

How to create an Apprenticeship Service Account

1. Before setting up your apprenticeship service account. You will need:

- An email address you have access to
- The Government Gateway login for your organisation (or you can use the accounts office reference number and employer PAYE scheme reference number)
- Authority to add PAYE schemes to the account
- Authority to accept the employer agreement on behalf of your organisation (The employer agreement is to confirm that you are happy with the terms and conditions of the traineeship/apprenticeship).

Top tip – if you do not have a PAYE reference number you will need to apply for one. This can take 5-10 working days, and HMRC may need to send you an activation code for your online account with them through the post. This is needed before you attempt the below process.

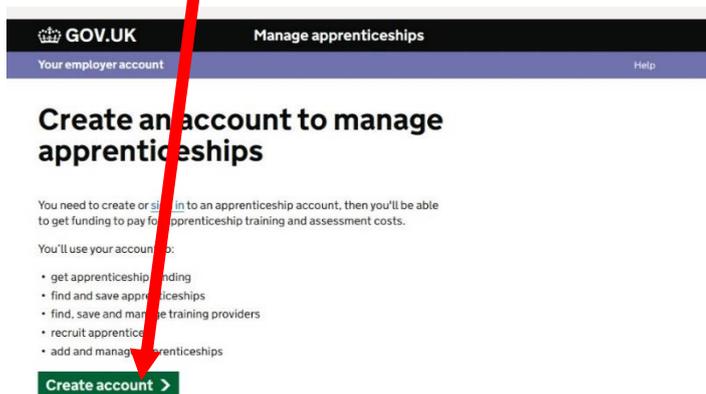
Please note, your apprentice is not live and the incentive money from the government cannot be secured, until this below process is complete.

If you are experiencing issues with logging the PAYE details – you **must** be entering in the **identical name and email address** as the person who set it up initially, e.g. if it was your accountant that set it up with **their** name and you are using your name, despite it being your PAYE it will not work.

2. Once you have the above, you can now click onto this website link to register for an Apprenticeship Service Account <https://accounts.manage-apprenticeships.service.gov.uk/service/index>

Top tip – do not use Google Chrome to access this link above as it doesn't support the site well. Employers have had success doing it on their mobile phones, just ensure you have this guide to hand as there are codes further down that you will need.

3. Click “Create Account”



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Your employer account Help

Create an account to manage apprenticeships

You need to create or sign in 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 >](#)

4. Complete the following fields as requested with your information and then click “Set me up”



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Set up as a user

If you already have an account [sign in](#)

First name

Last name

Email
We'll send you an email to confirm your identity.

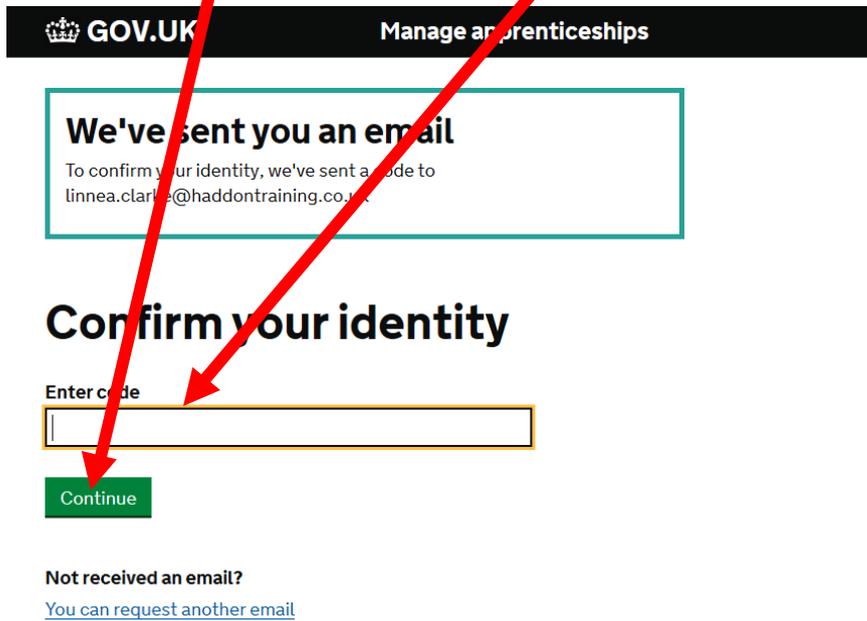
Create new password
Password requires upper and lower case letters, a number, a special character and 8 characters.

Confirm password

By continuing you accept the [terms and conditions](#).

