How to

Upload documents on Darlington HomeSearch

DARLINGTON
Borough Council

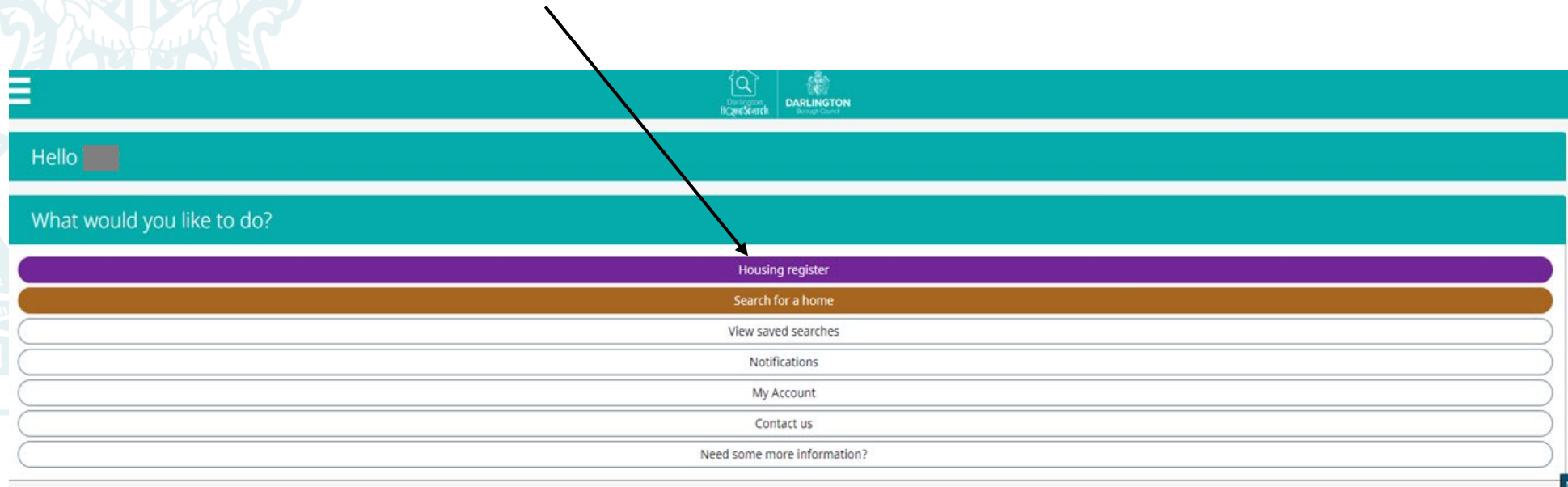# How to Upload documents on Darlington HomeSearch

- **Please note, you need to take photos of any documents you wish to upload (Passport, Driving License, Letter etc) and have them on the device you are logging into HomeSearch with before you proceed.**

- **If you need to log in to your Darlington HomeSearch account again use your email and password you set up earlier.**
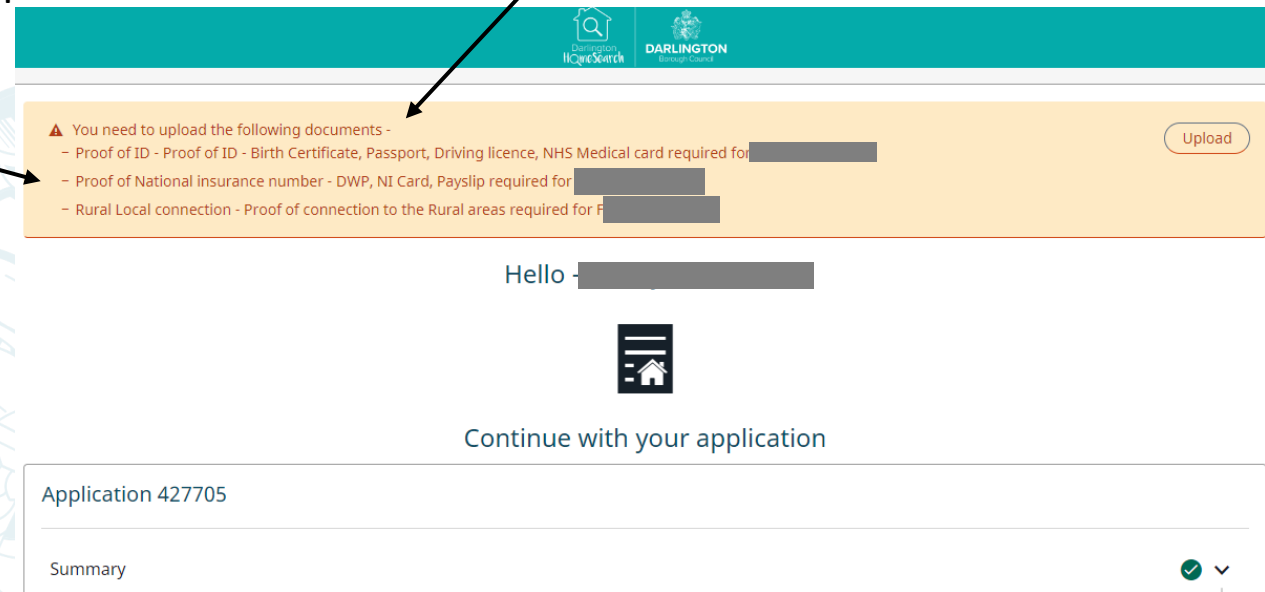
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How to Upload documents on Darlington HomeSearch

