

Rents Online user guide

Council tenants and households on the housing register can access Rents Online via Housing Online. You can find instructions on how to register for Housing Online by visiting the <u>Housing Online user guides section on the website.</u>

Purpose of this guide

This guide is intended to provide a step-by-step guide on how to use Rents Online, where you can manage your rent account(s) from any internet connected device. This includes looking up your account balance, making a payment, setting up a direct debit, requesting a rent refund, making an arrangement to repay arrears and requesting welfare benefits advice.



Contents

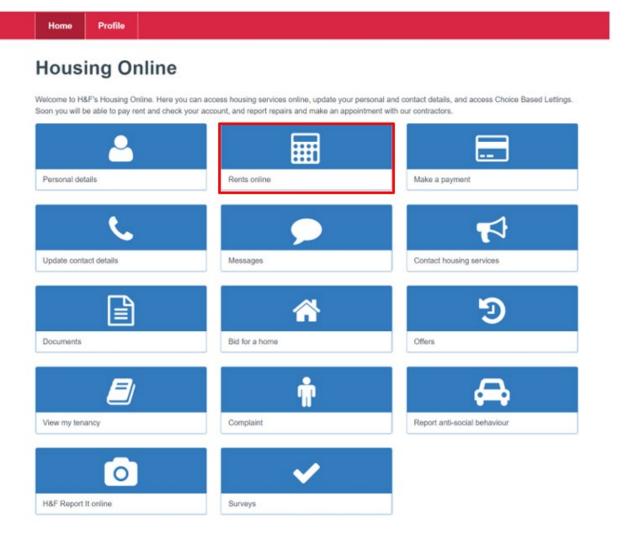
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Viewing your account details



1. Log in to Housing Online and click on the **Rents Online** tile.







- 2. On the **Rents Online** page, you can view the following:
- Address
- Payment reference
- Account status
- Housing benefit etc
- 3. To view your account details, click on the **Actions** button and select **Account details** from the drop-down menu.

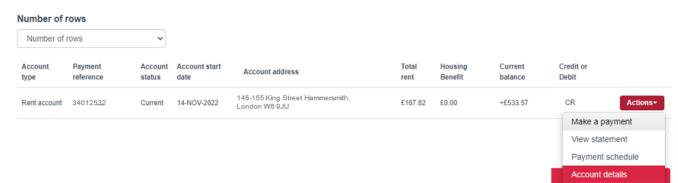
Rents online

Welcome to Rents online.

A summary of your accounts is below. Click the "Actions" button to make a payment, check your balance, view your payment schedule and account details, and set up a direct debit.

If you would like to submit a repayment arrangement for rent arrears, apply for a rent refund, or request support from the Welfare Benefit team, you can get in touch by clicking "Home" and going to the "Contact housing services" tile.

Account details for John Stones, 145-155 King Street Hammersmith, London W6 9JU



Register for direct debit



4. The **Account details** page is now displayed.

On this page, you can see a breakdown of your account and service charges.

Home Profile

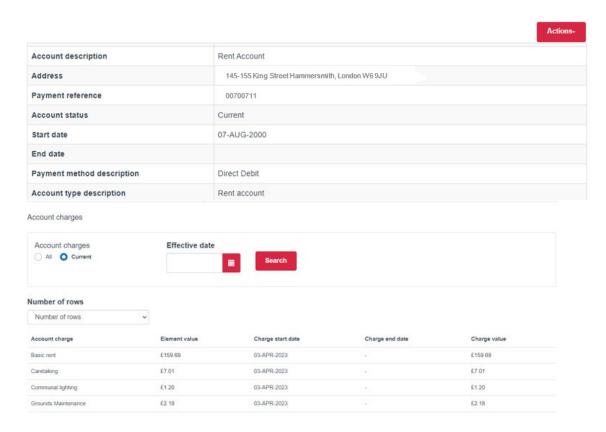
Account details

How to work out your monthly payments:

Weekly rent x 52 weeks + 12 months.

Example: £100.00 x 52 weeks ÷ 12 months = £433.33 per month.

Your service charge amount is shown below, for more information on service charges, please refer to your annual rent increase letter.

