



CLIENT GUIDE

How to complete your Right to Work or Right to Rent check with Credas



This document is a step-by-step guide on how to complete your Right to Work or Right to Rent check with Credas. Please note, for these checks you will need either your passport or share code on hand.

Who are Credas?

Credas is an award-winning digital identity verification provider with a global reach. We are certified against the UK Government's Digital Identity and Attributes Trust Framework.

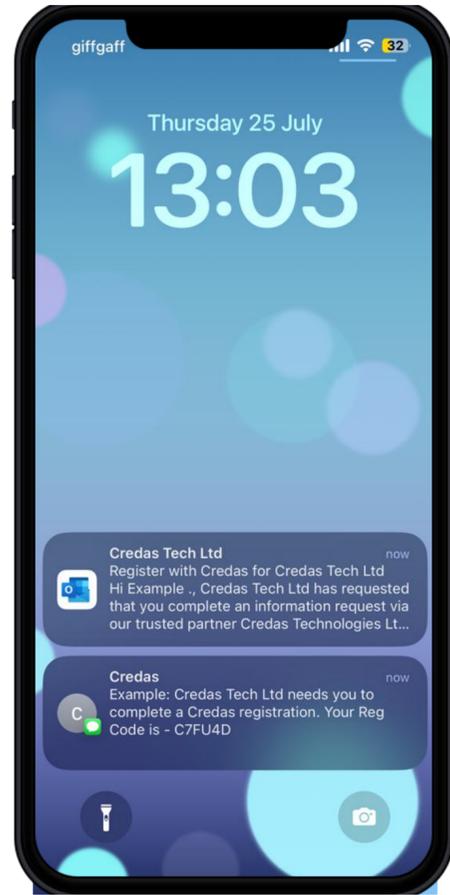
Why have you been asked to complete this check?

Right to Work - UK organisations must perform a right to work check to ensure applicants are eligible for employment in the UK before they can start their role.

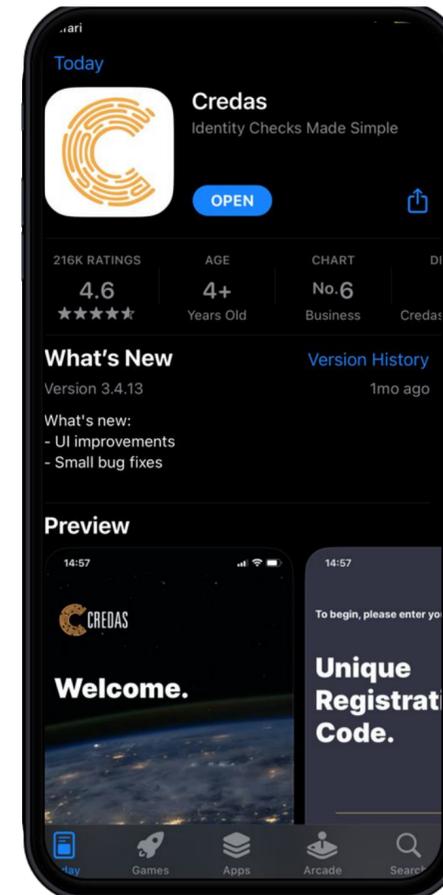
Right to Rent - Landlords and letting agents are required to perform right to rent checks to verify that an individual has the legal right to rent in the UK.



