Making your Universal Credit claim

Access the Gov.uk
 Website and type in universal credit. You will need to enter your postcode



Use this service to:

- · start a Universal Credit claim
- switch your Universal Credit account online
- join your partner's Universal Credit claim

Enter your postcode

2.Complete the question about how many Children live with you

▶ Don't know what postcode to use?

3. You will then need to create a username, password and set username, password and set a username, password and set 2 security questions. Keep this information safe

You'll need your username and password when you sign in online, so make them memorable. Create username This must be at least 6 characters
 no more than 30 characters made from letters or numbers Create password 1 capital letter
 1 lower case letter 8 characters Re-type your password **Security questions** Remember how you type your answers - you'll need to enter these exactly when you contact us or sign in online. Question 1 Please select a question Question 2 Please select a question Answer

4. Fill in the basic details about yourself, it is worth saying you want to be **contacted by text** as this will send reminders to your phone for appointments.

About you

Middle name	es	
Last name		
Date of birth	1	
DD MM YYYY		
Day Month	Year	
Email addres	55	
	onfirm your email address within 7 days.	
Mobile phon	e number	
TODIC PHON	ie namber	
How do you	want to be contacted?	

Before you start you will

-Email address you have

-Information about housing.

-Any details about work

-Bank Account details

need:

access to.

5. You will need to log into your email account to access the confirmation code that has been

Confirm your email

An email code has been sent to **PetraSmith-Warrington@pretend.com**. The code is only valid for 1 hour and will expire at **10:07am**.

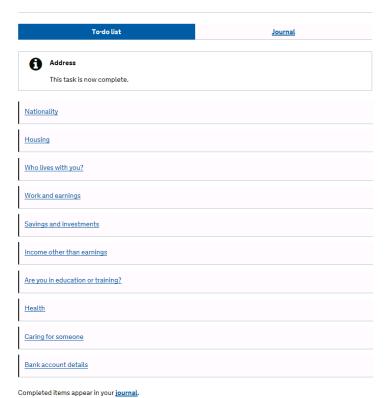
Email code

► My code has expired

► I haven't received the email

Next

Back



6. Complete each of the sections submitting the correct information.



7. You will need to **check all the information** you have inputted is correct and then you can submit your claim.

Once your claim is submitted your personal Advisor will contact me and I will book you an appointment to verify your ID and meet your work coach. It is important that you attend this appointment