

## First Home Fund Solicitor Portal Guidance

Please access the Solicitor Portal via the following website or via the First Home Fund homepage on [Link's website](#):

[https://linkhousing.cloud.jadu.net/forms/form/224/en/welcome\\_to\\_the\\_first\\_home\\_fund\\_solicitor\\_portal](https://linkhousing.cloud.jadu.net/forms/form/224/en/welcome_to_the_first_home_fund_solicitor_portal)

### **How to register as a user**

Please create an account that you will log in to each time you need to submit a Solicitors Confirmation Letter (SCL) and / Or Certificate of Title (COT). All other correspondence is by email.

### **Step 1**

Click the 'Register here' button

## Step 2

Enter and confirm your email address and chosen password then click “Register Now”.

### Register

By opening an account with us, you'll be able to view all of your submitted online forms, and track their progress.

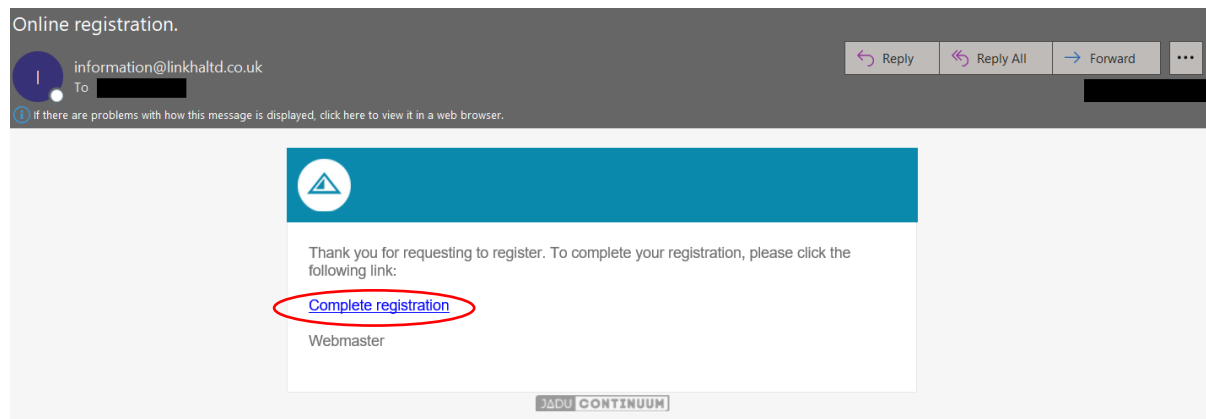
Your email address and password

Email address <i>(required)</i>	<input type="text"/>
Confirm email address <i>(required)</i>	<input type="text"/>
Password <i>(6-30 characters required)</i>	<input type="password"/>
Confirm password <i>(required)</i>	<input type="password"/>

[REGISTER NOW](#)

## Step 3

You will be sent a confirmation email. **If you do not receive the email, check your junk/spam folder and ensure you're accessing the internet via an up to date browser such as Google Chrome or Microsoft Edge (not Internet Explorer).** If in doubt, contact Link on 0330 303 0555. Click on the link contained within the email to activate your account.

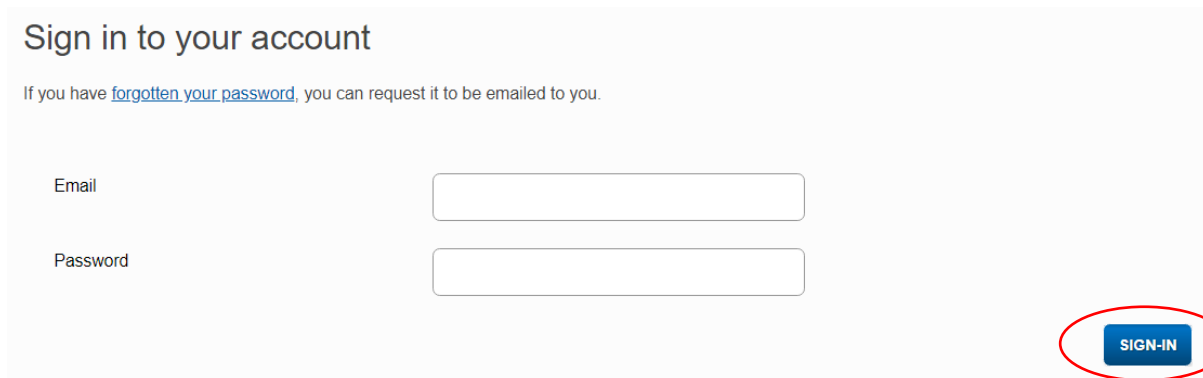


## **Step 4**

Once your account is activated, click 'Sign in' on the same page at the top right of the page.



