provide proof of your circumstances; for example a copy of notice to quit, service record when leaving the armed forces, confirmation of adoption, fostering, kinship arrangements, proof of pregnancy, child benefit or residency rights.

Accepted Proof of ID:

- Birth certificate, passport or National Insurance Card.

Accepted Proof of Address may include, but not limited to:

- official letters/bills/statements from a local authority, public agency or private utility company (gas, electric, telephone), government department, private sector lease, bank or building society;
- photographic driving licence

To begin your application

Enter main applicant details:

Applicant validation

Fields marked with an * must be filled in

***Please enter the main applicant`s details**

Forename *

Surname *

Date Of Birth *

Email *

NI Number

Click "Next"

Security Question

Security question

Fields marked with an * must be filled in

Please choose a security question and answer

You will need this to access your account once you have submitted your application

Security Question:

--Please Select--

Security Answer:

Pick from drop down menu

Answer relevant question

Click "Next"

Household Members

Household members

Fields marked with an * must be filled in

Please add all household members

Please complete the section below until all applicants have the status of "Complete" in the table. You can add these details by hitting the "View/Edit" button in the action column. You can add further applicants using the "Add Person" button.

Once all household members show as complete, you can continue with your application by clicking the next button.

Applicant Type	Name	Date Of Birth	Status	Action
Main	Linda Bruce	29-JUN-1982	Incomplete	View/Edit

Add Person

Previous Finish Later Next

Click on "View/Edit" under Action

Complete applicant in the household details by following on screen instructions, some boxes will be prepopulated, you will not be able to continue if there is any missing information.

Document Title - must include household member name (e.g. ID Joe Bloggs)

Document Description – what type of ID (passport, birth certificate etc.)

Upload File - copy of Passport etc. click Upload

How is this person related to you? – if you are the only applicant please pick **main applicant**

After completion of all details click Next

Contact Details

Add Address

Carry out Post Code search to select address, if you have no address, click no permanent address

Select yes if current address

Date moved in

Leave date moved out (if current address)

Click Save

Continue to fill in any missing information as per on screen instructions

Click Next once complete

Household member status should read "Completed"

Please add all household members

Please complete the section below until all applicants have the status of "Complete" in the table. You can add these details by hitting the "View/Edit" button in the action column. You can add further applicants using the "Add Person" button.

Once all household members show as complete, you can continue with your application by clicking the next button.

Applicant Type	Name	Date Of Birth	Status	Action
Main	Linda Bruce	29-JUN-1982	Completed	View/Edit

[Add Person](#)

[Previous](#) [Finish Later](#) [Next](#)

Click Next

Continue Answering application questions

Once you get to the privacy notice, please read declaration/privacy notice, insert date and Finish

Angus HomeFinder Text size: Increase / Decrease Select Language

Angus Housing registration

Your application for housing has been submitted and we will now complete any checks required to verify your application. We aim to process your application within 28 working days of receiving it, as long as you've provided all the information we need. We will write to tell you when your application is processed. If you require advice or assistance meantime, you can contact any local ACCESS / Angus Alive office or contact ACCESSLine on 03452 777 778.

Please find your login credentials below:

Your household ID is : 3000103
password is : 522431674
Band : 7-No priority
Bedroom : 1

An email will be sent with your login credentials, please keep these safe as you will need them to login to your application this email also advises your application has been submitted.

A second email will be sent once our team has verified your application and made Live, (this could take up to 28 days depending on your circumstances) this will also contain your Application ID which allows you to login to Angus Home Finder to search properties and place bids.

Change of circumstances or cancel application

Change of Circumstances

Login to [Housing Register](#)

Input your User ID (provided when application was first submitted), Password and select your Security question and answer.

Click “Log In”

Welcome to Angus

Login details

User ID
#Enter Your Household ID.

Please enter user id

Password
Please enter password

Please select the Security question.

Security question
--Select--

Please enter the security answer.

Security answer

If you have forgotten your password, or want to change your password, please click the 'Reset login Information' button below.

