

Self Employed Income Support Grant

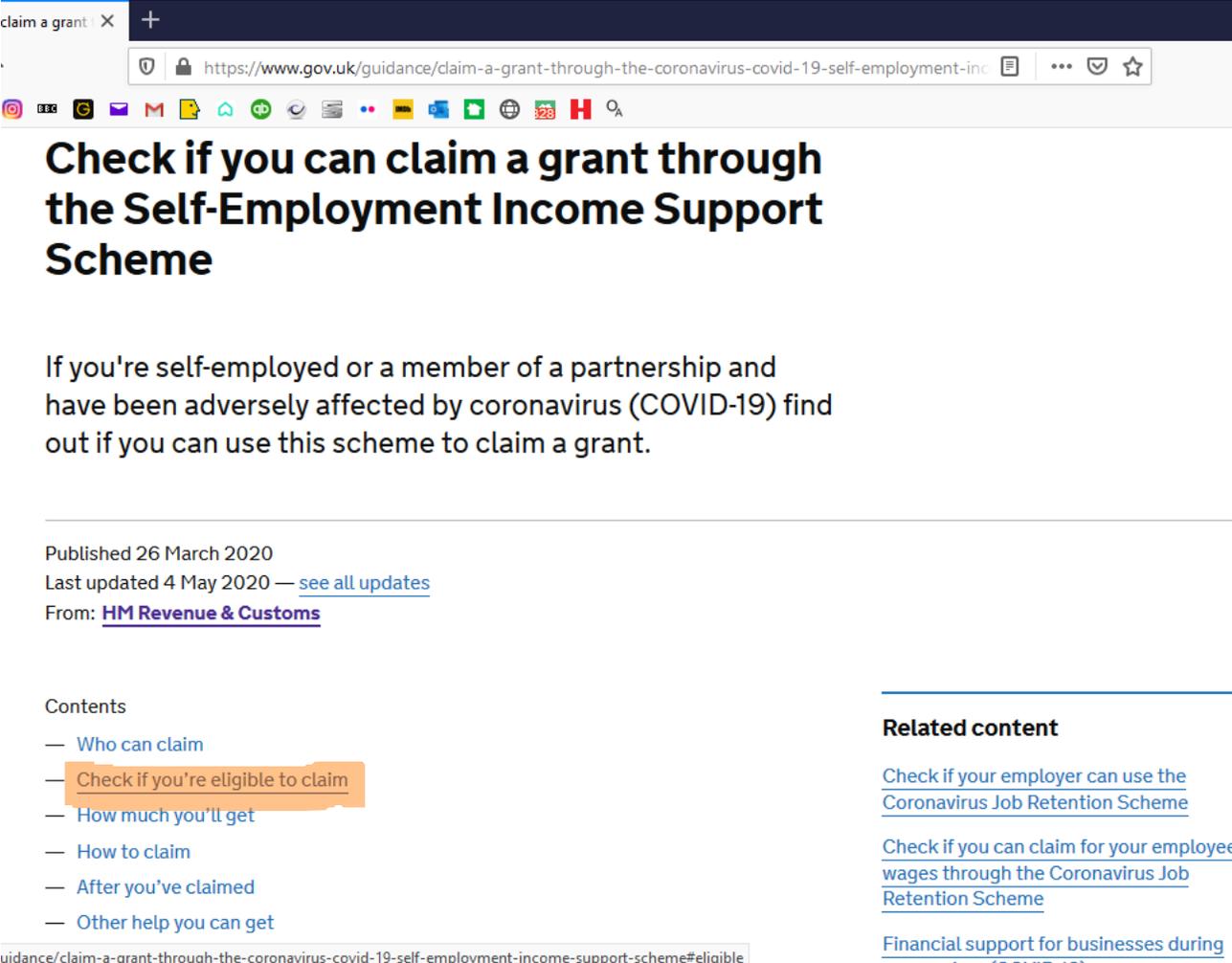
How to check if you are eligible
and set up your Government Gateway account

Before you begin...

- To check your eligibility for the SEISS Grant, you will need your personal Unique Tax Reference (UTR) number and your National Insurance (NI) number. You will also need some way of making a note of the date and time you can claim from.
- To make your Government Gateway account, you will need a form of identification, a passport or driving licence number is the most straightforward.

Step 1:

[Click here](#) to go to the UK Government's website to check if you are eligible to claim the SEISS grant. Scroll down the page a little and click the 'Check if you're eligible to claim' link.



The screenshot shows a web browser window with the URL <https://www.gov.uk/guidance/claim-a-grant-through-the-coronavirus-covid-19-self-employment-inc>. The page title is "Check if you can claim a grant through the Self-Employment Income Support Scheme". The main text reads: "If you're self-employed or a member of a partnership and have been adversely affected by coronavirus (COVID-19) find out if you can use this scheme to claim a grant." Below this, it states "Published 26 March 2020" and "Last updated 4 May 2020 — [see all updates](#)". The source is listed as "From: [HM Revenue & Customs](#)". A "Contents" section lists several links, with "Check if you're eligible to claim" highlighted in orange. On the right, a "Related content" section lists three additional links: "Check if your employer can use the Coronavirus Job Retention Scheme", "Check if you can claim for your employee wages through the Coronavirus Job Retention Scheme", and "Financial support for businesses during coronavirus (COVID-19)".

claim a grant × +

https://www.gov.uk/guidance/claim-a-grant-through-the-coronavirus-covid-19-self-employment-inc

Check if you can claim a grant through the Self-Employment Income Support Scheme

If you're self-employed or a member of a partnership and have been adversely affected by coronavirus (COVID-19) find out if you can use this scheme to claim a grant.

Published 26 March 2020
Last updated 4 May 2020 — [see all updates](#)
From: [HM Revenue & Customs](#)

Contents

- [Who can claim](#)
- [Check if you're eligible to claim](#)
- [How much you'll get](#)
- [How to claim](#)
- [After you've claimed](#)
- [Other help you can get](#)

[Check if your employer can use the Coronavirus Job Retention Scheme](#)

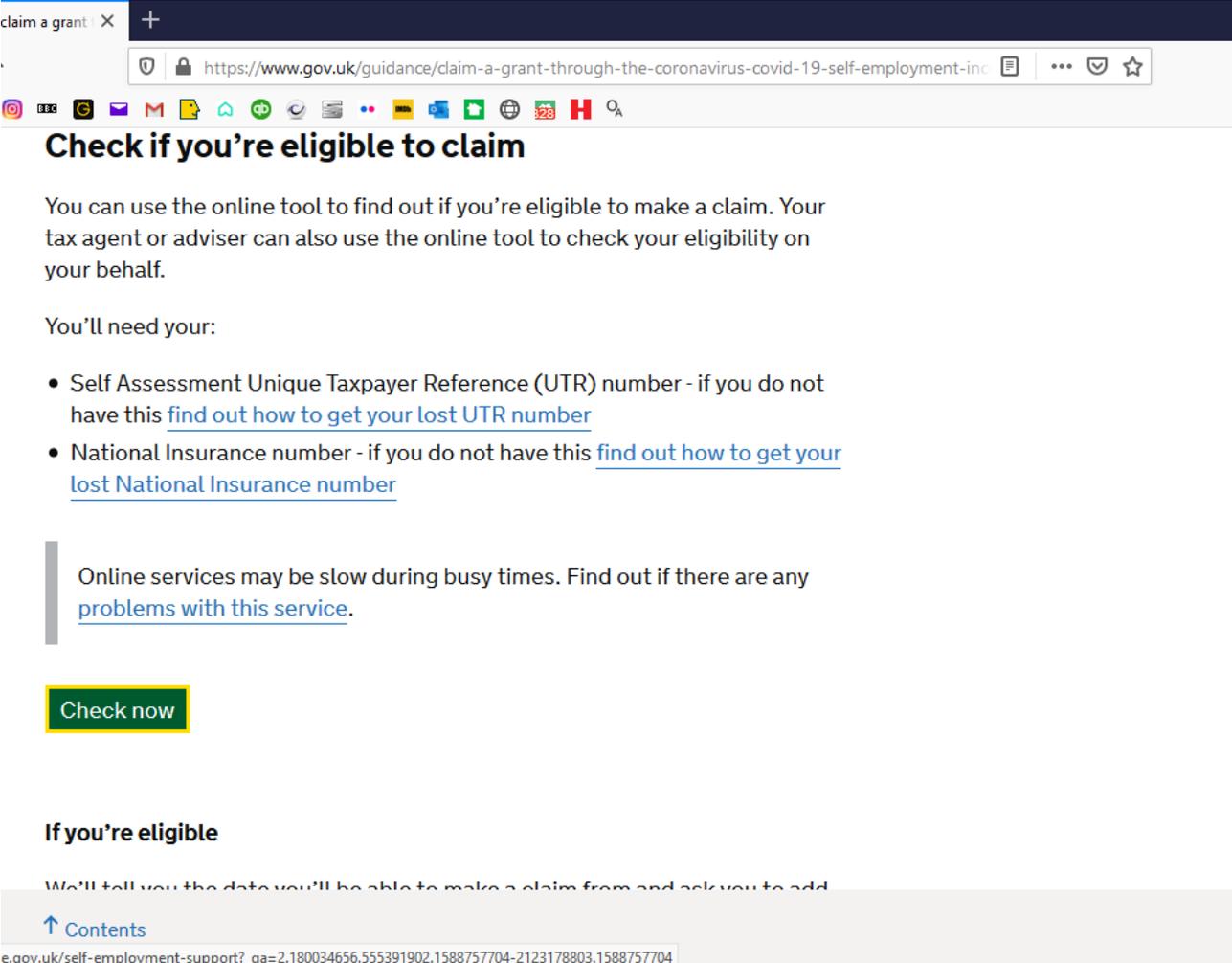
[Check if you can claim for your employee wages through the Coronavirus Job Retention Scheme](#)

