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## Instructions for change of circumstances

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To complete a SEARCH MOVES change of circumstances online form you need to:

- Log onto your SEARCH MOVES online account using your ELM/reference number, and your date of birth.
- Click on 'change of circumstances', which is shown on the right-hand side of the screen.
- Enter your username (this will be the email address you used when you created your SEARCH MOVES account), and your password. NB: If you cannot remember your password you will have the option to reset it. To do this you need to answer your security question. If you cannot get past this stage you can click on 'create one now' and this will allow you to reset all of your login information.
- You will then be presented with a new application form to complete and submit. NB: provided you clicked 'change of circumstances' at the beginning of the process you will not have inadvertently created a new application, but you will have created an application that is an update to your original application. The message 'you have successfully submitted your change of circumstances form' will be shown once the form is submitted.
- If you have any problems, or require further advice with regards to completing a change of circumstances SEARCH MOVES application form, then please contact the Social Housing team on 01372 474590.