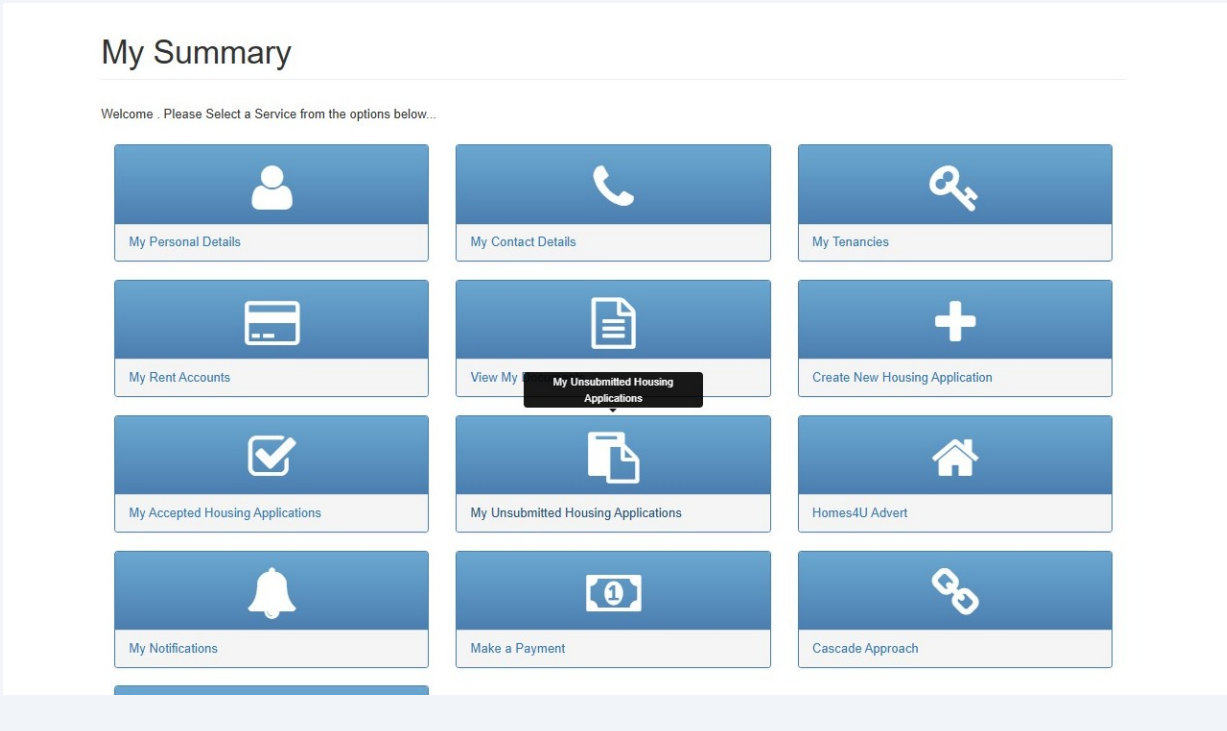


How to Upload Documents for your Homes4U Application

Learn how to easily submit your official documentation through the Vale of Glamorgan housing online system for your Homes4U Application. This guide provides a straightforward process for uploading proofs of address, ID, Medical Evidence etc. to ensure your records are updated correctly.