[Financial support for businesses during coronavirus \(COVID-19\)](#)

guidance/claim-a-grant-through-the-coronavirus-covid-19-self-employment-income-support-scheme#eligible

Step 2:

Click on the 'Check now' button. You will need your Self Assessment UTR number and your NI number. If you cannot find these, please get in touch and we will help you find them.



The screenshot shows a web browser window with the URL <https://www.gov.uk/guidance/claim-a-grant-through-the-coronavirus-covid-19-self-employment-inc>. The page title is "Check if you're eligible to claim". The main content includes a paragraph explaining the online tool, a list of required information (Self Assessment UTR number and National Insurance number), and a "Check now" button. A note mentions that online services may be slow during busy times. At the bottom, there is a "Contents" link and a small URL fragment.

claim a grant × +

https://www.gov.uk/guidance/claim-a-grant-through-the-coronavirus-covid-19-self-employment-inc

Check if you're eligible to claim

You can use the online tool to find out if you're eligible to make a claim. Your tax agent or adviser can also use the online tool to check your eligibility on your behalf.

You'll need your:

- Self Assessment Unique Taxpayer Reference (UTR) number - if you do not have this [find out how to get your lost UTR number](#)
- National Insurance number - if you do not have this [find out how to get your lost National Insurance number](#)

Online services may be slow during busy times. Find out if there are any [problems with this service](#).

[Check now](#)

If you're eligible

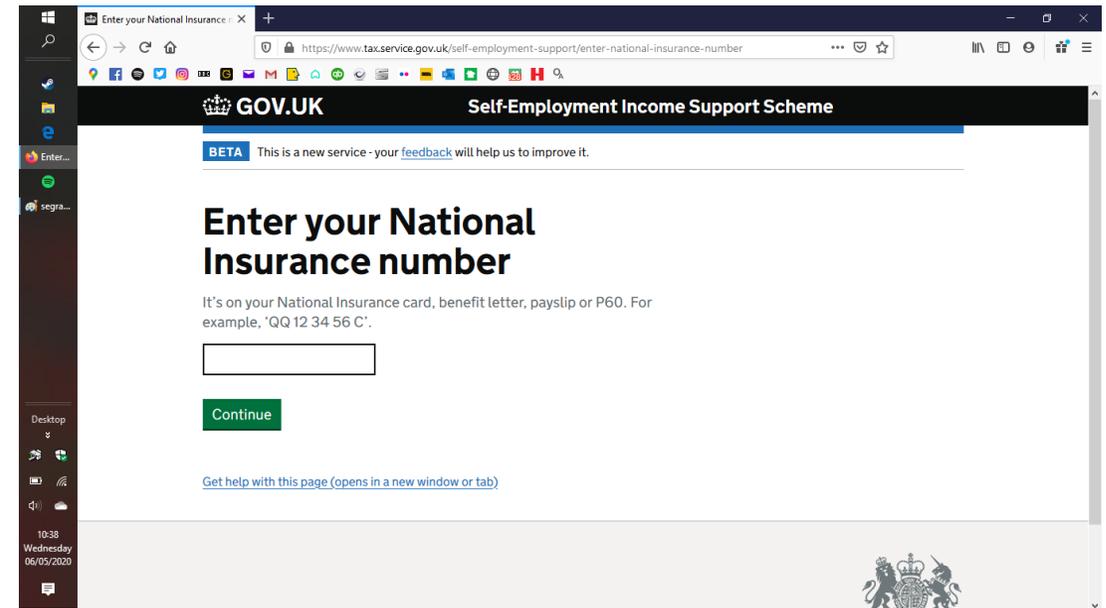
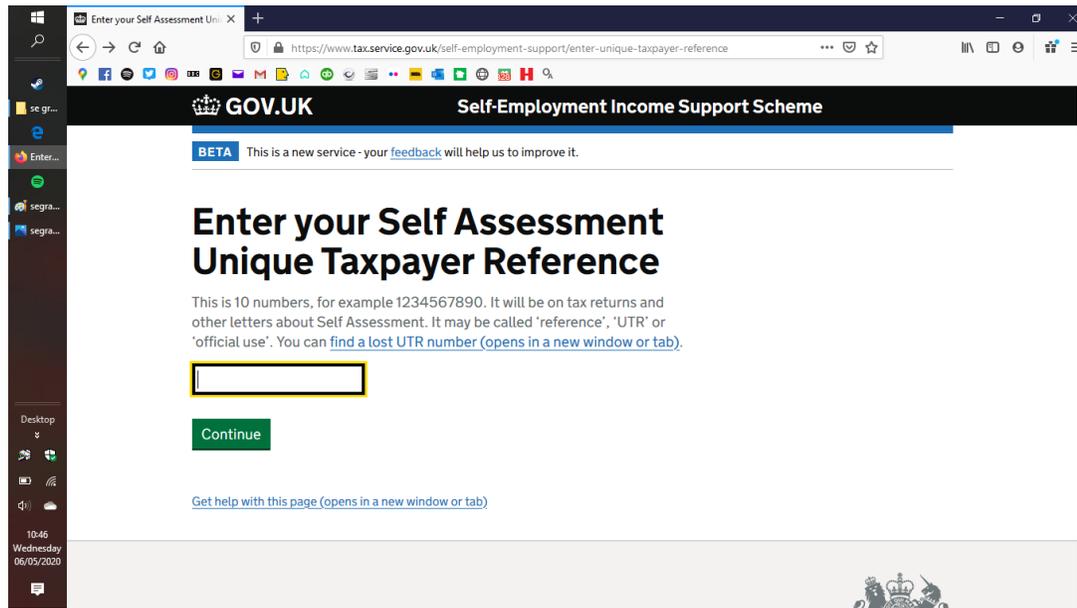
We'll tell you the date you'll be able to make a claim from and ask you to add

[↑ Contents](#)

e.gov.uk/self-employment-support?_ga=2.180034656.555391902.1588757704-2123178803.1588757704

Step 3:

Enter your UTR on the page, and click the 'Continue' button. Enter your NI number on the next page, and click 'Continue' again.