- **Step 1 - From the main menu tap or left click with your cursor on "Housing Register" button.**

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- **Any documents required of you will be displayed on the top of your main application page.**

- If you are asked to upload evidence to support the main or joint account holders you may use the same document for both if applicable.
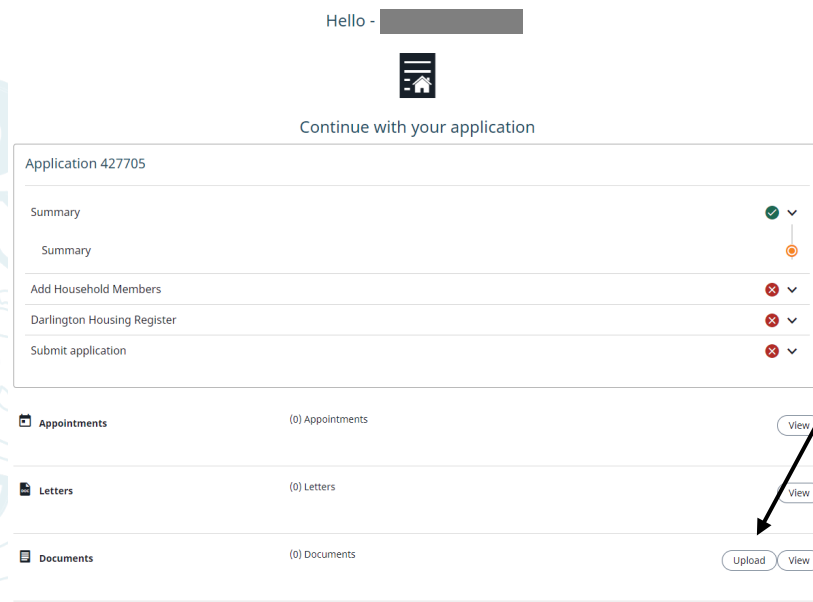
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- **Step 2 – On the main screen tap or click (left click with your cursor)on the "Upload" button in the Documents section at the bottom of the page.**

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- **Step 3 – Tap or click (left click with your cursor) choose files and select the file you wish to add. Once that is done Tap or click on the "Next" button.**

Upload document

Files to add to application

Note, you can upload multiple files. Please ensure you have selected all chosen files before saving.

Supported file types ".xls, .xlsx, .doc, .docx, .jpg, .jpeg, .png, .pdf, .eml, .msg, .mht, .zip, .tif, .tiff"

Choose files | documents 1.png
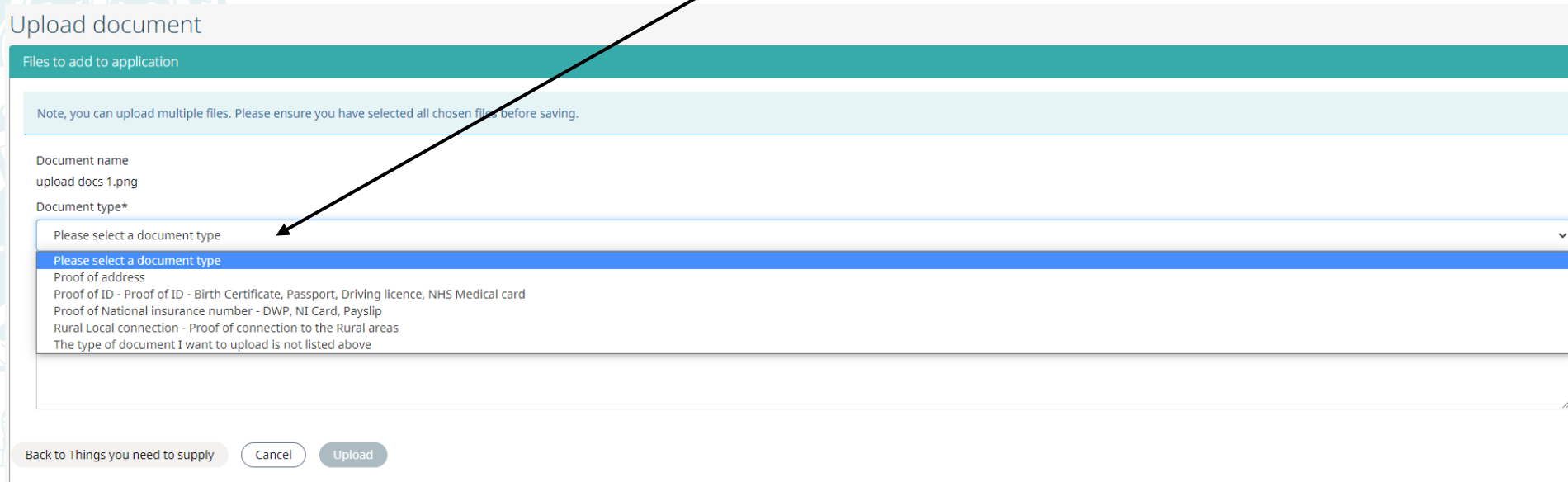
You have currently selected 1 files