[Set me up](#)

5. You should now have just received an email (Check your Junk mail if not arrived in your inbox). You will need the **verification code within this email**. Enter your verification code into the box called **“Enter Code”** and then click **“Continue”**



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We've sent you an email
To confirm your identity, we've sent a code to linnea.clarke@haddontraining.co.uk

Confirm your identity

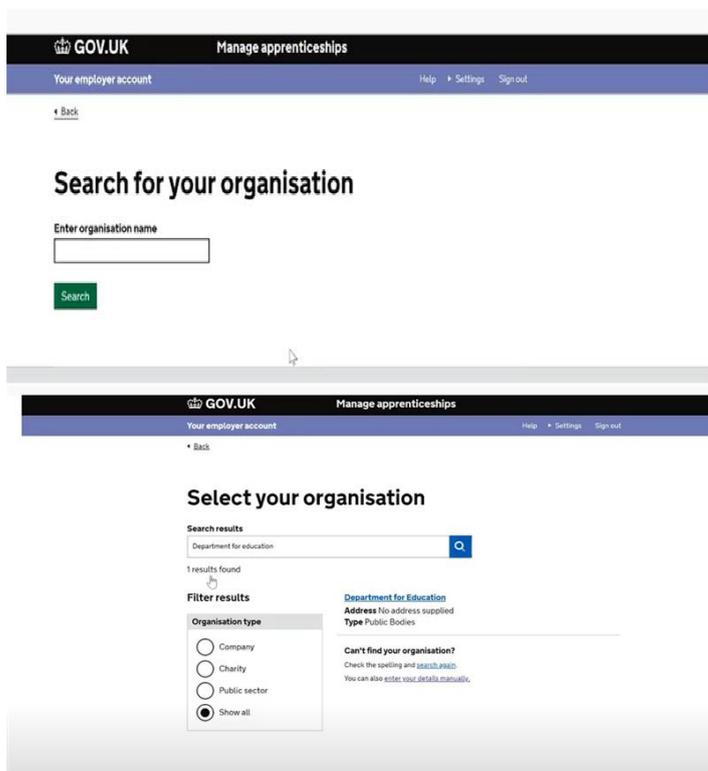
Enter code

Continue

Not received an email?
[You can request another email](#)

6. Enter your Organisation Name click **“Continue”**, and then **enter your Organisation Postcode** click **“Continue”**, and then find your **Organisation details**.

Top tip - Ensure the name of the organisation is the business name for where the apprentice is/will be working, the team at Haddon Training can then match the apprentice with the correct business.



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Your employer account Help Settings Sign out

Back

Search for your organisation

Enter organisation name

Search

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Your employer account Help Settings Sign out

Back

Select your organisation

Search results
Department for education

1 results found

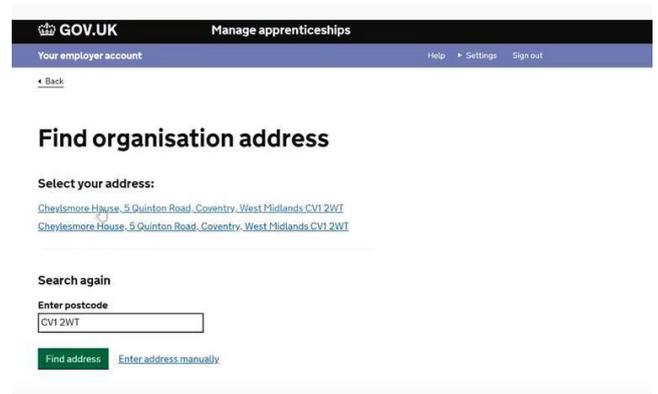
Filter results

Department for Education
Address No address supplied
Type Public Bodies

Can't find your organisation?
Check the spelling and [use a postcode](#).
You can also [enter your details manually](#).

Organisation type

- Company
- Charity
- Public sector
- Show all



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Your employer account Help Settings Sign out

Back

Find organisation address

Select your address:

[Chevismore House, 5 Quinton Road, Coventry, West Midlands CV1 2WT](#)
[Chevismore House, 5 Quinton Road, Coventry, West Midlands CV1 2WT](#)

Search again

Enter postcode
CV1 2WT

Find address Enter address manually

7. You now need to click one of the following options:

- Use Government Gateway Log in
- Use Accounts office reference number

Or

- No I will do this later

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

[Find your Government Gateway details](#)

[Find 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

Continue

Top Tip – if you select 'No I will do this later' it may take you back a few steps and not let you continue, if it does this, you will need to try the second option 'Use accounts office reference number and employer PAYE scheme reference' this seems to work better.

7. If you clicked “Government Gateway Login”, you now need to click “Continue”

Using your Government Gateway details

You'll now be taken to the HMRC Government Gateway site where you'll be asked to sign in using your Government Gateway credentials.

