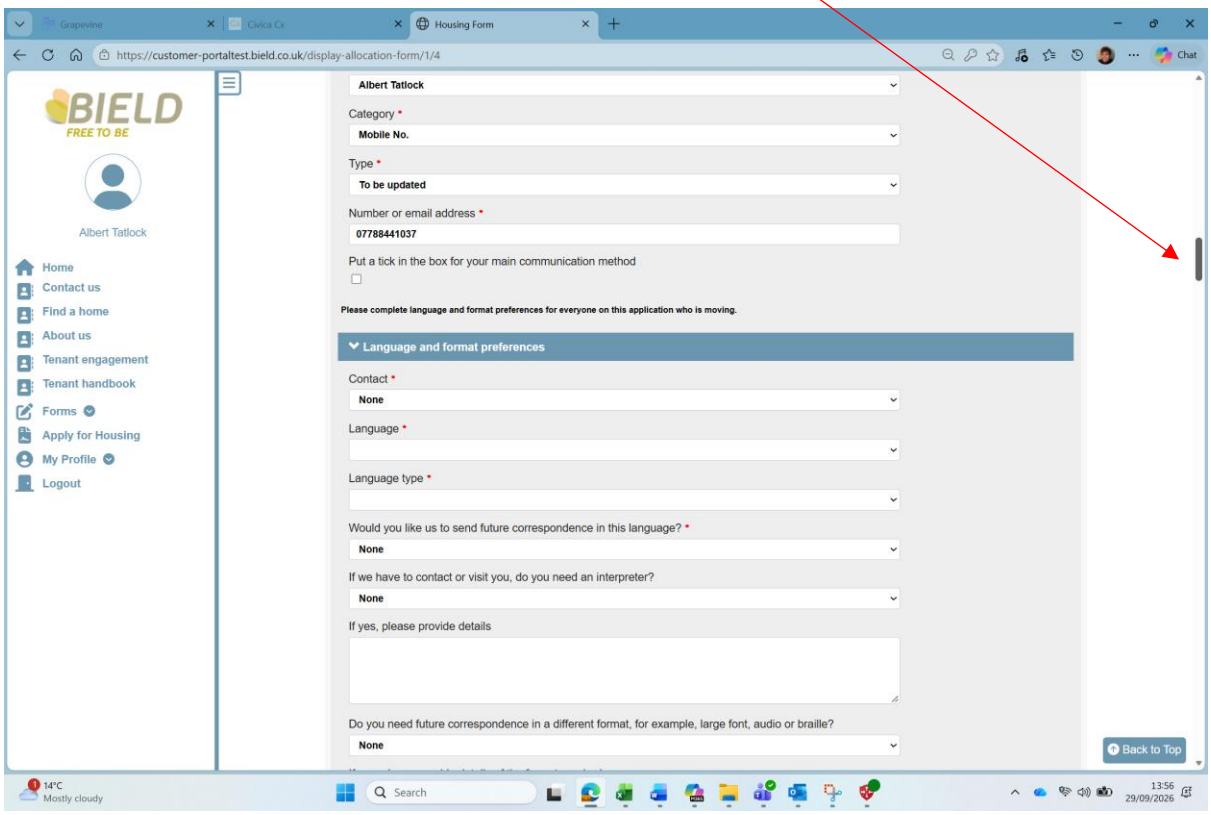
Applying for Housing on My Bield

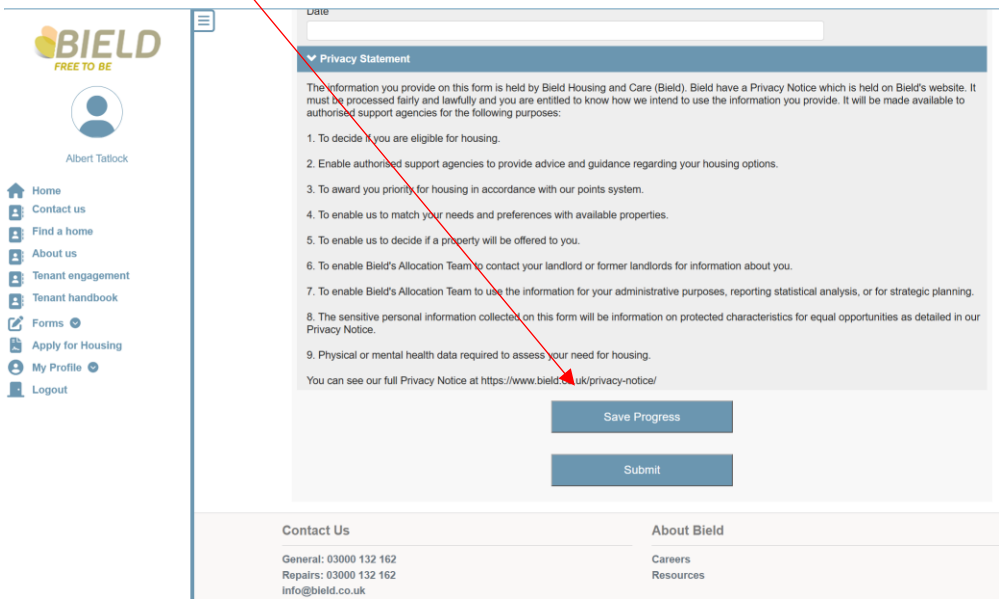
BIELD
FREE TO BE

Saving Progress

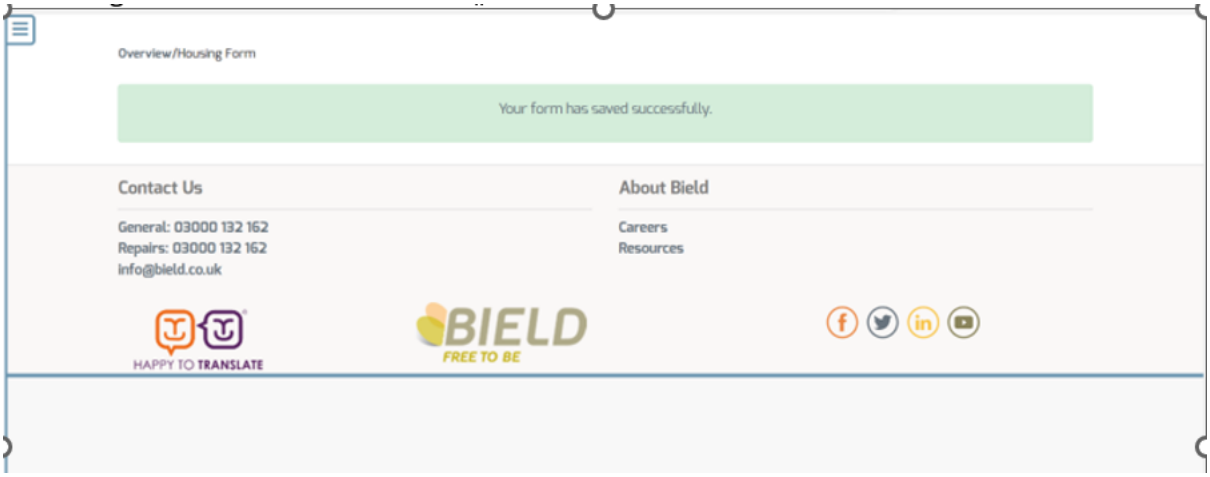
At any stage during the completion process you can save progress and it will allow you to return later to complete. To save progress click the scroll bar on the right hand side and scroll to the very bottom of the page:



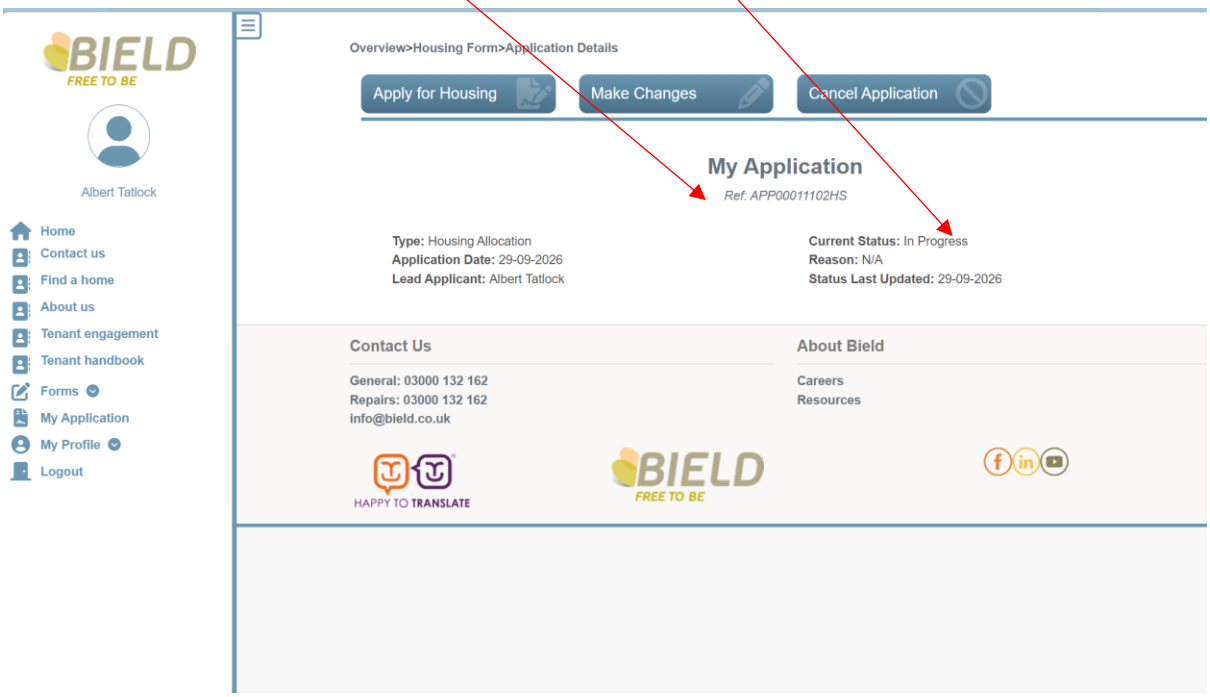
Click Save Progress:



A message will confirm it has saved:

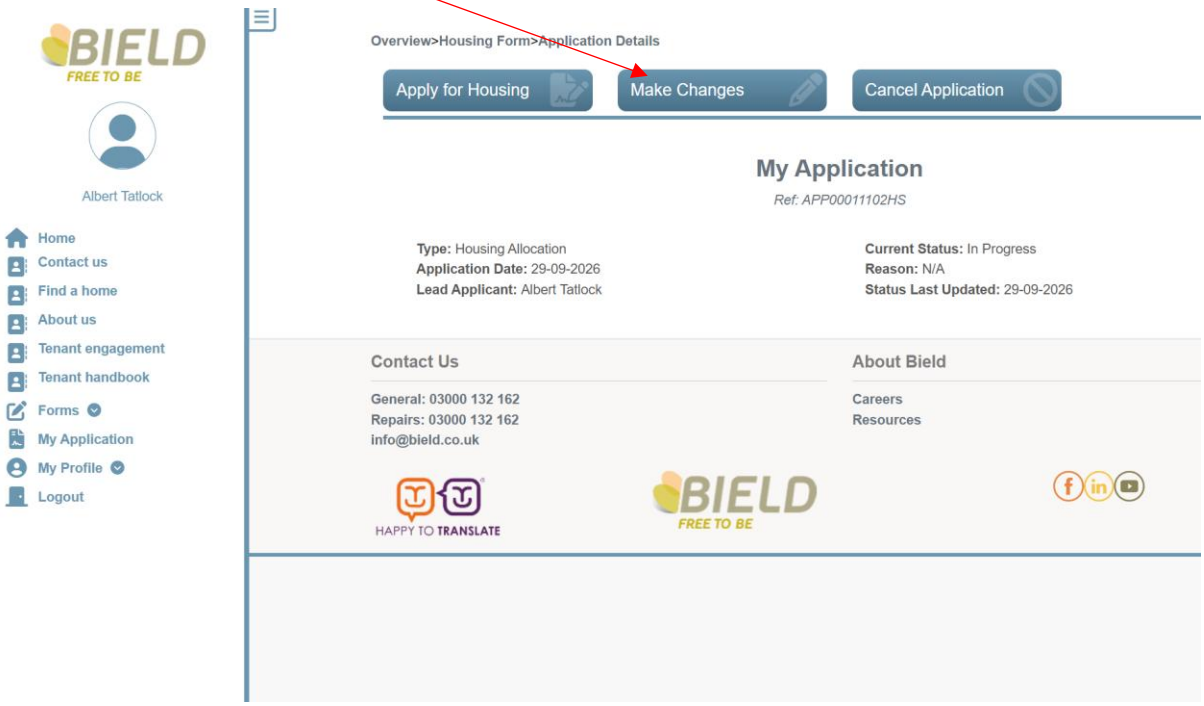


The Application details reference number and status of the application will show. You can now log out if you wish and return at later date to complete:

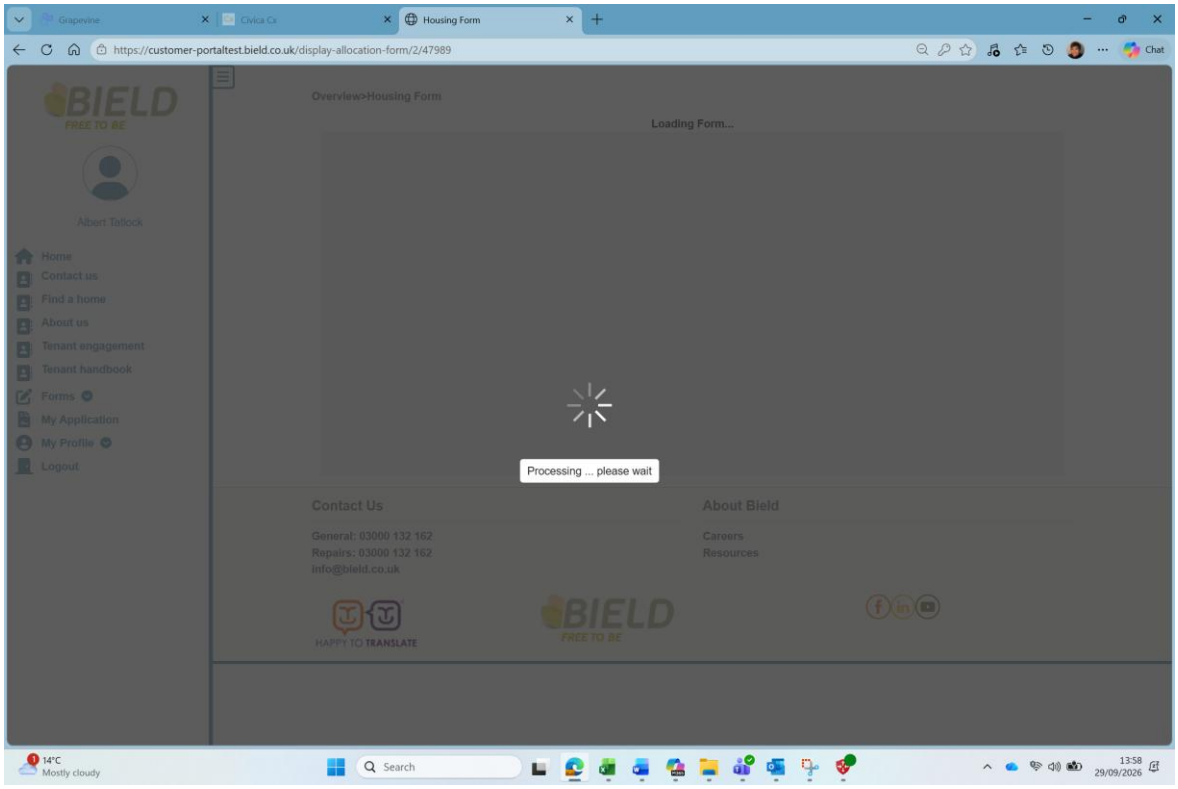


When you log back in to complete the remaining part of the form you need to Click on the My Application tile:

Click on the Make Changes button:



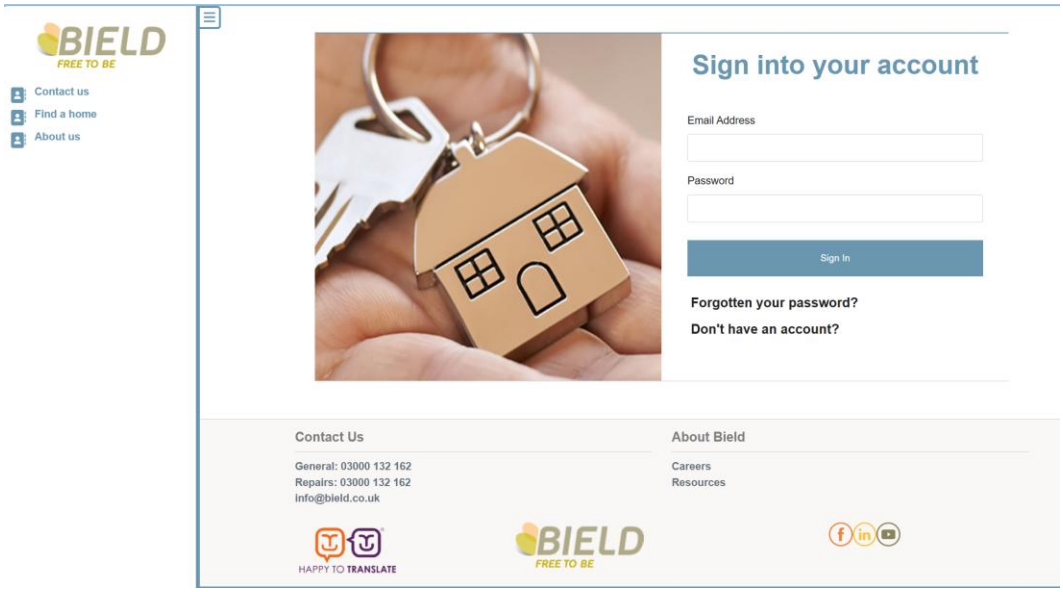
The form will take a minute or so to load again:



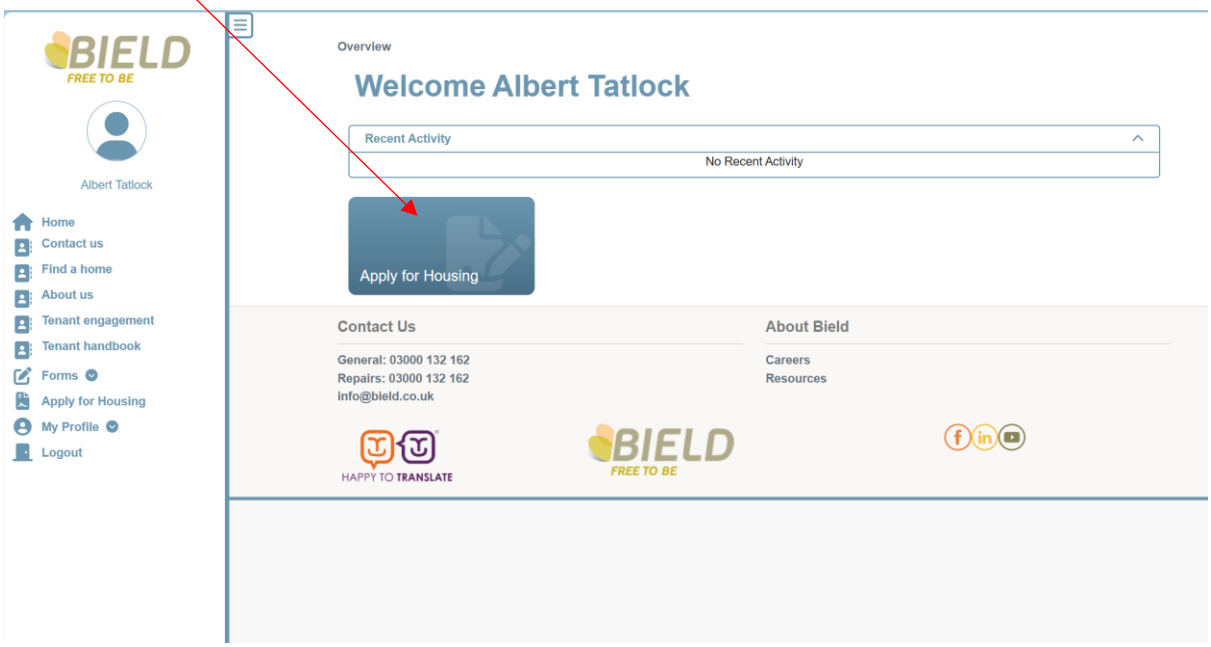
You can now continue to complete the remaining sections.

Completing Application Form:

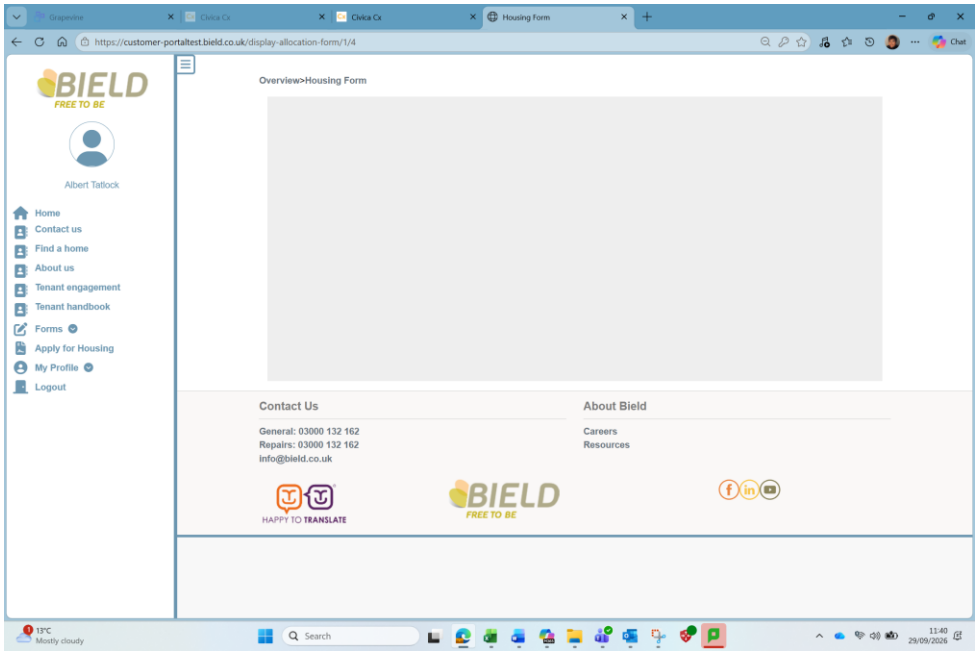
Sign in to My Bield by entering the email address and password you used to register, and then click on Sign In:



Click on Apply for Housing:

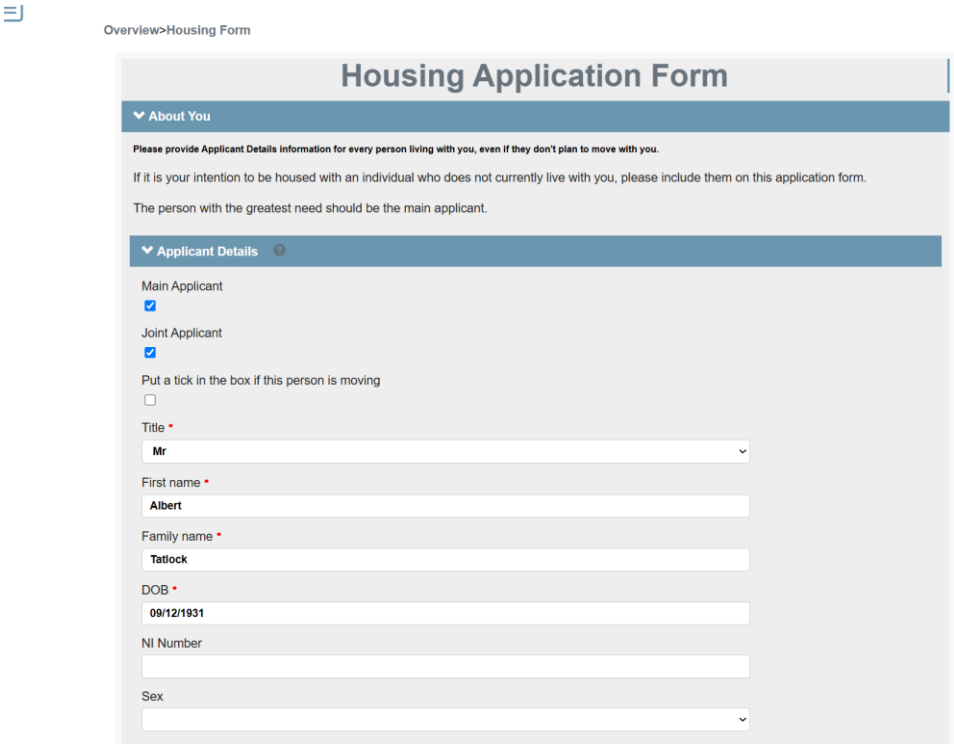


The application form will start to download, this can take a few minutes depending on your internet speed:

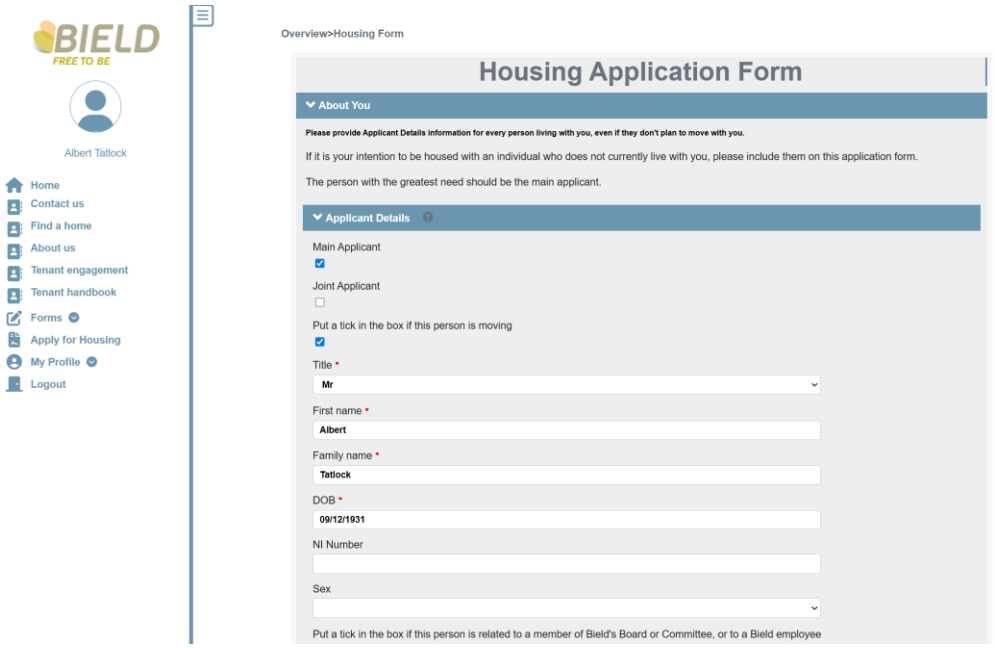


Once fully downloaded you can then commence completion. You can apply as a sole applicant, or you can complete the form for a joint application.

