Self Employed Income Support Grant

How to check if you are eligible

and set up your Government Gateway account

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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.

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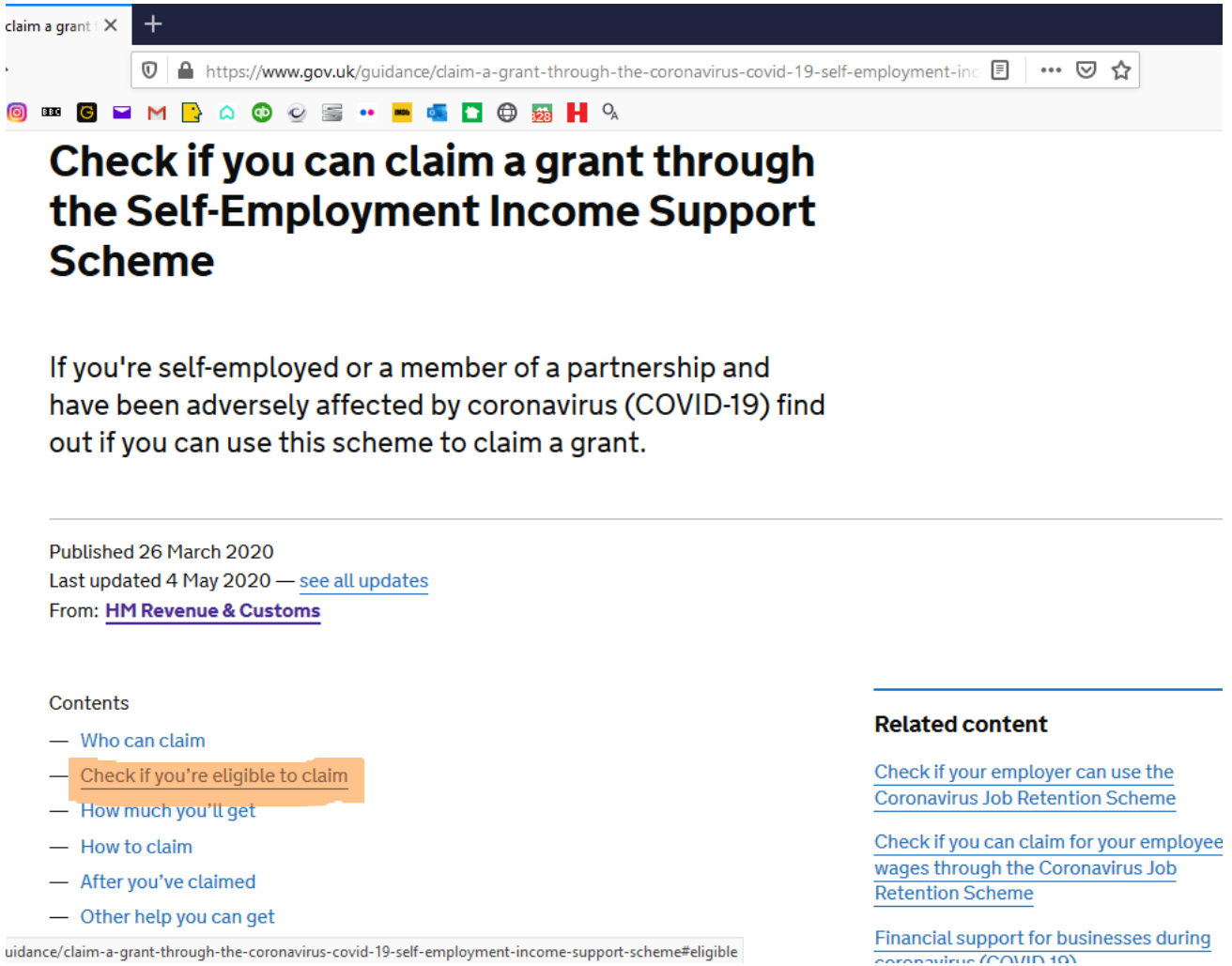
Step 1:

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.



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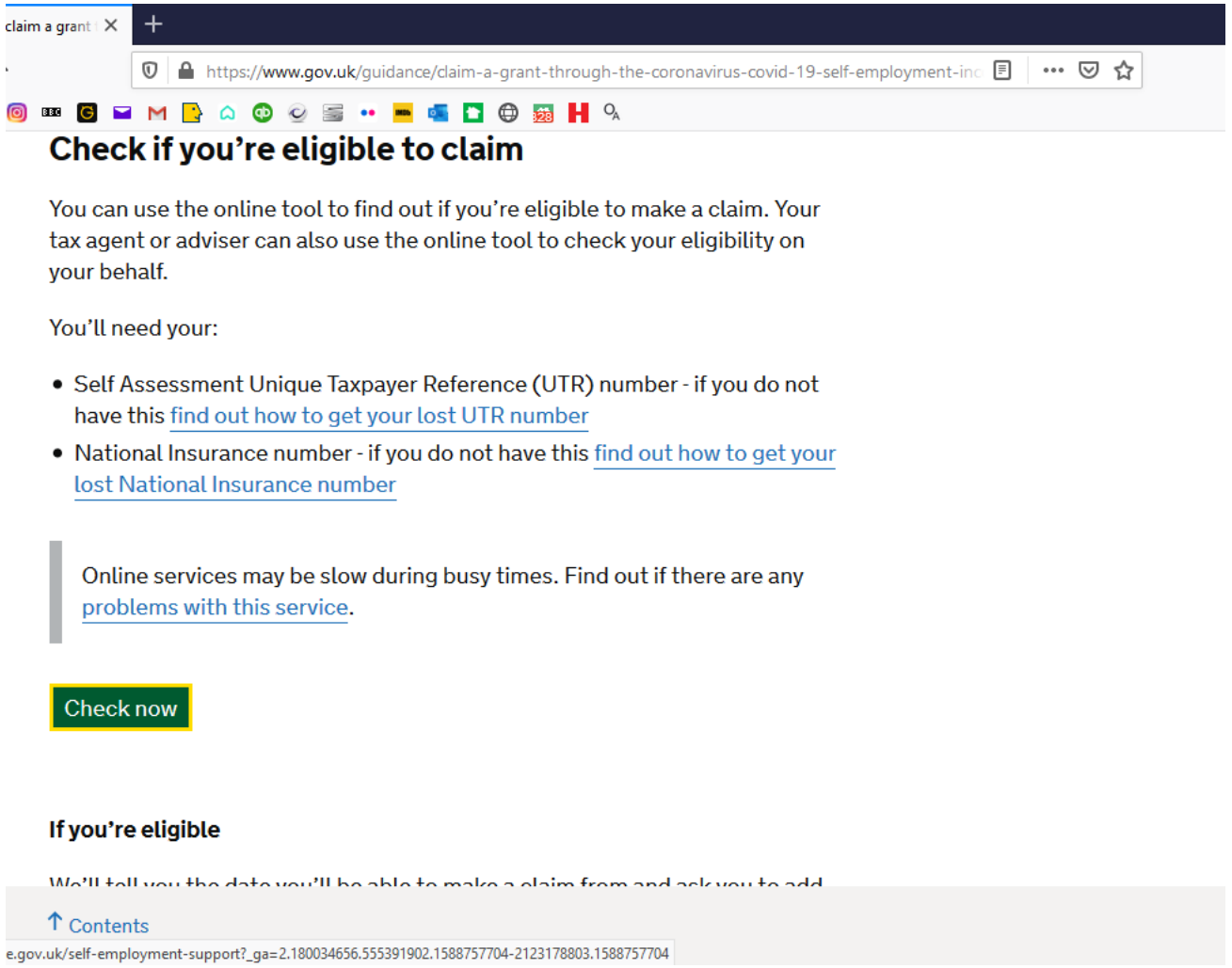
Step 2:

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.



