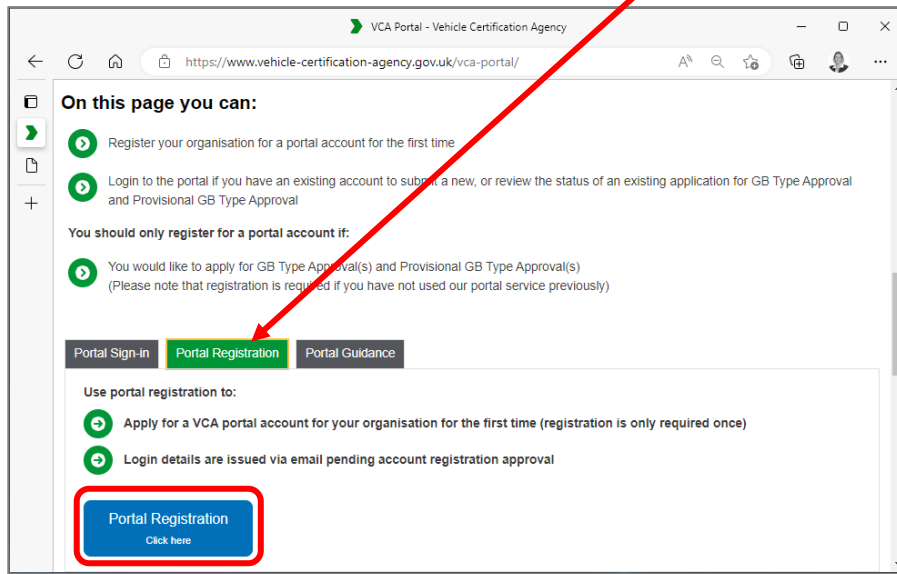




Applying for a VCA Europe S.r.l. Portal Account

All those requiring services from The VCA Europe S.r.l. should first register for a portal account. Once the registration is submitted The 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 3 days. To register:

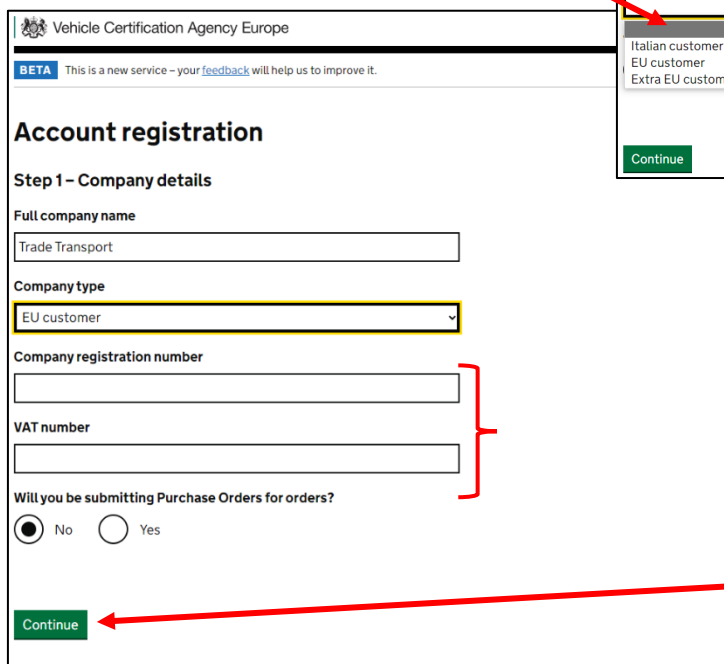
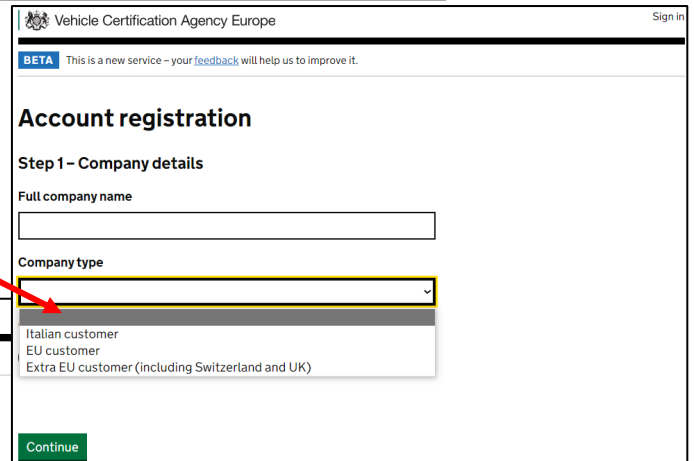
From the Vehicle Certification Agency webpage select **'Portal Registration'** and click on the button to start



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**

Complete all fields and select **Continue**



Select invoicing **currency**

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

Complete all fields and select **Continue**

Vehicle Certification Agency Europe Sign in

BETA This is a new service – your [feedback](#) will help us to improve it.

< Back

Account registration

Step 2 – Work details

Select the local currencies VCA Europe S.r.l. will invoice you in
Select all that apply.

Renminbi (also known as Chinese Yuan)

Yen (Japan)

Dollars (US)

Great British Pounds

Euros

Select which VCA Europe S.r.l. office to process your application(s)

i VCA Europe S.r.l. reserve the right to change the VCA Europe S.r.l. office later in the application stage.