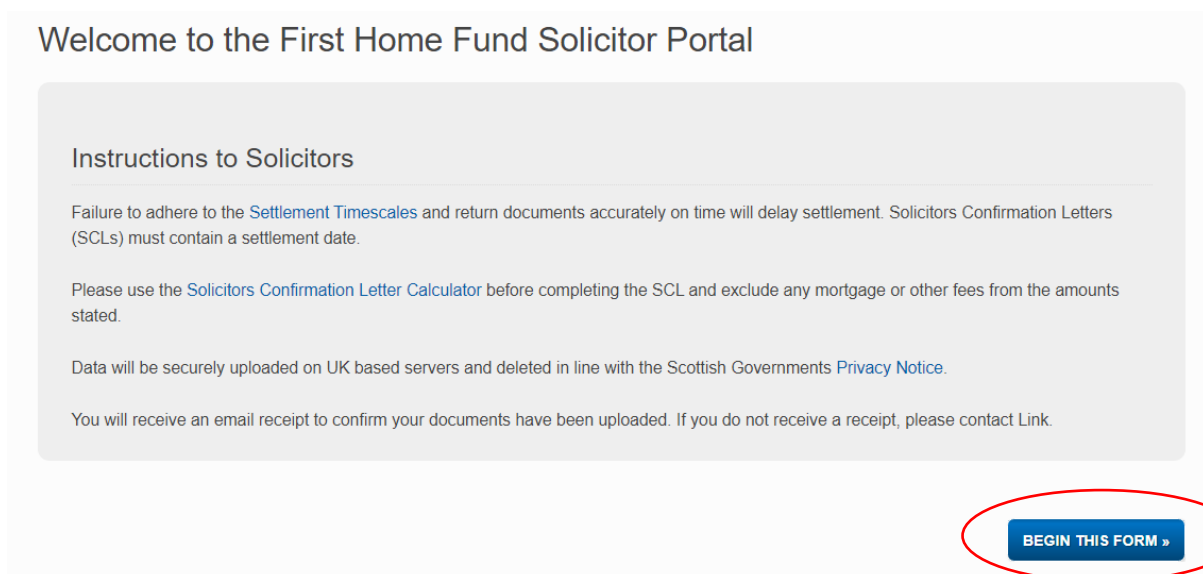
You will now be asked to sign in using the account details you signed up with. Once you have input your email and password click 'Sign-In'

A screenshot of the sign-in form. The heading is 'Sign in to your account'. Below the heading is a link: 'If you have [forgotten your password](#), you can request it to be emailed to you.' There are two input fields: 'Email' and 'Password'. At the bottom right of the form is a blue button labeled 'SIGN-IN', which is circled in red.

## **Completing the online form and uploading documents:**

### **Step 1**

Sign in using your log-in details, read the information then click 'Begin this form'.

A screenshot of the 'Welcome to the First Home Fund Solicitor Portal' page. The heading is 'Welcome to the First Home Fund Solicitor Portal'. Below the heading is a grey box containing the following text: 'Instructions to Solicitors', 'Failure to adhere to the [Settlement Timescales](#) and return documents accurately on time will delay settlement. Solicitors Confirmation Letters (SCLs) must contain a settlement date.', 'Please use the [Solicitors Confirmation Letter Calculator](#) before completing the SCL and exclude any mortgage or other fees from the amounts stated.', 'Data will be securely uploaded on UK based servers and deleted in line with the Scottish Governments [Privacy Notice](#).' and 'You will receive an email receipt to confirm your documents have been uploaded. If you do not receive a receipt, please contact Link.' At the bottom right of the page is a blue button labeled 'BEGIN THIS FORM >', which is circled in red.

## **Step 2**

Enter the details below:


The Reference Number from the Client Award Letter is **5 digits long** and usually included in the subject line from any of our previous correspondence.

Solicitor email address – this should be the email address you wish Link to send any queries to.

Please also note we will require client name(s) in full and separated with an ampersand (&) for joint applicants e.g. John Smith & Jane Smith

The Date of Entry should be known by the point of submitting the Solicitors Confirmation Letter (SCL) or Certificate of Title (COT).

Please complete the following details:

Reference Number from Client Award Letter <i>Required</i>	<input type="text"/>
Solicitor email address <i>Required</i>	<input type="text"/>
	<i>Help: Please enter the solicitor email address that Link should correspond with about this case</i>
Clients name(s) <i>Required</i>	<input type="text"/>
Date of entry <i>Required</i>	<input type="text"/> 

Once you have completed all questions please click 'Next'

Have you previously submitted a SCL for this case? <i>Required</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No
If yes, please state any previous documents to be disregarded and / or the reason you are supplying additional information.	<input type="text"/>
Have you previously submitted a COT for this case? <i>Required</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No
If yes, please state any previous documents to be disregarded and / or the reason you are supplying additional information.	<input type="text"/>
Any further comments or queries?	<input type="text"/>
<input type="button" value="PREVIOUS"/>	<input type="button" value="NEXT »"/>

### **Step 3**

The next page is where you will upload the documentation.

