

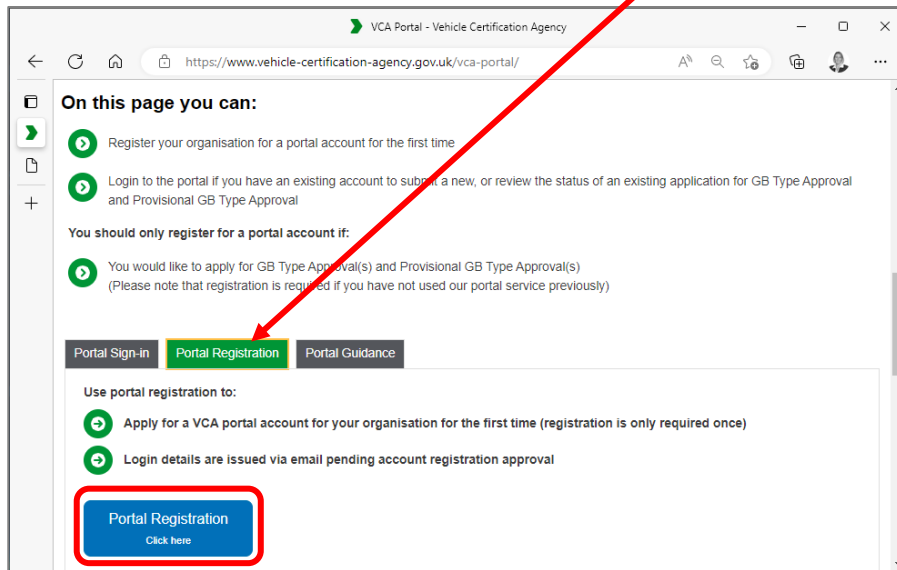


## Applying for a VCA Portal Account

All those requiring services from The VCA should first register for a portal account. Once the registration is submitted The VCA 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.

Follow the steps below through the registration process:

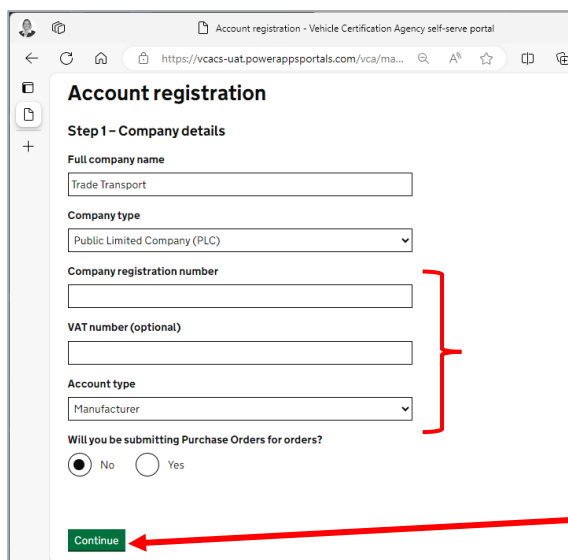
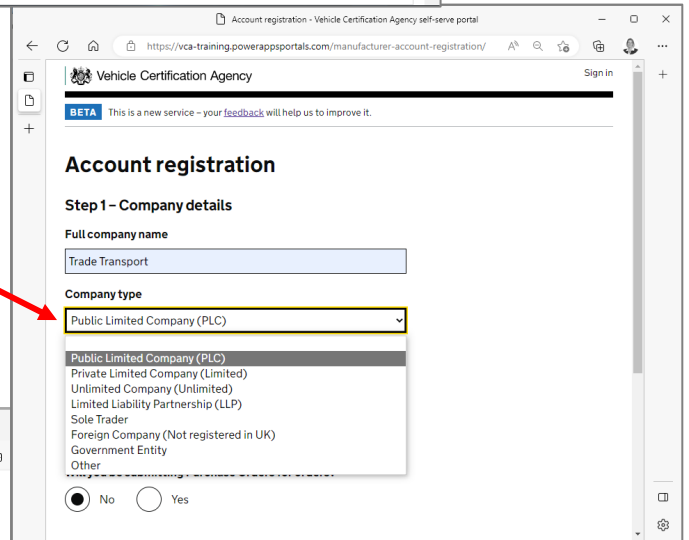
From the Vehicle Certification Agency webpage select **'Portal Registration'** and click on the button to start



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**

Select the **Account type** (Manufacturer or Technical Service)

Complete all fields and select **'Continue'**



Select invoicing **currency/currencies**

**Note:** selecting multiple currencies will create additional invoicing accounts for selection

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

Complete all fields and select **'Continue'**

**Step 2 - Work details**

Select the local currencies VCA will invoice you in  
Select all that apply.

