

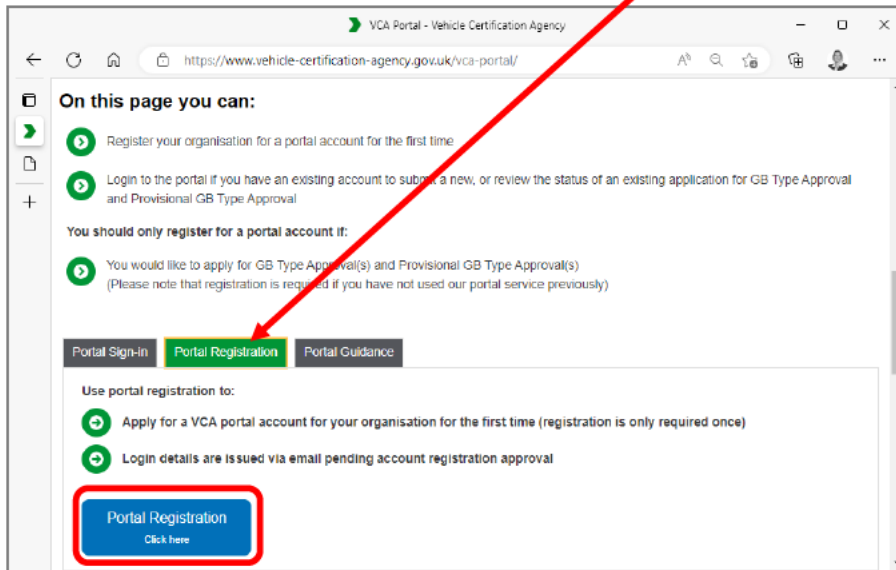


Applying for a VCA Portal Account

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:

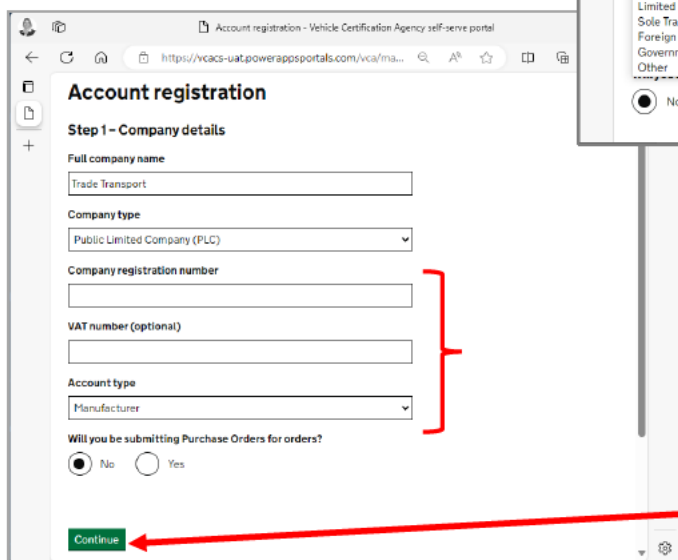
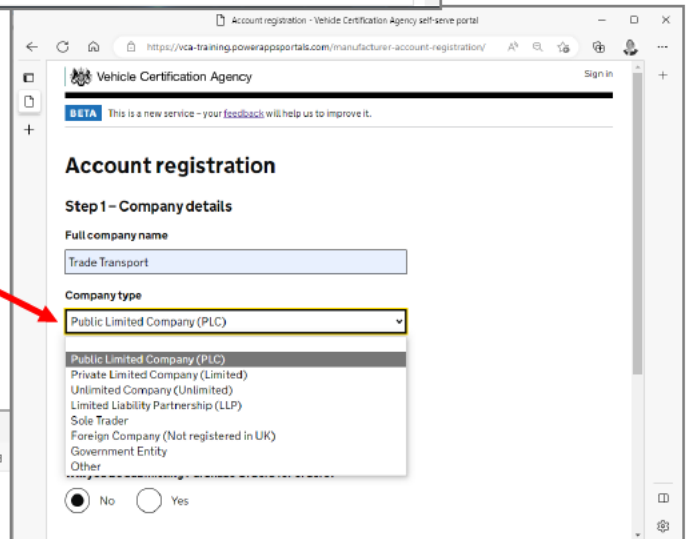
From the Vehicle Certification Agency webpage select **'Portal Registration'** and click on the button to start



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



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.