Once the document(s) are attached click 'Next'

Upload Documents

Document 1	<input type="button" value="Choose file"/> No file chosen
Document 2	<input type="button" value="Choose file"/> No file chosen
Document 3	<input type="button" value="Choose file"/> No file chosen
Document 4	<input type="button" value="Choose file"/> No file chosen
Document 5	<input type="button" value="Choose file"/> No file chosen

### **Step 4**

Scroll down and you will see a summary of the information and attachments you have provided on the form which you can easily revert to and amend by clicking the 'Previous' button at the bottom left of the page. Once you are satisfied that it is accurate, click 'Submit Form'

Pressing "Submit Form" below will send the details confirmed below for processing.

A completion page will appear confirming the client reference number from their Award Letter which you have entered and the automatically generated web reference number for this submission.

Completed

Thank you for completing this form

This form has been submitted for [REDACTED] under client reference number (from award letter) [REDACTED]

Your web reference number for this submission is [REDACTED]

Your form will be processed in line with the Settlement Timescales published on our website

An email has been sent to you confirming our receipt of your form

You will also receive an automated email receipt (as below) containing these details which should be retained as proof of submission:

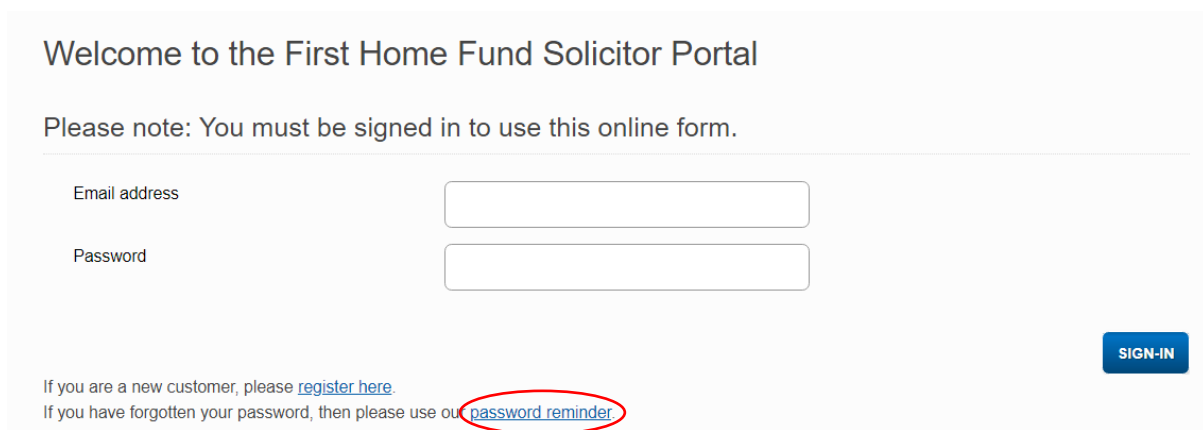


**If you do not receive the email, check your junk/spam folder and ensure you're accessing the internet via an up to date browser such as Google Chrome or Microsoft Edge (not Internet Explorer). If in doubt, contact Link on 0330 303 0555.**

### **If you forget your password**

#### **Step 1**

Click the 'password reminder' link



## Step 2

Enter the email address you previously registered with then click 'Remind Me'

Password reminder

If you have forgotten your password, please enter your email address below. A new password will then be emailed to you straight away.

Please enter your email address

Your email address

**REMIND ME**

You will be presented with the screen below which states an email containing a temporary password has been sent to you.

Password reminder

Thank you

An email has been sent to *ryan.russell@linkhaltd.co.uk* containing a new password.

## Step 3


You will receive an email containing the temporary password, highlight the password, right click then 'Copy'. Now click 'Sign In'

Password Reset

information@linkhaltd.co.uk  
To: [REDACTED]

Reply Reply All Forward

If there are problems with how this message is displayed, click here to view it in a web browser.



Dear [REDACTED], your new password is [REDACTED]

Webmaster

Username: [REDACTED]  
Password: [REDACTED]

**Sign In**

J&DU CONTINUUM

## **Step 4**

Enter your email address and paste the temporary password which you copied in the previous step then click 'Sign In'.

### Sign in to your account

If you have [forgotten your password](#), you can request it to be emailed to you.

Email

Password

[SIGN-IN](#)

## **Step 5**

Paste the temporary password in the 'Old password' section and create a new password and confirm this as shown below. Once details are entered click 'Change my password'

### Change password

Your password has been reset and you must change it before you can proceed, please complete the details below. Your password must be 6-30 characters in length.

Old password *(required)*

New password *(required)*

Confirm password *(required)*

[CHANGE MY PASSWORD](#)

You will be presented with the following message confirming your password has been changed. You can now use your account as normal.

## Change password

Your password has been changed successfully

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