

How to register your smaller business to the apprenticeship service



Setting up your smaller business to the apprenticeship service will let you;

- Manage your apprenticeship service funds
- Pay your training provider
- Receive apprenticeship levy transfer funds from a large organisation

Use this step by step guide to register your business or click this [link](#) to watch a How To Register video



Step 1:

To get started, click on this [link](#) to take you to the apprenticeship service registration page

It is important that you read the guidance given before registering your account.

To register

Go to manage apprenticeships

Link on GOV.UK

Search for "Register and use the apprenticeship service"



Manage apprenticeships

This service is for organisations that want to take on apprentices.

Use this service to:

- set up and manage apprenticeship training
- pay for apprenticeship training

[Start](#)

Before you start

- Find out more about [employing apprentices](#)
- Find out [how you can use](#) if your apprenticeship account
- Find out about the [apprenticeship levy](#)

Step 2:

Select start.

Step 3:

Select No and Continue:

Manage apprenticeships

Have you used this service before?

- Yes, I've used this service before
- No, this is my first time

[Continue](#)

What you'll need

To set up an account you'll need:

- at least one PAYE scheme
- the Government Gateway login details for your PAYE scheme(s) - ask your payroll department if you don't have access to this information

[Can't find your Government Gateway details?](#)

Do you have everything you need?

- Yes, I have everything I need
- No, I don't have everything I need

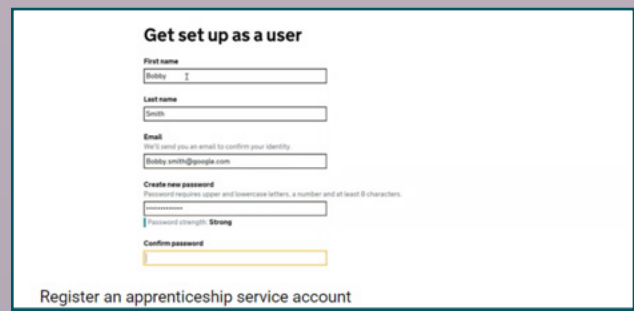
[Continue](#)

Step 4:

You will need to have your organisations government gateway ID and password. Click [here](#) for How to get a government gateway.

Step 5:

Enter your details on screen and set up a password.



Get set up as a user

First name
Bobby

Last name
Smith

Email
We'll send you an email to confirm your identity.
Bobby.smith@people.com

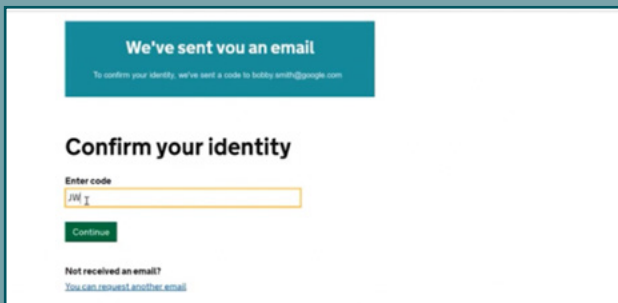
Create new password
Password requires upper and lowercase letters, a number and at least 8 characters.
Password strength: Strong

Confirm password

Register an apprenticeship service account

Step 6:

You will then be sent an email to your user email address with a verification code – please enter this on following screen.



We've sent you an email
To confirm your identity, we've sent a code to bobby.smith@people.com

Confirm your identity

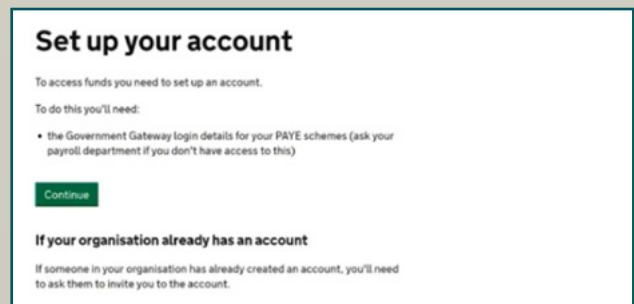
Enter code
2345

Continue

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

Step 7:

Once you have entered verification code please click continue.



