



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. *, @, #.

Register	
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	
	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.

Kara Albana and A
Sign in
Email
Applicant@gmail.com
Password
Sign in
Forgot password?
Powered by
Powered by

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.

Select a local authority		
Please select which local authority you would like to apply	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.

			Summer Streemen		
Customer details					
So we can help you, we first need to ask a Basic information	ew questions to	o create an account for y	DU.		
Dasic intornation					
Title	First name ^a		Last name*		Date of birth*
Please select.	First name		Last name		DDIMMOTOX
Gender*	Pregnancy de	ue date			
Piezse select	DD/MM/YYY				
Nick / Other / Maiden name		National insurance nur		NHS number	
Other name		NI number	nper 🖬	NHS number	7
Address					
Address					
Postcode ^x					
eg. WR5 2RY			Find address		Overseas / NFA address
					Enter address manually
Move in date"		Accommodation type*			Croel accress manually
DDMMYYYYY		Please select	•		
Housing circumstance*			Yes the		
Housing circumstance ⁴ Please select	۲	Was this settled accom	Yes No modation?* 0		
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Plesse select	•	Was this settled accom			
Plase select		Was this settled accom			
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Pesse see: Accommodation previder Accommodation previder Phone and email Please provide at least one contact metho None phone number None phone number		Yes No	Mobile phore number Mobile phore number		OK to call on?
Pesse see: Accommodation provider Phone and email Please provide at least one contact methor Home phone number	OK to call on	Yes No 17 0	modation** 2 0 0		OK to call on?
Pesse select Accommodation previder Phone and email Pesse provide all least one contact methon None phone number Work phone number		Yes No 17 0	Mobile phore number Mobile phore number		OK to call on?
Pesse select Accommodation previder Phone and email Pesse provide all least one contact methon None phone number Work phone number	OK to call on	Yes No 17 0	modation** 2 0 0		OK to call on?





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Customer details					
So we can help you, we first need to a Basic information	sk a few question:	to create an account for you			
-			on and the second		Date of birth*
Title Please select	First name		Last name*		Dide of berb?
Gender* Please select	Pregnano				
P18338 36/802	• 0044W				
Nick / Other / Maiden name		National insurance numb	wr O	NHS numbe	
Other name		Ni number		NHS rund	MC
Address					
Postcode* ep. WRS 2RY			Find address		Overseas / NFA address
					Enter address manually
Move in date*		Accommodation type*			
DOMINYNY		Please select	,		
Housing circumstance*					
			Yes No		
Please select.	,	Was this settled accomm	Yes No nodation?* 🗆 🜔 🔵		
	,	Was this settled accomm			
Peace select. Accommodation provider Phone and email		Was this settled accomm			
Prese select. Accommodation provider		Was this settled accomm			
Press select. Accommodation provider Phone and email Piese provide at least one contact m Home phone number	efhod	Yes No	Nobile phone number		Yan Ko
Press select. Accommodation provider Phone and email Press provide al least one contact m	efhod		udation™ 5		Tites No OK to call out O
Press select Accommodation provider Phone and email Press provide at least one contact m Kens phone number Hens phone number	efhod	vn 10 on7 ◯ ◯	edation™ D ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○		OK to call on?
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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	>
	< Back to Local Authorities	

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	Edit
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	No joint applicant	
Joint applicant	No joint applicant	
Add 🔁		
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.

Address* 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 t	the European Economic Area and living in the UK for the purposes of work only?	
Yes		
No		





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: *	