

# 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 \(click here to follow link\)](#)

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

#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  
--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](#)

You will be asked to change your password and security question and answer upon first log in.

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

## New Application Entry

### Online Housing Register Application

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 ACCESS Office where you can get help to find your way around.

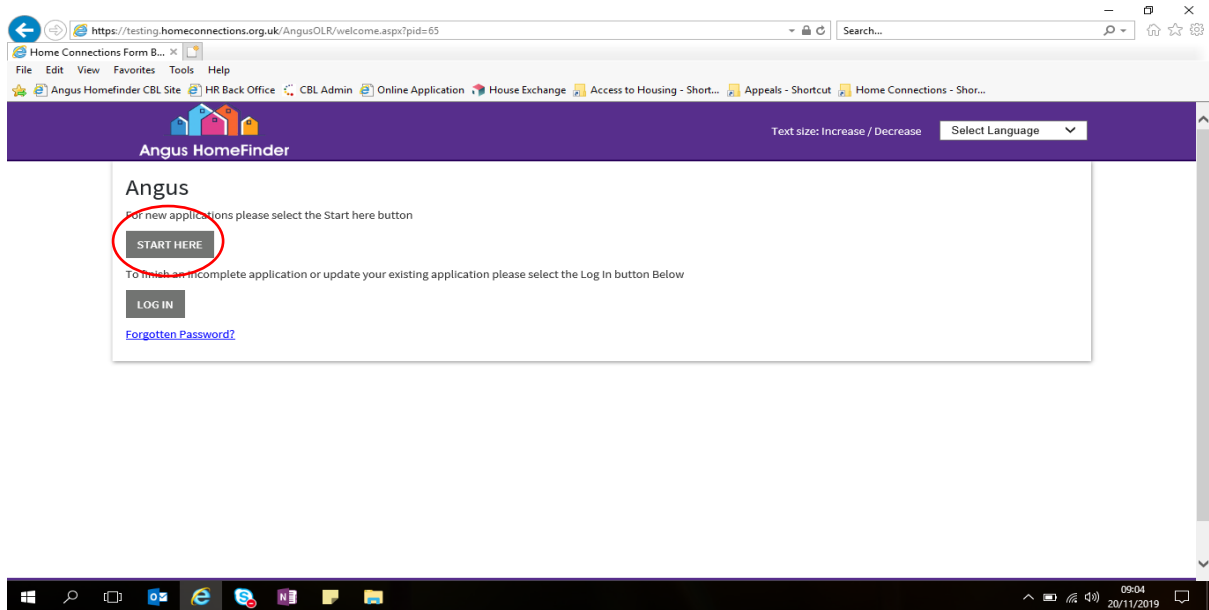
You will be required to upload electronic copies of Proof of ID and Address, and you may be asked to provide proof of your circumstances; for example a copy of notice to quit, service record when leaving the armed forces, confirmation of adoption, fostering, kinship arrangements, proof of pregnancy,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

Link to application:

<https://unity2.homeconnections.org.uk/AngusOLR/QuestionnaireStart.aspx?qid=264&rord=-1>

To begin your application

Press "Start Here":



## 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 informations 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	<a href="#">View/Edit</a>

[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

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## 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  
#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  
--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:

Angus HomeFinder Text size: Increase / Decrease

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	<a href="#">Report a change of circumstances</a>	<a href="#">Click Here</a>	<a href="#">Download application answers as a PDF</a>	<a href="#">Cancel my application</a>

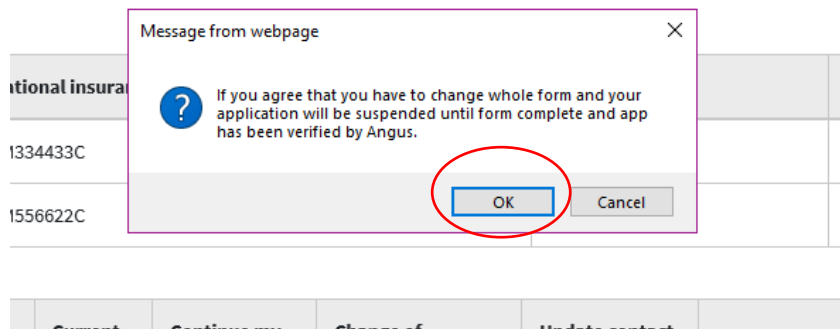
Housing Wizard

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

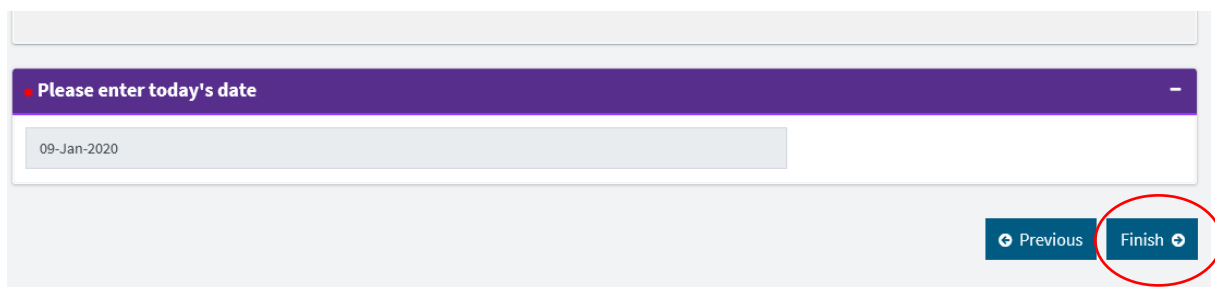
Message box appears click “OK” to proceed





