Quick Guide –
How to make a referral using Housing Jigsaw ALERT
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Go to https://live.housingjigsaw.co.uk/alert/duty-to-refer to register for your free ALERT account as a specified public body or wider agency.

To start the registration process, click ‘register’.
You will be taken to this page and asked to fill the details in on screen

Once you have completed this form you will receive an activation link in an email asking you to set your password.

You must do this within 24 hours or the link will expire. If that happens, please follow the ‘forgotten password’ link in that email to get a new activation link.
When you first log in, you will see a page asking for more details about who you are, it will look like this:

You must complete this registration page before you can make referrals.
When logging into Housing Jigsaw ALERT you'll be taken to the dashboard screen which gives you a high level overview of the referrals you have made:

To make a new referral click ‘new referral’:
Select the type of referral you wish to make:

![Select referral type](image)

Next, enter the customer’s details:
Once complete, click ‘NEXT’:

Read and agree to the declaration:
Complete the referral form providing as much information as possible about the customer you are referring:

Once complete, click:

Submit referral

Confirmation that your referral has been received will be shown:
And your referral will now show as pending in your user dashboard:

<table>
<thead>
<tr>
<th>Name</th>
<th>Reference no.</th>
<th>Referring party</th>
<th>Date received</th>
<th>Days remaining</th>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dylan James</td>
<td>60</td>
<td>National Probation Service</td>
<td>07/08/2018</td>
<td>6 working days remaining</td>
<td>213B Specified public body</td>
<td>Pending</td>
</tr>
<tr>
<td>John Smith</td>
<td>61</td>
<td>National Probation Service</td>
<td>08/08/2018</td>
<td>7 working days remaining</td>
<td>213B Specified public body</td>
<td>Accepted</td>
</tr>
<tr>
<td>Louisa Rainbow</td>
<td>62</td>
<td>National Probation Service</td>
<td>11/08/2018</td>
<td>10 working days remaining</td>
<td>213B Specified public body</td>
<td>Pending</td>
</tr>
</tbody>
</table>