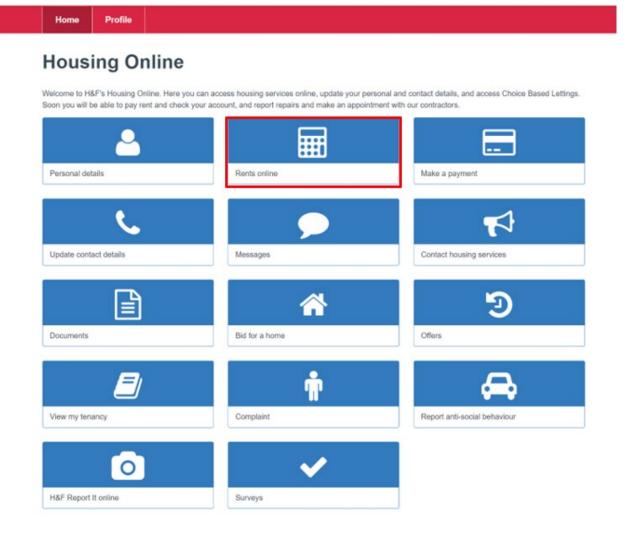




Viewing your rent statement and downloading PDF

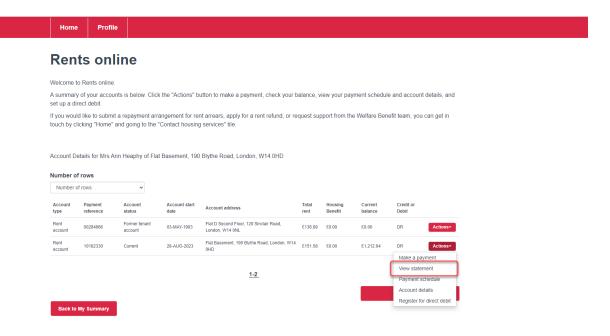


1. Click on the **Rents Online** tile.



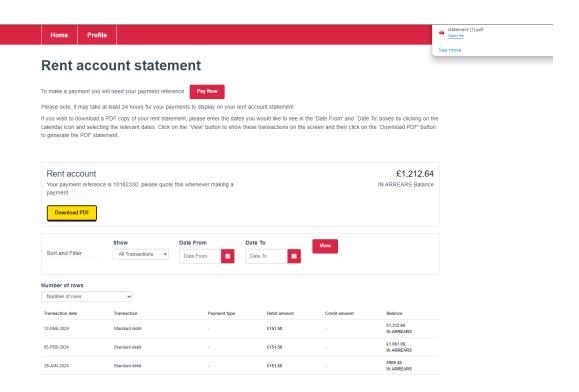


2. To view your rent account, click on the **Actions** button and select **View statement** from the dropdown menu.





- 3. Your rent account statement is now displayed.
- 4. Click into the Download PDF box, this will change colour from red to yellow.
- 5. Click into the Open File hyperlink on the top right-hand side of the screen to download the statement





6. A PDF statement will be generated.



Print Date: 15 Feb 2024

Mrs A Heaphy

Statement Period From	15-01-2024
Statement Period To	15-02-2024
Balance as of 15-02-2024	£1,212.64

Property: FLAT BASEMENT 190 BLYTHE ROAD LONDON W14 0HD

Rent Account (Payment Reference Number 10182330)

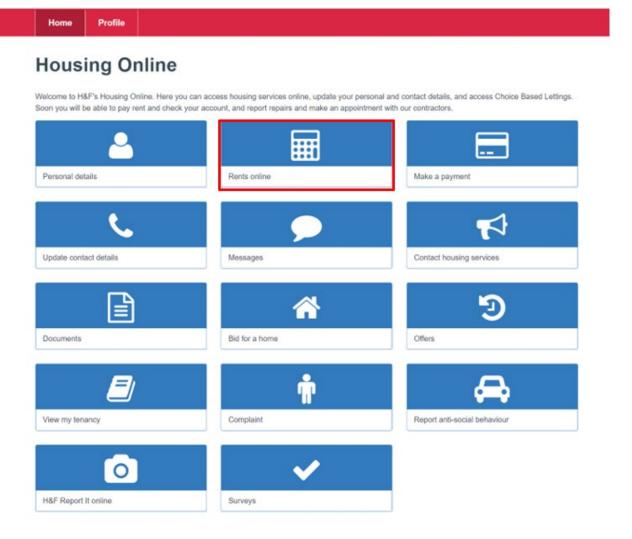
Date	Transactions	Debit amount(£)	Credit amount(£)	Balance(£)
12-02-2024	Standard debit	151.58		£1,212.64
05-02-2024	Standard debit	151.58		£1,061.06
29-01-2024	Standard debit	151.58		£909.48
22-01-2024	Standard debit	151.58		£757.90
15-01-2024	Standard debit	151.58		£606.32



Viewing your payment schedule



1. Click on the Rents Online tile.





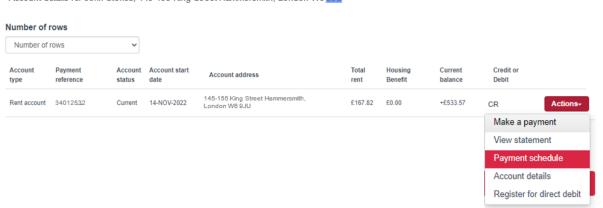
2. Click the **Actions** button and select **Payment schedule** from the drop-down menu.



