

## How to apply online

**Register as a User (click on 'Register')  
and logon**



**Choose 'Apply Now' option - Online  
Services Homepage**



**Note:** Prior to selecting this option,  
you should read the information on our  
website about personal insolvency options



**Complete the Statement of Affairs  
document**



**Note:** If you are already bankrupt and  
just filing your Statement of Affairs, skip to  
the verification step then exit




**The system will provide you with  
options based on the data you have  
provided**



**Choose the option that best suits your  
circumstances (you may wish to save  
your data and seek advice at this point  
before continuing)**



**Submit your application for your chosen option**


 **Note:** If you haven't attached additional documentation electronically, you must post / fax it



**Choose whether to print the verification page or request it be posted to you**



**Complete the verification page and return it to ITS**

 **Note:** If you are applying for an SIO you need to find a supervisor and they need to provide a Consent before a decision can be made



**Await confirmation of decision by Official Assignee**