1. documents 1.png

Return to application | Next

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- **Step 4 – In the "Document type" menu, select what type of information this file supports by tapping or clicking (left click with your cursor) on the drop down menu.**

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- **Step 5 - Then select which household member this information is related to by tapping or clicking (left click with your cursor) on the drop down menu.**

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- **When uploading If you are asked to provide the same evidence to support the other household members you may use the same document for each individual if applicable.**
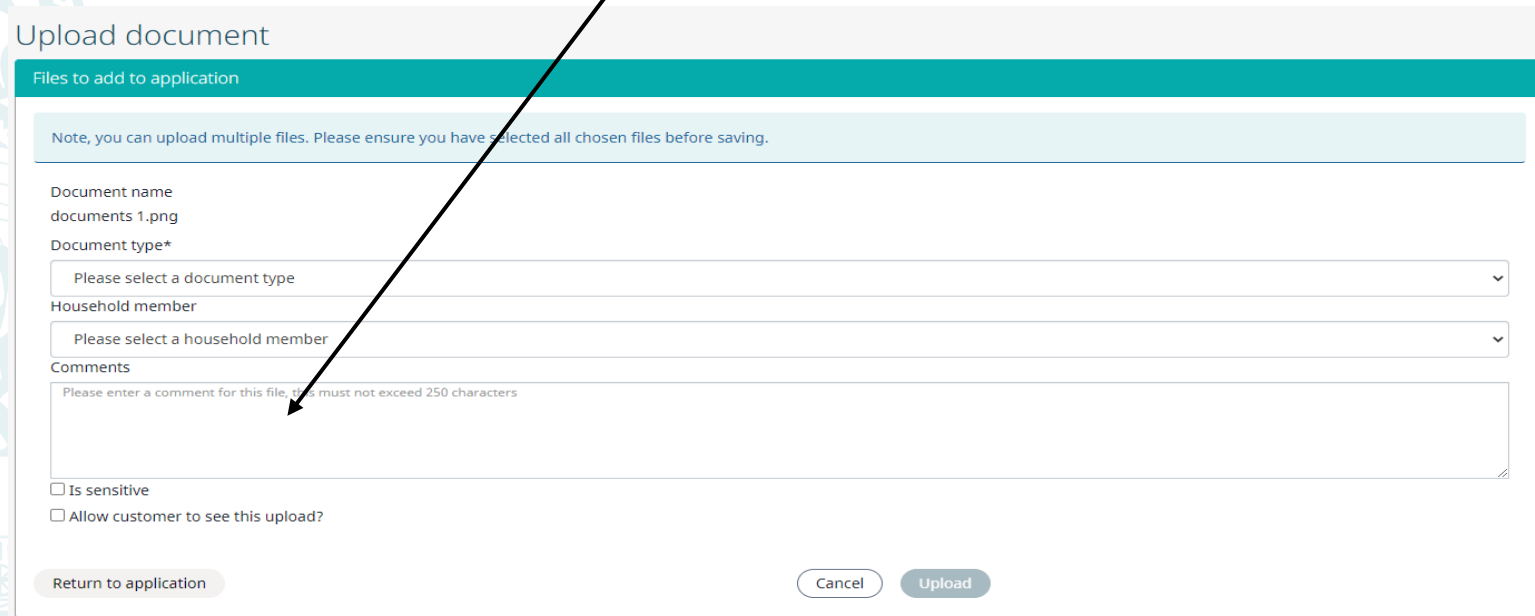
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- **Additionally, you can add a comment if you wish to provide any other information regarding this file.**

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- **Step 6 - Once finished, Tap or click (left click with your cursor) the "Upload" button. If you wish to upload more documents just repeat the process form the "Upload document screen".**