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”



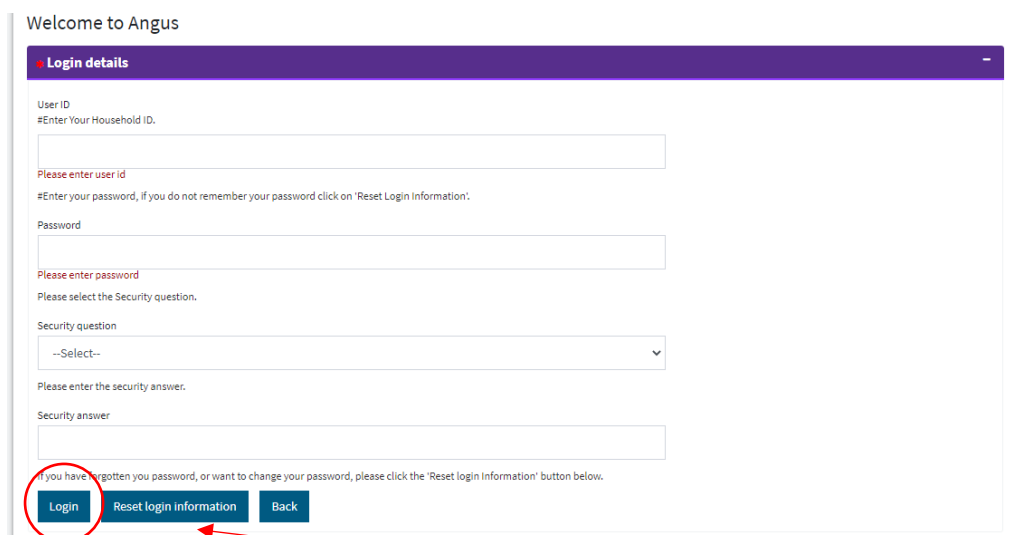
Your application changes will be verified and you will receive confirmation once this is complete.

### 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 logo and the text "Angus HomeFinder" and "Text size: Increase / Decrease". Below the header, the page says "Welcome to Angus" and has two buttons: "My documents" and "My letters".

There are two tables. The first table lists users:

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

The second table is titled "Housing Register" and lists 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	<a href="#">Report a change of circumstances</a>	<a href="#">Click Here</a>	<a href="#">Download application answers as a PDF</a>	<a href="#">Cancel my application</a>

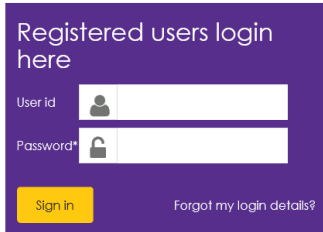
Below the "Housing Register" table, there is a section for "Housing Wizard" with a table that is partially visible.

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

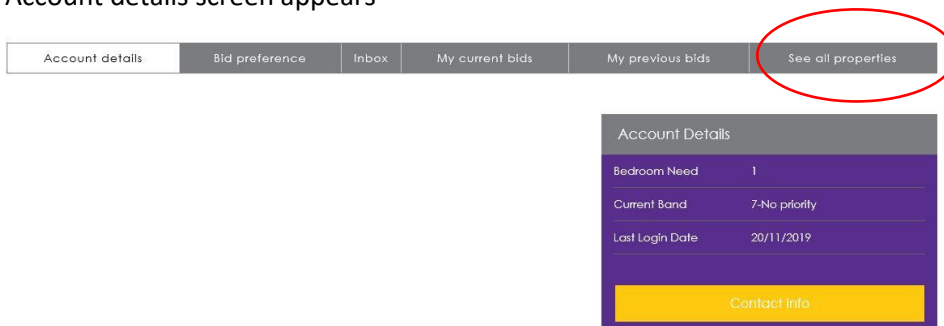
Password\*

[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

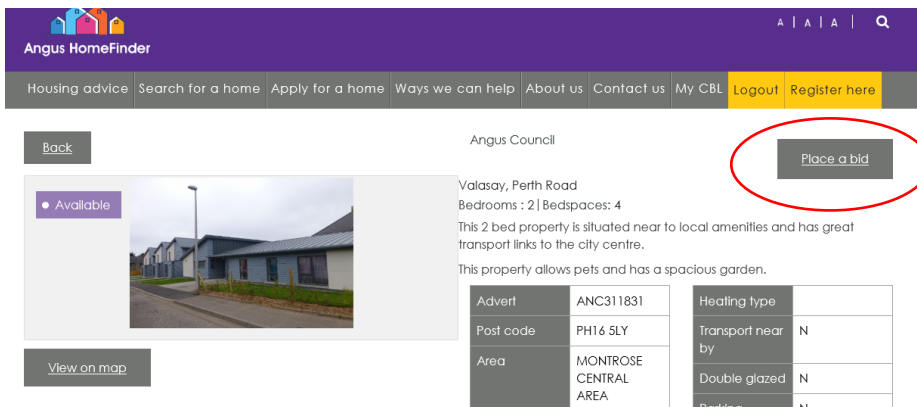
Bedroom Need	1
Current Band	7-No priority
Last Login Date	20/11/2019

