

Registering your information for COVID 19 business support grants on the North East Lincolnshire council website.

Step 1. Go to the page [here](#)

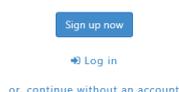
Step 2. Before filling in the form, please read the Eligibility and Guidance for Grant information.

Step 3. Click on the link to complete the Business support grant information form.

Step 4. The next page gives you three options;

Before you begin

Sign up for an account to manage your service requests and accounts with us. Creating an account saves you time with auto-completion of your contact information when completing forms and the ability to view a history of your requests and accounts.



The simplest option is to continue without an account.

Step 5. Complete your form and upload a screen shot or picture to confirm your bank account details. Once your form is submitted, an email is automatically generated confirming that your form is submitted.

If you chose to continue without an account your form is now submitted and you need not take any further action. If you have more than one eligible property to submit a form for, please complete steps 1 to 5 for each property.

However, if you prefer to sign up for an account, click on the link 'sign up now' and submit your information. You will receive an email asking you to verify your account to complete registration.

Step 6. Once your account is complete, if you are not directed to the grant form, please go back and complete steps 1 and 3 again.

Step 7. Select 'Log in' when you are given the options above, and log in to your account. There will be several fields that have been automatically filled from the information you submitted when you created an account. This information can be changed if required.

Step 8. Once your form is submitted, an email is automatically generated confirming that your form is submitted. If you have more than one eligible property to submit a form for, please complete steps 6 – 8 for each property.

When logged in to your account you can click on 'My Requests' to see the forms you have submitted. It will show the date and time that your form was submitted, and the NELC reference number. The case status will show as 'closed' – this is normal, it means that the form has successfully submitted. There will be no further updates to this status.

Case ID	Process	Case Start Date	Case End Date	Case Status
▶ NELC188610934	Coronavirus Business Support Grants	27/03/2020 15:31:43	27/03/2020 15:31:43	Closed
▶ NELC188608671	Coronavirus Business Support Grants	27/03/2020 15:27:21	27/03/2020 15:27:21	Closed
▶ FS-Case-188604553	Profile	27/03/2020 15:15:46	27/03/2020 15:15:47	Closed