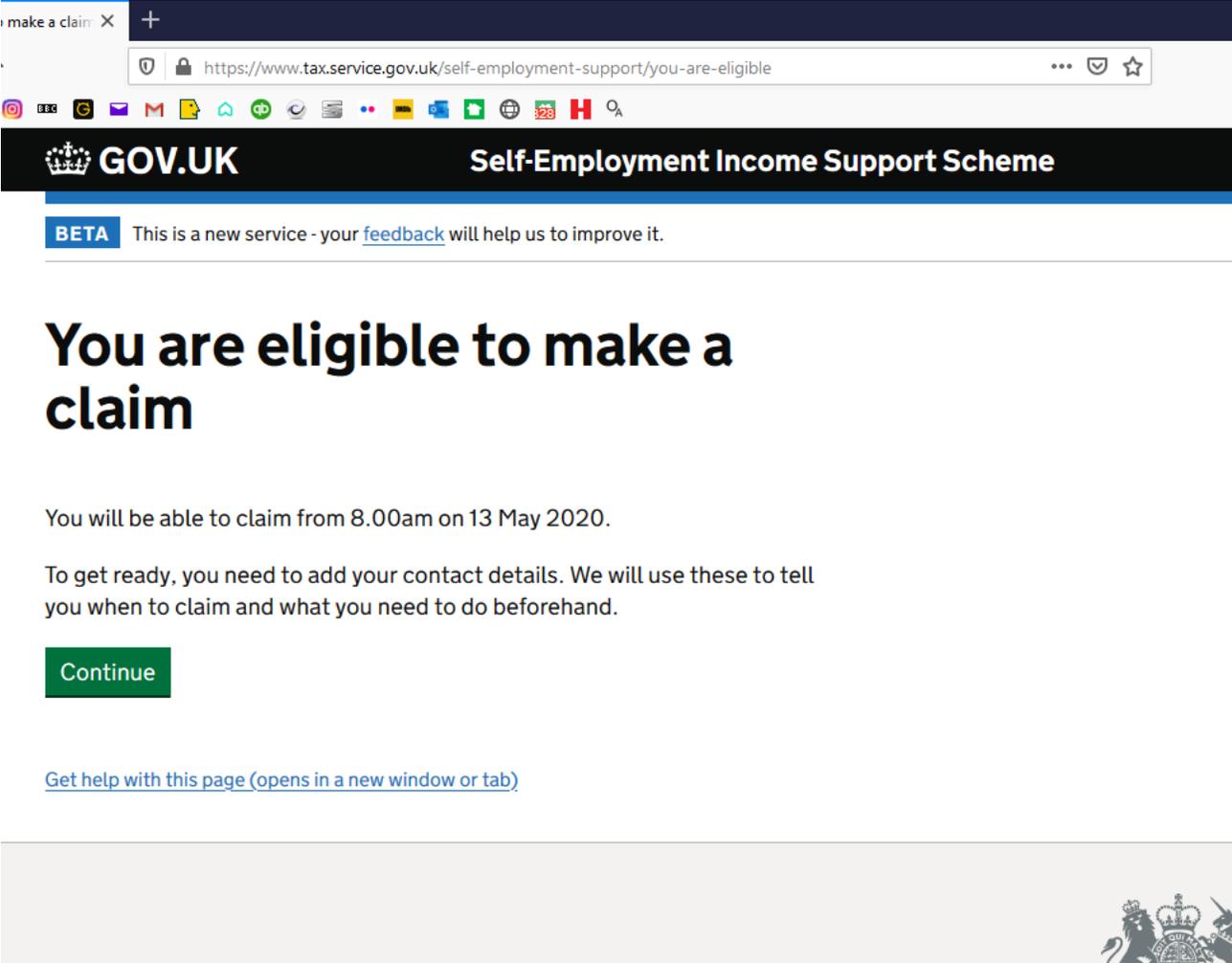


Your claim date

If you are able to claim on the Self-Employment Income Support Scheme, you will be told when you can claim from here. This does not mean that you have to claim at this time and date, only that you cannot claim before. Make a note of this time and date.

If this says that you are not eligible, but you believe that you are, please [get in touch](#).

Clicking 'Continue' will take you to the Government Gateway system to either sign in or create an account.

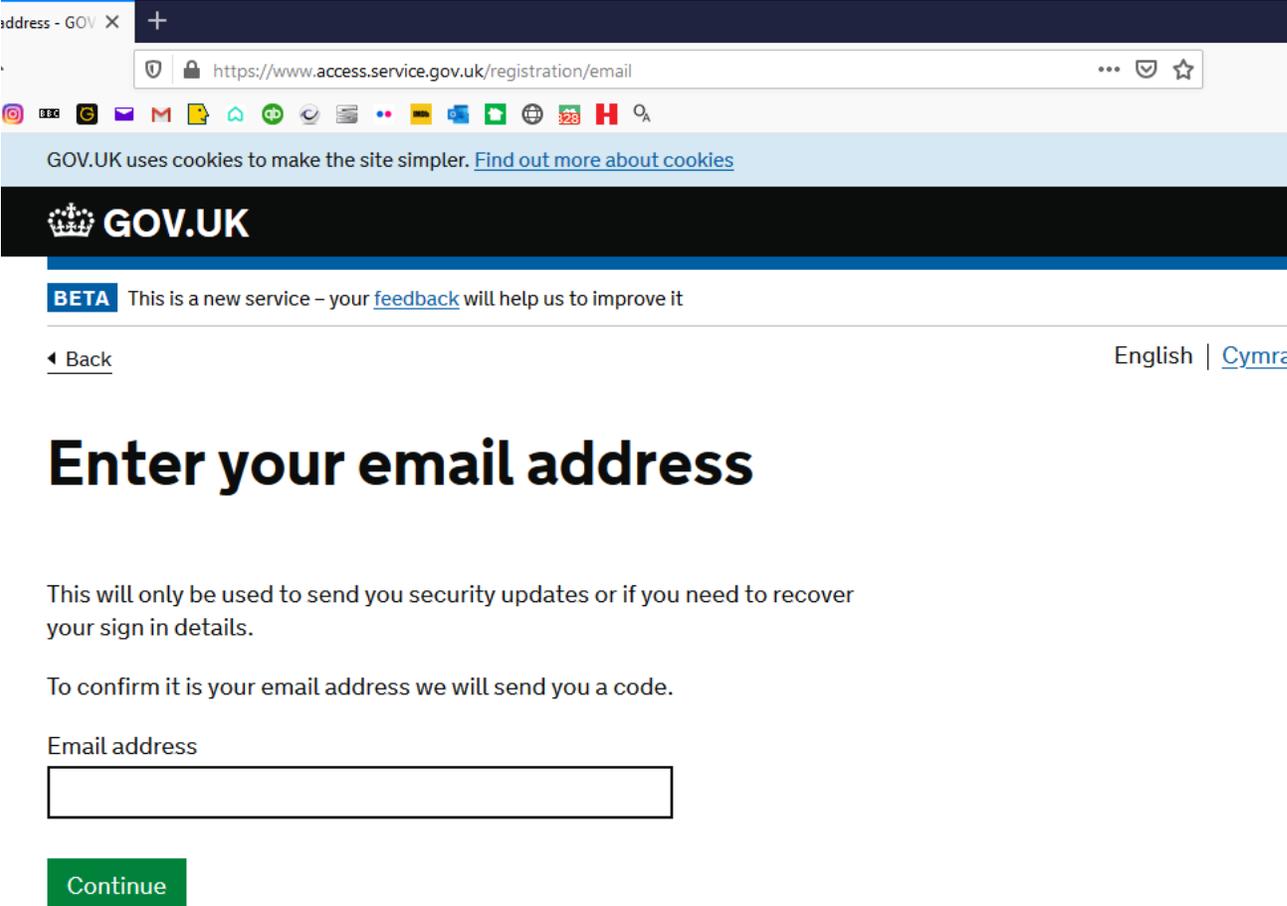


The screenshot shows a web browser window with the URL <https://www.tax.service.gov.uk/self-employment-support/you-are-eligible>. The page header includes the GOV.UK logo and the title "Self-Employment Income Support Scheme". A blue banner below the header states "BETA This is a new service - your [feedback](#) will help us to improve it." The main heading is "You are eligible to make a claim". Below this, the text reads: "You will be able to claim from 8.00am on 13 May 2020." and "To get ready, you need to add your contact details. We will use these to tell you when to claim and what you need to do beforehand." A green "Continue" button is positioned below the text. At the bottom of the page, there is a link: "Get help with this page (opens in a new window or tab)". The Royal Coat of Arms is visible in the bottom right corner of the page.

