



## PLEASE NOTE IF YOU ALREADY HAVE AN ACCOUNT WITH ST ALBANS HOME CHOICE E.G. A HOMELESS APPLICATION THEN PLEASE LOGIN AND SKIP TO STEP 12.

## Step One

1. Please go to St Albans Home Choice on <u>www.stalbanshomechoice.co.uk</u>.



2. Click on 'Register'.







3. Enter your email address and create a password. Passwords must at least 8 characters long and include one upper case, one lower case, one number and one non-alphanumeric character e.g. \*, @, #.

(egister	
Please use this screen to register only if you are a custo	omer at risk of homelessness. If you are from a public body, please register for our duty to refer service instead.
Email	
Applicant@gmail.com	
Enter Password	
Confirm Password	
By clicking register you confirm that you agree to our we and in order for you to use this service, we will contact y	ebsite terms of use, our privacy policy and consent to cookies being stored on your device. As part of this service, you periodically about your account, if you don't wish to receive these emails then you shouldn't use the service.
	Register

4. Click 'register'.

egister
Please use this screen to register only if you are a customer at risk of homelessness. If you are from a public body, please register for our duty to refer service instead.
Email
Applicant@gmail.com
Enter Password
Confirm Password
By clicking register you confirm that you agree to our website terms of use, our privacy policy and consent to cookies being stored on your device. As part of this service, and in order for you to use this service, we will contact you periodically about your account; if you don't wish to receive these emails then you shouldn't use the service.
Register

- 5. You will receive a link to confirm your account which will be sent to the email address you have used to register with St Albans Home Choice.
- 6. Go to your email inbox, open the email from 'Housing Jigsaw' and click on the link. The link will look like this.







7. You will be redirected back to St Albans Home Choice. Now, login with the email address and password you used to create your account.

	St Alberts
Sign in	
Email	
Applicant@gmail.com	
Password	
	Sign in
	Forgot password?
	Powered by
	🔂 housing jigsaw

8. You are now registered as a **customer** with St Albans Home Choice.

## Step Two

9. From the drop down, please select 'St Albans' and click next.

Please select which local authority you would like to app	ly to:	
St Albans		,
	Next	>

10. Now, please fill in your details. Make sure all mandatory fields are completed and the information you are providing is accurate.

		X			
Customer details					
So we can help you, we first need to ask a fe	ew questions to	create an account for y	DU.		
Basic information					
Title	First name <sup>a</sup>		Last name*		Date of birth*
Please select.	First name		Last name		DDIMMOTOY
Gender*	Pregnancy d	ue date			
Please select	DD/MM/YY	n			
Mink / Other / Muldon even		Made and Second		NUC sombo	
Other name		NI number	nper u	NHS numb	4 1
Address					
Postcode <sup>x</sup>					
eg. WR6 2RY			Find address		Overseas / NFA address
					Enter address manuals
Move in date"		Accommodation type*			
DDMMYYYYY		Please select	۲		
Housing circumstance*			Yes No		
Please select	٣	Was this settled accom	modation?* T		
Accommodation provider					
Please provide at least one contact method					
Home phone number		Yes No	Mobile phone number		Yes No
Contrast and a second second	OK to call on	° U U	and a province of the second		OK to call on?
Work phone number		Yes No	Email address		Yes No
Work phone number	OK to call on	00	xasu@fastair.info		OK to email?
Preterred contact method					
- mand 2000					