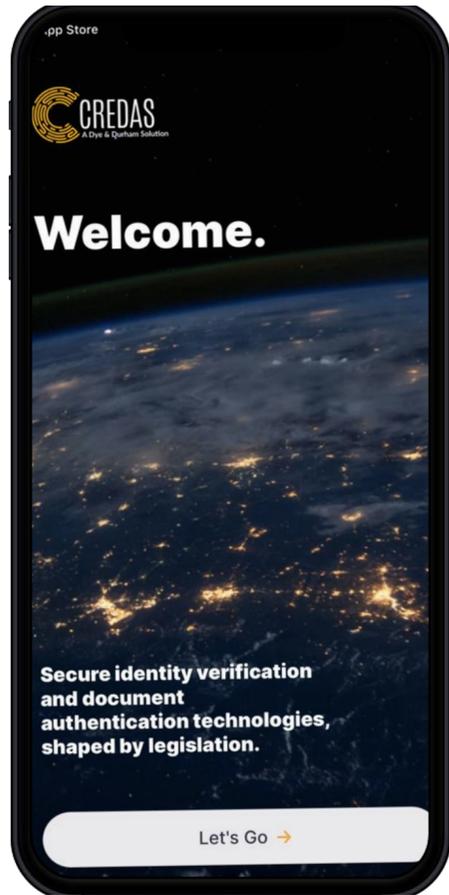
Downloading our App



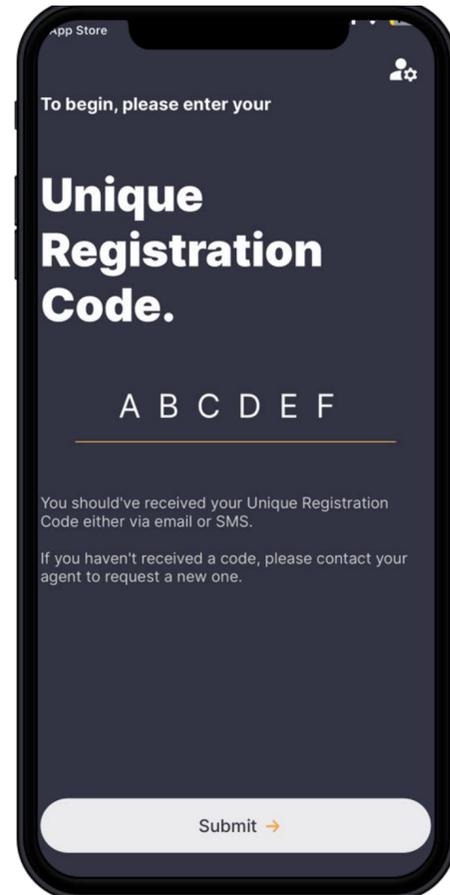
1. You will receive an email/SMS providing you with a link to download the Credas app. You will also be provided with an Unique Registration Code. You will need this to log into the app.



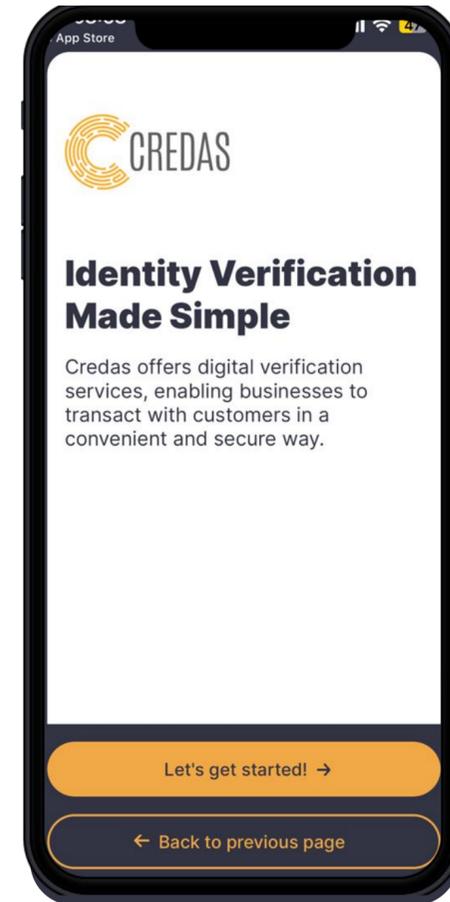
2. The link will bring you to the Apple store/ Goggle play store to download the Credas App.



