To check a tenant's assessment period and recent managed payments:

1. Select the Payments tab on the Portal.

👑 Universal Credit   To-do list   Tenants   Users   Properties   **Payments**
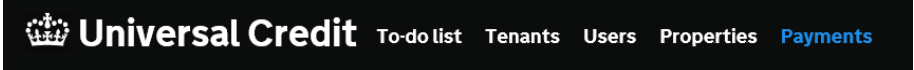
2. A '**search for payment**' screen will appear. Search by payment reference if you have it. The date boxes are optional; you can probably ignore these for now as only recent data is loaded. If you do insert dates, you can select one date or a range. You can also search by date and no pay reference if you want to see all payments made on that date.

Payment reference or name

From date

Day   Month   Year

Select date 📅

To date

Day   Month   Year

Select date 📅

[Search] [Reset]

3. A search by pay reference will yield a list of each payment date, the assessment period it covers and the amount. Click the pay reference to view the assessment period the payment covers:

Payment reference	Name	Postcode	Payment issued	Amount
12345678MP	Social Test	SE1 1AA	09/03/2020	£600.00
12345678MP	Social Test	SE1 1AA	09/02/2020	£600.00

Payment Information

Claimant details

Name	**Social Test**
Address	**Test SE11AA**
Payment reference	**12345678MP**

Payment details

Date
09/03/2020

Amount
£600.00

Payment period
03/02/2020 - 02/03/2020

4. If you have searched by name, you will get a list of all claimants with that name. Select the pay reference or your case and the payment information will appear the same way as above.