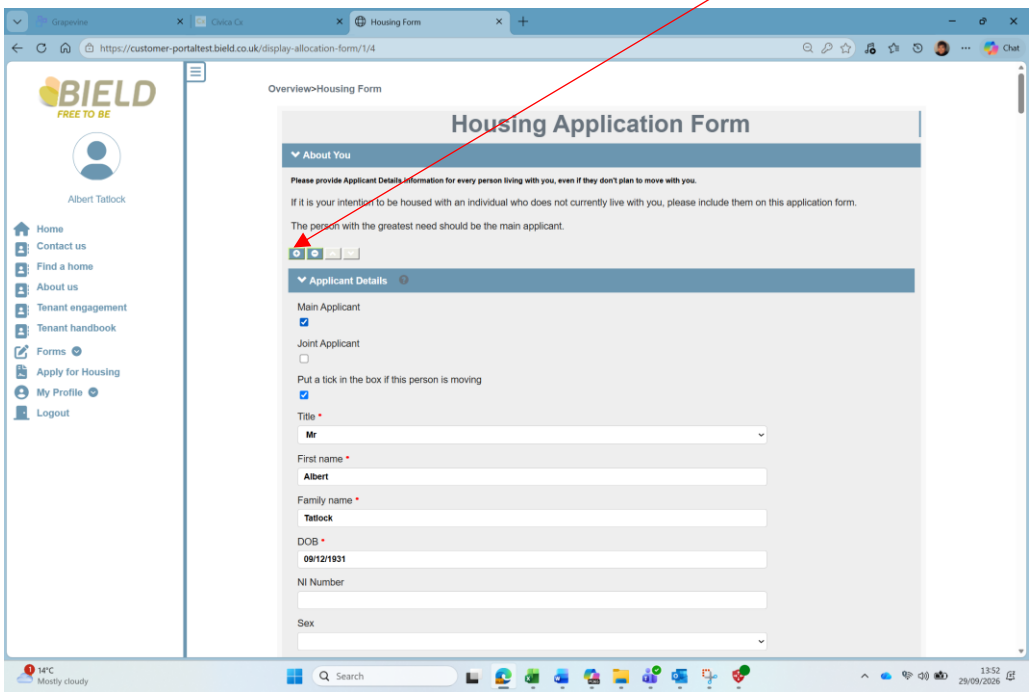
Some personal details loaded at registration will already show. The first box relates to the main applicant details so you will need to remove the tick from the Joint Applicant box even if you are making a joint application, and add a tick in the box if this person is moving:



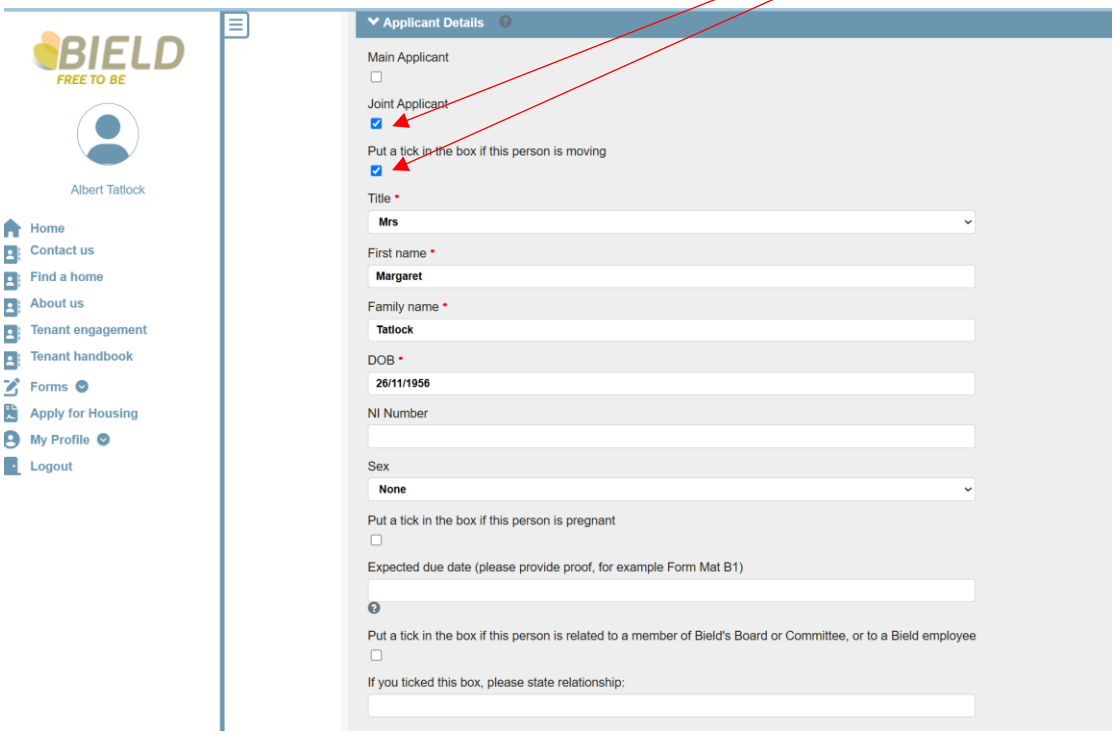
You now need to load all other information for the main applicant where possible. Fields marked with a red asterisk are mandatory so must be completed otherwise you will be unable to submit the form:



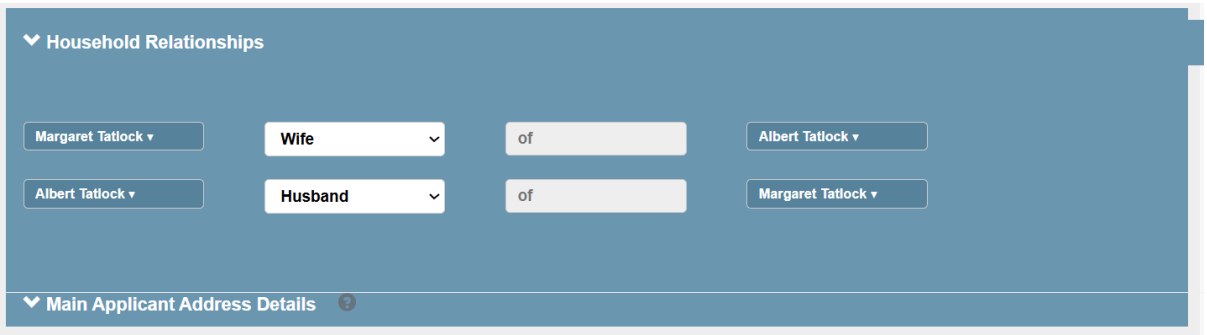
If you are completing a joint application you will need to click on the plus sign radio button at the top left of Applicant Details section. This will give you a second Applicant Details section for completion. If you are applying as a sole Applicant with other Household members you will need to click on the plus sign radio button to give you the extra Applicant Details section(s) you need for completion for other household members:



If you have added extra Applicant Details sections, you need to add the tick in the Joint Applicant box for any joint applicant, and a tick in the box if this person is moving for all those included on the application. The applicant details for each person added need to be provided:

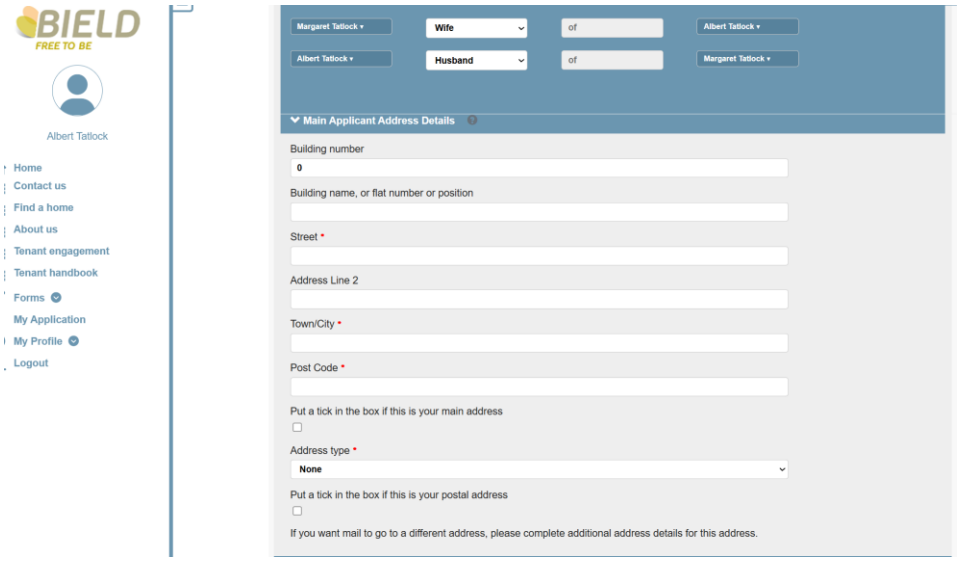


You need to complete the relationship boxes accordingly if you are not a sole applicant:

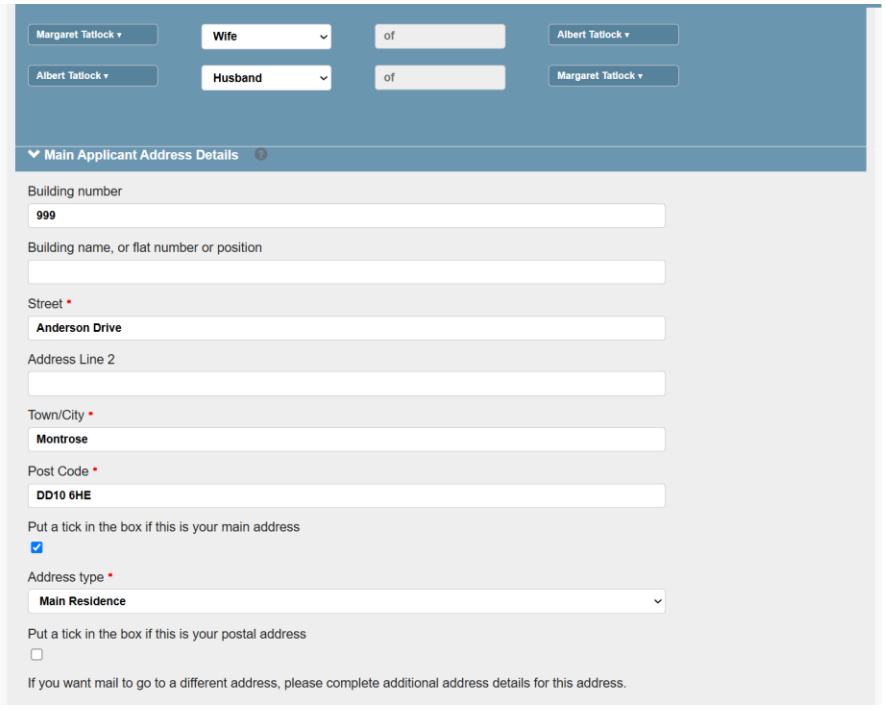


You now need to add your address details.

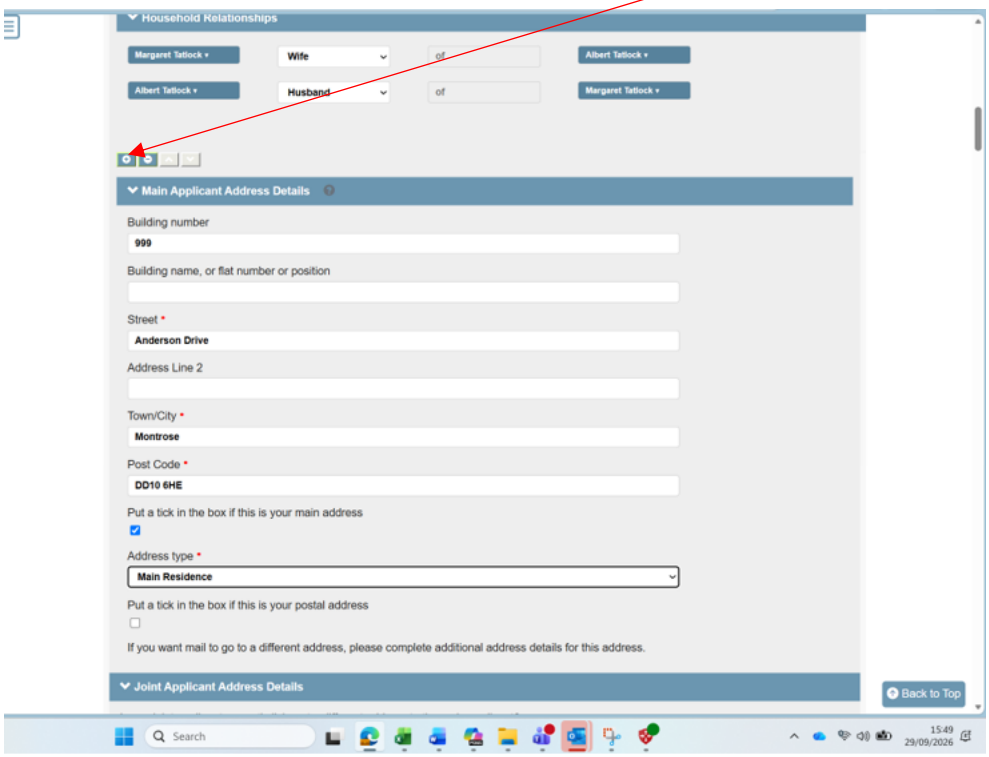
Please note that if you are a current Bield customer then your current address details may already show. Please do not make any amendments if your address does not appear to show correctly other than removing any "0" value if this is showing in the Building number field:



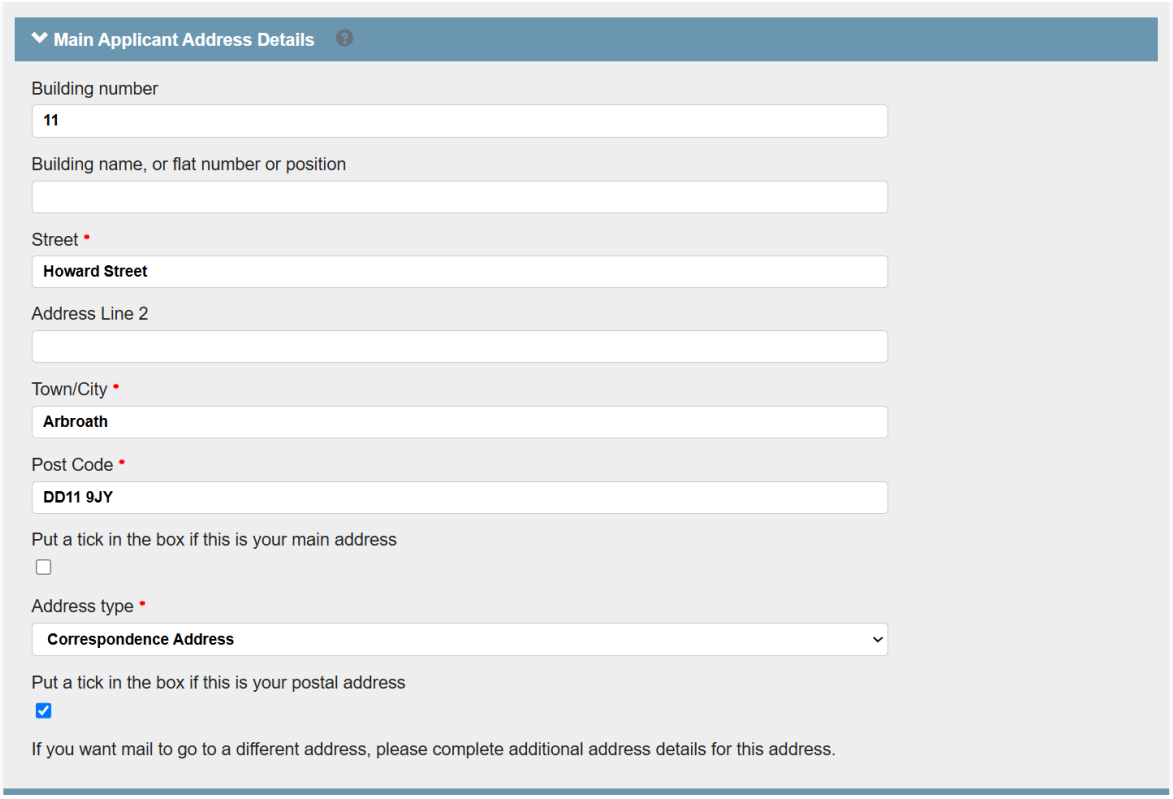
Add a tick if this is main address and choose appropriate address type from the drop down list. If you do not have another mailing address then you need to tick the postal address box. If you prefer to have your mail sent to a different address from your main address then do not tick the postal address box:



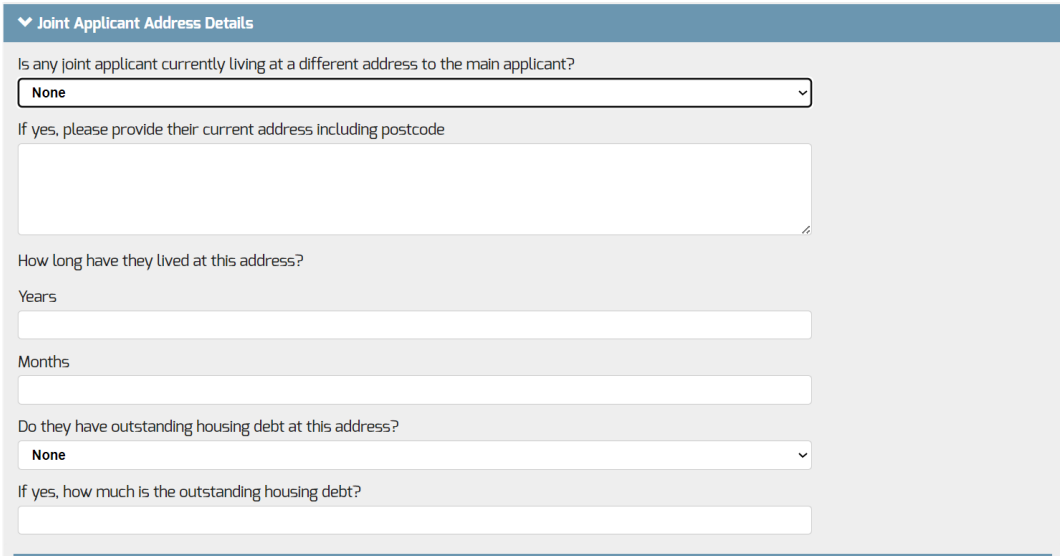
To add a separate correspondence address you will need to click on the plus sign radio button at the side of the Main Applicant Address Details section this will give you a new section to add additional address details:



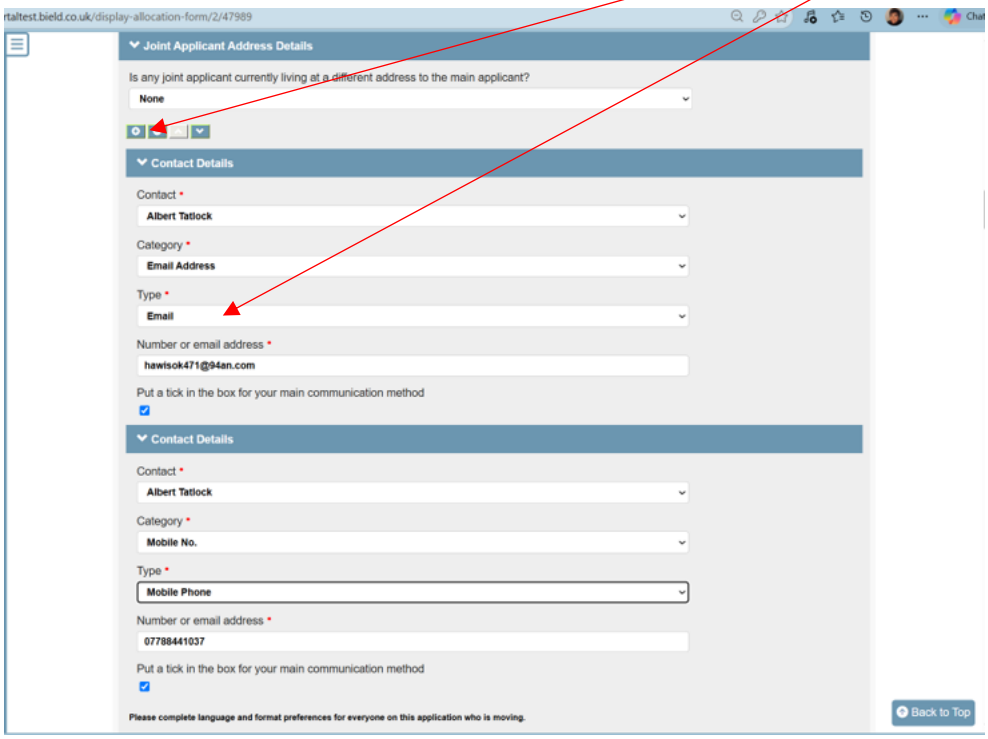
Complete the correspondence address details in the new section:



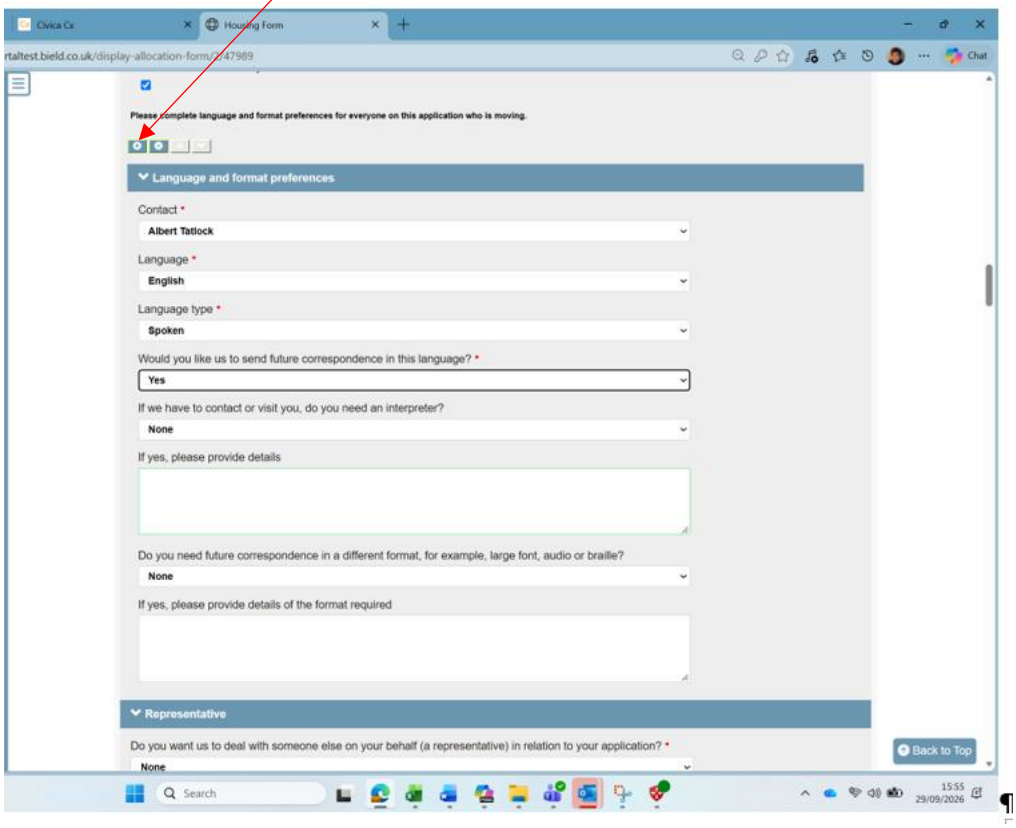
Continue to populate all relevant sections of the form, ensuring all mandatory questions are answered:



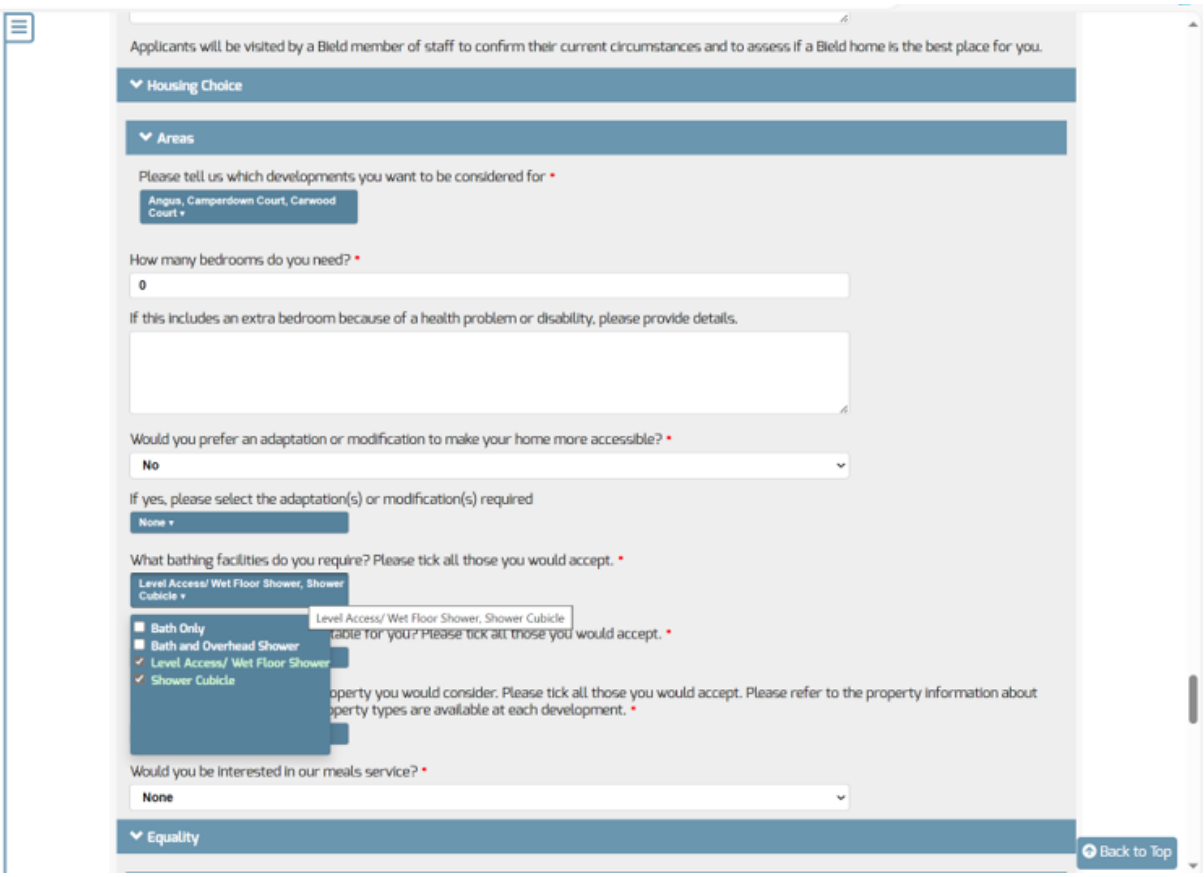
In the contact details section you need to change the Type box from "To be updated" to the applicable category. If completing a joint application then click the plus sign radio button at Contact Details section. This will allow you to add the Contact Details for the joint applicant:



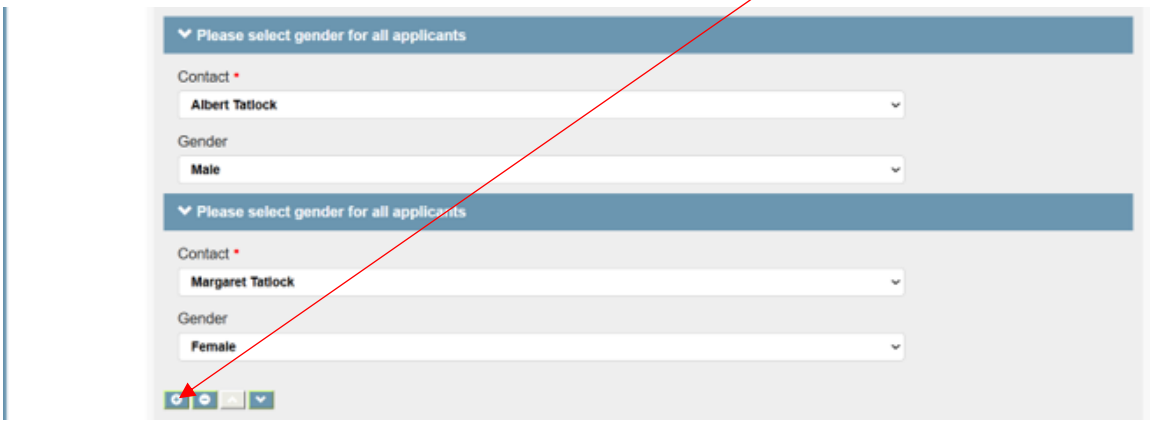
Complete the language and format preferences for main applicant. If completing a joint application click the plus sign radio button at the top of the Language and format preferences section. This will give you a second section for you to complete the joint applicant's language and format preferences:

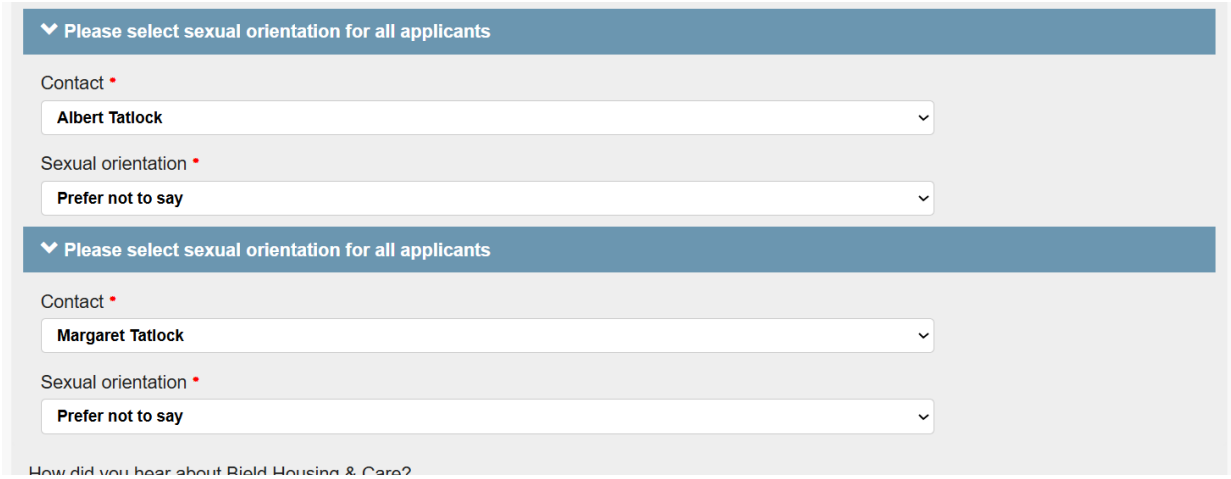


Some questions will allow you to choose multiple answers. After you have added all the ticks for your choices you need to click back on the blue field to allow the next question to become visible.

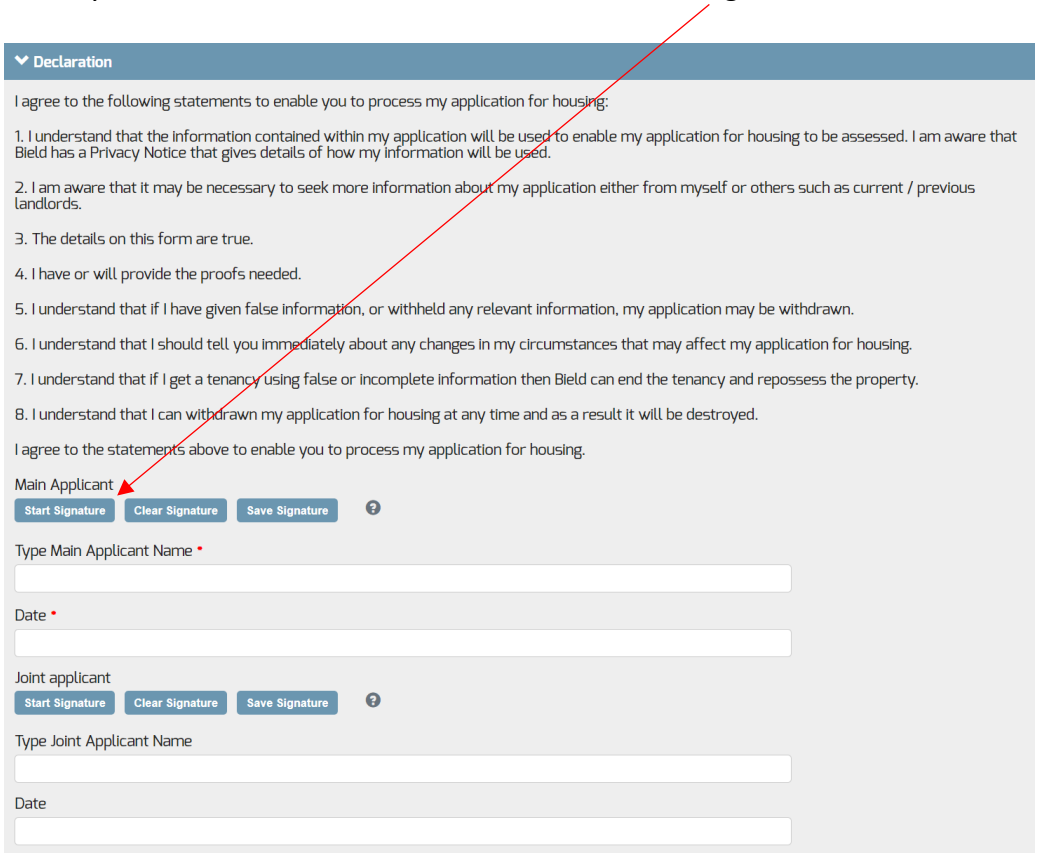


The Gender and Sexual Orientation section fields need to be completed for everyone included on the application so you will need to use the plus sign radio button to generate the extra fields to enter the details.