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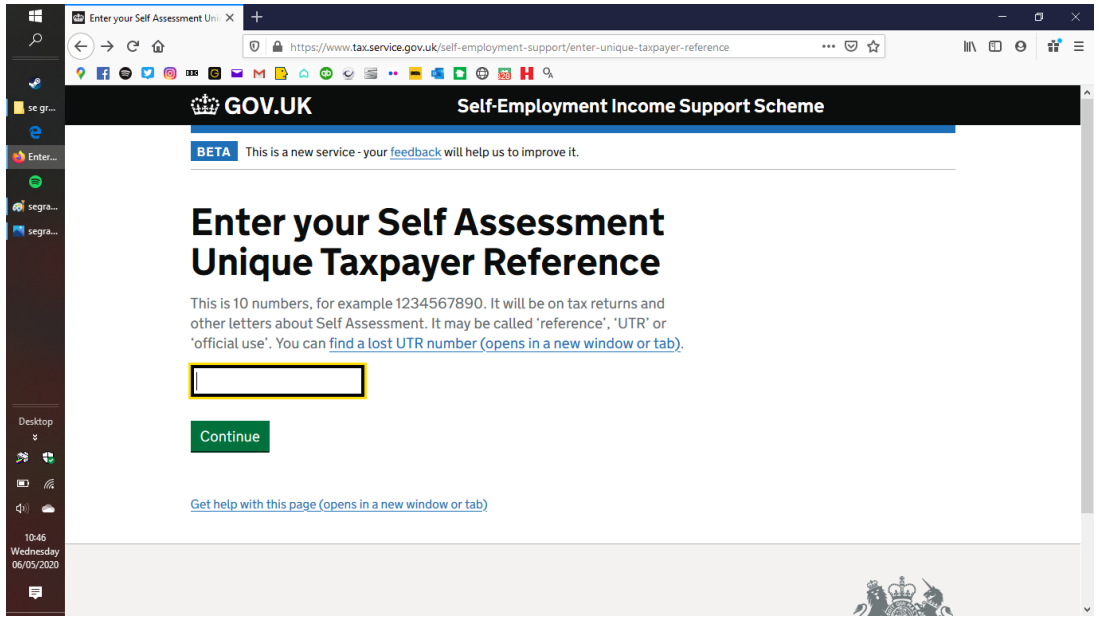
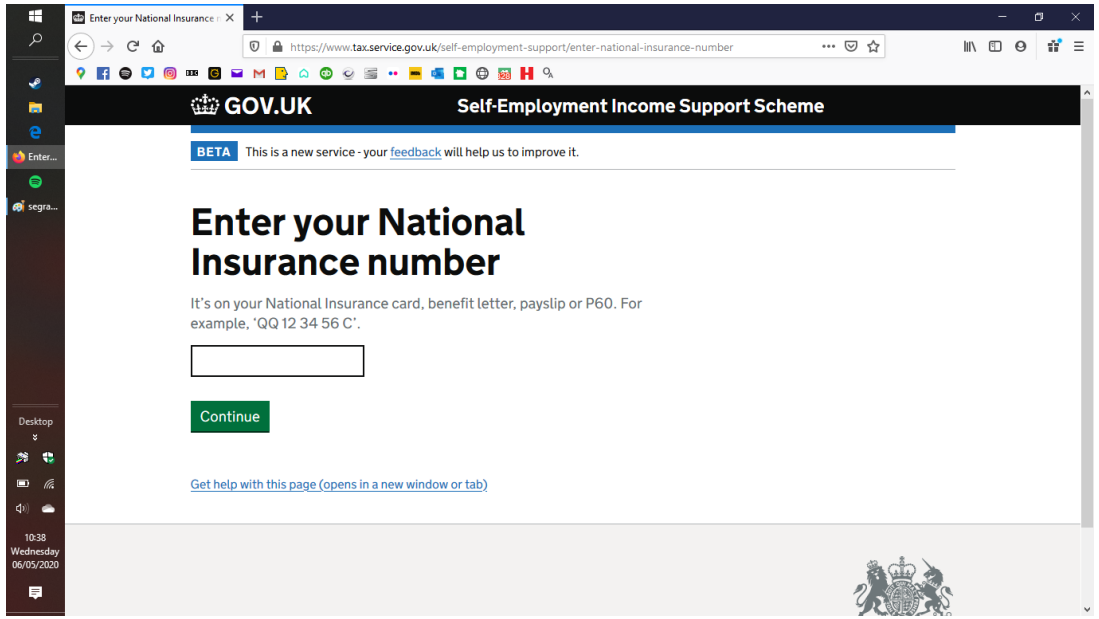
Step 3:

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





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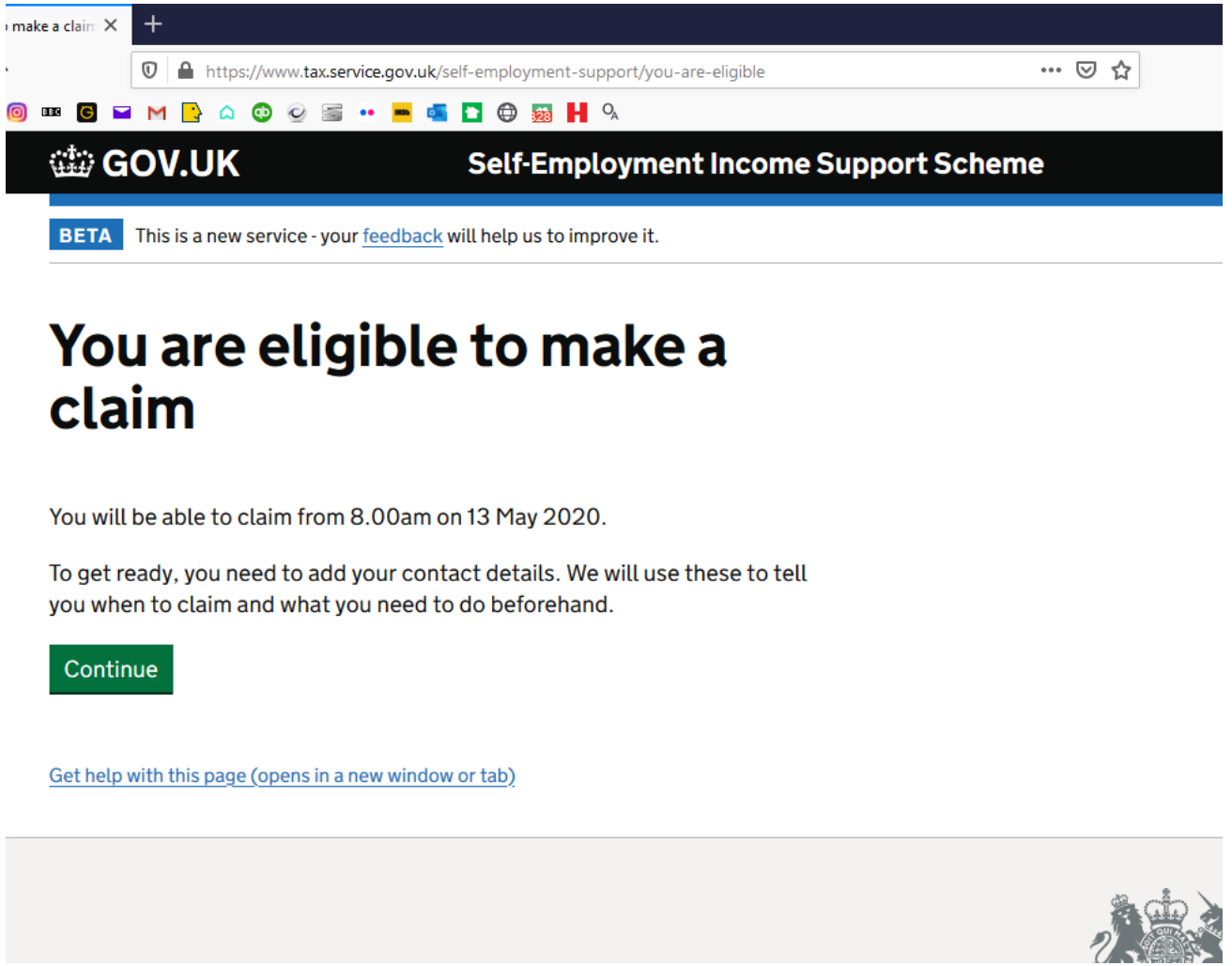
Your claim date