		X			
Customer details					
So we can help you, we first need to ask Basic information	a few questions to	create an account for you.			
714	Protocol 1		And the second		Real of States
Please select.	First name		Last name		DD/IW/0000
la constantione de la constantio	A C. C. Paragana and				
Dender*	Pregnancy du	er date			
- 1000 (BAN)					
Nick / Other / Maiden name		National insurance number (	0	NHS number	
Other name		Ni number		NHS number	£
Address					
Postoode*					
eg. WRG 2RY			Find address		Overseas / NFA address
					Enter address manually
Move in date*		Accommodation type*			
DOMENTY		Please select	,		
Housing circumstance*			Yes. Mo.		
Housing circumstance* Please select	,	Was this settled accommoda	Yes No		
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Notation of strainstance* Prese twind: Accommodation provider Phone and ential	•	Was this settled accommoda	Υκαι Νο αδοκ1** Ω Ο Ο		
Notation of strainstance* Prese select. Accommodation provider Phone and email Prese provide all least one contact met	T	Was this settled accommoda	¥ma ¥o ston?* ⊑ ○ ○		
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11. When you have filled in your details, click 'save and continue'.

12. Now select which service you want. In this case, you will select 'Housing Register'. Please note the wording may be slightly different when you come to register.

St Albans offers the following services:		
We are st albans		
Select one of the services below		
	ATLAS	
	Housing register	>
	Homelessness module	>
	d Barbar Louis Antonista	

13. Now click 'start social housing application'.

Please choose an application type to proceed	
Start social housing application	





14. Now please add any joint applicants or any other household members if applicable. To do this click on 'add' and fill in their details.

Applicant Demo Date of birth 10th Oct 1990 (28) Current/last address Civic Centre, St. Peters Street, St. Albans, Hertfordshire, AL1 3JE Joint applicant	not provided No joint applicant	
Date of birth 10th Oct 1990 (28) Current/last address Civic Centre, St. Peters Street, St. Albans, Hertfordshire, AL1 3JE Joint applicant	No joint applicant	
10th Oct 1990 (28) Current/last address Civic Centre, St. Peters Street, St. Albans, Hertfordshire, AL1 3JE Joint applicant	No joint applicant	
Current/last address Civic Centre, St. Peters Street, St. Albans, Hertfordshire, AL1 3JE Joint applicant	No joint applicant	
Civic Centre, St. Peters Street, St. Albans, Hertfordshire, AL1 3JE Joint applicant	No joint applicant	
Joint applicant	No joint applicant	
Joint applicant	No joint applicant	
Joint applicant	No joint applicant	
	No joint applicant	
	No joint applicant	
Add 9		
Other household members		
		_
	No other household members	
Add 🔁		

15. Now please enter some more details about your current address and confirm all details are correct. Enter the address for the joint applicant if it is different before continuing.

Civic Centre St. Peters Street St. Albans Hertfor	dshire	AL1 3IE		Change address
Move in date*		Accommodation type*		
23/09/2008		House		
Housing circumstance*		Yes No.		
Private rented sector: HMO	٠	Was this settled accommodation?*		
Number of bedrooms for exclusive use of your household? (Persons that will be moving with you)*		How many living rooms are for the sole use of your household? (Persons that will be moving with you)*		
Please select	٠	Please select	v	
Accommodation provider				Save





16. You will not be prompted to enter an address history going back at least five years. To do this click 'add address' and fill in the details. If you have been in your current address five years or longer the system will inform you that you do not need to add further address history. Click 'save and continue' when you have completed this section.



17. Please selection where you want to live. You must select at least one area but can select as many as you wish. You can do this by clicking the boxes or clicking on the map.



18. You can now complete the application form. Please complete each section and click on 'save and continue' to move on to the next section. Please ensure all mandatory questions are complete. These are marked by a \*.

	Housing Register	
	Medical	
	Declaration and Consents	
Eligibility - General		
Nationality and residency		
What is your nationality?		
Please select		
Worker status		
Are you or your partner from a Country within	the European Economic Area and living in the UK for the purposes of work only?	
Yes		
No		
		Save





19. IMPORTANT – if you are applying for a **TRANSFER** then please ensure these two questions of the 'current circumstances' section of the application are completed accurately.



20. Once you reach the end of the application, please sign by drawing in the box using your mouse. The date will automatically be filled in. Click save once you have signed.

Clear	
Signed and agreed by customer on this date: *	