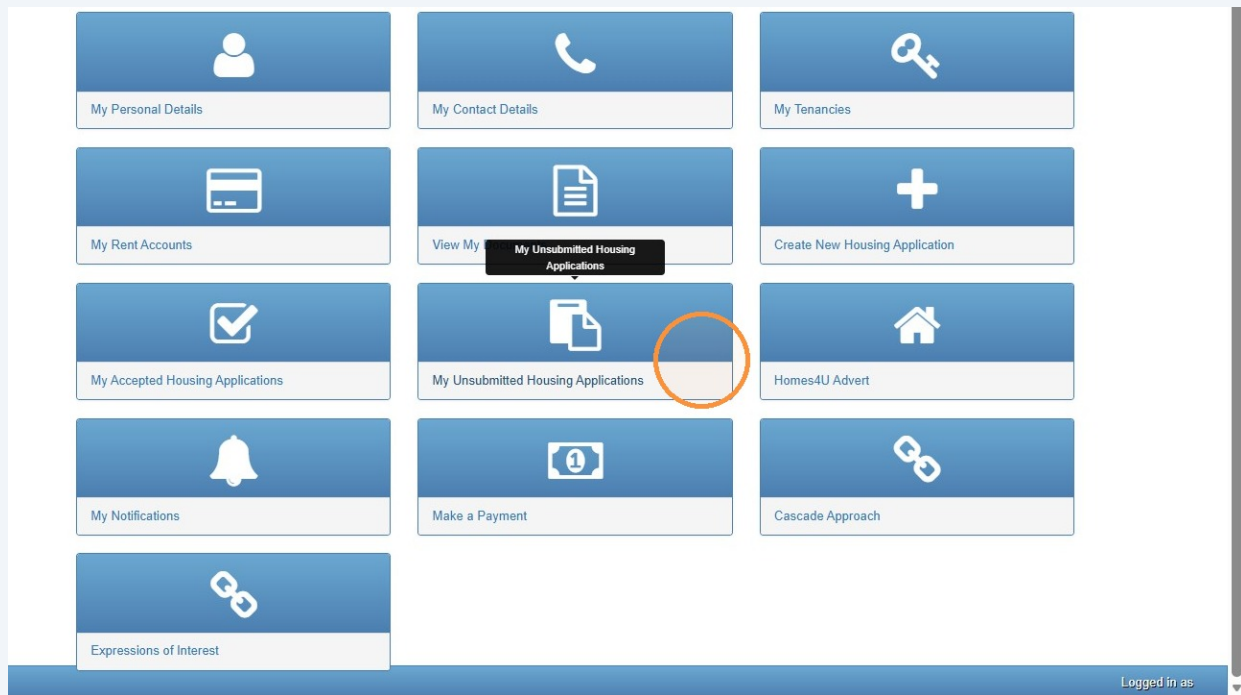
1

Navigate to your Housing Portal

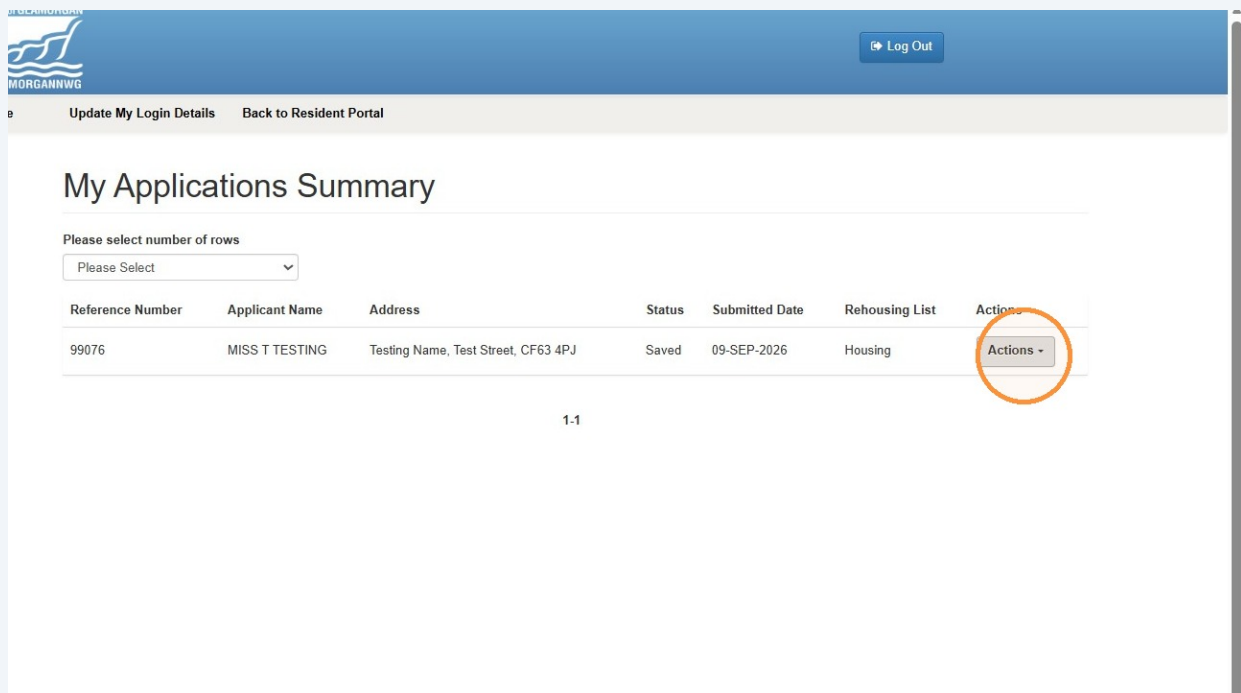


