

Change of Circumstances or Updating Your Application:

If you wish to complete a change of circumstances, update your address or add additional household members. Please follow the instructions below.

Click on the following link to update 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 or Housing Advice**

Then under **'Change of Circumstances'**

Click on **'Report a Change of Circumstances'**

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**.

If Required:

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.