# HMRC accessibility audit request

## Service name

[Template completion instruction — enter the name of website, mobile app or digital service you want us to audit.]

## About the service

[Template completion instruction — use this section to give a description of your service and any other information you feel is important.]

## Service contact

[Template completion instruction — Your contact information.]

* Contact name:
* Contact number:
* Contact email:

## GitHub details

[Template completion instruction — As well as regular contact information, please provide your team name for us to contact you on GitHub and receive updates on your audit. You can find this here: <https://github.com/orgs/hmrc/teams>.

When you deploy your service to the staging environment, it will be automatically tagged with a release number. You can find this number in the Releases tab on your service’s frontend repository in GitHub. By telling us this number we will have a snapshot to refer to in this instance, and for comparison if you require a retest.

In the example, The Really Great Team (TRGT) is working on the really-great-service-name-frontend service, and they want us to audit v3.2 of their service.]

* GitHub team: @hmrc/trgt
* GitHub repository: /hmrc/really-great-service-name-frontend/
* GitHub release: /hmrc/really-great-service-name-frontend/releases/tag/v3.2

## Timeline

[Template completion instruction — use this section of the template to give details of any known dates or information about your project timetable. For example, when the service is entering public beta.]

## Details to access the service and user journeys to be tested

[Template completion instruction — use this section to give details of the user journeys that will be used to test your service. For each user journey you must provide details of how to access the service, the step by step actions needed to complete the user journey together with any dummy data that needs to be entered.

Please be aware that when carrying out the audit there will be more than one user accessing the service at the same time and carrying out multiple iterations so ensure access accommodates this.]

## Example of a user journey

[Template completion instruction — The aim of these audits is not to test every single page of your service, but all of the major component types and patterns. Your user journeys should be short enough that they hit all of the right pages without wasting too much time (and effort) for those involved. For example, we do not need to test functionality such as changing data on a Check your answers page.

There should never be a need for more than 8 journeys to be submitted from a service.]

### Instructions to access the service

[Template completion instruction — ***Always*** *use staging, and only mention fields which are changed from their default values*. If values should be exact, say so; if values within a range are okay, say so; otherwise, indicate any values which values need changing for multiple testers to test concurrently.]

* Connect to VPN
* Go to <https://www.staging.tax.service.gov.uk/auth-login-stub/gg-sign-in> and enter the following information:
* CredID: any random value
* Redirect URL: /check-your-identity-for-trusts/relationships/1234567891
* Affinity group: Organisation
* Enrolment Key: IR-CT
* Identifier Name: UTR
* Identifier Value: 1234567890
* Select Submit

### Steps to carry out to test the service

1. **What is the lead trustee’s last name?**
   1. enter Jones
   2. then select Continue
2. **What is the lead trustee’s date of birth?**
   1. enter 01012000
   2. then select Continue
3. **Does the lead trustee have a passport?**
   1. choose Yes
   2. then select Continue
4. **What is the lead trustee’s passport number?**
   1. enter 925665416
   2. then select Continue
5. **Check your answers before continuing**
   1. select Continue
6. **What are the details of a trustee, settlor or beneficiary associated with the trust?**
   1. First name: enter Mary
   2. Last name: enter Jones
   3. Date of birth: enter 01011998
   4. then select Continue
7. **Check your answers before continuing (Person associated with the trust)**
   1. select Continue
8. **Check your answers before you confirm them**
   1. select Submit
9. **End of journey**

On completion please email this completed audit request to accessibility.team@hmrc.gov.uk.