Government Gateway

Step 1:

If you do not have a Government Gateway account already, you will need to set one up in order to claim the SEISS grant. Start with entering an email address that you can access to read the code that you will need to enter on the next page. These expire after a short time, so it is best to only start this process when you have time to go through it all in one go.



The screenshot shows a web browser window with the URL <https://www.access.service.gov.uk/registration/email>. The page features the GOV.UK logo and a 'BETA' notice. A 'Back' link is visible on the left, and language options for 'English' and 'Cymra' are on the right. The main heading is 'Enter your email address'. Below this, there is explanatory text: 'This will only be used to send you security updates or if you need to recover your sign in details.' and 'To confirm it is your email address we will send you a code.' A text input field for the email address is provided, followed by a green 'Continue' button.

address - GOV X +

https://www.access.service.gov.uk/registration/email

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GOV.UK

BETA This is a new service – your [feedback](#) will help us to improve it

[Back](#) English | [Cymra](#)

Enter your email address

This will only be used to send you security updates or if you need to recover your sign in details.

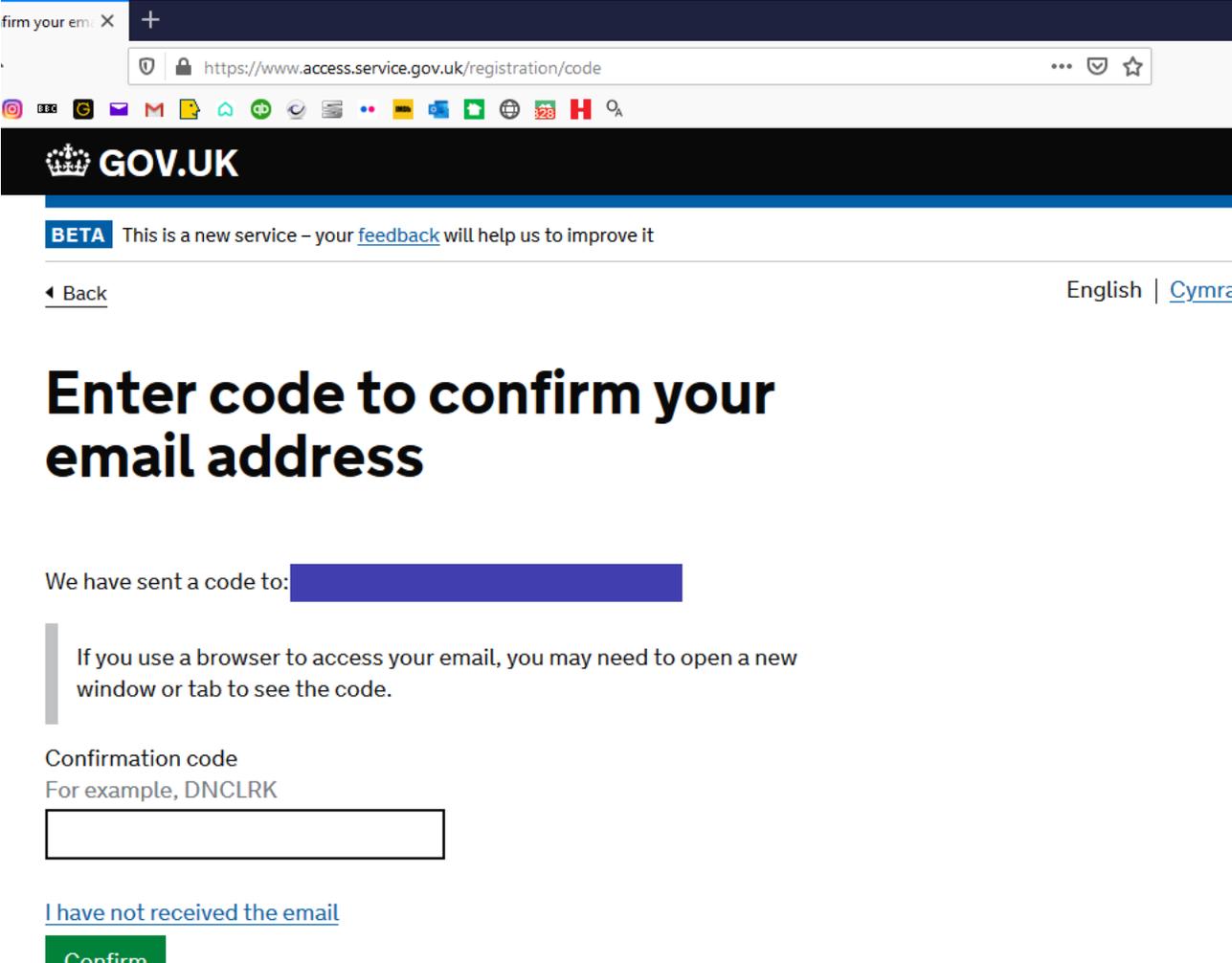
To confirm it is your email address we will send you a code.

Email address

Continue

Step 2:

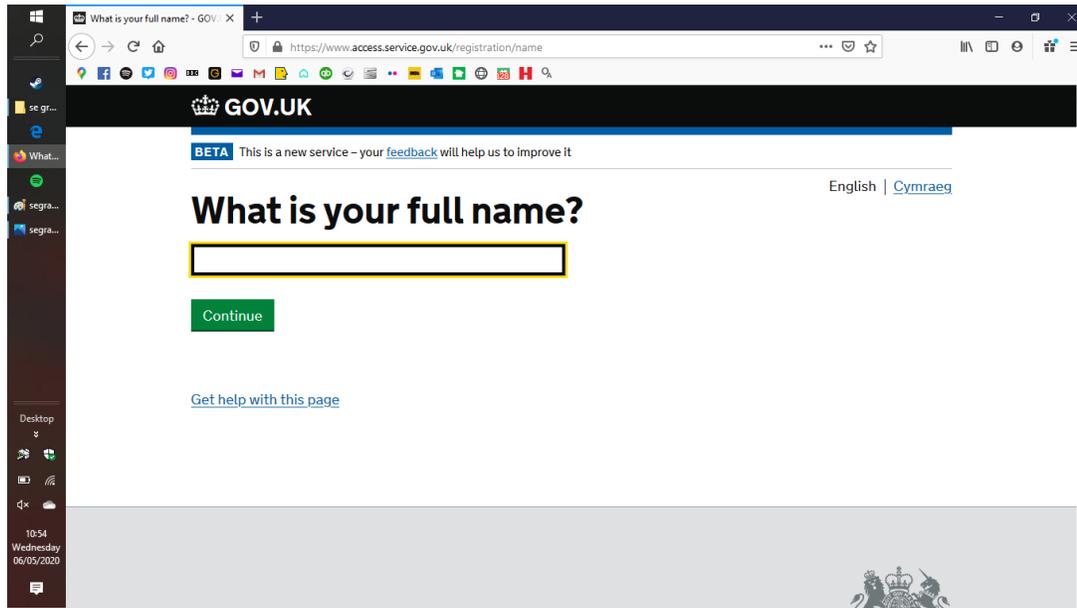
You should receive a code within a few minutes. Enter it in the box here and click 'Continue.' If the email with the code hasn't arrived after 10 minutes, and your internet connection is OK, follow the 'I have not received the email' link and get a new one sent to you. The next page simply confirms that they have the correct email address, click 'Continue' once more.