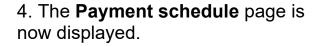
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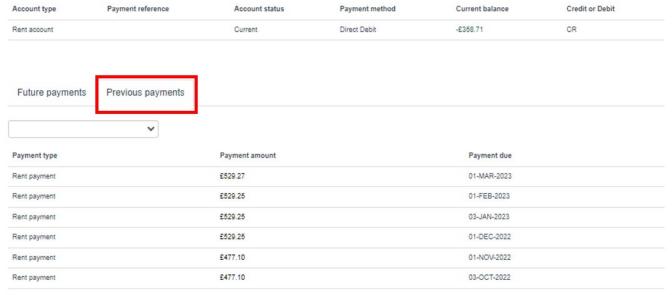
You can access and view your future payments and previous payments on this page.

To view either of these options, click on the corresponding tab.



Payment schedule

On this page, you can see previous payments you've made by clicking the 'previous payments' tab. If you have a payment arrangement in place, you will be able to see future payments too.





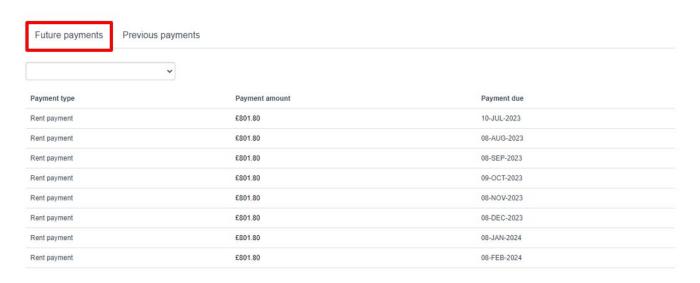
Home Profile

Payment schedule

On this page, you can see previous payments you've made by clicking the 'previous payments' tab. If you have a payment arrangement in place, you will be able to see future payments too.



Selecting the tab labelled **Future payments** will show upcoming payments.

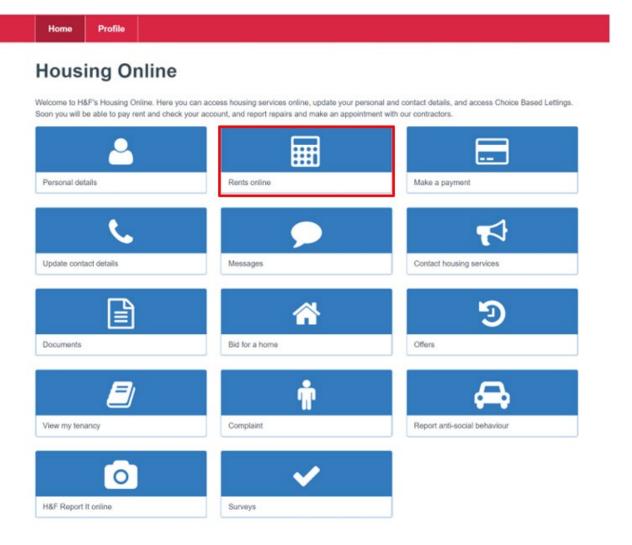




Registering for a direct debit



1. Click on the **Rents Online** tile.





2. To view your account details, click on the **Actions** button and select the **Register for direct debit** from the drop-down menu.



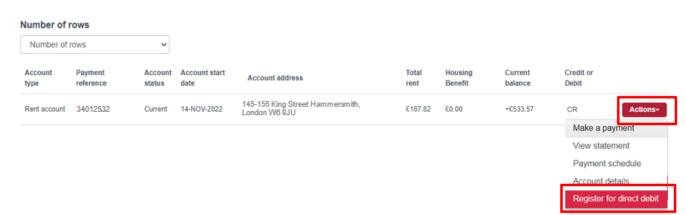
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Account details for John Stones, 145-155 King Street Hammersmith, London W6 9JU





3. The **Direct debit agreement**

through the introductory message.

page is now displayed. Read

4. Click Continue

Home

Profile

Direct debit agreement



Direct debits can now be set up online in addition to the original postal method.

All the normal direct debit safeguards and guarantees apply.

To set up a direct debit online you will need to provide the bank account number, sort code and name of the account holder.

