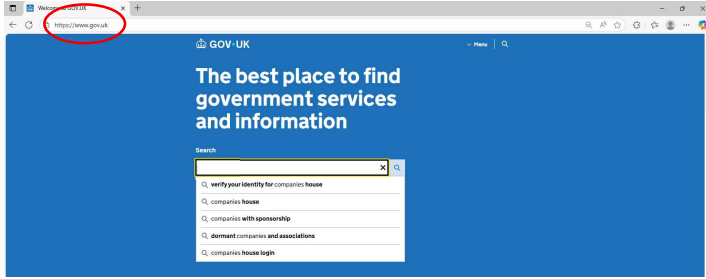
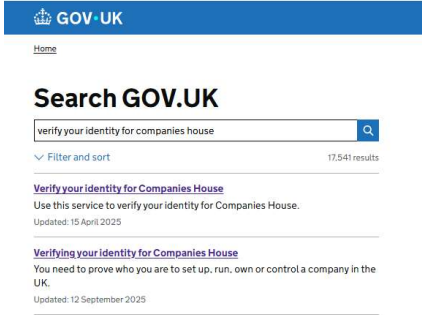


Follow our step-by-step process:

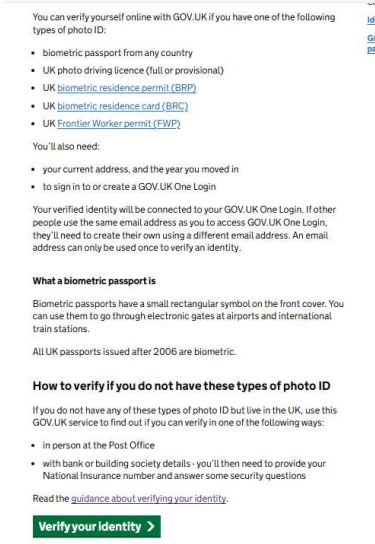
1. Go to www.gov.uk and search for 'Verify Your ID'



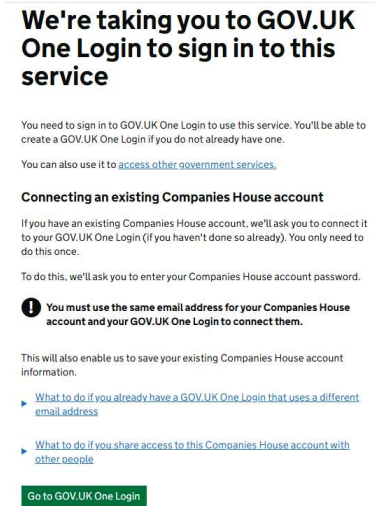
2. Select the link "verify your identity for Companies House"



3. Scroll down and click the green box 'verify your identity'



4. The next step re-directs you to go to the GOV.UK One Login page, click on the green box 'Go to GOV.UK One login'



5. If you do not already have a One Login account, click the green box 'create your GOV.UK one login', otherwise click 'Sign in' and skip to step 13

GOV.UK

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

Create your GOV.UK One Login or sign in

You can use your GOV.UK One Login to access some government services. In the future, you'll be able to use it to access all services on GOV.UK.

You'll need:

- an email address
- a way to get security codes - this can be a mobile phone number or an authenticator app

You can also [use GOV.UK One Login in Welsh \(Cymraeg\)](#).

[Create your GOV.UK One Login](#)

[Sign in](#)

6. Enter your email address (the email address associated with your Companies House account) and click the green box 'continue'

NB If you do not have a Companies House account, you will need to set one up at <https://find-and-update.company-information.service.gov.uk/signin>, click 'register' and then 'create sign in details'

GOV.UK

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

[Back](#)

Enter your email address

Agree to the GOV.UK One Login terms and conditions

By continuing, you confirm that you agree to our [terms and conditions \(opens in a new tab\)](#).

To find out how we use your personal information, see our [privacy notice \(opens in a new tab\)](#).