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.



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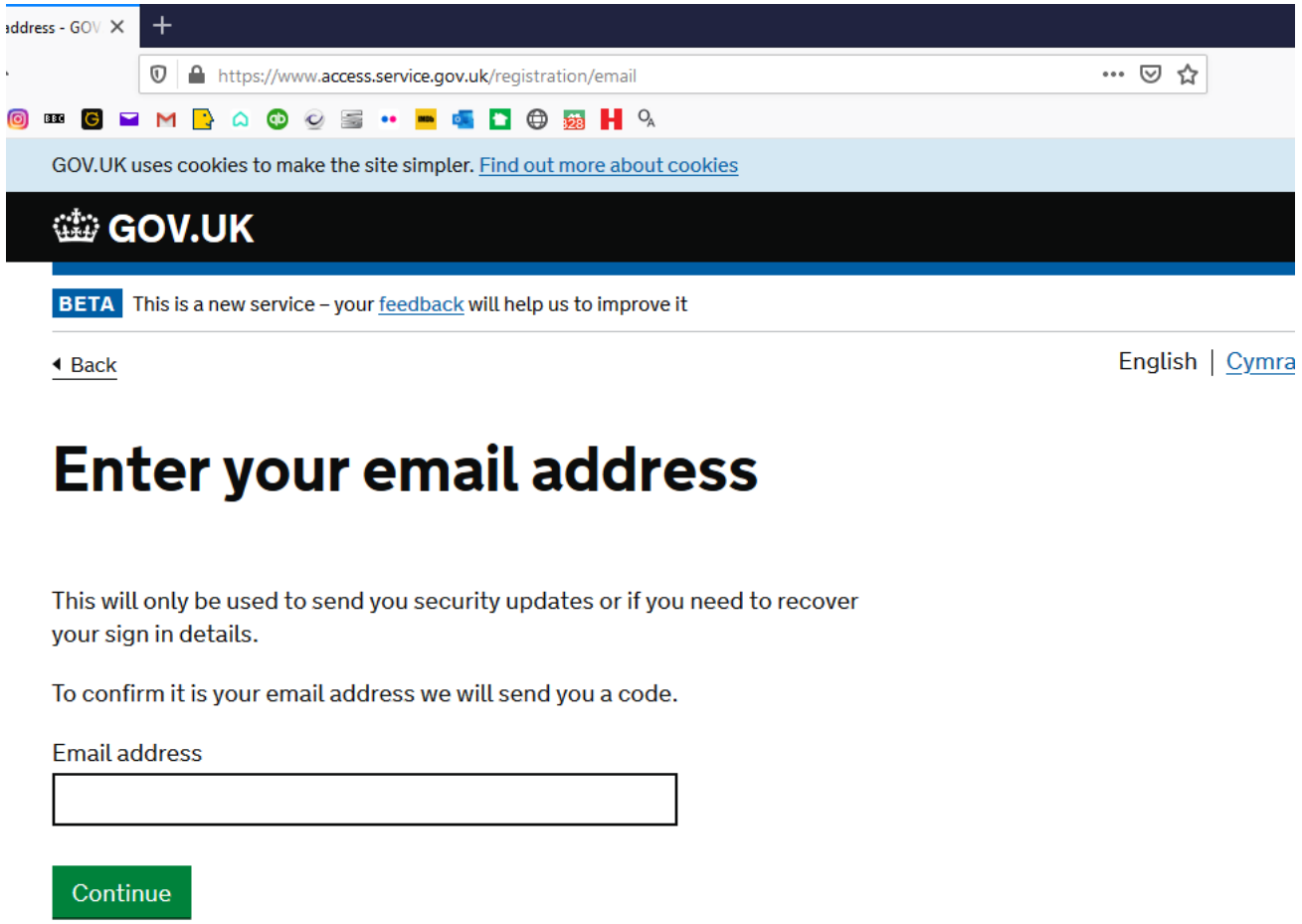
Government Gateway Step 1:

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.