[Login](#) [Reset login information](#) [Back](#)

If you have forgotten your login details, please click “Reset login information”

Once logged in you will see the screen below:

Welcome to Angus

[My documents](#) [My letters](#)

Name	National insurance number	Date of birth	Relationship
Mrs Susan Small	JM334433C	21/01/1982	Main Applicant
Mr John Small	JM556622C	28/02/1982	

Housing Register

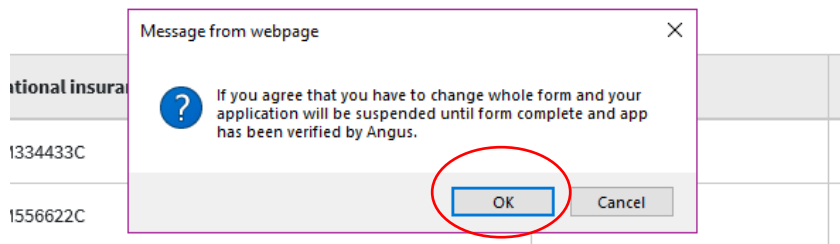
Reference ID	Start date	Date of submission	Current status	Continue my application	Change of circumstance	Update contact information	Download	Manage my application
416	09/01/2020	09/01/2020	Live(REG)	N/A	Report a change of circumstances	Click Here	Download application answers as a PDF	Cancel my application

Housing Wizard

Reference ID	Start date	Date of submission	Current status	Continue my application	Download
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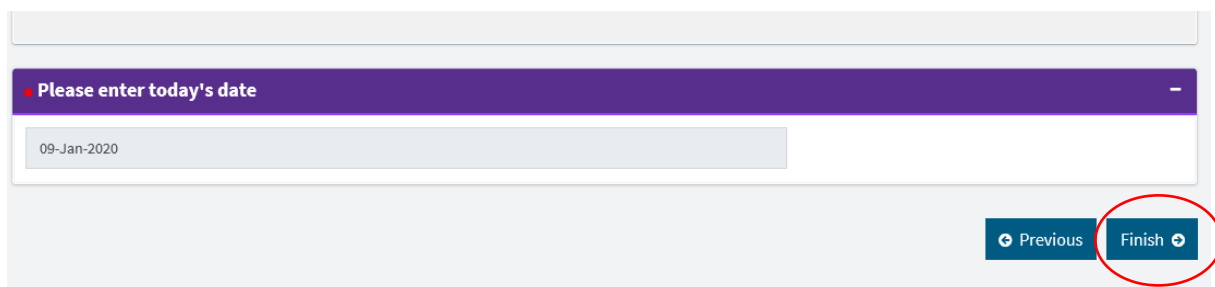
Click “Report a change of circumstances”

Message box appears click “OK” to proceed



Click through whole application using the “Next” button until you reach the section you want to change and make the changes required.

At the end of the application ensure you enter today’s date in the privacy notice then click “Finish”



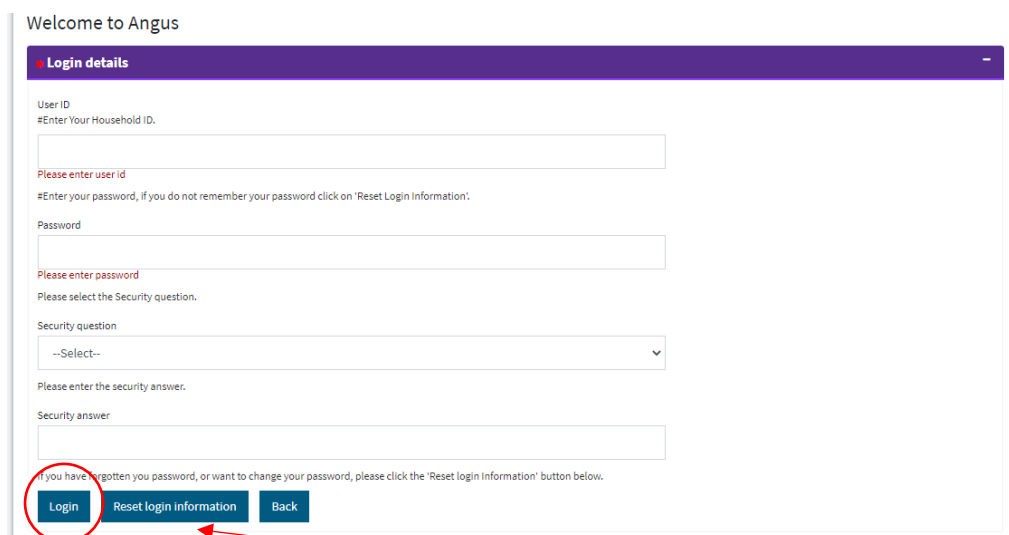
Your application changes will be verified and you will receive confirmation once this is complete.

Cancel Application

If you wish to cancel your housing application, please login to [Housing Register](#)

Input your User ID (provided when application was first submitted), Password and select your Security question and answer.