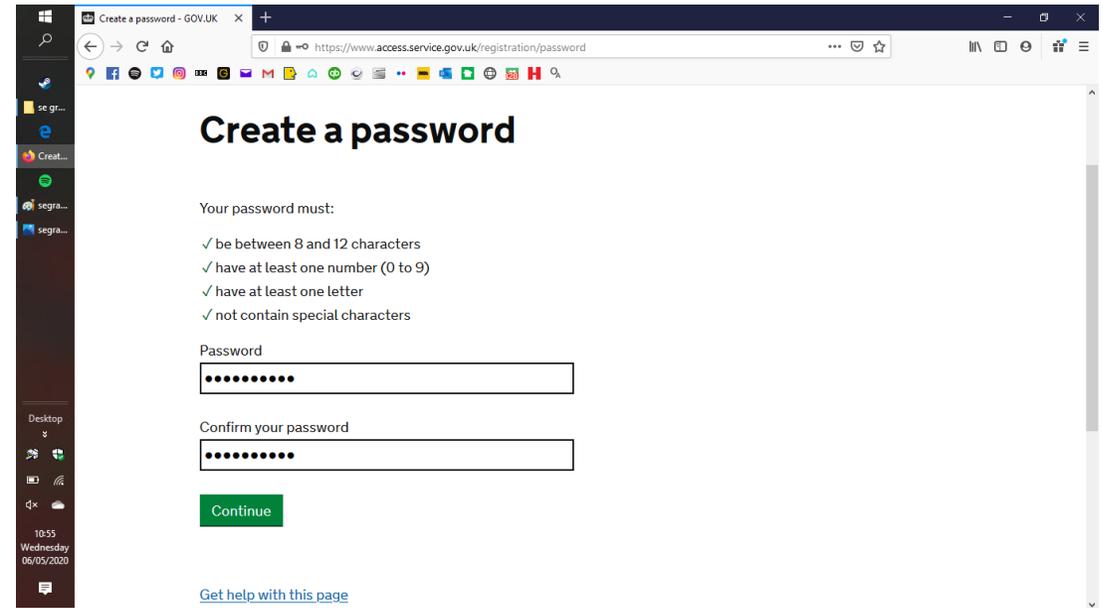
The screenshot shows a web browser window with the address bar displaying <https://www.access.service.gov.uk/registration/code>. The GOV.UK logo is visible at the top. Below the logo, there is a 'BETA' badge and a message: 'This is a new service – your [feedback](#) will help us to improve it'. On the right side, there are links for 'English' and 'Cymra'. A 'Back' link is on the left. The main heading is 'Enter code to confirm your email address'. Below this, it says 'We have sent a code to:' followed by a redacted email address. A grey box contains the text: 'If you use a browser to access your email, you may need to open a new window or tab to see the code.' Below this is the label 'Confirmation code' with the example 'For example, DNCLRK'. There is an empty text input box for the code. At the bottom, there is a link 'I have not received the email' and a green 'Confirm' button.

Step 3:

Enter your full name, including all middle names, and click 'Continue.' The next page invites you to make a password, note that it requires at least one letter and one number but does not allow special characters like dollar or pound signs and doesn't need a capital letter.



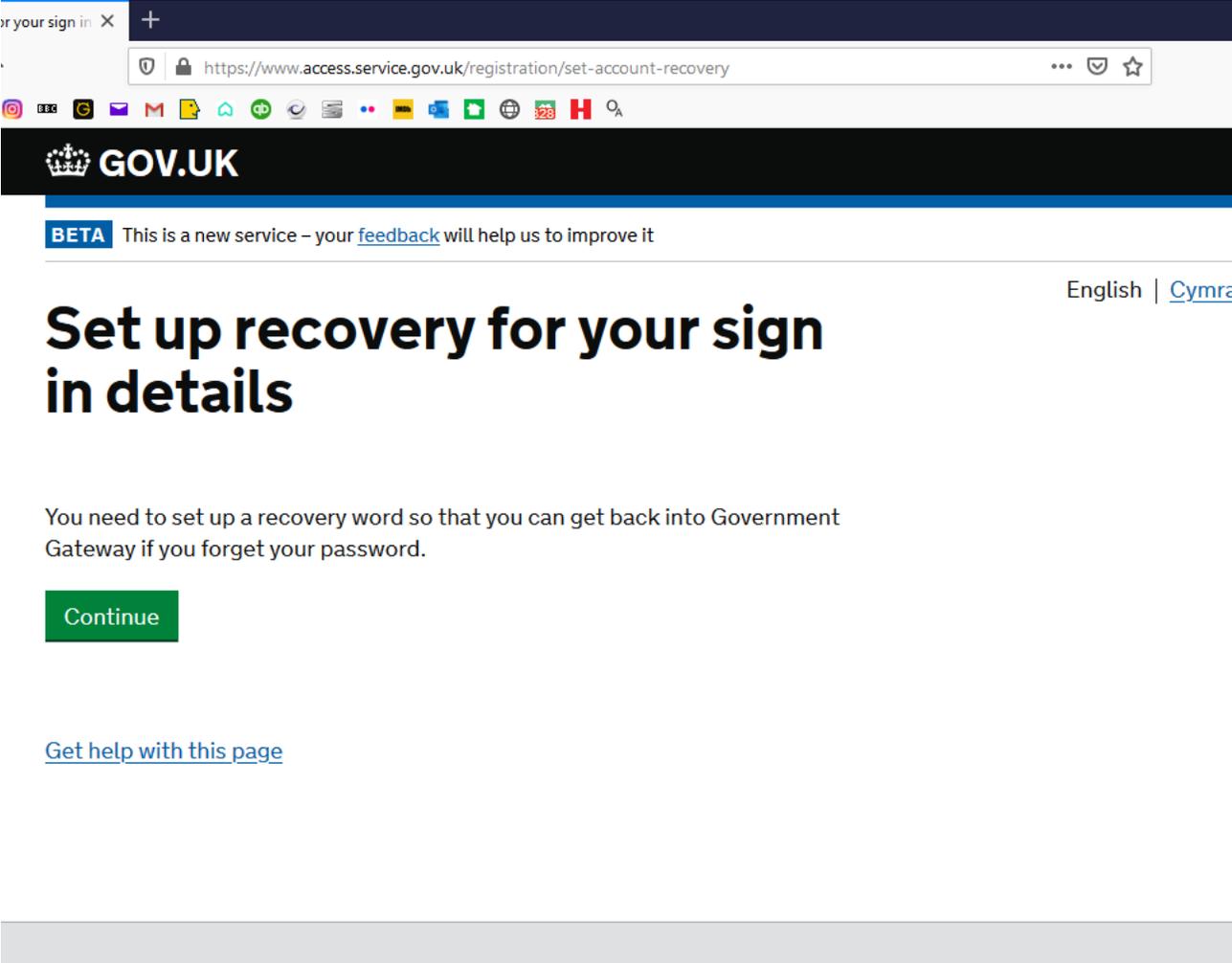
The screenshot shows a web browser window with the URL <https://www.access.service.gov.uk/registration/name>. The page features the GOV.UK logo at the top left and a 'BETA' notice. The main heading is 'What is your full name?' with a language selector for 'English | Cymraeg'. Below the heading is a text input field with a yellow border, and a green 'Continue' button is positioned below it. A link for 'Get help with this page' is located at the bottom left of the main content area.



The screenshot shows a web browser window with the URL <https://www.access.service.gov.uk/registration/password>. The page is titled 'Create a password'. It lists the requirements for a password: 'Your password must:' followed by a list of criteria: 'be between 8 and 12 characters', 'have at least one number (0 to 9)', 'have at least one letter', and 'not contain special characters'. Below these requirements are two text input fields for 'Password' and 'Confirm your password', both containing masked characters. A green 'Continue' button is located below the second field. A link for 'Get help with this page' is at the bottom left.