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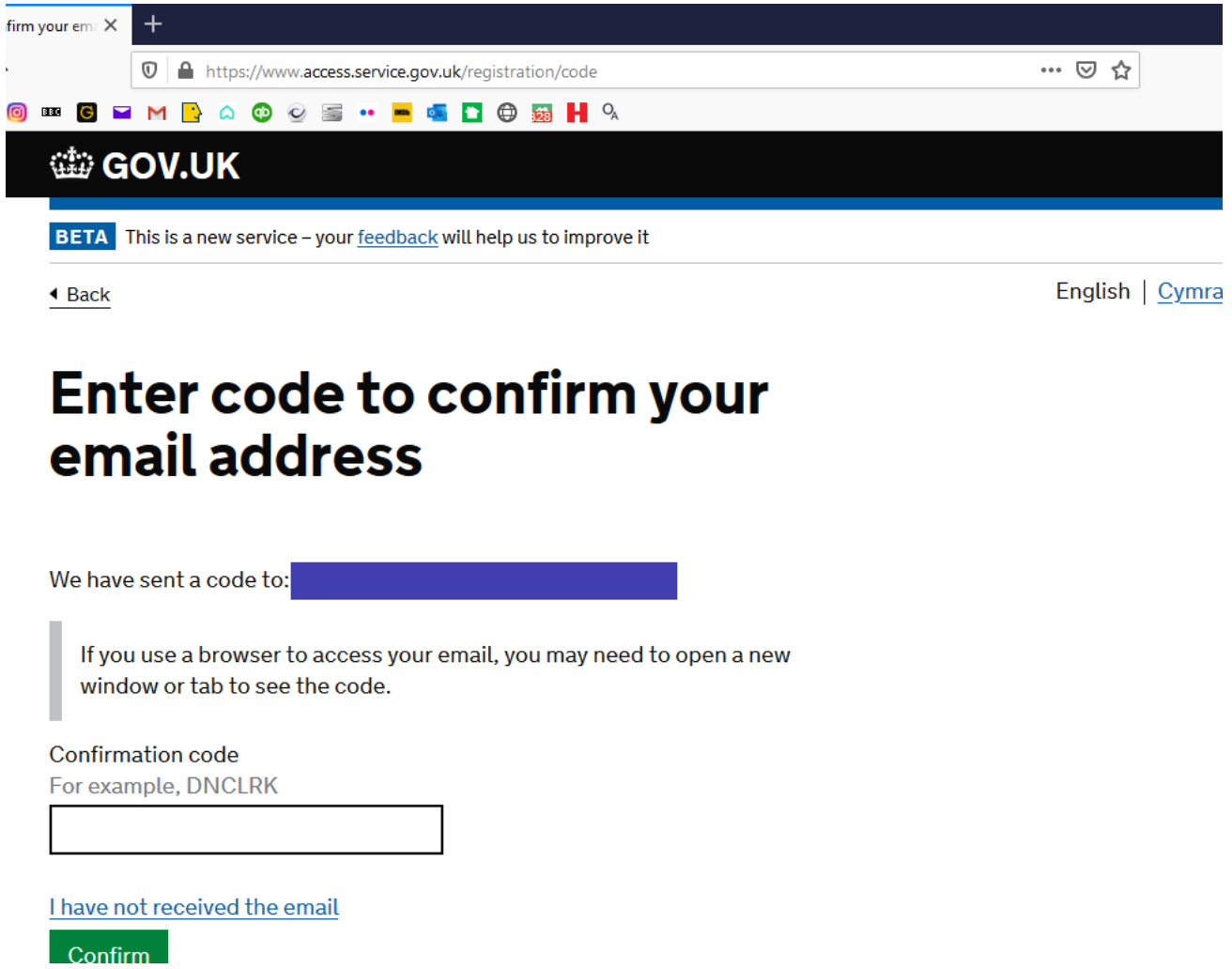
Step 2:

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.



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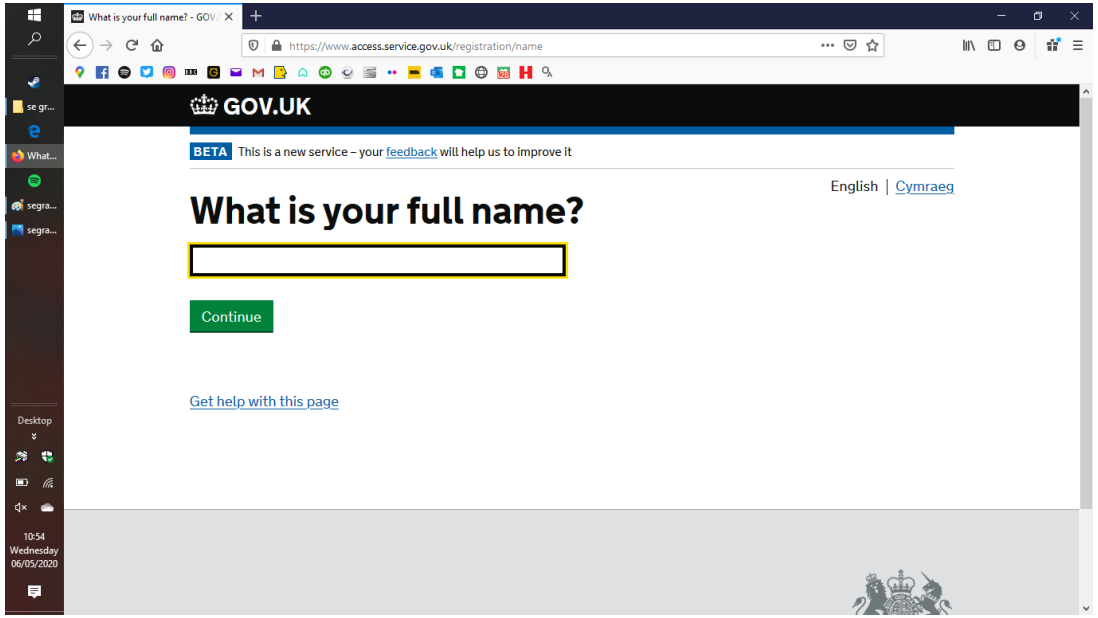
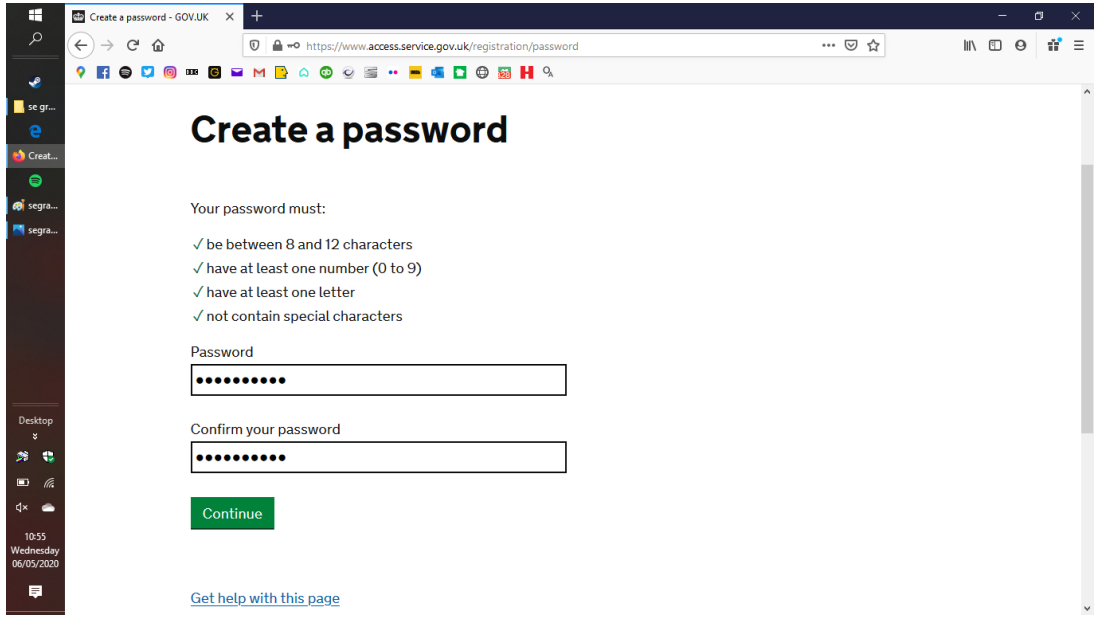
Step 3:

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.





