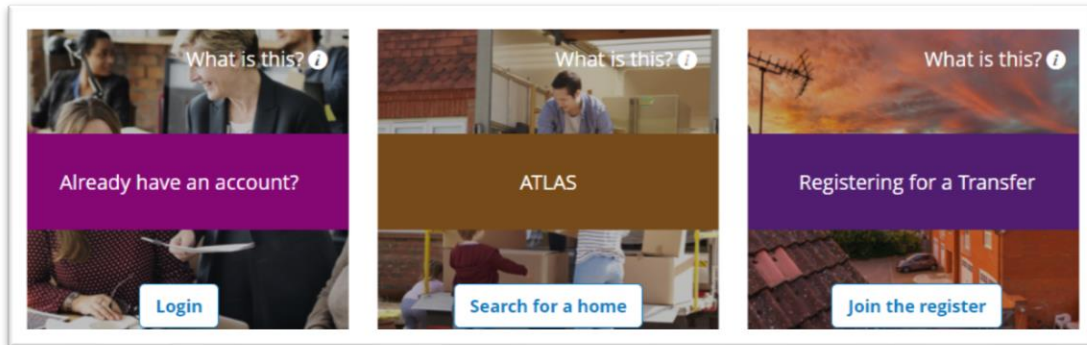


Log into Housing JigSaw via this link mtvh.housingjigsaw.co.uk

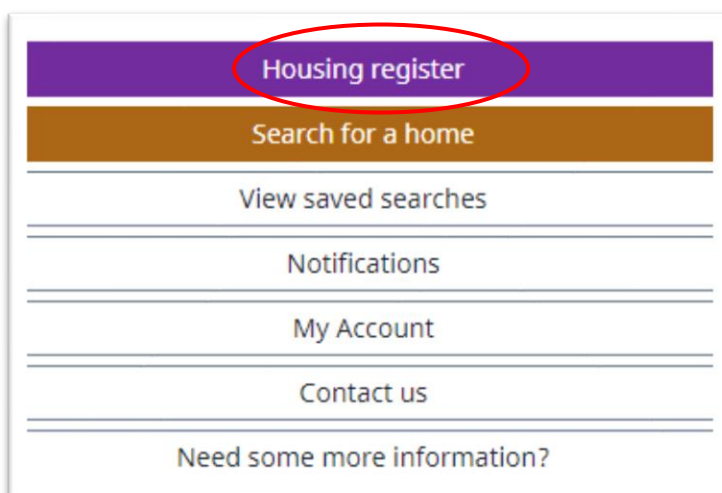
1. Select, Already have an account



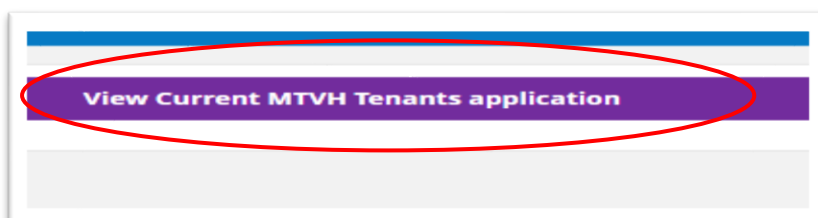
2. Add email address and password

A sign-in form is displayed. It has a dark teal header with the text 'Sign in'. Below the header, there are two input fields: 'Email' (containing 'Username') and 'Password' (containing 'Password'). Below the password field, there is an orange error message: 'The Password field is required.' At the bottom right of the form, there are two buttons: 'Sign in' and 'Forgot password?'.

3. Select, Housing Register



4. Select, View MTVH Current Tenants application



5. Select, Things you need to supply

The screenshot shows a navigation menu under the heading 'Your application status Proofs outstanding'. The menu items are: Application form, Household, Current address, Address history, Appointments, Letters, Things you need to supply (highlighted with a red circle), and View need assessment. A small information icon is visible next to 'Things you need to supply'.

6. Select, View documents required

The screenshot shows the 'Documents required' section with the text: 'These are the outstanding documents you need to supply to support your application.' Below this is a large orange circle containing the number '1' and a button labeled 'View documents required' (highlighted with a red circle). The 'Documents supplied' section below shows '3' documents and a 'View documents supplied' button.

7. Select, Upload document

The screenshot shows a single button labeled 'Upload document' which is highlighted with a red circle.

8. Select, Choose files. This will take you to the saved files on your device - select the relevant document from the list of saved files and double click on it.

The screenshot shows the 'Upload document' dialog box. It includes a note: 'Note, you can upload multiple files. Please ensure you have selected all chosen files before saving.' Below this, it lists supported file types: '.xls, .xlsx, .doc, .docx, .ppt, .pptx, .png, .pdf, .eml, .msg, .mht, .zip'. The 'Choose Files' button is highlighted with a red circle. A list of files is shown below, including '1. Blue badge image.PNG'. At the bottom, there are 'Back to Things you need to supply' and 'Next' buttons.

9. Select Next and then choose the Document type required and the name of the person it refers to from the drop down menu. It is very important that each document is categorised correctly and uploaded against the subject it relates to and the person it refers to. If it's incorrectly uploaded or categorised your application cannot be activated and you will not be able to bid.

Upload document

Files to add to application

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

Document name
Blue badge image.PNG

Document type*
Copy of your blue badge.

Household member
Joe Bloggs

Comments
Blue Badge for Joe Bloggs

Back to Things you need to supply

Cancel Upload

10. Once completed – Select Upload

11. Repeat if necessary