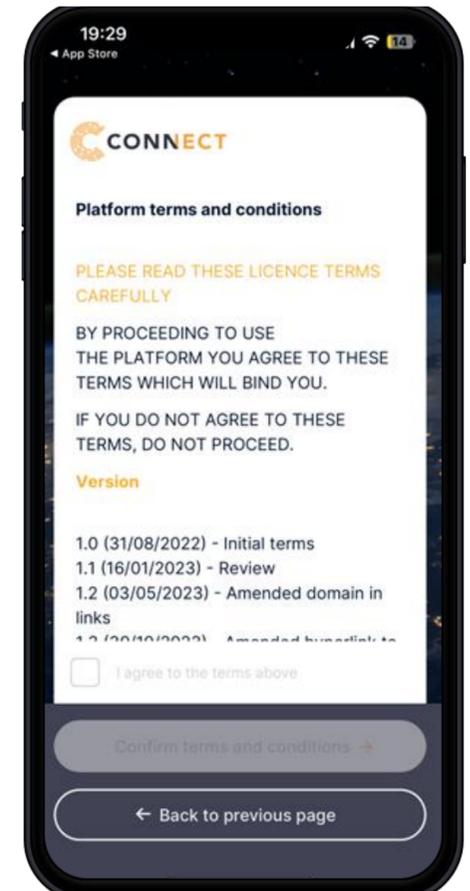
3. Click 'Let's Go'



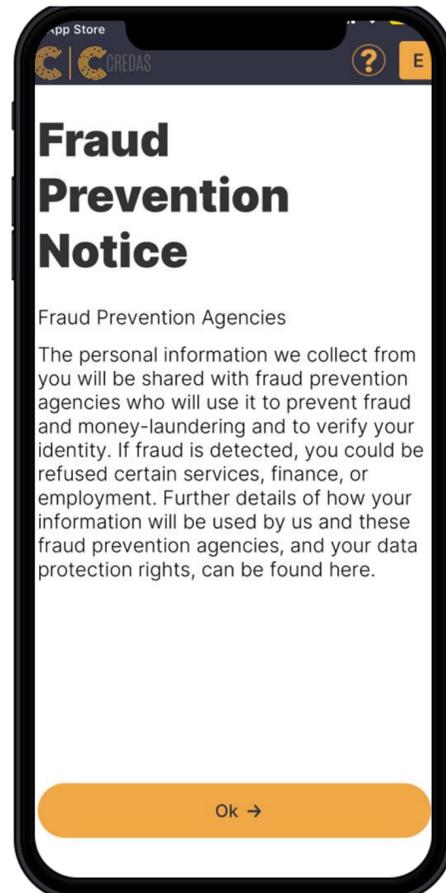
4. Enter your Unique Registration Code you were given in your email/SMS.



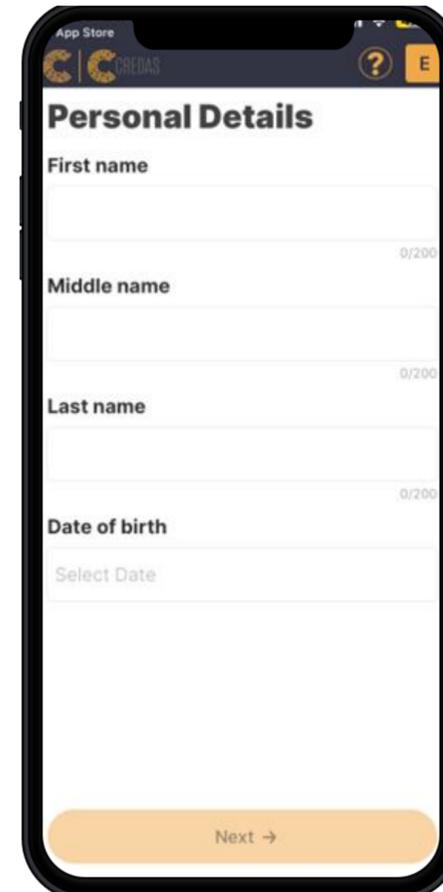
5. Click 'Let's get started!'



