

Guide to update your Universal Credit with your new rent charges following your annual increase.

If you are currently in receipt of Universal Credit it is your responsibility to inform the DWP of your new rent charge for 2021/2022.

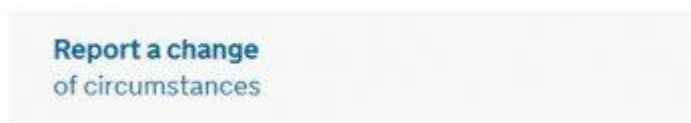
It is important that you do this **on 28th March 2021 or as soon as possible after** to ensure that the new charge is paid from that date. Easthall Park cannot tell Universal Credit about the rent increase on your behalf but if you need help accessing your journal or accessing the internet please contact us on 0141 781 2277.

See our step-by-step guide below on how to update your online journal with your new rent charges:

- Log on to your Universal Credit account
- Click on Home and you should see the following options:



You now need to choose 'Report a Change of circumstances'



- You will now see the following screen. Please choose 'Where you live and what it costs'

What do you need to tell us about?

Work and earnings

Includes employment, self-employment, sick pay, and maternity allowance

Living with a partner

Includes details of a new partner and the date you started living together

Bank account

Includes bank or building society, sort code, and account number

Personal details

Includes name, date of birth, email, and phone number

Where you live and what it costs

Includes address, landlord, rent or mortgage, and service charges

Health

Includes illness, ongoing conditions, disability, pregnancy, time in hospital, and fit notes

Caring for someone

Includes who you care for, for how many hours a week, and time off from caring

People who live with you

Includes children, step-children, and anybody else who lives with you



- You should now see the following options:

What has changed?

I've moved

Something else

Continue

If you don't want to continue, you can [cancel this change](#).



- Please choose 'something else' and hit select continue

You will then be asked a series of questions which you will need to respond to in order to move to the next step. These include:

- What has changed? Select 'something else'
- When did this change happen? Input 28/03/2021
- Do you have Housing Costs? Select 'Yes'
- Where do you live now? Select the first option in the list which starts 'I rent from a housing association.'
- Confirm your property address

The next few questions are really important and the amounts you will need for this can be found on the letter you received last month detailing your charges from 28th March 2021.

If you have any problems or queries please contact us on 0141 781 2277.