[Continue](#)


7. You will then receive a 6 digit code to your inbox. Enter this into the box and click the green box 'continue'

GOV.UK

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

[Back](#)

Check your email

We have sent an email to 

The email contains a 6 digit security code.

Your email might take a few minutes to arrive. If you do not get an email, check your spam folder.

The code will expire after one hour.

Enter the 6 digit code

[Continue](#)

8. Create a password and click the green box 'continue' (ensure you remember this or make a note of it somewhere as you will need this again)

GOV.UK

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

Create your password

Enter a password

It must be at least 8 characters and must include letters and numbers. Do not use a very common password, such as 'password' or a sequence of numbers.

Show

Re-type password

Show

[How to create a secure password](#)

[Continue](#)

9. Select how you wish to receive security codes (we suggest the text message option), click the green box 'continue'

GOV.UK

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

Choose how to get security codes

You'll need to enter a security code when you sign in to GOV.UK One Login.

Text message

Authenticator app

You can use any authenticator app to create security codes when you sign in

[What is an authenticator app?](#)

[Continue](#)

10. Enter your mobile number then click the green box 'continue'

 **GOV.UK**

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

[Back](#)

Enter your mobile phone number


We will send a 6 digit security code to the number you give us.

UK mobile phone number

I do not have a UK mobile number

[Continue](#)

11. A 6 digit code will then be sent via text message to your phone. Enter it into the box and click the green box 'continue'

 **GOV.UK**

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

[Back](#)

Check your phone


We have sent a code to your phone number ending with **6232**

It might take a few minutes to arrive. The code will expire after 15 minutes.

Enter the 6 digit code

[Continue](#)

12. You have now created your GOV.UK One Login, click the green box 'continue'

 **GOV.UK**

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

You've created your GOV.UK One Login

Now continue to use the service.

[Continue](#)

13. You will be taken back to the Companies House website, enter your password for your Companies House account. (This may be different to the password for your GOV.UK One login) click the green box 'continue'

 **Companies House**

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 . 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.

14. Confirm that you have not yet verified your identity by choosing No, click the green box 'continue'

 **Companies House**

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

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](#)

15. You will now be taken back to One Login, click the green box 'continue' (leave the Companies House Page open in your browser)

We're taking you to verify your identity with GOV.UK One Login

GOV.UK will ask you some simple questions to find the best way for you to verify your identity. Depending on the answers you provide, you'll then be guided to use one of the following routes:

Route 1: Use the GOV.UK mobile phone app

This is the fastest way to verify. GOV.UK One Login allows you to download an app that scans your biometric ID.

The mobile app:

- is fast and simple
- works with any up-to-date mobile phone
- is secure - the app only communicates data, it doesn't store anything

You can delete the app when you've finished.

[Check if your mobile phone can use the GOV.UK app \(opens in new tab\)](#)

Route 2: Verify online without the mobile phone app


If you cannot verify using the mobile phone app, you can still verify online without it. You'll need to answer a few questions about yourself to confirm who you are.

Route 3: Verify in person

If you cannot verify using the mobile phone app or online, GOV.UK One Login will tell you how to verify in person at the Post Office.

[Continue](#)

16. Select where you live then click the green box 'continue'

 **GOV.UK**

BETA This is a new service. Help us improve it and [give your feedback \(opens in new tab\)](#)

Where do you live?

How you can prove your identity depends on where you live.



UK, Channel Islands or Isle of Man



Another country

[Continue](#)

17. Select whether you have photo ID (for this example we used a passport), click the green box 'continue'

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

[Continue](#)

18. Select whether you are on a computer / tablet or a smartphone, (for this example we used a computer) click the green box 'continue'

 **GOV.UK**

BETA This is a new service. Help us improve it and [give your feedback \(opens in a new tab\)](#)

[< Back](#)

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](#)

19. Select whether you have access to an iPhone or Android phone, (for this example we used an iPhone) click the green box '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?](#)

Do you have access to an iPhone or Android phone?