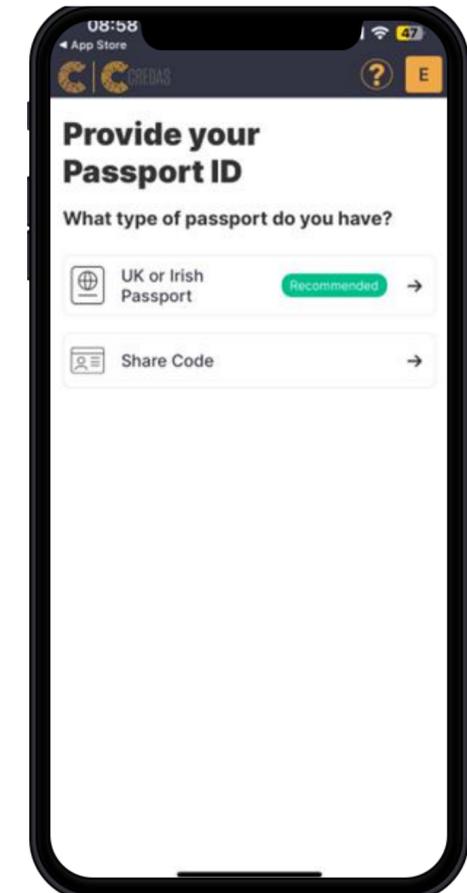
6. Please read through and accept the T & C's.



