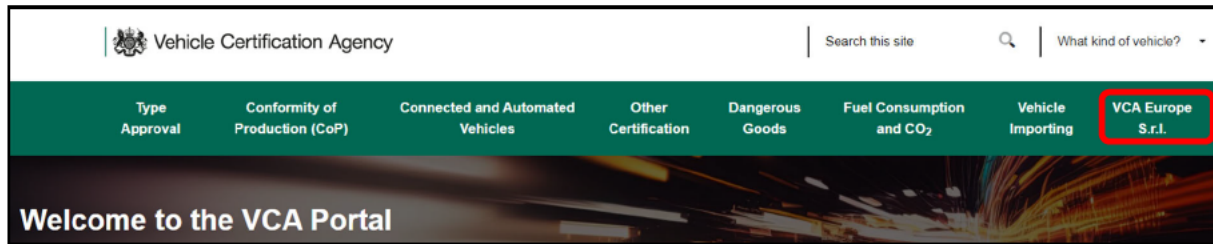




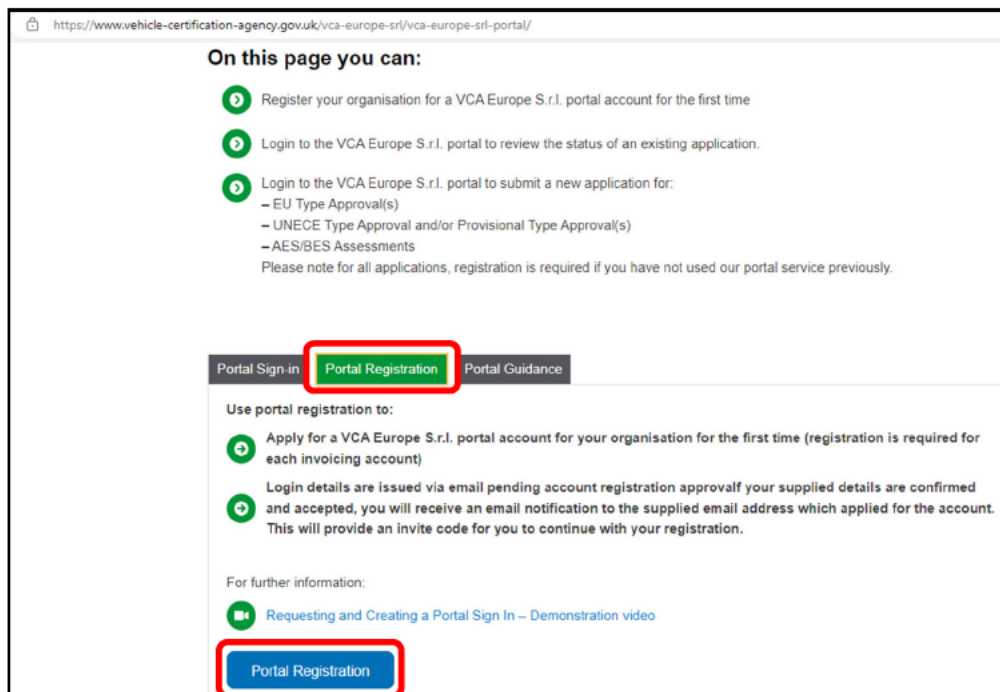
### Applying for a VCA Europe S.r.l. Portal Account

All those requiring Type Approval from The VCA Europe S.r.l. should first register for a portal account. Once the registration is submitted, VCA Europe S.r.l. will verify and approve the account, you will then receive email confirmation with an invitation code link to create your portal login. This will take up to 5 days.

To register:



From the Vehicle Certification Agency Europe webpage select **Portal Registration** and click on the button to start:





### STEP 1

The Account Registration form will open in a new browser window. Complete the required fields.

Select the **Company type** from the dropdown options.

**Company registration number** (or Unique company identifier) and **VAT number** will be mandatory dependant on the Company type.

If selecting *Italian customer* as Company type, **SDI** and **PEC** will be two other mandatory fields.

Flag **Purchase Orders** YES or NO.

If selecting YES, this means that the customer would like VCA Europe to indicate your Purchase Order Number on VCAE invoices.

Complete all the fields and select **Continue**.

### STEP 2

Select **Invoicing currency**.

Select your preferred **processing office** from the dropdown list.

Complete all fields and select **Continue**.



**Step 3 – Primary contact details**

This will be the main contact for the account, and will be able to grant and remove access for other users to this account. The contact can be changed if necessary in the future by contacting us.

First name (optional)  
Neil

Last name  
Smith

Address  
bs5 6xx Find address

Select address  
Select address  
Eastgate Road Bristol BS5 6XX - 27 Addresses

### STEP 3

Complete your **Name** and **Address** details.

Input part of an address and click on Find Address.