Step 4:

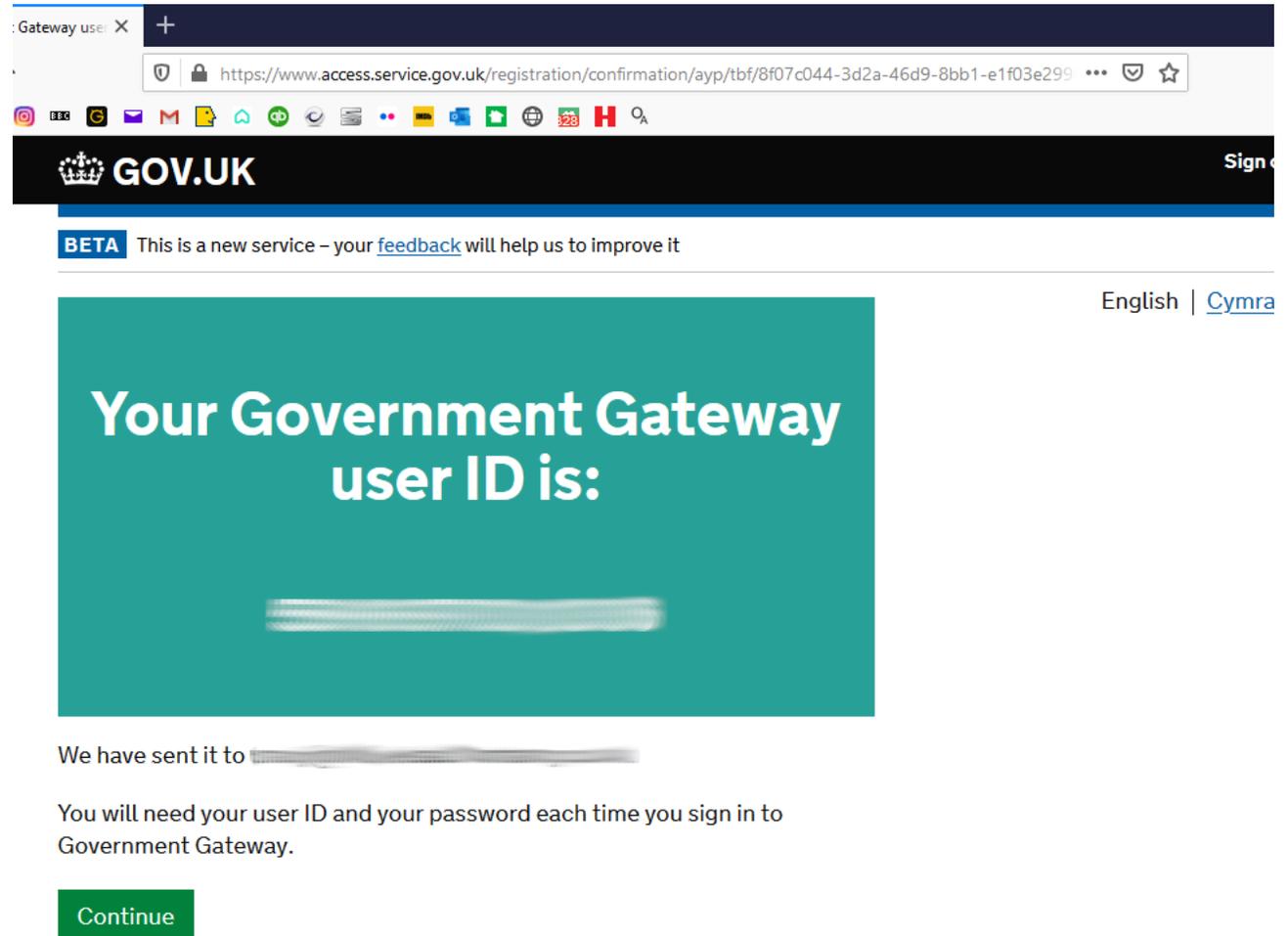
Click 'Continue' to take you to the next page where you will enter a memorable word used for recovering your account information. This should be between 6 and 12 letters long and does not contain numbers or special characters.



The screenshot shows a web browser window with the URL <https://www.access.service.gov.uk/registration/set-account-recovery>. The page features the GOV.UK logo and a 'BETA' notice: 'This is a new service – your [feedback](#) will help us to improve it'. The main heading is 'Set up recovery for your sign in details'. Below this, the text reads: 'You need to set up a recovery word so that you can get back into Government Gateway if you forget your password.' A green 'Continue' button is prominently displayed. At the bottom of the page, there is a link: '[Get help with this page](#)'. The browser's address bar and various extension icons are visible at the top of the window.

Partway there...

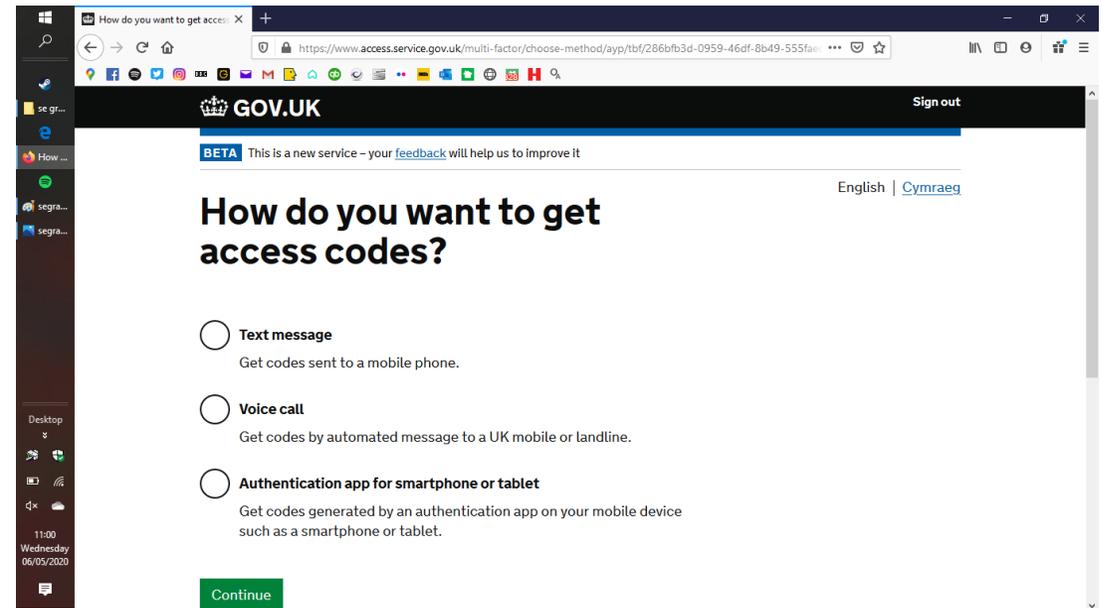
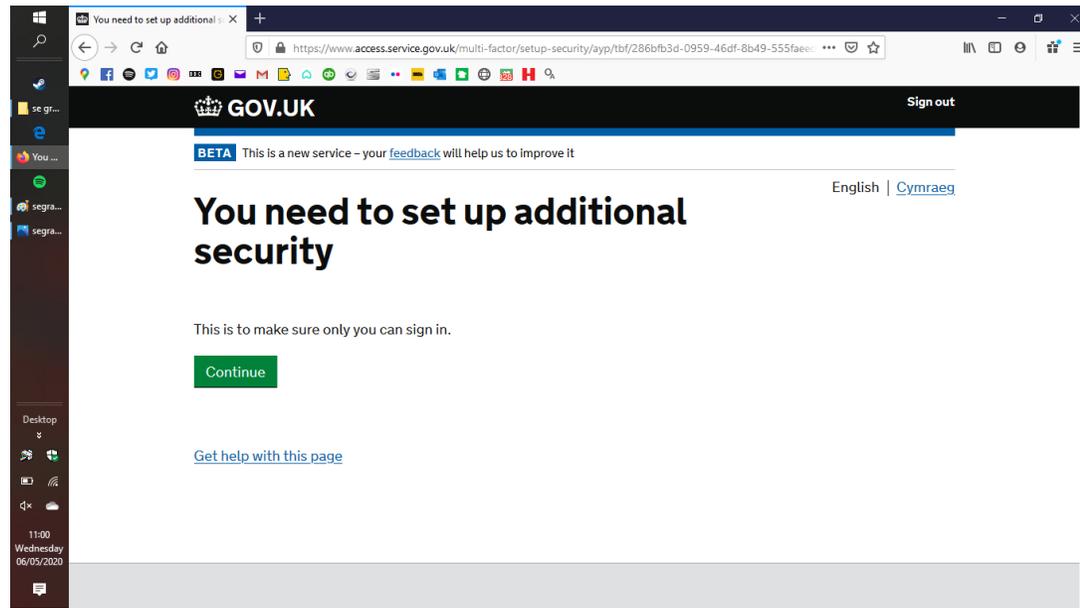
Once you have added your recovery word, you should get your user ID, this is a 12 digit number. It will be emailed to you, but it's worth recording it in a safe place separately. Click 'Continue' to set up the system to send access codes for authenticating when you log in, this is a 'two-step' process.