If this is a personal account, you must be an account holder and be the only person required to authorise a direct debit on the account.

If this is a business account and you are acting on behalf of a company, the company must be the account holder and you must be the only person required to authorise a direct debit on the account.

No changes to the amount to be debited, or the date or frequency of payments will be made without notifying you at least 5 working days in advance of your account being debited.

In the event of any error, you are entitled to an immediate refund from your bank or building society.

You have the right to cancel a direct debit instruction at any time simply by contacting is, or your bank or building society.

Please select 'continue' to set up your direct debit online.

Back

Continue



5. The **New direct debit and bank account details** page is now displayed.

Complete the fields with your information.

6. Click the **Continue** button

New direct debit and bank account details

Please enter your bank or building society details and a date on which you want collections to be made. Your bank may require up to 14 days' notice for your direct debit to be set up. If your preferred payment date falls within the next 14 days, your direct debit will not be collected until the following month. You will receive a letter from the Rent Account Team confirming that the direct debit has been set up. Name of account holder * Bank/building society account number * Branch sort code in format 00-00-00 * Bank name * Payment date * MONTHLY28 - 28th of each month MONTHLY1 - 1st of each month MONTHLY15 - 15th of each month MONTHLY21 - 21st of each month MONTHLY28 - 28th of each month MONTHLY8 - 8th of each month

Continue

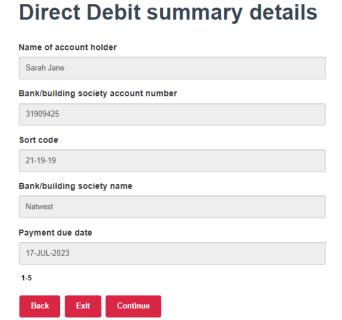


Home Profile

7. The **direct debit summary details** page is now displayed.

Make sure all details you have entered are correct before clicking the Continue button.

8. Click Continue.





9. The **direct debit schedule** page will now be displayed. Here you can see the scheduled payment date and amount.

Home

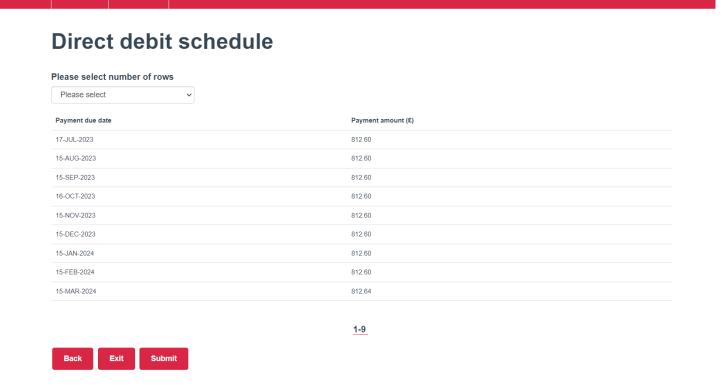
Profile

Your bank may require up to 14 days' notice for your direct debit to be set up. If your preferred payment date falls within the next 14 days, your direct debit will not be collected until the following month.

Wording on monthly charge calculation

If your payment falls on a bank holiday or weekend, the payment will be taken the next working day.

- 10. Click the **Submit** button
- 11. A notification will pop up to confirm the direct debit.





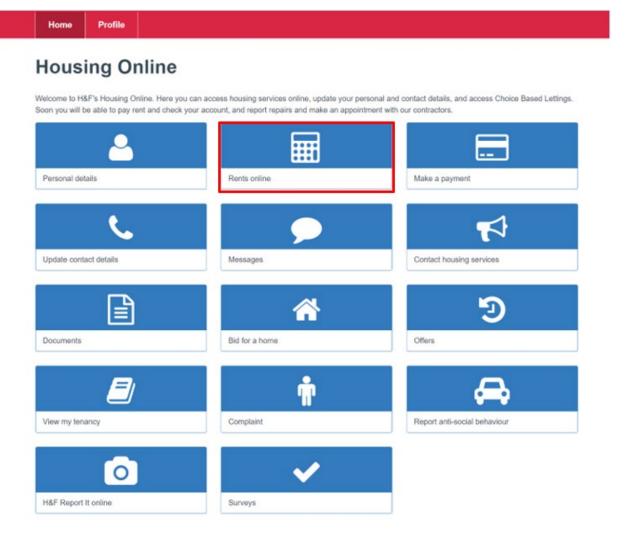
Paying your rent through the Rents Online tile



You can make a rent payment in two different ways.

Either through the **Rents Online** tile, or the **Make a payment** tile (see page 29).

