



A Guide to using the VCA eCoC Portal

The VCA is delivering a new digital service to facilitate the submission, storage and presentation of eCoC data. UK eCoCs are based on the Initial Vehicle Information (IVI) 2.0 file developed for use in the EU eCoC system.

[More information on the EU eCoC system is available from EUCARIS.](#)

Creation of eCoC Files

The creation of eCoC (UK IVI) XML files is the responsibility of vehicle manufacturers or their authorised representatives. The VCA does not provide software for generating eCoC files, manufacturers may choose to use [the EU manual input tool](#) to generate an EU IVI XML file and then edit the output to reflect UK requirements.

Accessing the VCA eCoC Portal

You must have an account to submit eCoCs via the digital portal. If you are a primary contact for the VCA Type Approval portal, or you have been added as an additional user to the eCoC portal, you will not need to create a new account.

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Create an account

If you do not have an existing account follow the instructions below to register:

Access the eCoC portal via the link on the VCA website [Electronic Certificates of Conformity \(eCoCs\) - Vehicle Certification Agency](#)

Click on **Create an account**

Vehicle Certification Agency

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Welcome to the Vehicle Certification Agency e-CoC (Certificate of Conformity) portal

You must have an account to submit or view your Certificates of Conformity (CoC).

Sign in if:

- you have used this service before
- you already have an account for the Vehicle Certification Agency portal
- you have an invitation to join the service

Register if:

- you are a new user
- you have not used this service before

To create an account, you will need a valid email address.

[Sign in](#) [Create an account](#)

Register for an eCoC account

When to use this form

Use this form **only** if:

- your manufacturer is not yet set up on the electronic Certificate of Conformity (eCoC) portal
- you do not already have an eCoC account

! This registration will not give you access to other VCA portals (such as Type Approval), or an existing manufacturer account (contact your Primary User instead).

[Start now >](#)

Click on **Start now**

Enter your **First Name, Last Name, Email, and Manufacturer Name**

Register for an eCoC account

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 *

Last Name *

Email *

Manufacturer Name *

2bDCwKx

[Generate a new image](#)

[Play the audio code](#)

Enter the code from the image

[Submit](#)

Complete the **verification code**

Click on **submit**



You will see a confirmation of submission on screen

Request received

Your reference number is
REG-K3X9G

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 detailed instructions for your account set up.

If you have any enquiries about the process or progress of your account set up please email ecocdataenquiries@vca.gov.uk

Your request will be reviewed and when approved you will receive an email with the redemption link (see below)

Note: approval can take up to 5 business days

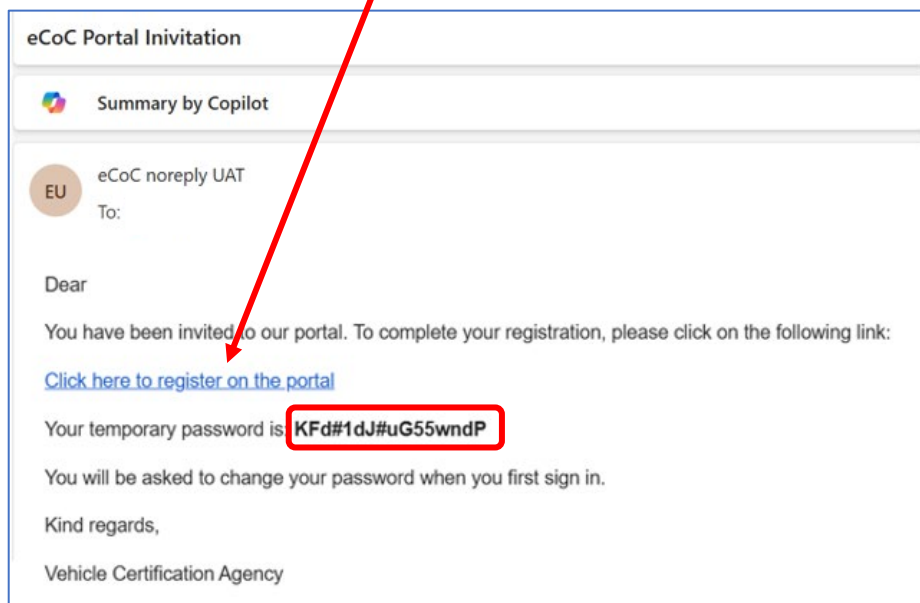
eCoC Portal Registration Email

You will receive an email with a registration link and temporary password.

Note: if you have already registered for the Type Approval portal you will only receive a require redemption link.

Follow the instructions below:

Copy and paste the temporary password then click on the link





Click on **Register**

Enter your email and
click on **Next**

Vehicle Certification Agency

Sign in

Sign in to access VCA extID

Email address

Next

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Redeem invitation

Sign up with an invitation code

To access the eCoC portal, you must have an invitation.