Set up your account

To access funds you need to set up an account.

To do this you'll need:

- the Government Gateway login details for your PAYE schemes (ask your payroll department if you don't have access to this)

Continue

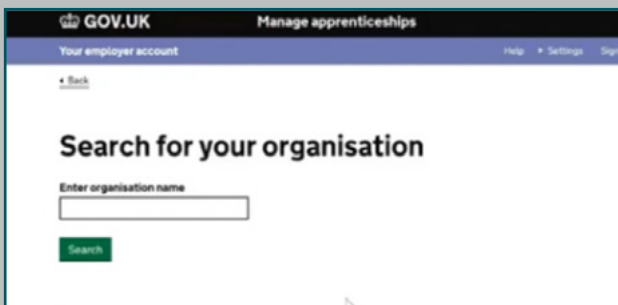
If your organisation already has an account

If someone in your organisation has already created an account, you'll need to ask them to invite you to the account.

Step 8:

Next you will be asked to register your organisation, these details must match your details on any contracts with training providers.

NOTE - Please ensure your company name appears on the home screen. If it says 'My Account' amend it by clicking 'Settings' on the top right hand of the home page and click 'Change my account name'.



GOV.UK Manage apprenticeships

Your employer account Help Settings Sign in

Back

Search for your organisation

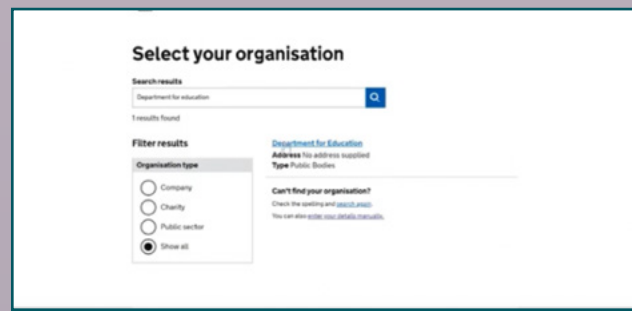
Enter organisation name

Search

Step 9:

Enter your companies' house number, charity number or company name and select your organisation

If your company name doesn't appear you are able to search manually. Once found, click on company name and confirm details.



Allowing your tax details to be used

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

If you pay the apprenticeship levy, this means you allow HMRC to send the Education and Skills Funding Agency details of the levy that you've paid, so that the correct apprenticeship funds can be seen in your account.

By continuing you agree to the following:

I have authority to add PAYE schemes to this account.

I understand that all account users will be able to see funds from any PAYE schemes I add.

PS only add PAYE schemes that are used by my organisation or used by a [partner organisation](#)

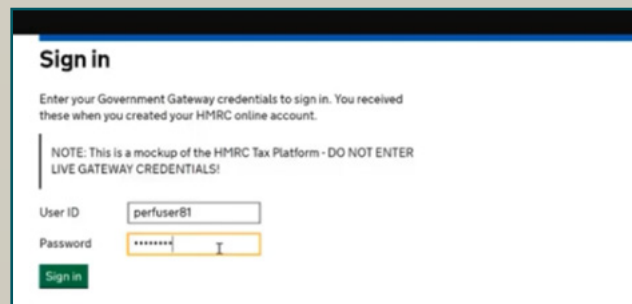
[Agree and continue](#)

Step 10:

You will then be asked to enter a PAYE scheme. By agreeing, you are granting authority for the Education and Skills Funding Agency to use your tax details.

Step 11:

Enter your Government Gateway login details which will pull through your PAYE scheme details.



