



Create an eCoC Portal Account - Quick Guide

eCoC Portal Account Request

If there is an existing eCoC portal account for your organisation, you can ask a **Primary User** to add you. If not, follow the instructions below to create an account:

Access the eCoC Portal from the VCA website

Click on **Create an account**

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.

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).

Click on **Start now**

Register for an e

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

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

Complete the verification **code**
And click on **submit**



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 ecodataenquiries@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

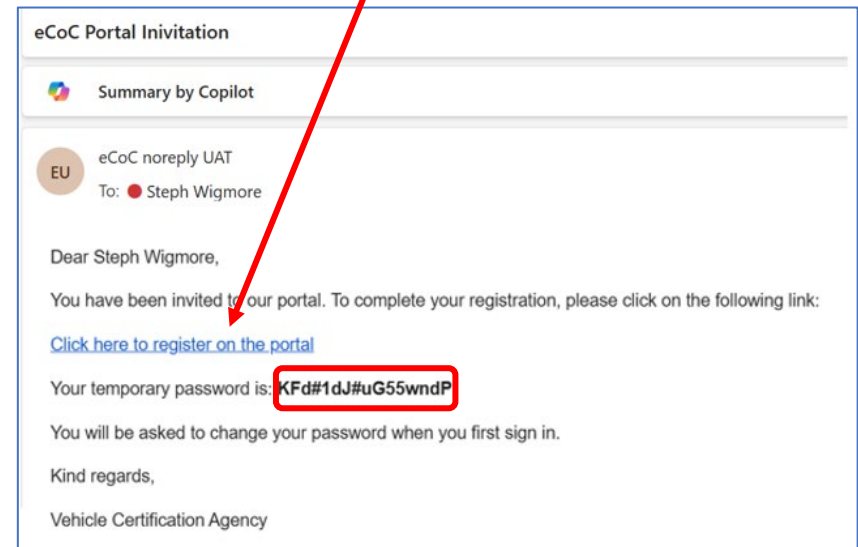
eCoC Portal Registration email

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

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

Vehicle Certification Agency

Sign in

Sign in to access VCA extID

Email address

Next

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←

Enter password

Password

[Forgot password?](#)

Sign in

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

Enter your **New password** and
Confirm password

Click on **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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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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Select an option as required

You have now completed set up for the eCoC Portal