If you followed an invitation link, select **Register**.

If you came from the Type Approval portal, ask your manufacturer's **eCoC Primary User** to invite you. New manufacturers can submit a registration form.

Register

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

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Enter password

Password

[Forgot password?](#)

Sign in

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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

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

Enter your **New password** and **Confirm
password**

Click on **Sign in**



Select an option as required

You have now completed set up for
the eCoC Portal

 Vehicle Certification Agency

@vca.gov.uk


Stay signed in?

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

Don't show this again

No [Yes](#)

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Welcome to the Vehicle Certification Agency e-CoC portal

[Submissions](#) [Upload eCoC files](#) [Manage users](#)



Manage Users

The first person to request an eCoC Portal account is automatically set up as the Primary User. The Primary User can add and manage other users and assign them either Upload User or View User access.

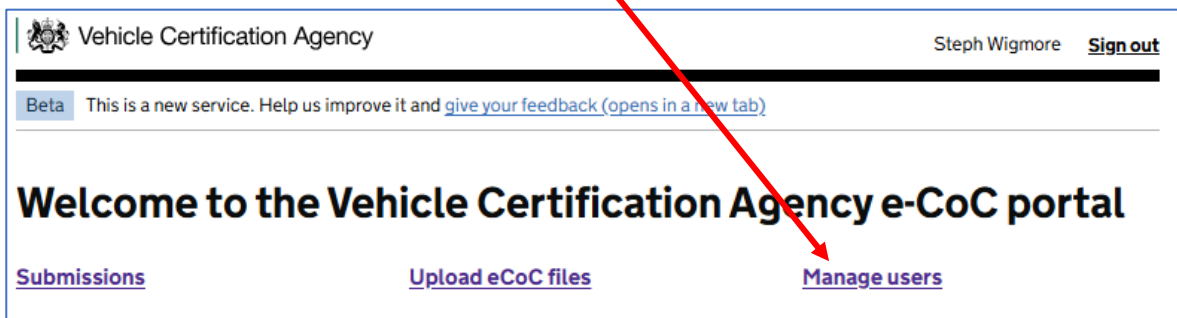
Roles and Responsibilities

Primary User	Full access to the portal: User Management Upload IVI Files View Submissions
Upload User	Upload IVI Files View Submissions
View User	View Submissions
Remove all roles and access	Access removed

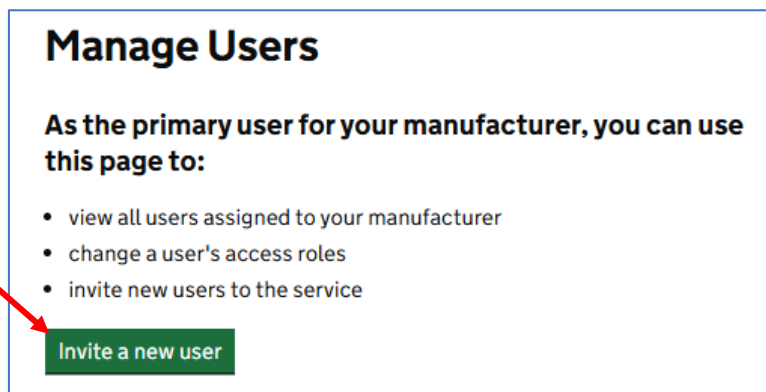
Add a new User

The primary user can add a new user to the portal account:

Click on **Manage users**



Click on **Invite a new user**





Enter the **Invitee email address**

Click on **Verify email address**

Invite new user

Step 1 - Email

Invitee E-mail *

Step 1 - Email

There is a problem
This email is already taken. To invite this person as a user, use a unique email address.

Invitee E-mail *
This email is already taken. To invite this person as a user, use a unique email address.

If the email already exists as a portal user, you will get an error.

Add First and Last Name and click on **Save and continue**

Step 2 - Details

Invitee First Name *

Invitee Last Name *

Account
VCA

Step 3 - Role

eCoC Web Role *

Select

Upload User

View User

Select a **Web Role**

Click on **Submit**



You will see confirmation of the invitation on screen

New user invitation request received

Your reference number is
INV-1048

What happens next:

- User invitation will be automatically processed.
- The user will receive an email notification to the supplied email address. This will provide detailed instructions for account set up.