Click “Log In”



If you have forgotten your login details, please click “Reset login information”

Once logged in you will see the screen below:

The screenshot shows the Angus HomeFinder user interface. At the top, there is a purple header with the Angus HomeFinder logo and a 'Text size: Increase / Decrease' link. Below the header, the user is greeted with 'Welcome to Angus' and two buttons: 'My documents' and 'My letters'. A table lists the user's details:

Name	National insurance number	Date of birth	Relationship
Mrs Susan Small	JM334433C	21/01/1982	Main Applicant
Mr John Small	JM556622C	28/02/1982	

Below this is the 'Housing Register' section, which contains a table of applications:

Reference ID	Start date	Date of submission	Current status	Continue my application	Change of circumstance	Update contact information	Download	Manage my application
416	09/01/2020	09/01/2020	Live(REG)	N/A	Report a change of circumstances	Click Here	Download application answers as a PDF	Cancel my application

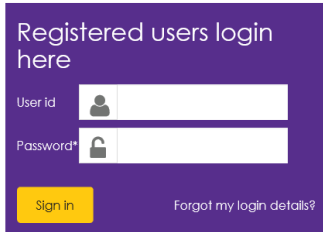
The 'Cancel my application' button is highlighted with a red circle. Below the Housing Register is the 'Housing Wizard' section, which is partially visible.

Click “Cancel my application”

How to bid (note interest in property)

[Angus Home Finder Site](#)

Login with User ID and password (same as housing application log in details)



Registered users login here

User id

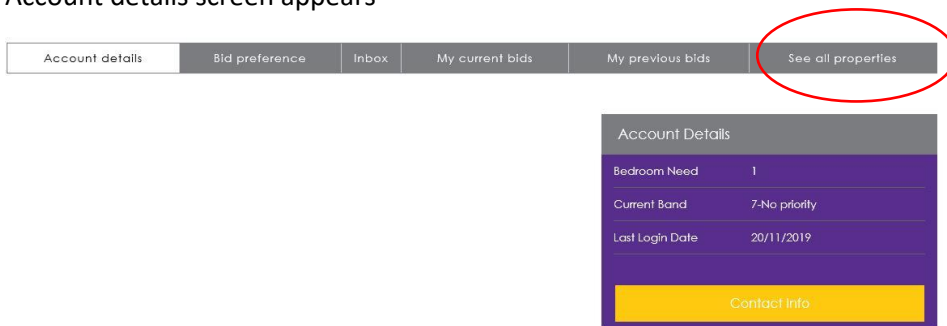
Password*

[Sign in](#) [Forgot my login details?](#)

If you have forgotten your log in details, please click “Forgot my login details”

Click “Continue”

Account details screen appears



Account details | Bid preference | Inbox | My current bids | My previous bids | **See all properties**

Account Details

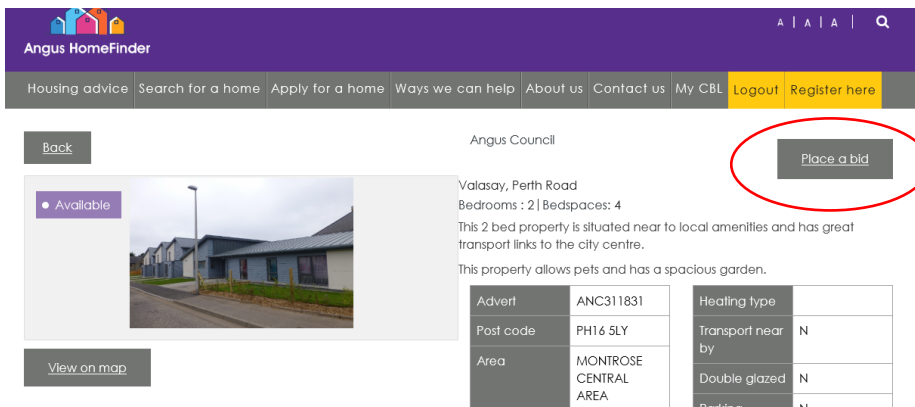
Bedroom Need	1
Current Band	7-No priority
Last Login Date	20/11/2019

[Contact info](#)

Click See all Properties to view a list of properties that you are eligible to bid on. Bidding is the term used to note your interest in a property.

View advertised properties and click “Full property details” to view further information on the property.

If you wish to bid on a property please click “Place a bid” and your bid will be registered.



