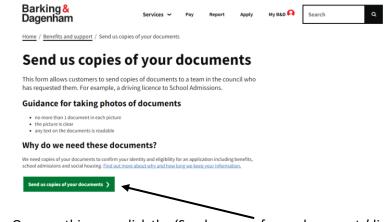
Document Submission



1. Once you have clicked on the link you will be taken to the page below:



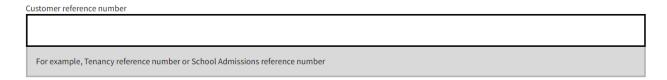
- 2. Once on this page click the 'Send a copy of your documents' links
- 3. The next step you want to do is to check from the list what you are submitting for



Send us copies of your documents



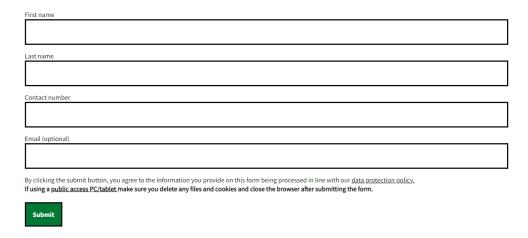
4. The next step is to enter your customer reference/ benefit reference number



5. You will then need to select from the list what documents you are submitting. Once you have selected from the list what you are submitting you will need to click on 'Upload or take photos of your documents'

Passport Driving licence Utility bill Other Upload your documents (up to 15 files) Upload or take photos of your documents Please make sure that your documents or pictures are good quality so that the information is clear to read. Maximum 15 files. 64 HB limit.	_ Wha	t documents are you uploading?
Upload your documents (up to 15 files) Upload or take photos of your documents Please make sure that your documents or pictures are good quality so that the information is clear to read. Maximum 15 files.		Passport
Upload your documents (up to 15 files) Upload or take photos of your documents Please make sure that your documents or pictures are good quality so that the information is clear to read. Maximum 15 files.		Driving licence
Upload your documents (up to 15 files) Upload or take photos of your documents Please make sure that your documents or pictures are good quality so that the information is clear to read. Maximum 15 files.		Utility bill
Upload or take photos of your documents Please make sure that your documents or pictures are good quality so that the information is clear to read. Maximum 15 files.		Other
Upload or take photos of your documents Please make sure that your documents or pictures are good quality so that the information is clear to read. Maximum 15 files.		
Please make sure that your documents or pictures are good quality so that the information is clear to read. Maximum 15 files.	Upload your documents (up to 15 files)	
Maximum 15 files.	Upload or take photos of your documents	
	Maximum 15 files.	
Allowed types: gif, jpg, png, bmp, eps, tif, pict, psd, txt, rtf, html, odf, pdf, doc, docx, ppt, pptx, xls, xisx, xml, avi, mov, mp3, ogg, wav, bz2, dmg, gz, jar, rar, sit, svg, tar, zip, jpeg.	Allowe	d types: gif, jpg, png, bmp, eps, tif, pict, psd, txt, rtf, html, odf, pdf, doc, docx, ppt, pptx, xls, xlsx, xml, avi, mov, mp3, ogg, wav, bz2, dmg, gz, jar, rar, sit, svg, tar,

- 6. Please bear in mind how many documents you can submit and what kind they are. This information is on the page where you upload the documents.
- 7. Once added you will need to enter your name and contact number. If you have an email address, please also enter this information. Once you have filled out the form you can click submit.



8. Once submitted you will receive the below message:



Please make a note of the number as you can use this when contacting the department to check on the status of your submission.