- Dollars (Australian)
- Renminbi (also known as Chinese Yuan)
- Rupee (Indian)
- Yen (Japan)
- Dollars (US)
- Real (Brazilian)
- Great British Pounds (Mandatory for GB Provisional applications only)
- Euros

Select which VCA office to process your application(s)

**!** VCA reserve the right to change the VCA office later in the application stage.

UK - HQ

**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

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

Click on **'Continue'**

**Postcode or zip code (optional)**  
BS5 7YT

**Country**  
United Kingdom

**Telephone number**  
098758097

**Email address**  
keithsmith1910@gmail.com

**Confirm email address**  
keithsmith1910@gmail.com

**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 Steph Wigmore | Sign out

**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](mailto:vcaportalsupport@vca.gov.uk).

[Return to homepage](#)

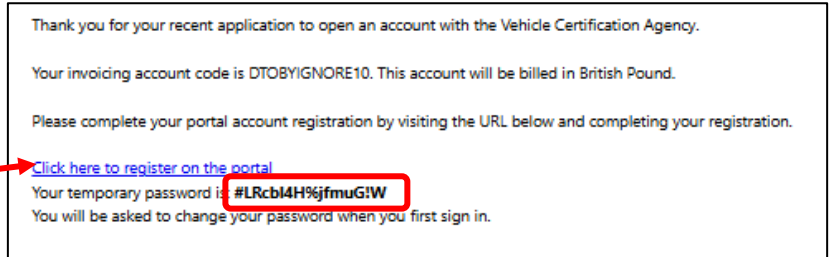


## Creating your VCA Portal login

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

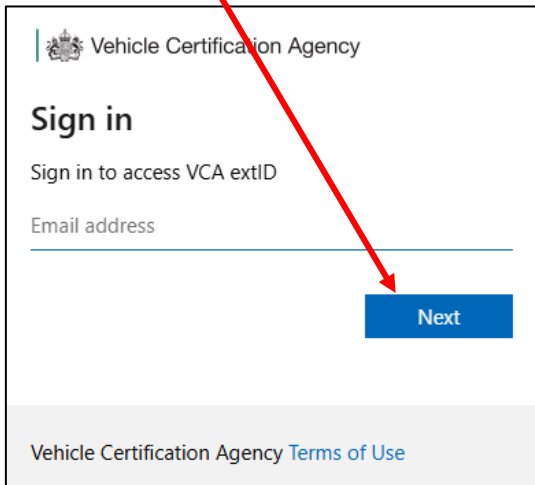
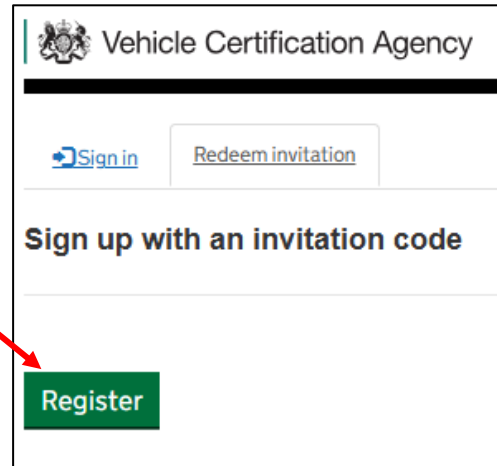
Copy and paste the **temporary password**

Click on the link

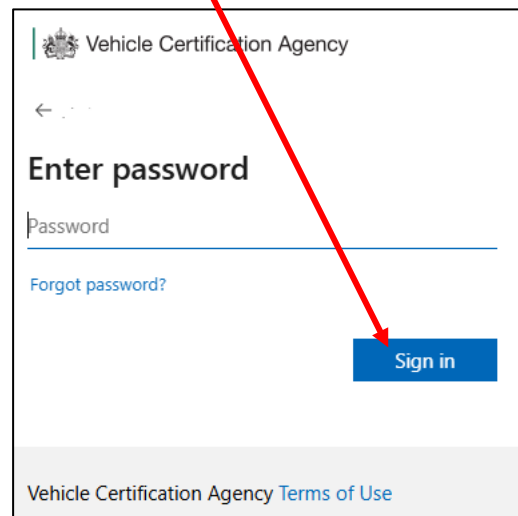


Click on **Register**

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 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