

## STEPS TO SET UP A GOV.UK ONE LOGIN ACCOUNT

1. Go to:- <https://www.gov.uk/guidance/verify-your-identity-for-companies-house>

**Verify your identity >**

2. Click

**Go to GOV.UK One Login**

3. This takes you to gov.uk One Login page, click

4. Click Create your Gov.UK One Login  
(If you already have a gov.uk One Login account – see separate guidance)

**Create your GOV.UK One Login**

**Sign in**

5. Enter email address to be used for the account. It is best that this is a personal email address as it will be used for other things in the future such as applying for DBS checks and will remain with you for life.

### **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**

6. A code is sent to the email address entered, enter the code and continue
7. Set a password for the account

### **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**

8. Select how to get security codes (text message used in this example)

## 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

9. Enter mobile number

## 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

10. Enter code sent to phone to complete process, following which you see a screen confirming you've created your Gov.UK One Login. Click continue.

11. Click "No" to confirm identity not yet verified.

## 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

12. Next page...

## 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

13. Confirm where you live (UK in this example)

## 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

14. Check you have one of the types of Photo ID to hand, select “Yes” and continue (photocard driving licence was used in this example)

## 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

15. Confirm type of device currently being used (computer in this example)

## 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

16. Confirm which type of mobile device you have

## 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

17. Scan the QR code to download the Gov.uk ID app on your mobile

## 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**



#### Help using the GOV.UK One Login app

► [How to download the app without a QR code](#)

► [I am sensitive to flashing colours](#)

► [Do I need to take off my glasses?](#)

► [I'd prefer not to use the app](#)

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### 2. Open the GOV.UK One Login app

Follow the instructions in the app to prove your identity.



**Once you've submitted your information in the app, it can take a few minutes to finish checking your details.**

**Do not close or refresh this page.**

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### 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](#)

[Contact the GOV.UK One Login team \(opens in a new tab\)](#)

18. Once app is downloaded, open it and sign in with gov.uk One Login just created  
“Continue to prove your identity”  
Follow instructions – select type of ID (driving licence in example), take photo of ID as instructed, then take selfie as instructed  
Final screen on the app says “Return to Gov.UK on your computer or tablet”  
You will note that Step 2 on the webpage automatically updates to “Completed” at this point.

## **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.**

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## **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**

19. The details from the ID is shown on the next page, check and confirm they are correct

<b>Last name</b>	SMITH
<b>Given names</b>	WILLIAM ALBERT
<b>Date of birth</b>	10/05/1978
<b>Issue date</b>	09/05/2020
<b>Valid to</b>	09/05/2031
<b>Licence number</b>	W117F 14121512
<b>Issue number</b>	01
<b>Postcode</b>	SE1 1AA

**Are your UK photocard driving licence details correct?**

☐

Yes

☐

No

You can try to scan your driving licence again or prove your identity another way

**Confirm and continue**



20. The next screen gives consent for the details to be checked against the relevant government database.

## We need to check your driving licence details

We need to check the details you provided on your driving licence with the DVLA.

### Allow DVLA to check your driving licence details

DVLA needs your consent to check your driving licence details before you can continue. They will make sure your licence has not been cancelled or reported as lost or stolen.

To find out more about how your driving licence details will be used, you can read:

- [the GOV.UK One Login privacy notice \(opens in a new tab\)](#)
- [the DVLA privacy notice \(opens in a new tab\)](#)

☐

Give DVLA your consent to check your driving licence details

Continue

21. Details successfully matched > 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

22. Next enter personal address details

## 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

Enter Postcode > Find Address > Check/amend details > Year started living at this address > Continue > Confirm details are correct

23. Click to continue and check your details with Experian

## 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

24. Once details checked and confirmed, click continue.

## 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

25. Once complete, Companies House personal code is given (see red box).

## Identity verification complete

Your Companies House personal code is: **110670110512115**

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 \(PSC\) \(opens in new tab\)](#)

**NOTE:** The Companies House personal code can be accessed at a later date by logging in to Companies House website with the Gov.UK One Login and going to "Manage Account".