The screenshot shows a web browser window with the URL <https://www.access.service.gov.uk/registration/confirmation/ayp/tbf/8f07c044-3d2a-46d9-8bb1-e1f03e299>. The page features the GOV.UK logo and a 'Sign in' button. A blue banner indicates 'BETA This is a new service – your [feedback](#) will help us to improve it'. The main content is a teal box with the text 'Your Government Gateway user ID is:' followed by a blurred 12-digit user ID. Below this, it states 'We have sent it to' followed by a blurred email address. A message explains: 'You will need your user ID and your password each time you sign in to Government Gateway.' A green 'Continue' button is located at the bottom.

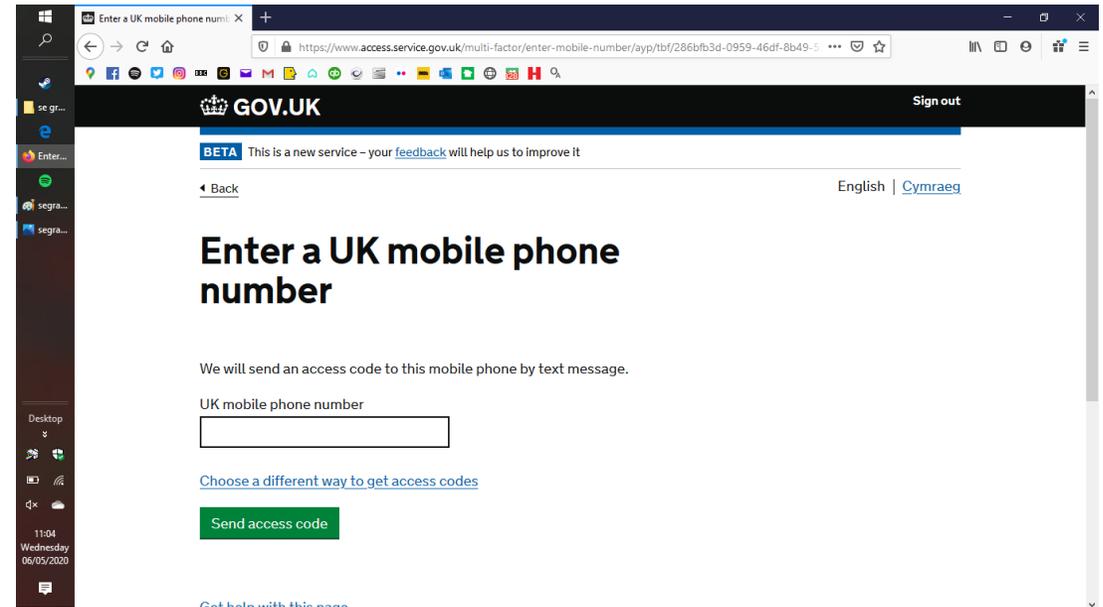
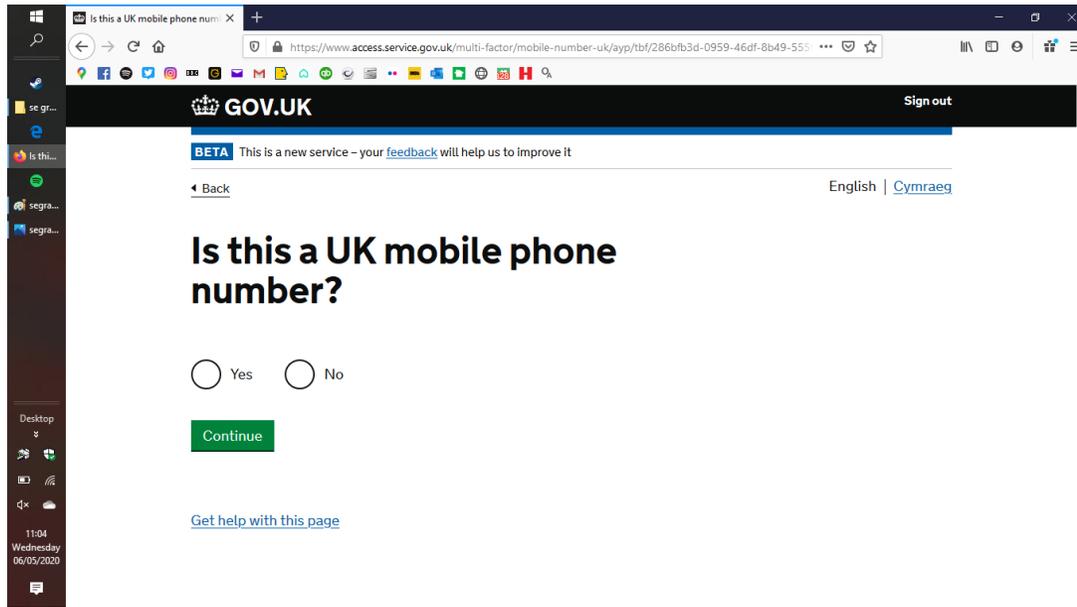
Step 5:

Government Gateway uses a two-step log in to be extra sure that only you can access it. We find receiving the access code by text the most straightforward, but if you prefer a voice call or using an app on your device that's fine. These instructions follow the 'Text message' choice from here.



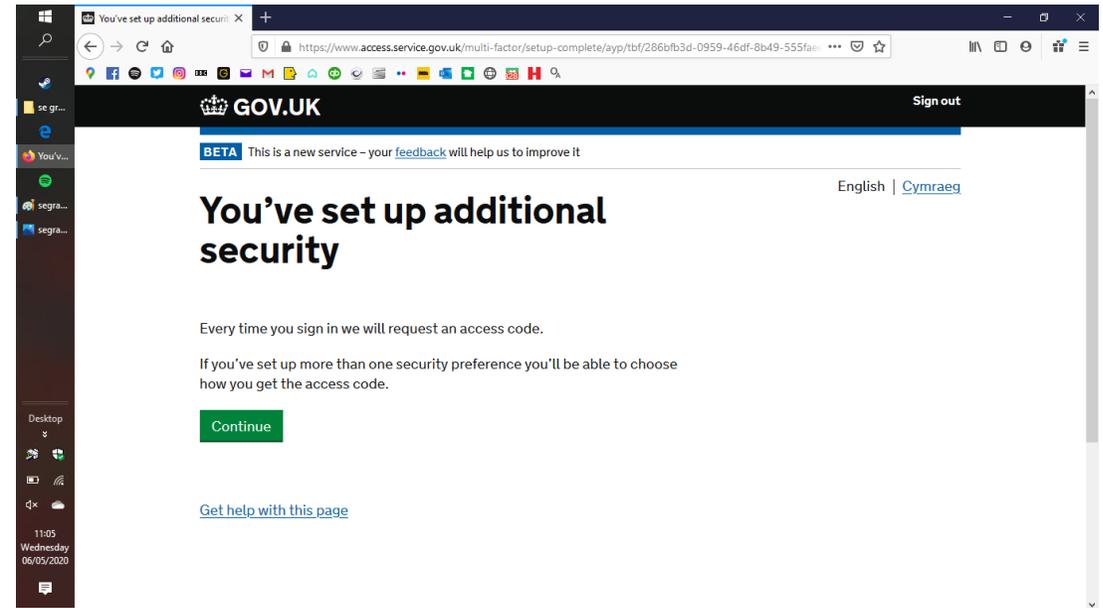
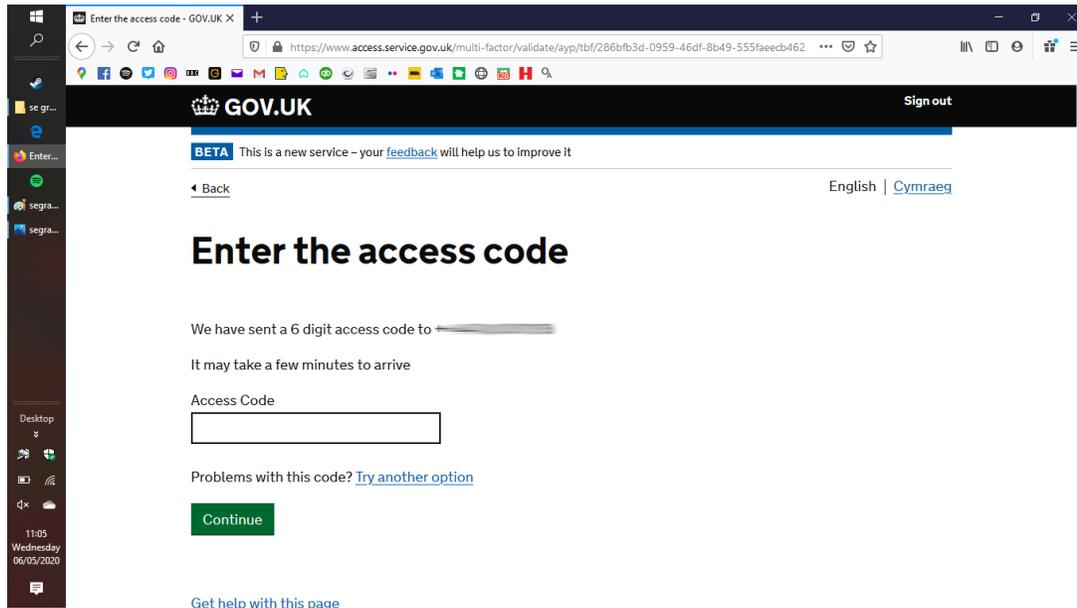
Step 6:

We entered a UK phone number here. If you use one from another country, you may need to add the country code. Click 'Send access code' to continue.



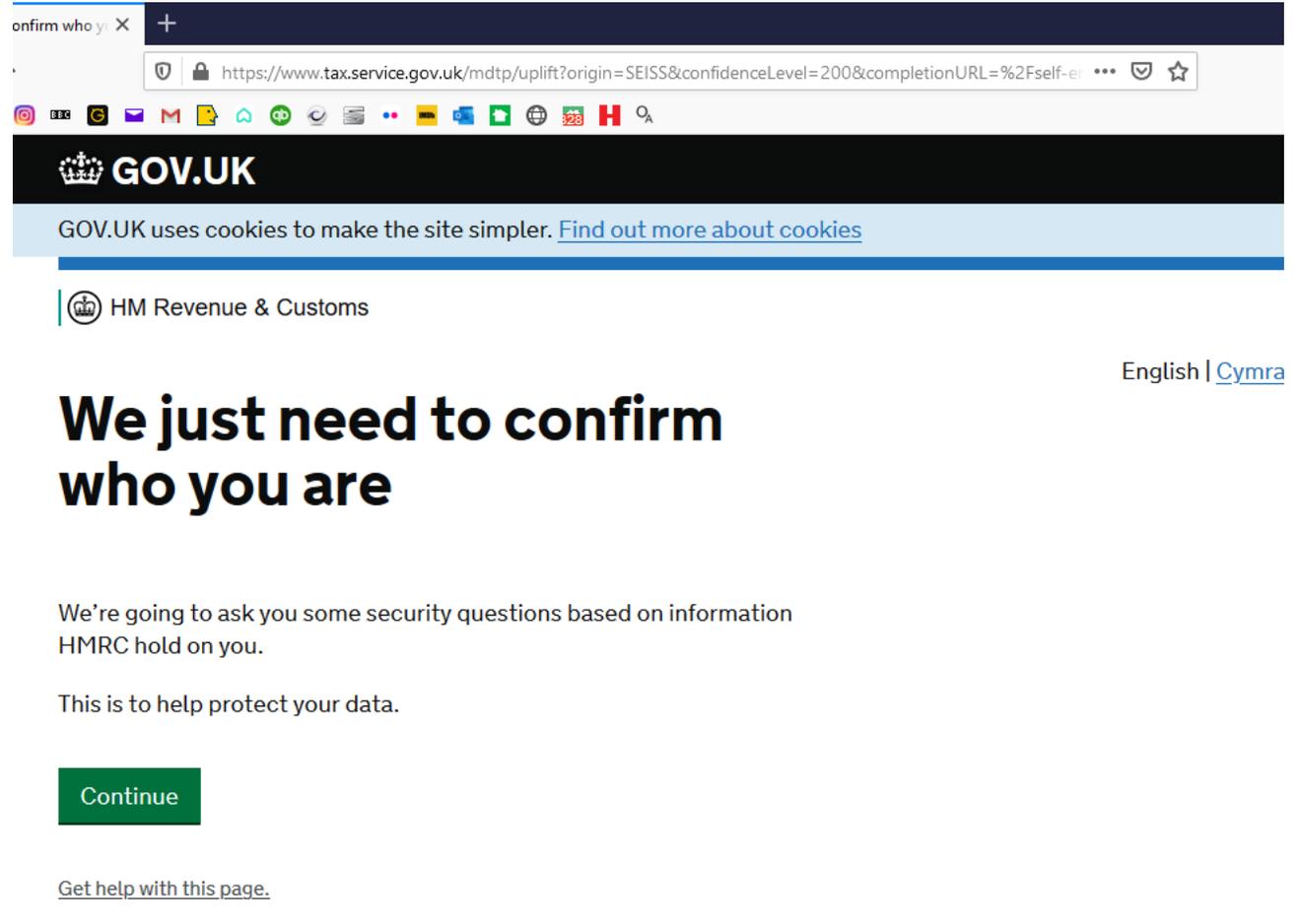
Step 7:

Type, or copy and paste, the code in the box and click 'Continue', you should reach the confirmation page shown. Continue on to confirm your identity.



Almost...

This is the last stage, confirming your identity.



The screenshot shows a web browser window with the URL <https://www.tax.service.gov.uk/mdtp/uplift?origin=SEISS&confidenceLevel=200&completionURL=%2Fself-ei>. The page header features the GOV.UK logo and a cookie notice: "GOV.UK uses cookies to make the site simpler. [Find out more about cookies](#)". Below the header, the text "HM Revenue & Customs" is displayed. The main heading reads "We just need to confirm who you are". The body text states: "We're going to ask you some security questions based on information HMRC hold on you. This is to help protect your data." A green "Continue" button is positioned below the text. At the bottom, there is a link: "[Get help with this page.](#)".

Step 8:

Enter your first name and surname, you don't need to add your middle names here, NI number and date of birth, and click 'Continue.' On the next page, you will be asked for a method to confirm who you are, passport or driving licence are the most straightforward. Choosing 'Multiple choice security questions' uses a credit checking agency.

This is to help us confirm who you are, so we know what questions to ask you.

First name

Last name

National Insurance number
It's on your National Insurance card, benefit letter, payslip or P60.
For example, QQ123456C

[I do not know my National Insurance number](#)

Date of birth
For example, 31 3 1980
Day Month Year

GOV.UK
HM Revenue & Customs
English | [Cymraeg](#)

Confirm your identity
Choose a way for us to identify you

- UK photocard driving licence (not including Northern Ireland)
You need a driving licence issued by the DVLA
- Passport questions
You need a valid UK passport
- Multiple choice security questions
For example, select your credit card provider from a list

And you're done.

Once you've used your chosen method to confirm your identity, you should be able to log in to the Government Gateway system. If you have any problems or queries at all, please [contact us](#), we will do our best to help you as always.

All the best, Robert and Tracy

Oldfield
Accountancy

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