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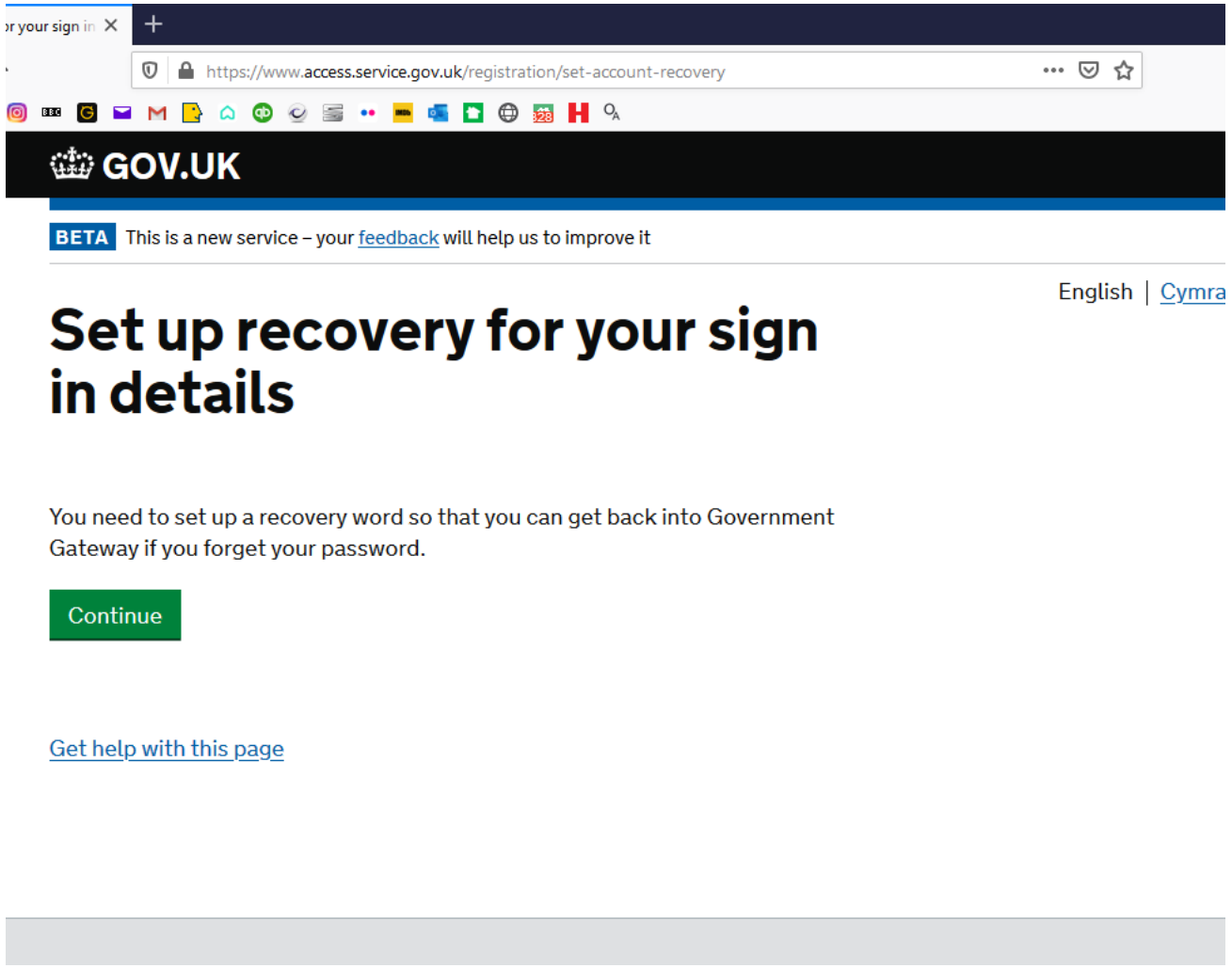
Step 4:

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.



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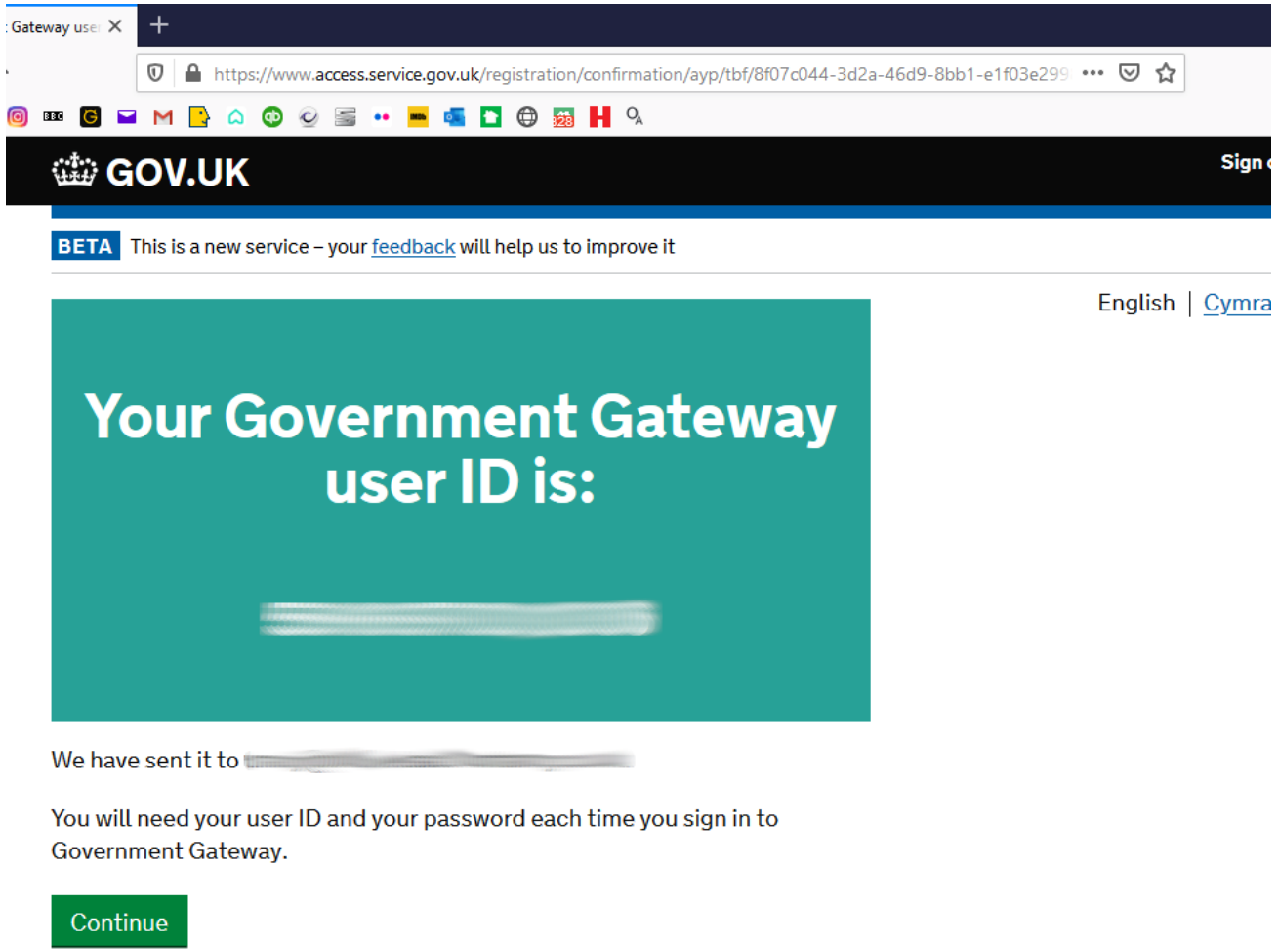
Partway there...

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.