Select Application

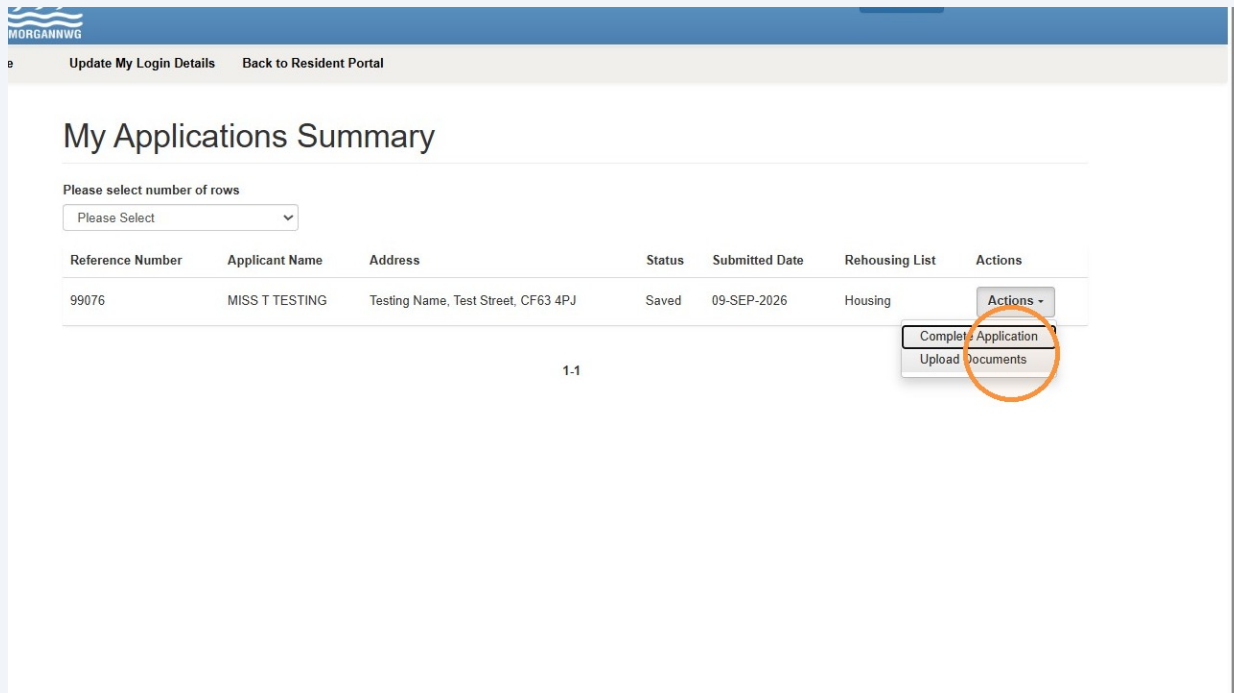
2 Click My Unsubmitted Housing Applications.