7. Please read through our Fraud Prevention Notice before moving to the next step.

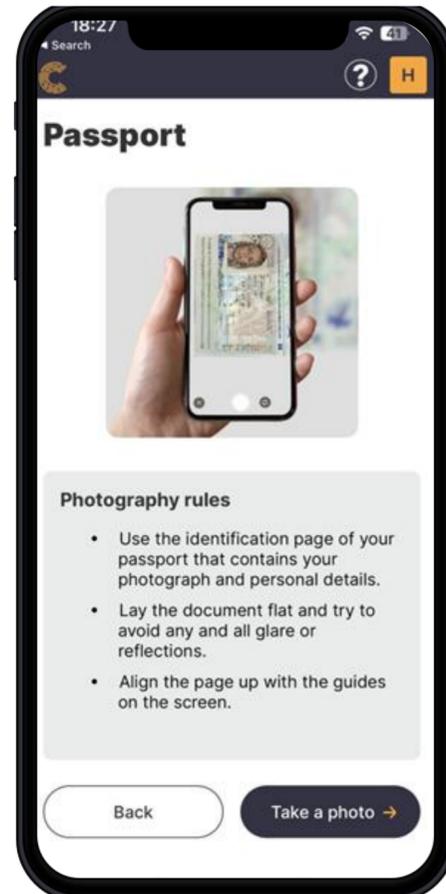


8. Input your personal details in the specified fields.

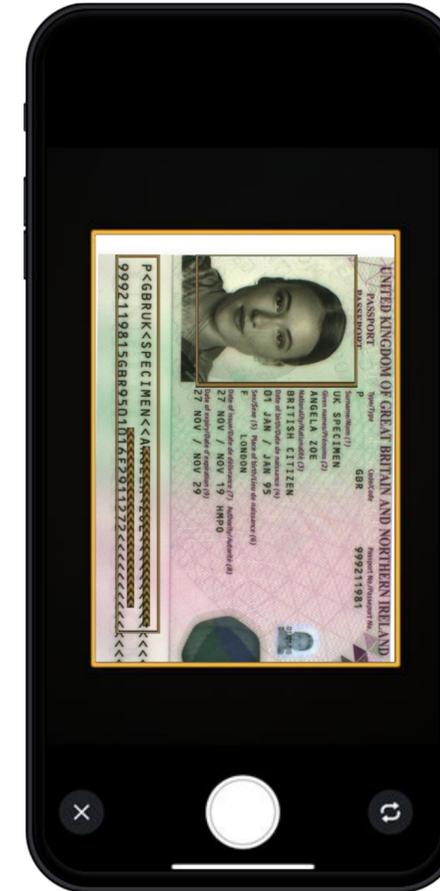


9. Please choose whether you will be uploading your passport or a Share Code.

*This page is only relevant if you are using your passport

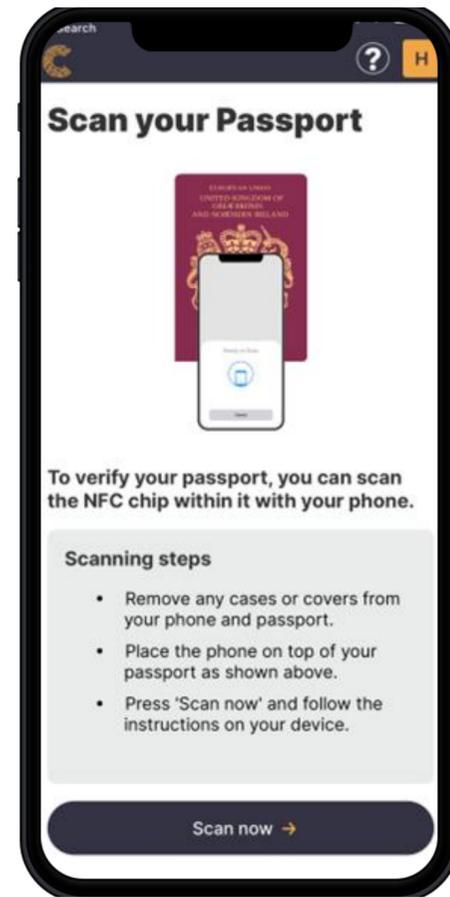


Please review the instructions given on how to take the best photograph of your document.

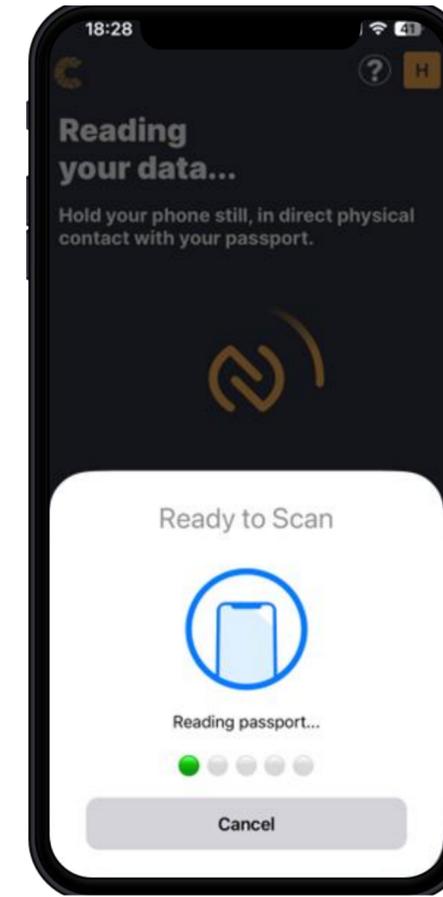


Now take a photograph of the document using the outlines provided as guidance.