1. Click on the Rents Online tile







Rents online

Make a note of your payment reference number; you'll need this on the next page.

- 2. Click **Actions** to bring up the drop-down menu.
- 3. Select the **Make a payment** option.

Welcome to Rents online

A summary of your accounts is below. Click the "Actions" button to make a payment, check your balance, view your payment schedule and account details, and set up a direct debit.

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Account details for John Stones, 145-155 King Street Hammersmith, London W6 9JU







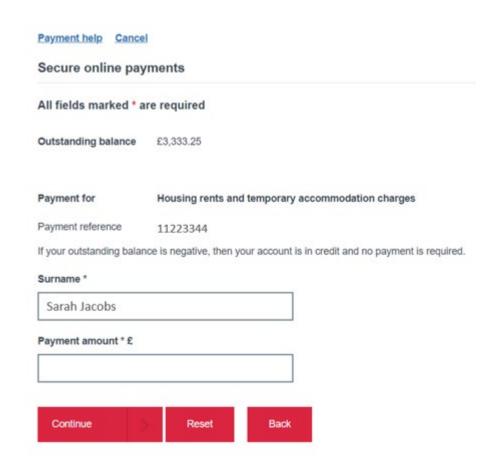
- 4. The **Secure online payments page** is now displayed.
- 5. Input your 8-digit payment reference.
- 6. Click the **Continue** button

All fields marked * are required				
Payment for	Housing rents and temporary accommodation charges			
Please enter your 8 digit payment reference number, including any leading zeros where appropriate				
Payment reference	*			
11223344				
If you are having diffi	iculty making a payment please see:			
Problems with payi				

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- 7. Enter **Surname**
- 8. Add the **Payment amount**
- 9. Click Continue

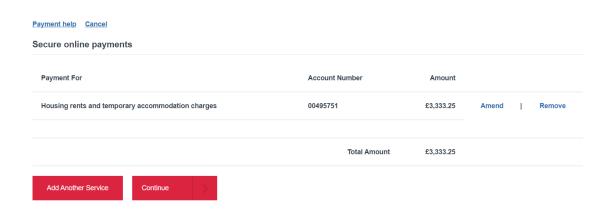




11. On this page, you can review your payment.

You can edit the payment by clicking on **Amend** or cancel by clicking on **Remove**.

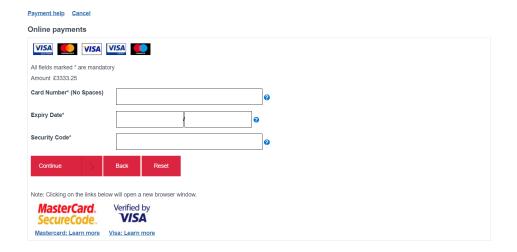
12. Click Continue.





13. On the **Online payments** page, add your card details. You will need you card number, expiry date and security code.

14. Click **Continue** to complete the payment.

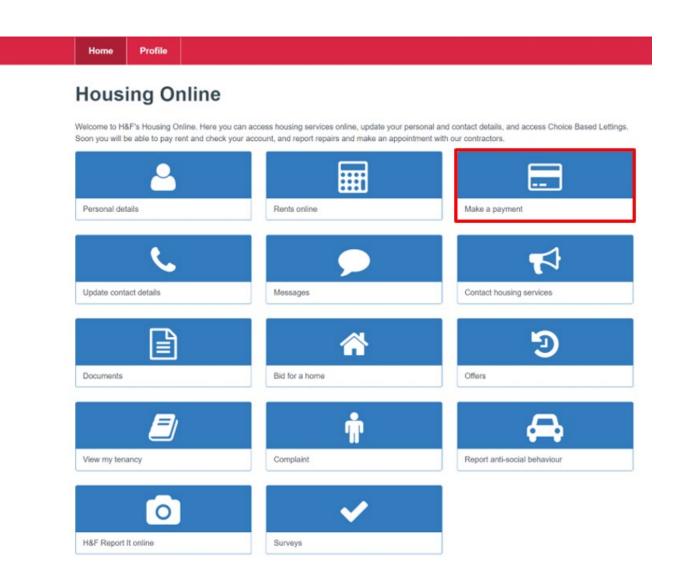




Paying your rent through the 'Making a payment' tile



- 1. Click on the **Make a payment** tile.
- 2. Follow steps 4-14 in 'Paying your rent through the Rents online tile' to complete your payment.