When you sign in to your Government Gateway account you'll be asked to 'grant authority' to allow your tax details to be used.

Continue [Skip this step for now](#)

8. Enter your Government Gateway account login details, and click “Sign in”

Sign in using Government Gateway

English | [Cymraeg](#)

Government Gateway user ID
This could be up to 12 characters.

Password

Sign in

[Create sign in details](#)

Problems signing in

[I have forgotten my password](#)

[I have forgotten my Government Gateway user ID](#)

[I have forgotten my Government Gateway user ID and password](#)

[Get help with this page](#)

9. If you chose to provide Accounts Office reference number and Employer PAYE Scheme reference, then the webpage should have taken you to this option. Enter your PAYE scheme details and click “Continue”

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

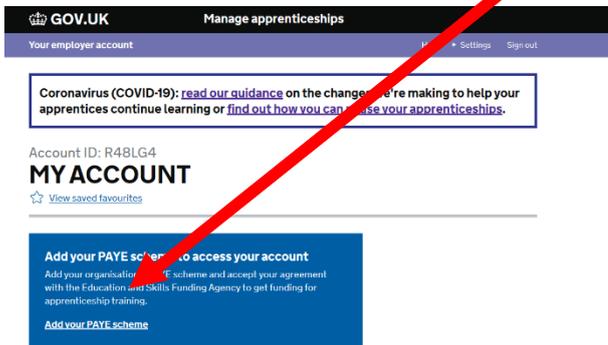
Employer PAYE scheme reference

For example, 123/AB12345

Continue

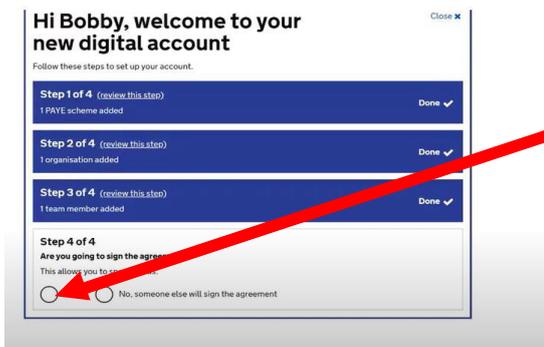
[Skip this step for now](#)

10. You should now have created your account and the webpage will take you through to your **“My Account” page**. If you haven’t already added **your PAYE scheme**, **you can do so here** now once you have the details so that you can proceed further.



Please note you can add more PAYE schemes, organisations, or people to manage the account if you wish to do so.

11. Now you will be asked if you are going to sign the **Employer Agreement**, please select **“Yes”** as we need this in order to progress with your Apprentices’ Enrolment.



12. Once your Employer Agreement has been signed, you need to then add an Apprentice onto your account. **Follow the steps below on how to proceed with this.**

13. Click on the **“Apprentices” tab** and select **“Add an Apprentice”**.

14. Now you will be asked to enter a Training Providers UKPRN. **You need to enter Haddon Training’s UKPRN: 10002841**

15. You will be asked what course your Apprentice is doing and there is a drop down box to select from. You must select a course in order to progress so please select the relevant course for your apprentice.

Top tip - if you are not 100% sure on the exact programme, Haddon Training staff can edit this. If it is an equine apprenticeship, you need to type in ‘Equine’ not ‘Horse’ and the two options for level 2 or level 3 equine apprenticeship standards will appear.

16. Once you have done this, you will be given 2 options. **You need to select that you as the Employer will add the apprentice’s details yourself (NOT the Training Provider)**

17. Select **“I will add apprentices”**. This will then create a cohort. **Select Add an Apprentice and add their details.**

Top tip - Add as many of the personal details as you can, if you cannot populate any of the information such as price, or ULN, put any figures or letters in the boxes and it can be amended. Please ensure you add the apprentice’s full name as a minimum.

18. Once you have added all of the apprentice's details, then click **"Add"** at the bottom of the screen. If you have more apprentices to add, then click to **"add an apprentice"** again and repeat the steps above.

19. If you have added all of your apprentices and are happy with the details, select **"Save and Continue"**, then **"Save and send to Training Provider"**.

20. Once Haddon Training has edited any details accordingly and approved the cohort, this will then bounce back to you to approve. **You must approve this as soon as you possibly can, as we cannot officially start the apprenticeship without this.**

Top tip – please check your emails, as you should receive an email notification asking you to approve the apprentice cohort.

If you have any issues at all with the account set up, or linking Haddon Training as the Training Provider, then please either call us on 01672 519977 or the National Apprenticeship Service on 08000 150 600.