Choose an address line from the dropdown list.

This is the name and address that will be used as the Primary Contact.

You will be required to enter your email address twice for validation.

Note: this is the email address that must be used to sign-in to the portal.

Complete all fields and select Continue.

Postcode or zip code (optional)  
example

Country  
example

Telephone number  
example

Email address  
example

Confirm email address  
example

Continue

**Step 4 – Invoicing contact details**

This is the contact who will receive invoices from VCA. The contact can be changed if necessary in the future by contacting VCA.

Send invoices to the primary contact

Submit account registration

### STEP 4

Either select Send invoices to the primary contact or enter additional name and address details.

Click on Submit account registration.

A **REQUEST RECEIVED** message will appear on screen. Your request will now be checked and approved.

Please wait for the confirmation email (No Reply mail) to create your portal login.

## Request received

We can confirm your application for a company account has been received.

**What happens next**

We will review your application, which can take up to 5 business days.

If your supplied details are confirmed and accepted, you will receive an email notification to the supplied email address which applied for the account. This will provide an invite code for you to continue with your account set up.

If you have any enquiries about the process or progress of your account set up please email [vcaportalsupport@vca.gov.uk](mailto:vcaportalsupport@vca.gov.uk).

[Return to homepage](#)

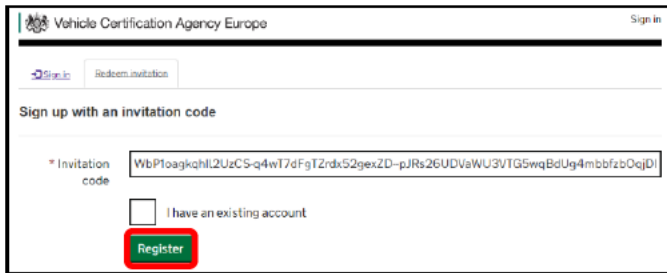
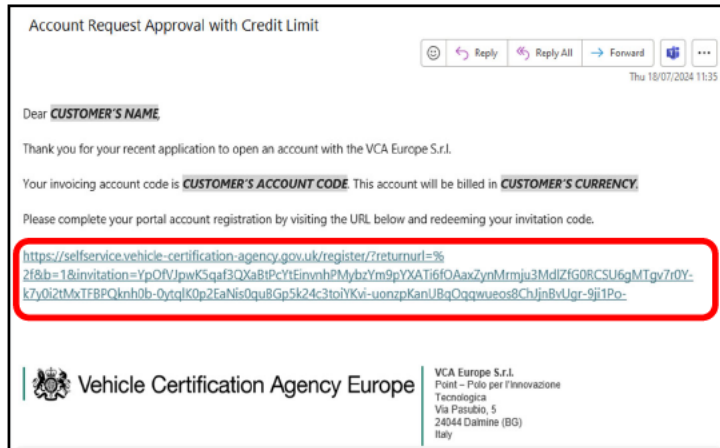


### Creating your VCA Europe S.r.l. Portal login

Once you have received an email confirming your registration has been processed you can create your VCA Europe S.r.l. Portal Login from the invitation link in the email:

From the email click on the **Invitation Link**.

If the invitation code does not appear as a link, copy, and paste the whole address into the web browser address bar.



The invitation code will default to the correct field.

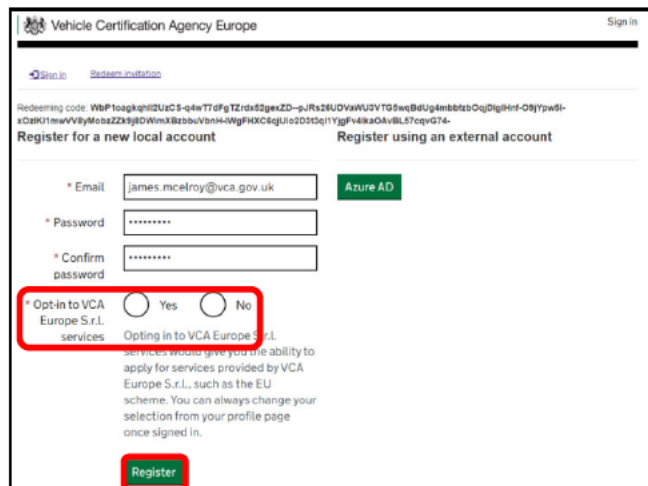
Click on **Register**.

Ensure you are using the same email address you used for the account registration process. Enter a new password twice.

Select if you would like to Opt-in to VCA services. These options can be changed at any time.

**Note:** you will need an approved invoicing account with VCA to use these services.

Click on **Register**.





Your VCA Europe S.r.l. Portal login is now active. To start submitting requests use the **Portal Sign-in** option on the Vehicle Certification Agency Europe webpage.