*This page is only relevant if you are using your passport

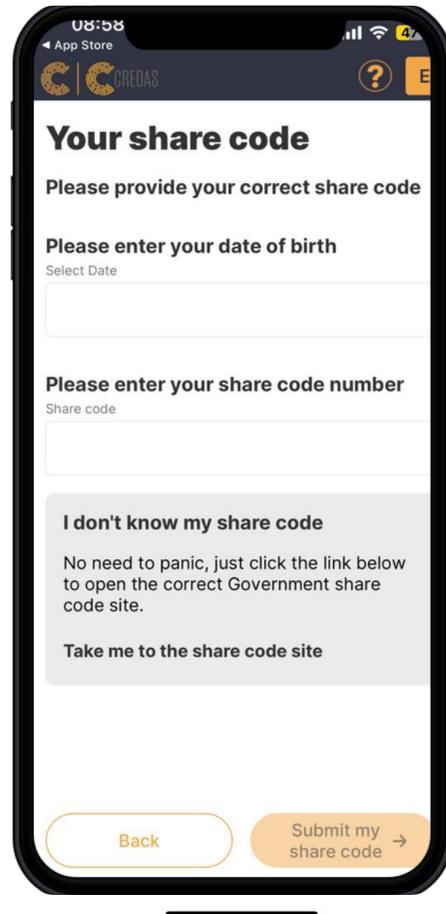


You will now be asked to scan your NFC chip in your passport using contactless technology.



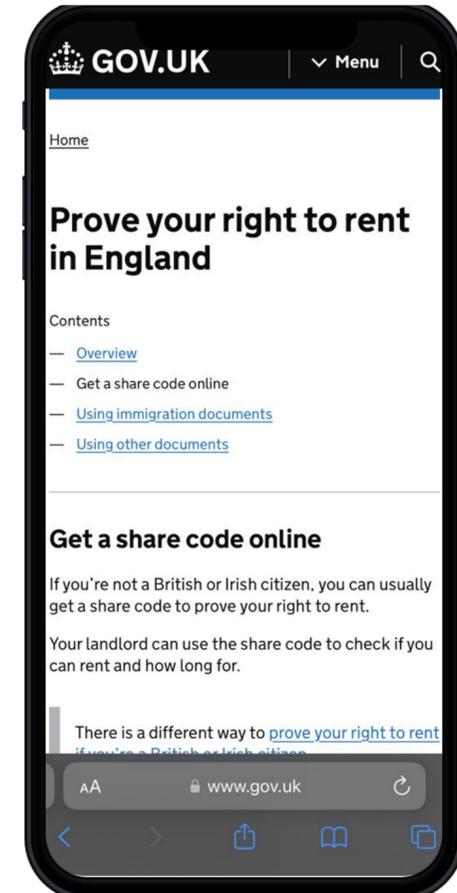
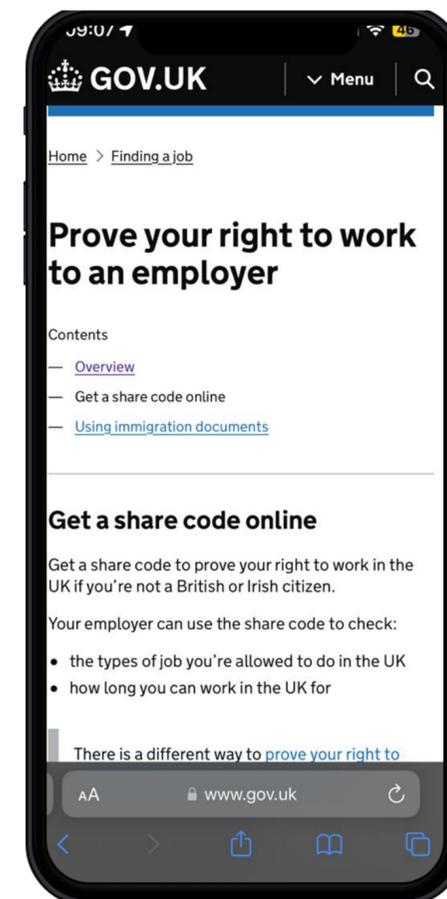
Hold your phone in physical contact with your passport, just as you would when completing a contactless payment.