GOV.UK

Manage apprenticeships

Your employer account

Help Settings Sign in

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Search for your organisation

Enter organisation name

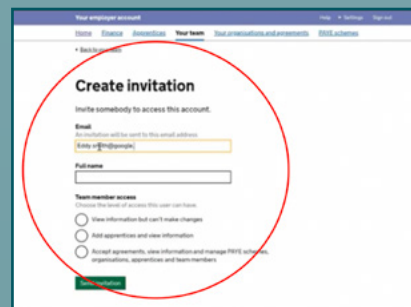
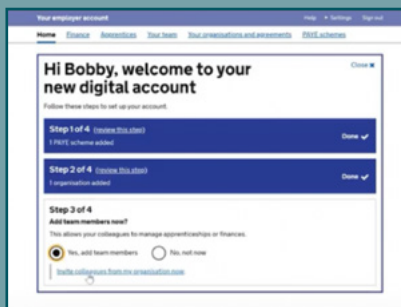
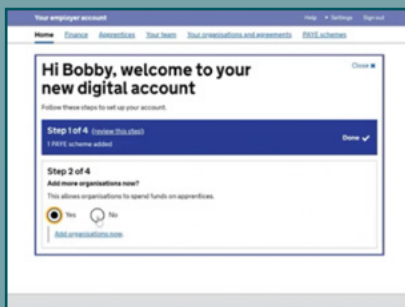
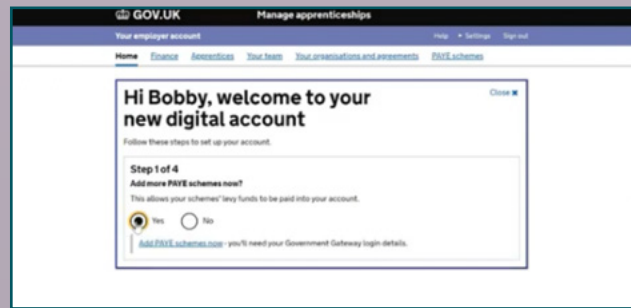
Search

Step 12:

Check details are correct and continue.

Step 13:

Once you have set up your account you can then add more PAYE schemes if required (This is usually a PLC or group of connected companies that may need to add more PAYE schemes).



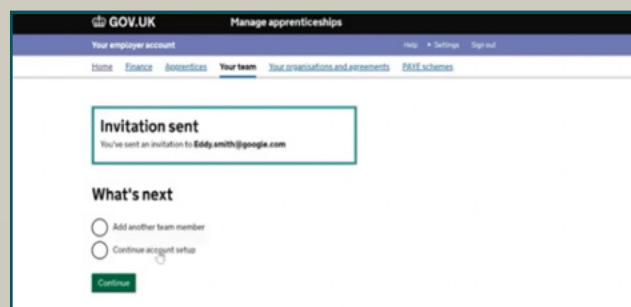
Step 14:

You will now be prompted to add any additional users or organisations – this prompt can be closed and users added manually later.

Top tip: always have a second user where possible in case the main user is not available.

Step 15:

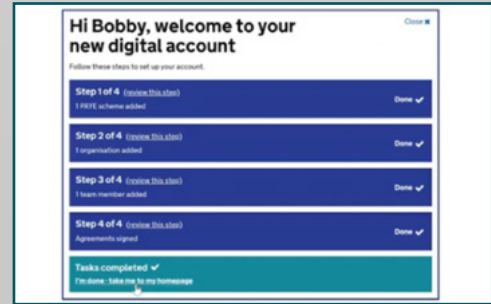
Your second user will receive an invitation.



Step 16:

Finally, you will be asked if you would like to sign the Employer Apprenticeship Agreement* with the Education Skills Funding Agency. If you are not authorised by the company to sign official documents then this can be actioned at a later date, however, it must be done before any transfer payments can be made to training providers.

Now you're good to go!



How to register and use the apprenticeship service as an employer

Sign in or register to access funds to pay for apprenticeship training.

Published 13 February 2017
Last updated 5 April 2019 — [see all updates](#)
From: [Education and Skills Funding Agency](#)

Applies to: **England**

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- 9. Advertising apprenticeship vacancies

Related content

- [Recruit an apprentice](#)
- [Pay Apprenticeship Levy](#)
- [A guide to apprenticeships](#)
- [Employer guides to apprenticeships](#)
- [Apprenticeship funding rules for employers](#)

For more guidance on how to use the apprenticeship service click this [link](#).

