

Incomplete Applications:

If you have started an application and did not complete the application it is likely that the application has been saved.

Please follow the instructions below and complete all sections of the application.

This must be completed within 30 days of the application being started or Home Connections will automatically delete the application.

Click on the following link to complete your application:

<https://unity.homeconnections.org.uk/SharedPartnerOLR/Welcome.aspx?pid=113>

Scroll down to the bottom left of the screen:

Click on '**Log In**'

Then enter the '**ID, Password & Security Question**'

Then click '**Log In**'

If you do not have your login details, please view the advice sheet:
'**Re-Setting Your Login Details**'

Once logged in under **Housing Register / Housing Advice**

Then under '**Continue my Application**'

Click on '**Finish my Application**'

From there you have the following options.

Updating Address History:

Click Next at the bottom of the screen to **Household Members** and then click on your **Name** & then click on **Edit**.

Then scroll down the page to the Address Section and **update your address history**.

Adding Household Members:

Click 'Next' at bottom right of screen until '**Household Members**' section and add **all members of your household**.

Then complete update all parts of the **Application Section List** marked with a **Red Asterix** as required to finish the application.

The **Declaration** page is the last section to complete the form.

Please make a note of your ID Number, Password and Security Questions so that you can save the form and log back in at any stage.