3 Click "Actions"



4 Click "Upload Documents"



MORGANNWG

Update My Login Details Back to Resident Portal

My Applications Summary

Please select number of rows

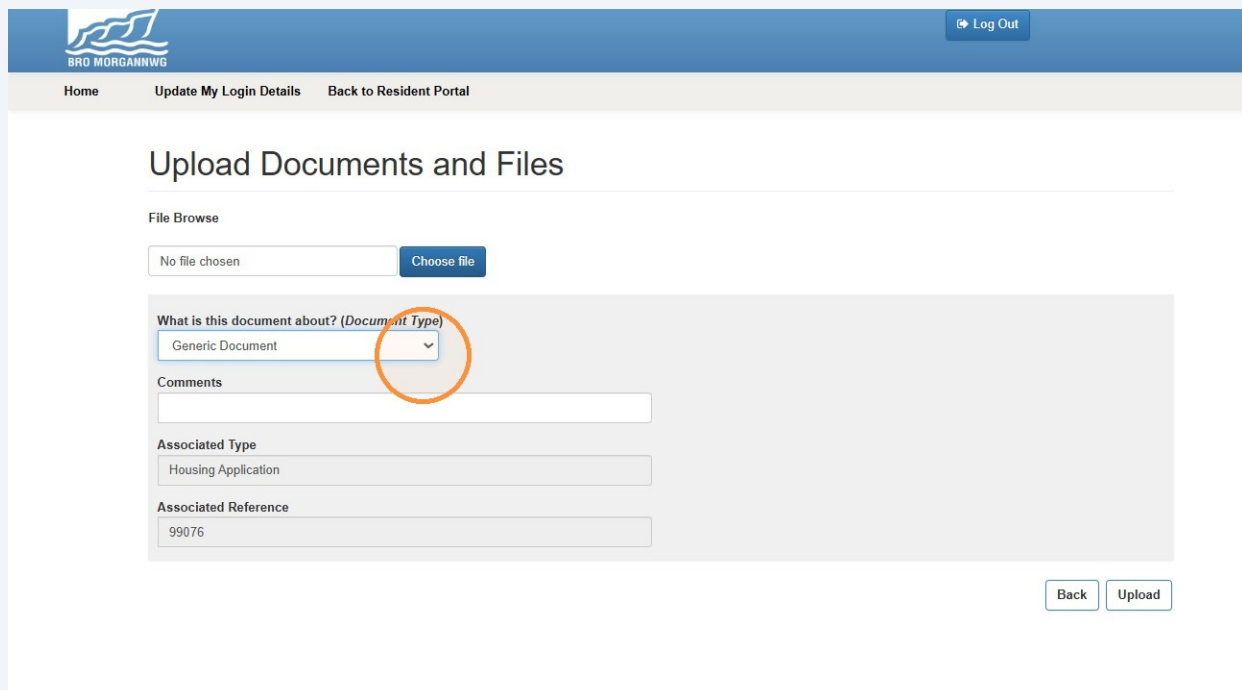
Please Select

Reference Number	Applicant Name	Address	Status	Submitted Date	Rehousing List	Actions
99076	MISS T TESTING	Testing Name, Test Street, CF63 4PJ	Saved	09-SEP-2026	Housing	Actions Complete Application Upload Documents

1-1

Upload Document

5 Select document type.



BRO MORGANNWG

Log Out

Home Update My Login Details Back to Resident Portal

Upload Documents and Files

File Browse

No file chosen Choose file

What is this document about? (Document Type)

Generic Document

Comments

Associated Type

Housing Application

Associated Reference

99076

Back Upload

6 Enter description of the document in the Comments field.

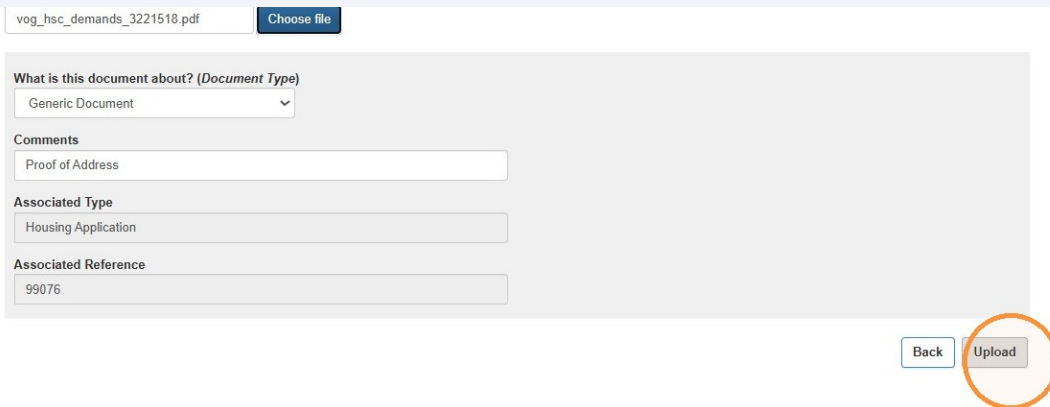
The screenshot shows the 'Upload Documents and Files' page. At the top, there is a navigation bar with 'Home', 'Update My Login Details', and 'Back to Resident Portal'. Below the navigation bar, the page title 'Upload Documents and Files' is displayed. Under the 'File Browse' section, there is a text input field with 'No file chosen' and a 'Choose file' button. Below this, there is a dropdown menu labeled 'What is this document about? (Document Type)' with 'Generic Document' selected. The 'Comments' field is a text input field that is highlighted with an orange circle. Below the 'Comments' field, there are two more input fields: 'Associated Type' with 'Housing Application' and 'Associated Reference' with '99076'. At the bottom right, there are 'Back' and 'Upload' buttons.

7 Click "Choose file" and select the document you require and then select "Open".

The screenshot shows the 'Upload Documents and Files' page. At the top, there is a navigation bar with the 'VALE of GLAMORGAN' logo, 'BRO MORGANNWG', and a 'Log Out' button. Below the navigation bar, the page title 'Upload Documents and Files' is displayed. Under the 'File Browse' section, there is a text input field with 'No file chosen' and a 'Choose file' button that is highlighted with an orange circle. Below this, there is a dropdown menu labeled 'What is this document about? (Document Type)' with 'Generic Document' selected. The 'Comments' field is a text input field with 'Proof of Address' entered. Below the 'Comments' field, there are two more input fields: 'Associated Type' with 'Housing Application' and 'Associated Reference' with '99076'. At the bottom right, there are 'Back' and 'Upload' buttons.

8

Click "Upload". You can then repeat this for another document.



The screenshot shows a web form for uploading a document. At the top, there is a text input field containing the filename "vog_hsc_demands_3221518.pdf" and a blue "Choose file" button. Below this is a large grey rectangular area containing several form fields: a dropdown menu labeled "What is this document about? (Document Type)" with "Generic Document" selected; a text input field labeled "Comments" with "Proof of Address" entered; a text input field labeled "Associated Type" with "Housing Application" entered; and a text input field labeled "Associated Reference" with "99076" entered. To the right of this grey area are two buttons: a light blue "Back" button and a grey "Upload" button. The "Upload" button is circled with an orange line. At the bottom of the page is a blue footer bar with the text "Logged in as" followed by a small downward arrow.