Angus HomeFinder

Housing advice | Search for a home | Apply for a home | Ways we can help | About us | Contact us | My CBL | Logout | Register here

Back

Angus Council

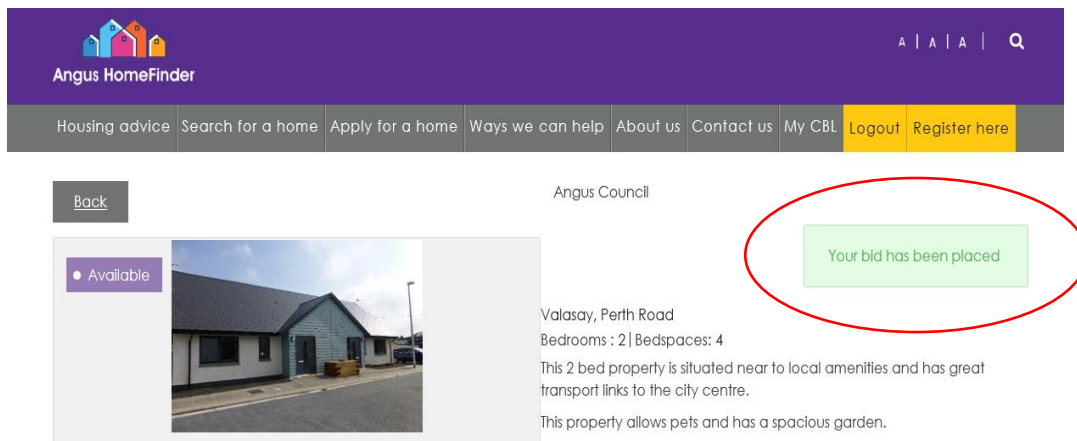
Valasay, Perth Road
Bedrooms : 2 | Bedspaces: 4
This 2 bed property is situated near to local amenities and has great transport links to the city centre.
This property allows pets and has a spacious garden.

[View on map](#)

Advert	ANC311831	Heating type	
Post code	PH16 5LY	Transport near by	N
Area	MONTROSE CENTRAL AREA	Double glazed	N
		Parking	N

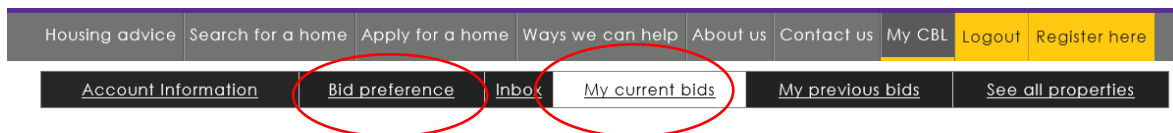
[Place a bid](#)

This will now change to show that your bid has been placed.



Click the “Back” button to return to the main account details screen.

The bid will now show under “My Current Bids” on the Account Details screen.

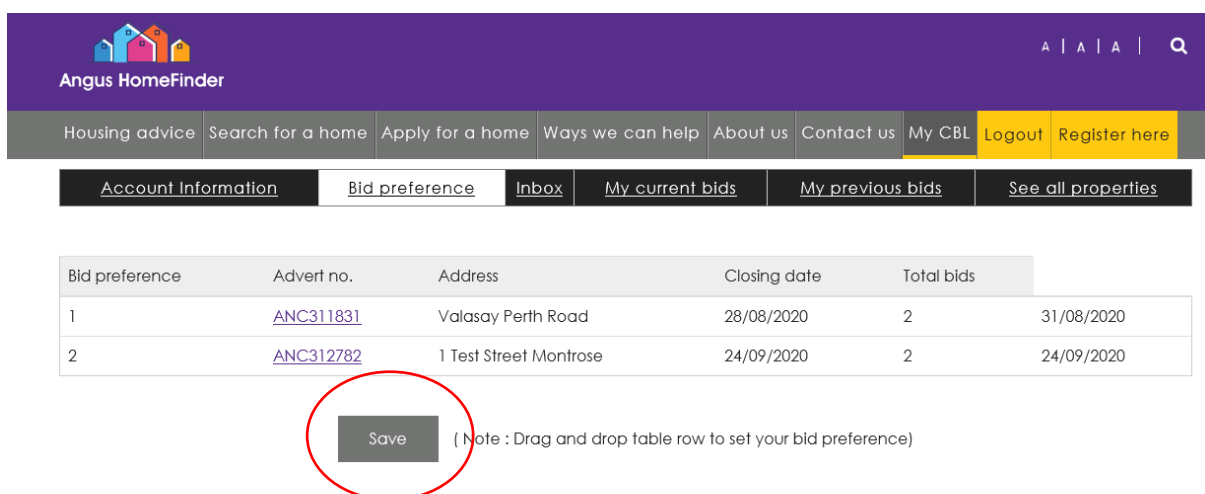


My current bids

Properties still open for bidding

Advert no.	Address	Closing date	Total bids	Bid position	View date
ANC311831	Valasay Perth Road	28/08/2020	2	2	31/08/2020

There is no limit on the number of bids you can make. If you make more than one bid, you can select your order of preference under the “Bid Preference” heading. To set your bid preference click and drag the row as required and click “Save”.



We recommend that you access this site on a regular basis to check the status of your bids and for availability of properties.