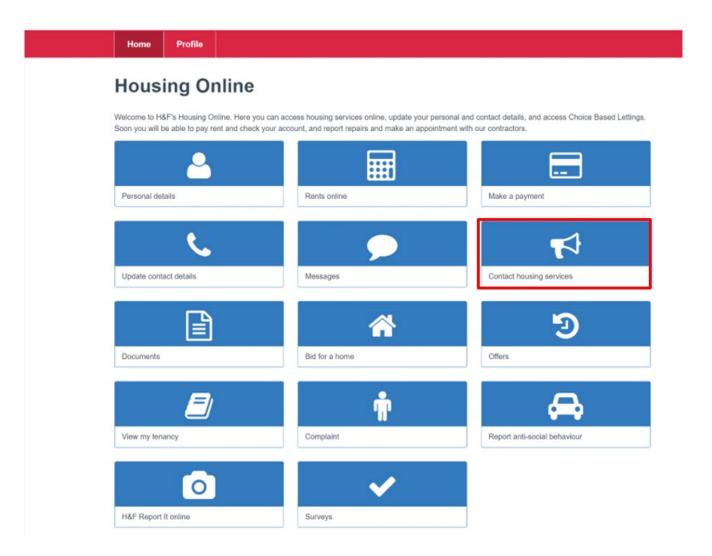




Requesting welfare & benefit support



1. Click on the **Contact housing** services tile.





2. The **Contact us** page is now displayed.

Click on the **Contact housing services** button on the right-hand side of the screen.



Contact us

You can use the Contact housing services button to contact us about issues including:

- Cleaning/caretaking
- · Rubbish collection/fly tipping
- · Obstructive parking
- To submit a repayment arrangement for rent arrears
- · Apply for a rent refund
- · Request welfare benefits referral

If you need to contact the council about anything else, please click the Contact us link at the bottom of this page.

If you would like to upload a supporting document when you contact housing services, e.g. a picture of an abandoned car, you can do this after completing the contact form. To view the document afterwards, select the 'Home' button, then the 'Documents' tile.

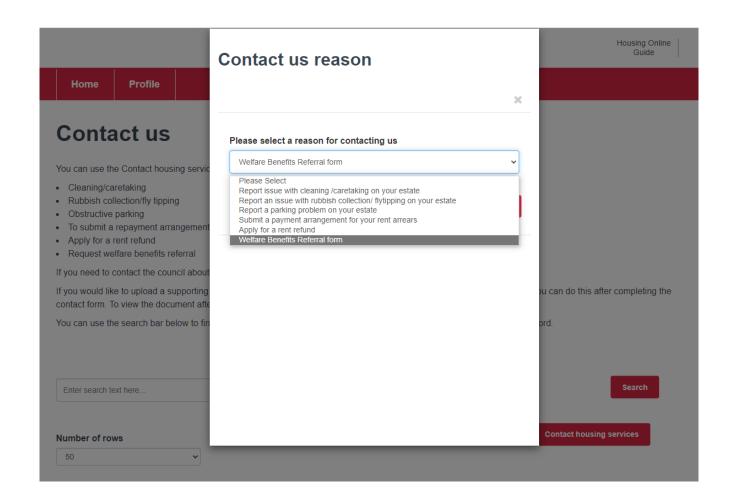
You can use the search bar below to find your previous reports. Just search using your contact reference number, or a keyword.

Enter search text here	Search
Number of rows	Contact housing services



3. Select **Welfare Benefits Referral form** from the dropdown list.

4. Click Next





The **Contact details** form is now displayed.

- 4. Complete the fields with your information.
- 5. Click the **Submit contact** button.

Contact details

Contact reference	Debts/arrears: Please list any debts or arrears that you have, with the name of the creditor and balance outstanding. If nil, please enter 'nil debts'. *
Interpreter language, if required	Capital savings: Please list any savings or investments you have. If there are none, please enter '0'. *
If this referral is for yourself, please enter self. If you are a family member or referring from an organisation, please give the name	
If you are making this referral for someone else: Has permission to refer and share information been given by the tenant?	Please describe the reason for this referral, e.g., what difficulties you are currently experiencing. When you click submit, your form will be received by the Welfare Benefits team and an officer will be in touch within 5 working days to discuss your circumstances.
grown, and common manning of the common	
Please list your household members, their date of birth, their relationship to you and their income	Is there anything else you'd like us to know?
Income: Please list all income types and values per week e.g., PIP - £87.50. If there is no income, please enter 'nil income'.	
©	Cancel contact Submit contact

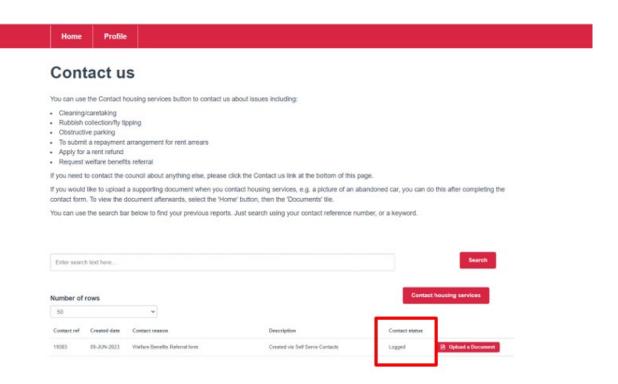


7. Your contact will be displayed as logged.

An officer from the Welfare Benefits team will call you to discuss your form.