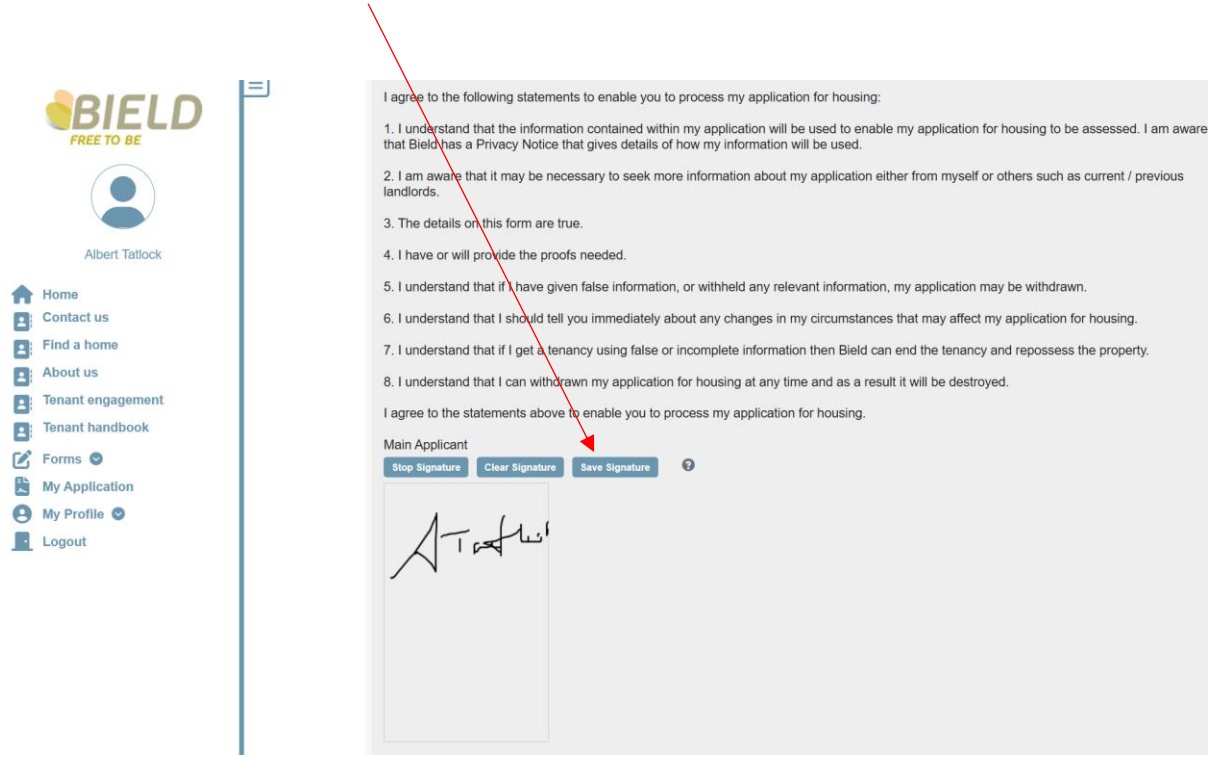




When you come to the end of the form, click on Start Signature:

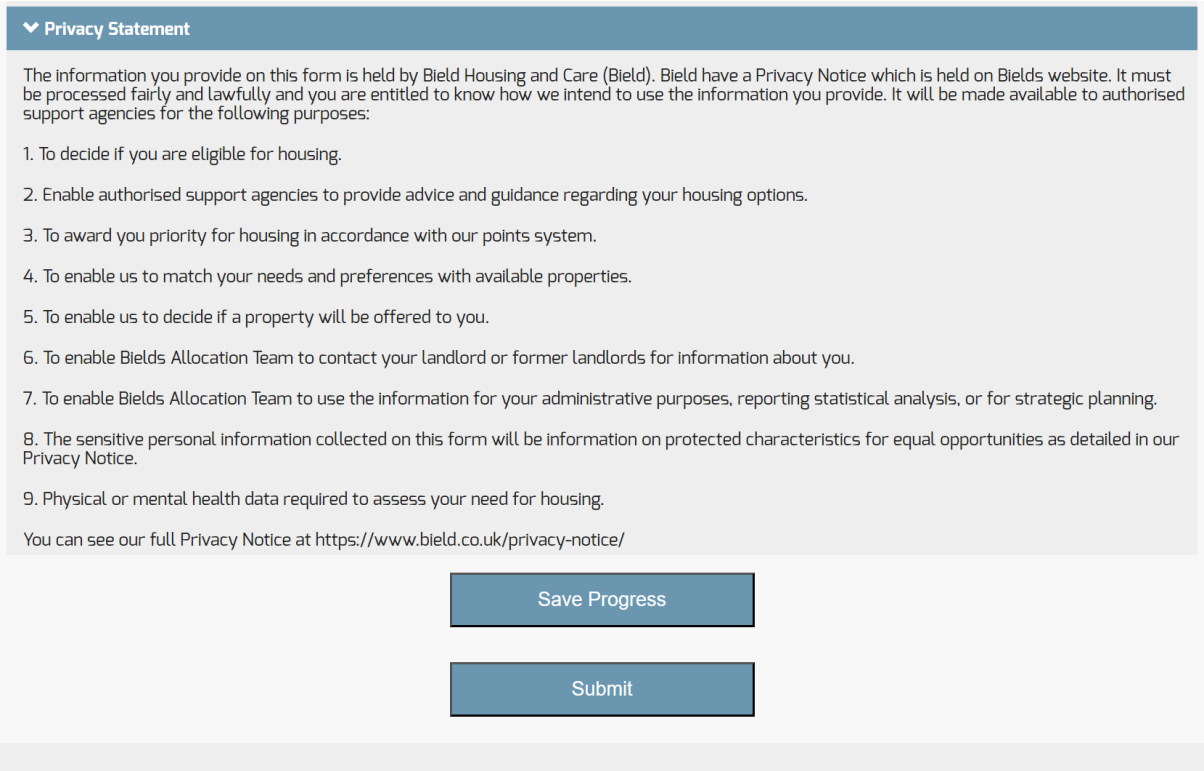


Sign in the box by using your mouse and holding down the left click, or using your touchscreen. Click Save Signature when you added your signature:

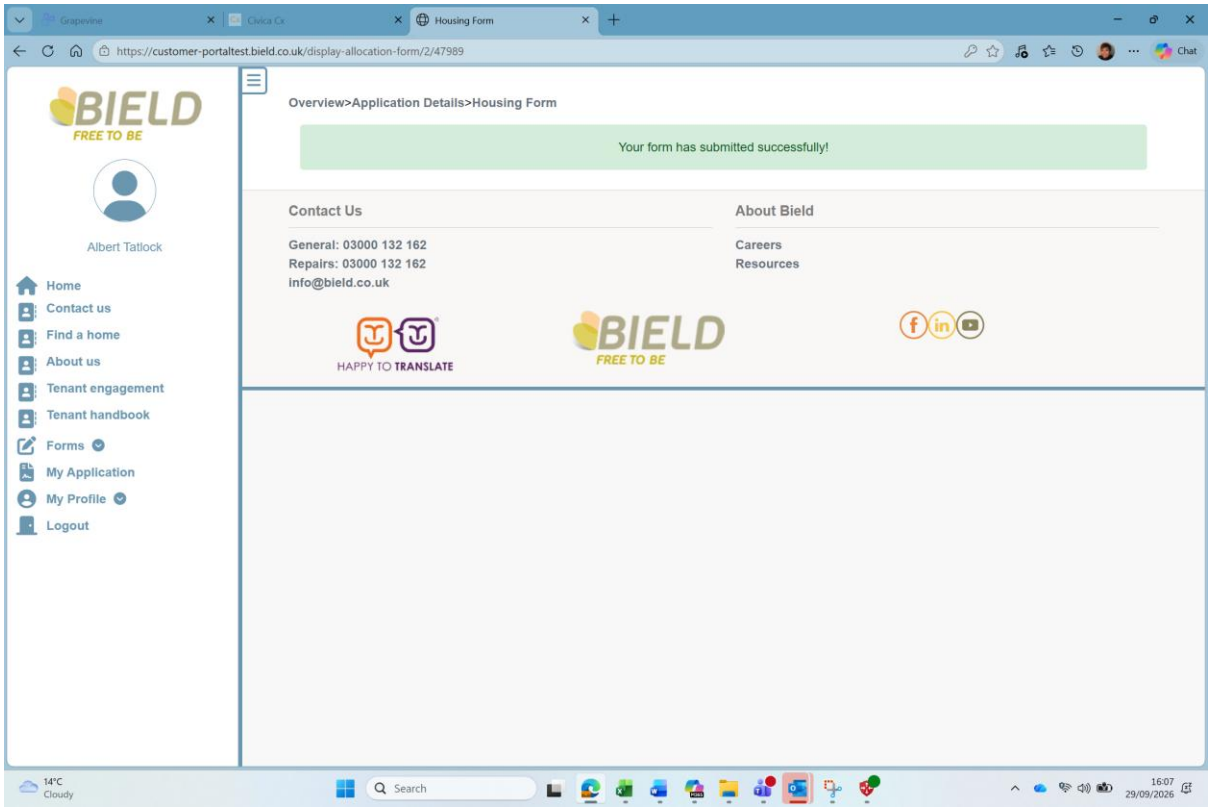


Type in your name and add the date. Any joint applicant is also required to sign their name using the same process:

Read the Privacy Statement before clicking on Submit:



A message will appear to confirm your form has been submitted successfully:



Document Control:				
Version:	**Author:**	**Date:**	**Comments:**	**Status:**
0.1 Draft	Angela Pratt	29/11/24	1st Draft	Draft
1.0 Final	Angela Pratt	05/12/24	Final	Approved
1.1 Draft	Angela Pratt	29/09/26	Amendment to 1.0 Final	Amendment
2.0 Final	Angela Pratt / Elizabeth Rogers	01/10/26	Final Version	Approved