Online Application Process

and Application Terms

□ Gather and then photograph or scan your documents as listed in the checklist, to have ready in PDF or JPG/PNG format.

□ Register on the Clare Submit platform, verify your account, and remember/note your password.

System requirements:

Please ensure you have a stable Wi-Fi connection and fast internet access when applying.

□ Device Operating System - Up-to-date versions of any of the following:
  o Windows, MacOS, iOS, Android
  o Browser - Any modern browser (e.g., Chrome, Firefox)

Recommendations:

□ We recommend that you have all information to-hand including any files that you will need to upload.

□ Where possible, we recommend you apply using a computer rather than a mobile device for ease of navigation.

Uploading documents:

□ You will be instructed to upload documents as part of the application form. Click on the small computer icon to select files for upload.

□ Ensure all files are uploaded completely before moving to the next question.

□ Documents and images uploaded must be well lit and legible.

□ Only documents saved as JPG/PNG/BMP or PDF will be accepted for uploads.

□ If you are using the same document for multiple uploads, please ensure that it is renamed before using it again – Submit will not accept multiple uploaded files with the same name e.g. – If you are using the same revenue document for proof of address and proof of PPSN – please ensure it is renamed before you try to upload it in support of another requirement.

Using Submit for your Affordable Purchase Application.

□ You will be presented with one form question per screen.

□ Your answer will save when you click forward to the next question.

□ To be able to submit a complete application you must answer all questions.

□ You can navigate to any part of the form using the navigation pane on the left-hand-side (on mobile, you can toggle this navigation pane using the hamburger icon on the top right-hand-side of your screen).

- You can save a draft at any stage and continue the application at another time (you will need to be signed into the platform using the same email address and password to continue your draft).
- Once you have completed your application and uploaded all required documents remember to click 'Submit' at the end to make sure your application is considered.
- You will only be able to submit your application if all questions are answered.
- Within minutes of submitting your application you should receive an email requesting that you verify your signature – ***your application will not be considered complete until the link in this email has been clicked verifying your signature***.
- Once verified you will receive an email confirming your completed application and a link allowing you to review your application and its status.

Please Note:
- The scheme is operated on a first come first serve basis and in line with Clare County Councils adopted Scheme of Priorities.
- Applications will only be considered for the scheme once submitted and all required documents uploaded, this includes any additional documents that maybe requested from Clare County Council during the application process.