- Yes - I have access to an iPhone
- Yes - I have access to an Android phone (for example, Samsung or Google Pixel)
- No

[Continue](#)

20. Open the camera on your mobile phone and point it towards the QR code on your computer screen, click on the popup to download the GOV.UK One Login app. The app looks like the icon below, click 'Get' and it will download the app to your mobile phone (this is a free of charge app which can be deleted afterwards)



Use the GOV.UK One Login app to prove your identity

The GOV.UK One Login app works by matching your face to your photo ID.

First you will need to download, open and use the app. Then you will come back to this page to finish proving your identity.

1. Download the GOV.UK One Login app

You can download the GOV.UK One Login app by using the camera on your phone to scan the QR code.

[How to scan the QR code](#)

! The app uses a face scan with flashing colours



21. Once downloaded, open the app and select 'sign in with GOV.UK One login'



GOV.UK One Login

Prove your identity to access government services.

You'll need to sign in with your GOV.UK One Login details.

[Sign in with GOV.UK One Login](#)

22. Click the green box 'sign in'



23. Log in using your GOV.UK One email address click the green box 'continue'

Enter your email address to sign in to your GOV.UK One Login

24. Enter your password and click the green box 'continue'

Enter your password

25. Enter the 6 digit code sent as a text to your mobile phone, click the green box 'continue'

 English | [Cymraeg](#)

Check your phone

We have sent a code to your phone number ending with **232**

It might take a few minutes to arrive. The code will expire after 15 minutes.

Enter the 6 digit code

26. Allow Face ID if you have a facial recognition set up on your mobile phone. If you do not, this screen will not appear.



Unlock the app with Face ID

You can use Face ID to unlock the app within 30 minutes of signing in with GOV.UK One Login.

If you allow Face ID, anyone who can unlock your phone with their face or with your phone's passcode will be able to access your app.

27. Click the green box 'continue' to carry on the process of confirming your identity through the app

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.

28. Select whether you have a biometric passport (for this example we used a biometric chip passport) click the green box 'continue'

Do you have a passport with a biometric chip?

All UK passports have a biometric chip.

If you have a non-UK passport, it must have the biometric chip symbol on the cover.



You cannot use your passport if it has expired.

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

Do you have a passport with a biometric chip?

Yes

No, use a different type of photo ID

Continue

29. Click the green box 'confirm'

Confirm you want to continue with your passport

Make sure you have your original passport with you. You cannot use a photocopy or digital copy.

You will not be able to choose a different type of photo ID after confirming.



Confirm

30. Click the green box 'continue'

Take a photo of your passport photo page

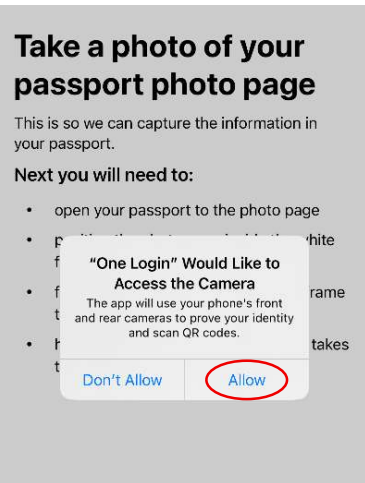
This is so we can capture the information in your passport.

Next you will need to:

- open your passport to the photo page
- position the photo page inside the white frame
- follow the guidelines until the white frame turns green
- hold still while the app automatically takes the photo

Continue

31. Allow One Login access to your mobile phone camera by clicking 'allow'



32. Follow the instructions of how to take a photo of your passport page, click the green box 'start'

How to take a photo of your photo ID

Open your passport to the photo page and position it inside the frame until the frame turns green.



Start

33. Once you have taken a photo of your passport click the green box 'continue'

Scan the biometric chip in your passport

This is so we can check the information stored in your passport chip.

