#### SETTING UP AN APPRENTICESHIP SERVICE ACCOUNT

COV.UK

Manage apprenticeships

### Create an account to manage apprenticeships

You need to create or <u>sign in</u> to an apprenticeship account, then you'll be able to get funding to pay for apprenticeship training and assessment costs.

You'll use your account to:

- get apprenticeship funding
- find and save apprenticeships
- find, save and manage training providers
- recruit apprentices
- add and manage apprenticeships

#### Create account >

#### Create account

- add and manage apprendiceship
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#### ✓ Click on 'Create Account'

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 Enter your details and email address

✓ Create a password

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Manage apprenticeships

### Set up as a user

If you already have an account sign in

First name

Last name		

#### Email:

We'll send you an email confirm your identity.

Create new password

We'll send you an email confirm your identity.

https://accounts.manage-apprenticeships.service.gov.uk/service/index

#### We've sent you an email

To confirm your identity, we've sent a code to annabel.smith@accountancy.co.uk

### **Confirm your identity**

<u> </u>	
Continue	
Not received an email?	
You can request another email	
Not received an email?	

- If your wage bill is less than
  £3million per year, the easiest
  way is to choose :
- 'Use accounts office reference number'

- You will be sent an email with a confirmation code
- Enter this code in the box and click 'continue'

# Add a PAYE Scheme

We need you to add the PAYE scheme for your organisation.

You can do this by using either of the following:

- the Government Gateway login for your organisation
- your accounts office reference number for your organisation
- Eind your Government Gateway details
- Eind your accounts office and PAYE scheme reference numbers

You can add a PAYE scheme later if you need more time, we can still create your account for you.

Use Government Gateway log in

Use accounts office reference number and employer PAYE scheme reference. You should only use this if your payroll for your organisation is under £3 million.

#### No, I'll do this later

Before you continue, you must make sure you have authority to add PAYE schemes to the account for this organisation

# Enter your PAYE scheme details

Enter your accounts office reference number and employer PAYE scheme reference. These details will be checked against the Pensions Regulator.

#### Accounts office reference number

For example, 123PA12345678

#### Employer PAYE scheme reference

For example, 123/AB12345

Continue

Skip this step for now

#### Continue

Skip this step for now

- Once you have entered your details, the system will do a background check to find your organisation details against the reference numbers provided
- ✓ If you need to change the details, you will be able to do so by searching for the correct details through the service
- If you feel the details are still incorrect, you will need to check your record with which your organisation was first registered, e.g. Companies House

- You will need to enter the office reference alongside your PAYE scheme reference number
- Doing so will confirm you are a non-levy paying employer
- ✓ (wage bill less that £3m per year)

# **Check your details**

ACCOUNTANT LIMITED	Change
9 High Street Coventry West Midlands CV1 2WT	
05072050	
001/AC00696	Chappe
	ACCOUNTANT LIMITED 9 High Street Coventry West Midlands CV1 2WT 05072050 001/AC00695

These details are correct

# When do you want to view the employer agreement?

This agreement is between ACCOUNTANCY LIMITED and the Education and Skills Funding Agency (ESFA).



#### I'll view it now

#### I'll view it later, after I've created an account

You can skip the agreement and view it when ACCOUNTANCY LIMITED is ready to get or reserve apprenticeship funding.

- Continue
- Continue

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- Please read and if you are happy with the Employer Agreement, please accept and you will be taken to the Home Screen
- ✓ Your account is now set up

- Once you confirm the organisation details are correct, you will be asked to view the Employer Agreement
- You will need to view and accept this to have access to all functionalities of the website

#### Download the agreement (PDF, 304KB)

The agreement is legally binding. If ACCOUNTANCY LIMITED breaks it, we could close their account and stop them running apprenticeships.

# Do you accept the agreement?

By accepting, you confirm that ACCOUNTANCY LIMITED agrees to the terms and conditions and is entering into a legally binding agreement with ESFA.

## Yes. I accept the agreement

Not yet, I'll finish creating an account first

#### Continue