[Back to manage users](#)

The new user will automatically be sent an invitation email and can redeem using the method above [eCoC Portal Registration Email](#)

Changing User Role

The primary user can change the role of users on the portal account:

Click on **Manage users**

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Welcome to the Vehicle Certification Agency e-CoC portal

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Name ↑	Email	Account Name	eCoC Web Role	Source	Created On	
Alex	ass@vca.gov.uk	VCA	Upload User	eCoC	28 May 2026 10:54AM	Edit roles

Click on **Edit roles**

Select the new on **Roles** from the dropdown list

Click on **Submit**

Account
VCA

User
Alex McGuinness

Role
Select a role for this user

Select

Remove all roles and access

Upload User

View User

Submit



Upload eCoC Files

UK eCoCs will be based on the Initial Vehicle Information (IVI) 2.0 file developed for use in the EU eCoC system. [More information on the EU eCoC system is available from EUCARIS.](#)

Click on **Upload eCoC files**

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Welcome to the Vehicle Certification Agency e-CoC portal

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Click on **Choose files** or **Drag and Drop** files

Upload XML files

Drag and drop files into the area below, or browse to select. Maximum 100 files, XML only, max 1MB each.

or drop files

No files selected

Verified XML Files will appear under **Files added**

File name	Status	Message	Actions
REVISED Bus_M3_Highfloor_IVI_2_0_GB1 v2.xml	Waiting	N/A	Remove file
REVISED Bus_M3_Highfloor_IVI_2_0_GB1.xml	Waiting	N/A	Remove file
REVISED Bus_M3_Lowfloor_IVI_2_0_GB1 v2.xml	Waiting	N/A	Remove file

Click on **Remove file** to prevent a file being processed



You must **tick** both declarations to be able to
Send files for processing

Confirm your declarations

You must agree to both statements before sending files for processing.

I confirm that the information provided is complete and accurate

I confirm that I have read and agreed to the [Terms and Conditions \(opens in a new tab\)](#) of the service

Send files for processing

Validation and duplication
errors will be immediately
detected, **and these files will
not be processed**

File name	Status	Message
XML incorrect content.xml	Failed	Invalid xml Unexpected root element 'root' in namespace ''. Expected 'InitialVehicleInformation' in namespace 'http://eu.ereg.initialvehicleinformation.v2'.
Manufacturer6-v1.xml	Failed	Duplicate submission A submission with the same VehicleIdentificationNumber, IviVersionNumber and ManufacturerStageNumber already exists.
Manufacturer8 v2.xml	Success	



Viewing Submissions

Use the submissions page to track the files you or members of your organisation have submitted.

Click on **Submissions**

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Welcome to the Vehicle Certification Agency e-CoC portal

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Each file upload will show the status while processing

Status of your files

- **Received:** we have the file and it is waiting to be processed.
- **Processing:** we are currently checking the file contents.
- **Succeeded:** file was submitted successfully and the records have been updated.
- **Failed:** there is a problem with the file and it has not been processed.

VIN Status Failed Apply

VIN	IVI	Type Approval	Account	Stage	Cat	Status	Created On ↓
STZ89JYT9TP782332	2	g11*2018/858*00083*17	VCA	1	N2	Succeeded	12 Jun 2026 2:01PM

Use the search box to find a submission by **VIN number** and click on **Apply**

Use the tick box to find all **failed** submission and click on **Apply**

VIN Status Failed Apply

VIN	IVI	Type Approval	Account	Stage	Cat	Status	Created On ↓
KALEA7AY6T2614441	8	g11*2018/858*00967*01	VCA	1	M1G	Failed	29 May 2026 1:01PM



VIN	Status
<input type="text" value="*P782332"/>	<input type="checkbox"/> Failed Apply

VIN	IVI	Type Approval	Account	Stage	Cat	Status	Created On ↓
STZ89JYT9TP782332	2	g11*2018/858*00083*17	VCA	1	N2	Succeeded	12 Jun 2026

Click on the **VIN** to see the submission details

VIN	Status
<input type="text"/>	<input checked="" type="checkbox"/> Failed Apply

VIN	IVI	Type Approval	Account	Stage	Cat	Status	Created On ↓
KALEA7AY6T2614441	8	g11*2018/858*00967*01	VCA	1	M1G	Failed	29 May 2026 1:01PM

Submission detail

Vehicle Identification Number STZ89JYT9TP782332

IVI Version Number 2

Type Approval Number g11*2018/858*00083*17

Manufacturer Stage Number 1

Vehicle Category N2

Status Succeeded

Created On 12 Jun 2026 2:01PM

Uploaded By Toby Best

[Return to homepage](#)

Submission detail

File processing failed

A server error has occurred when processing this file, please attempt to upload again later.
If you continue experiencing issues please contact ecocdataenquiries@vca.gov.uk.

Vehicle Identification Number KALEA7AY6T2614441

IVI Version Number 8

Type Approval Number g11*2018/858*00967*01

Manufacturer Stage Number 1

Vehicle Category M1G

Status Failed

Created On 29 May 2026 1:01PM

Uploaded By Toby Best

[Return to homepage](#)

For failed processing please **retry upload** before contacting ecocdataenquiries@vca.gov.uk



Vehicle
Certification
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Seeking Assistance

Please contact us with any queries on ecocdataenquiries@vca.gov.uk

To submit feedback regarding the eCoC Portal
please click on the **link** at the top of the portal pages

