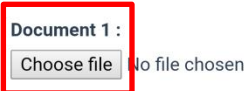


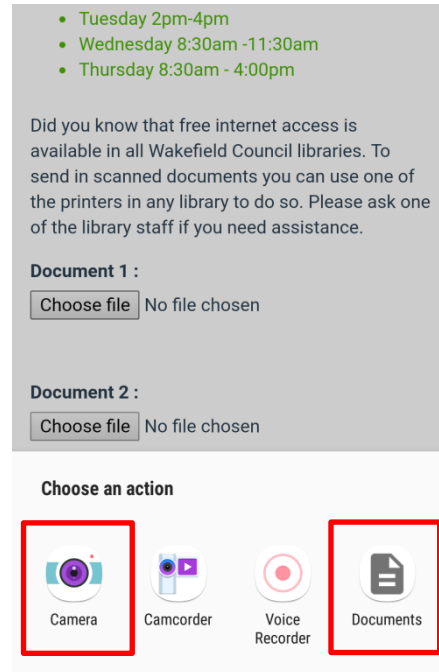
9. Select the document to upload from by tapping on 'Choose file'.

- Tuesday 2pm-4pm
- Wednesday 8:30am -11:30am
- Thursday 8:30am - 4:00pm

Did you know that free internet access is available in all Wakefield Council libraries. To send in scanned documents you can use one of the printers in any library to do so. Please ask one of the library staff if you need assistance.



10. Tap either 'camera' or 'documents' to upload a saved file

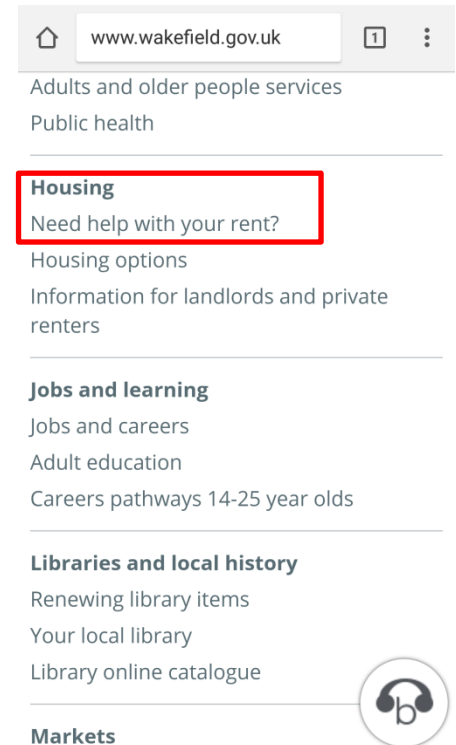
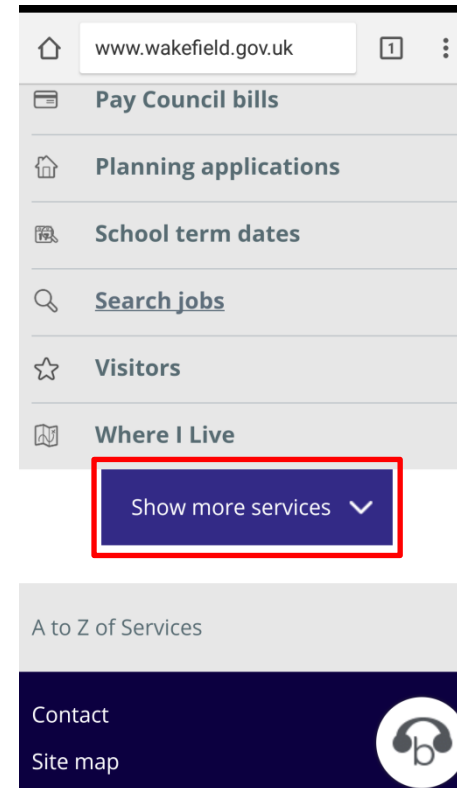


## How to upload a document using a smartphone or tablet

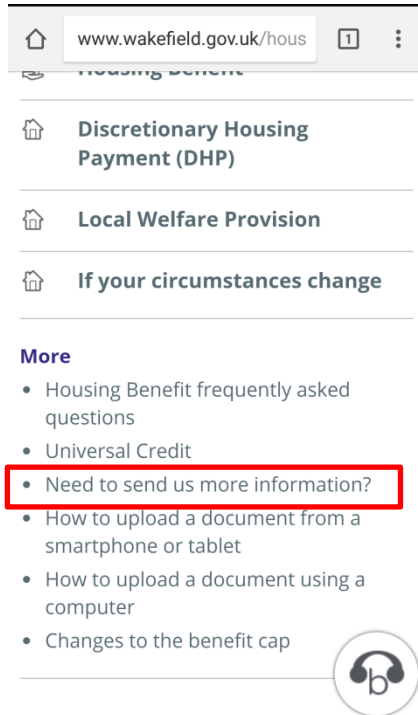
This booklet will explain how you can upload documents on your smartphone or tablet and send them safely to Wakefield Revenues and Benefits Service.

1. Go to [www.wakefield.gov.uk](http://www.wakefield.gov.uk) and tap 'Show more services'.

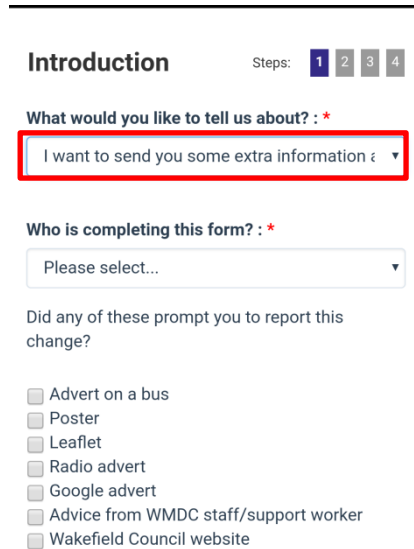
2. Under 'Housing', tap 'Need help with your rent?'.



3. Tap 'Need to send us more information'.



4. Select 'I want to send you some extra information'.



5. Complete your personal details.

## Benefits - Customer Contact

\* Fields marked with an asterisk are required fields

### Personal details

Steps: 1 2 3 4

First name : \*

Surname : \*

Address : \*

Date of Birth : \*

National Insurance Number : \*

Claim reference (if known) :

Please provide at least one of the following:

Contact telephone number :

Email address :

Remember that e-mails are not secure. By providing an e-mail address you are consenting to Wakefield Council contacting you about your claim by this method.

Previous

Next

6. Tick the box 'I want to send you some extra information about my benefit claim'.

## Additional information

Steps: 1 2 3 4

Please tick the relevant box(es) and supply further details where requested.

I want to send you some extra information about my Benefit claim

Please upload your documents using the "Browse" button below. You can also give us more information in the "Additional Comments" box below.

Started work

Change in Earnings/Employment/Hours

This includes if you have taken on a second job, or your employer/employment details have changed

Change in income (excluding earnings)

Rent/Tenancy change

If you are telling us that you have moved, please remember to fill in the Change of