Next you will need to:

- have your passport closed and front side up
- have your phone with the screen facing up
- place the top half of your phone on the bottom half of your passport
- make sure your phone is touching your passport
- follow the guidelines until the scan is complete

Continue

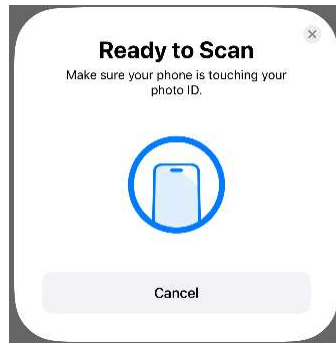
34. Follow the instructions to scan the chip of your passport, click the green box 'start scan'

How to scan the chip in your photo ID

Place your phone on top of your photo ID so that they are touching.



Start scan



35. It will let you know your scan was successful, click green the box 'submit information'

Your scan was successful



Full Name

Date of Birth

Expiry Date

Issuing country

Submit information

36. Click the green box 'start' to scan your face with your phone's camera

Scan your face with your selfie camera

This matches your face to your photo ID.

Next you will need to:

- take off any tinted glasses, face masks or items blocking your face
- position your face inside an oval frame
- follow the guidelines on the screen until the scan is complete

! The face scan has some flashing colours.

[What if I am sensitive to flashing colours?](#)

Start

37. Once you have successfully scanned your face, your phone will tell you to return to the GOV.UK on your computer or tablet that you left open earlier

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.

38. Click the green box 'continue' on your computer screen

2. Open the GOV.UK One Login app

Follow the instructions in the app to prove your identity.



Completed.

You can now finish proving your identity online.

3. Finish proving your identity here

If we successfully match your face to your photo ID, you'll finish proving your identity online.

Then you can continue to the government service you want to use.

[Continue](#)

39. It will let you know that they have successfully matched you to your photo ID, click the green box 'continue'.



We've successfully matched you to the photo on your ID

You'll need to enter your current home address (and previous address, if you've recently moved) when you continue.

[Continue](#)

40. Enter your postcode and click the green box 'find address', then enter the amount of years you have lived at that address when prompted.



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](#)

41. Check the details are correct and if so, click the green box 'I confirm my details are correct'



[Back](#)

Confirm your details

! Make sure your details are correct before you continue. You will not be able to change them later.

Current address Allen House
1 Westmead Road
Sutton, Surrey
SM1 4LA [Change](#)

Year you started living at this address 2015 [Change](#)

[I confirm my details are correct](#)

42. Your details will then be checked by a third party which could take up to 30 seconds, click the green box 'continue' and wait for the next screen to load, do not refresh your browser

We need to check your details

Your details will be checked against information held by another organisation.

This will help us protect you against online identity theft.

▶ [Who we check your details with](#)

It can take up to 30 seconds to check your details. After you continue, do not reload or close this page.

Continue

43. If everything has been done correctly, it will be confirmed that you have successfully proved your identity. Click the green box 'continue to the service' to get your unique filing code

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

44. You will now be given your Companies House personal code and your ID verification is now complete. Please make sure you make a note of the code and keep it somewhere safe (perhaps take a screen shot) then send the code to TBA for future filings.

Identity verification complete

Your Companies House personal code is: **XXX-XXXX-XXXX**

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

What you'll need your Companies House personal code for

You'll need your personal code for various reasons. For example:

- as part of some company filings, such as the [confirmation statement \(opens in new tab\)](#)
- if you are appointed as a director
- if you become a [person with significant control \(PSC\) \(opens in new tab\)](#)

The code is personal to you, not your company or a company you work for. If you are a director or a PSC, you'll need to use your Companies House personal code to connect your verified identity to our records. This is a requirement, and will ensure that we know the correct person is linked to the name we have on file.

Your personal code is not the same as the [company authentication code \(opens in new tab\)](#). If you have an authentication code, you should continue to keep this safe as you'll need it to file online. You may need your personal code for some online filings as well.

Only share the code with people you trust