

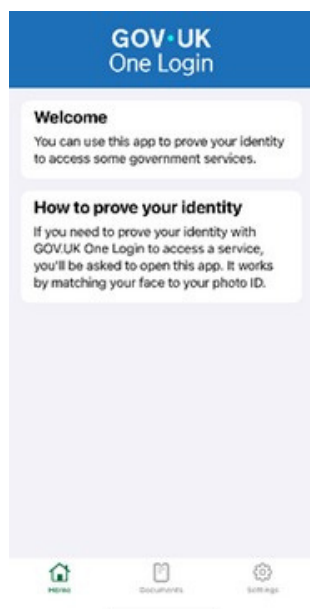
## Step 1 - Creating an account



- Download the **GOV.UK One Login** App through your App Store.



- Create an account using the **same email address** that you use for Companies House.
- Select a method for two-factor authentication - either text message or authenticator app.



- After completing the sign up, you should end on the 'Welcome' screen (pictured).
- At this stage, you can close the app.

## Step 2 - Companies House verification process

**What a biometric passport is**

Biometric passports have a small rectangular symbol on the front cover. You can use them to go through electronic gates at airports and international train stations.

All UK passports issued after 2006 are biometric.

**How to verify if you do not have these types of photo ID**

If you do not have any of these types of photo ID but live in the UK, use this GOV.UK service to find out if you can verify in one of the following ways:

- in person at the Post Office
- with bank or building society details - you'll then need to provide your National Insurance number and answer some security questions

Read the [guidance about verifying your identity](#).

**Verify your Identity >**

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If you do not have the required identity documents or information to verify with GOV.UK or at the Post Office

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- Click [here](#) to begin the verification process.
- Once you've clicked 'Verify your identity', you will be required to login to your GOV.UK account (created in Step 1) and your Companies House account.

**Enter your Companies House account password**

You only need to do this once. It will enable us to connect your GOV.UK One Login to your Companies House account that uses the email address [hs@marvoldesign.co.uk](mailto:hs@marvoldesign.co.uk). We will save any existing information that's in this account.

Companies House account password  
This may be different to your GOV.UK One Login password

Now continue to the digital service you were using.

**Continue**

You can [reset your password](#) if you've forgotten it. After you've reset it, go back to 'Manage account' and select continue to connect your account to GOV.UK One Login.

- Note: You may have created a Companies House account for filing accounts/confirmation statements previously. If not, you can create one.

**Connecting an existing Companies House account**

If you have an existing Companies House account, we'll ask you to connect it to your GOV.UK One Login (if you haven't done so already). You only need to do this once.

To do this, we'll ask you to enter your Companies House account password.

**!** You must use the same email address for your Companies House account and your GOV.UK One Login to connect them.

This will also enable us to save your existing Companies House account information.

- ▶ [What to do if you already have a GOV.UK One Login that uses a different email address](#)
- ▶ [What to do if you share access to this Companies House account with other people](#)

**Go to GOV.UK One Login**

- Next, you will be asked if you have previously identified yourself – select 'No'.

**Companies House**

**BETA** This is a trial service - your [feedback](#) will help us to improve it.

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**Has your identity been verified for Companies House?**

You need to have verified your identity to use this service.

☐ Yes ☒ No

▶ [If you used GOV.UK One Login to verify your identity](#)

**Continue**

- You will then be asked a series of questions as shown on the next page.

## Step 2 - Companies House verification process (continued)

### Tell us if you have one of the following types of photo ID

This will help us find the best way for you to prove your identity.

You can use one of the following types of photo ID:

- UK photocard driving licence
- UK passport
- non UK passport with a biometric chip
- UK biometric residence permit (BRP)
- UK biometric residence card (BRC)
- UK Frontier Worker permit (FWP)

You can use an expired BRP, BRC or FWP up to 18 months after its expiry date if you have a smartphone.

Find out more about the different types of photo ID we accept ([opens in new tab](#))

### Do you have any of these types of photo ID?

You'll need to have your photo ID ready. You cannot use a photocopy or digital copy.

- ☒ Yes
- ☐ No

### Are you on a computer or a tablet right now?

You'll need to use a smartphone to prove your identity if you use the GOV.UK One Login app.



Yes - I am on a computer or tablet

We'll tell you when to switch devices. You will not need to start again.



No - I am on a smartphone

[Continue](#)

### Tell us if you have access to an iPhone or Android phone

To prove your identity with the GOV.UK One Login app, you need an iPhone or Android phone with a working camera.

#### If your photo ID is a UK photocard driving licence

You need an iPhone 6s or newer, or an Android phone.

#### If your photo ID is a passport, BRP, BRC or FWP

You need an iPhone 7 or newer, or an Android phone.

[How do I know which iPhone I have?](#)

### Continue to prove your identity

Make sure you have your photo ID with you. You'll be asked to take a photo of it with your phone.

[Back](#) [Cancel](#)

### Do you have a UK photocard driving licence?

You can use a full or provisional UK driving licence.

Your UK driving licence must be a plastic photocard, not a paper licence.

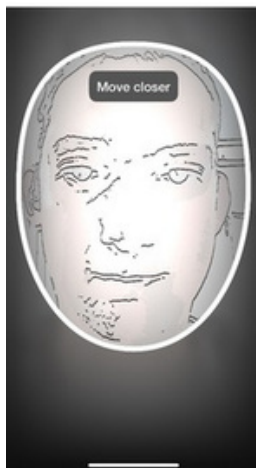
You cannot use your UK driving licence if it has expired.

[Read more about the types of photo ID you can use](#)

#### Do you have a UK photocard driving licence?

- ☒ Yes
- ☐ No

[Continue](#)



### Return to GOV.UK on your computer or tablet

You've successfully submitted your information.

To finish proving your identity, you need to return to the GOV.UK page you left open on your computer or tablet.

- After you complete the questions (shown above), you will be directed to the **GOV.UK app**.
- On opening the app, you will be prompted to 'Continue to prove your identity'. You will need to log back into the App.
- You will be asked which form of ID you are using.
- Select the relevant option from the screen (e.g. driver's licence - as shown in the pictured example).
- You will then be asked to scan the selected ID using the camera on your phone. You will also be required to scan your face to confirm the match.
- Once successfully completed, you will see a confirmation on the app and be asked to **return to the GOV.UK website**.

## Step 3 - Completing the process

### Find your address

#### Enter your postcode

Enter the postcode of your current home address. This must be a UK postcode, for example SW1A 2AA.

Find address

- You will be asked to confirm your **most recent address**, which will be matched against the relevant ID record.

### Continue to the service you need to use

You've successfully proved your identity. You can now continue to the service you need to use.

Some of the information you shared when you proved your identity might be used to automatically fill in forms within the service.

Continue to the service

- Following this, you should see a **completion screen**.

## Identity verification complete

Your Companies House personal code is:

You can also find your code in the [Manage account \(opens in new tab\)](#) section of your Companies House account.

- Once verification is complete, you will then receive a confirmation with your **Companies House personal code**.
- This code will be required to match you against relevant Companies House records and for filings in the future.

**Any questions?** Email us at  
sam@moc.accountants \_\_\_\_\_