In some cases, the officer will ask you to upload documents or provide evidence to support your referral.

You can <u>click here</u> for a step-bystep guide on uploading documents.

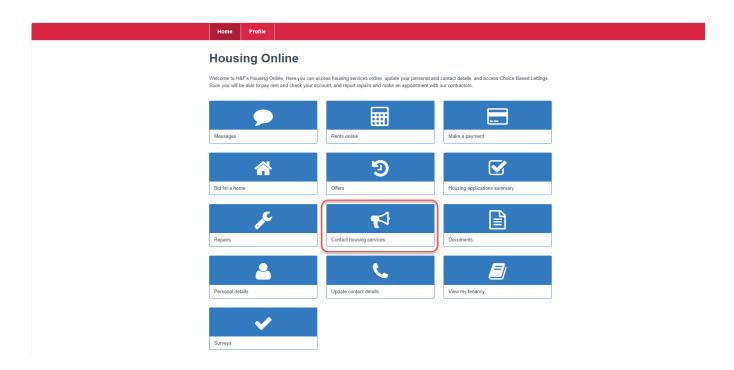




Applying for a rent refund



1. Click on the **Contact housing** services tile.





2. Click on the **Contact housing services** button on the right-hand side of the screen.

Home Profile

Contact us

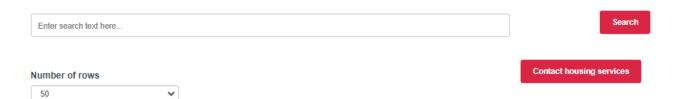
You can use the Contact housing services button to contact us about issues including:

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- . To submit a repayment arrangement for rent arrears
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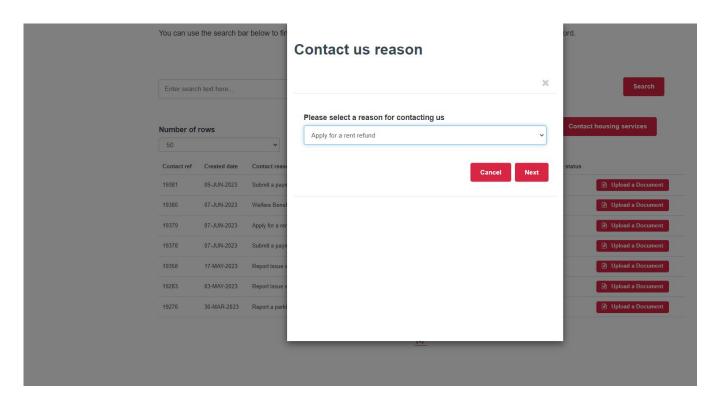
You can use the search bar below to find your previous reports. Just search using your contact reference number, or a keyword.





3. Select **Apply for a rent refund** from the drop down list

4. Click Next





- 5. The **Contact details** form is now displayed. Complete the fields with your information.
- 6. Click the **Submit contact** button.

Contact details

×	Soft code in format 00-00-00.
Contact reference	Name(s) of account holder(s): *
Payment reference number (please note, you will need the specific reference number depending on which account you're claiming a refund for) *	By clicking submit, I confirm that these bank details are correct and that the information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority
Amount to be refunded: (£) *	purposes. Type 'agree' below. You will receive a response within 20 weeks of submitting the form.
Relationship to tenant e.g. self, joint tenant, other	Is there anything else you'd like us to know?
Postal address if different to your current address:	
Account number: *	Cancel contact Submit contact



7. Your contact will be displayed as logged.

This request will go to the relevant team who will contact you.