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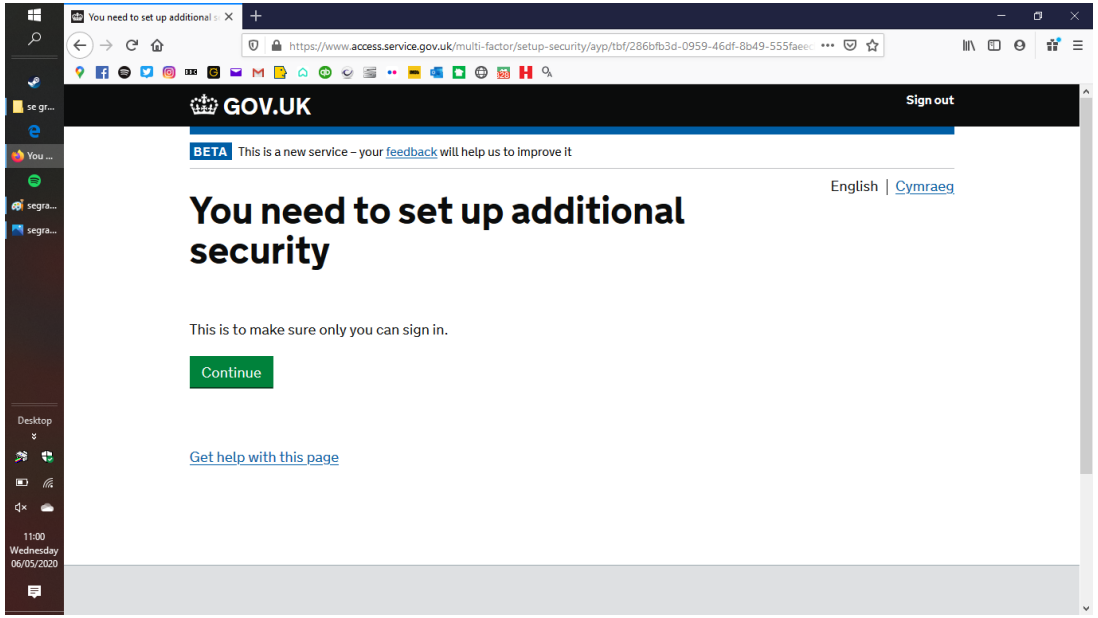
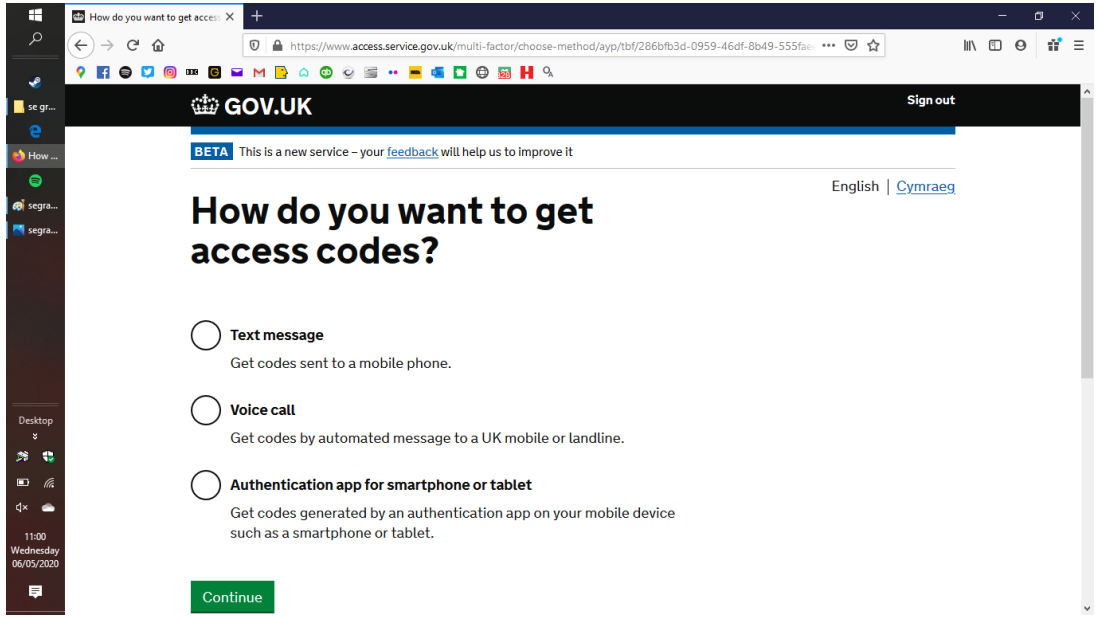
Step 5:

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.





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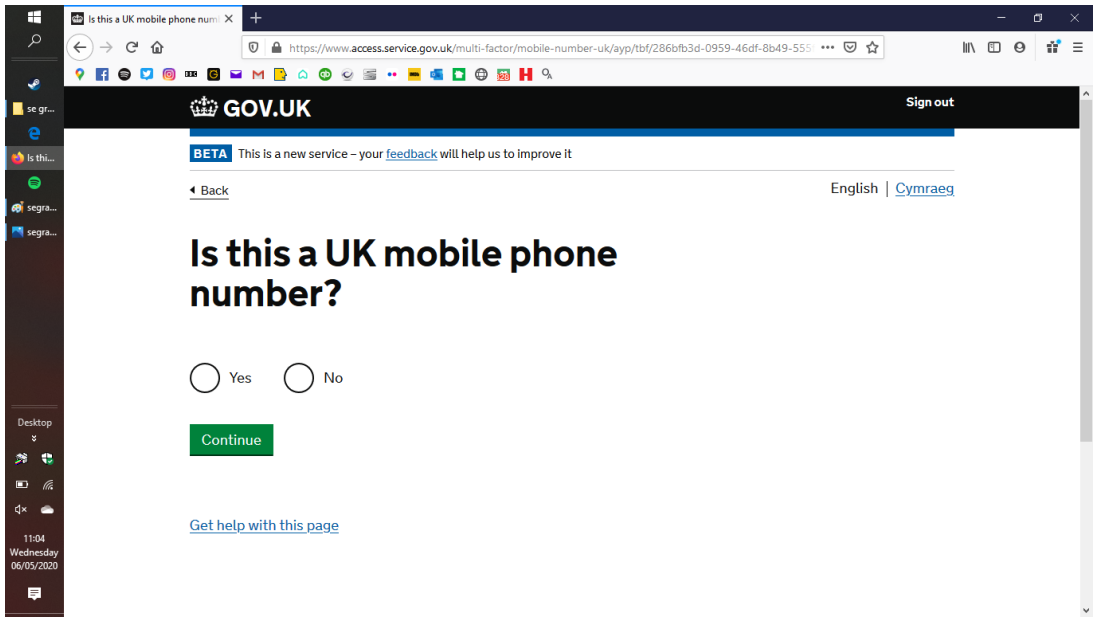
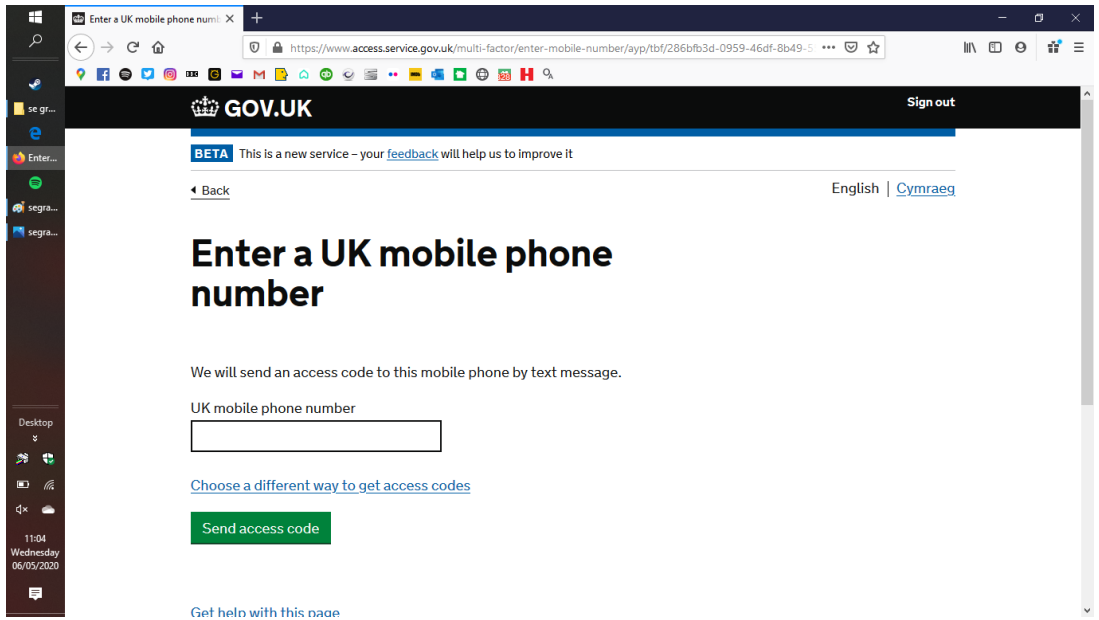
Step 6:

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.





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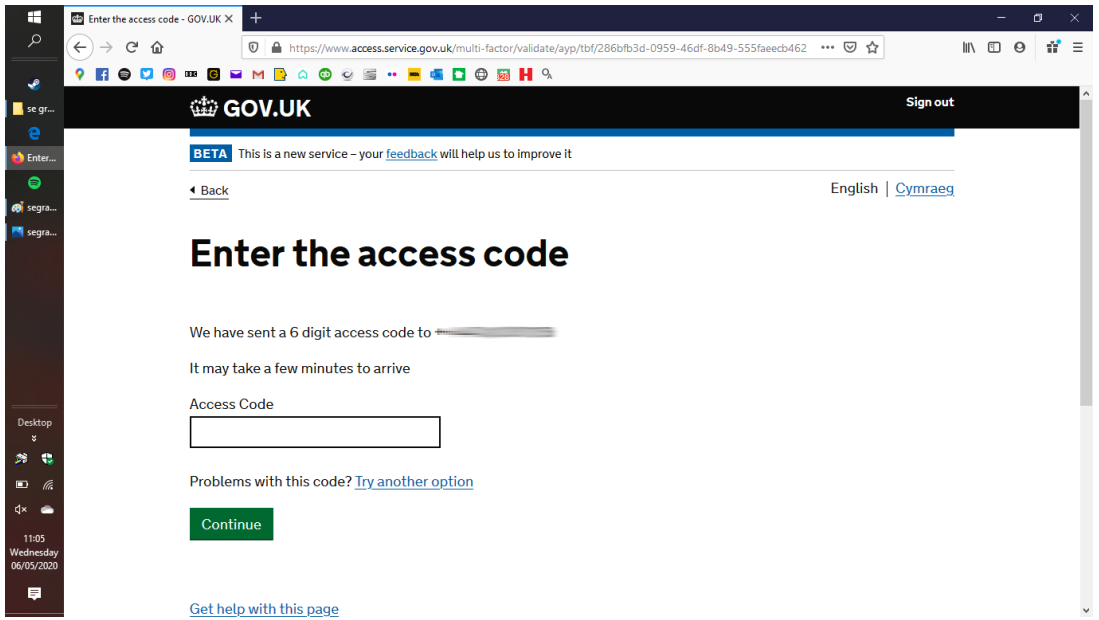
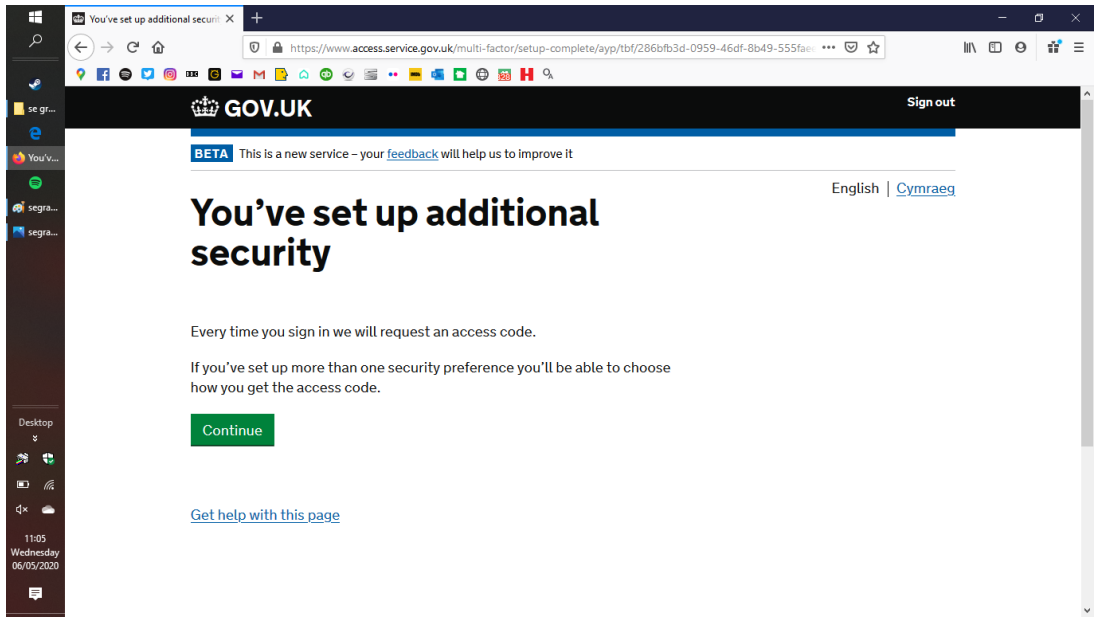
Step 7:

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.