*This page is only relevant if you are using a Share Code

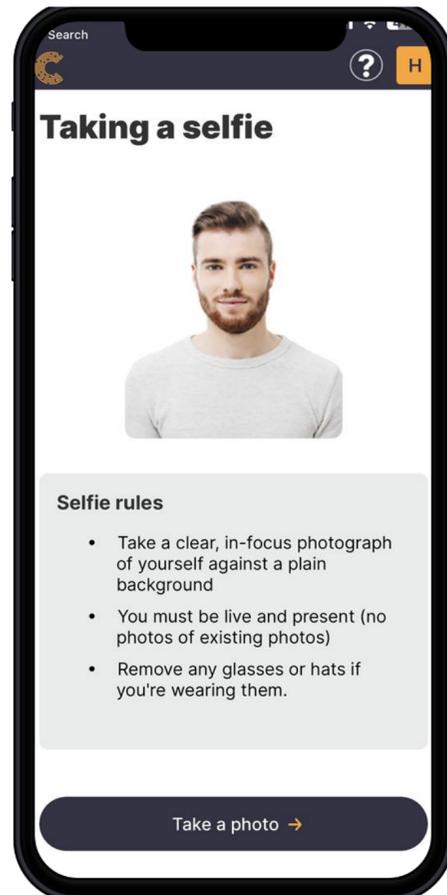


Please input your share code details.

If you do not have a sharecode, you can obtain one via the link provided on the app. The link is also provided on the FAQs page of this document.



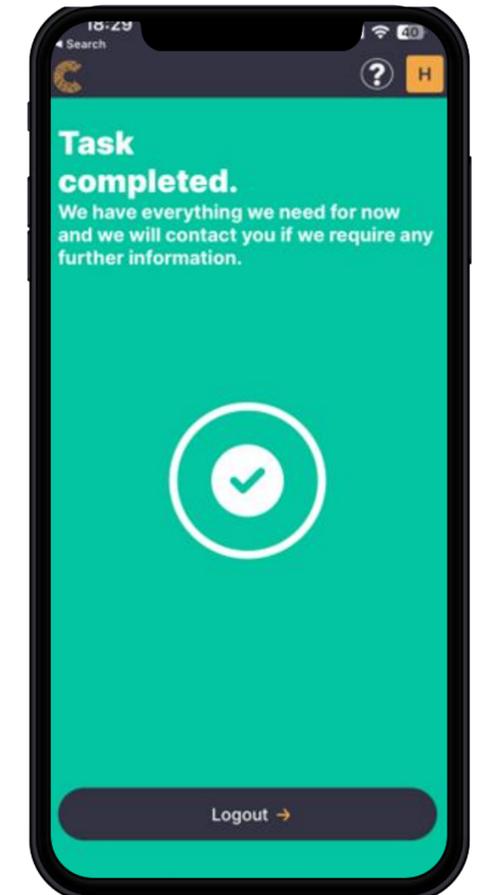
Once on the government website, please follow their instructions to create a Share Code before logging back into the app and inputting the Share Code details.



10. You will now be asked to take a selfie to confirm you are live and present.



11. Please follow the guidance on the screen, ensuring your eyes and face line up with the gridlines to take the best picture possible.



12. You are now finished with your check and you can close the app.

FAQs

I need help, what do I do?

- If you need any help with any of the process, please contact the company who issued your check.

I do not have a Passport?

- If you do not have a passport you will have to obtain a share code from the following government websites
 - Right to Work: [Prove your right to work to an employer: Get a share code online - GOV.UK \(www.gov.uk\)](#)
 - Right to Rent: [Prove your right to rent in England: Get a share code online - GOV.UK \(www.gov.uk\)](#)

Why can't I upload a scan of my passport?

- UK Government standards require you to capture your selfie and your ID document(s) in real-time. To follow these standards and protect against fraud we do not allow for scanned ID documents.

I do not have a smart phone?

- If you do not have a smart phone, we recommend you use a close friend/family members smart phone to complete the check. No information will be saved onto the app or the device. If you cannot find a smartphone to use please contact the company who issued you your check in order to find another way to verify yourself.

I have completed the check, what happens next?

- Once you have completed your check, the company who issued the check will be in contact to clarify any next steps.