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

Send invoices to the primary contact

First name (optional)

Last name

Submit account registration

Click on **'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 Williams | 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 ycaportalsupport@vca.gov.uk.

[Return to homepage](#)

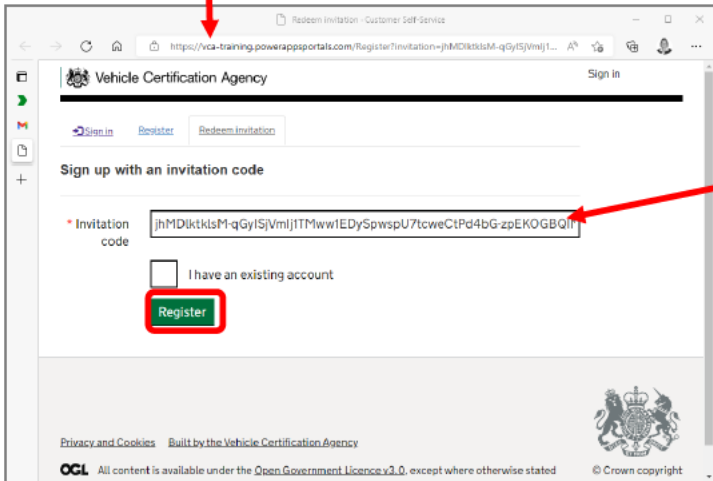
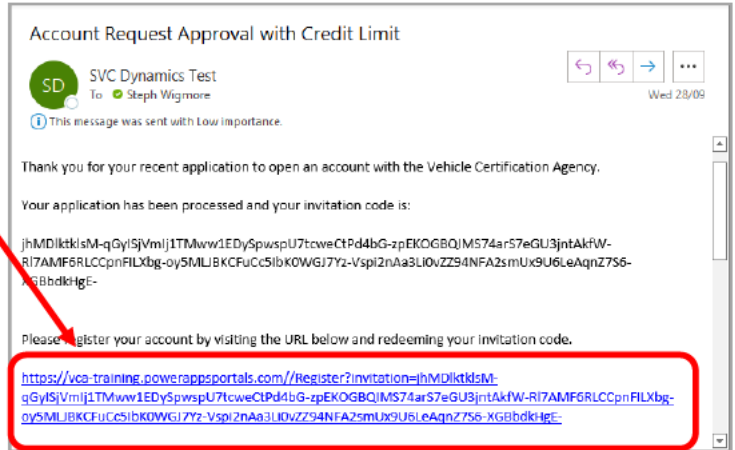


Creating your VCA Portal login

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:

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

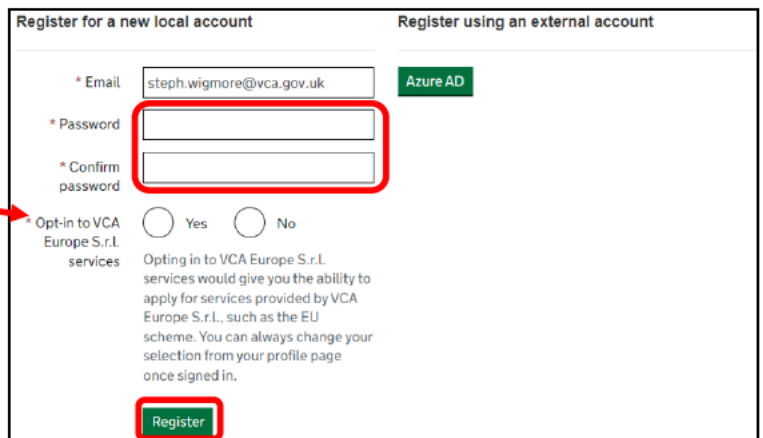
Ensure you are using the same email address you used for the account registration

Enter a new password **twice**

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

Note: you will need an approved invoicing account with VCA Europe S.r.l. to use these services

Click on **'Register'**





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

The screenshot shows the VCA Portal website interface. At the top, there is a navigation bar with three tabs: "Portal Sign-in" (highlighted in green), "Portal Registration", and "Portal Guidance". Below the navigation bar, the page content is organized into sections:

- 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)
- 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)

At the bottom of the page, there is a blue button labeled "Portal Sign-in" with the text "Click here" below it. This button is highlighted with a red rectangular border.