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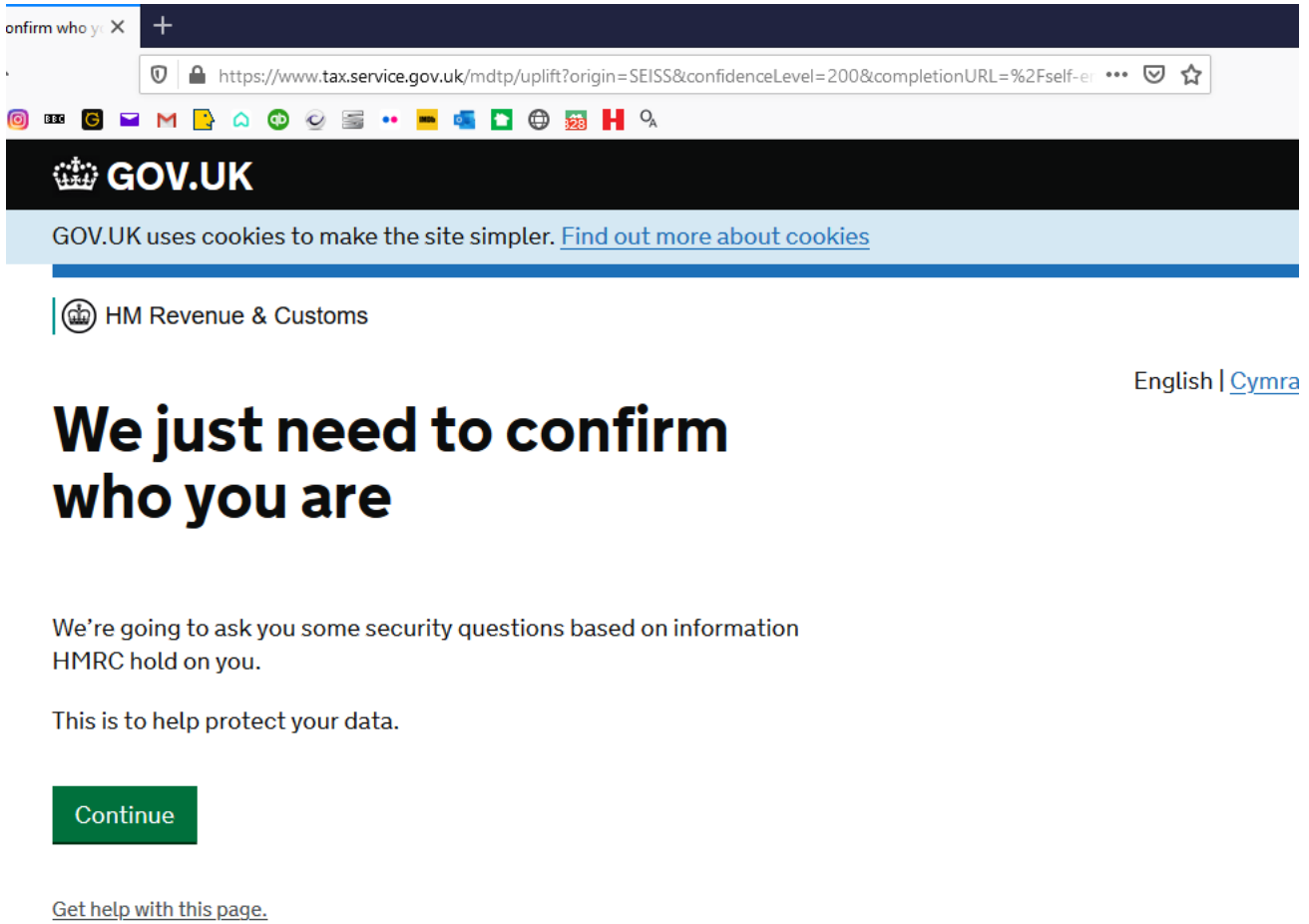
Almost...

This is the last stage, confirming your identity.



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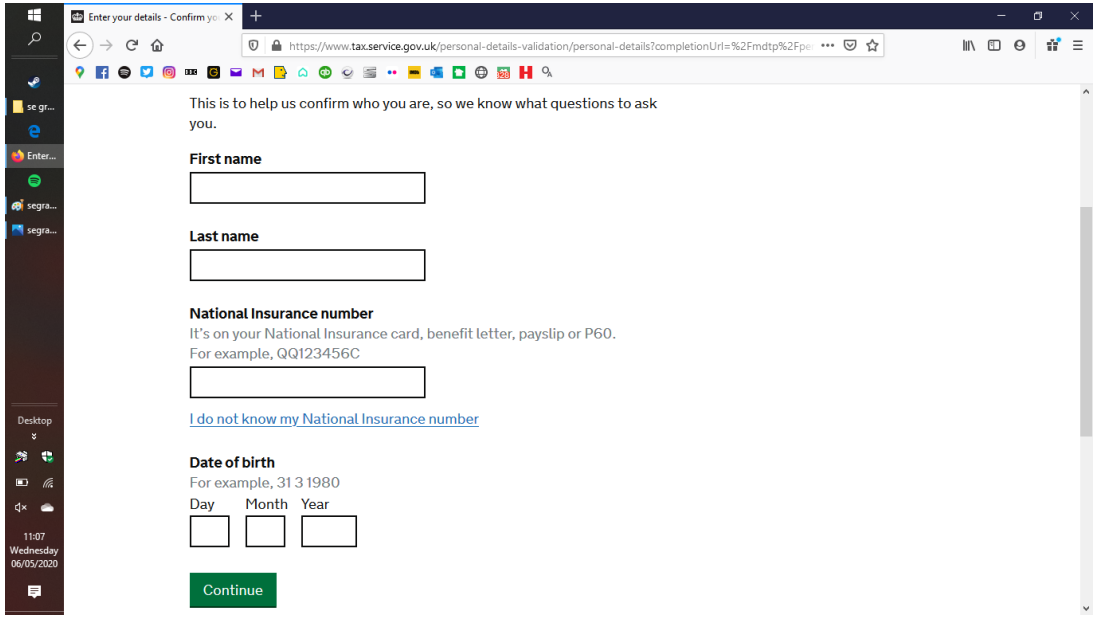
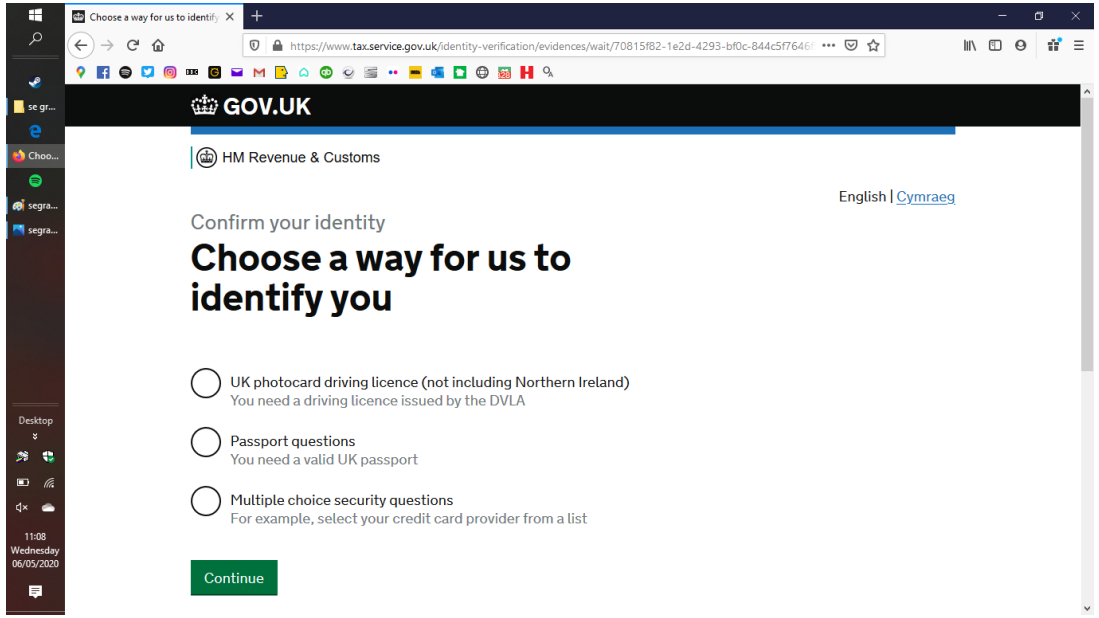
Step 8:

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.





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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

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