Getting statements from your on-line universal credit account

Using a smartphone?

If you don't have access to a laptop or PC and you access your online universal credit account on a mobile phone, use the instructions below to see if you can save to PDF on your phone. If this is not possible, you could take screenshots of the information from your phone. Take multiple screenshots of any long pages to make sure you capture all the information in the shots

Instructions

First, log into your universal credit online account and then follow the instructions below. Printing your payment statement(s)

On the HOME screen of your universal credit account select 'PAYMENTS'

You will then see a list of universal credit payment statements. Select the one that you need

Home	To-do list	Journal
< Back		
Payments		
Your next statement will be ready on 20 July	2024. Check again then.	
On 24 July 2024 you will be paid any money	you are entitled to.	
The amount you get is based on your circum	stances from 18 June to 17 July 2024	1.
If your payment falls on a bank holiday or we	ekend you'll usually get it earlier.	
Statements		
Your statement explains your payment and I Select a statement from the list to view.	how we worked it out.	
View statement by pay date		Amount
24 https 2024		61215.02

Your payment statement must include your name and address, payment period and all allowances and deductions for that period

1. In the right hand of the browser window select 'PRINT' and then 'SAVE AS'



- 2. Select 'SAVE TO PDF'
- 3. Make a note of where you save it so you can find it again
- 4. If you screenshot the images on your phone **YOU MUST** copy all sections, not just the Payment amount for the month as this will not be accepted