[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

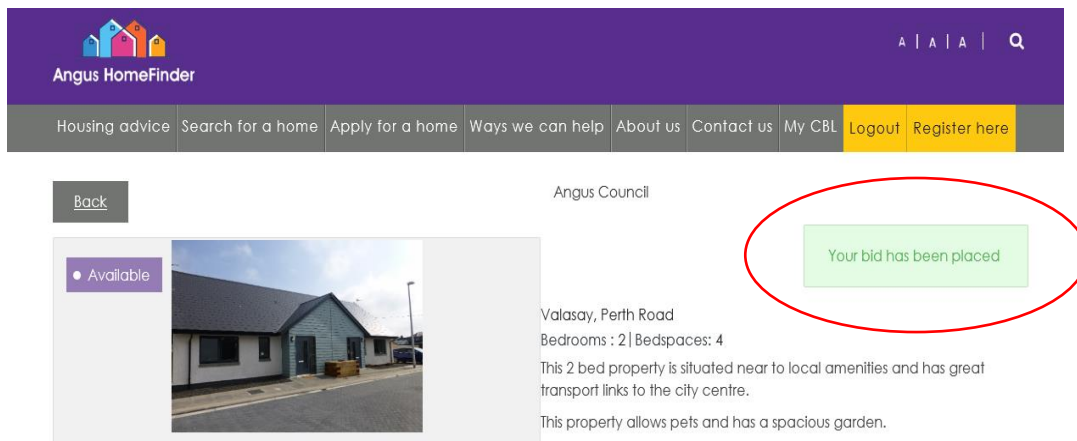
Valasay, Perth Road  
Bedrooms : 2 | Bedspaces: 4  
This 2 bed property is situated near to local amenities and has great transport links to the city centre.  
This property allows pets and has a spacious garden.

[View on map](#)

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

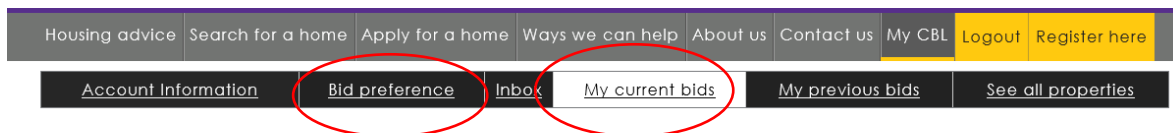
[Place a bid](#)

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.

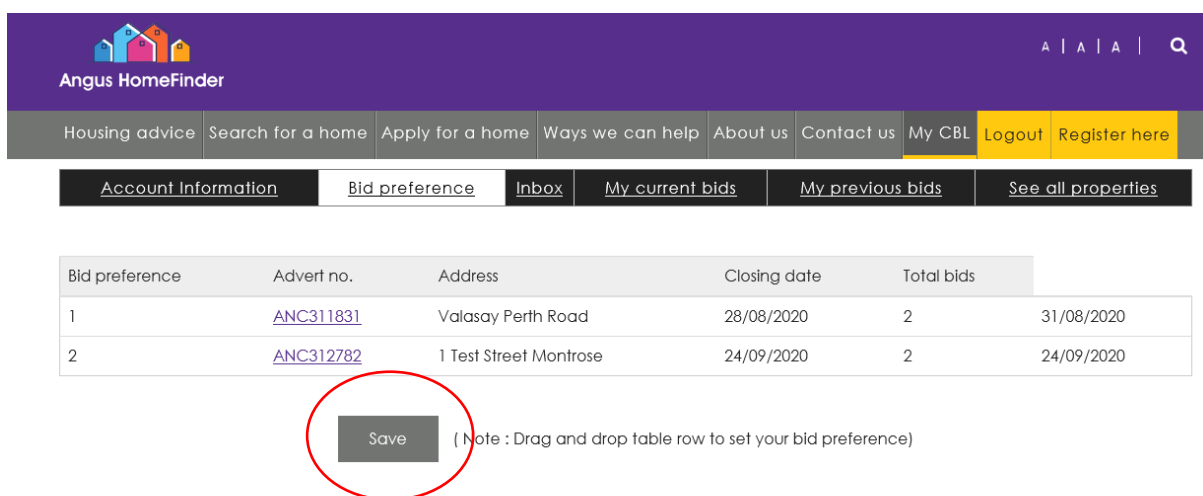


### My current bids

Properties still open for bidding

Advert no.	Address	Closing date	Total bids	Bid position	View date
<a href="#">ANC311831</a>	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.