

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

All those requiring Type Approval from The VCA Europe S.r.l. should first register for a portal account. Once the registration is submitted, 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 5 days.

To register:

	Nehicle 🎊	e Certification Agene	су		1	Search this site	Q What	kind of vehicle? -
	Type Approval	Conformity of Production (CoP)	Connected and Automated Vehicles	Other Certification	Dangerous Goods	Fuel Consumption and CO ₂	Vehicle Importing	VCA Europe S.r.I.
Welco	me to th	ne VCA Porta	al 🚽					
			VCA Europe S.r.I. Portal					
			Type Approval enquiries and must now be made through	d applications for a our self-service po	ll schemes rtal.			

From the Vehicle Certification Agency Europe webpage select Portal Registration and click on the button to start:





STEP 1

The Account Registration form will open in a new browser window. Complete the required fields.

Select the Company type from the dropdown options.

Nehicle Certification Agency Europe
BETA This is a new service - your <u>feedback</u> will help us to improve it.
Account registration
Step 1 – Company details
Full company name
Company type
<u>`</u>
Italian customer
EU customer Extra EU customer (including Switzerland and UK)

Wehicle Certification Agency Europe
BETA This is a new service – your <u>feedback</u> will help us to improve it.
Account registration
Step 1 - Company details
Full company name
Trade Transport
Company type
EU customer 🗸
Company registration number
VAT number
Will you be submitting Purchase Orders for orders?
No Ves
Continue

Company registration number (or Unique company identifier) and VAT number will be mandatory dependant on the Company type.

If selecting Italian customer as Company type, SDI and PEC will be two other mandatory fields.

Flag Purchase Orders YES or NO.

If selecting YES, this means that the customer would like VCA Europe to indicate your Purchase Order Number on VCAE invoices.

Complete all the fields and select Continue.

	Wehicle Certification Agency Europe
STEP 2	BETA This is a new service - your <u>feedback</u> will help us to improve it.
Select Invoicing currency.	< Back
Select your preferred processing office from the	Account registration
dropdown list.	Step 2 - Work details
Complete all fields and select Continue.	Select the local currency VCA Europe S.r.l. will invoice you in Renminbi (also known as Chinese Yuan) Euros
Step 2 - Work details Select the local currency VCA Europe S.r.I. will involce you in Renminbi (also known as Chinese Yuan) Euros Select VCA Australia VCA China VCA China VCA China VCA Lorope S.r.I VCA Korea VCA Korea VCA South America VCA South America VCA United Kingdom - Pristol VCA United Kingdom - Midlands	Great British Pounds Yen (Japan) Dollars (US) Select which VCA Europe S.r.l. office to process your application(s) VCA Europe S.r.l. reserve the right to change the VCA Europe S.r.l. office later in the application stage. Select Continue

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Step 3 - Primary contact details

Select address

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

<u>STEP 3</u>

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 Primary Contact.

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

<u>Note</u>: this is the email address that must be used to sign-in to the portal.

Complete all fields and select Continue.

Eastgate Road Bristol BS5 6XX - 27 Addresses

Country	
country	
example	
Telephone number	
example	
Email address	
example	
Confirm email address	
example	



STEP 4

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

Click on Submit account registration.

A **REQUEST RECEIVED** message will appear on screen. Your request will now be checked and approved.

Please wait for the confirmation email (No Reply mail) to create your portal login.

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 <u>vcaportalsupport@vca.gov.uk</u>.

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:

	Account Request Approval with Credit Limit	🙂 🕤 Reply	≪ Reply All	→ Forward	0	
From the email click on the Invitation Link.	Dear CUSTOMER'S NAME , Thank you for your recent application to open an account with the VCA Euro Your invoicing account code is CUSTOMER'S ACCOUNT CODE . This accoun Please complete your portal account registration by visiting the URL below a	pe S.r.l. will be billed in nd redeeming y	CUSTOMER'S C	Thu 1 CURRENCY. de.	8/07/202	4 11:35
If the invitation code does not appear as a link, copy, and paste the whole address into the web browser address bar.	https://selfservice.vehicle-certification-agency.gov.uk/register/?returnu 2f&b=1&invitation=YpOfV/pwKSqaf3QXaBtPcYtEinvnhPMybzYm9pYX k7y0i2tMxTFBPQknh0b-0ytqK0p2EaNis0quBGp5k24c3toiYKvi-uonzpK	rl=% ATi6fOAaxZyni anUBqOqqwue Point – Polo p Tecnologica Via Pasubio, 5 24044 Dalmini Italy	Armju3MdlZfG os8ChJjnBvUgj r.I. rTInovazione (BG)	<u>0RCSU6gMT(</u> <u>r-9ji1Po-</u>	gv7r0Y	2

Kehicle Cer	tification Agency Europe	Sign in
Sign in Redee	n invitation	
Sign up with an	invitation code	
* Invitation code	WbPloagkqhll2UzCS-q4wT7dFgTZrdx52gexZD-pJRs26UDVaWU3VTG5wqBdUg4mbbfzt	oOqjDI
	I have an existing account	
	Register	

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 process. Enter a new password twice.

Select if you would like 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 Register.

Kenicle Cer	rtification Agency Europe		Sig
Sign in Redee	minvitation		
edeeming code: WbP1 DziKI1mwVV8yMobz2	osgkqhll2UzCS-q4wT7dFgTZrdx52gexZDpJRs2 /Zk9j8DWimXBzbbuVbnH-lWgFHXC6qjUlo2D3t3q	%UDVaWU3VTG5wqBdUg4mbbfzbOqjDlglHnf-O9jYpw5i- I1YjgFv4ikaOAvBL57cqvG74-	
Register for a ne	ew local account	Register using an external account	
* Email	james.mcelroy@vca.gov.uk	Azure AD	
* Password			
* Confirm password			
* Opt-in to VCA Europe S.r.l. services	Opting in to VCA Europe 5 r.l. services would give you the ability to apply for services provided by VCA Europe 5.r.L. such as the EU scheme. You can always change your selection from your profile page once signed in.		
	Register		



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