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)

Last name

Address

Find address

Select address

Select address

Eastgate Road Bristol BS5 6XX - 27 Addresses

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 main contact

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

Note: this is the email address that will be used as the sign-in to the portal

Select **Yes** if you want 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 **'Continue'**

Postcode or zip code (optional)

Country

Telephone number

Email address

Confirm email address

Opt-in to VCA services

Opting in to VCA services would give you the ability to apply for services provided by VCA, such as the GB and UKNI schemes. You can always change your selection from your profile page once signed in.

Yes No

Continue



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

Click on **'Submit account registration'**

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

First name (optional)

Last name

Submit account registration

An **'Application complete'** message will appear on screen

Your request will now be checked and approved

Please wait for the confirmation email to create your portal login

Vehicle Certification Agency Europe

BETA This is a new service – your [feedback](#) will help us to improve it.

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.

[Return to homepage](#)

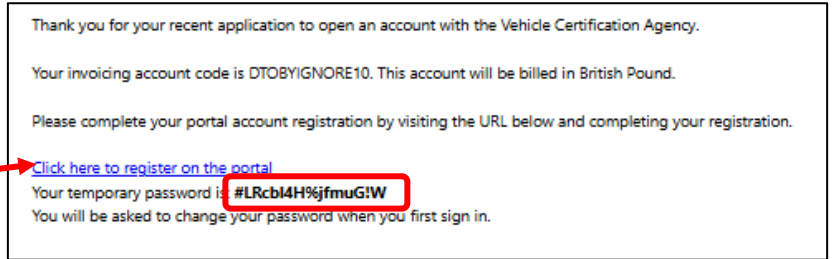


Creating your VCA Europe S.r.l. Portal login

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:

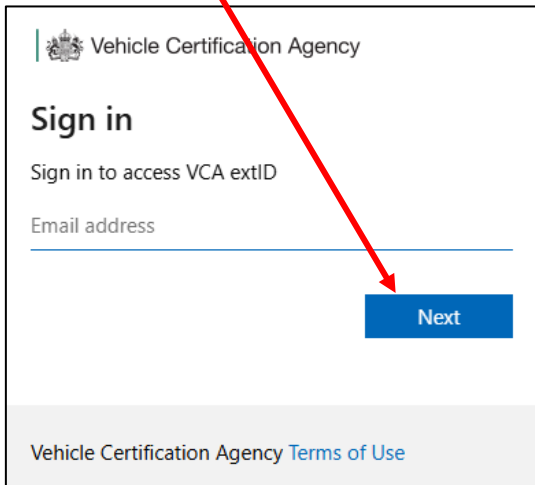
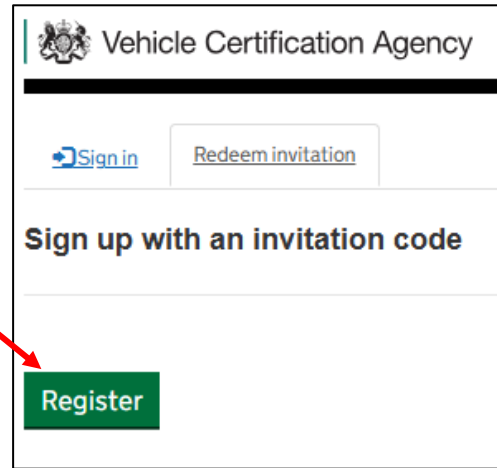
Copy and paste the **temporary password**

Click on the link



Click on **Register**

Enter your email and click on **Next**



Paste temporary password and click on **Sign in**





In the **Current password** field
paste temporary password

Enter your **New password and Confirm
password**
(this can be the same as your original
password for the portal)

Click on **Sign in**

Vehicle Certification Agency

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

[Sign in](#)

[Vehicle Certification Agency Terms of Use](#)

Vehicle Certification Agency

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

[No](#) [Yes](#)

[Vehicle Certification Agency Terms of Use](#)

Select an option as required

You have now completed set up for the VCA Europe Digital Portal

VCA Portal - Vehicle Certification Agency

<https://www.vehicle-certification-agency.gov.uk/vca-portal/>

On this page you can:

- Register your organisation for a portal account for the first time
- Login to the portal if you have an existing account to submit a new, or review the status of an existing application for GB Type Approval and Provisional GB Type Approval

You should only register for a portal account if:

- You would like to apply for GB Type Approval(s) and Provisional GB Type Approval(s)
(Please note that registration is required if you have not used our portal service previously)

[Portal Sign-in](#) [Portal Registration](#) [Portal Guidance](#)

Use portal sign-in to:

- Apply for a GB Type Approval(s) and Provisional GB Type Approval(s)
Applications for full GB Type Approval through the portal are only possible where you hold issued Test Reports from an EU Technical Services and require no VCA involvement in the generation of evidence. If you require VCA to undertake testing or inspections to create test reports towards a GB Type Approval, please continue applying to us through the application form as you have done previously.
- Review the status of your organisation's existing GB Type Approval and Provisional GB Type Approval application(s)

[Portal Sign-in](#)
Click here