Home Profile

Contact us

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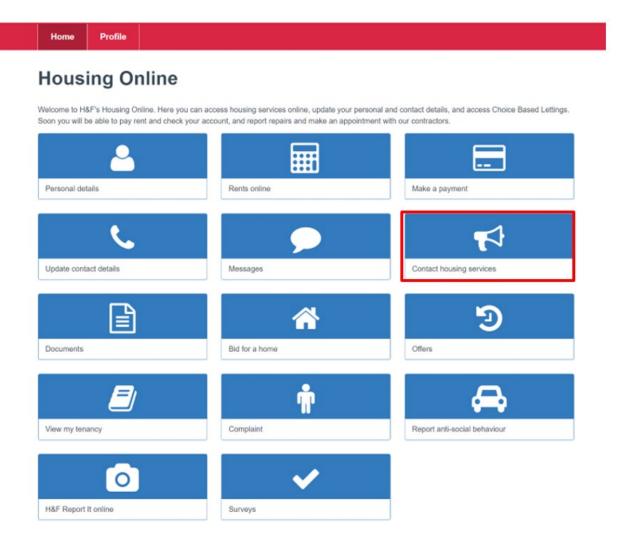




Submitting a payment arrangement for rent arrears



1. Click on the **Contact housing** services tile.





2. The **Contact us** page is now displayed.

Click on the **Contact housing services** button on the right-hand side of the screen.

Home Profile

Contact us

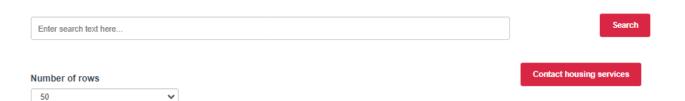
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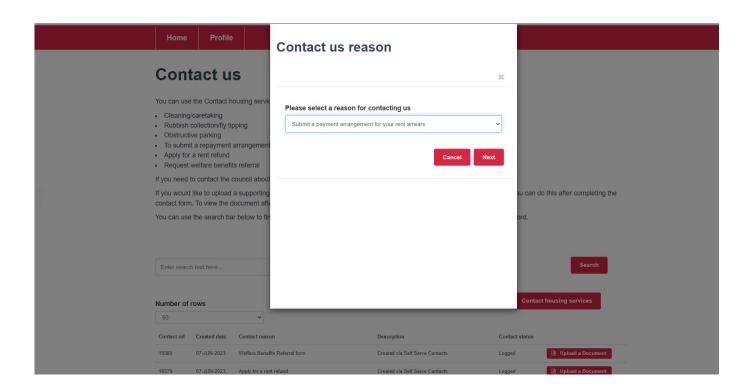
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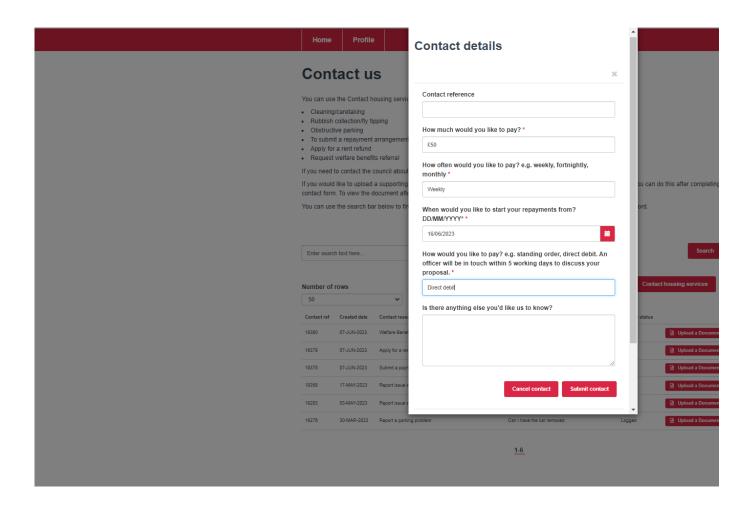


- 3. Select Submit a payment arrangement for your rent arrears from the drop list.
- 4. Click Next





- 5. The **Contact details** form is now displayed. Complete the fields with your information.
- 6. Click the **Submit contact** button.





7. Your contact will be displayed as logged.

This request will go to the relevant team who will contact you.

Profile Home Contact us You can use the Contact housing services button to contact us about issues including: · Cleaning/caretaking · Rubbish collection/fly tipping · Obstructive parking · To submit a repayment arrangement for rent arrears · Apply for a rent refund · Request welfare benefits referral If you need to contact the council about anything else, please click the Contact us link at the bottom of this page. If you would like to upload a supporting document when you contact housing services, e.g. a picture of an abandoned car, you can do this after completing the contact form. To view the document afterwards, select the 'Home' button, then the 'Documents' tile. You can use the search bar below to find your previous reports. Just search using your contact reference number, or a keyword. Enter search text here. Contact housing services Number of rows 50 Contact ref Created date Contact reason Description Contact status 09-JUN-2023 Submit a payment arrangement for your rent arrears Created via Self Serve Contacts Logged ■ Upload a Docume